



**ACT**  
Government

Education and Training



# **GOOGLE CLASSROOM:**

Guide for Students



This guide will introduce you to Google Classroom, which is one of the many tools offered by our Google Apps for Education service. It will provide you with all you need to connect with your class and teachers, collaborate and complete assignments all online in the cloud.

## Google Classroom

With Google Classroom, students can join classes in minutes, saving time to focus on learning.

Classroom brings students and teachers together. Teachers can share resources with you, even post announcements and assignments for you to complete all online in a web browser. Your classes all have their own stream for you to collaborate and share ideas with your classmates. Your assignments can also be stored, completed and submitted online.

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# Welcome to Google Apps for Education

## About Google Apps for Education

Google Apps for Education (GAFE) is a cloud-based system offering online productivity tools for classroom collaboration. GAFE provides students and teachers with unlimited cloud storage in Google Drive, Docs, Sheets and Slides. GAFE also provides student email and other modern online communication tools.

### Starting up

Open a web browser and go to the Digital Backpack webpage:

<https://backpack.ed.act.edu.au>

### Logging on

#### Teachers

Enter your SchoolsNET username (firstname\_lastname) and password.

Click "Logon".

#### Students

Students who have returned their parent/carer consent form will use their SchoolsNET username (student number) and password.

Click "Logon".

When the Backpack page launches, click the Google Classroom icon.



Google Classroom  
Classroom

## Benefits

Google Classroom:

- lets teachers post class resources, assignments, announcements and due dates so they are visible to all class students. Even students can post announcements if the teacher enables it.
- connects to your Google Drive to automatically create and manage folders for each of your classes. Classroom adds any assignments and materials to the right folder all on its own.
- can be accessed from anywhere online, on any device with a modern browser.
- enables real-time learning all in the web. Teachers can view a student's work live and students can receive feedback as they go, even before they've submitted.

## Join a Class

There are a couple of ways to join a class in Google Classroom, but your teacher needs to create a class before you can join one.

When your teacher has created the class and invited you to join, you will receive a notification in your Gmail inbox.

Open your email: <https://mail.google.com/a/schoolsnet.act.edu.au> and log in with your SchoolsNET username and password.

Once inside your inbox, open the notification email and click the link to join.

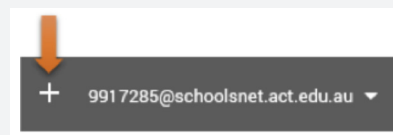
From: John Teacher (Classroom) <no-reply+8f8d0ef0@classroom.google.com>  
Date: 10 December 2014 at 16:19  
Subject: You have been invited to join Science  
To: 9917285@schoolsnet.act.edu.au

John Teacher invited you to join Science.

Click to enroll in the class: <http://classroom.google.com/c/Mjg4NDg4OTIa?accept=Mjg4NDg4OTIa>

Another way is to join a class from your page using a Google Classroom enrolment code.

Go to <https://classroom.google.com> and click the + icon in the upper right corner



Ask your teacher what the Google Classroom code is to join the class. This is displayed to the teacher in the class **STREAM**.

Enter the code and click **JOIN**

Enter class code to join.

CANCEL

JOIN

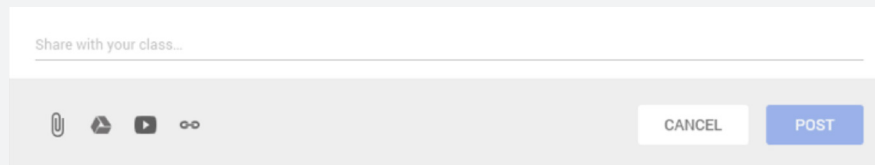
## Post to the Class Stream

Your teacher can decide on the posting permissions for students in your class.

You may be allowed to either:

- post and comment on other posts
- only comment on posts the teacher makes, or
- not allowed to post or comment, only the teacher can.

Go to the class **STREAM**. If you have posting permissions, you will be able to click “Share with your class” and post something.



There are icons you can click to add an attachment to your post if you wish.



Upload a file that is stored on your computer.



Add a file from your Google Drive. This could be a file you've already uploaded to Google Drive earlier, or perhaps a Google Doc or Sheet you have created inside of Google drive.



This brings up a YouTube search field to add a YouTube video. YouTube needs to be enabled at your school for this to work.



This will provide a link to another webpage or site that you want to make visible as easy access for students.

## View Assignments

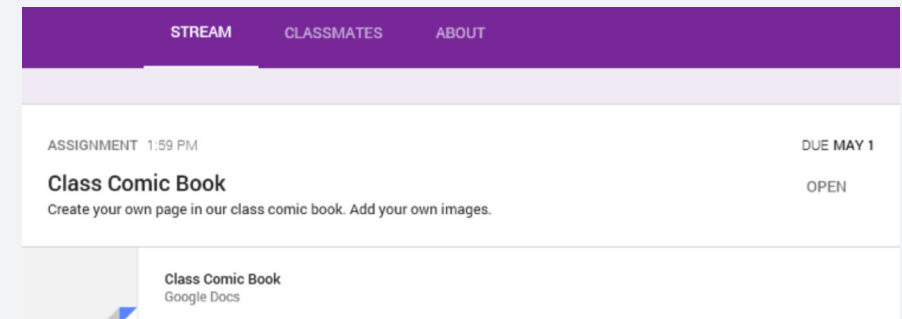
You can view assignments in the class stream and on the Assignments page.

On the Assignments page, you can sort your assignments by class, by those that you need to do, or by those that are done. You can also see the assignments that have been graded and returned.

To view assignments for a specific class:

Go to <https://classroom.google.com> and select the class.

Select the class. Assignments appear in the **STREAM** in the order that they were assigned.



When you select a specific assignment, you can choose to see the assignment details provided by the teacher or the details of your work thus far, including the options to add, create, and turn in work for the assignment.

You can also view assignments on the Assignments page

Go to <https://classroom.google.com> and click the menu icon ☰ in the upper left corner.

**TO-DO** is automatically selected and the assignments that are due soon are displayed first.

Click an assignment to access it.

Click **DONE** to see the assignments you've already submitted. If an assignment is graded, the grade is listed. If your teacher provided other feedback, you can see it by clicking the assignment.

You can view your assignments by class by clicking **SHOW ALL CLASSES** and selecting the class you want to see.

## Complete an Assignment

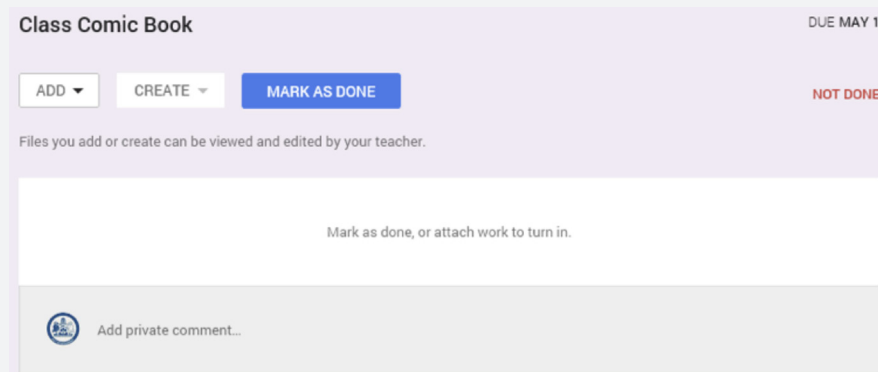
There are two ways you can complete an assignment in Classroom:

- If you need to attach anything to the assignment, follow the steps to turn in an assignment.
- If there are no attachments for the assignment, follow the steps to mark an assignment done.

You can edit an assignment after turning it in. However, any assignment turned in or marked as done after the due date is considered late.

## Turn in an Assignment

Go to the class **STREAM** and click the assignment you want to turn in. You can also access your assignments through the Assignments page.



The screenshot shows the Classroom interface for an assignment titled "Class Comic Book". At the top right, it says "DUE MAY 1". Below the title, there are three buttons: "ADD" with a dropdown arrow, "CREATE" with a dropdown arrow, and a blue "MARK AS DONE" button. To the right of these buttons, it says "NOT DONE" in red. Below the buttons, a small note states: "Files you add or create can be viewed and edited by your teacher." The main area of the interface is a large white box with the text "Mark as done, or attach work to turn in." At the bottom, there is a grey bar with a speech bubble icon and the text "Add private comment..."

To attach a file from Google Drive or your computer, click **ADD** and follow these steps:

- Select **Google Drive** or **Upload file**.
- Select the file and click **Add**.
- To attach a link, select **Link**, enter the link and click **ADD LINK**.
- If you decide that you don't need an attachment, click **X** next to it to delete it.

To create a new Google Drive item, click **CREATE** and select the file type.

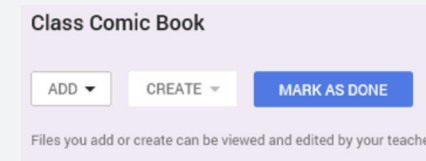
If you want to add a private comment about the assignment, enter it in the box and click **POST**.

After you upload everything for the assignment, click **TURN IN**.

**NOTE: FILES THAT YOU ADD OR CREATE CAN BE VIEWED AND EDITED BY YOUR TEACHER BEFORE YOU TURN THEM IN.**

## Mark an Assignment Done

Go to the class **STREAM** and click the assignment you want to mark as done. You can also access your assignments through the Assignments page.



This screenshot is similar to the one on page 8, but it highlights the "MARK AS DONE" button. The button is blue and located to the right of the "ADD" and "CREATE" buttons. The text "NOT DONE" is still visible on the right side of the interface.

Click **MARK AS DONE**, and **MARK AS DONE** again.

## Edit Your Assignment After Submitting

Go to the class **STREAM** and click the assignment you want to edit. You can also access your assignments through the Assignments page.

- Click **UNSUBMIT** and click **UNSUBMIT** again. Your status for this assignment changes to "Not Done" so make sure you turn it back in before the due date!
- Make any necessary changes and attach any new documents or links.
- If you add an attachment, click **TURN IN** or **MARK AS DONE** if there are no attachments.
- Add a private note to your teacher if needed and click **TURN IN** or **MARK AS DONE**.

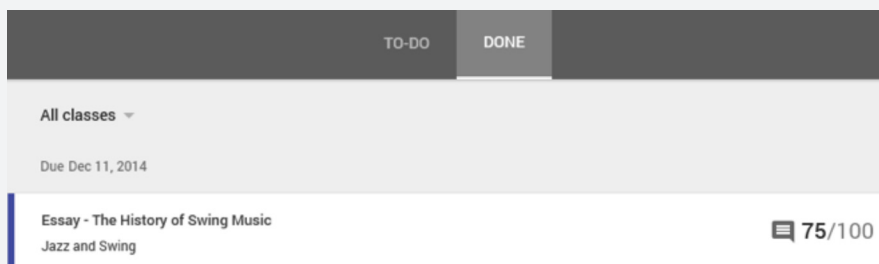


## View a Returned Assignment

After a teacher returns an assignment, you can view it on the Assignments page or in the class stream.

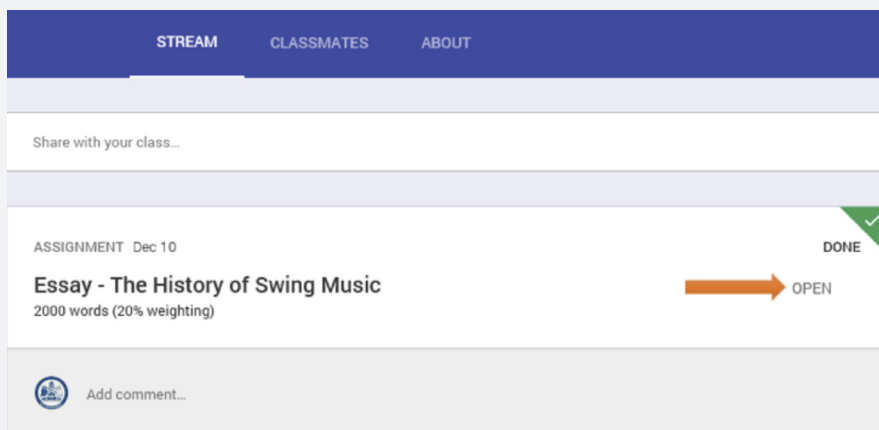
To view a returned assignment on the Assignments page:

- Click the Menu icon ☰ and select **Assignments**.
- Click **DONE** to see the assignments you've submitted. The grade and any comments from the teacher are listed next to the assignment.
- To sort your assignments by class, click **SHOW ALL CLASSES**.



## To view a returned assignment in the class stream:

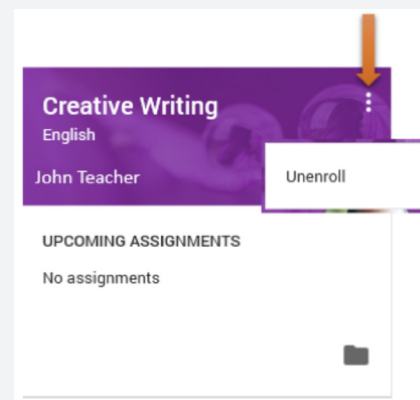
- Select the class and open the **STREAM**.
- Find the assignment in the class stream and click **OPEN**.



- To view the assignments for that class on the Assignments page, click **VIEW ALL** in the ASSIGNMENTS box.

## Un-enrol from a Class

- Your teacher can remove you from a class or you can un-enrol from a class.
- To un-enrol from a class, find the class card, click More Actions (3 vertical dots), and select **UNENROLL**.



**NOTE: IF YOU UNENROLL FROM A CLASS, YOU WILL BE REMOVED FROM THE CLASS. YOU WILL NOT BE ABLE TO SEE OR COMMENT IN THE CLASS STREAM ANYMORE. HOWEVER, ALL YOUR DOCUMENTS FOR THE CLASS ARE STILL ACCESSIBLE IN GOOGLE DRIVE.**



## Support

### **See your School's ICT Coordinator or IT Officer.**

Should your ICT Coordinator or IT Officer be unable to resolve the issue, they can log a request with the Shared Services ICT Service Desk.

### **Self Help**

Free online training is available from the Google for Education training page.

<https://www.google.com.au/edu/training/get-trained/>

Support for all other areas of Google Apps can be obtained via the Google Help Center.

<https://support.google.com/>