



# STIVES

---

## HIGH SCHOOL

respect | perseverance | growth

### St Ives High School Student Guide to Google Classroom

Google Classroom is one of the main ways your teachers share your classwork, homework, and assessments with you. This document will explain some of the key skills you will need in order to use Google Classroom for your learning, including:

- [Joining a Google Classroom](#)
- [The Stream](#)
- [Finding your work](#)
- [Roll call on Google Classroom](#)
- [How to respond to a short answer question on Google Classroom](#)
- [How to take part in a Google Form Quiz on Google Classroom](#)
- [How to upload a file to complete an assignment](#)
- [How to download, fill in, and upload a fillable PDF worksheet](#)
- [How to complete a timed assessment task on Google Classroom](#)
- [How to view feedback](#)

***Please note: none of the assignments featured in this document are indicative of the work you will complete as part of your learning, nor are the responses to questions featured in this document indicative of the quality of work your teachers expect. This document features made up questions and answers in order to demonstrate the basic skills you will need to use Google Classroom effectively.***

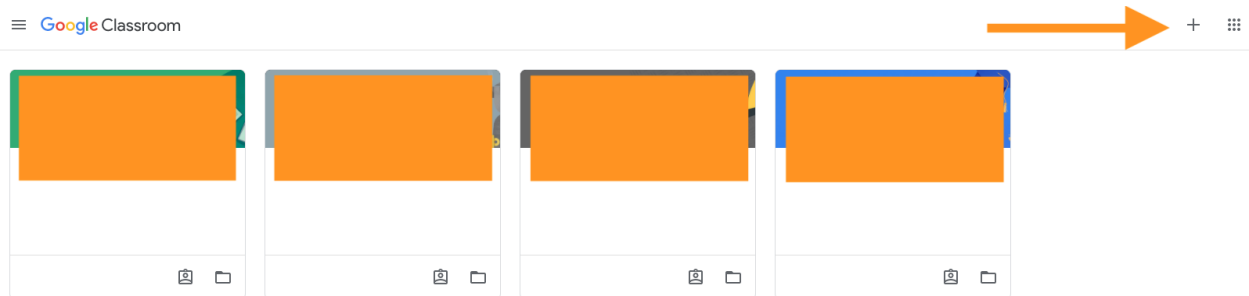
## Joining a Google Classroom

There are two ways to join a Google Classroom: using the class code or being invited by your teacher.

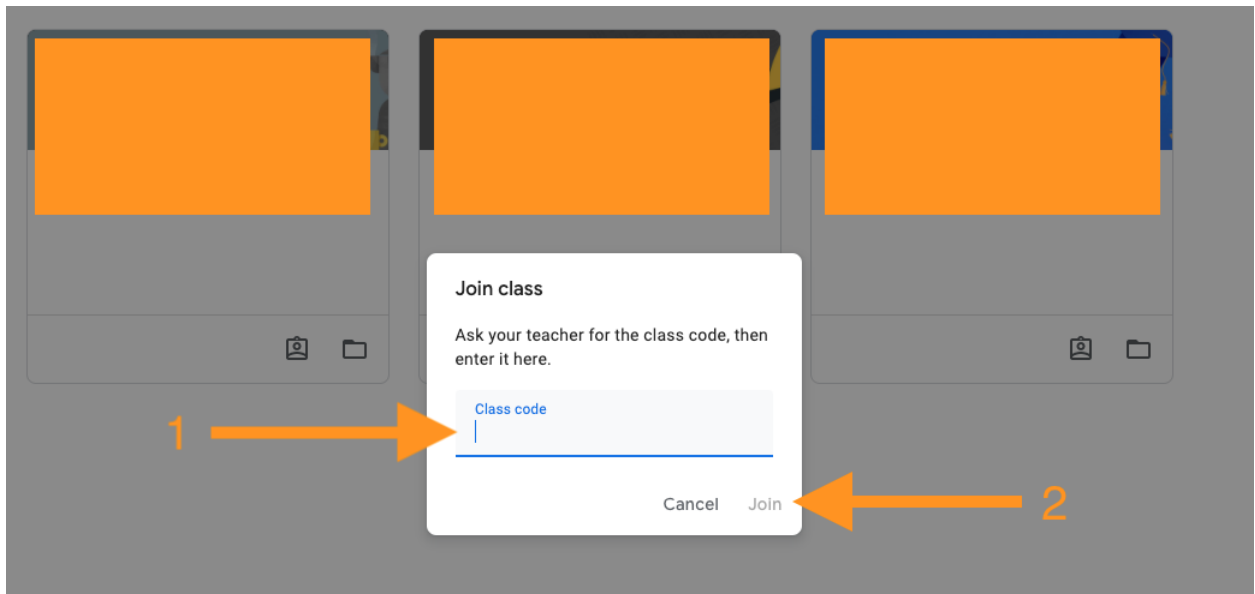
Once you are logged in to your DET account, either:

- Navigate to the Google Classroom app by opening 'GSuite' in your Student Portal and then clicking on the Google Classroom icon
- Go to <https://classroom.google.com/>

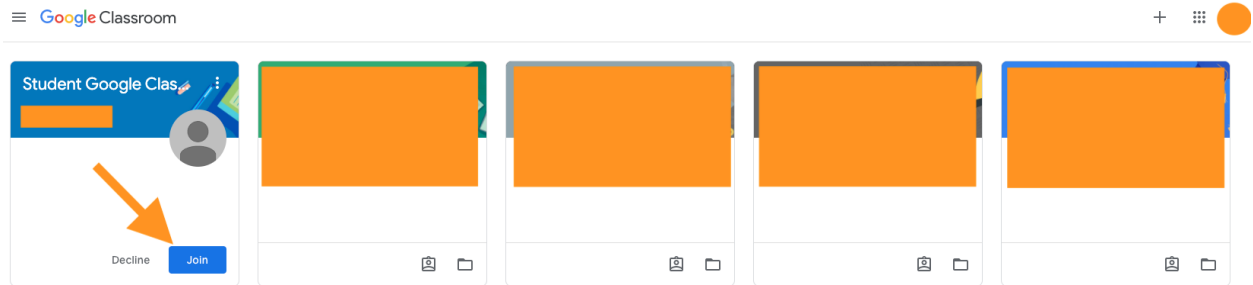
To join a Google Classroom using a code given to you by your teacher, click on the '+' sign in the top right hand corner of the screen.



Type in the code your teacher has given you (Step 1 in the below image), and then click 'Join' (step 2 in the below image).



Alternatively, your teacher may have invited you to join your Google Classroom. In this case, navigate to the Google Classroom homepage while logged into your DET account, locate your class, and click 'Join' to accept your teacher's invitation.



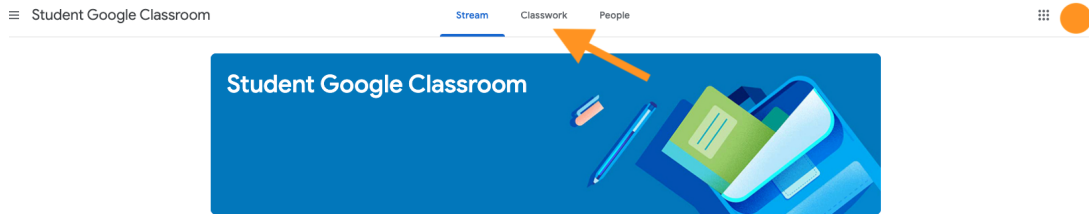
## The Stream

The 'Stream' is the first page that will open when you click on your Google Classroom. The stream will show messages from your teacher(s), as well as your upcoming due dates. You can always navigate back to the 'Stream' by clicking on the 'Stream' tab at the top of the screen,

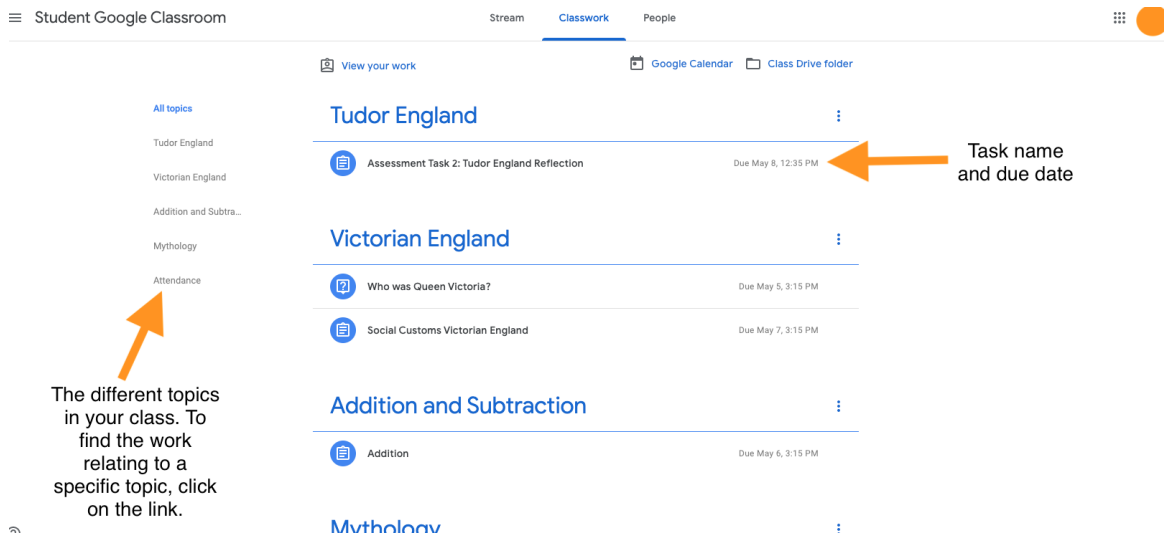
The screenshot shows the 'Student Google Classroom' interface. At the top, there are navigation tabs: 'Stream' (highlighted), 'Classwork', and 'People'. To the right of these tabs is the text 'Announcements and messages from your teacher(s)'. Below the navigation is a blue header banner with the text 'Student Google Classroom' and an illustration of school supplies. An orange arrow points from the 'Stream' tab to the banner. Below the banner, on the left, is a section titled 'Upcoming due dates' with an orange arrow pointing to it. This section contains the text 'Upcoming', 'Due today', '3:20 PM - Attendance Fri...', and a 'View all' link. To the right of the due dates are two message cards. The first message is from a teacher (profile picture obscured by an orange box) and is timestamped '11:45 AM (Edited 12:00 PM)'. The message text is 'Please remember that your Assessment 2 Task is to going to be held on Thursday the 14th of May during Period 2.' The second message is also from a teacher (profile picture obscured by an orange box) and is timestamped '12:00 PM'. The message text is 'Please go to the Attendance topic in the 'Classwork' tab to indicate that you are present in class.' Both message cards have a three-dot menu icon on the right side.

## Finding your work

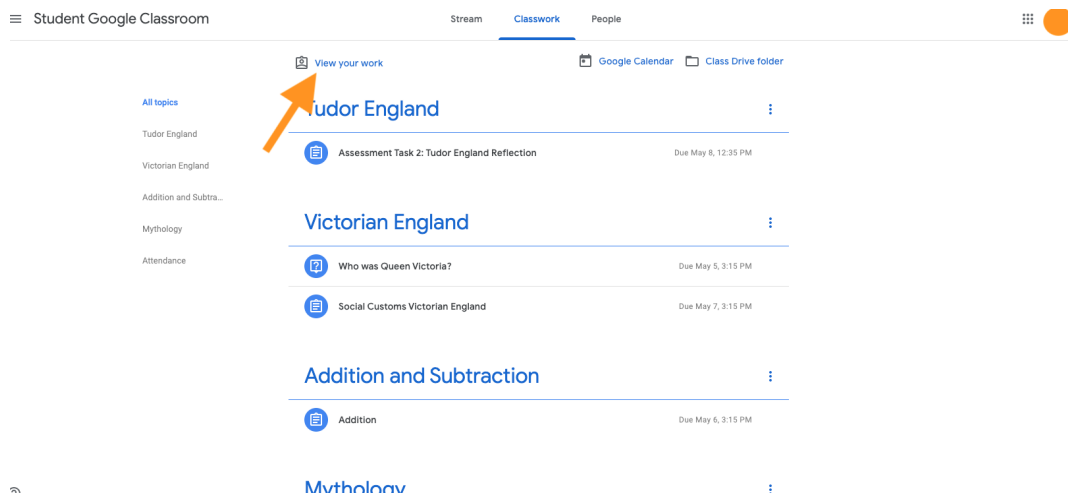
To view your classwork and assignments, click on the 'Classwork' tab at the top of the screen.



This page will show you the work that has been set for you. Different teachers may organise this page differently, however, you will always be able to see the title of the task and the due date (if there is a specific due date).






You can view all of your work for all of your class topics by clicking on the 'View your work' button at the top of the page. This will allow you to see all of the work you have been assigned as well as whether you have turned it in for your teacher to mark.





**Filters**


- Assigned
- Returned with grade
- Missing


Title	Due	
Assessment Task 2: Tudor England Reflection  1	May 8, 12:35 PM	Turned in
Who was Queen Victoria?	May 5, 3:15 PM	Turned in
Social Customs Victorian England  1	May 7, 3:15 PM	Turned in
Addition  1	May 6, 3:15 PM	Turned in
Ancient Roman Mythology Revision Quiz	May 13, 3:15 PM	Turned in
Attendance [the date and time of the class will be here]	1:35 PM	Turned in


You can also click on the 'Google Calendar' link to see your assignments and due dates on your Google Calendar.


 View your work  **Google Calendar**  Class Drive folder


- All topics
- Tudor England
- Victorian England
- Addition and Subtra...
- Mythology
- Attendance


**Tudor England** 


 Assessment Task 2: Tudor England Reflection Due May 8, 12:35 PM

**Victorian England** 

 Who was Queen Victoria? Due May 5, 3:15 PM

 Social Customs Victorian England Due May 7, 3:15 PM

**Addition and Subtraction** 

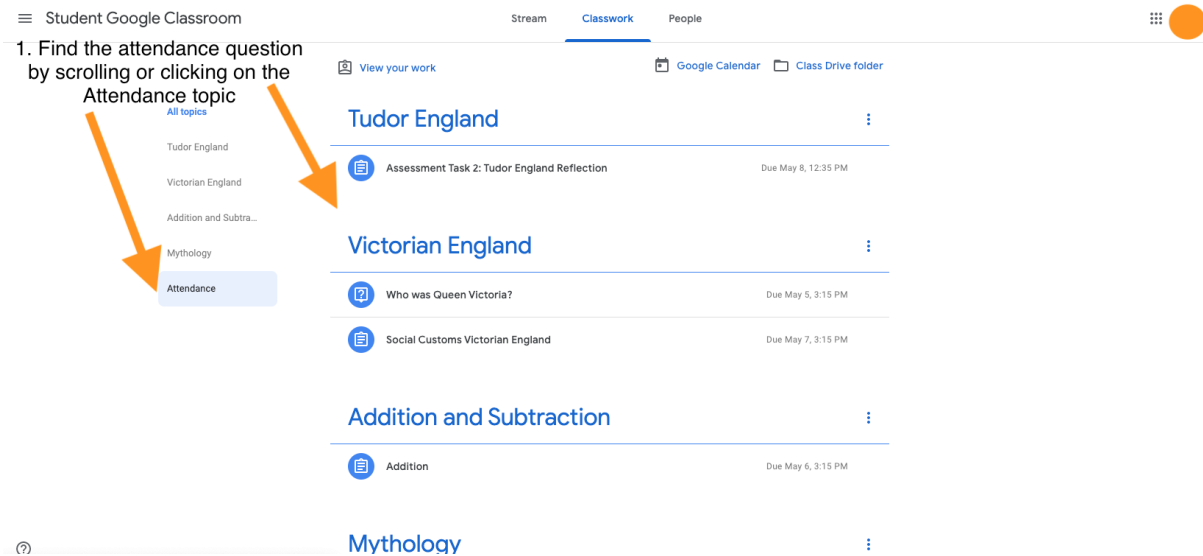
 Addition Due May 6, 3:15 PM



## Roll Call on Google Classroom

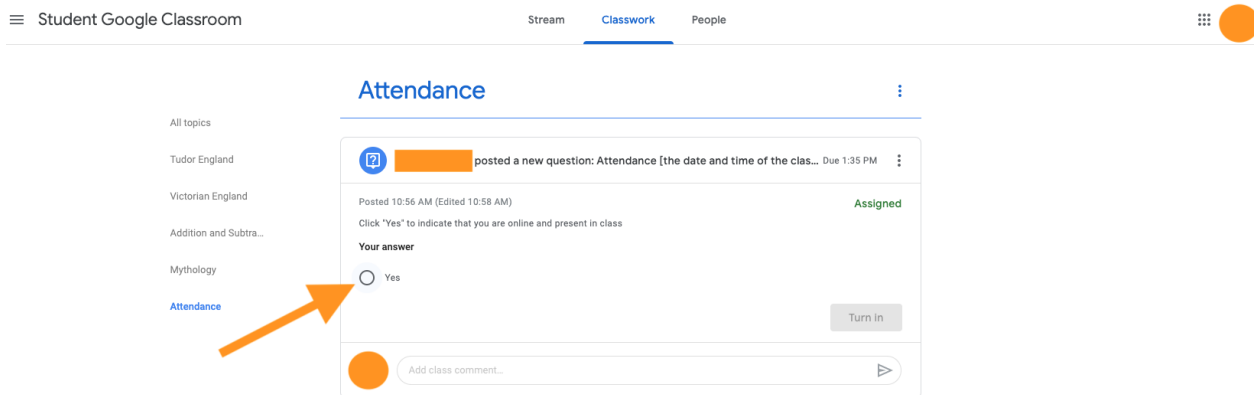
While St Ives High School is engaged in online learning, your teachers may ask you to indicate that you are attending your online class on Google Classroom. In order to do this, go to the Classwork page and either scroll down or click on the 'Attendance' topic in order to find the attendance question for the period your class is scheduled for. Note: remember to check that the period number and date match the class you are attending!

1. Find the attendance question by scrolling or clicking on the Attendance topic



The screenshot shows the Google Classroom interface. On the left, a sidebar lists topics: All topics, Tudor England, Victorian England, Addition and Subtra..., Mythology, and Attendance (highlighted in blue). On the right, the main content area shows a list of questions under the 'Attendance' topic. The first question is 'Assessment Task 2: Tudor England Reflection' with a due date of May 8, 12:35 PM. Below it are 'Victorian England' with questions 'Who was Queen Victoria?' (due May 5, 3:15 PM) and 'Social Customs Victorian England' (due May 7, 3:15 PM). Further down are 'Addition and Subtraction' with 'Addition' (due May 6, 3:15 PM) and 'Mythology'.

Click on the attendance question for the class you are attending and click on the 'Yes' option to tell your teacher that you are present.



The screenshot shows the 'Attendance' question interface. The question text reads: 'Attendance [the date and time of the clas... Due 1:35 PM'. Below the question, it says 'Posted 10:56 AM (Edited 10:58 AM)' and 'Click "Yes" to indicate that you are online and present in class'. Under 'Your answer', the 'Yes' radio button is selected. There is a 'Turn in' button on the right and a comment box at the bottom.

Click 'Turn in' and confirm that you would like to submit your answer.

# Attendance



posted a new question: Attendance [the date and time of the clas... Due 1:35 PM

Posted 10:56 AM (Edited 10:58 AM) Assigned

Click "Yes" to indicate that you are online and present in class

Your answer

Yes

posted a new question: Attendance [the date and time of the clas... Due 1:35 PM

Posted 10:56 AM (Edited 10:58 AM) Assigned

Click "Yes" to indicate that you are online and present in class

Your answer

Yes

**Submit answer?**  
You won't be able to make changes to your answer after you submit



## How to respond to a short answer question on Google Classroom

Your teacher(s) may ask you to answer a short answer question directly on Google Classroom. In order to do this, navigate to the question on the Classwork tab and click on it. Type your answer to the question and click on the 'Turn In' button to submit your work. Follow the prompts to confirm that you would like to submit your work.

Student Google Classroom

Stream **Classwork** People

### Victorian England

All topics

- Tudor England
- Victorian England**
- Addition and Subtra...
- Mythology
- Attendance

Posted 11:58 AM Assigned

Write one paragraph about the life of Queen Victoria.

Include the following information:

- The year she was born
- The year she became queen
- The name of her husband and the year she married him
- The names of her children
- The year she died
- One interesting fact about Queen Victoria

**Your answer**

Type your answer

Turn In

Add class comment...

1. Type your answer

Click 'Turn in' to submit your work

Alternatively, you can click on the title of the task again to open up the assignment. Type your answer in the 'Your answer' box in the top right hand corner and click 'Turn In.' Follow the prompts to confirm that you would like to submit your work.

Student Google Classroom

Due May 5, 3:15 PM

### Who was Queen Victoria?

100 points

11:58 AM

Write one paragraph about the life of Queen Victoria.

Include the following information:

- The year she was born
- The year she became queen
- The name of her husband and the year she married him
- The names of her children
- The year she died
- One interesting fact about Queen Victoria

**Your answer** Assigned

Type your answer

Turn In

Private comments

Add private comment...

Class comments

Add class comment...

1. Type your answer

2. Click 'Turn in' to submit your work

Due May 5, 3:15 PM

## Who was Queen Victoria?

100 points

Your answer Assigned

Queen Victoria was born in...

Turn in

11:58 AM

Write one paragraph about the life of Queen Victoria.

Include the following information:

- The year she was born
- The year she became queen
- The name of her husband and the year she married him
- The names of her children
- The year she died
- One interesting fact about Queen Victoria

Class comments

Add class comment...

Add private comment...

Student Google Classroom

Due May 5, 3:15 PM

## Who was Queen Victoria?

100 points

Your answer Assigned

Queen Victoria was born in...

Turn in

11:58 AM

Write one paragraph about the life of Queen Victoria.

Include the following information:

- The year she was born
- The year she became queen
- The name of her husband and the year she married him
- The names of her children
- The year she died
- One interesting fact about Queen Victoria

Class comments

Add class comment...

Add private comment...

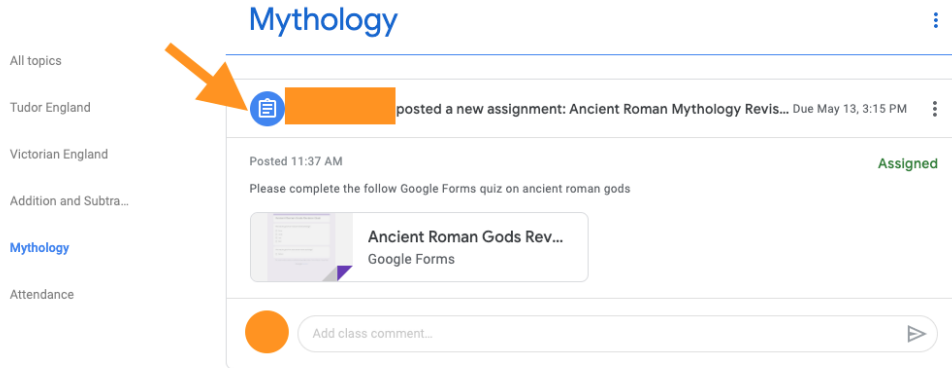
**Submit answer?**

You won't be able to make changes to your answer after you submit

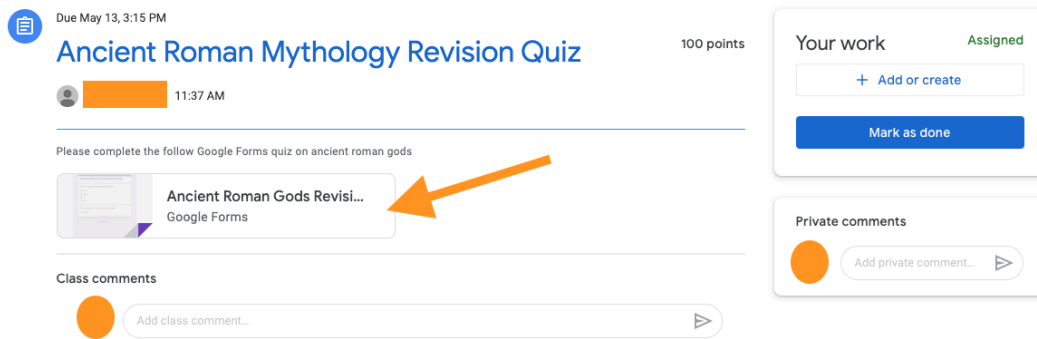
Cancel **Turn in**

## How to take part in a Google Form Quiz on Google Classroom

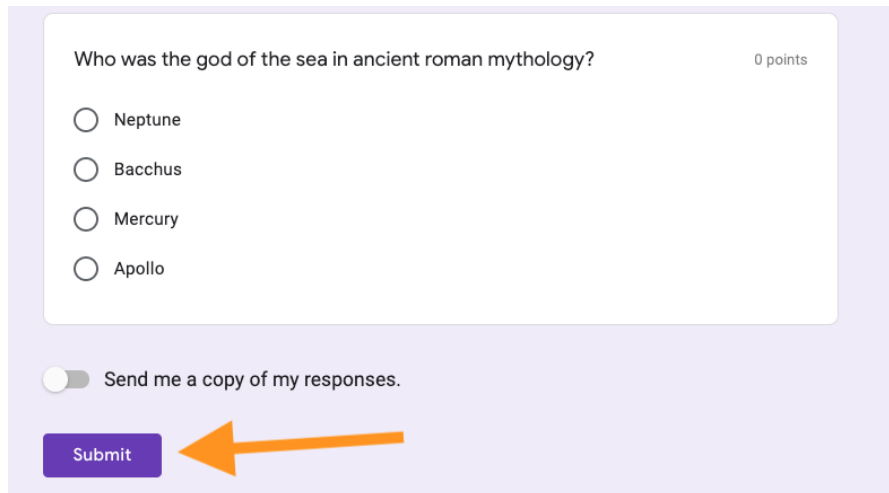
Your teacher(s) may set you Google Form Quizzes to complete. In order to complete these tasks, navigate to the task on your 'Classwork' page. Click on the title of the task to open it up.



Click on the Google Form link to open up the quiz.



Fill in the Google Form Quiz and click 'Submit.'



You will be taken to a page that tells you that your responses have been submitted and that your assignment has been marked as done. If you open the assignment on Google Classroom, you will see that the task has been Turned In.

# Ancient Roman Gods Revision Quiz

Response submitted and assignment marked as done.

View score

Open assignment



Due May 13, 3:15 PM

## Ancient Roman Mythology Revision Quiz

100 points



11:37 AM

Please complete the follow Google Forms quiz on ancient roman gods



Ancient Roman Gods Revisi...  
Google Forms

Class comments



Add class comment...

Your work

Turned in



No work attached

Unsubmit

Private comments



Add private comment...



## How to upload a file to complete an assignment

Your teacher(s) may ask you to submit a file in a response to an assignment task or question. Navigate to the task on the Classwork page and click 'View Assignment' to see the details of the task.

The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is active. On the left, there is a sidebar with 'All topics' and a list of topics: 'Tudor England', 'Victorian England', 'Addition and Subtra...', 'Mythology', and 'Attendance'. The main content area shows two assignment cards. The first card is for 'Tudor England' with the assignment 'Assessment Task 2: Tudor England Reflection' due on May 6, 12:35 PM. The second card is for 'Victorian England' with the assignment 'Who was Queen Victoria?' due on May 5, 3:15 PM. Below this is a detailed view of the 'Social Customs Victorian England' assignment, posted at 11:55 AM and assigned. The instructions are 'Submit a one page summary of social customs in Victorian England'. At the bottom of this card, there is a blue link labeled 'View assignment' with an orange arrow pointing to it.

Read the instructions and complete the task either on Google Drive or by using an application on your laptop (e.g. Word). If you would like to use Google Drive tools (e.g. Google Docs) to complete the task online, click on the 'Add or create' button and click on the tool you would like to use to complete your assignment.

This screenshot shows the detailed view of the 'Social Customs Victorian England' assignment. The title is 'Social Customs Victorian England' with a due date of 'Due May 7, 3:15 PM' and '100 points'. The instructions are 'Submit a one page summary of social customs in Victorian England'. Below the instructions is a 'Class comments' section with a text input field and a submit button. On the right side, there is a 'Your work' section with a status of 'Assigned'. Below this is a '+ Add or create' button. An orange arrow labeled '1. Click here' points to this button. A dropdown menu is open, showing options: 'Google Drive', 'Link', and 'File'. Below this is a 'Create new' section with options: 'Docs', 'Slides', 'Sheets', and 'Drawings'. An orange arrow labeled '2. Pick which Google application to use to respond' points to the 'Docs' option in the 'Create new' section.

If you have completed the assignment using a tool on your laptop (e.g. Word) or an existing file on your Google Drive, click on the 'Add or create' button and select either 'Google Drive' (to find an existing file on your Google Drive) or 'File' (to upload a file from your computer). Follow the prompts to either locate a file in your Google Drive or to upload a file from your computer.

Due May 7, 3:15 PM  
**Social Customs Victorian England** 100 points  
11:55 AM  
Submit a one page summary of social customs in Victorian England  
Class comments  
Add class comment...

1. Click here

2. Select Google Drive or file

Your work Assigned  
+ Add or create  
Google Drive  
Link  
File  
Create new  
Docs  
Slides  
Sheets  
Drawings

When you have attached the correct file, click 'Turn in' and confirm that you would like to Turn in your work.

Due May 7, 3:15 PM  
**Social Customs Victorian England** 100 points  
11:55 AM  
Submit a one page summary of social customs in Victorian England  
Class comments  
Add class comment...

Your work Assigned  
Social Customs Vi... Word  
+ Add or create  
Turn in

Private comments  
Add private comment...

Due May 7, 3:15 PM  
**Social Customs Victorian England** 100 points  
11:55 AM  
Submit a one page summary of social customs in Victorian England  
Class comments  
Add class comment...

Turn in your work?  
1 attachment will be submitted for "Social Customs Victorian England".  
[Social Customs Victorian England.docx](#)  
Cancel Turn in

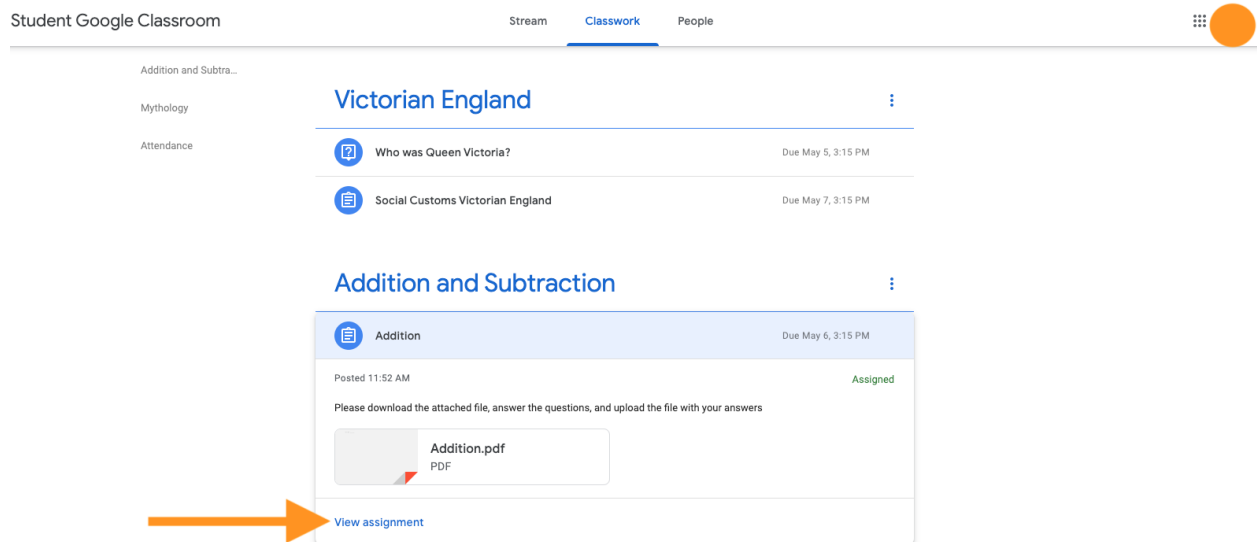
Your work Assigned  
Social Customs Vi... Word  
+ Add or create  
Turn in

Private comments  
Add private comment...

## How to download, fill in, and upload a fillable PDF worksheet

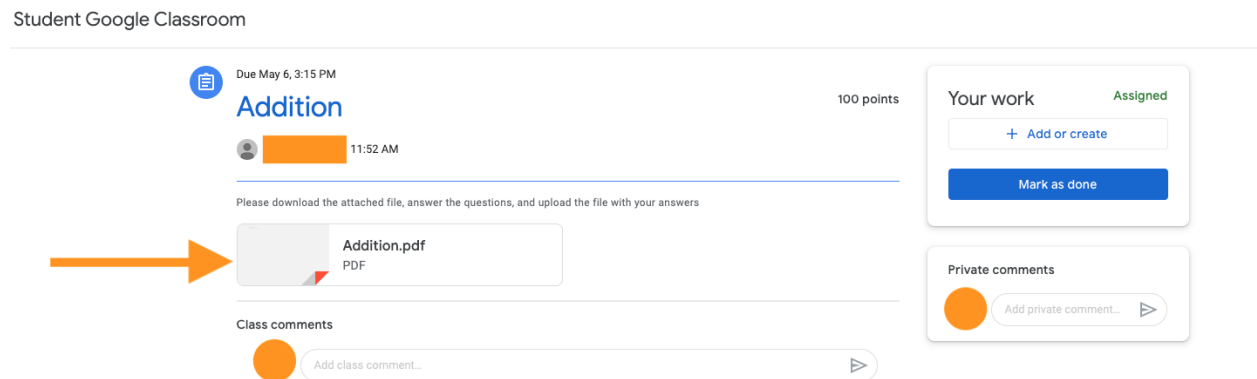
Your teacher may assign you a PDF worksheet to download and fill in on your laptop.

Go to the 'Classwork' page and locate the task. Click on 'View assignment' to see the task in more detail.



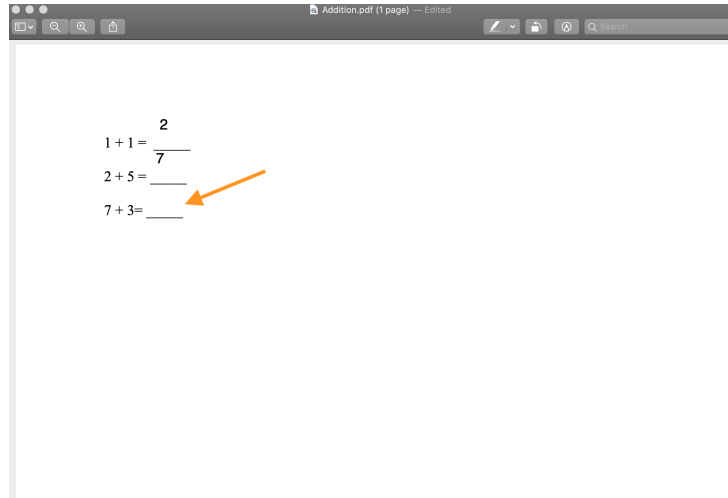
The screenshot shows the Google Classroom interface. At the top, it says "Student Google Classroom" and has tabs for "Stream", "Classwork", and "People". The "Classwork" tab is selected. Below the navigation bar, there are two assignment cards. The first card is titled "Victorian England" and has two sub-assignments: "Who was Queen Victoria?" (due May 5, 3:15 PM) and "Social Customs Victorian England" (due May 7, 3:15 PM). The second card is titled "Addition and Subtraction" and has one sub-assignment: "Addition" (due May 6, 3:15 PM). The "Addition" assignment card is expanded, showing it was posted at 11:52 AM and is assigned. Below the assignment title, there is a text prompt: "Please download the attached file, answer the questions, and upload the file with your answers". Below this prompt is a PDF attachment icon labeled "Addition.pdf". An orange arrow points from the left to the "View assignment" link at the bottom of the assignment card.

Click on the attached PDF file to download it onto your computer.



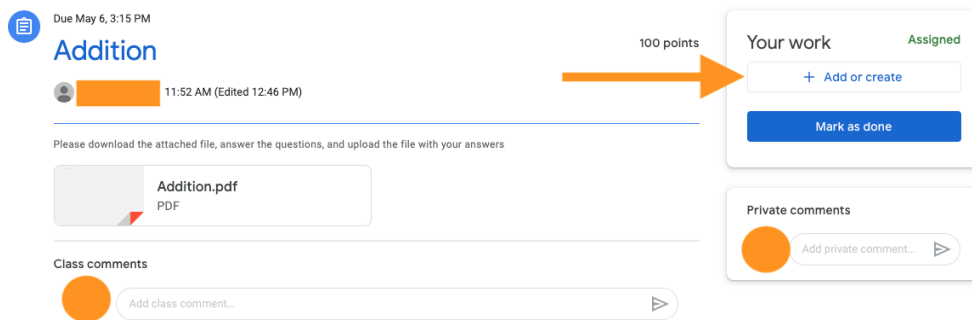
The screenshot shows the detailed view of the "Addition" assignment. At the top, it says "Due May 6, 3:15 PM" and "100 points". The assignment title "Addition" is displayed in large blue text. Below the title, there is a user profile icon and the name of the student who assigned it, along with the time "11:52 AM". Below this, there is a text prompt: "Please download the attached file, answer the questions, and upload the file with your answers". Below this prompt is a PDF attachment icon labeled "Addition.pdf". An orange arrow points from the left to the PDF attachment icon. To the right of the assignment details, there is a "Your work" section with the status "Assigned". Below this section, there are two buttons: "+ Add or create" and "Mark as done". Below the "Your work" section, there is a "Private comments" section with a text input field and a send button. At the bottom of the assignment details, there is a "Class comments" section with a text input field and a send button.

Open the PDF file on your laptop. Click next to the questions and type in your answers. Save your work once you have completed the worksheet.



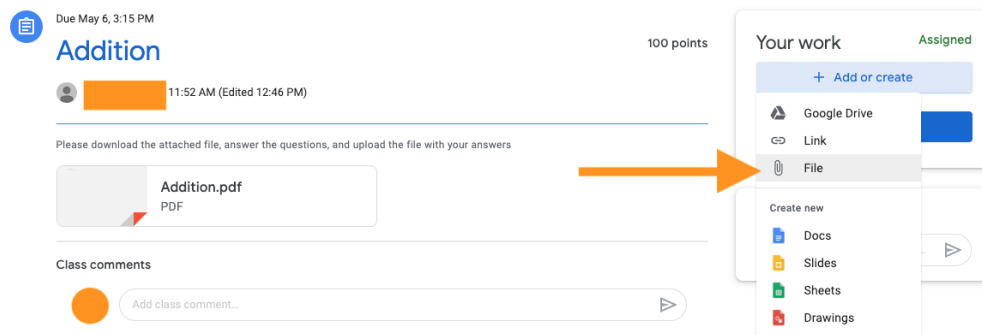
When you are ready to upload your completed worksheet, return to the assignment and click on the 'Add or create' button.

Student Google Classroom



Click on the 'File' option to upload the PDF worksheet from your computer and follow the prompts to upload it.

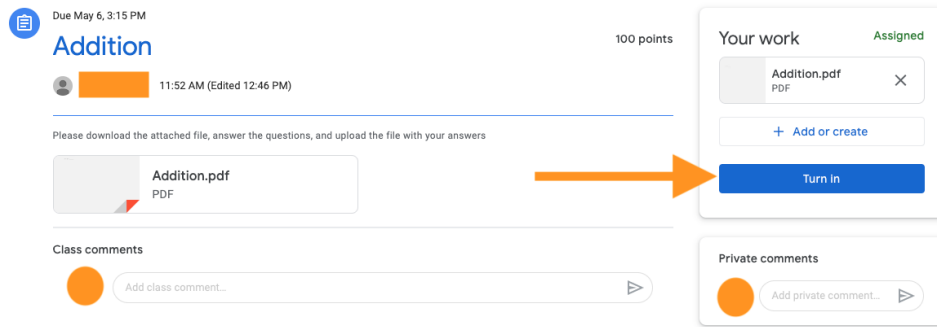
Student Google Classroom



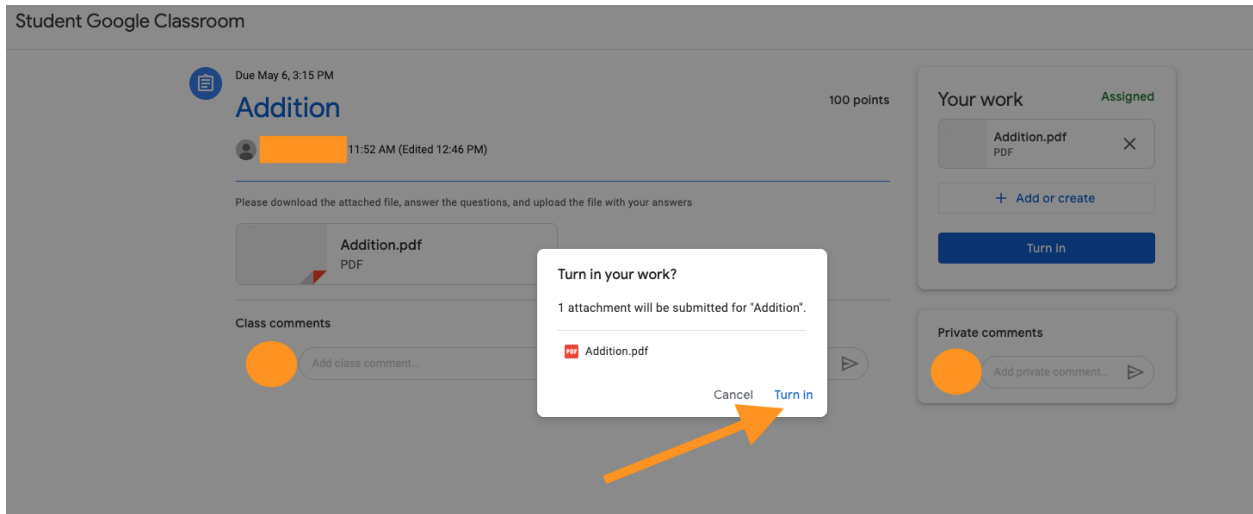


Once you have uploaded the file, click 'Turn in' to submit your work to your teacher.

Student Google Classroom



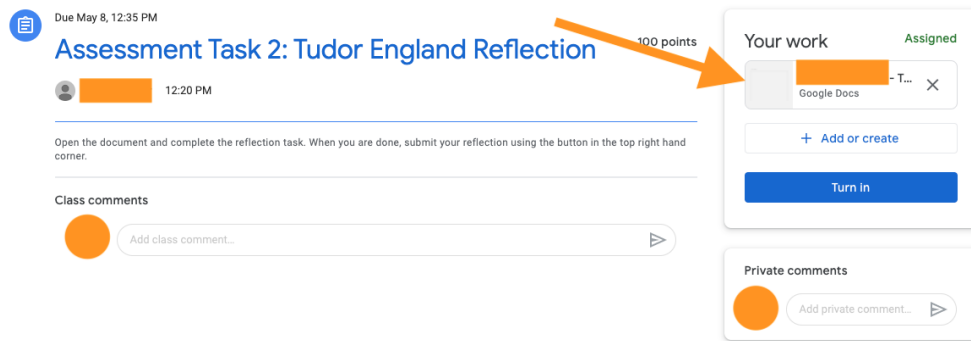
Confirm that you would like to submit your completed worksheet.



## How to complete a timed assessment task on Google Classroom

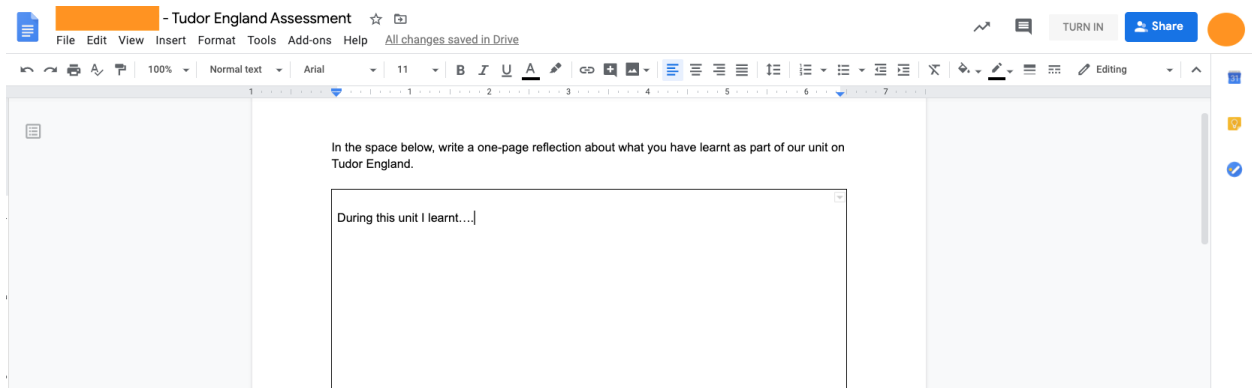
You may be asked to complete a written assessment on Google Classroom. To do this, navigate to the assessment on the 'Classwork' page and open the task. Read the instructions carefully and then click on the document that is in the 'Your work' section. The document will have your name in the title.

Student Google Classroom



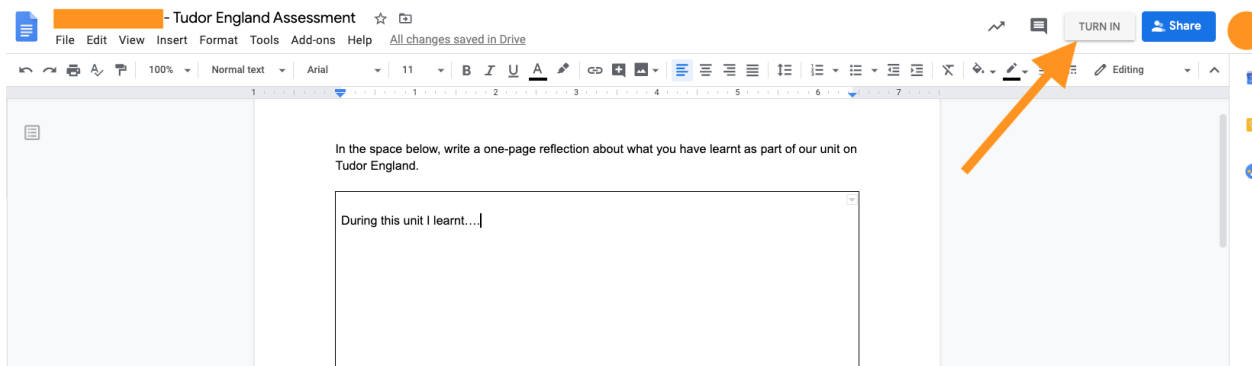
The screenshot shows a Google Classroom interface for a student. At the top, it says "Due May 8, 12:35 PM" and "Assessment Task 2: Tudor England Reflection" with "100 points". Below this, there's a section for "Your work" which is "Assigned". It shows a Google Docs document titled "[redacted] - T...". There are buttons for "+ Add or create" and "Turn in". Below the "Your work" section, there are "Class comments" and "Private comments" sections, each with a text input field and a send button.

Follow the instructions and type your response to the question.



The screenshot shows a Google Docs document titled "[redacted] - Tudor England Assessment". The document content says: "In the space below, write a one-page reflection about what you have learnt as part of our unit on Tudor England." Below this is a large text input area with the placeholder text "During this unit I learnt...". The top right corner of the document has a "TURN IN" button and a "Share" button.

When you are ready to submit your task, click on the 'Turn In' button in the top right hand corner.



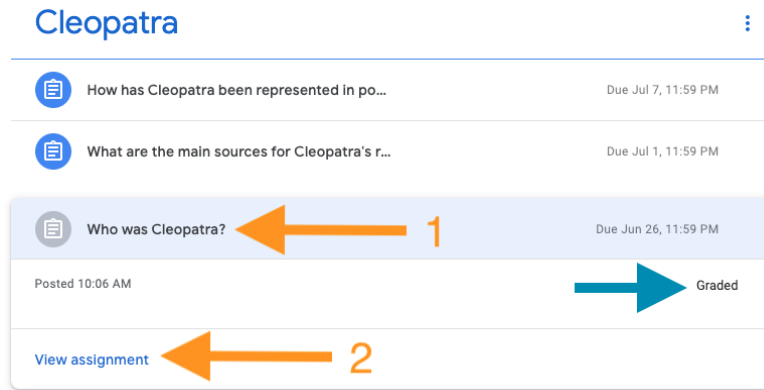
This screenshot is identical to the previous one, but with an orange arrow pointing to the "TURN IN" button in the top right corner of the document.

Confirm that you would like to submit your work by clicking on the 'Turn In' option.

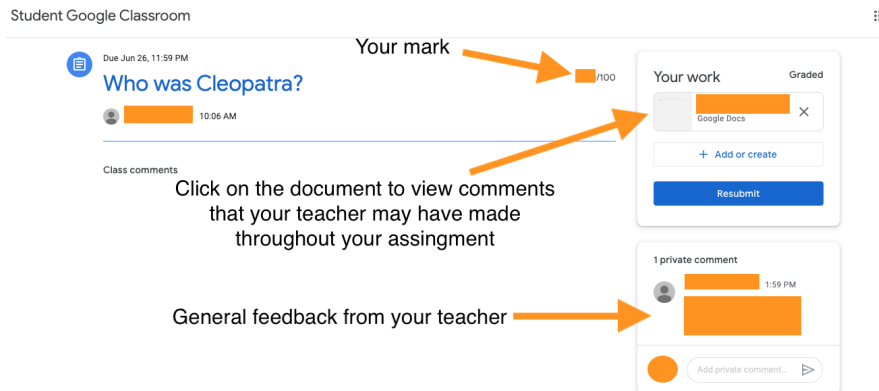
The screenshot shows a Google Classroom interface for a student. At the top, it says "Student Google Classroom". The assignment is titled "Assessment Task 2: Tudor England Reflection" and is worth 100 points. It is due on May 8 at 12:35 PM. The student's name is redacted with an orange box, and the time is 12:20 PM. The instructions state: "Open the document and complete the reflection task. When you are done, submit your reflection using the button in the top right hand corner." There are sections for "Class comments" and "Private comments", both with "Add" buttons. On the right, the "Your work" section shows a "Google Docs" attachment with a "Turn in" button. A white dialog box titled "Turn in your work?" is open in the center, displaying the message "1 attachment will be submitted for 'Assessment Task 2: Tudor England Reflection'." and a list of attachments including "Tudor England Assessment". The dialog box has "Cancel" and "Turn In" buttons at the bottom right.

## How to view feedback

Go to the 'Classwork' tab in your Google Classroom and find the assignment you turned in. Click on the title of the assignment. When your teacher has marked your assignment, you will see the word 'Graded.' To view your feedback, click 'View assignment.'



After clicking on 'View assignment,' you will be taken to the page shown in the image below. Here you will be able to see your mark and general feedback from your teacher. If your task required you to hand in a document, in addition to giving you a mark and general feedback, your teacher may also make comments within the document you submitted. To view these comments, click on the link to the document you submitted.



Once you open the document you submitted, you will see your teacher's comments on your work.

