

Navigating through Google Classroom



I. Logging in to Google Classroom:

For a visual explanation click here: <https://www.baltimorecityschools.org/sites/default/files/inline-files/ParentGuide-Accessing-GoogleClassroom.pdf>

From a desktop or laptop:

Go to [Google.com](https://www.google.com). Click on the blue Sign In button in the upper right-hand corner.

Enter your City Schools username (StudentIDNumber@bcps.org)

You will be redirected to the Baltimore City Public Schools sign in page. Enter your City Schools username again and password (created by the school)

In the upper right-hand corner, click on the grid of black boxes next to your child's initials. Then click on the Google Classroom icon.

If your child is already enrolled in a class, click on the class. If your child needs to enroll in a class, click on the + next to the grid of black boxes and enter the class code from your teacher.

From a cell phone or tablet:

Visit the [Apple app store](https://www.apple.com/app-store) or [Google Play](https://www.google.com/play) to install Google Classroom

Open the app and click on Get Started. Choose Add Account and click on OK

Enter your City Schools username (StudentIDNumber@bcps.org). You will be redirected to the Baltimore City Public Schools sign in page. Enter your City Schools username again and password (created by the school)

If your child is already enrolled in a class, click on the class. If your child needs to enroll in a class, click on the + and enter the class code from your teacher

From a PS4:

Turn on PS4 system

Use controller to school to far right of bar with games on it to "library"

Select "Library" application

Under search option, scroll down to "Application"

Select "internet browser" on list of applications

Start internet browser and press triangle button on controller to search

Type in and search Google Classroom and select the first link that comes up

Select "go to classroom" and students sign in with your City Schools username and password

From an Xbox:

From the home menu, go to my games and apps

Scroll down to apps

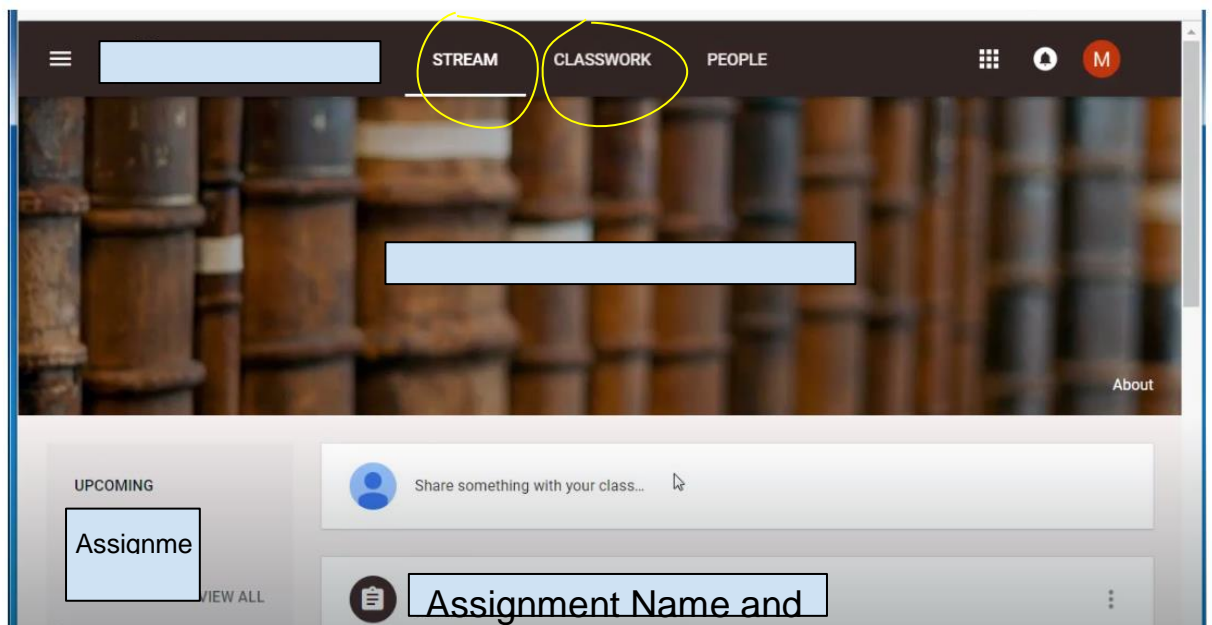
Go to the Edge application

Go to classroom.google.com and sign in with your City Schools username and password



Student Dashboard






Once in Google Classroom click on the class you want to enter from your main dashboard










Stream is where you will find School level, Grade level and teacher level announcements. You will also find a weekly class schedule, and zoom links for live sessions.

Classwork is where you will find class assignments, materials, discussion questions and the weekly class schedule will also be posted here.

This is a list of Icons used in **Classwork**.

-  Assignment
-  Kami assignment
-  Quiz assignment
-  Question
-  Material

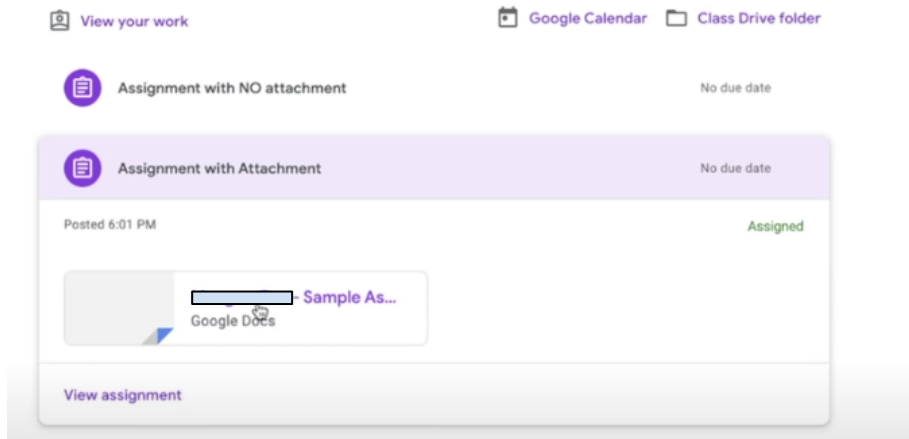
Here is an example of what you may see in the classwork section

Decimals Topic B lessons 6-8 week 4/6 - 10		:
	Lesson 6 video Wednesday 4/8/20	Posted Apr 7
	Lesson 6 Problem Set Wednesday 4/8/20	Due Apr 10
	THE lesson 4 video for Monday 4/6/20	Posted Apr 7
	Video Lesson 5 Tuesday 4/7/20	Posted Apr 6
	Problem Set Lesson 5 Tuesday 4/7/20	Due Apr 10
	Lesson 4 Problem Set	Due Apr 10
	Problem set 3 Google Doc Version	Due Apr 7

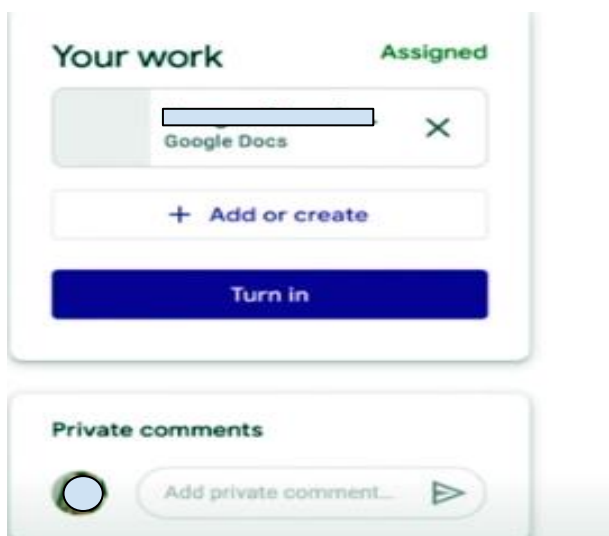
Opening and Completing an Assignment

Once in Classwork you will see the Assignments, Materials and Due Dates.

Click on the assignment and you will see it will have a copy with the student's name on it. Once opened the student can begin completing the assignment.

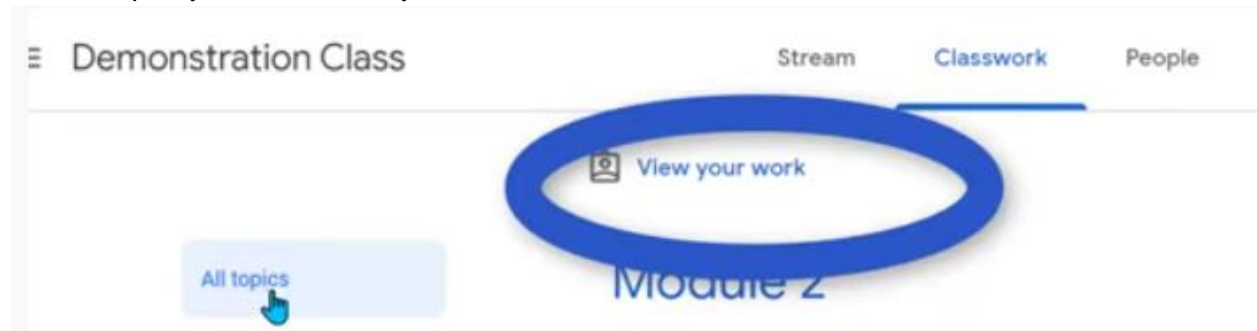


When the student is **finished** with the assignment they will click on the **Turn In** tab. The student will only click on this tab when finished with the assignment because the student will no longer be able to edit once it has been returned to the teacher. The student may also leave a private comment for the teacher in the comment box.



Checking Assignment Status:

On the top of your dashboard you will see



Click on the **View your work** tab. The student will be able to see work assigned, returned graded and any missing assignments.

The screenshot shows a table of assignments. On the left, there is a 'FILTERS' sidebar with three options: 'Assigned', 'Returned with grade', and 'Missing'. The 'Missing' filter is highlighted with a purple box. The table has columns for 'Title', 'Due', and a status column. A callout box with a purple border and a pointer to the 'Feedback conversation' icon in the table contains the text 'Feedback conversation'.

Title	Due	Status
#019 Explain why the founders created the three branches.	No due date	Turned in
#017 Make a graph of your heart rate as you walk in p...	No due date	Assigned
#016 Add a document of your choice		Assigned
#015 Write a Paragraph		Assigned
#007 Spreadsheet Tip	Jul 8	Missing

Re-submitting Returned work:

Once a student turns in an assignment the teacher will review it, give feedback and/or grade the assignment. If the teacher allows for revisions a student can then re-submit the assignment with revisions.

Student sees
work is
returned.

Your work

Files you add or create can be viewed and edited by your tea

 RETURNED

 #029 MLA Template - Krista Weller
Google Docs 

Add ▼ Create ▼

RESUBMIT