

2020



Google Classroom Student Guide





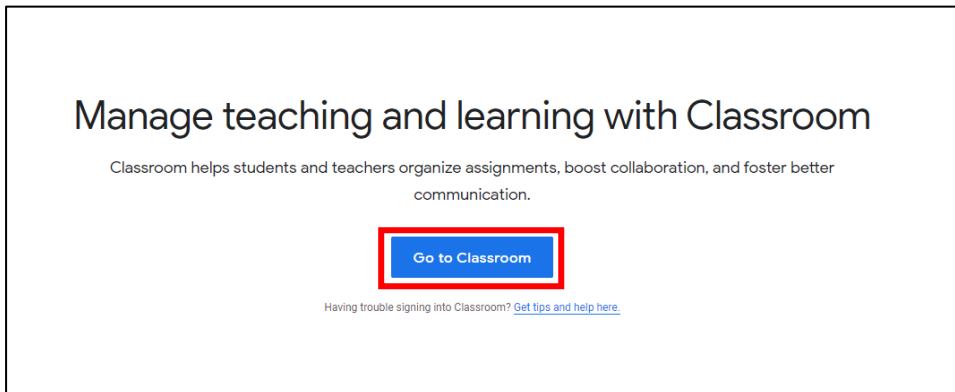
Table of Contents

Logging In	2
Joining a Class	4
Communicating with the class	6
Classwork	8
Assignments	11
Opening an Assignment	11
Opening an Assignment Document	13
Adding an Assignment Document.....	14
Private Message Your Teacher.....	17
Hand In your Assignment.....	17

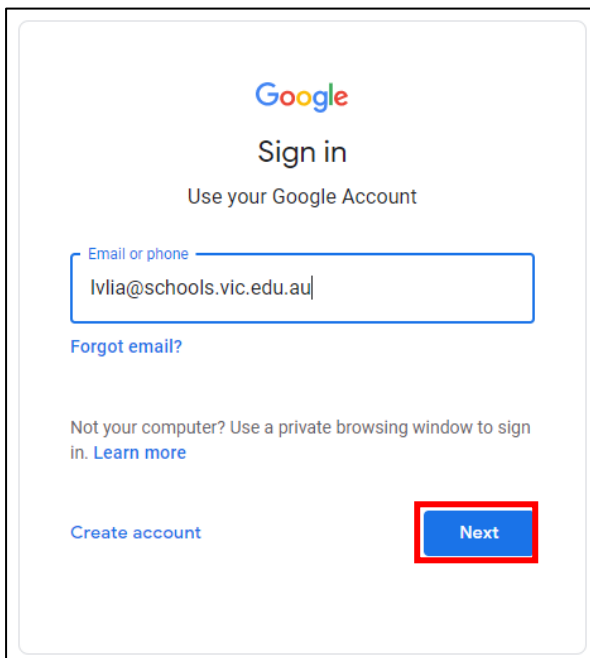


Logging In

1. Navigate to <https://www.classroom.google.com>. If the page below is loaded simply click on the **Go to Classroom** button.



2. Now input the email given to you by your teacher and click the **Next** button. It will need to be the @schools.vic.edu.au email.





- Now input the username and password given to you by your teacher and click on **Log in** button.

State Government Victoria | Department of Education & Training | eduPass

Security (show explanation)

This is a public or shared computer
 This is a private computer

User ID:

Password:

[Reset Forgotten Password](#) | [Log in](#)

[Copyright](#) | [Disclaimer](#) | [Privacy](#)

- If it's your first time logging in you will be presented with the terms and conditions. Click on the **Accept** button.

Google

Welcome to your new account

Welcome to your new account: [swbir2@schools.vic.edu.au](#). Your account is compatible with many [Google services](#), but your [schools.vic.edu.au](#) administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your [swbir2@schools.vic.edu.au](#) account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

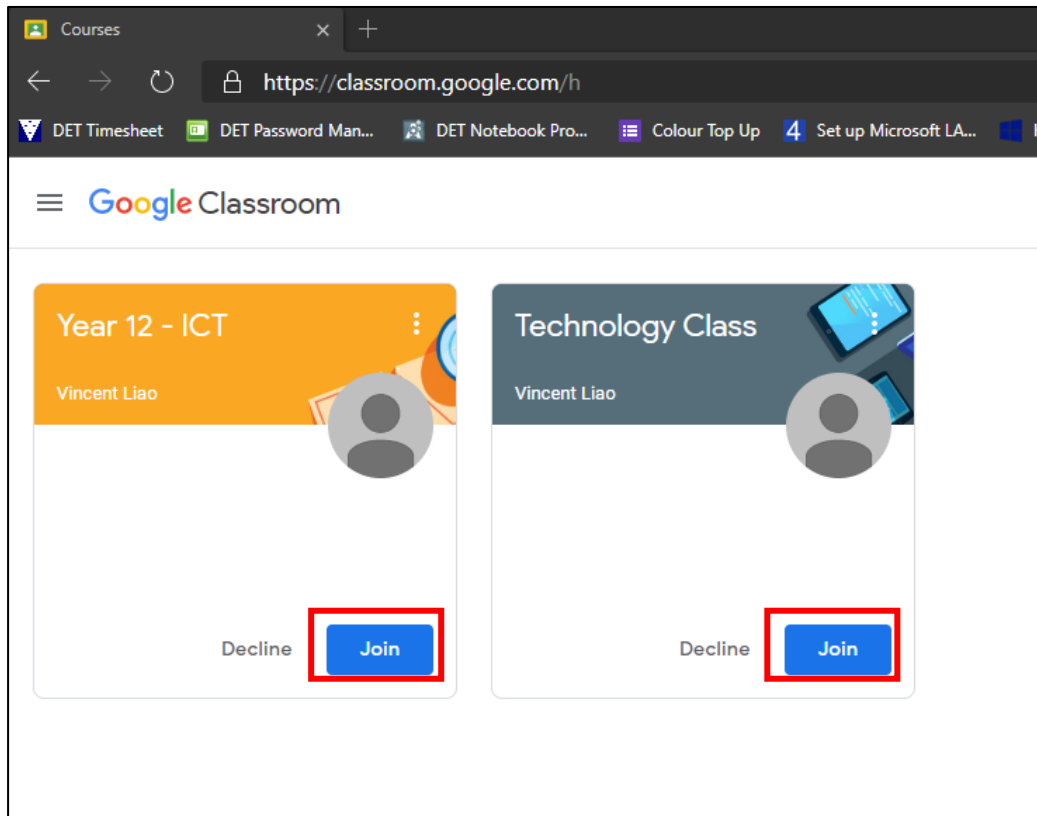
Click 'Accept' below to indicate that you understand this description of how your [swbir2@schools.vic.edu.au](#) account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

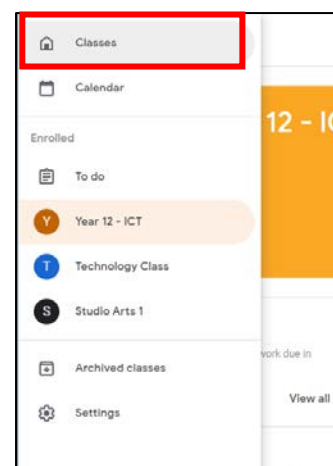
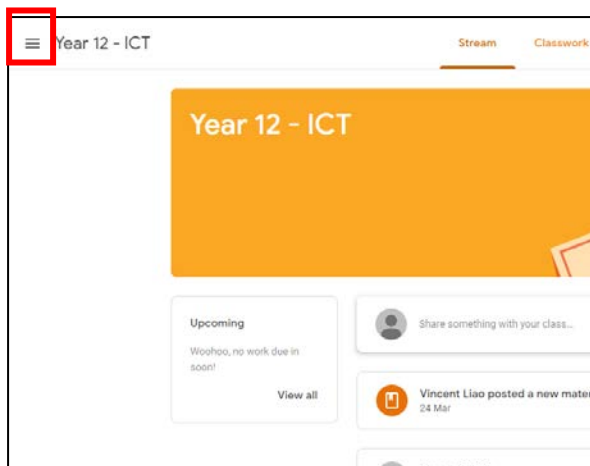


Joining a Class

5. Your teacher will invite you to join their class so you will see several classes shown for you to join. Simply click on the **Join** button to join the class.

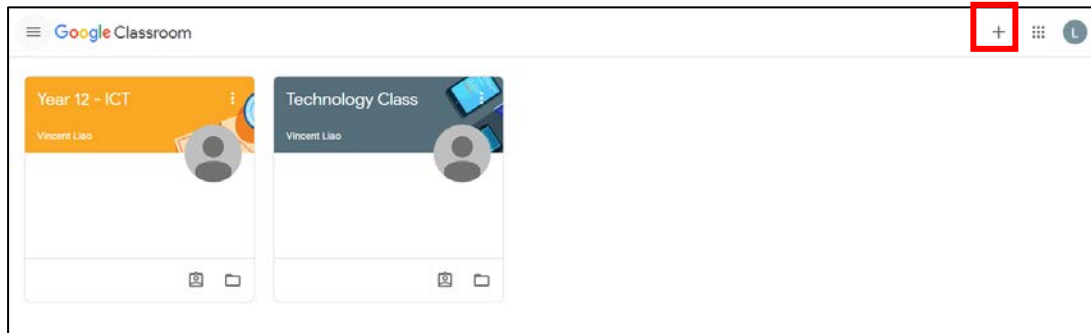


6. Every time you join a class it will open automatically. To navigate back to your class list click on the icon with three lines and then click on **Classes**.

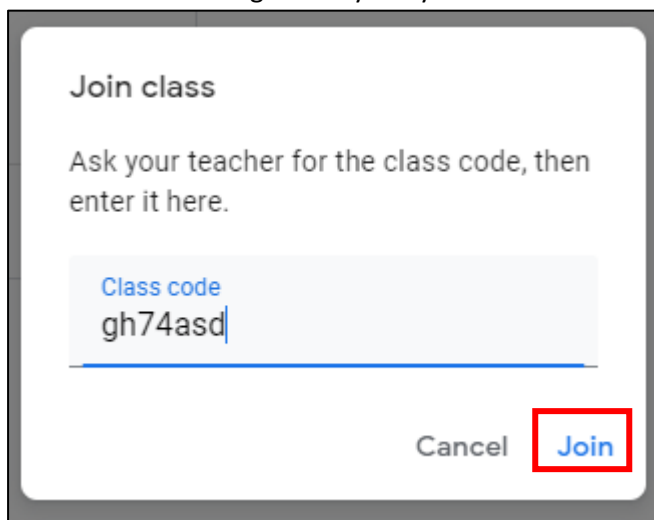




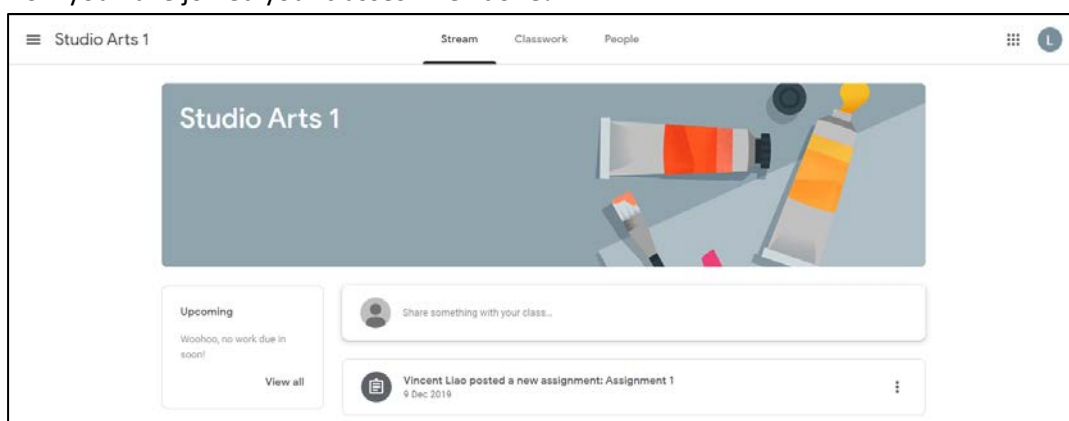
7. You can also join a class by contacting your teacher and getting the **class code**.
8. To join a class that isn't shown on your screen simply click on the **+** button on the top right corner.



9. Enter the class code given to you by the teacher and click on the **Join** button.



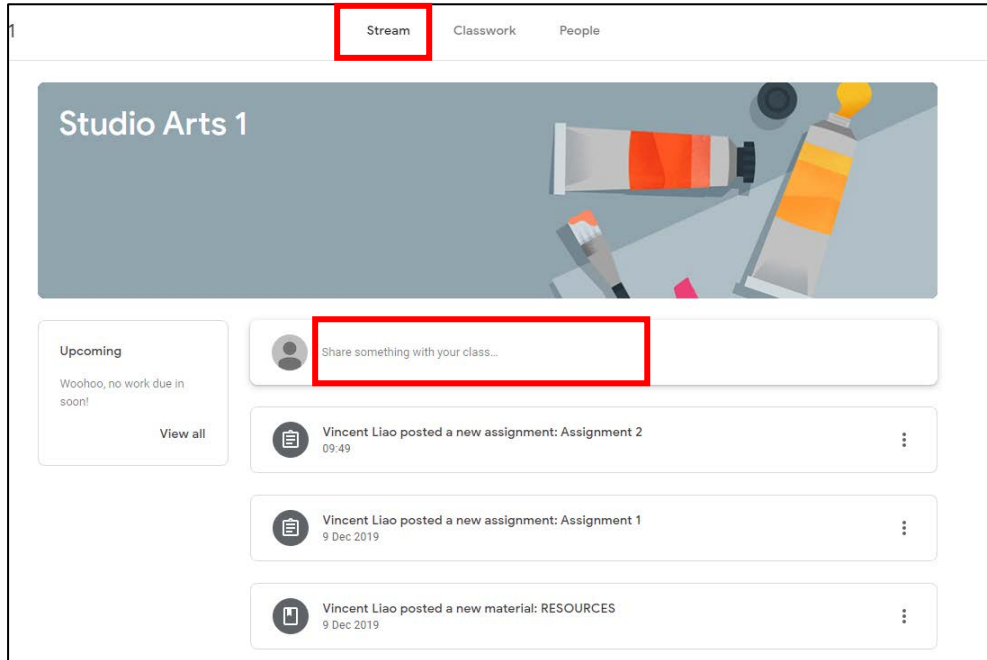
10. Now you have joined your classes. Well done!



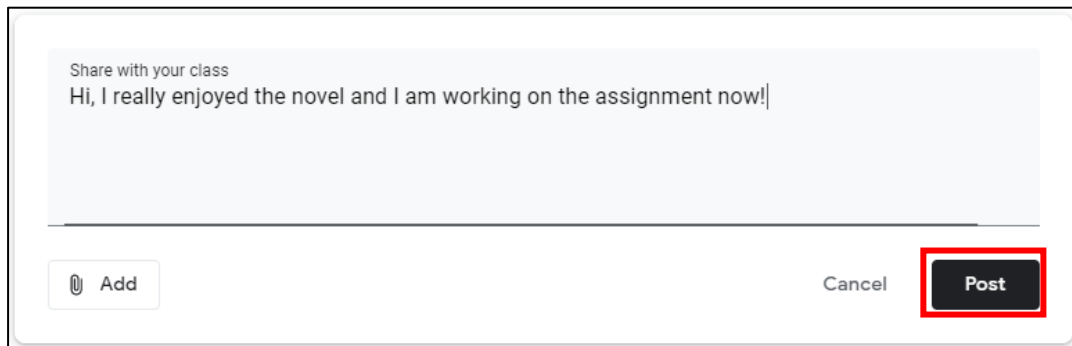


Communicating with the class

11. You can communicate with your class and teacher through the **Stream** tab. Click on the **Share something with your class**.



12. You can type your question or comment and then click on the **Post** button.





13. The Stream will show any new materials and assignments that the teacher has added to the class.

The screenshot displays a vertical list of six posts within a class stream. Each post is contained in a rounded rectangular box and includes a circular icon on the left, the text of the post, a timestamp, and a vertical ellipsis menu icon on the right. The posts are as follows:

- 1. Icon: Document with checkmark. Text: "Vincent Liao posted a new assignment: Assignment 2". Time: "09:49".
- 2. Icon: Document with checkmark. Text: "Vincent Liao posted a new assignment: Assignment 1". Time: "9 Dec 2019".
- 3. Icon: Document. Text: "Vincent Liao posted a new material: RESOURCES". Time: "9 Dec 2019".
- 4. Icon: Document. Text: "Vincent Liao posted a new material: TASK 1". Time: "9 Dec 2019".
- 5. Icon: Document. Text: "Vincent Liao posted a new material: PLANNER". Time: "9 Dec 2019".
- 6. Icon: Document. Text: "Vincent Liao posted a new material: GENERAL". Time: "9 Dec 2019".



Classwork

14. Your teacher will add material and assignments to your class. To access this you will need to click on the **Classwork** tab.

Stream **Classwork** People

View your work Google Calendar Class Drive folder

AOS 1 - Researching and Recording

- General Posted 6 Dec 2019
- Planner Posted 6 Dec 2019
- Task 1 Posted 6 Dec 2019
- Assignment 1 No due date
- Assessment Criteria Posted 6 Dec 2019

15. You will find that some materials will have documents attached. To open the attachment simply click on the attachment.

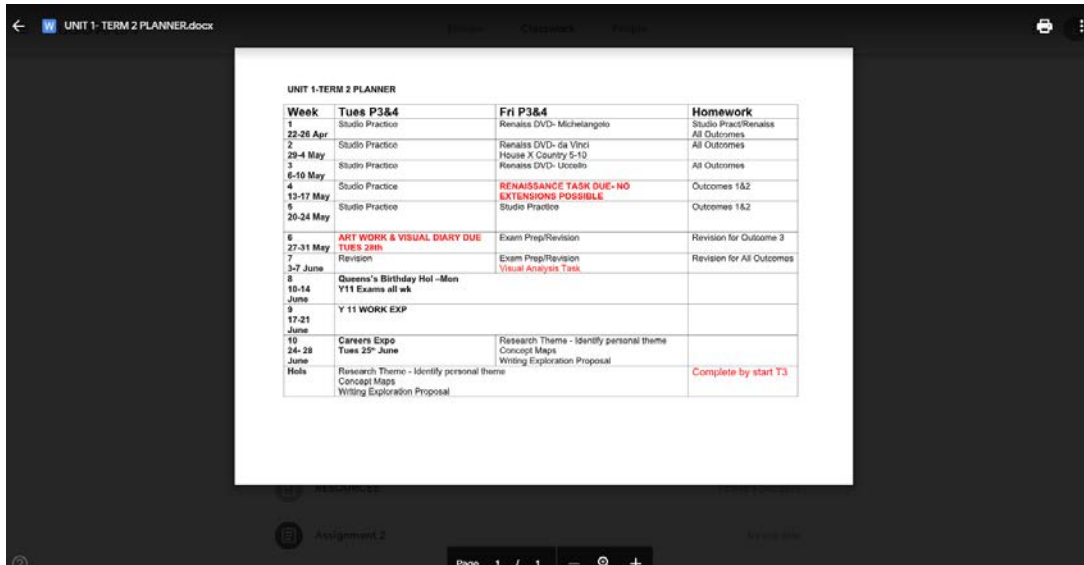
AOS 2 - Studio Practice

- GENERAL Posted 9 Dec 2019
- PLANNER Posted 9 Dec 2019
- UNIT 1- TERM 2 PLANNER... Word

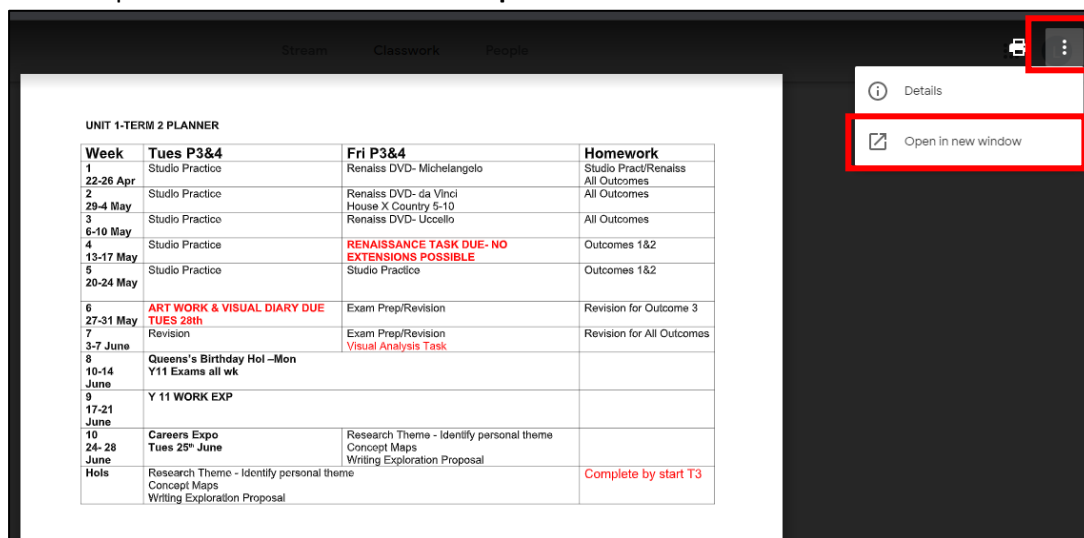
View material



16. The document will open within your web browser.

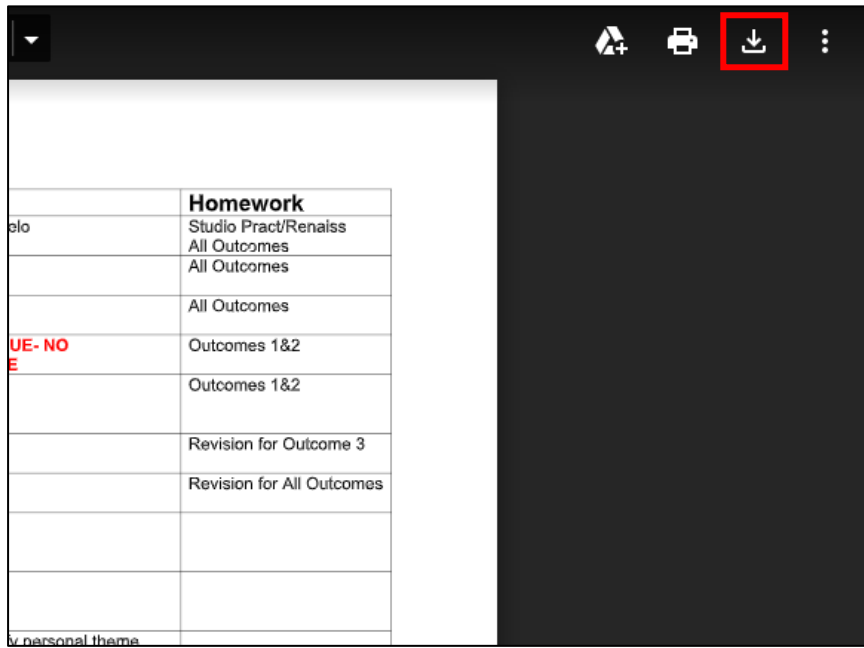


17. If you want to print or download the document you will need to click on the **three dot icon** on the top left corner and then click on **Open in new window**.





18. Now once the document opens in a new window you will have the option to **download** the document.





Assignments

Opening an Assignment

19. Your teacher may require you to complete an assignment and provide a space where you can download a document to fill out and then upload back into Google Classroom.

Under your classwork you may see **Assignments** shown with a particular icon and name. Click on one of the assignments.

The screenshot shows the 'Classwork' tab of a Google Classroom. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. Below the tabs, there is a list of assignments. The first assignment is 'Task 1' with a document icon and 'Posted 6 Dec 2019'. The second assignment is 'Assignment 1' with a document icon and 'No due date', highlighted with a red box. The third assignment is 'Assessment Criteria' with a document icon and 'Posted 6 Dec 2019'. Below this is a section titled 'AOS 2 - Studio Practice' with a vertical ellipsis icon. Underneath, there is another list of assignments: 'GENERAL' (Posted 9 Dec 2019), 'PLANNER' (Posted 9 Dec 2019), 'TASK 1' (Posted 9 Dec 2019), and 'RESOURCES' (Posted 9 Dec 2019). The final assignment is 'Assignment 2' with a document icon and 'No due date', also highlighted with a red box.

20. Click on **View assignment**.

The screenshot shows the 'View assignment' page for 'Assignment 2'. At the top, there is a document icon, the title 'Assignment 2', and 'No due date'. Below this, it says 'Posted 09:49' and 'Assigned'. There is a document preview for 'Logan LIAO - Assignment...' with the file type 'Word'. At the bottom, there is a button labeled 'View assignment', which is highlighted with a red box.



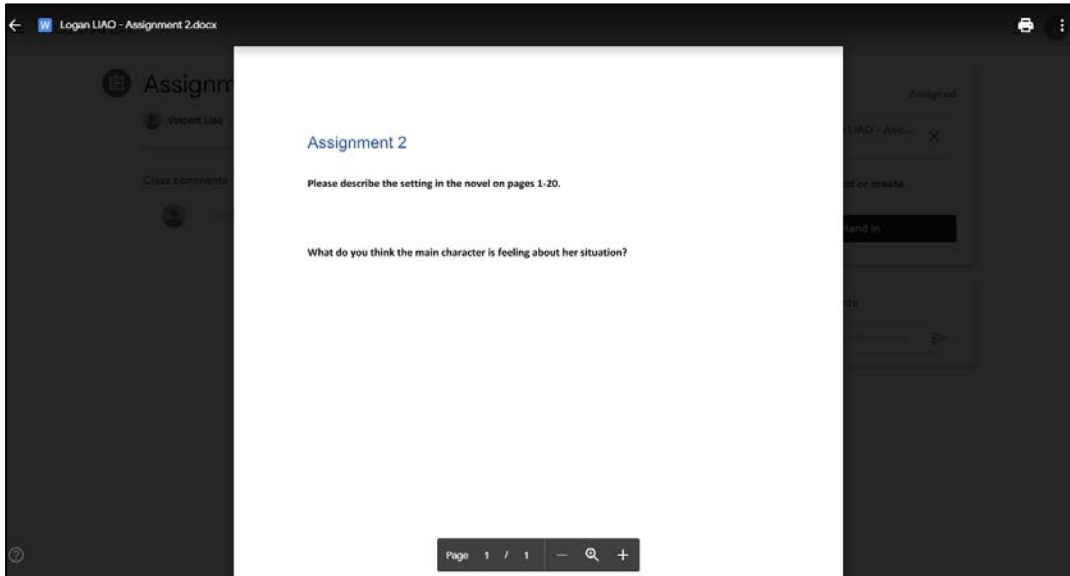
21. On this screen you can:
- a. Open the assignment document.
 - b. Upload an assignment document.
 - c. Hand in your assignment.
 - d. Private message your teacher.

The screenshot shows an assignment submission page titled "Assignment 2" with a value of "100 points". The interface includes a "Your work" section on the right, which is currently "Assigned". This section contains a list of files, a "+ Add or create" button, a "Hand in" button, and a "Private comments" section with an "Add private comment..." input field. Red boxes highlight these elements, labeled a, b, c, and d respectively. The main content area shows a "Class comments" section with an "Add class comment..." input field.

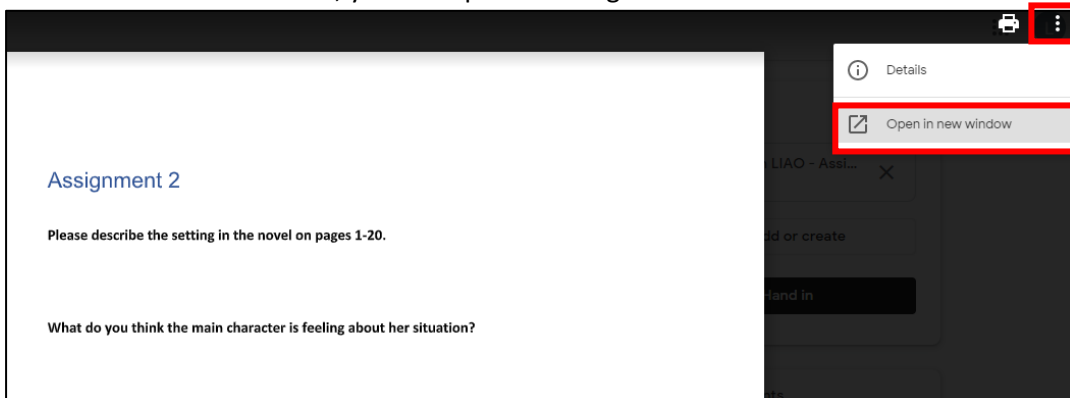


Opening an Assignment Document

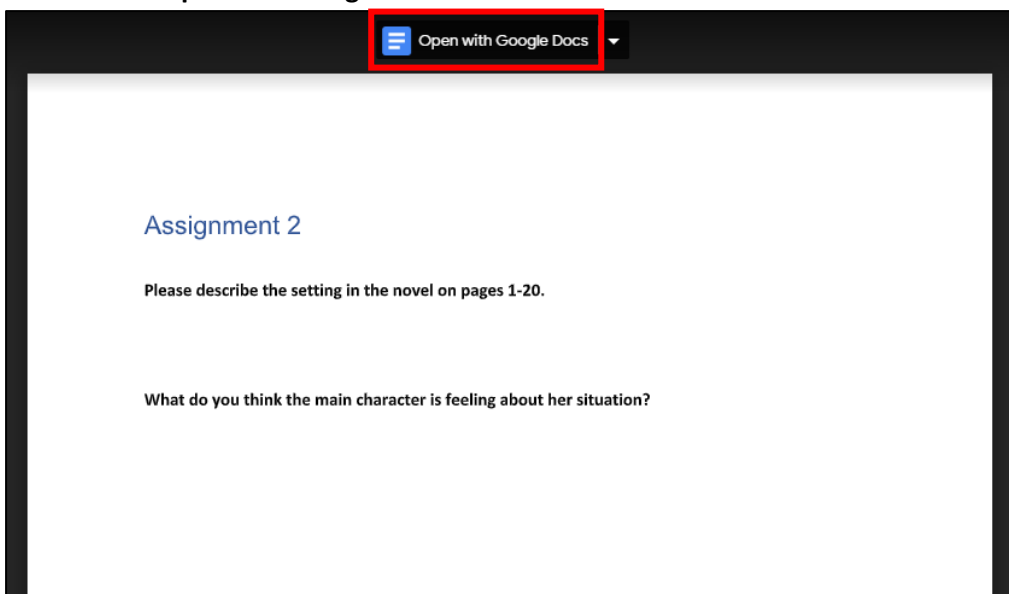
22. In **Step 21** if you clicked on **a.** then your assignment document will open.



23. If the teacher has allowed it, you can open the assignment document in a new windows.



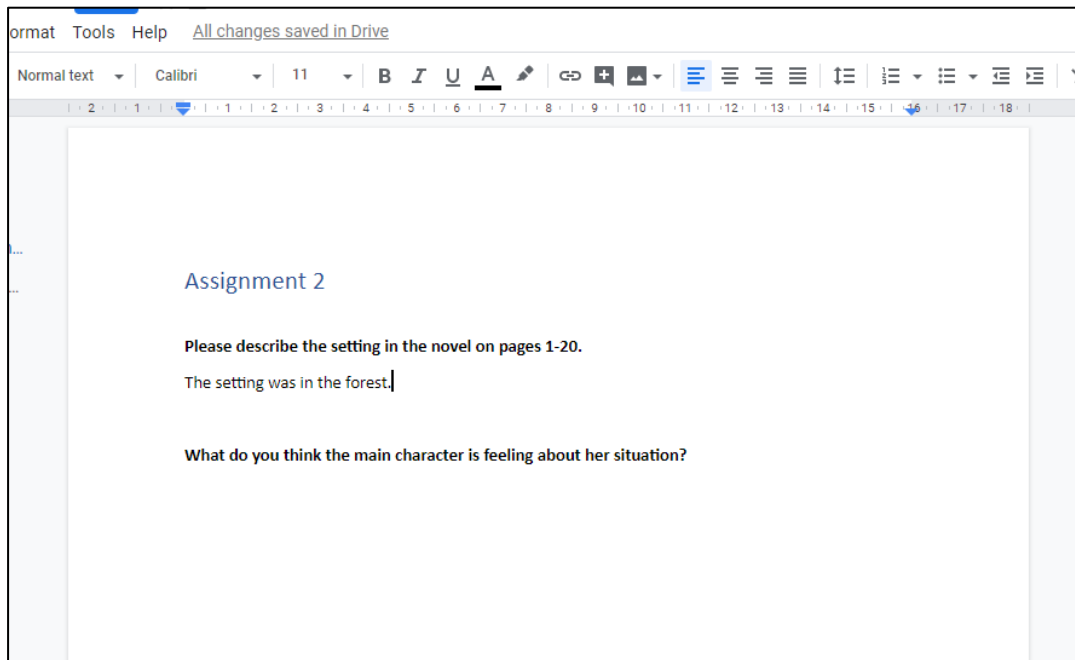
24. Now click on **Open with Google Docs.**





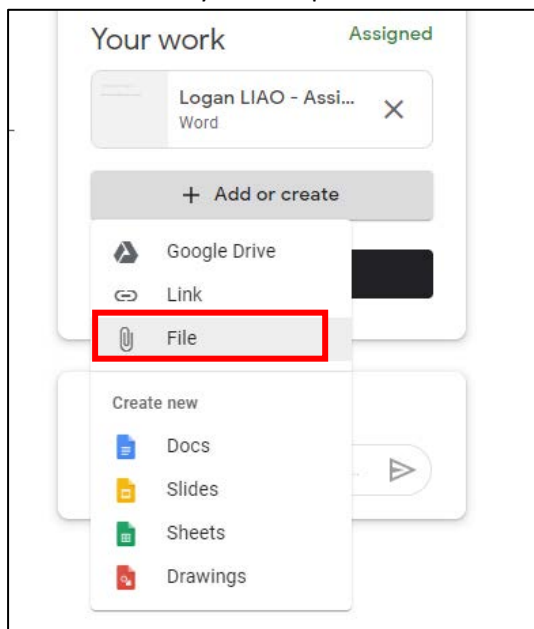
25. The document will load into Google Docs and allow you to start typing in your assignment. The document will **automatically save** with any changes you make.

Once you are done with that document you can simply close that web browsing window.



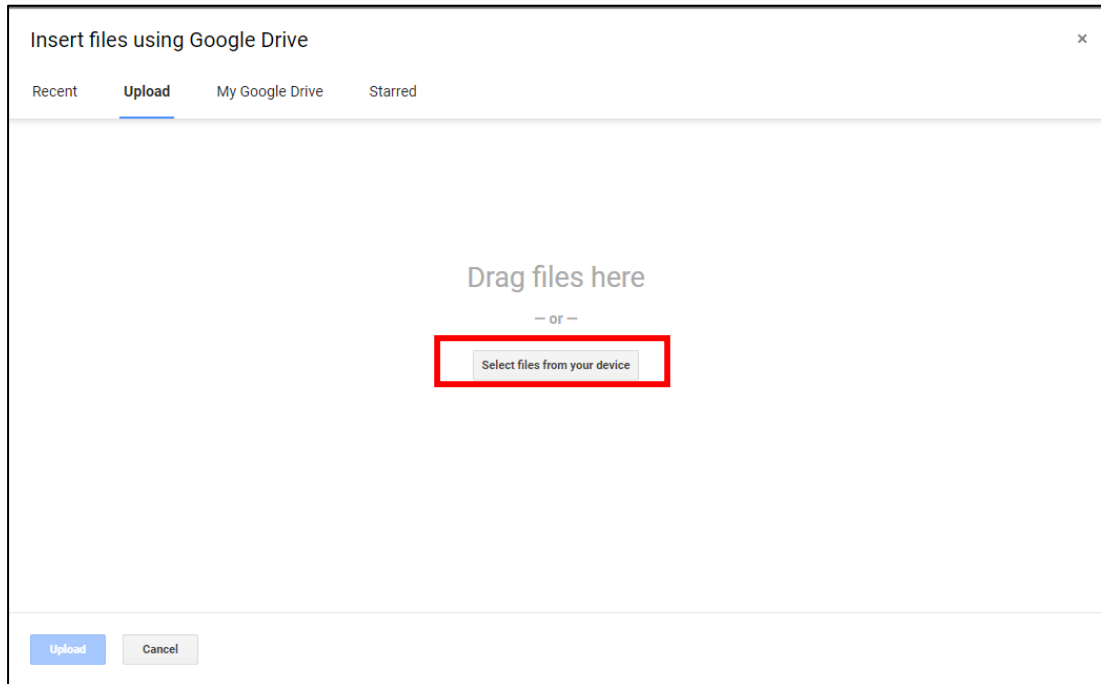
Adding an Assignment Document

26. In Step 21, if you clicked on **+ Add or create** and then **File** you can upload an assignment document from your computer.

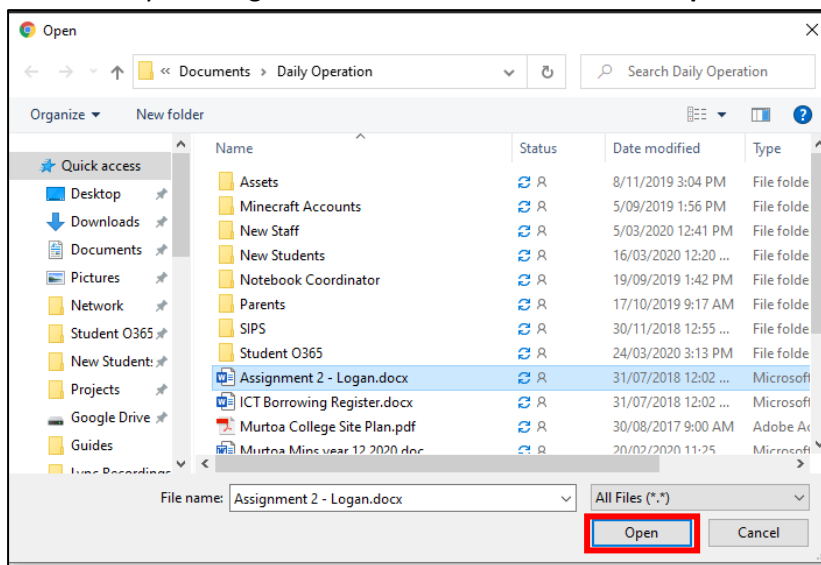




27. Click on the **Select Files from your device**.

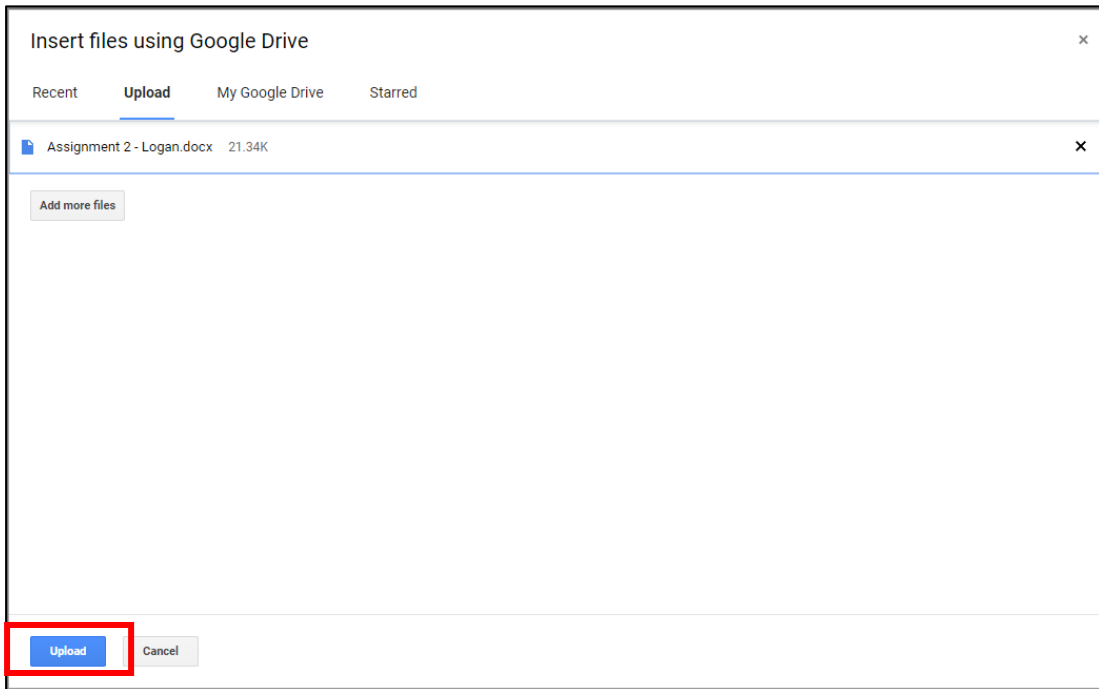


28. Now select your assignment document and click on the **Open** button.

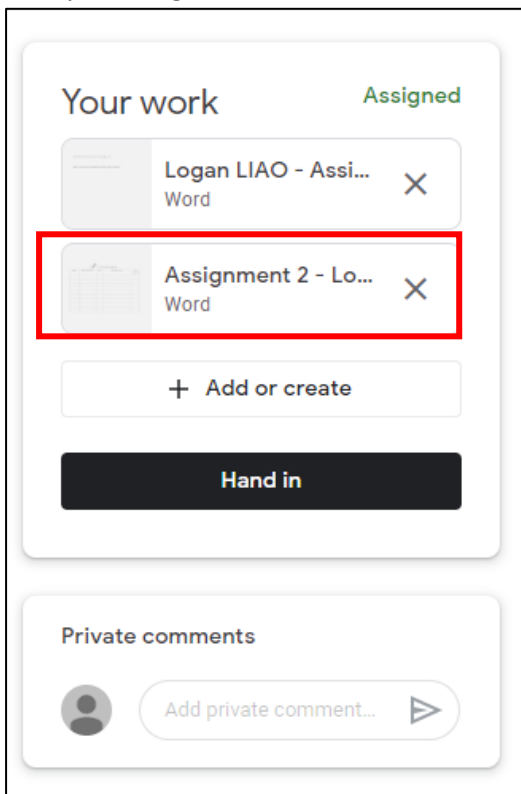




29. Click on the **Upload** button.



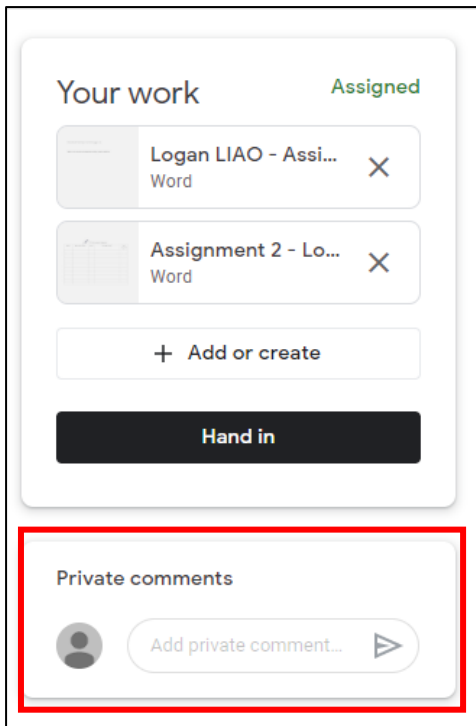
30. Now your assignment will be there for the teacher to see.





Private Message Your Teacher

1. If required, you can send a private message to your teacher by typing in the **Private comments**.



Hand In your Assignment

2. Once you are happy you have all your assignment documents complete and uploaded you can click on the **Hand in** button.

