

Google Classroom- Parent/Guardian Training



Google Classroom

Guardian/ Student Centered:

In this section you will complete a few tasks to help you get familiar with using Classroom. This [resource](#) is great for students. Please refer to it if you need assistance.

- Watch this video for an overview of Google Classroom: <https://youtu.be/lgS-hoSlnw> (It is about 9 minutes long.)
- Your child has been provided with a logon and password to access the Google Apps for Education. Check with your student's teacher to obtain this information **OR** provide your email to the teacher so that you may be added as parent/guardian.

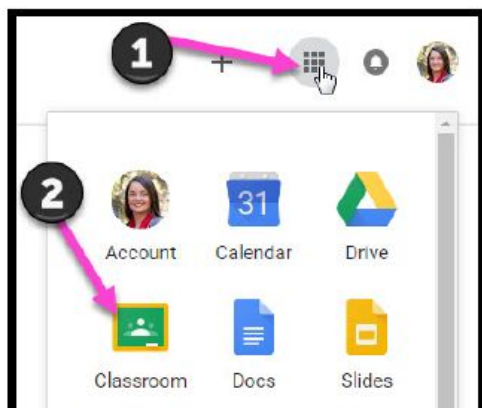
Getting Started:

1. Open [Google.com](https://www.google.com) using your preferred browser. (You can use any browser, but Chrome works best.)
2. "Sign in" using your student's **school** email address (ends in @oran.k12.mo.us) and **school** password.



Please use your student's log-on information. For example:
User Name: jdoe@oran.k12.mo.us
Password: Eaglesjd20

3. Go to the 9 squares or "waffle" in the upper right corner and find the "Classroom" app icon.



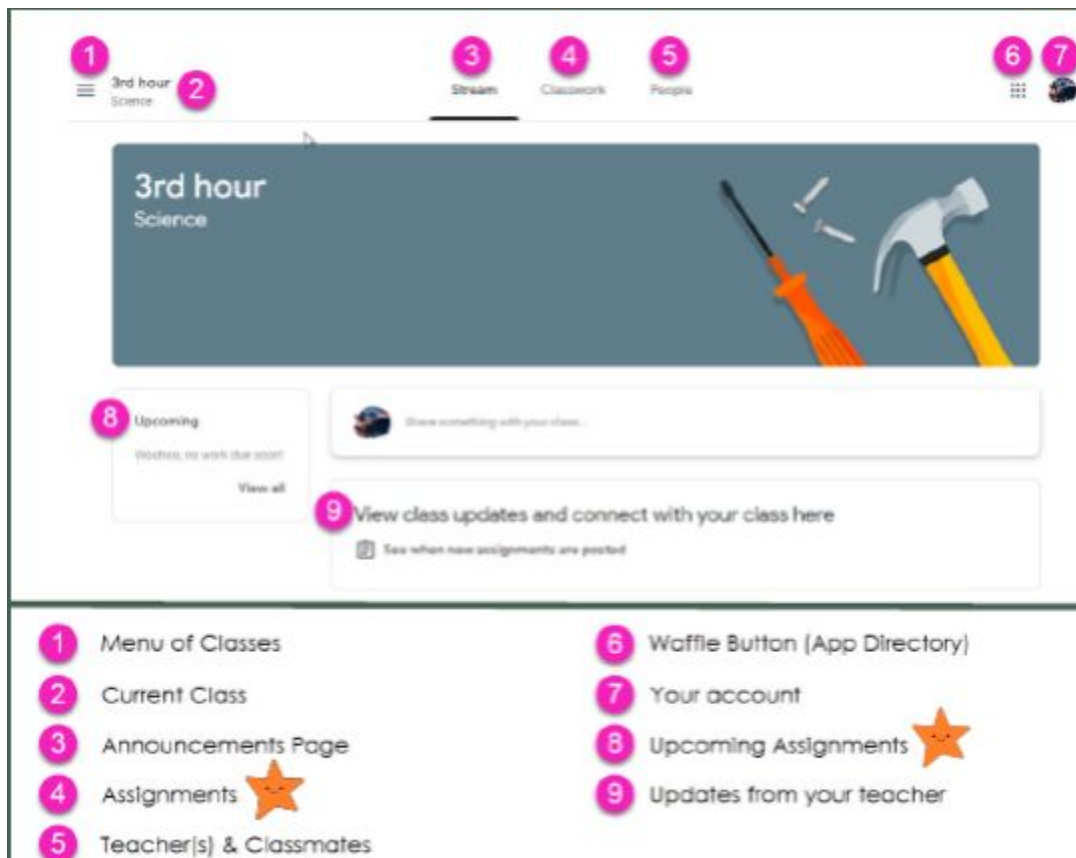
- For the purposes of this tutorial you will be joining a test class. Join the class OE Parent/Guardian Test Class by clicking on the “+” icon (A.) in the upper right corner, clicking on “Join Class” (B.) and entering the class code: **bfo3jc4**

NOTE: you will not have to do this step if your student is already in the class, their classes will be visible like those below (C).

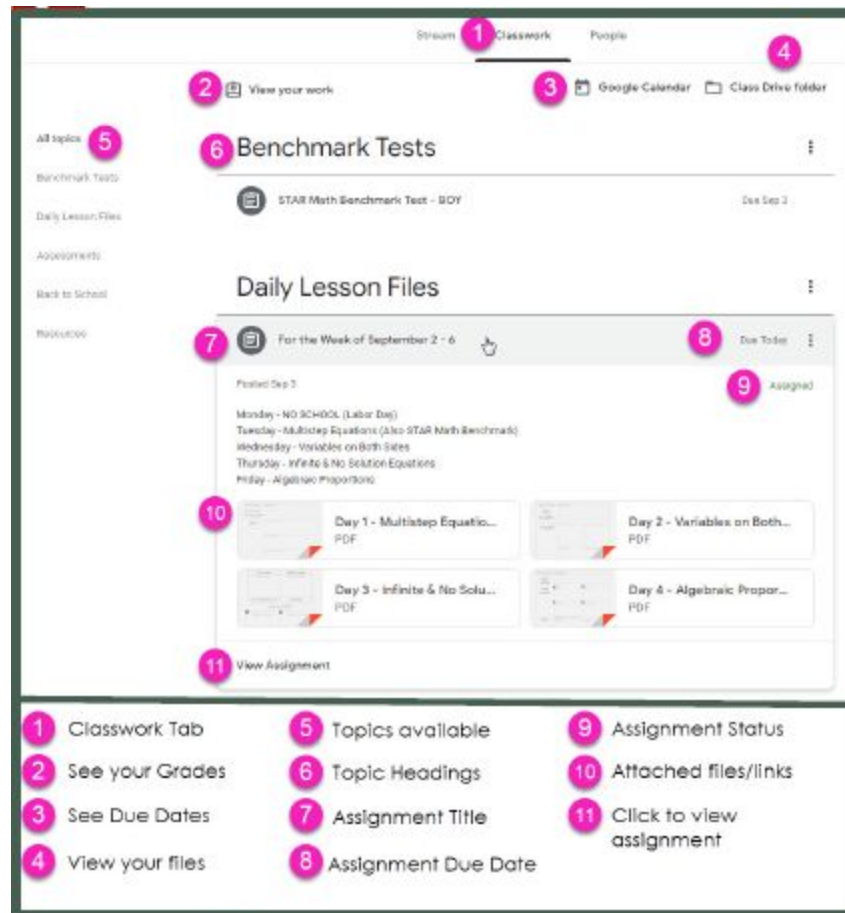


Navigating within Classroom:

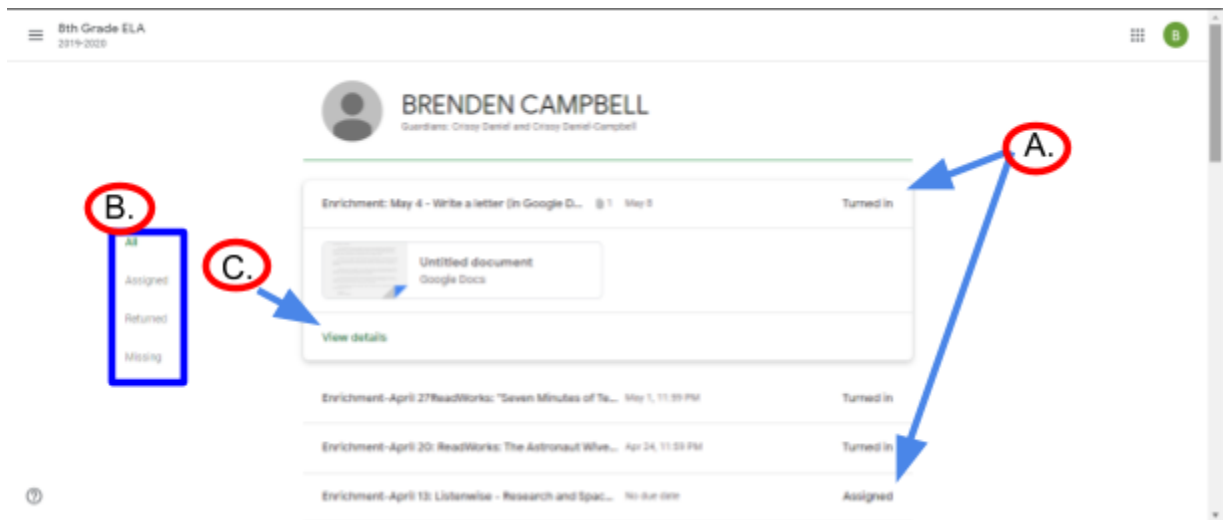
- Click on the class you wish to check. There are several things on the Classroom stream screen for you to view. Items of special interest to parents/guardians are marked with a star.



6. To view pending and completed assignments click on the “Classwork” tab at the top of the screen. There is a great deal of information on this page. See the picture below for details.



7. Click on “View your Work”. On this screen you can quickly see what has been turned in and missing (A).
 - a. You can also sort to view only certain classes of assignments by clicking on any of the tabs on the right (B).
 - b. You can click on “View Work” (C) to view any submitted files and see private comments from the teacher.

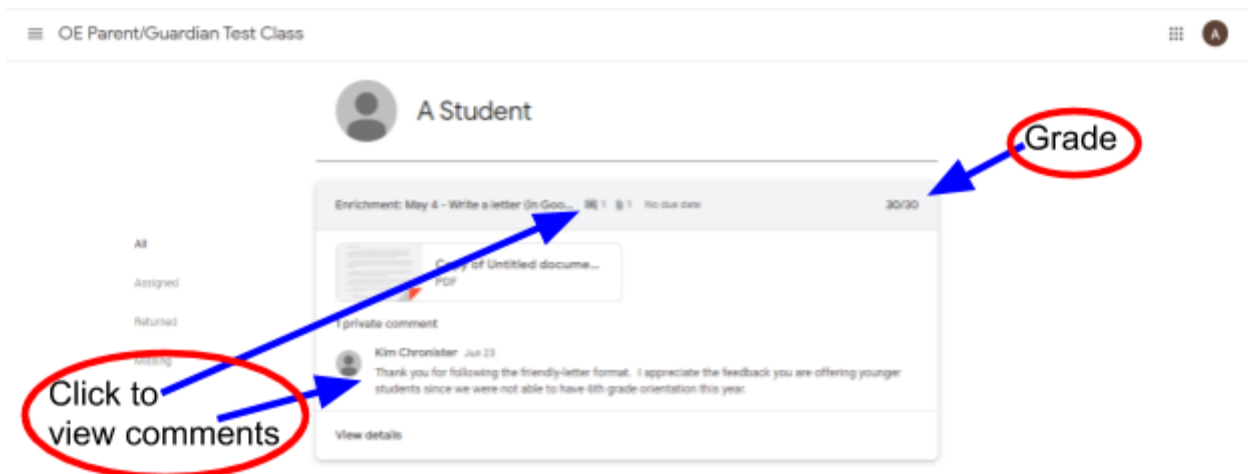


Checking Grades and Teacher Comments:

- To check the grade your student received on their completed assignments select “Your Work” from the “Classwork” tab.



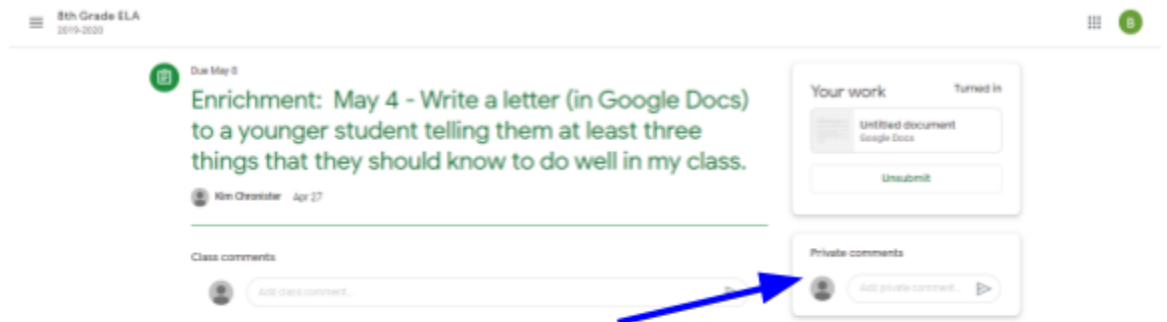
- You will then see a listing of completed assignments. The grade (if one is given) will be listed to the right of the assignment name. You can click on the assignment name to see any comments the teacher has provided.



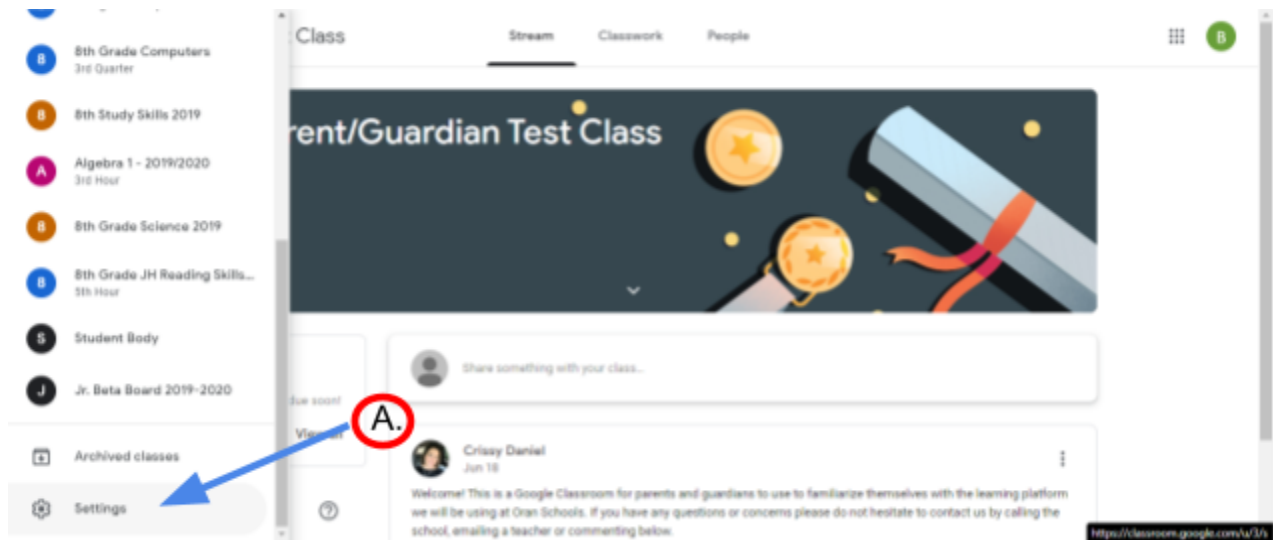
Note: Not all teachers will grade assignments on Classroom. To see official grades you will need to continue to check the [Parent Portal](#).

Commenting:

10. The **best** way to communicate with your student's teacher(s) is through their email- which, like your student's, is [firstinitiallastname]@oran.k12.mo.us (for example: cdaniel@oran.k12.mo.us) BUT you can also leave comments on Google Classroom.
- Comments left on the “**Stream**” tab are **PUBLIC**. Everyone with access to the class can see these comments.
 - You can leave **PRIVATE** comments that the teacher only can see under the “Classwork” tab, selecting “View Assignment” under the assignment you'd like to comment on, and then typing under “Private Comment”.



Note: Some people find the number of notification emails overwhelming and would rather just look at Classroom to see what is new. You can choose to turn Class email notifications on or off (B) under the settings icon (A) under the Menu of Classes.

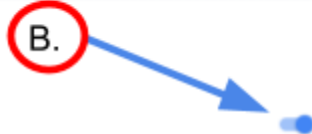


Account settings
Change your password and security options, and access other Google services. [Manage](#)

Notifications

Email

Receive email notifications



Comments

Comments on your posts



Comments that mention you



Private comments on work

