

Google Classroom Guide




Stream

The Stream is where you will see announcements about our class.

On the left side of the screen, you will find a box that says “Upcoming.” This is where assigned work with deadlines will appear. For example, if you have a discussion post due on Friday, Sept. 18 at 11:59 pm, you will see that assignment there.

Classwork

Classwork is where your assignments and other materials will be posted. They are separated by topic, like a folder in Google Drive. Some materials may not be filed into a topic, but they will always appear at the top of the classwork page.

Icon	Name	What to Know
	Assignment or Quiz Assignment	<ul style="list-style-type: none">~ Upload/add a document, presentation, photo, etc. to complete the assignment.~ Be sure to submit the assignment materials by clicking the “Hand in” icon.~ You can add private comments before or after you hand in an assignment. These comments are only visible to the teacher.
	Material	<ul style="list-style-type: none">~ Generally indicates links or other resources
	Question	<ul style="list-style-type: none">~ Similar to a discussion board. You write and hand in an initial (first) post and then can reply to classmates’ posts.~ Once you have answered the question, you are able to comment on other students’ responses.

People

On the People tab, you can see who is in your class. By selecting the box next to the student or clicking the three dots next to their name, you can email one of your peers or teachers straight from Google Classroom.

Grades

This tab allows you to see the scores you received on assignments given in Google Classroom. If there is not a numerical grade or a check mark, that assignment will display as “Missing.”