

# Student/Parent Guide to Google Classroom

**iPad and Computer Instructions on how to  
turn in work Included**

**Last revision: April 18, 2020**

# Contents

Click the links on the right to be directed to the section of your choice.

[iPad instructions to turn in assignments through Google Classroom \(GC\) - Slide 3](#)

[Computer instructions to turn in assignments through GC from a computer/browser - Slide 22](#)

[Information for parents/students about Google accounts \(parental supervision\), tips, etc - Slide 43](#)

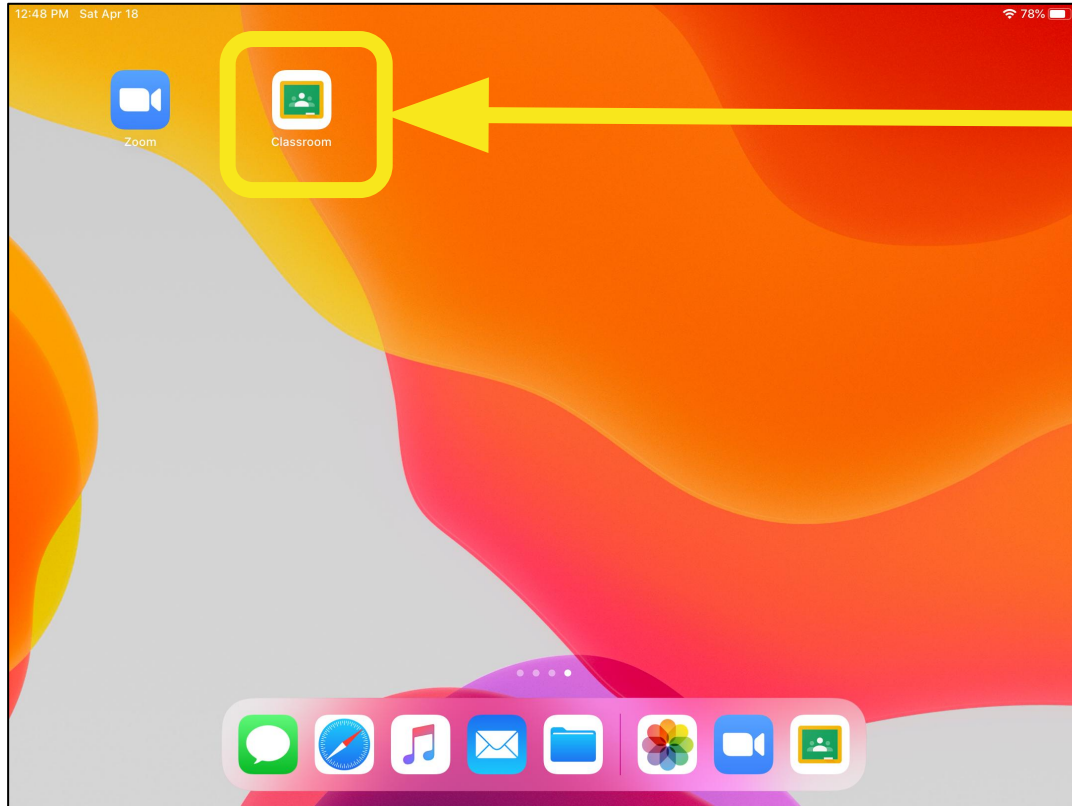
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# iPad Instructions

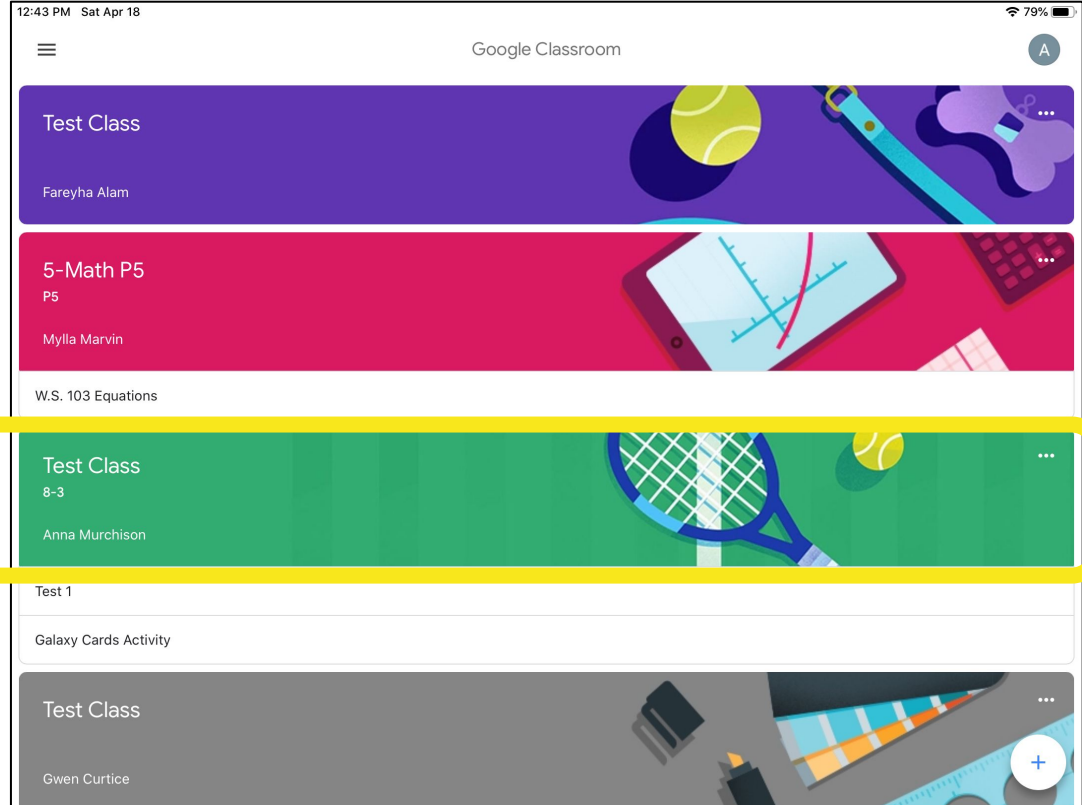
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[Back to contents](#)

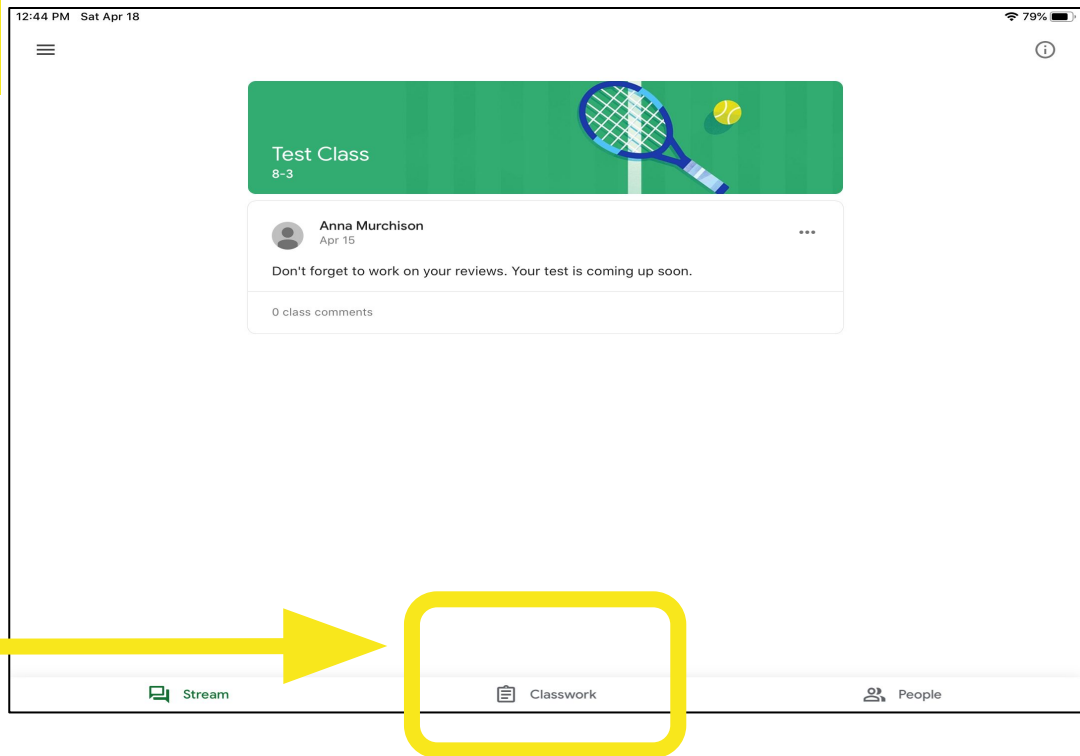
# Open the Google Classroom (GC) app



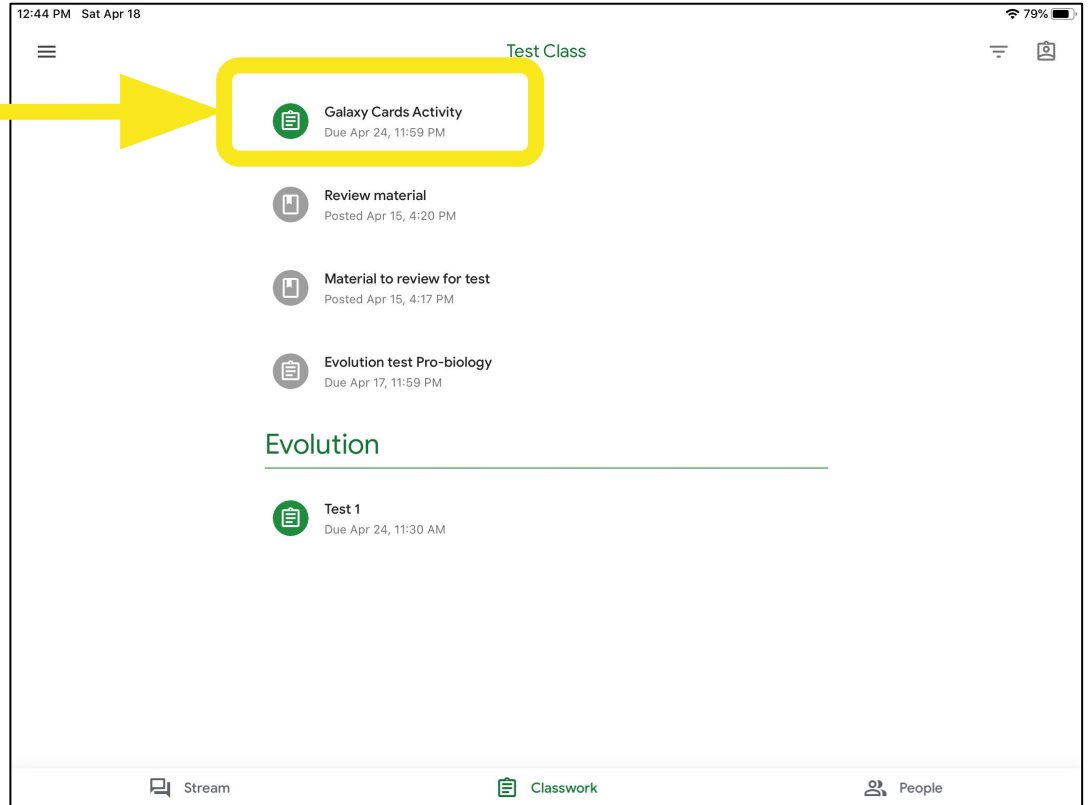
You will see all your classes listed. Tap on the class you want to open



You are now looking at the class' stream (messages from your teacher may appear here. There are 3 options at the bottom. Tap on Classwork.



You will see all the class' assignments. Tap on the one you want to work on



# Read the assignment's instructions. Tap on Your Work.

12:44 PM Sat Apr 18

<

Due Friday, 11:59 PM

**Galaxy Cards Activity**

100 points

0 class comments

After reading the background information on galaxies on the 1st page of the activity, 1. Place the galaxy cards on the desk picture side up. 2. Classify the galaxies by separating the like galaxies into groups. 3. Place a check in the correct column on your data sheet for each galaxy.

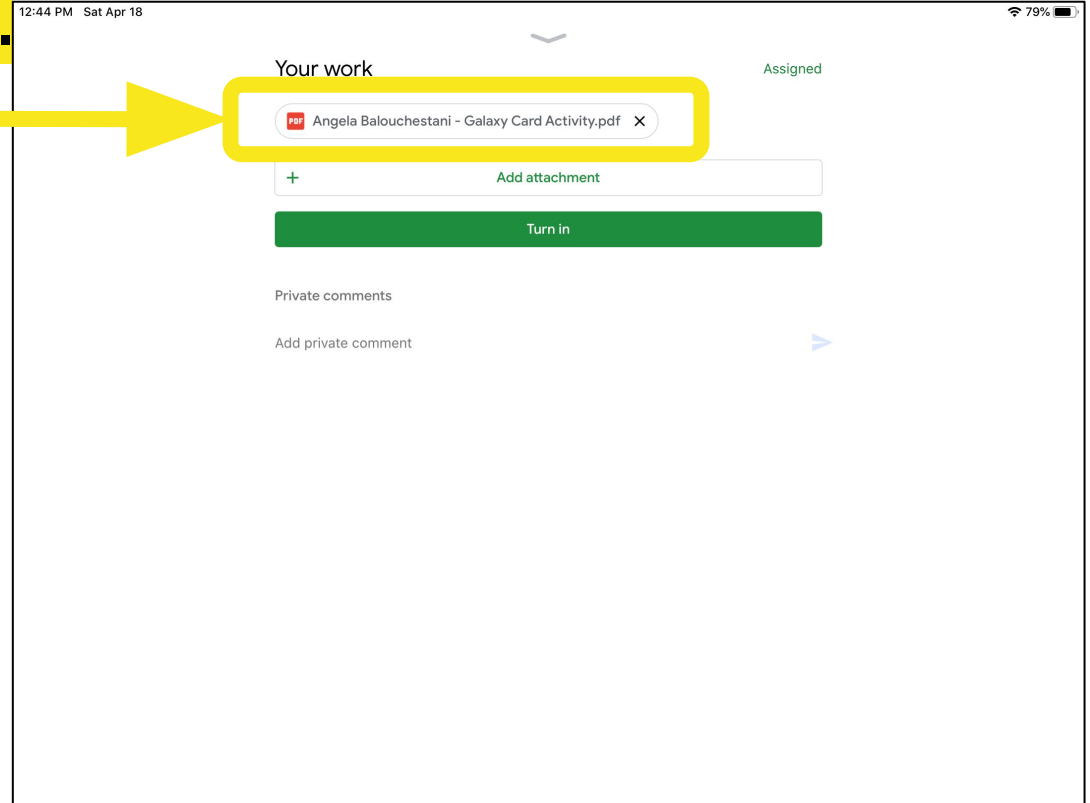
**Your work**

Assigned

Add private comment



The file you are to work on and turn in for your teacher will already have your name. Tap on the file.



The file will open. To work on it (edit it), tap on the pen.

12:44 PM Sat Apr 18


Angela Balouchestani - Galaxy Card Activity.pdf

**Activity: Galaxy Cards**

Galaxies are very large groups of stars in the universe. There are billions of galaxies, which may each contain 100 billions of stars. These galaxies are divided into three basic types.

**I. Spiral Galaxies:**

Spiral galaxies consist of one or more spiral arms that rotate around a distinct, relatively dense nucleus. Stars in the central hub are probably older than the stars in the arms. The spiral arms are great quantities of cosmic dust and gas. Possibly these concentrations of cosmic matter have not yet formed into true stars. Spiral galaxies are divided into two smaller groups based on the shape of their arms.



**A. Normal Spirals (S):**

- These galaxies range from those with relatively large central disks and shortly coiled arms to galaxies with relatively small disks and large, loosely coiled arms.
- Two main arms usually emerge from the opposite side of the central disk, but some galaxies have been known to rotate.
- Stars remote to the central disk revolve slower than stars near the central disk.
- Absorption of light by dust can be seen if the galaxy is viewed edgewise.

**B. Barred spirals (SB):**

- These galaxies are not as abundant, and have spiral arms that project from the ends of the bar, which seem to have come off the central disk.
- They appear to turn as a unit in space.

To write on this document, use the tools on the bottom.

There are several writing tools available including a highlighter, pens, markers, text box, eraser, etc.

12:44 PM Sat Apr 18


< Save >

### Activity: Galaxy Cards

Galaxies are very large groups of stars in the universe. There are billions of galaxies, which may each contain 100 billions of stars. These galaxies are divided into three basic types.

#### I. Spiral Galaxies:

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B. Barred spirals (SB):

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#### II. Elliptical galaxies (E):



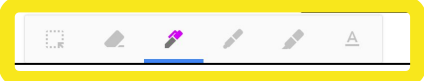
Elliptical galaxies range in shape from spherical to flattened discs. No arms are present. They appear symmetrical, and orientation in space is impossible. The farther out from the center of the galaxy, the smaller the number the stars. The fact that elliptical galaxies are not dish-shaped like the spiral galaxies means that they probably rotate much more slowly if at all. The largest elliptical galaxies have far more mass than any of the spirals.

These galaxies contain very little dust and gas. The stars in elliptical galaxies are generally older than those in other types of galaxies. This should not be surprising, because stars are born in huge clouds of gas and dust (nebula), which are rare in elliptical galaxies.

#### III. Irregular galaxies (I):



Irregular galaxies show no defined structure or symmetry. Our two nearest galactic neighbors, the Large and Small Magellan clouds, are irregular galaxies. These galaxies are very much less common than spiral or elliptical ones.



A toolbar at the bottom of the document contains several writing tools: a selection tool (dotted box), an eraser, a highlighter (pink), a blue pen, a grey pencil, and a text tool (triangle with 'A'). A yellow arrow points from the text on the left to this toolbar.

Notice you can change the color and weight/thickness of the writing tools.

Use 2 fingers to zoom In and out if needed.

Use the arrow to go to the next page.

Use a stylus, Apple Pen, or finger to complete your work.

The screenshot shows a digital note-taking application interface. At the top, the status bar displays the time as 1:15 PM, the date as Sat Apr 18, and the battery level at 78%. The document title is "Activity: Galaxy Cards". The main text discusses galaxies and is divided into three sections: I. Spiral Galaxies, II. Elliptical galaxies (E), and III. Irregular galaxies. A red wavy line is drawn across the text in section I. A yellow highlight is present under the text "Absorption of light by dust can be seen if the galaxy is viewed edgewise." in the same section. A yellow rounded rectangle highlights a right-pointing arrow icon on the right side of the screen. At the bottom, a yellow rounded rectangle highlights the drawing toolbar, which includes various tools like eraser, pencil, highlighter, and markers, along with a color palette and size selection options.

1:15 PM Sat Apr 18

Activity: Galaxy Cards

Galaxies are very large groups of stars in the universe. There are billions of galaxies, which may each contain 100 billions of stars. These galaxies are divided into three basic types.

**I. Spiral Galaxies:**

Spiral galaxies consist of one or more spiral arms that rotate around a distinct, relatively dense nucleus. Stars in the central hub are probably older than the stars in the arms. The spiral arms are great quantities of cosmic dust and gas. Possibly these concentrations of cosmic matter have not yet formed into true stars. Spiral galaxies are divided into two smaller groups based on the shape of their arms.

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**B. Barred spirals (SB):**

- These galaxies are not as abundant, and have spiral arms that project from the ends of the bar, which seem to have come off the central disk. They appear to turn as a unit in space.

**II. Elliptical galaxies (E):**

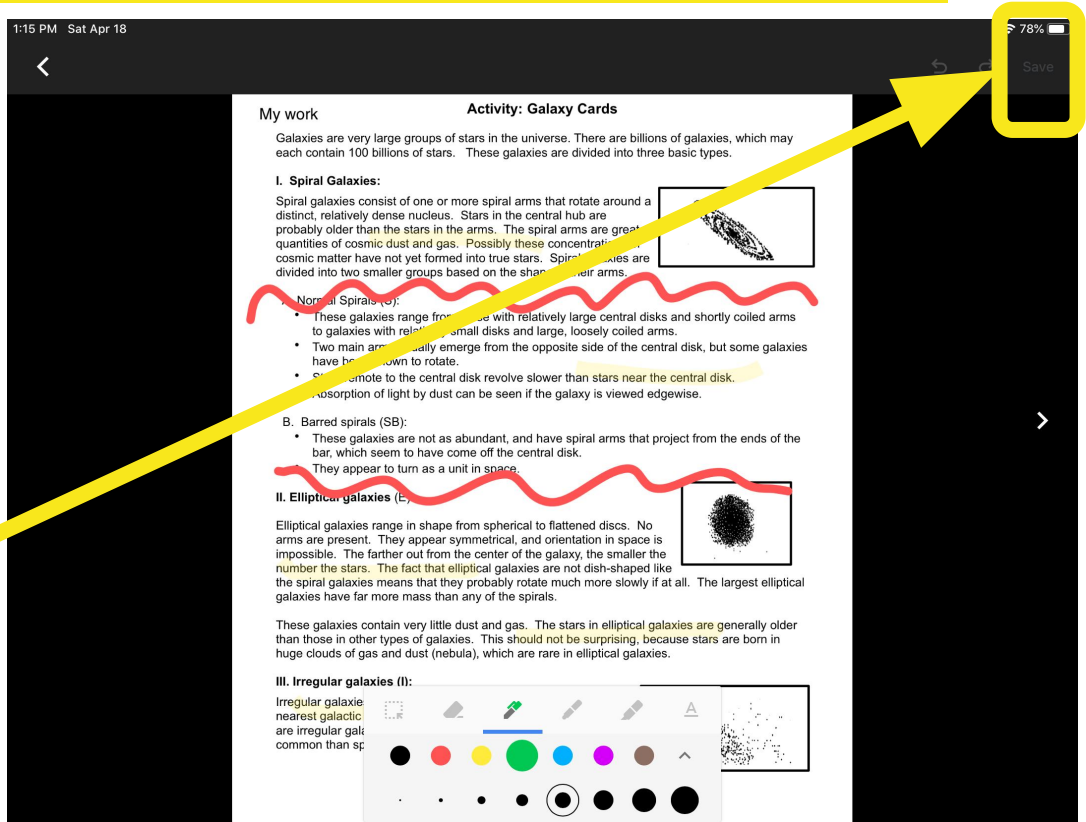
Elliptical galaxies range in shape from spherical to flattened discs. No arms are present. They appear symmetrical, and orientation in space is impossible. The farther out from the center of the galaxy, the smaller the number the stars. The fact that elliptical galaxies are not dish-shaped like the spiral galaxies means that they probably rotate much more slowly if at all. The largest elliptical galaxies have far more mass than any of the spirals.

These galaxies contain very little dust and gas. The stars in elliptical galaxies are generally older than those in other types of galaxies. This should not be surprising, because stars are born in huge clouds of gas and dust (nebula), which are rare in elliptical galaxies.

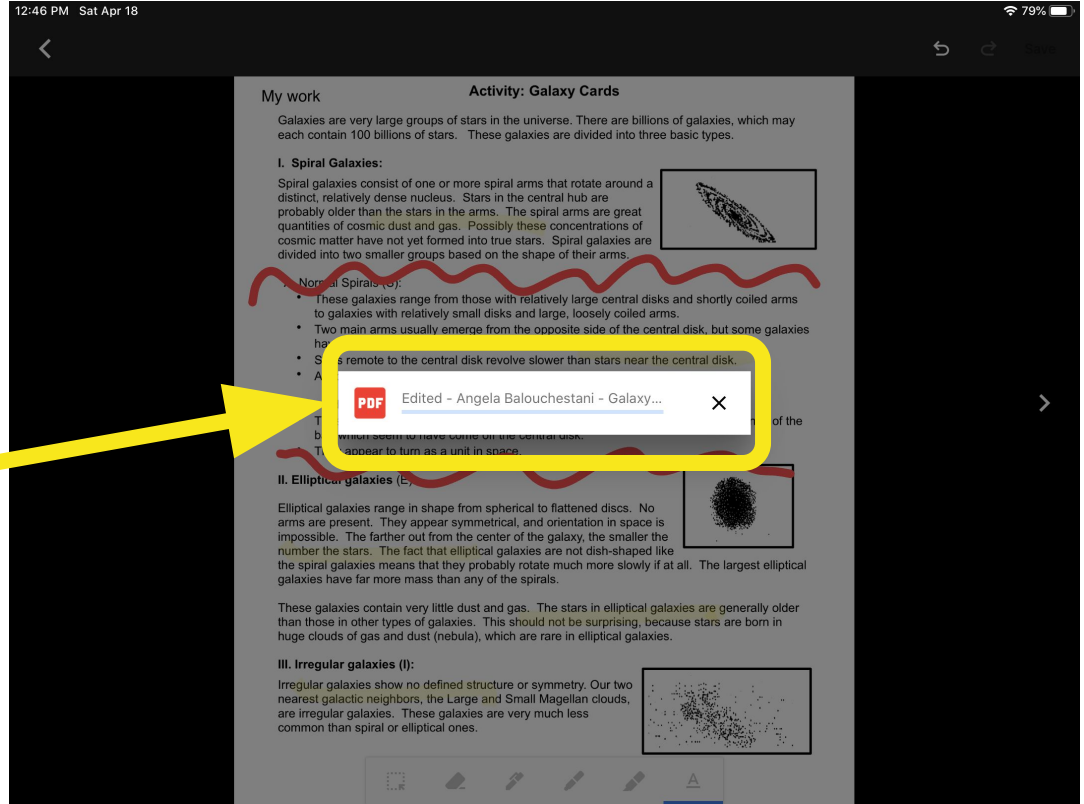
**III. Irregular galaxies (I):**

Irregular galaxies are the most common type of galaxy. They are the most common type of galaxy. They are the most common type of galaxy. They are the most common type of galaxy.

When you are done with your work, tap on Save (I know... you can barely see the button, but it's there and you need to tap on it so that you don't lose all your work)



The saving process will begin. Wait until this goes away. It may take while, depending on how many pages there are to save.



When the saving process finishes, you will see Document Saved at the bottom. It may look as if your work didn't save, but don't worry. Now you can tap on the X at the top.

The screenshot shows a PDF document titled "Galaxy Card Activity.pdf" by Angela Balouchestani. The document content includes a title "Activity: Galaxy Cards" and a paragraph about galaxies. It is divided into sections: "I. Spiral Galaxies:", "A. Normal Spirals (S):", and "B. Barred spirals (SB):". A yellow arrow points to a close button (X) in the top left corner of the PDF viewer. A black notification box at the bottom center displays the text "Document saved".


Apr 18  
Angela Balouchestani - Galaxy Card Activity.pdf

### Activity: Galaxy Cards

Galaxies are very large groups of stars in the universe. There are billions of galaxies, which may each contain 100 billions of stars. These galaxies are divided into three basic types.

#### I. Spiral Galaxies:

Spiral galaxies consist of one or more spiral arms that rotate around a distinct, relatively dense nucleus. Stars in the central hub are probably older than the stars in the arms. The spiral arms are great quantities of cosmic dust and gas. Possibly these concentrations of cosmic matter have not yet formed into true stars. Spiral galaxies are divided into two smaller groups based on the shape of their arms.



#### A. Normal Spirals (S):

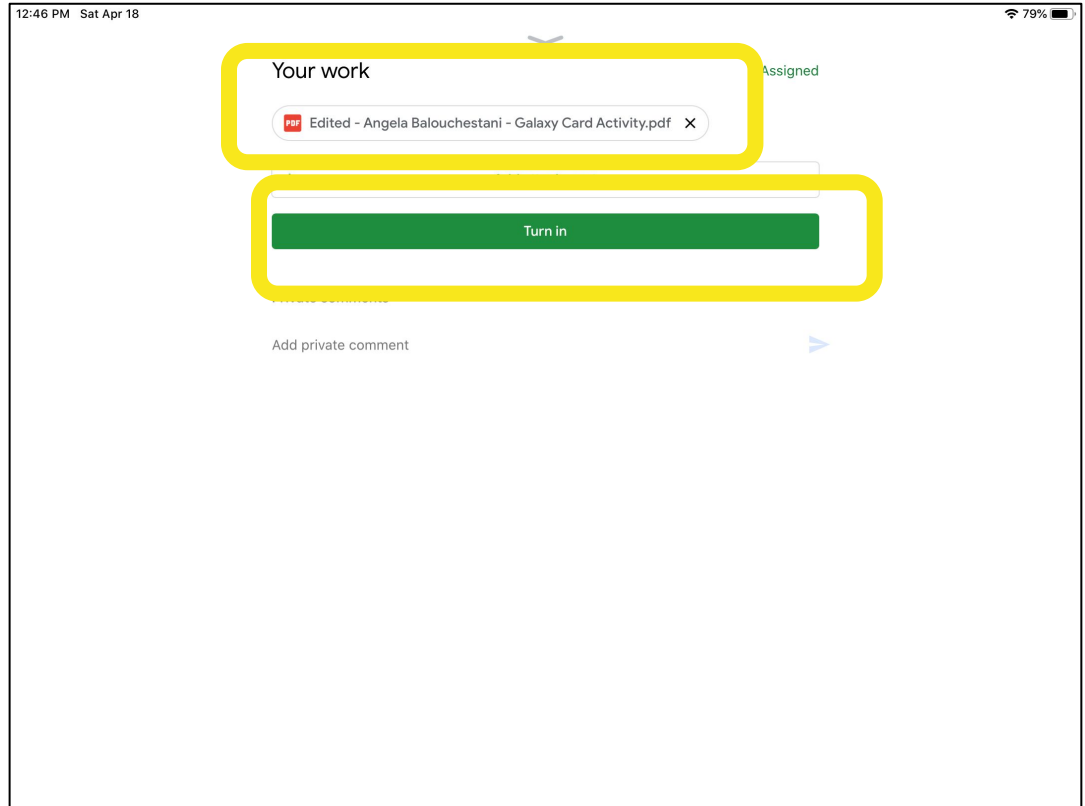
- These galaxies range from those with relatively large central disks and shortly coiled arms to galaxies with relatively small disks and large, loosely coiled arms.
- Two main arms usually emerge from the opposite side of the central disk, but some galaxies have been known to rotate.
- Stars remote to the central disk revolve slower than stars near the central disk.
- Absorption of light by dust can be seen if the galaxy is viewed edgewise.

#### B. Barred spirals (SB):

- These galaxies are not as abundant, and have spiral arms that project from the ends of the bar, which seem to have coiled around the bar.
- They appear to turn as a unit in space.

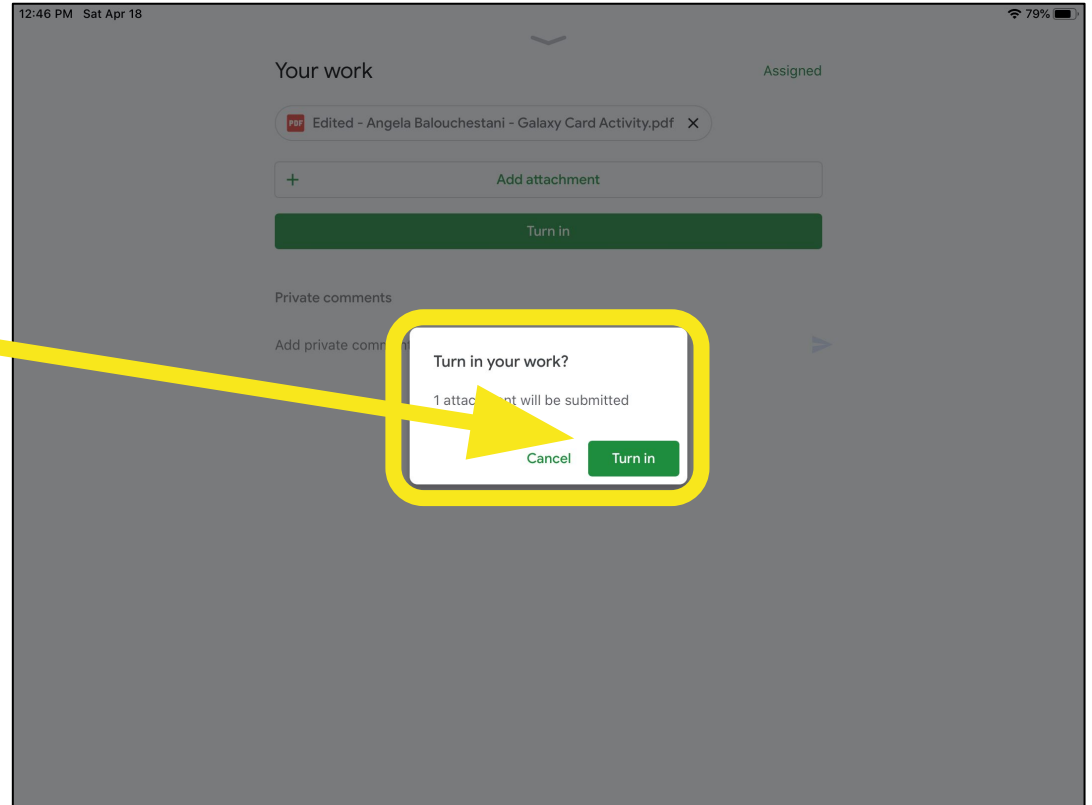
Document saved

You will be back at the Your Work page and you should see that now the file is called “Edited - your name - name of the original file”. Now you can tap on Turn In.

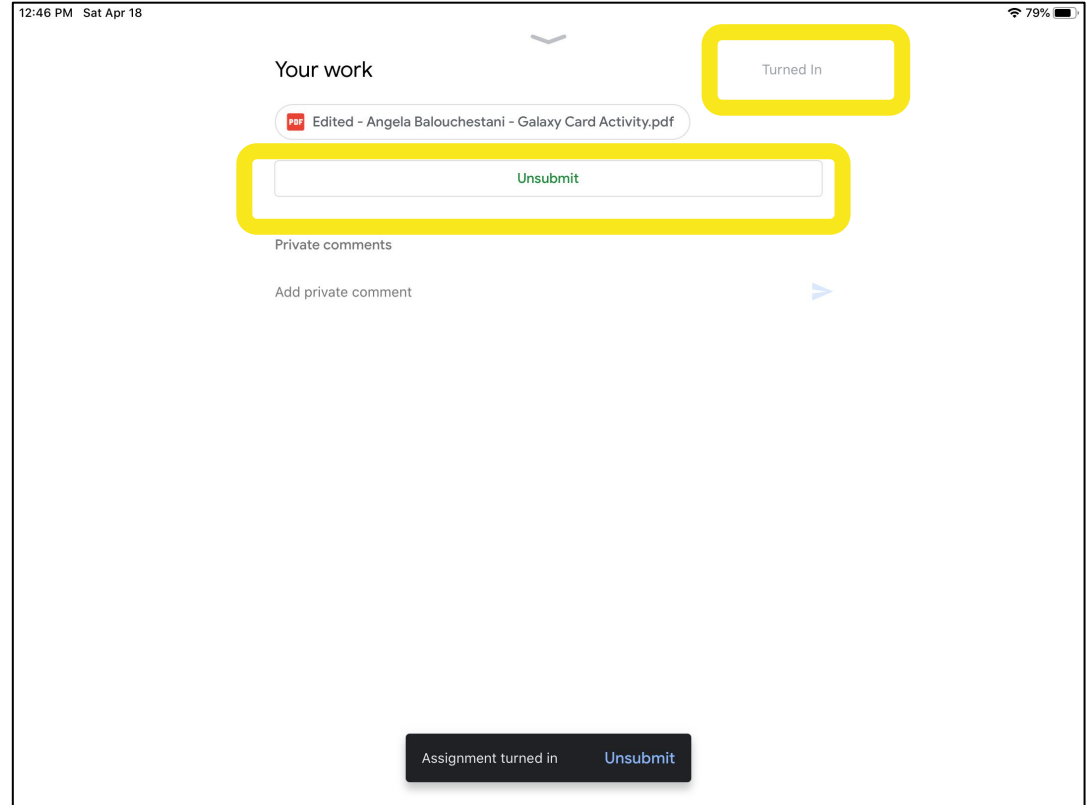




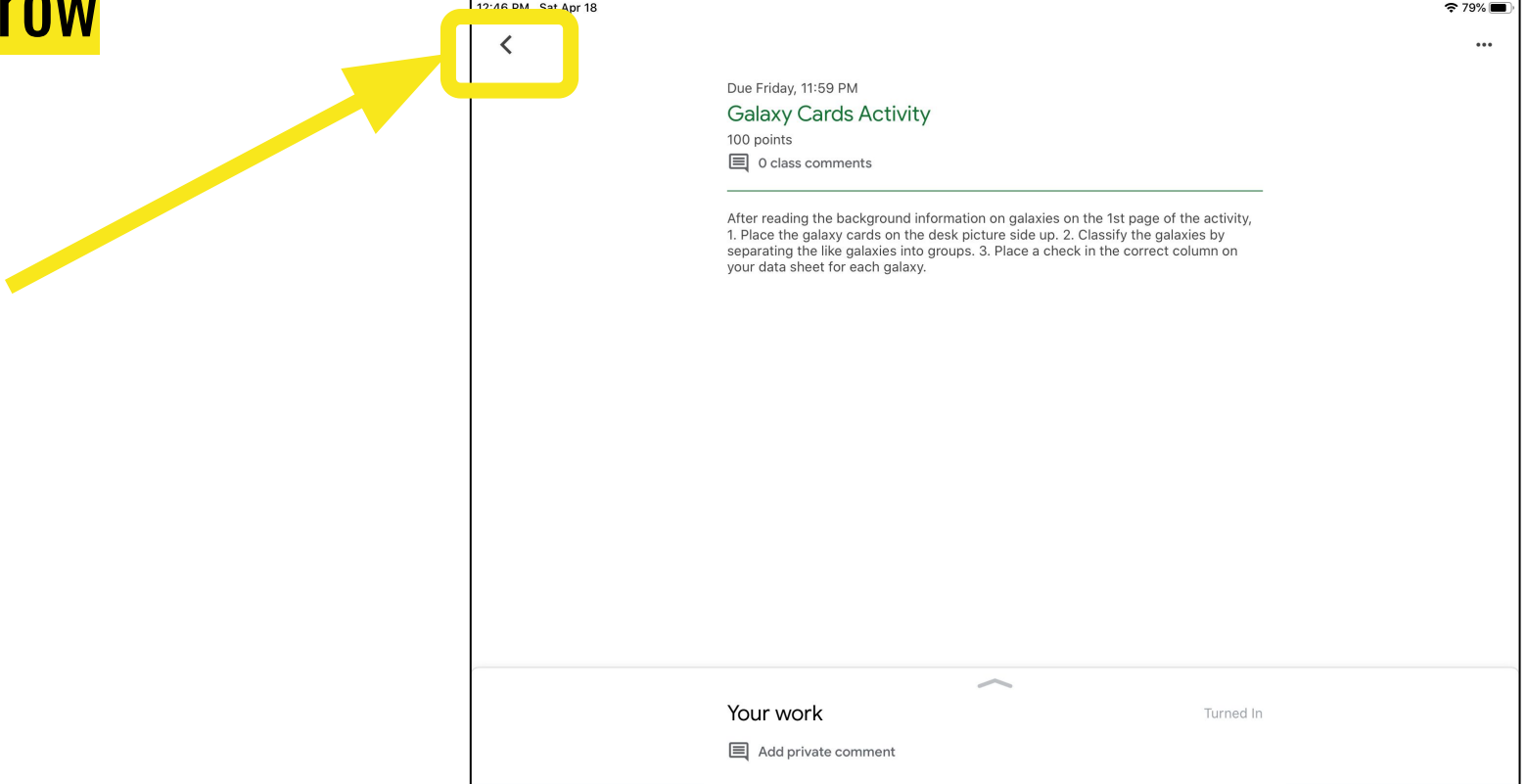
# Confirm you want to turn in your work by tapping on Turn In



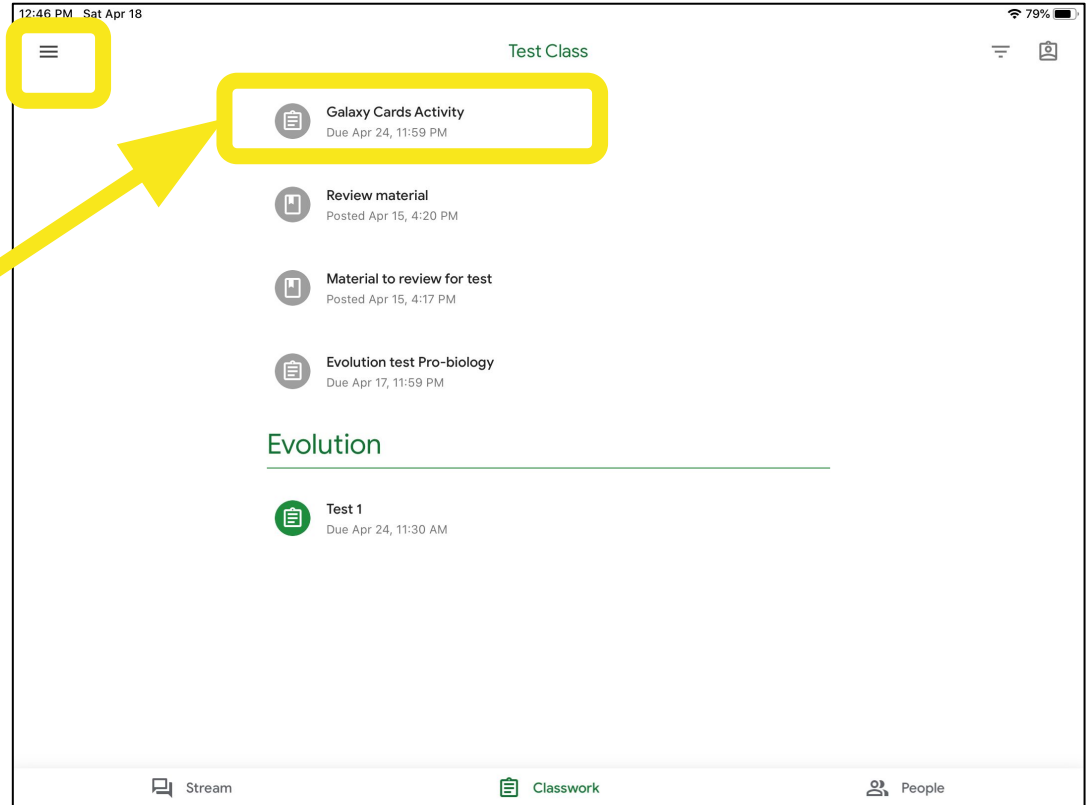
**Your assignment has been turned in. If you made a mistake, you can unsubmit, fix what you need, and turn in again.**



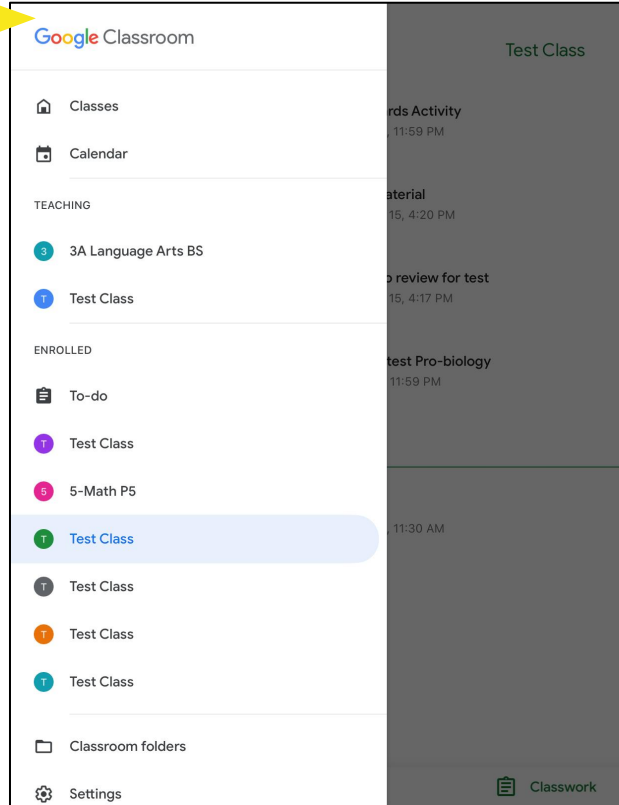
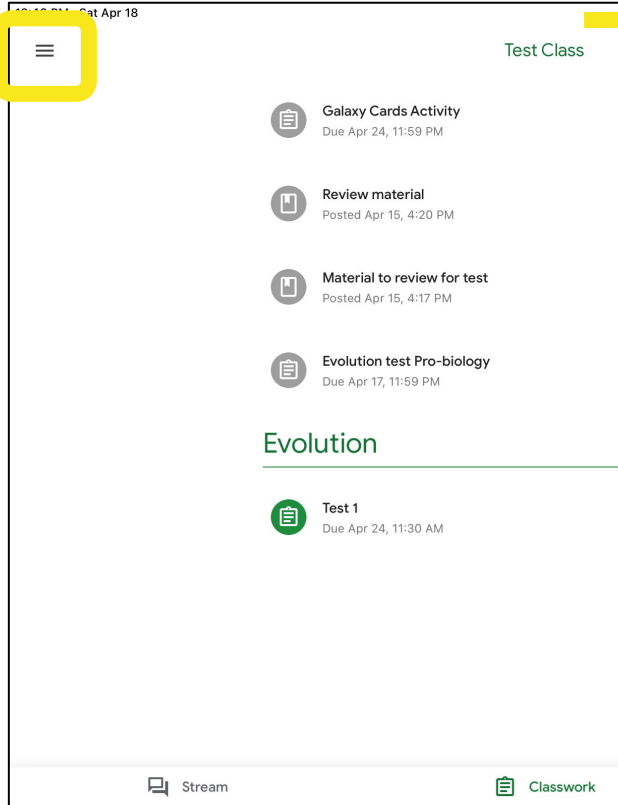
You can now go back to your assignments by tapping on the back arrow



Your assignments that have been turned in will now be grey (compared to when they are assigned, shown in color)



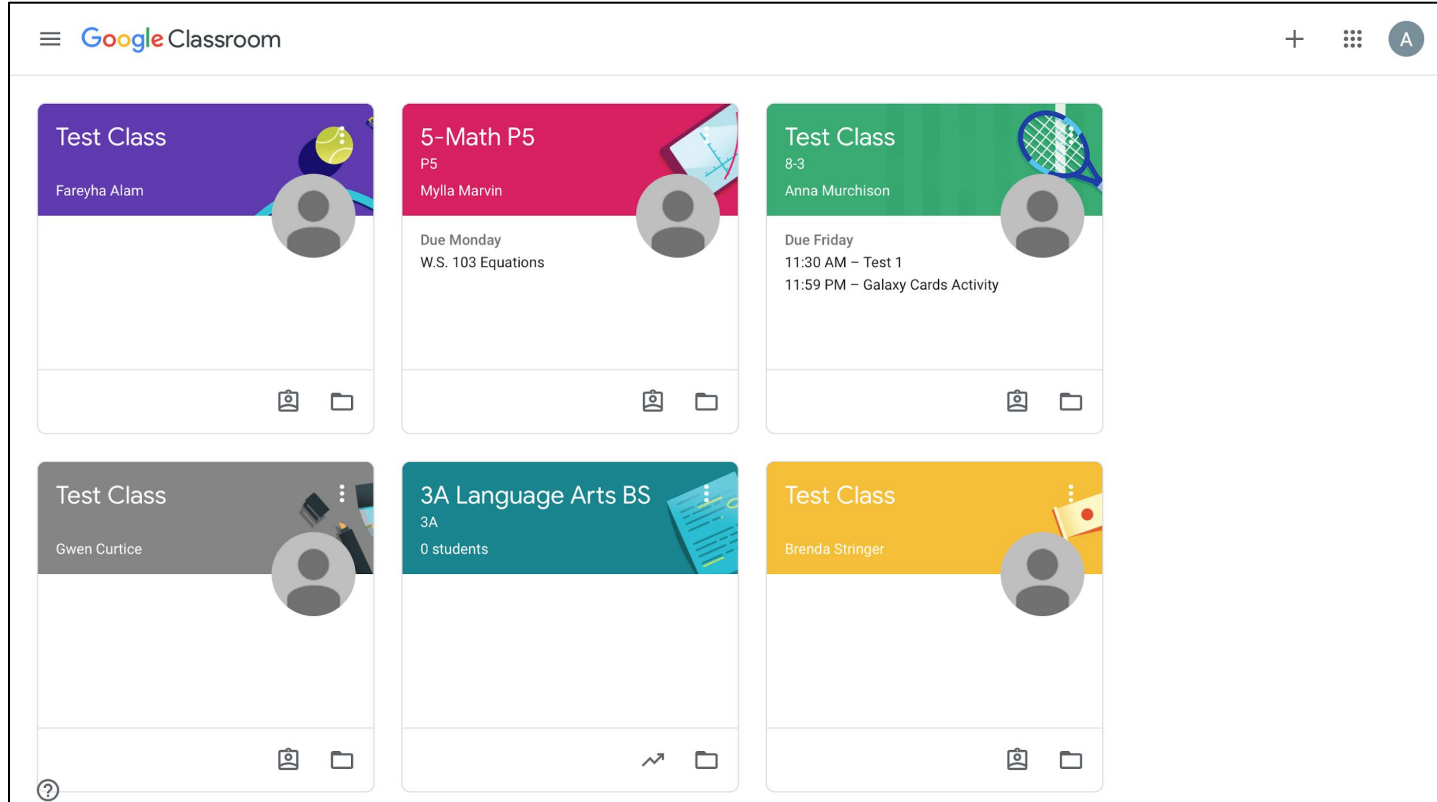
# Tap on the menu to see the list of your other classes.

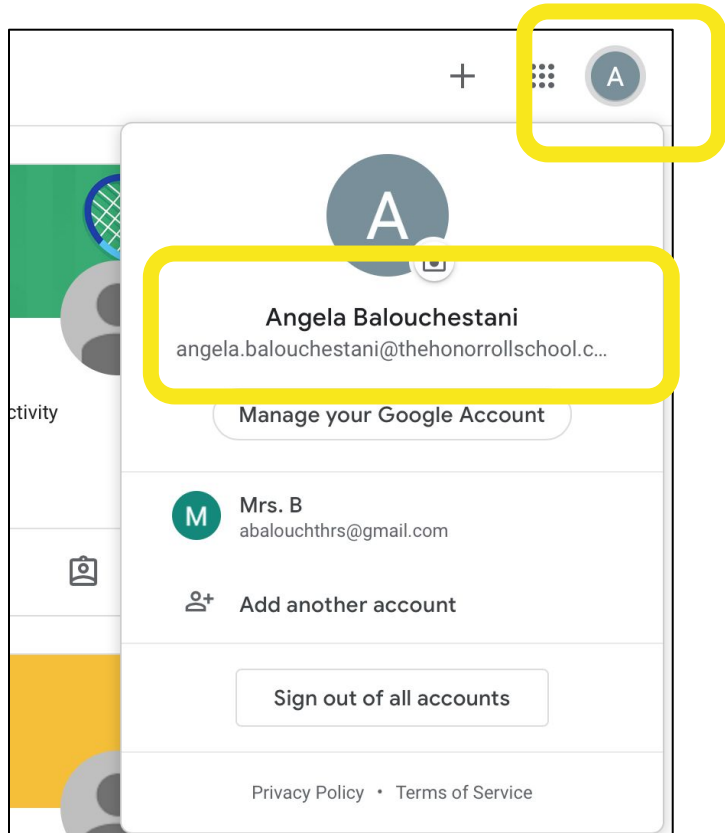


# Computer Instructions

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On your computer browser, go to <https://classroom.google.com>





**On the top right corner, click on your picture or initial, and make sure you are using the correct account. For best results, log out of other accounts, and only log in with your account.**



Open the class you are working on. This is the Stream, where your teacher can post announcements for the class. Click on Classwork on the top of the page.

The screenshot shows a class page for 'Test Class 8-3'. At the top, there are navigation tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is highlighted with a yellow rectangular box, and a yellow arrow points from the right towards it. Below the navigation is a green banner with the text 'Test Class 8-3' and an illustration of a tennis racket and ball. Underneath the banner, there are two main sections. On the left, an 'Upcoming' section lists 'Due Friday 11:30 AM - Test 1' and '11:59 PM - Galaxy Cards ...' with a 'View all' link. On the right, a post from 'Anna Murchison' dated 'Apr 15' says 'Don't forget to work on your reviews. Your test is coming up soon.' with a three-dot menu icon to its right.


**Assignments that appear in color are new. Grey assignments have been turned in or are material that doesn't require turning in. Click on the assignment you are working on.**

 View your work  Google Calendar  Class Drive folder


All topics

 Galaxy Cards Activity Due Apr 24, 11:59 PM


Evolution

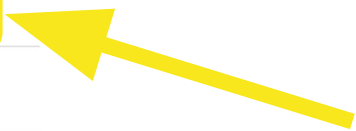
-  Review material Posted Apr 15

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-  Material to review for test Posted Apr 15

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-  Evolution test Pro-biology Due Apr 17



# Click on View assignment

The screenshot shows a Google Classroom interface for a class named "Test Class" (ID: 8-3). The "Classwork" tab is selected. A "Galaxy Cards Activity" is highlighted with a green header, showing it was posted on Apr 17 and is due on Apr 24 at 11:59 PM. The activity description includes instructions for a galaxy classification task. A yellow box highlights the "View assignment" button, with a yellow arrow pointing to it from the left. Below the activity, there are three other items: "Review material" (posted Apr 15), "Material to review for test" (posted Apr 15), and "Evolution test Pro-biology" (due Apr 17).

Test Class  
8-3

Stream **Classwork** People

View your work Google Calendar Class Drive folder

All topics  
Evolution

**Galaxy Cards Activity** Due Apr 24, 11:59 PM

Posted Apr 17 Assigned

After reading the background information on galaxies on the 1st page of the activity, 1. Place the galaxy cards on the desk picture side up. 2. Classify the galaxies by separating the like galaxies into groups. 3. Place a check in the correct column on your data sheet for each galaxy.

**View assignment**

Review material Posted Apr 15

Material to review for test Posted Apr 15

Evolution test Pro-biology Due Apr 17

Click on the file with your name on it to open it. Make sure to read the instructions from your teacher

The screenshot shows a classroom activity page for 'Test Class 8-3'. The activity is titled 'Galaxy Cards Activity' and is due on April 24 at 11:59 PM. It was assigned by Anna Murchison on April 17. The instructions are: 'After reading the background information on galaxies on the 1st page of the activity, 1. Place the galaxy cards on the desk picture side up. 2. Classify the galaxies by separating the like galaxies into groups. 3. Place a check in the correct column on your data sheet for each galaxy.' The 'Your work' section shows a PDF file named 'Angela Balouches...' with a close button. Below it is a '+ Add or create' button and a green 'Turn in' button. The 'Private comments' section has an input field for 'Add private comment...' and a submit button. A yellow arrow points from the top text to the PDF file in the 'Your work' section. A yellow box highlights the instructions, and another yellow box highlights the 'Your work' section.

Test Class  
8-3

Due Apr 24, 11:59 PM

## Galaxy Cards Activity

100 points

Anna Murchison Apr 17

After reading the background information on galaxies on the 1st page of the activity, 1. Place the galaxy cards on the desk picture side up. 2. Classify the galaxies by separating the like galaxies into groups. 3. Place a check in the correct column on your data sheet for each galaxy.

Class comments

Your work Assigned

Angela Balouches... PDF

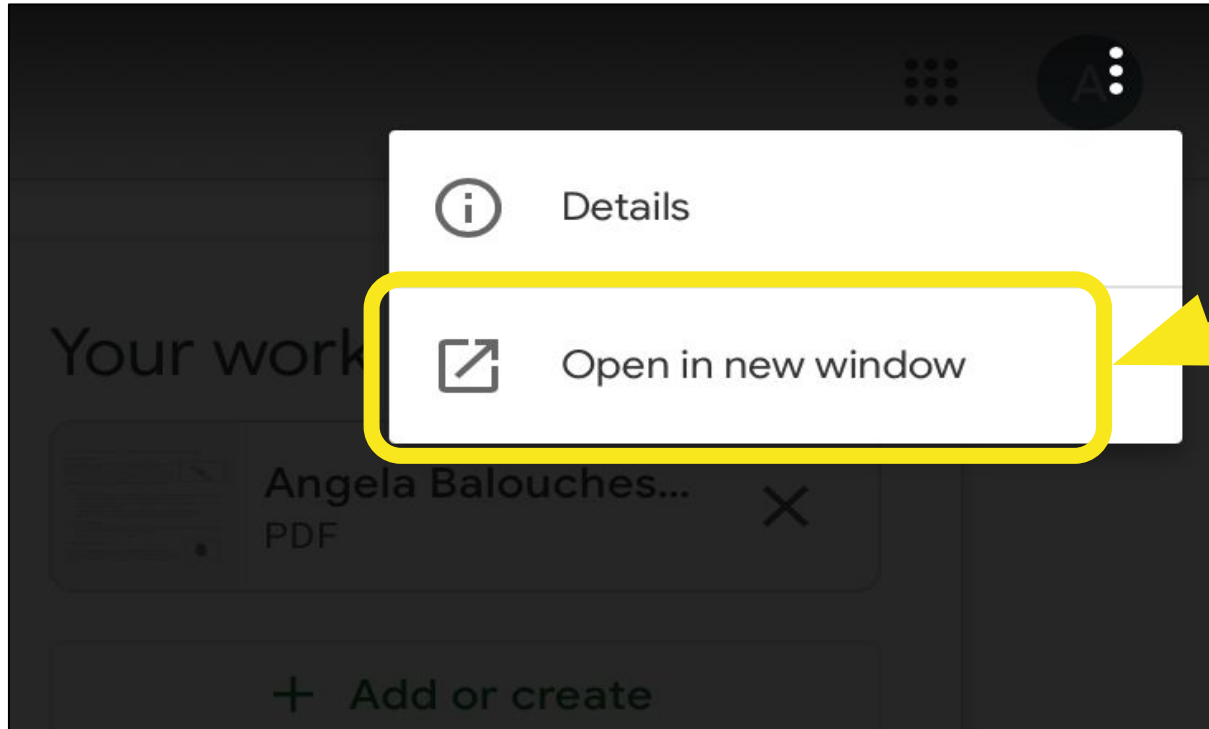
+ Add or create

Turn in

Private comments

Add private comment...

On the top right, click on the 3 dots and select Open in new window



# Click on Open with and select DocHub

PDF Angela Balouchestani - Galaxy Card Activity.pdf

Open with

Connected apps

- DocHub - PDF Sign and Edit
- Google Docs

Suggested third-party apps


- Lumin PDF
- Connect more apps

Acti

Galaxies are very large groups of stars in each contain 100 billions of stars. These

**I. Spiral Galaxies:**

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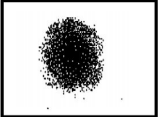
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- These galaxies are not as abundant, and have spiral arms that project from the ends of the bar, which seem to have come off the central disk.
- They appear to turn as a unit in space.

**II. Elliptical galaxies (E):**



Elliptical galaxies range in shape from spherical to flattened discs. No arms are present. They appear symmetrical, and orientation in space is impossible. The farther out from the center of the galaxy, the smaller the number the stars. The fact that elliptical galaxies are not dish-shaped like the spiral galaxies means that they probably rotate much more slowly, if at all. The largest elliptical

Sign in using the same gmail account you are using for Google Classroom. The document will open in DocHub.

Angela Balouchestani - Galaxy Card Activity.pdf

Upgrade to Pro Save in DocHub


Sign

### Activity: Galaxy Cards

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# Use the writing tools at the top to complete your work.

Angela Balouchestani - Galaxy Card Activity.pdf

Upgrade to Pro


My work

## Activity: Galaxy Cards

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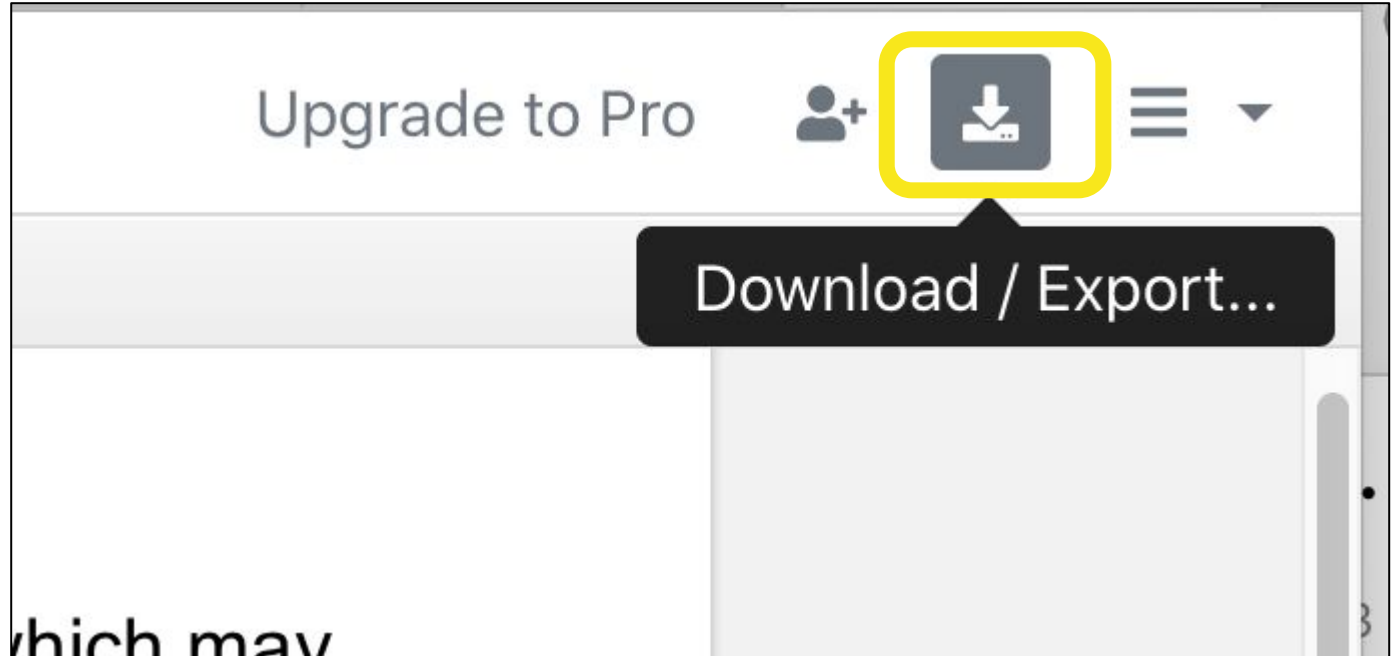
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When you're done, click on the Download/Export button (top, right)



# Click on Submit to Google Classroom

Download or export ×


Submit to Google Classroom

Computer Drive **Classroom** Dropbox OneDrive

**Version** Current Version ▾

**Page Range**  All  Range

**PDF Options**  Rasterize pages  Certify document

  
Download

# Click on Create Share Link

Download or export



 Computer	 Drive	 Classroom	 Dropbox	 OneDrive
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Create Share Link

(Step 1 of 2)

# Click on Upload to Google Classroom

Download or export



Computer



Drive



Classroom



Dropbox



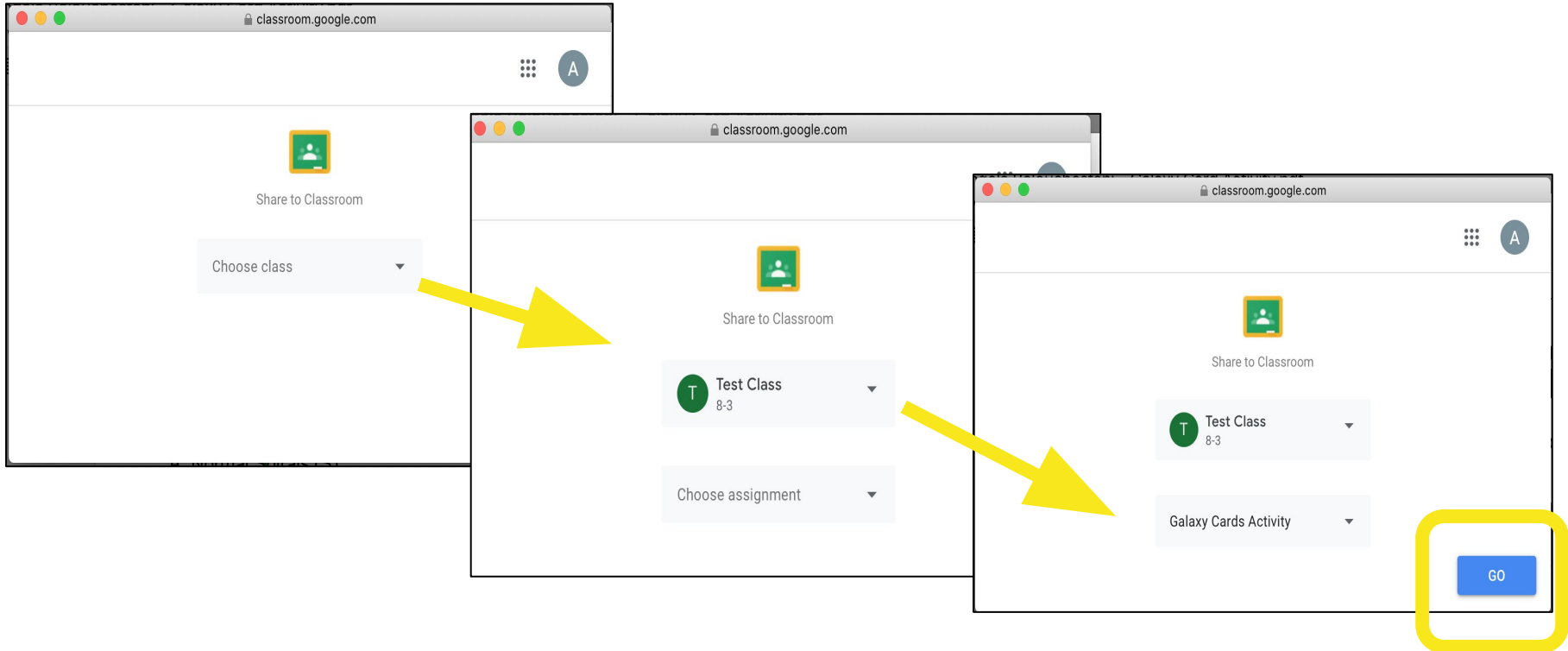
OneDrive

Create Share Link

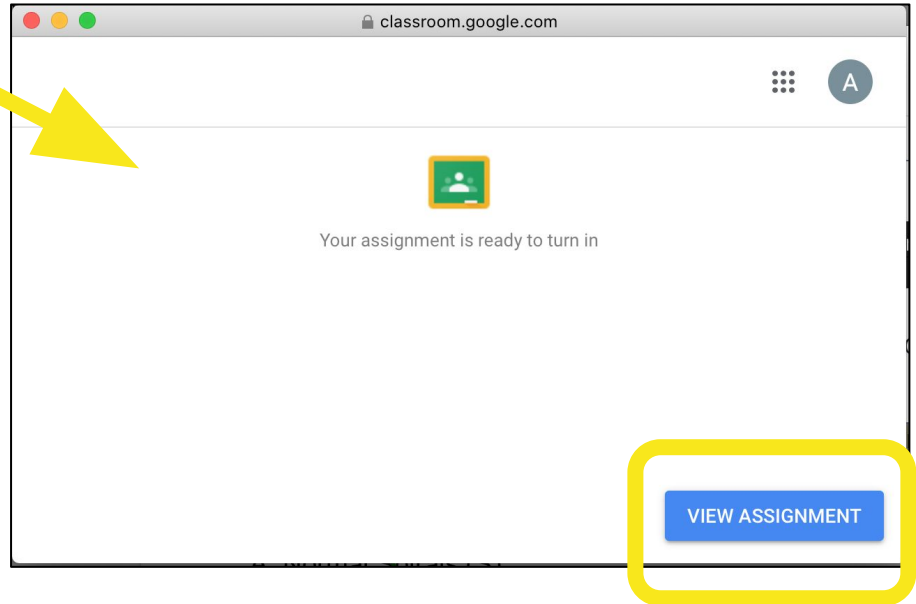
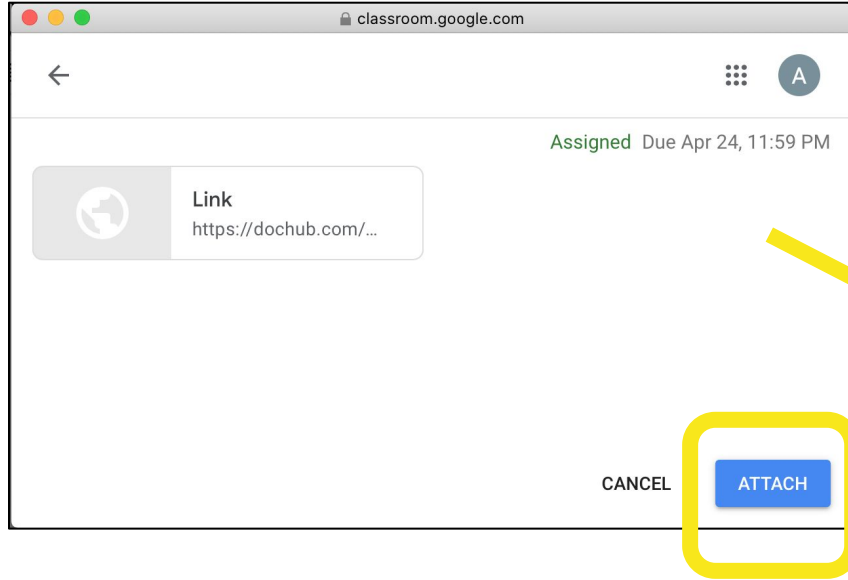


Upload to Google Classroom

**Follow the prompts to choose the class and the assignment this work pertains to. Click Go.**



# Your work is now ready. Click Attach and View Assignment



You will see your original file (with your name) and the link from DocHub (containing your work). Click Turn in


The screenshot shows a Google Classroom interface. At the top, the browser address bar displays 'classroom.google.com'. The page header includes 'Test Class' with a sub-header '8-3' and a user profile icon 'A'. The main content area features an assignment card for 'Galaxy Cards Activity' due on 'Apr 24, 11:59 PM' with a value of '100 points'. The activity is assigned by 'Anna Murchison' on 'Apr 17'. The instructions describe a task involving galaxy cards and classification. Below the instructions is a 'Class comments' section. On the right side, a 'Your work' panel is highlighted with a yellow border. This panel shows two items: a PDF file named 'Angela Balouches...' and a 'Link' to 'https://dochub.com/...'. Below these items is a '+ Add or create' button and a prominent green 'Turn in' button. A large yellow arrow points from the right towards the 'Turn in' button. At the bottom of the page, there is a 'Private comments' section with a text input field and a send button.


# Confirm you are turning in your work by clicking on Turn in

Turn in your work?

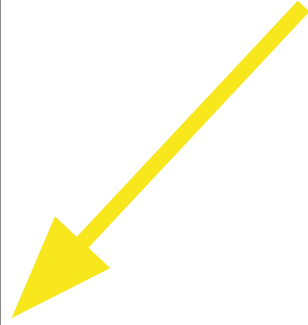
2 attachments will be submitted for "Galaxy Cards Activity".

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 Angela Balouchestani - Galaxy Card Activity.pdf

 Link

Cancel **Turn in**





Go back to classroom.google.com and open the class. You will see the assignment in grey as it has been turned in.

The screenshot shows the Google Classroom interface for a class named "Test Class" (ID: 8-3). The "Classwork" tab is selected, displaying a list of assignments. The first assignment, "Galaxy Cards Activity", is highlighted with a yellow box and is marked as "turned in" (greyed out). The due date for this assignment is "Due Apr 24, 11:59 PM". Other assignments include "Review material" (Posted Apr 15), "Material to review for test" (Posted Apr 15), and "Evolution test Pro-biology" (Due Apr 17). The interface also shows navigation options for "Stream", "Classwork", and "People", along with links for "View your work", "Google Calendar", and "Class Drive folder".

Assignment	Status	Due Date
Galaxy Cards Activity	Turned In	Due Apr 24, 11:59 PM
Review material	Not Turned In	Posted Apr 15
Material to review for test	Not Turned In	Posted Apr 15
Evolution test Pro-biology	Not Turned In	Due Apr 17

# Q: I deleted the file that had my name on it. How do I get the assignment back?

100 points

Quiz 2

Mylla Marvin Apr 16

Complete your work on Google Classroom, Save and Turn In.

Class comments

Your work Assigned

Angela Balouches PDF

Turn in

Private comments

Add private comment...

Class comments

If you press the X, you delete the assignment. Click on Make A Copy to get it back.

100 points

Your work Assigned

A file Mylla Marvin copied for you was removed: [Template] Quiz2.pdf

MAKE A COPY

+ Add or create

Mark as done

Private comments

Add private comment...

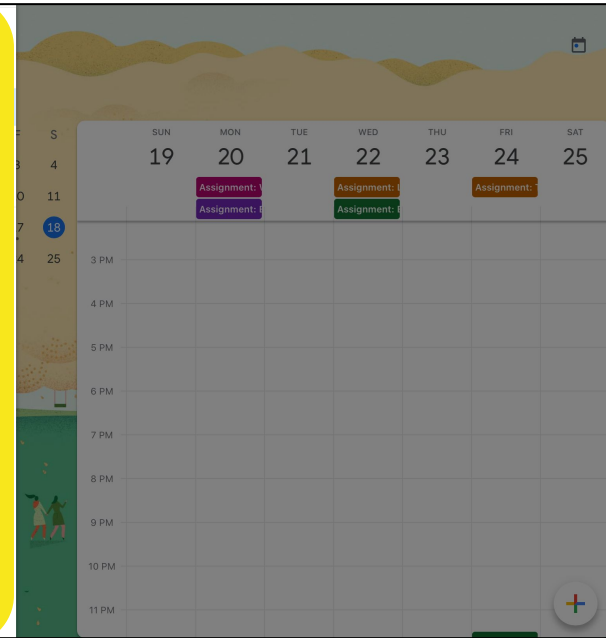
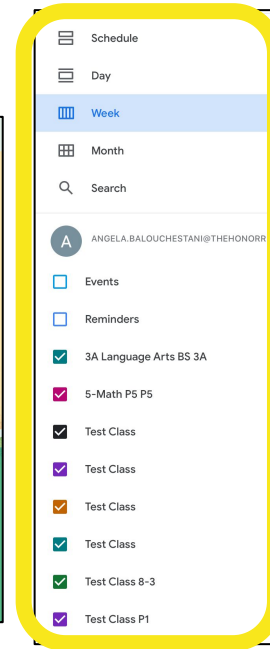
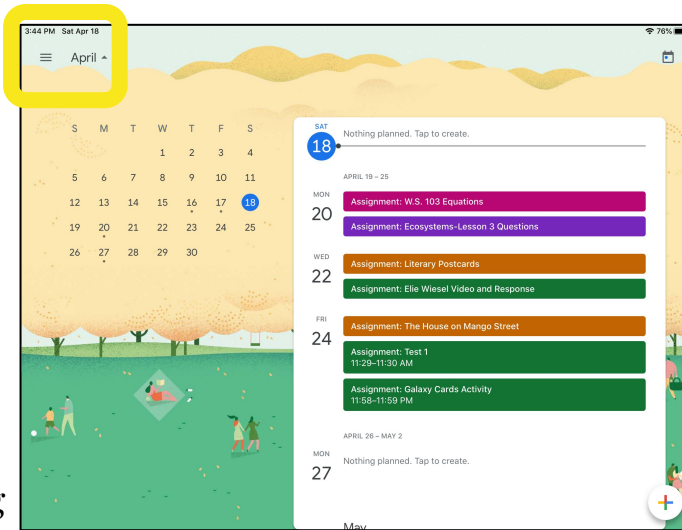
# Other Google Classroom useful tips...

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# Google Calendar: [calendar.google.com](https://calendar.google.com) or Google Calendar app on your iPad - All assignments from GC will be included in your Google Calendar.



Under menu, select all your classes by checking the boxes. You have different viewing options (week, month, day, etc)



# Google Suite apps are available for your use through your Google account in both iPad and computer browser.

## Google Apps



Google Docs



Google Slides



Google Sheets



Google Drive

## Apple Apps



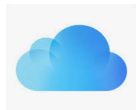
Pages



Keynote



Numbers



iCloud

## Office Applications equivalents



Microsoft Word



Microsoft PowerPoint



Microsoft Excel



OneDrive

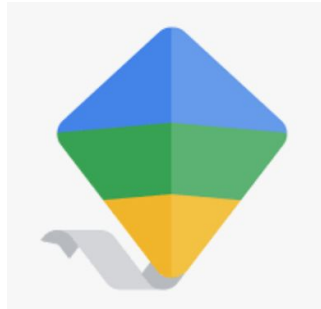
When you go into your <https://drive.google.com> account, you will see a folder called “Classroom”, which contains a folder for each of your Google Classroom classes. Any work you have received and submitted through GC will be stored here. Google Drive gives you 15GB for free. More storage is available for purchase from Google starting at \$1.99 per month.

***Google Docs, Sheets, Slides do not take up any of your 15GB storage.***

# Google documentation and support for parents:

[https://support.google.com/families/answer/9055704?hl=en&ref\\_topic=7336731](https://support.google.com/families/answer/9055704?hl=en&ref_topic=7336731)

Learn about Google account options for parents including using the Family Link app for parental controls and to manage their children's accounts.



# How do I find out the Google Classroom codes for each of my child's teachers?

Middle School class codes are listed here: [MS GC Class Codes](#)

3rd and 4th grade: the homeroom teachers previously emailed their codes (if you do not have an email, please contact the homeroom teachers directly)

3A Ms. Stringer [brenda.stringer@thehonorrollschool.com](mailto:brenda.stringer@thehonorrollschool.com)

3B Ms. Jordan [vangie.jordan@thehonorrollschool.com](mailto:vangie.jordan@thehonorrollschool.com)

3C Ms. Khoja [narmin.khoja@thehonorrollschool.com](mailto:narmin.khoja@thehonorrollschool.com)

4A Ms. LaBolt [kim.labolt@thehonorrollschool.com](mailto:kim.labolt@thehonorrollschool.com)

4B Ms. Kent [megan.kent@thehonorrollschool.com](mailto:megan.kent@thehonorrollschool.com)

4C Ms. Fisher [hannah.fisher@thehonorrollschool.com](mailto:hannah.fisher@thehonorrollschool.com)

# Questions?

## Contact Mrs. Balouchestani

[angela.balouchestani@thehonorrollschool.com](mailto:angela.balouchestani@thehonorrollschool.com)

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