

# St. Tammany Parish Public Schools Google Classroom Guide for Parents and Students

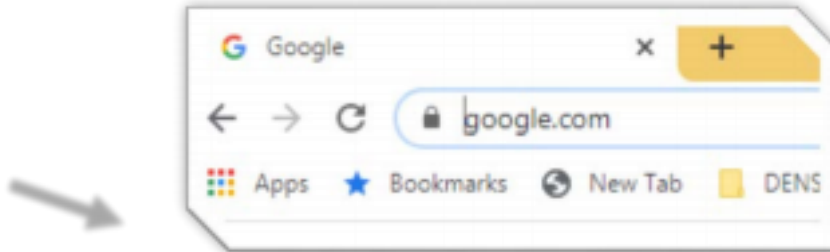
## What is Google Classroom?

Google Classroom is a class-organization platform that incorporates Google's core G Suite (Google Docs, Sheets, Slides, Drive, and other Google products) so students can access everything they need such as assignments, homework, newsletters, etc. for a class. It is your child's digital link to learning.

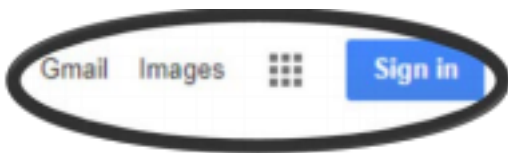
**NOTE:** If you have not logged into your Google Account for STPSB, please watch the video [Logging into Your Google Account](#).

## Getting Started with Google Classroom

- In the omnibox (address bar), type [www.google.com](http://www.google.com).



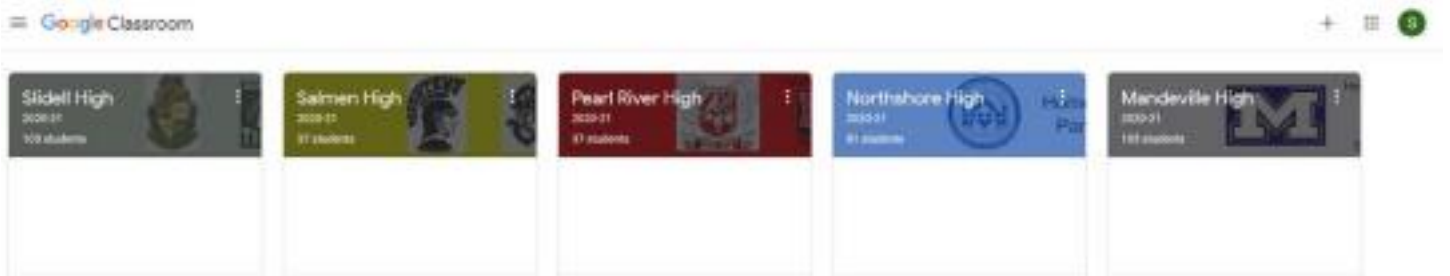
- Accessing the Google Classroom:
  - If using your district issued Chromebook, students will log in using their unique STPSB credentials. This will bring them to the St. Tammany Parish district website
  - If using a desktop or laptop open the Chrome browser, you will click on the Sign in block in the upper right hand corner.



- You will see the Google Account in the upper right hand corner with a colored circle around your initial.
- Click on the 9 squares (Waffle) next to your initial to see the Google Suite of Products.



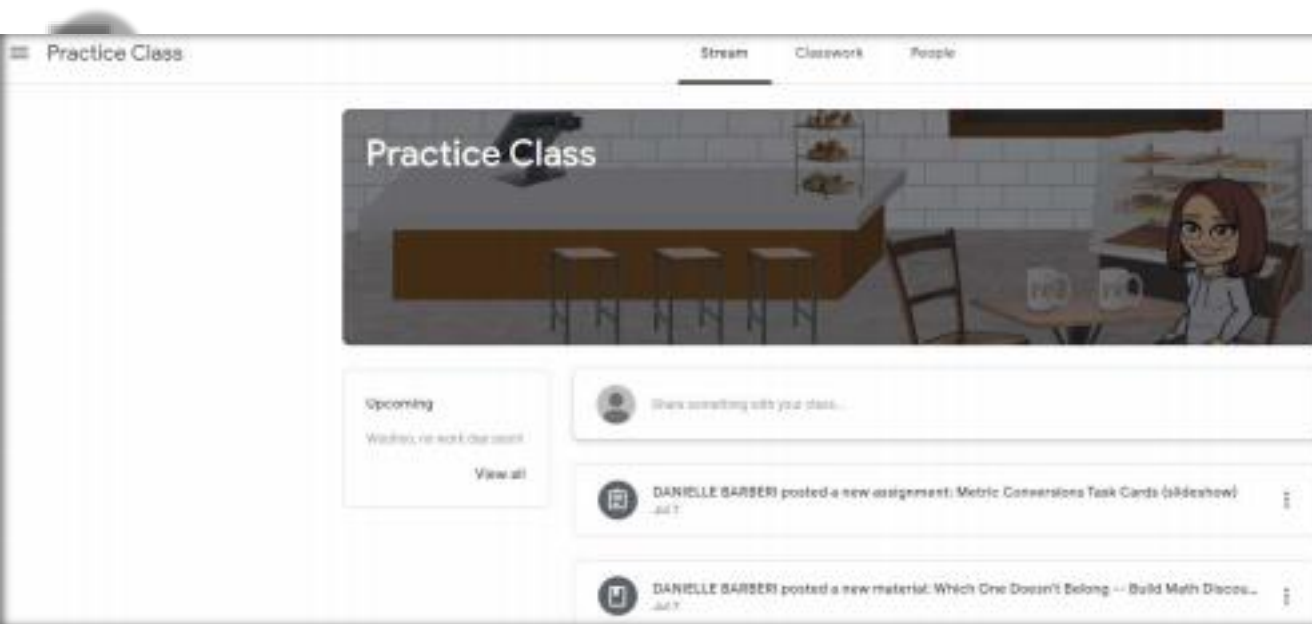
- Click on Classroom. This will bring up a list of classrooms you are enrolled.
- If you do not have any classrooms, click on the + sign and Join Class using the code your teacher provided.



### What does Google Classroom look like?

Google Classroom – Home Screen will display a tile for each classroom your child is currently enrolled. Click on the name of the classroom you would like to view.

### Google Classroom – Class Main Screen



1. **Class Menu** (Hamburger) – switches between classes
2. **Stream** – general announcements, class updates, and new assignments posted
3. **Classwork** – assignments, resources, and materials for class
4. **People** – students enrolled in the classroom
5. **Upcoming** – assignments that are due soon
6. List of announcements and new assignments posted

## Google Classroom – Classwork Screen

1. **Classwork** – click Classwork to access this screen
2. **All topics** – a list of all topics that have been created for the class
3. **Topic** – topics sort and categorize the various resources and assignments
4. **Classwork title** – name of an assignment, question, or class materials
5. **Due date** – when the classwork item is due
6. **Classwork status** – assigned, submitted, returned, late
7. **Attached files/links** – items necessary to complete the assignment
8. **View assignment** – click to view more details and submit the assignment upon completion
9. **View your work** – will list all of the your assignments for the class

## **Google Classroom – Assignment Screen**

**1. Classwork Title** – Name of assignment  
**2. Attached files/links** – items necessary to complete the assignment  
**3. Add or create** – student can add or create new files for an assignment

- 4. Mark as done or Turn in** – student will click on one of the options to submit the assignment upon completion
- 5. Private comments** – comments that only the student and teacher can view
- 6. Class comments** – comments that ALL students and teacher can view

**Google Classroom – View your work Screen**

1. **All** – all assignments listed
2. **Assigned** – only assignments assigned at the time
3. **Returned** – all assignments that were submitted and returned
4. **Missing** – all assignments the are missing and need to be submitted

**NOTE:** To watch a video on Google Classroom, click on [Navigating the Classroom](#).