



# Google Classroom



The Ken-Ton Parent's Guide for 5-12



# What is Google Classroom?

Think of Google Classroom (GC)  
as your child's digital link to learning.

Teachers use GC to share assignments,  
homework, newsletters, and much more with  
students AND parents!





# Getting Started

Your child was provided with a secure login and password that is unique to them.

It is their username with @student.ktufsd.org and their password begins with Ktt.



# Getting Started

*\*If you are using a district Chromebook you can skip this step.*



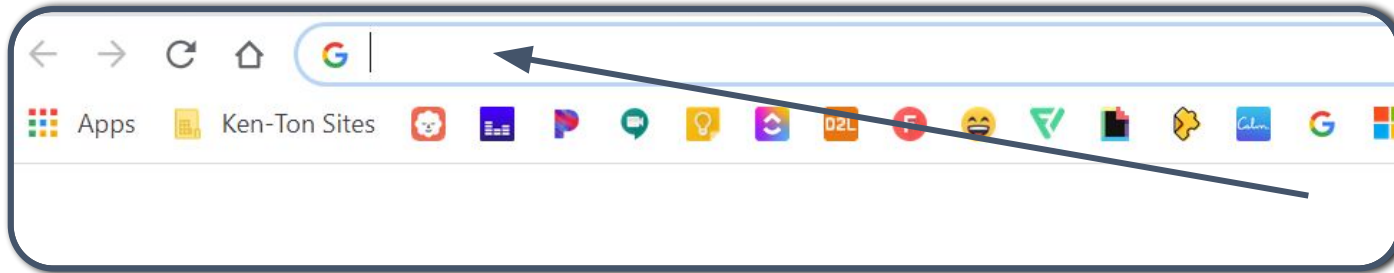
**1**

Click on the Google Chrome browser icon.



# Getting Started

# 2



If you are **not** using a district Chromebook, type [www.google.com](http://www.google.com) into your web address bar.

*\*If you are using a district Chromebook this step is not needed, your child will be signed into Chrome when they log into the device.*



# Getting Started



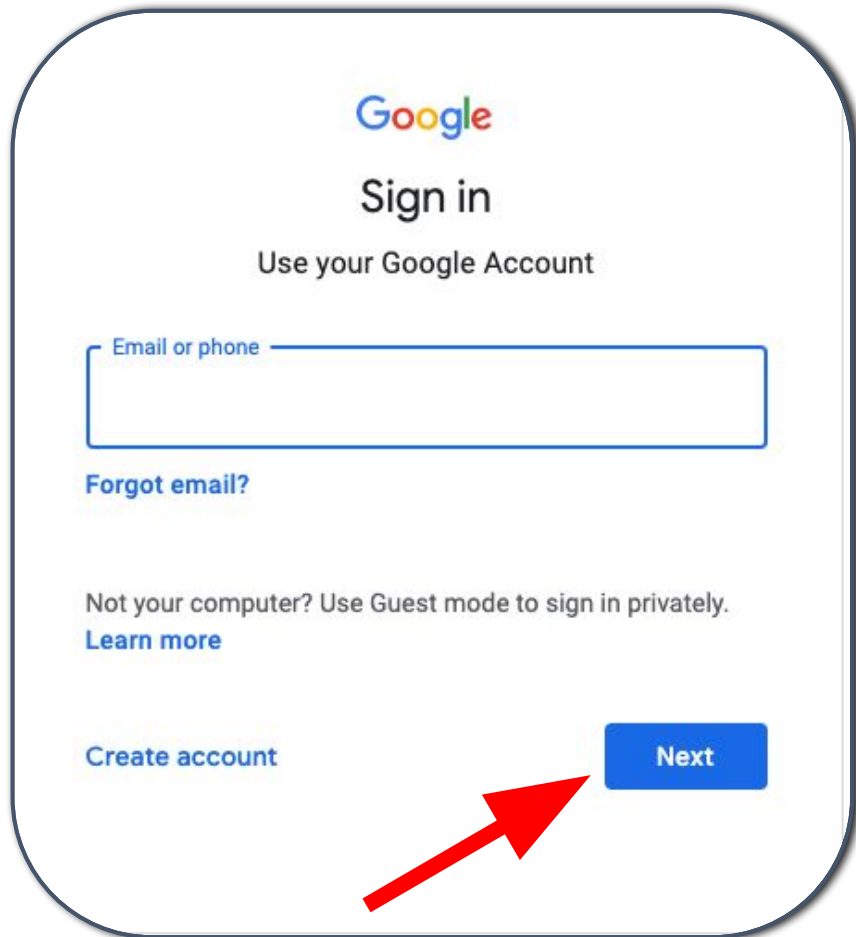
3

Click on **SIGN IN** in the upper right hand corner of the browser window.

*\*If you are using a district Chromebook this step is not needed.*



# Getting Started



Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

4

Type in your child's **Google Email address** & click **“next.”**

*\*If you are using a district Chromebook this step is not needed.*



# Getting Started

5

Type in your **PASSWORD** & click “next.”

*\*If you are using a district Chromebook this step is not needed.*





# Getting Started

## Now you'll see

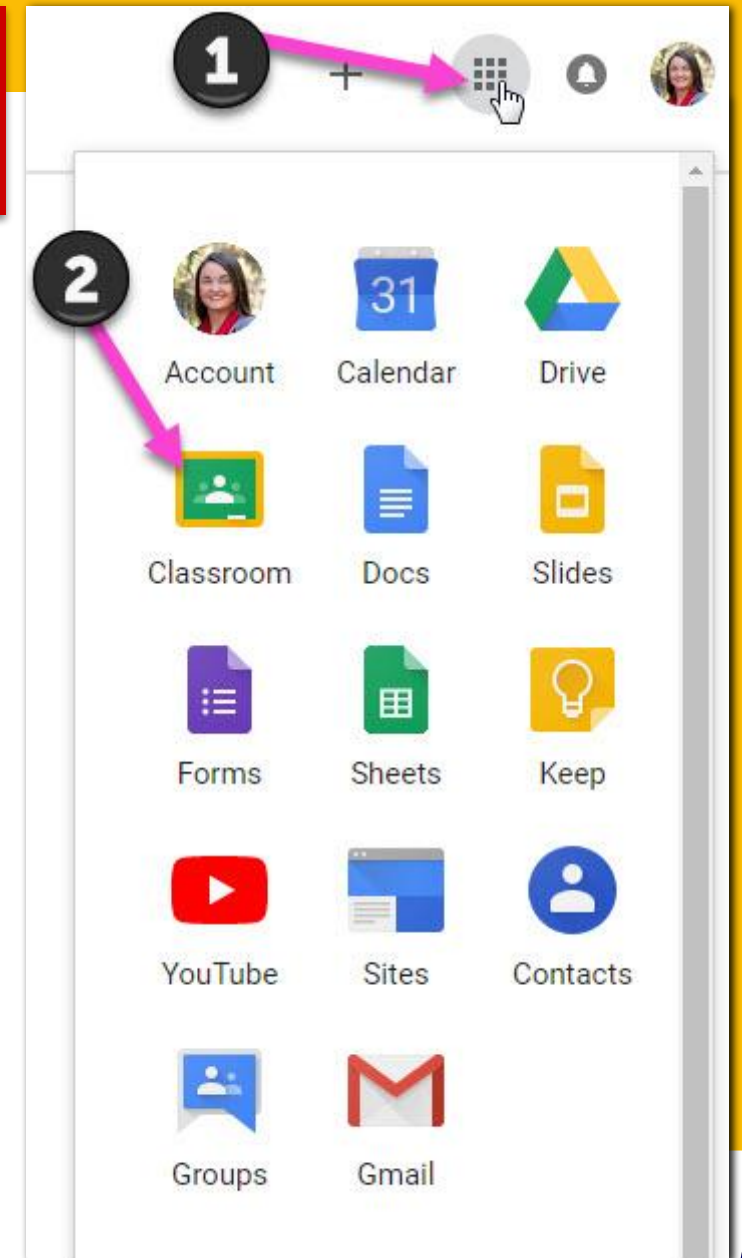
...that you are signed in to  
your Google Apps for  
Education account!



*\*If you are using a district Chromebook you will see this on the second tab that opens.*

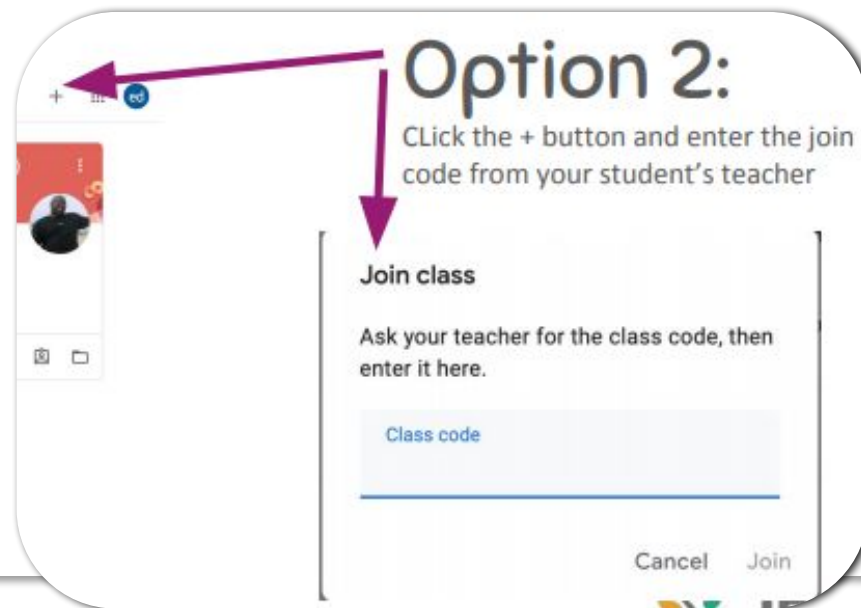
# Navigating To Classroom

Click on the waffle button  
and then the  
Google Classroom icon.



# Joining Classroom

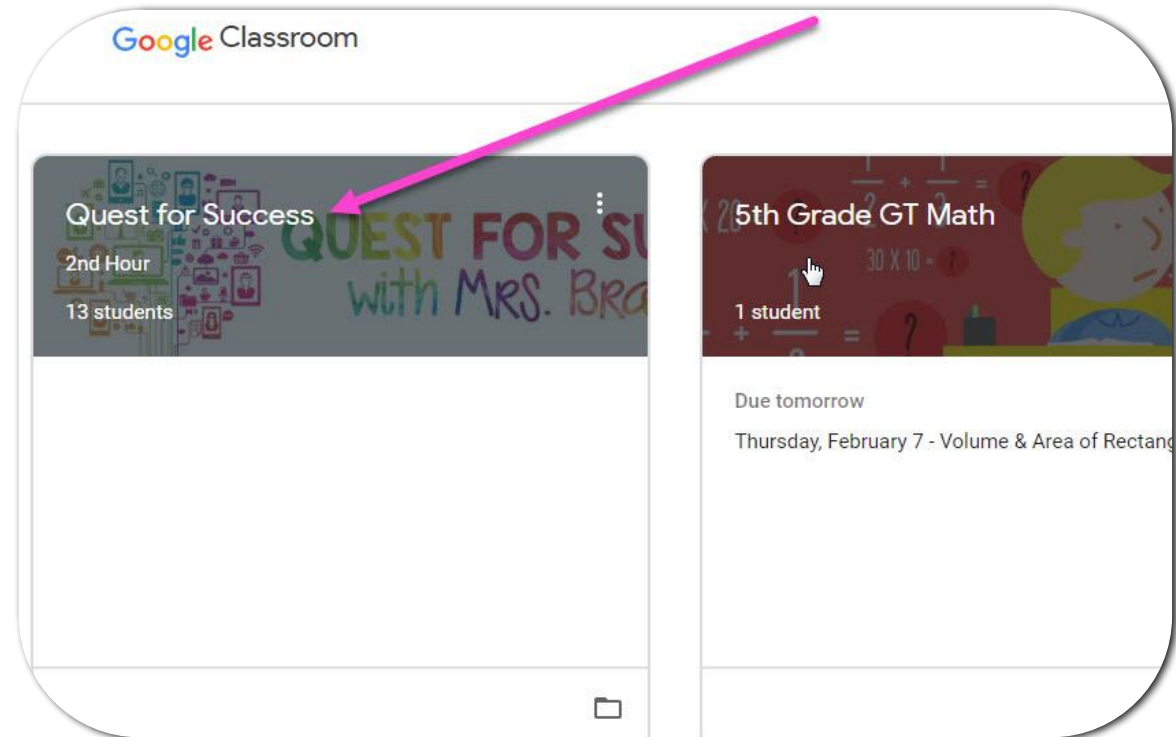
Your child's teacher will let you know if you need a JOIN code.



# Navigating Classroom

1

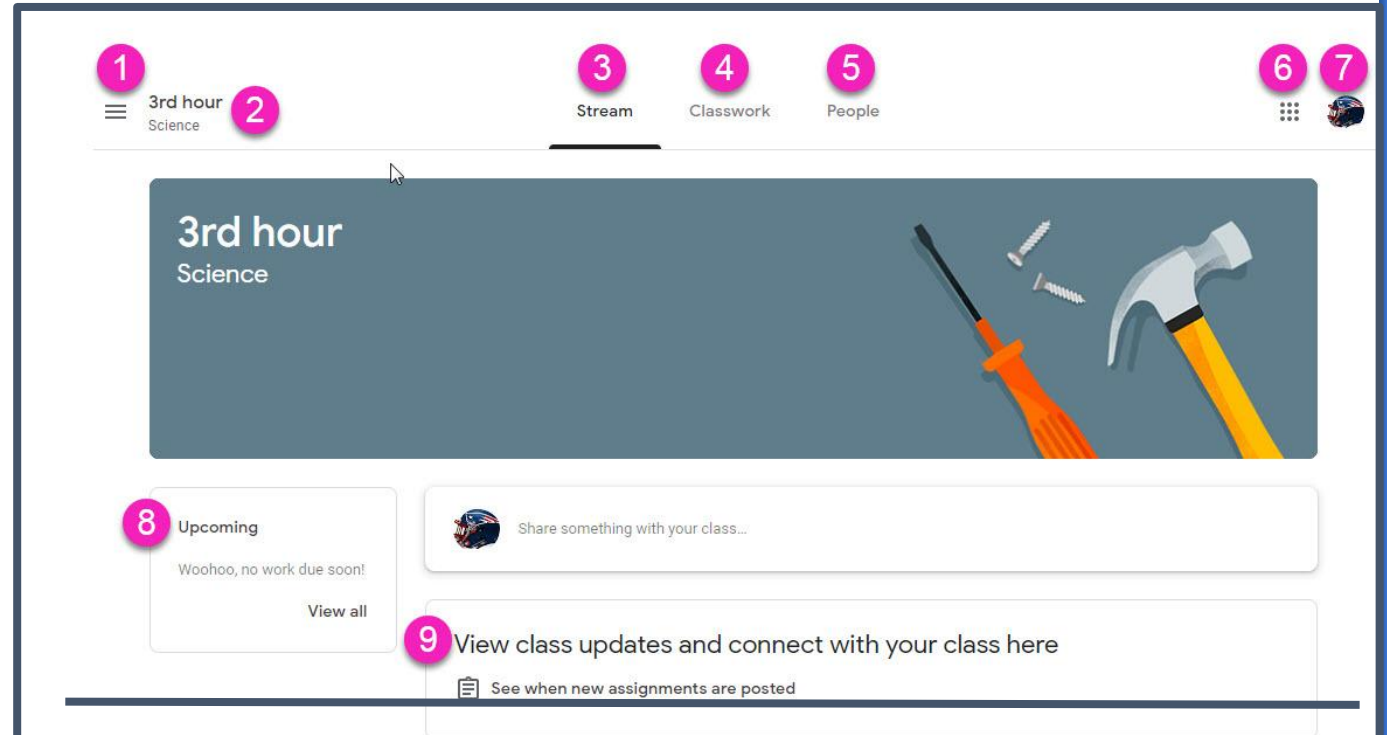
Click on the class you wish to view.



# Navigating Classroom

2

Page tools



- 1 Menu of Classes
- 2 Current Class
- 3 Announcements Page
- 4 Assignments
- 5 Teacher(s) & Classmates

- 6 Waffle Button (App Directory)
- 7 Your account
- 8 Upcoming Assignments
- 9 Updates from your teacher

# Navigating Classroom

# 3

Assignment details-  
found under the  
**CLASSWORK** tab

The screenshot displays the Classroom interface with the 'Classwork' tab selected. The interface includes a top navigation bar with 'Stream', 'Classwork', and 'People' tabs. A left sidebar lists 'All topics', 'Benchmark Tests', 'Daily Lesson Files', 'Assessments', 'Back to School', and 'Resources'. The main content area shows 'Benchmark Tests' with a 'STAR Math Benchmark Test - BOY' due on Sep 3. Below this is 'Daily Lesson Files' with an assignment titled 'For the Week of September 2 - 6' due today. The assignment details include a list of daily topics and four attached PDF files: 'Day 1 - Multistep Equatio...', 'Day 2 - Variables on Both...', 'Day 3 - Infinite & No Solu...', and 'Day 4 - Algebraic Propor...'. A 'View Assignment' button is at the bottom.

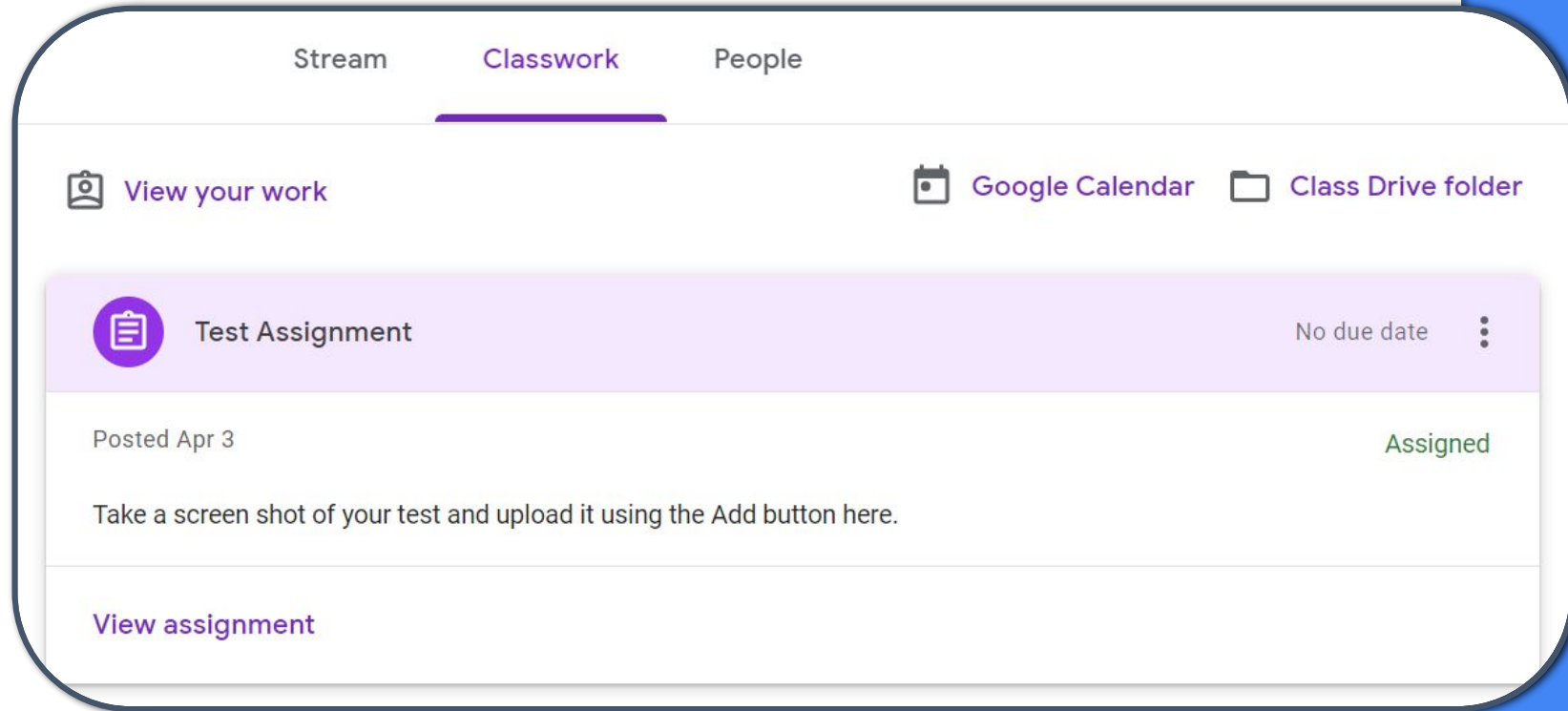
- 1 Classwork Tab
- 2 See your Grades
- 3 See Due Dates
- 4 View your files
- 5 Topics available
- 6 Topic Headings
- 7 Assignment Title
- 8 Assignment Due Date
- 9 Assignment Status
- 10 Attached files/links
- 11 Click to view assignment

# Navigating Classroom

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## Assignment details

When you click on an assignment, it will open up to the instructions, however you will not see the actual work page until you click on the **“View Assignment”**.



# Navigating Classroom

5

Assignment  
details

**Google Doc example**  
Joi Chimera • 5:18 PM

Due Sep 11

Class comments

Add class comment...

**Your work** Assigned

Joi Chimera - Pra...  
Google Docs

+ Add or create

**Turn in**

Private comments

Add private comment...

Click on the file under  
**YOUR WORK** to access  
and complete your  
assignment.

Be sure to click  
**TURN IN** when you  
have completed your  
assignment.





# Navigating Classroom

6

Questions

This screenshot shows the top part of a Classroom question card. The title is 'Open ended question' with a question mark icon. The due date is 'Due Sep 11'. The question text is 'Tell me why Joi is so awesome...'. Below the question is a purple link that says 'View question'. A callout box with an arrow points to this link.

Open ended question Due Sep 11

Posted 5:19 PM Assigned

Tell me why Joi is so awesome...

[View question](#)

Click on **VIEW QUESTION** to see what needs to be answered.

This screenshot shows the bottom part of the Classroom question card, including the answer input area and comment sections. The question text is 'Tell me why Joi is so awesome...'. Below it is a 'Class comments' section with an 'Add class comment...' input field. To the right is the 'Your answer' section with a 'Type your answer' input field and a 'Turn in' button. Below that is a 'Private comments' section with an 'Add private comment...' input field. Three callout boxes provide instructions: one points to the answer input field, one points to the class comments section with a red prohibition sign, and one points to the 'Turn in' button.

Open ended question Due Sep 11

Joi Chimera • 5:19 PM Assigned

Tell me why Joi is so awesome...

Class comments

Add class comment...

Your answer Assigned

Type your answer

Turn in

Private comments

Add private comment...

Type your answer **HERE.**

Not in the class comments section.

Be sure to click **TURN IN** when you have answered the question.

# Google Icons to Recognize



CHROME



DOCS



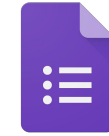
DRIVE



SLIDES



SHEETS



FORMS



CALENDAR



GMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



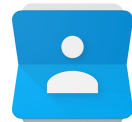
MEET



HANGOUTS



SITES



CONTACTS



YOUTUBE



MY ACCOUNT



# Google Icons to Recognize



GOOGLE DOCS

Similar to Microsoft Word



GOOGLE SLIDES

Similar to Microsoft PowerPoint



GOOGLE SHEETS

Similar to Microsoft Excel



GOOGLE FORMS

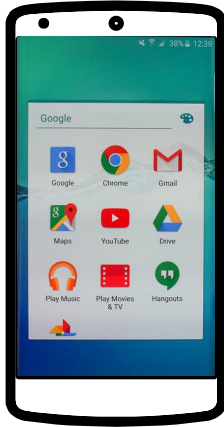
Can be used to make surveys, quizzes...



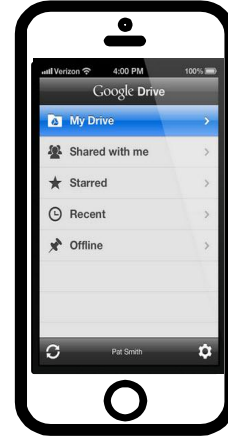
GOOGLE DRAWINGS

Can be used to make diagrams, graphic organizers, timelines...

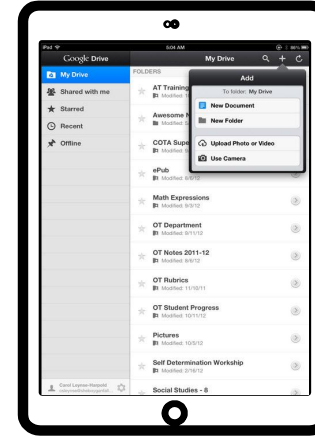
# Access Anywhere



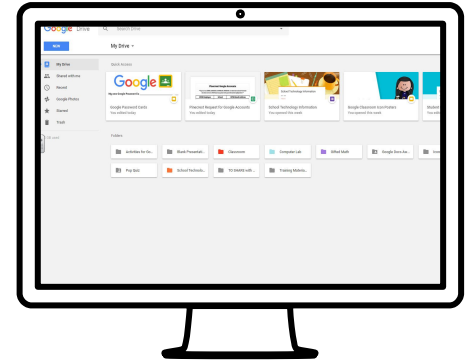
Android



Iphone



Tablet



Desktop

