

# Navigating Google Classroom

**STREAM:** This is where your teacher will share announcements and you will see what assignments are due.

The screenshot shows the top section of a Google Classroom page. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. Below the tabs is a purple header for the class 'Language & Power 7-02' with an illustration of a notebook and a laptop. Underneath the header is a white box for sharing a message: 'Share something with your class...'. Below that is a post from 'Ellyn Boney' at 10:00 AM. The post text reads: 'WEEK ONE IS ALMOST DONE! Welcome to Thursday, April 2, 2020's virtual office hours! We are available from 10:00 a.m. - 11:00 a.m., and then again from 1:00 p.m. - 2:00 p.m. Please check in below to let us know you are here. If you have any questions, you may post them below or in the Lesson 24 classwork assignment.'

**CLASSWORK:** This is where all assignments, video, materials and resources will be placed.

The screenshot shows the 'Classwork' tab selected. At the top, there are three options: 'View your work', 'Google Calendar', and 'Class Drive folder'. Below these are several items listed with icons and due dates:

- Comparative Essays (Posted Feb 4)
- Argumentative Essay Format (Posted Feb 4)
- Grade Check & Goal Setting (No due date)
- Grade Check & Goal Setting - Quarter 3 (No due date)
- Goal Tracker - March 12, 2020 (No due date)
- Arc 3: How and why is language dangerous? (No due date)
- Lesson 22 - Animal Farm, Chapter VI (Due Mar 31, 2:00 PM)
- Lesson 23 - Animal Farm, Chapter VII (Due Apr 1, 2:00 PM)

**Topics:** You can click on a topic to navigate through assignments and material.

The screenshot shows the 'Topics' section. On the left, there is a list of topics: 'All topics', 'Grade Check & Goal...', 'Arc 3: How and why...', 'Arc 2: How and why...', and 'Arc 1'. The 'Arc 3: How and why...' topic is selected. On the right, the content for this topic is displayed. It shows two posts from 'Ellyn Boney':

- A post from March 30 titled 'Lesson 22 - Animal Farm, Chapter VI' with a due date of March 31, 2:00 PM. It contains a YouTube video 'Animal Farm, Chapter 6...' (13 minutes) and a document 'Animal Farm: A Fairy Stor...' with a URL.
- A post from March 31 titled 'Lesson 23 - Animal Farm, Chapter VII' with a due date of April 1, 2:00 PM. It contains a YouTube video 'Animal Farm, Chapter 7 A...' (18 minutes), a document 'Analyze Arguments.webm', and another document 'Validity and invalidity | Cr...'.

# Completing Assignments

The screenshot shows an assignment titled "The Characters of Animal Farm" worth 100 points, assigned by Ellyn Boney on Mar 2. A callout box with a purple border contains the text: "All assignments will have your child's name on it. Click here to begin completing assignment." An arrow points from this box to a document icon in the "Your work" panel. The "Your work" panel is labeled "Assigned" and shows a document titled "Allen - The Char..." from Google Docs. Below the document are buttons for "+ Add or create" and "Turn in".

## Turn in Assignment for Grading

When you have completed your assignment click TURN IN. You will be prompted to click TURN IN again. You will know that the assignment was turned in on the YOUR WORK section.

The process is shown in three steps:

- #1**: A grey "TURN IN" button and a blue "Share" button are visible.
- #2**: A confirmation dialog for "The Characters of Animal Farm" appears with "Cancel" and "Turn in" options.
- #3**: The "Your work" section is updated to show "Turned in" and an "Unsubmit" button.

# View My Work

To View Your Work, Click on Classwork and then VIEW YOUR WORK. At this screen you will be able to see completed, assigned and graded work.

Stream

**Classwork**

People



View your work



Google Calendar

	Title	Due	
<b>Filters</b> Assigned Returned with grade Missing	Lesson 24 - Animal Farm, Chapter VIII	2:00 PM	Assigned
	Lesson 23 - Animal Farm, Chapter VII	Apr 1, 2:00 PM	Missing
	Lesson 22 - Animal Farm, Chapter VI	Mar 31, 2:00 PM	Missing
	Goal Tracker - March 12, 2020	No due date	Assigned
	Focusing Question Task 2	Mar 12, 11:59 PM	Missing
	Lesson 21 - The First Half of Animal Farm	Mar 11, 10:00 AM	Missing