GOOGLE CLASSROOM
Parent Guide
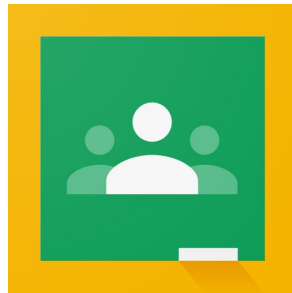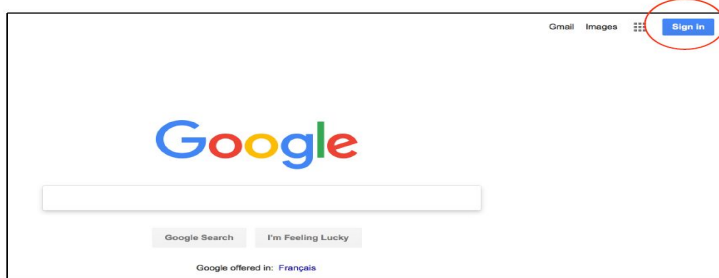
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Written and Designed by Shannon Newbie

How to Log into
GOOGLE CLASSROOM

1. Go to **www.google.com** and click 'Sign In' at top right corner.

2. Enter your child's email and click Next.   **Email: firstnamelastname@aecsd.education**
   Enter password and click Next.   **Password: 2021student**

3. Once you are signed in to your child's Google account, you will see the Google Apps icon (9 small squares) at the top right of the screen. Click this icon and select 'Classroom' from the drop down menu.

4. You can then click on our your child's classroom to enter it.

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Navigating the *Main Page* in GOOGLE CLASSROOM

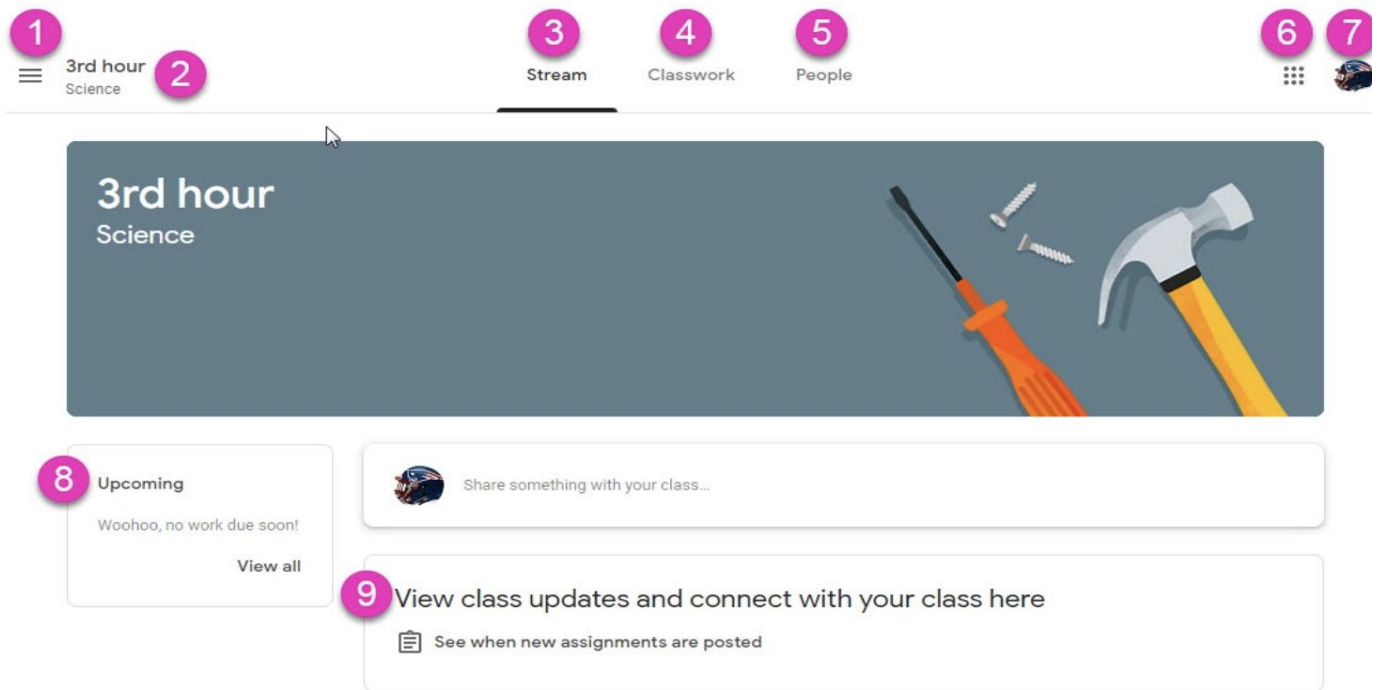**What is on the main page of the GOOGLE Classroom?**
On the main page of the classroom you will find tabs at the top of the screen that will help you navigate between the stream, classwork and people section.

What is the stream and what information can you find there?
You can find announcements (reminders or messages to students). They are organized with the most recent posts on top and older posts below.

What are tabs and what can you do with them?
There are three main tabs located at the top of the classroom which help students and parents navigate to different sections of the classroom. When you first open the classroom you will be on the tab with the "stream". The second tab is titled "classwork" and contains assignments and resources. The third tab is titled "people" and contains school email addresses of all students in the class as well as the teachers.
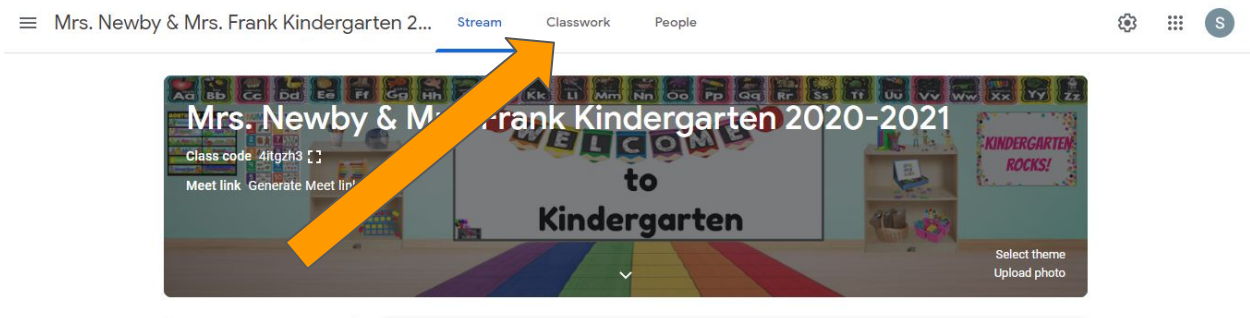

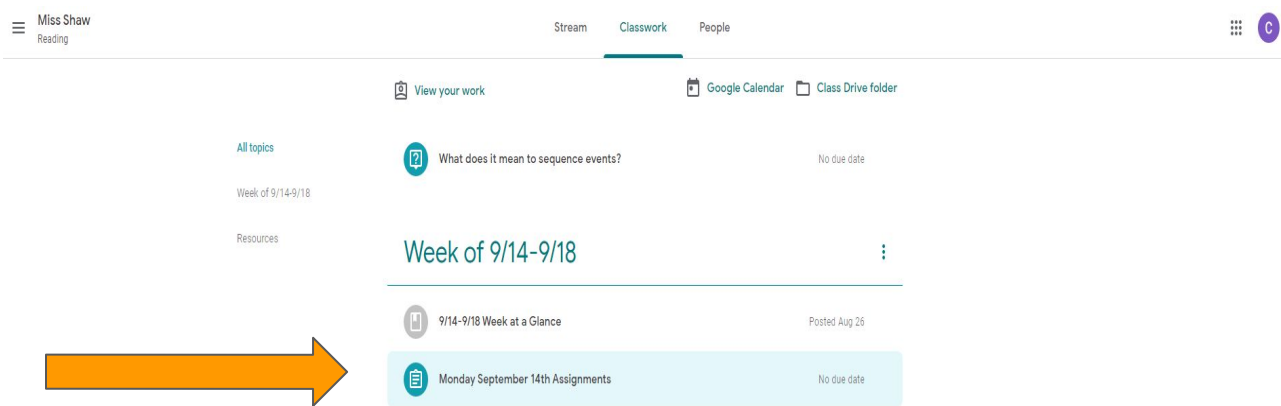|	
1 Menu of Classes	6 Waffle Button (App Directory)
2 Current Class	7 Your account
3 Announcements Page	8 Upcoming Assignments
4 Assignments	9 Updates from your teacher
5 Teacher(s) & Classmates	

How to Find Your Child's Daily Assignments in GOOGLE CLASSROOM

Located in the Classwork Tab is a ***Topic*** for each week. Within that week's Topic your child's teacher will post slides for daily assignments for that week. This is where you will go each day to view the day's assignments your child needs to complete.

Step 1: Click on the Classwork Tab at top middle of the Google Classroom page.

Step 2: Find the Topic for the current week and click on the daily assignment.
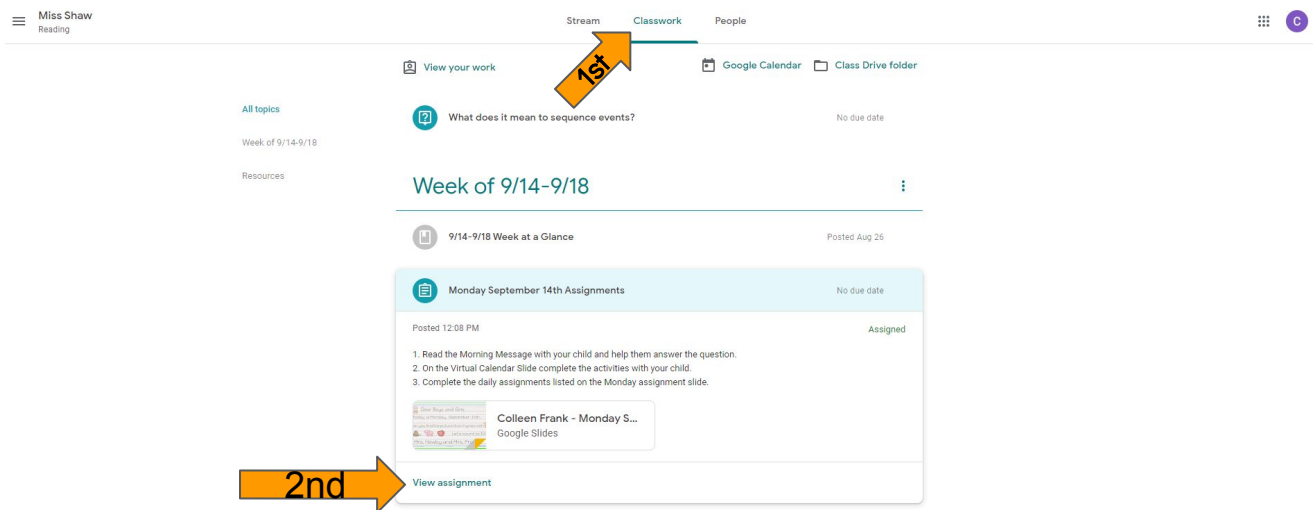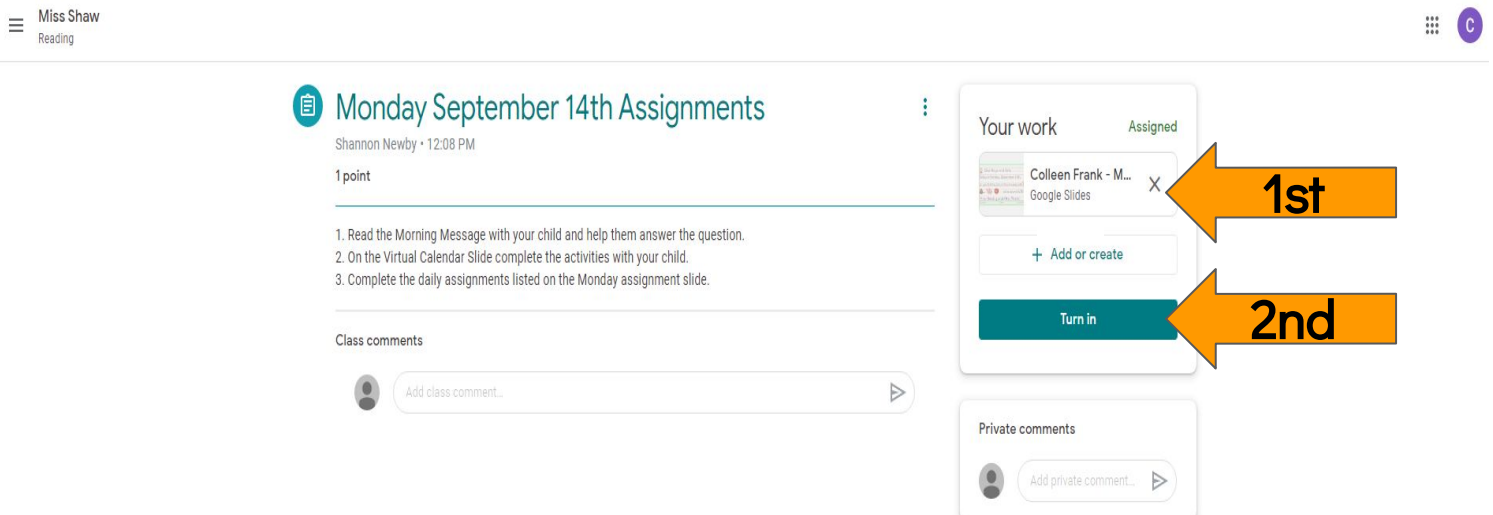
How to Submit your Child's Assignment
GOOGLE CLASSROOM

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Click the Classwork tab in Google Classroom. Then click on "View Assignment".
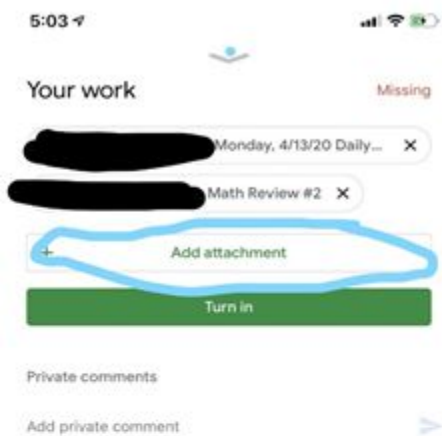

3. Under "Your Work" double click on the assignment. Once your child has completed **all** of the assignment click on "Turn In". Check that the status of the assignment changes to "Turned In".
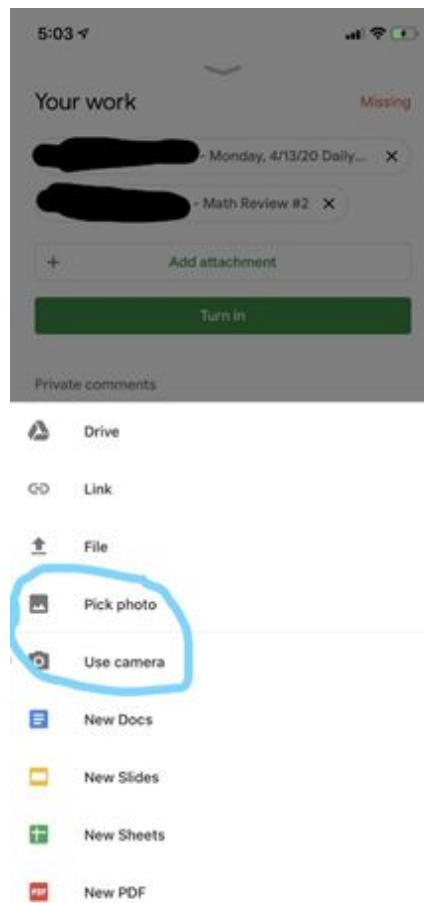

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How to Upload a picture of your child's finished work in GOOGLE CLASSROOM

1. Download the free Google Classroom App on your smartphone
2. Log in to Google Classroom using your child's school gmail account:
   firstnamelastname@aecsd.education
   Password: 2021student
3. Find the assignment you need to turn in, and click "add attachment" (see below)
4. Click "pick photo" if you have already taken a picture of the completed work, or "use camera" if you still have to take a picture. (see below)
5. Pick the photo(s) you want to upload. You should see them as a new attachment. Click "turn in" so I know your child is staying on track. (see below)

Step 3

Step 4

Step 5