



VICTORIA
ENGLISH SCHOOL

GOOGLE CLASSROOM STUDENT GUIDE

Follow the tutorial to get started or go to this link for the tutorial video : <https://www.youtube.com/watch?v=xfgqtCi7hdo>

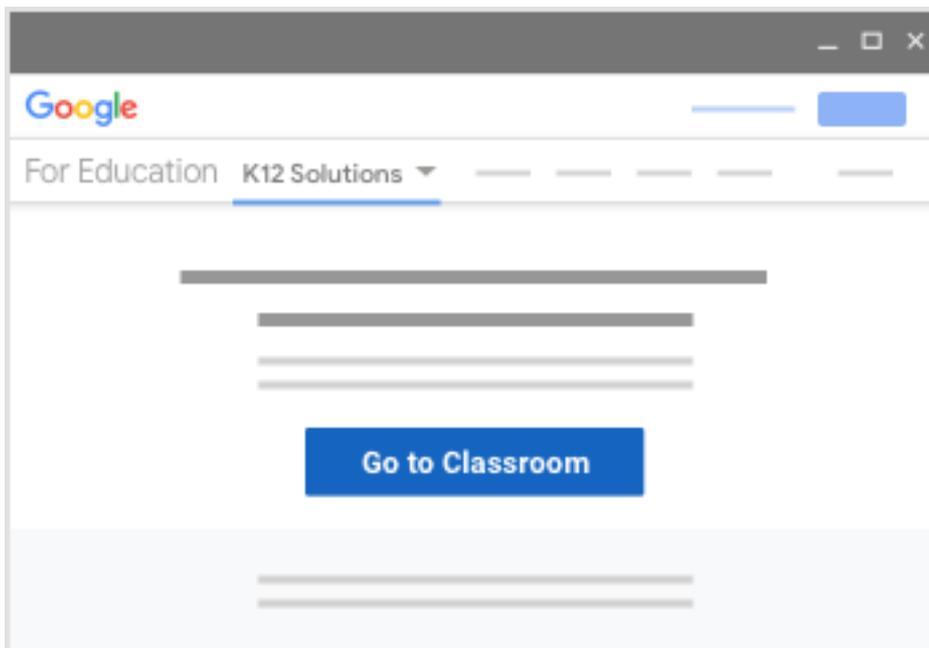
How do I sign in to Classroom?

Depending on your learning setting, sign in to Classroom with one of the following user account types:

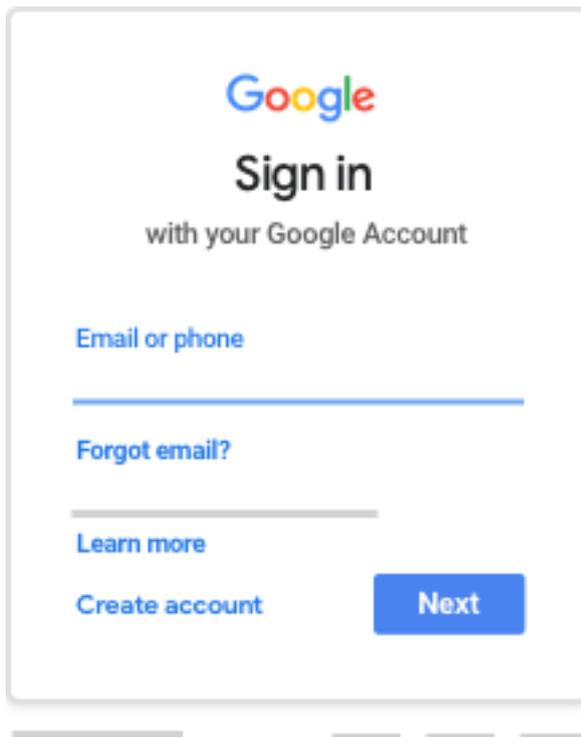
- School account—Also known as a *G Suite for Education account*, this account is set up by an accredited school. It looks like *name@ves.ae*. If you don't know your G Suite for Education account details, ask your teacher or the school's IT admin.

Sign in for the first time

1. Go to classroom.google.com and click Go to Classroom.

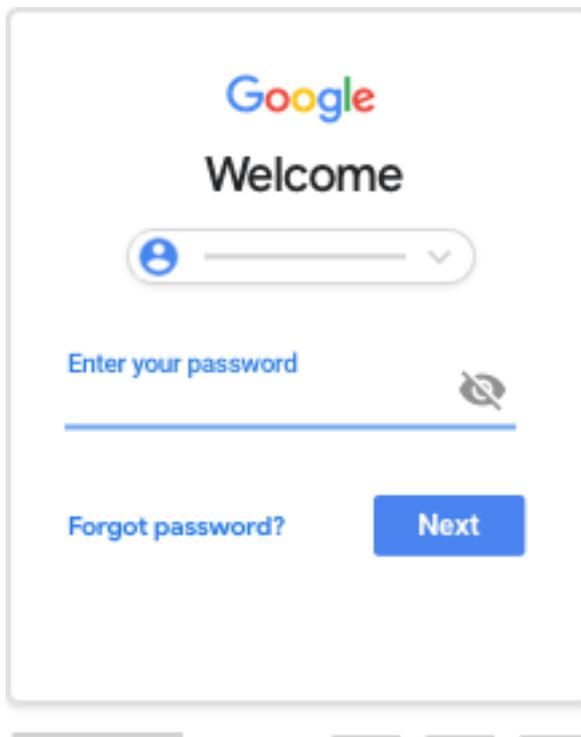


2. Enter your username and click Next.



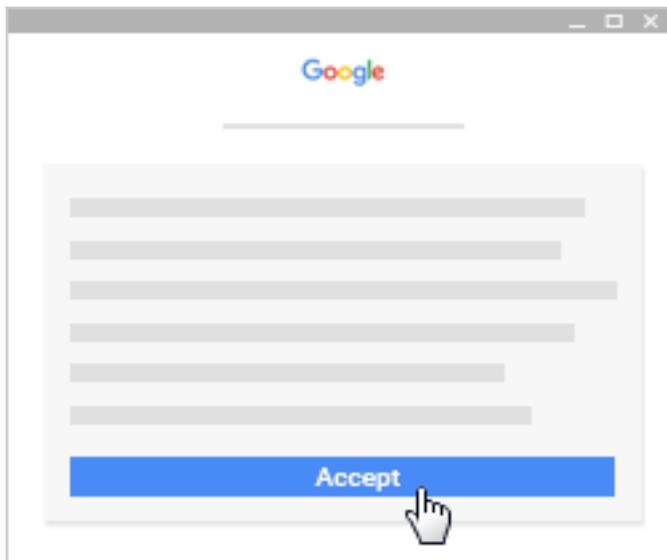
The image shows a Google sign-in screen. At the top is the Google logo. Below it, the text reads "Sign in with your Google Account". There is a text input field labeled "Email or phone" with a blue underline. Below the input field are links for "Forgot email?", "Learn more", and "Create account". A blue "Next" button is positioned to the right of the "Create account" link.

3. Enter your password and click Next.

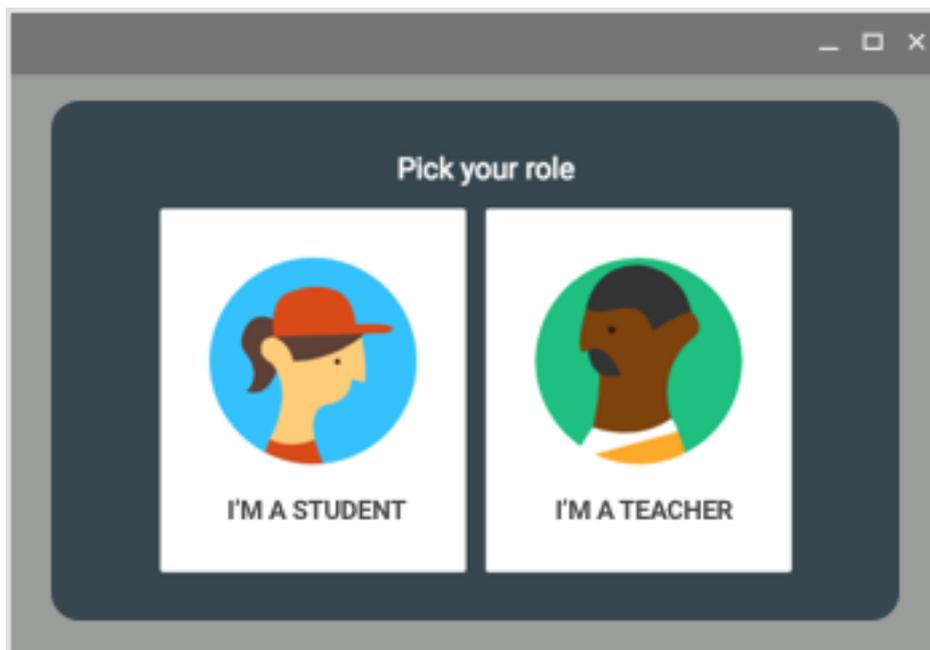


The image shows a Google welcome screen. At the top is the Google logo. Below it, the text reads "Welcome". There is a dropdown menu with a person icon and a downward arrow. Below the dropdown is a text input field labeled "Enter your password" with a blue underline and a toggle icon to its right. Below the input field are links for "Forgot password?" and a blue "Next" button.

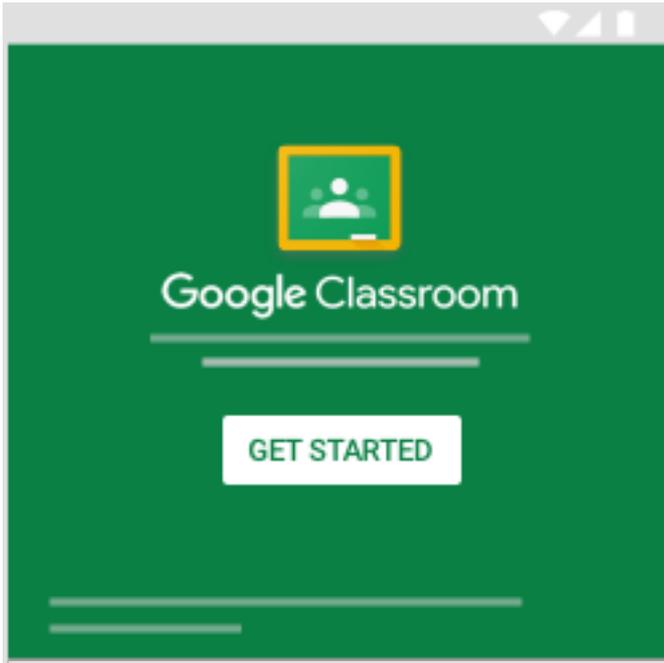
4. If there is a welcome message, read it and click Accept.



5. If you're using a G Suite for Education account, click I'm A Student or I'm A Teacher.
Note: Users with personal Google Accounts won't see this option.



6. Click Get Started.



Join a class as a student

This article is for students

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

How to join a class

You have 2 ways to join a class:

- Join a class with a class code—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- Accept an invitation from your teacher—If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

Note: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

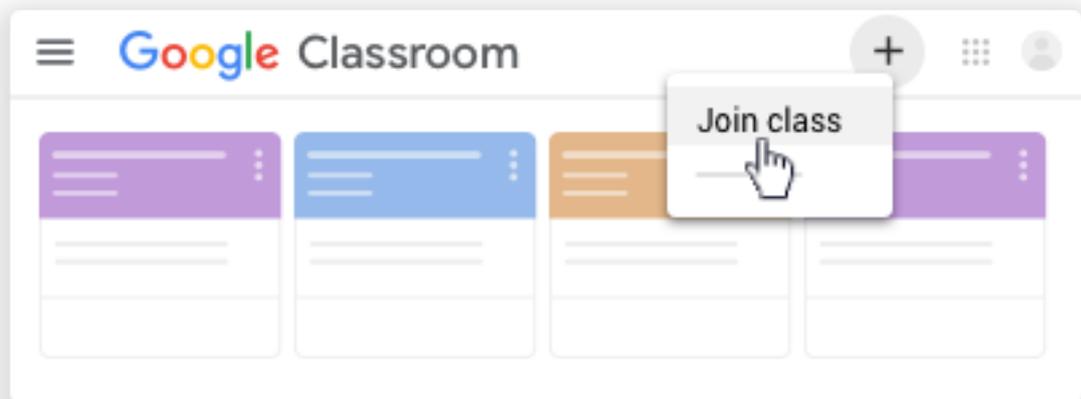
Join a class

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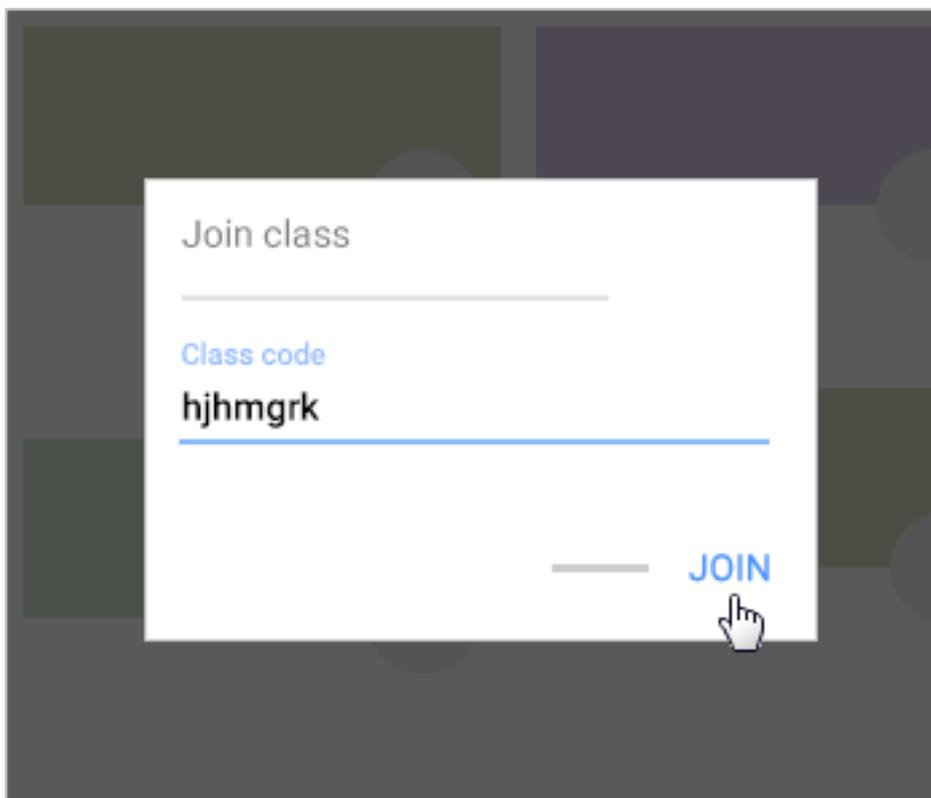
You must be signed in to Classroom before you can join a class. Unsure if you're signed in? Learn more about [how to sign in to Classroom](#).

Join a class with a class code

1. Go to classroom.google.com.
2. At the top, click Add   Join class.

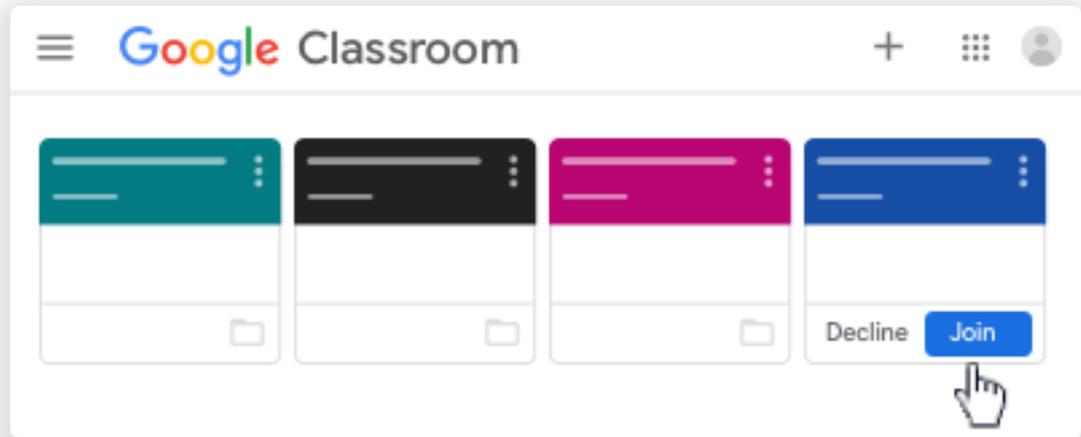


3. Enter the class code your teacher gave you and click Join.
A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



Accept an invitation from your teacher

1. Go to classroom.google.com.
2. On the class card, click Join.



Note: Only your teacher can change the class image. However, you can change your Classroom profile photo. For instructions, see [Change your profile photo](#).

See your work for a class

This article is for students

You have multiple ways to view your work for a class:

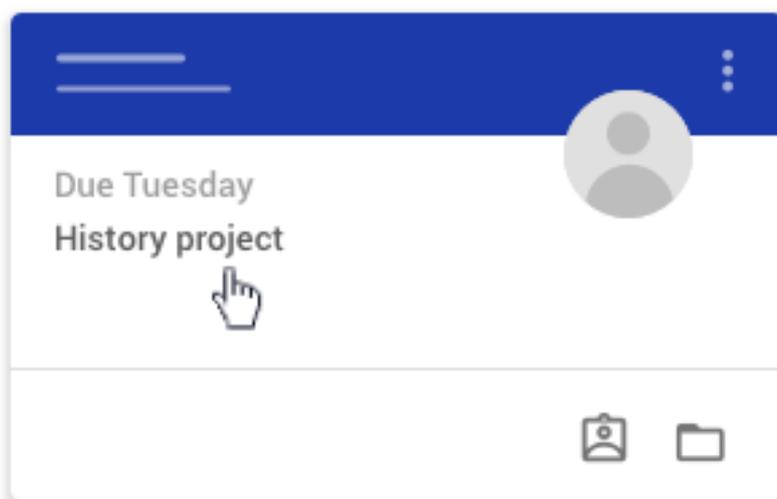
- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page
- Filter work by class on the To-do page
- See the latest work on the Stream page
- See work arranged by topic on the Classwork page

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Quickly see upcoming work

On the Classes page, on a class card, you can see work due within a week. You'll see the title and due date for up to 3 items.

1. Go to classroom.google.com.
2. (Optional) To see details, click the title of the work.

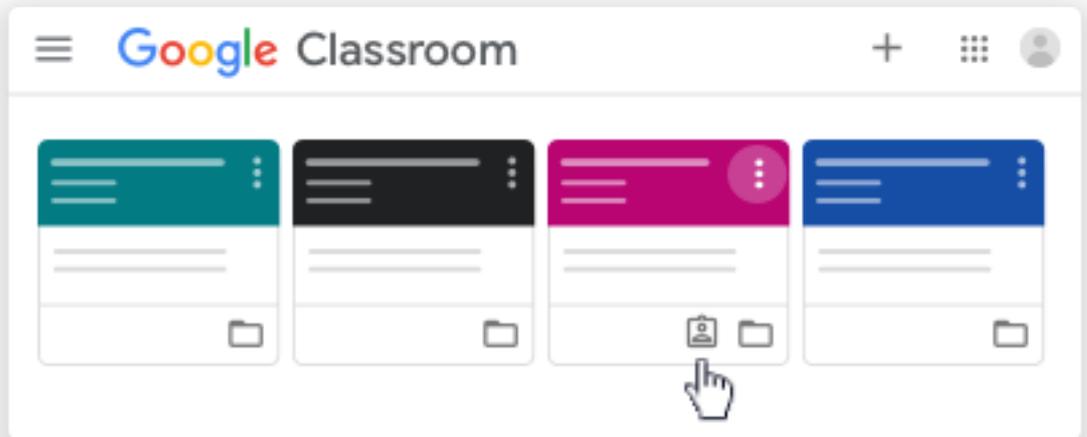


See all your work for a class

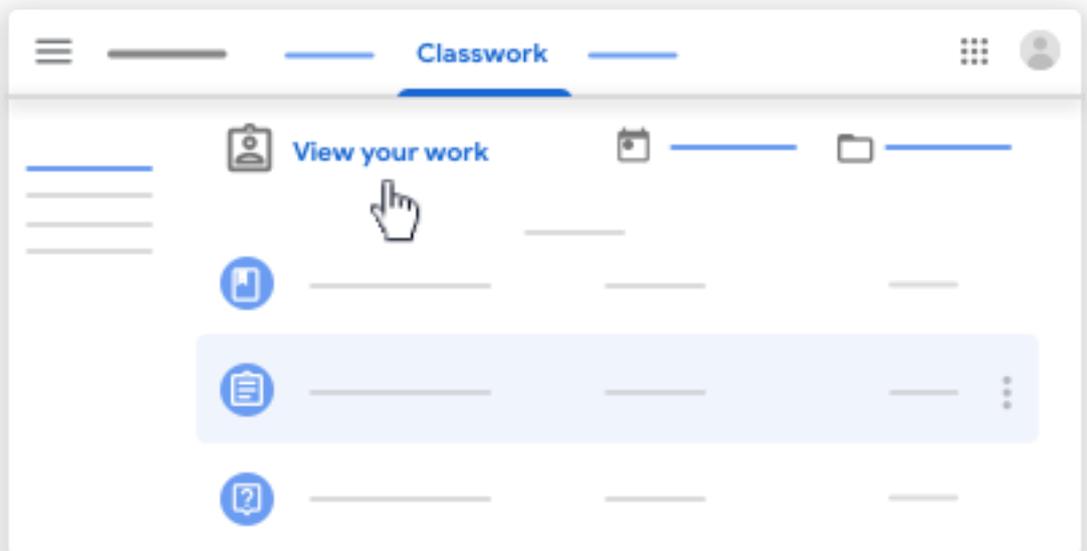
You can see a list of all your work on the Your work page. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

1. Go to classroom.google.com.
2. Choose an option:

- On a class card, click Your work .



- Click the class > Classwork > View your work.



3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work > View details.
4. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.

Filter work by class

On the To-do page, you can filter work by class, and see work that's:

- To-do—Work assigned and not yet completed. You'll see the class and work titles grouped as missing, no due date, due today or within the week, or later.
- Done—Work you completed and turned in. You'll see the status of the work—turned in or done late—and grades if the work is graded.

To see your work:

1. Go to classroom.google.com.
2. Click Menu ☰ > To-do.
3. (Optional) To filter your work by class, click All classes and select a class.



4. Click a title.
5. (Optional) To see work you already submitted, click Done and select a title to see feedback.

If the work is graded, the grade is listed.

See the latest work and announcements

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

1. Go to classroom.google.com.
2. Click the class.
3. (Optional) To see any instructions or feedback, click the assignment or question.

See work arranged by topics

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click Classwork.

4. Under a topic, look for Question or Assignment .
5. (Optional) To see any instructions or feedback, click the post > View assignment or View question.

Answer a question

This article is for students

Your teacher can post 2 types of questions: short-answer or multiple-choice. For short-answer questions, you enter a response. For multiple-choice questions, you select an option. If your teacher allows, you can see your classmates' answers after you turn in your answer.

Before you answer a question, check for instructions or attachments. A question can have attachments, such as a Google Drive item, a link, or a YouTube video.

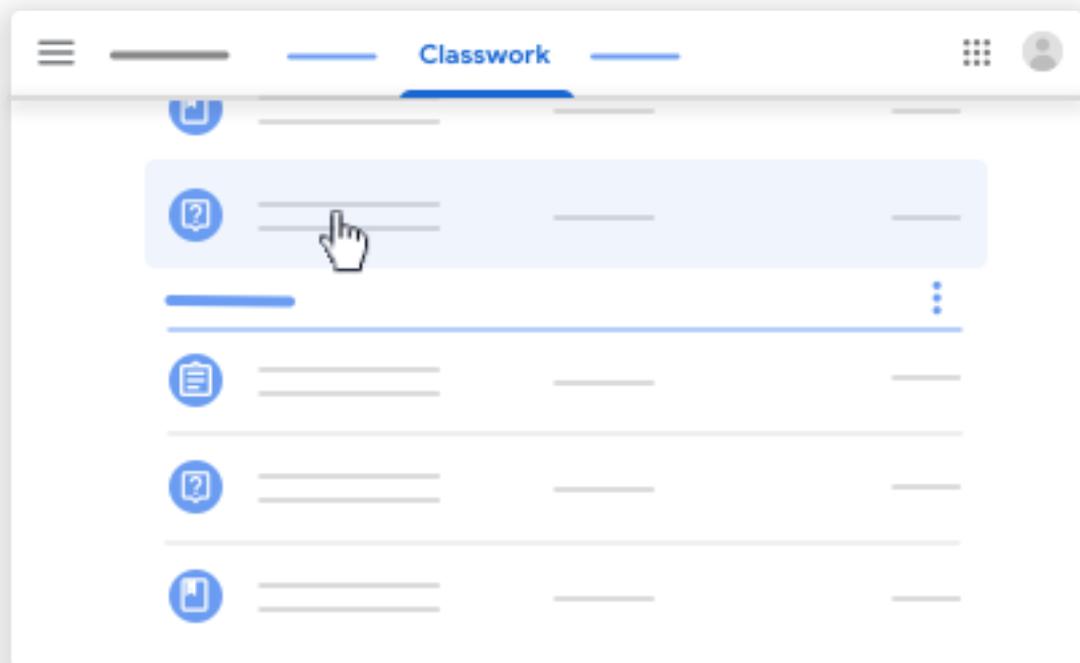
You can view and answer the questions on the Classwork page or the Stream page.

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On the Classwork page

Answer a short-answer question

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. To read the question, and review any instructions or attachments, click the question.
Note: You might have to click View question.

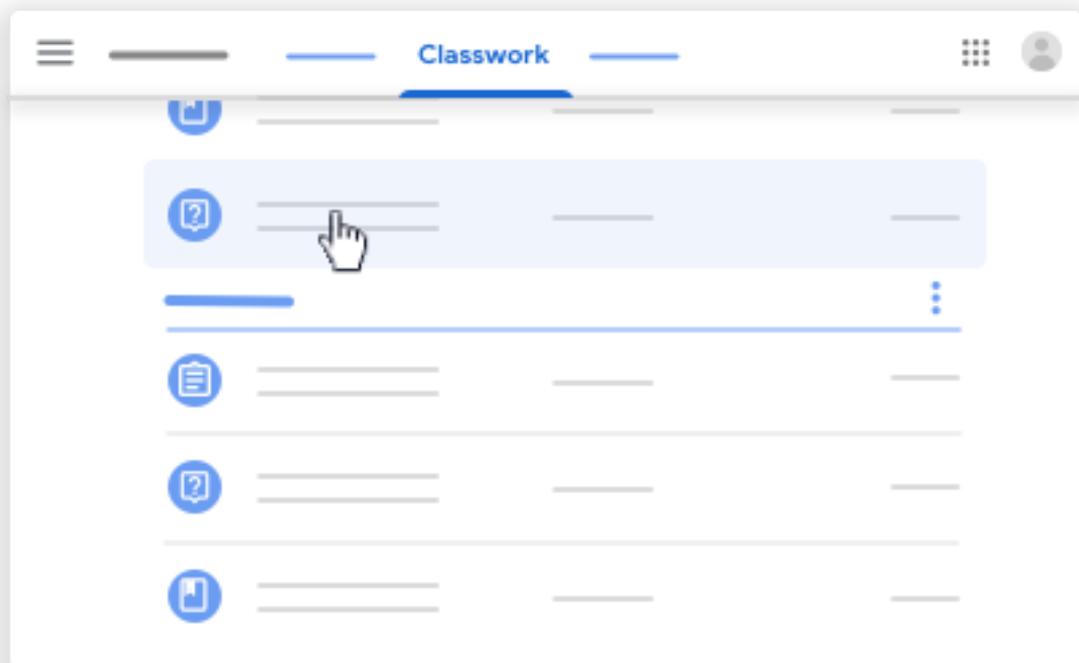


4. Under Your answer, enter your answer > click Turn in. If asked to confirm, click Turn in.
Note: You can't click Turn in until you enter an answer.

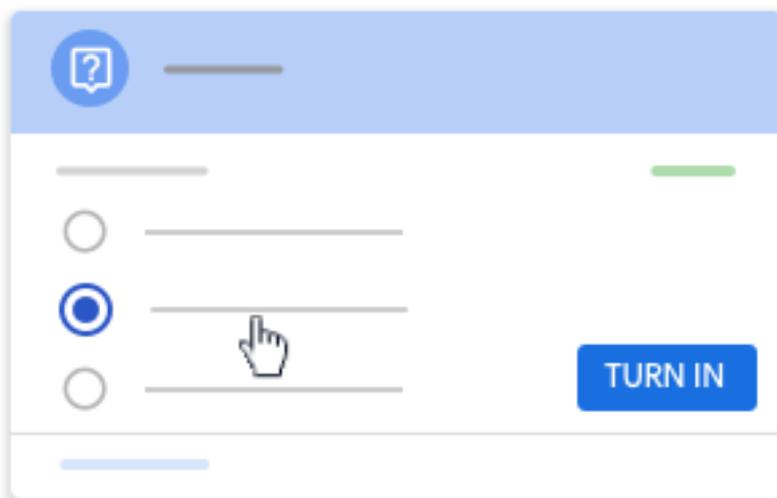
- (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.
- (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

Answer a multiple-choice question

- Go to classroom.google.com.
- Click the class > Classwork.
- To read the question, and review any instructions or attachments, click the question.
Note: You might have to click View question.



4. Select your answer > click Turn in. To confirm, click Turn in.
Note: You can't click Turn in until you enter an answer.



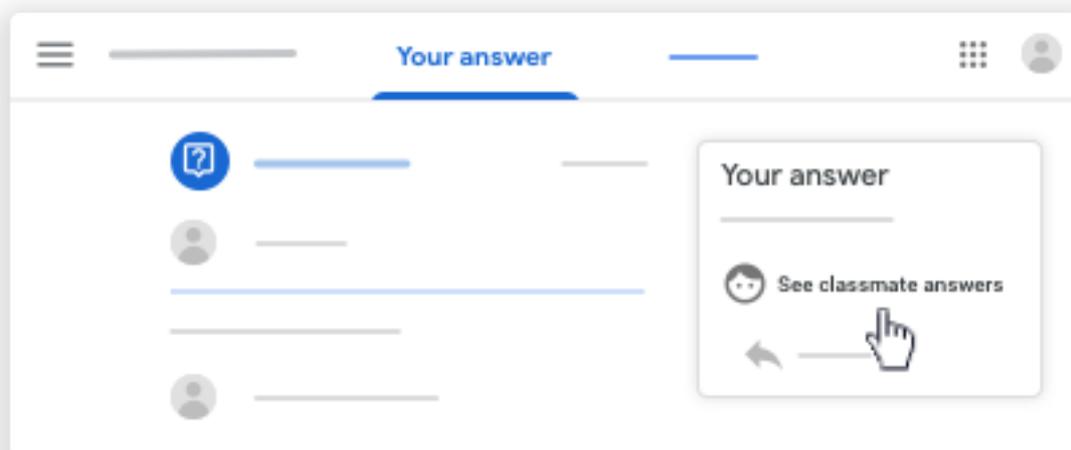
5. (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.
6. (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

(Optional) View and reply to classmates' answers

You can only view and reply to classmates' answers if:

- The question is short-answer
- Your teacher allows it

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the question.
Note: You might have to click View question.
4. Click See classmate answers.



- (Optional) To reply to a classmate's answer, under their answer, click Reply > enter your reply > click Post.

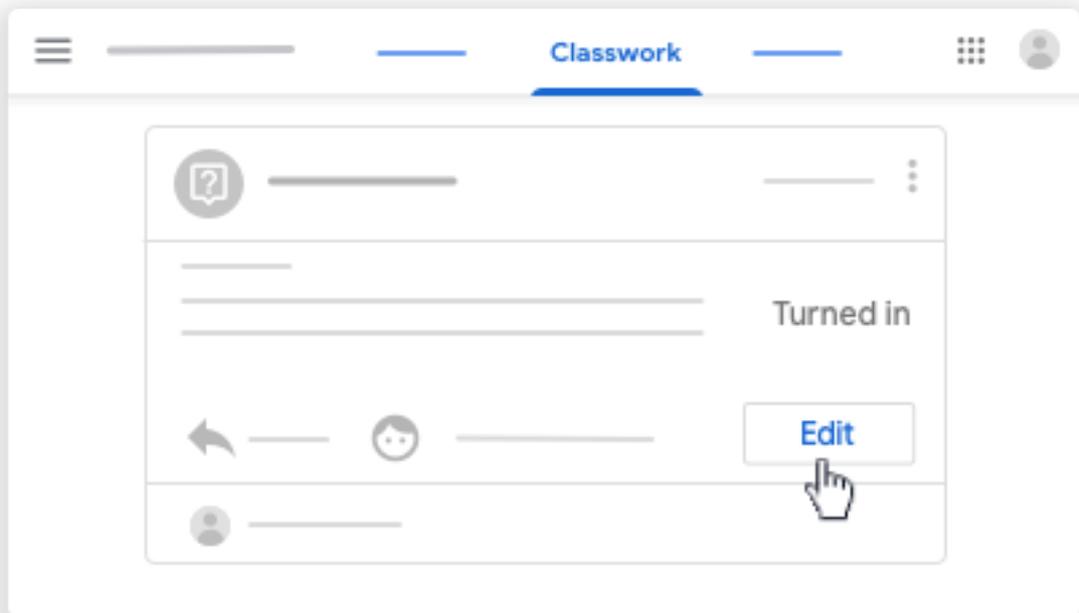
(Optional) Edit your answer

You can only view and reply to classmates' answers if:

- The question is short-answer
- Your teacher allows it

- Go to classroom.google.com.
- Click the class > Classwork.
- On the question, click Edit.

Note: You might have to click View question > Edit.



- Make your changes > click Turn in.

On the Stream page

Answer a short-answer question

- Go to classroom.google.com.
- Click the class.
- On the Stream page, click the question, and review any instructions or attachments.
- Under Your answer, enter your answer > click Turn in. If asked to confirm, click Turn in.
Note: You can't click Turn in until you enter an answer.
- (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.

- (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

Answer a multiple-choice question

- Go to classroom.google.com.
- Click the class.
- On the Stream page, click the question, and review any instructions or attachments.
- Select your answer > click Turn in. To confirm, click Turn in.

Note: You can't click Turn in until you select an answer.

- (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.
- (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

(Optional) View and reply to classmates' answers

You can only view and reply to classmates' answers if:

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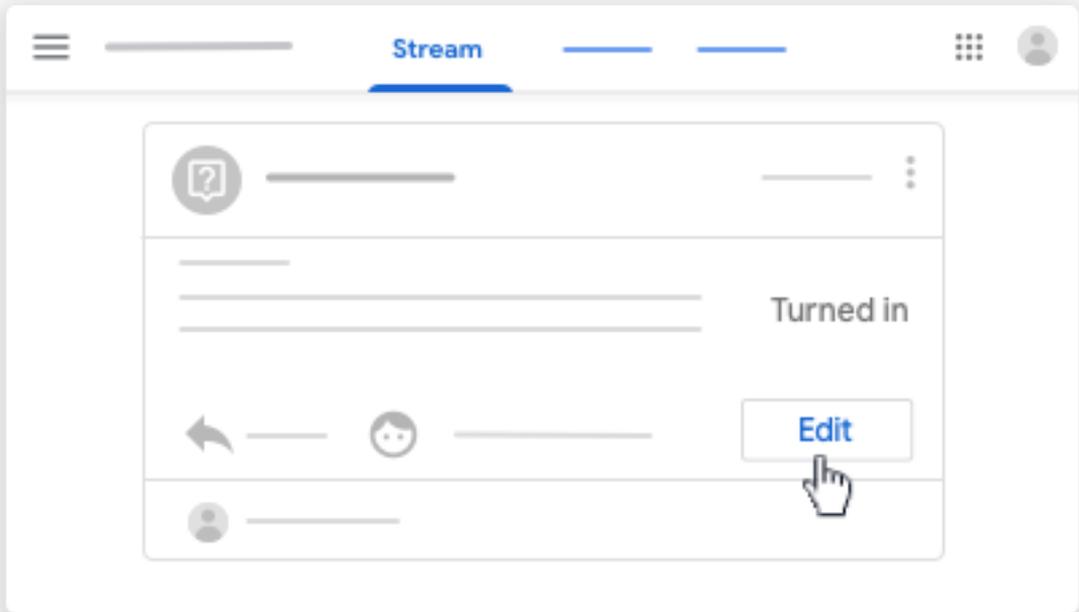
- Go to classroom.google.com.
- Click the class.
- On the question, click See classmate answers.
- (Optional) To reply to a classmate's answer, under their answer, click Reply > enter your reply > click Post.

(Optional) Edit your answer

You can only view and reply to classmates' answers if:

- The question is short-answer
- Your teacher allows it

- Go to classroom.google.com.
- Click the class.
- On the question, click Edit > make your changes > click Turn in.



Turn in an assignment

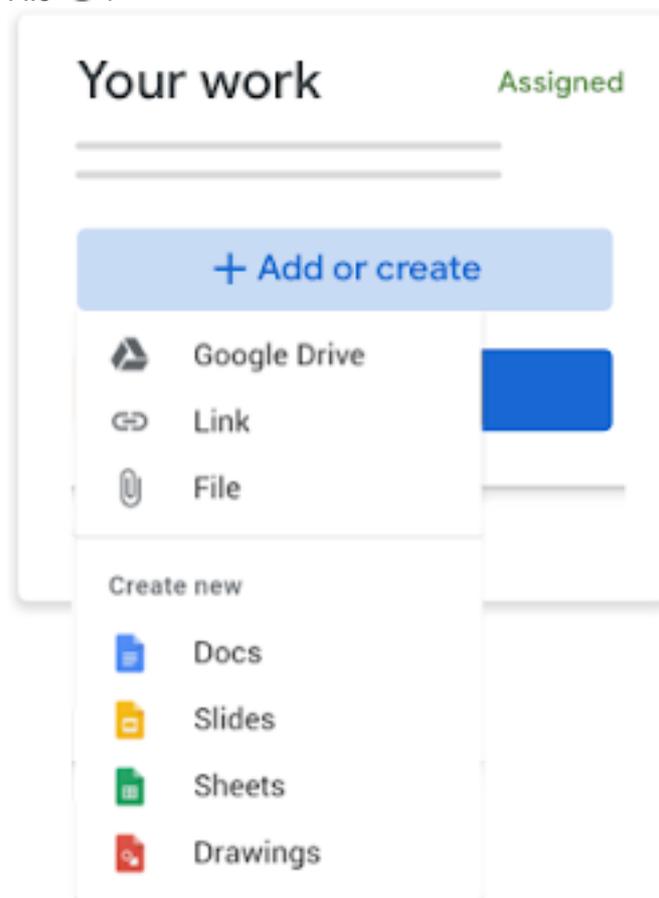
Depending on the assignment, you can turn in a personal doc that your teacher assigned to you, create your own Google Doc, or add files to the assignment.

If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in or marked done after the due date is recorded as late.

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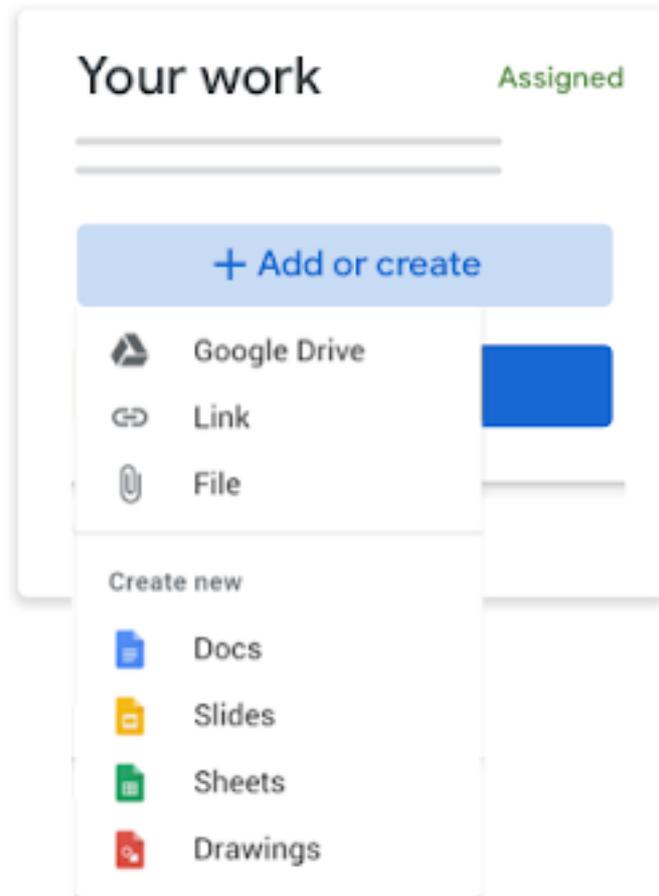
Turn in an assignment

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To attach an item:
 1. Under Your work, click Add or create > select Google Drive , Link , or File .



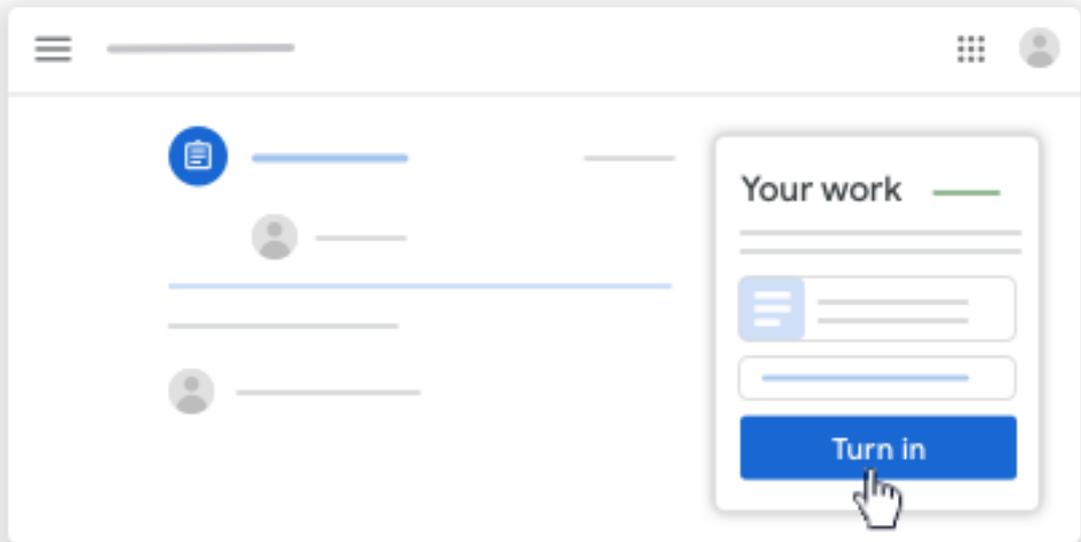
2. Select the attachment or enter the URL for a link and click Add.
Note: You can't attach a file you don't own.
4. To attach a new doc:

1. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .
A new file attaches to your work and opens.



2. Click the file and enter your information.
Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



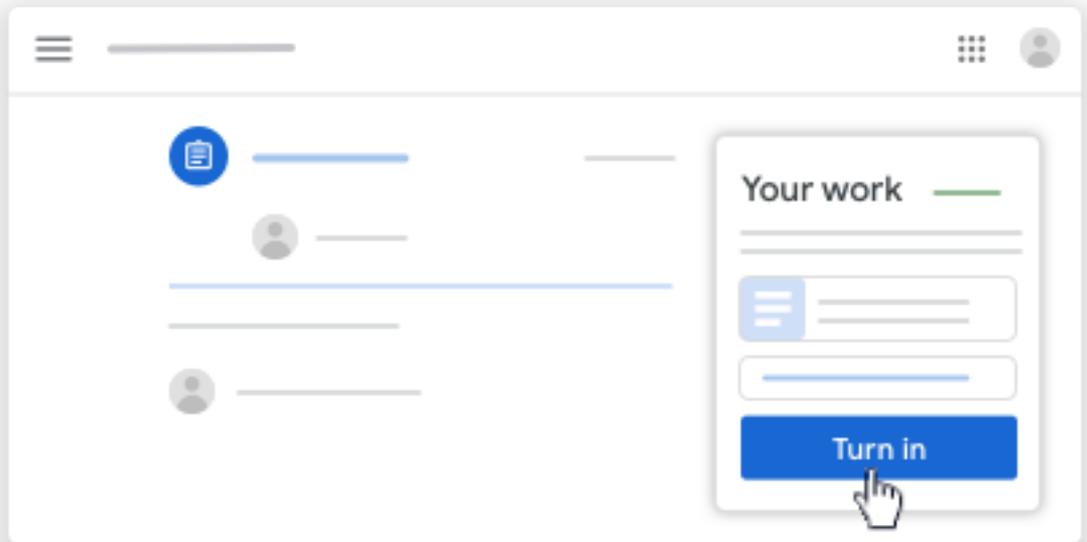
Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. Click the form and answer the questions.
4. Click Submit > Mark as done and confirm.
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. (Optional) If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you

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. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
 - In the document, click Turn in and confirm.
 - In Classroom, in the assignment, click Turn In and confirm.



The status of the assignment changes to Turned in.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click Mark as done and confirm.

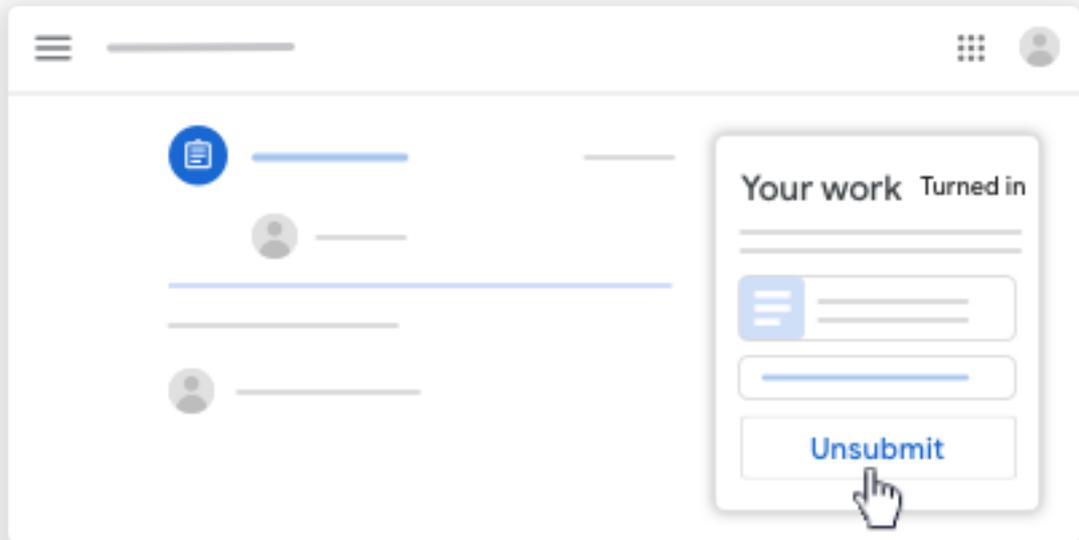
The status of the assignment changes to Turned in.

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. Click Unsubmit and confirm.
Note: This assignment is now unsubmitted. Resubmit it before the due

date.



Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to classroom.google.com.
2. On a class card, click Your work .
3. At the right, you see the work status of each item:
 - Assigned—Work assigned by your teacher. Check the due date.
 - Turned in—Work you turned in on time.
 - Graded—For graded work that your teacher returned, you see your grade.
 - Returned—For ungraded work that your teacher returned, you see a check ✓ .
 - Missing—Work you didn't turn in.
 - Turned in: Done late—Work you turned in late.
4. (Optional) For more details, click an item to expand it > click View details.

For more ways to check work status and track your work, go to [See your work for a class](#).