



St. Tammany Parish Public Schools

Google Classroom Guide for Parents and Students

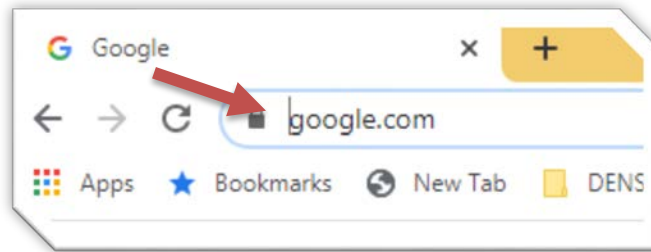
What is Google Classroom?

Google Classroom is a class-organization platform that incorporates Google's core G Suite (Google Docs, Sheets, Slides, Drive, and other Google products) so students can access everything they need such as assignments, homework, newsletters, etc. for a class. It is your child's digital link to learning.

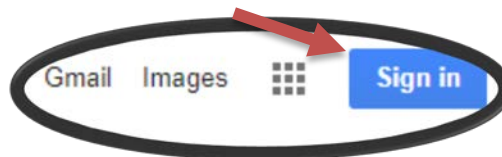
NOTE: If you have not logged into your Google Account for STPSB, please watch the video [Logging into Your Google Account](#).

Getting Started with Google Classroom

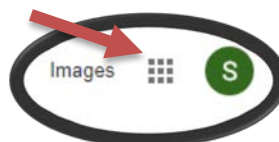
- In the omnibox (address bar), type www.google.com.



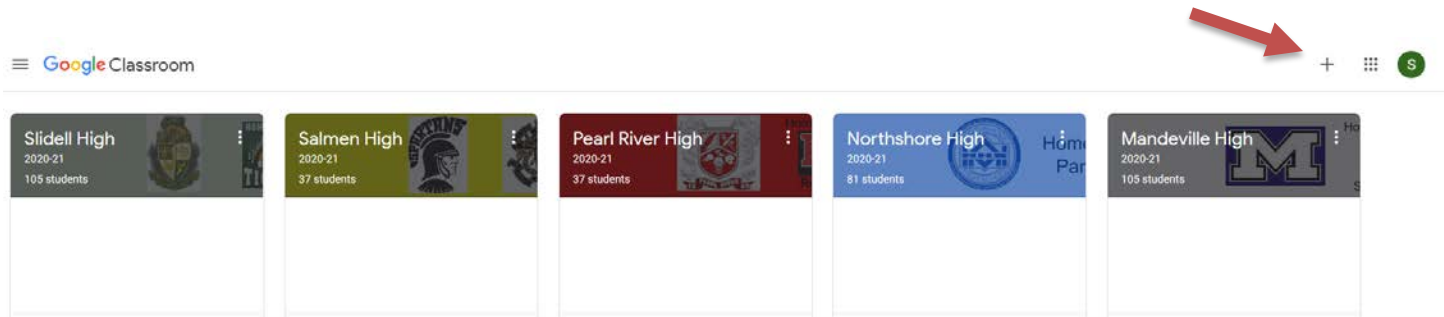
- Accessing the Google Classroom:
 - If using your district issued Chromebook, students will log in using their unique STPSB credentials. This will bring them to the St. Tammany Parish district website
 - If using a desktop or laptop open the Chrome browser, you will click on the Sign in block in the upper right hand corner.



- You will see the Google Account in the upper right hand corner with a colored circle around your initial.
- Click on the 9 squares (Waffle) next to your initial to see the Google Suite of Products.



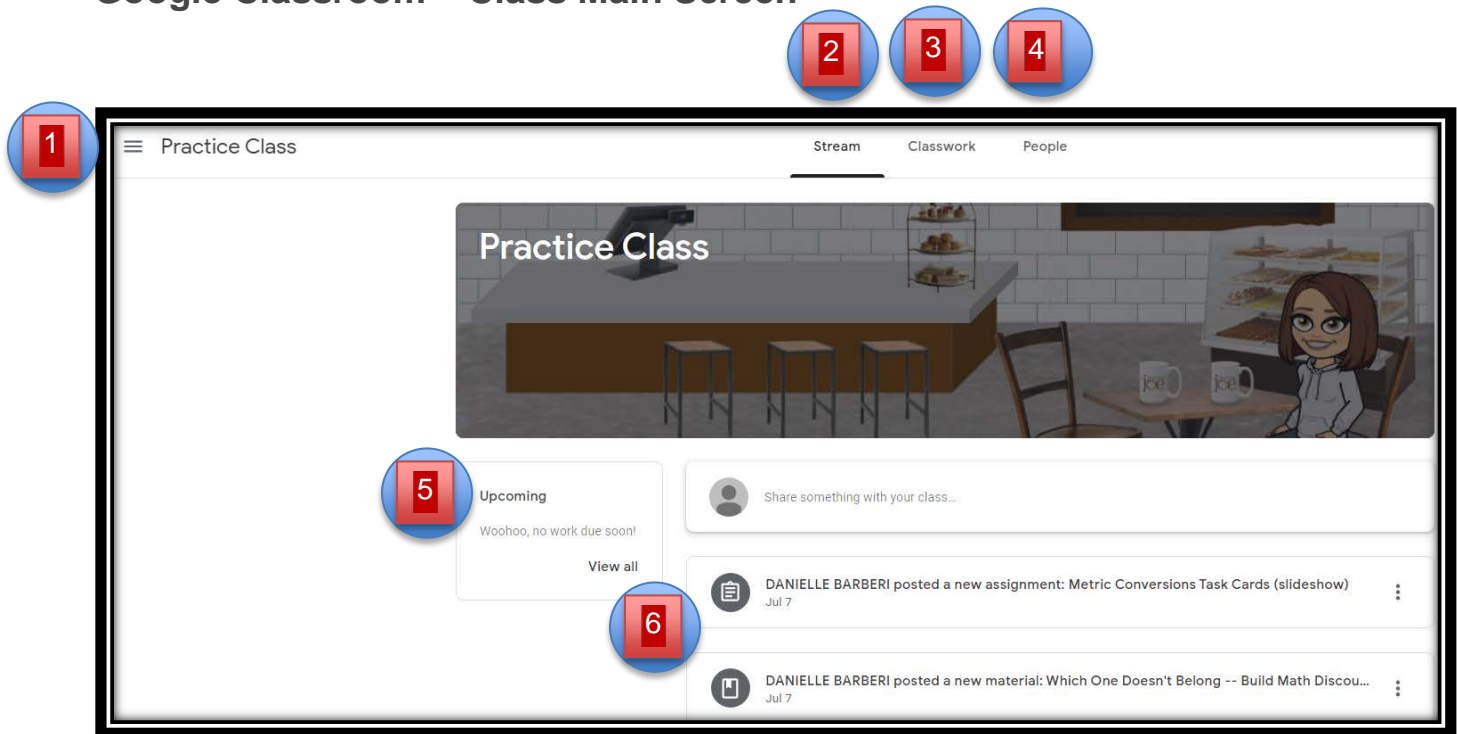
- Click on Classroom. This will bring up a list of classrooms you are enrolled.
- If you do not have any classrooms, click on the + sign and Join Class using the code your teacher provided.



What does Google Classroom look like?

Google Classroom – Home Screen will display a tile for each classroom your child is currently enrolled. Click on the name of the classroom you would like to view.

Google Classroom – Class Main Screen



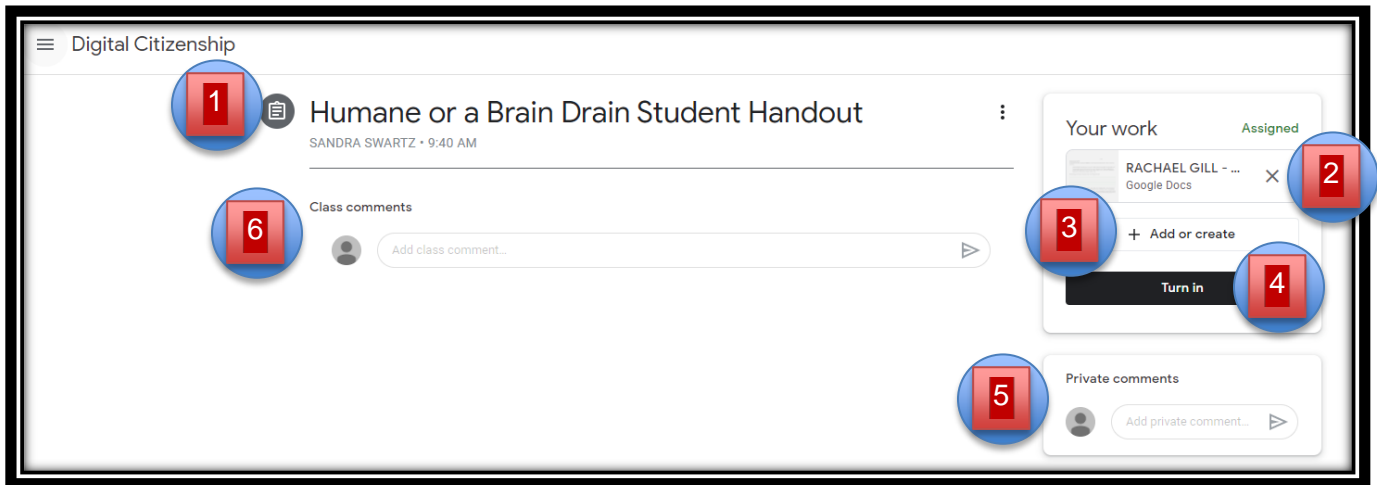
1. **Class Menu (Hamburger)** ☰ – switches between classes
2. **Stream** – general announcements, class updates, and new assignments posted
3. **Classwork** – assignments, resources, and materials for class
4. **People** – students enrolled in the classroom
5. **Upcoming** – assignments that are due soon
6. List of announcements and new assignments posted

Google Classroom – Classwork Screen

The screenshot shows the Google Classroom interface for a class named 'Digital Citizenship'. At the top, there are three tabs: 'Stream', 'Classwork', and 'People', with 'Classwork' being the active tab. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. On the left side, there is a sidebar with 'All topics' and a list of topics including 'Digital Citizenship' and 'Lesson 1: Digital Me...'. The main content area displays a list of classwork items. The first item is 'Common Sense Media' with a 'No due date'. The second item is 'Digital Citizenship Curriculum Overview' with a 'Posted Jul 30' date. The third item is 'Louisiana Digital Literacy Guide' with a 'Posted Jul 21' date. Below these is a section for 'Lesson 1: Digital Media and Your Brain'. Under this lesson, there is a 'Lesson Plan' item with a 'Posted 9:16 AM' date. The next item is 'Humane or a Brain Drain Student Handout', which is marked as 'Assigned' and has a 'No due date'. Below this assignment, there is a preview of a Google Doc titled 'Grade 8 - Digital Media a...'. At the bottom of the assignment card, there is a 'View assignment' link. Numbered callouts (1-9) are placed over various elements: 1 points to the 'Classwork' tab; 2 points to the 'All topics' sidebar; 3 points to the lesson title; 4 points to the assignment title; 5 points to the 'No due date' text; 6 points to the 'Assigned' status; 7 points to the attached Google Doc; 8 points to the 'View assignment' link; and 9 points to the 'View your work' link.

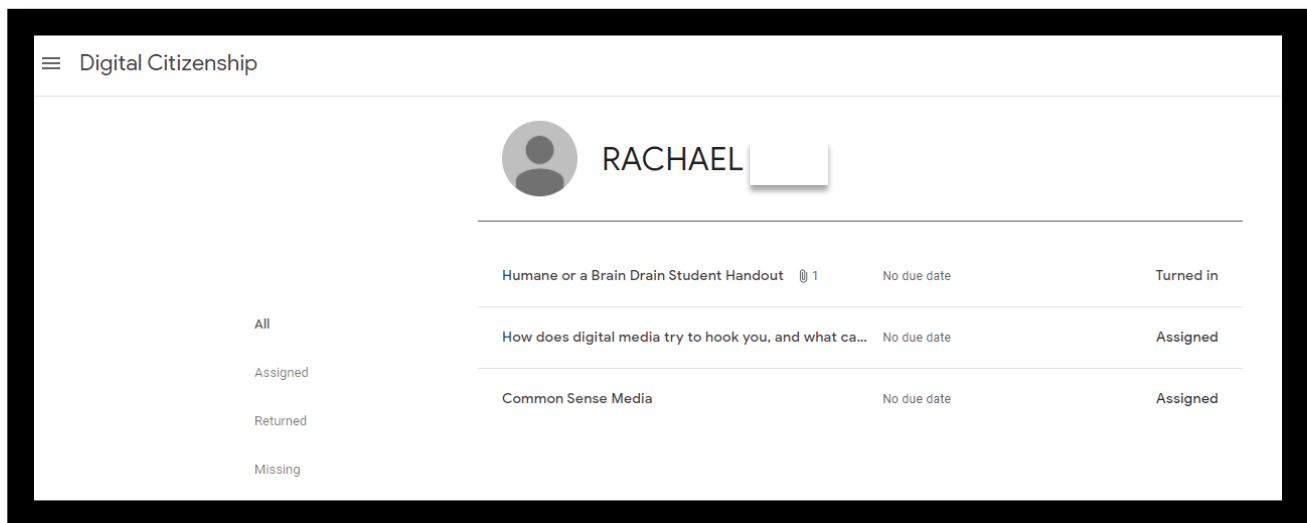
1. **Classwork** – click Classwork to access this screen
2. **All topics** – a list of all topics that have been created for the class
3. **Topic** – topics sort and categorize the various resources and assignments
4. **Classwork title** – name of an assignment, question, or class materials
5. **Due date** – when the classwork item is due
6. **Classwork status** – assigned, submitted, returned, late
7. **Attached files/links** – items necessary to complete the assignment
8. **View assignment** – click to view more details and submit the assignment upon completion
9. **View your work** – will list all of the your assignments for the class

Google Classroom – Assignment Screen



1. **Classwork Title** – Name of assignment
2. **Attached files/links** – items necessary to complete the assignment
3. **Add or create** – student can add or create new files for an assignment
4. **Mark as done or Turn in** – student will click on one of the options to submit the assignment upon completion
5. **Private comments** – comments that only the student and teacher can view
6. **Class comments** – comments that ALL students and teacher can view

Google Classroom – View your work Screen



1. **All** – all assignments listed
2. **Assigned** – only assignments assigned at the time
3. **Returned** – all assignments that were submitted and returned
4. **Missing** – all assignments that are missing and need to be submitted

NOTE: To watch a video on Google Classroom, click on [Navigating the Classroom](#).