

## tutorial Google Classroom for Guardians

**OVERVIEW Google Classroom** is a free communications and organization tool. With Classroom, teachers can easily manage assignments and communicate with students and their guardians in one convenient place. Also, teachers and students can work anywhere, anytime, and on any device. Classroom seamlessly integrates with other Google tools, such as Google Docs or even YouTube. Teachers can upload any type of file, including Microsoft Office files, PDFs, videos, songs, and URLs. In addition, educators can provide instant feedback in the **STREAM** and track a student's progress to improve performance. With its simple interface, students as young as second grade can use it independently. Despite the simple design, only students in grades 5-8 are expected to log-in daily to manage their workload. Parents/guardians of students in grades PK-4 will need to log-in daily to assist their child. Thus, SPX will no longer post daily homework assignments in PlusPortals; PlusPortals should just be used to check grades and attendance as well as access the Directory.

### Access [Google Classroom](#)

Every student in the school was issued a Google account within the **stpiusbowie.org** domain. Teachers will use this account to access Google Classroom and various other Google Apps for Education, also known as the [G Suite for Education](#). Student email addresses were built as follows:

**[first name initial] + [last name] + [2-digit year of graduation from 8<sup>th</sup> grade] + @stpiusbowie.org**

For example, a fourth-grader named Peter Pius would have the email address of ppius24@stpiusbowie.org. For students with hyphenated last names, only the name before the hyphen was used. For twins or students that ended up with the same email as another student, the middle initial was added after the first initial.

**Grades 5-8:** Students are taught how to create strong passwords (better known as **passphrases**) and required to create their own. They should not share this with anyone but their parents, and record it in their Planner. If you feel your child's password is not secure enough, email Mrs. Snyder to have it reset.

**Grades Pre-K-4:** Students' passwords are their birthdates expressed in eight digits: **MMDDYYYY**

For instance, a student with born December 4, 2014 would have a password of: 12042014.

Follow the steps below to log in to Classroom and join all of your child's classes:

1. Go to **classroom.google.com** in any web browser (preferably Google Chrome)

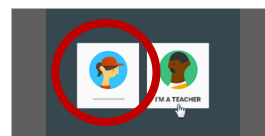
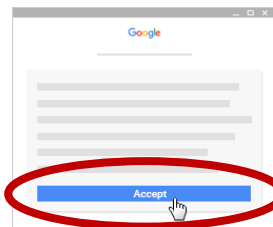
**TIP** Bookmark this app for easy access

2. Click **SIGN IN**

3. Key your child's email address and password, then click **NEXT**

**TIP** if this is your first time accessing Classroom, follow the next 3 one-time-only steps

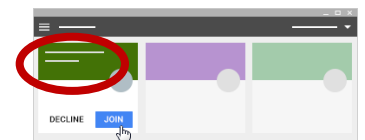
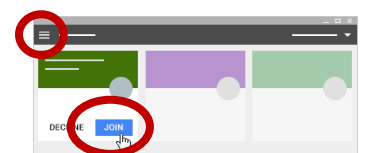
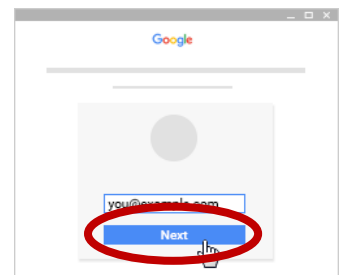
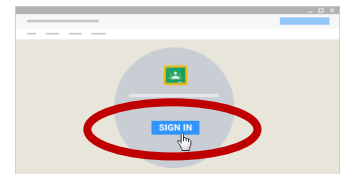
- read the welcome message, and click **Accept**
- click **Continue** and choose **I'm a Student**
- click **Get Started**



4. Click all the blue **JOIN** buttons to accept the invitations into classes

**TIP** you may need to click the **3 line Menu** (hamburger) button on the top left corner to return to the **Classes** menu.

5. Click on a **class name** to open an individual class



## Download the Mobile App

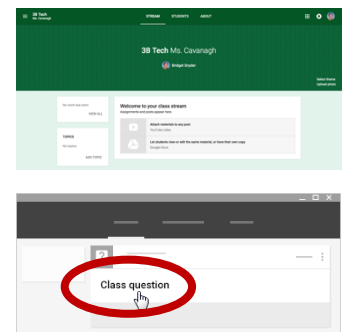
For easier access to complete details, consider downloading the Classroom app to your mobile device. Every time a teacher posts a new assignment, you can receive a notification (similar to a text message).

1. Download **Google Classroom** from your app store
2. Open the app & Click the checkbox at the bottom of the green screen to accept terms
3. Click **Add Account** to add your child's **stpiusbowie.org** domain account
4. Enter his/her **stpiusbowie.org** domain account and click **Next**
5. Enter his/her password (8-digit Birthdate for grades PK-4) and click **Next**
6. Opt to **Allow** notifications if you want alerts every time a teacher posts
7. Click the name of a class to view recent posts

## Navigate [Google Classroom](#)

By default, you are brought to the **STREAM** page when you open a class in Classroom. The **STREAM** is where all **Assignments** and directions are posted for students. In addition to posting Assignments, teachers can also post **Announcements** and **Questions** in the **STREAM**.

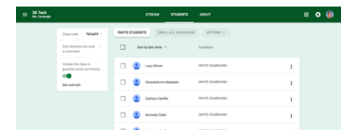
To complete an Assignment, Announcement or Question, click a title to see any instructions or feedback.




**TIP** When completing an assignment be sure to click the blue **MARK AS DONE** button, similar to crossing out an item on a to-do list, so that it shows as **DONE** for the teacher and in Guardian Email Summaries.

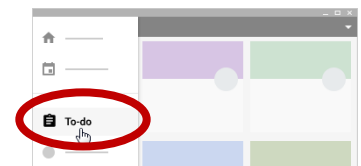
There are two other tabs on the navigation menu at the top of a class, including: **PEOPLE** and **GRADES**. You will seldom use either of these features.

- The **PEOPLE** tab lists all the other students enrolled in that class. If group work is assigned, students can reference this page to more easily collaborate with peers.
- The **GRADES** tab features feedback on assignments. Note that the final grade on an assignment will be found on PlusPortals.

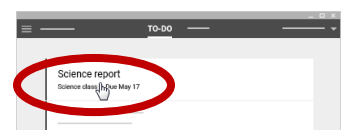


The best way to navigate Classroom, is the **Menu**  located on the top-left corner. The following options can be chosen from this menu:

- **Classes**—To open the **STREAM** for any of your classes
- **Calendar**—See your [class Calendars](#)
- **To-do**—To [see all assignments and posts](#) for your classes ordered by due date
- **Settings**—To manage your [profile photo or notifications](#)



As a parent, the most important feature for you to look at in Google Classroom is the **To Do** list. This encourages time management skills, allowing you to prioritize which assignments need to be completed first. Simply click an assignment **title** to begin working on an assignment (rather than navigate to multiple **STREAM** pages).



## Subscribe to [Guardian Email Summaries](#)

In addition to logging into your child's Classroom account, you can also opt to receive weekly (or daily) emails that summarize your child's assignments. Students must be using Classroom with G Suite for Education school accounts in order for you to receive these summaries, but you can have the summaries sent to any email address. Once you subscribe, you can opt to unsubscribe or remove yourself from Classroom at any time. By default, emails are only sent once a week. However, if you provide a gmail address, you can subscribe to *daily* emails.

Guardian email summaries include:

- **Missing work**—Work that's late at the time the email was sent
- **Upcoming work**—Work due today & tomorrow (for daily emails) or work due in the upcoming week (for weekly emails)
- **Class activity**—Announcements, assignments, and questions recently posted by teachers

As a guardian, you must receive and accept an email invitation before you can receive email summaries. Only teachers and administrators from your student's school can send these invitations. You have 120 days to accept an invitation before it expires.

To start receiving email summaries, follow the steps below:

8. In your email program, open your email invitation
9. Click the blue **Accept** button

(Optional) To manage your email summary settings (or opt to receive daily emails), you need a free Google Account. You don't need a Gmail address to create the account; you can use your current email address.

1. In your email program, at the bottom of any email summary, click **Settings**
2. On the email settings page, click **Create New Account**
3. Fill in the requested information and submit
4. On the email settings page, click **Sign In**
5. Enter your Google Account email address and click **Next**
6. Enter your password and click **Sign in**
7. Under **Frequency**, select your desired email frequency  
(If you don't want to receive emails, select **No summaries**)

**Note:** In some instances, you may not receive an email summary:

- There's no activity to report for the given time period.
- All your child's teachers turned off notifications for their classes.
- You selected "No summaries" for how often you'd like to receive emails.
- You aren't connected to any students in Classroom.

