



University of the Philippines Cebu
Teaching and Learning Resource Center

The GOOGLE CLASSROOM Student's Guide



classroom.google.com



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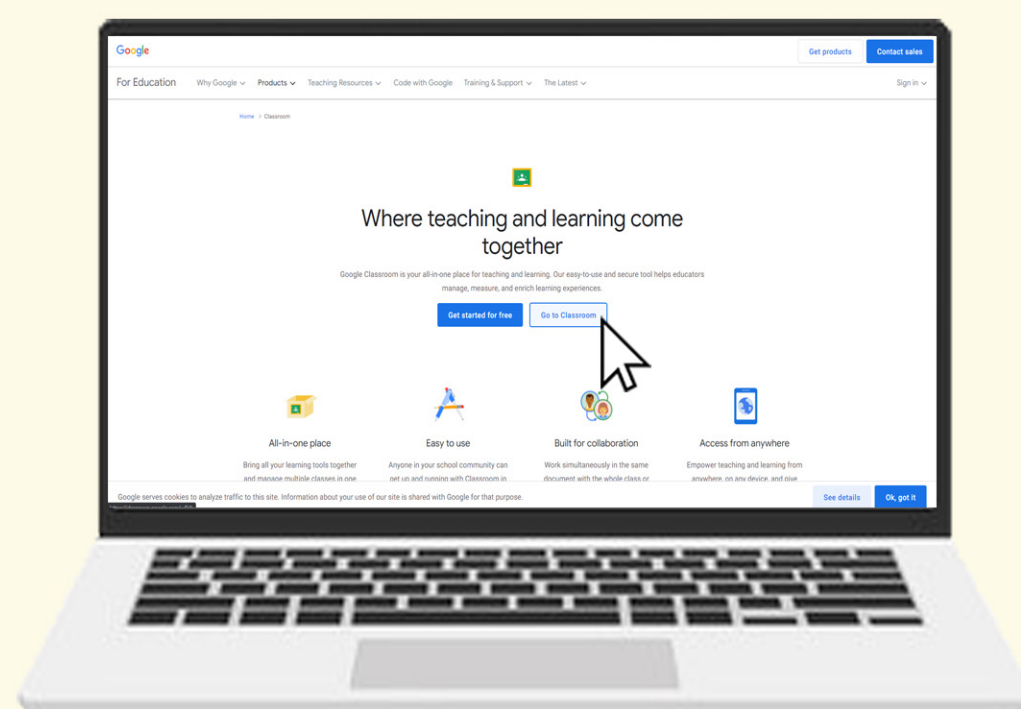
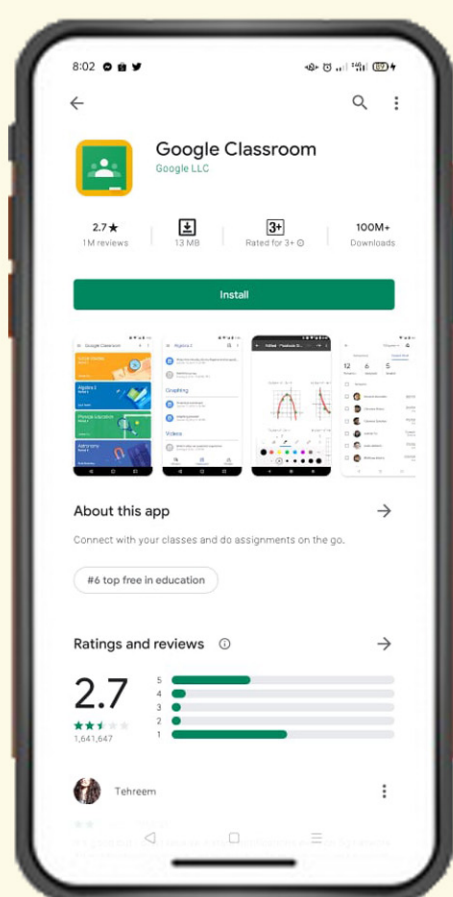
Google Classroom as an Online Learning Platform

Aside from UP Cebu's Official Virtual Learning Environment (UP Cebu VLE), there is another learning platform that the University uses - the **UP Domain Google Classroom**.

The UP Domain Google Classroom is an institutionalized learning environment that was offered to us after the UP System started subscribing to Google Suites for Education a few years ago. This is a Google Classroom attached to your UP Mail Account. Because it is under the UP Domain, this Google Classroom is more secured for the students and teachers.

You may install and use google classroom for free on your mobile phones which makes it more accessible. If you prefer using your personal computers or laptops, you may access the platform by logging in to ***classroom.google.com***.

This guide will help you navigate through Google Classroom with ease by providing step-by-step instructions in the succeeding pages.



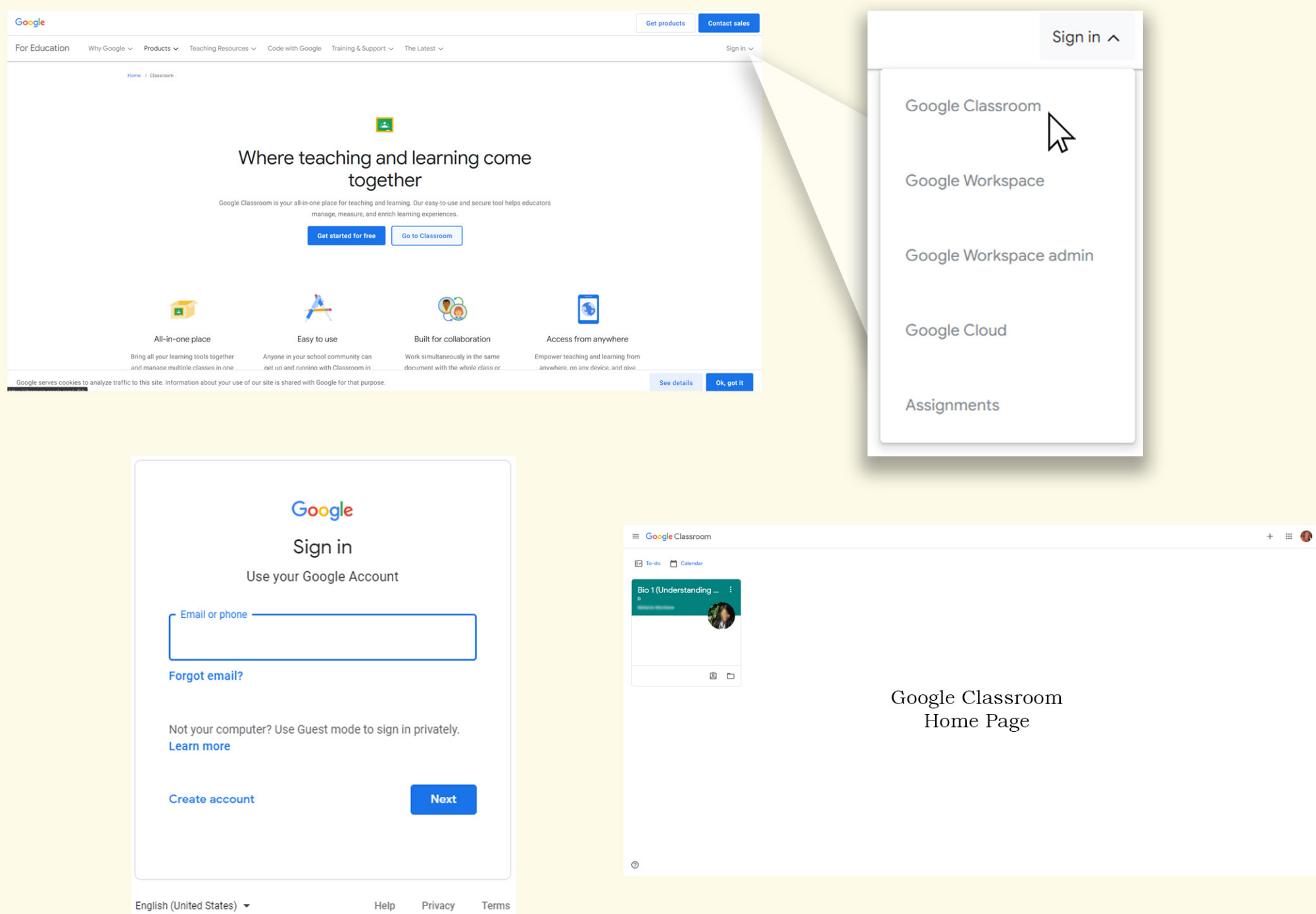
Logging in

Like the UP Cebu Virtual Learning Environment, the UP Domain Google Classroom will also require you to use your UP Mail upon log-in. Here's how:

1. Visit *classroom.google.com*.
2. On the upper right corner of the landing page, hover your arrow on the "Sign in" link. A drop down menu shall appear which will let you choose which google platform to sign in. Choose and click "Google Classroom."
3. This will then lead you to the google sign in page. Enter your UP Mail on the designated text box. Click "next".

If you are a new student in the university and have yet received your UP Mail, you may contact the University's Information Technology Center through their email: *itc.upcebu@up.edu.ph* to ask for assistance.

4. You will then be prompted to enter your password. Type in your password at the designated text box. Click "Next" when you're done.
5. Accomplish Google's 2-step Verification. Choose a "way to sign in" on the menu and follow the succeeding instructions carefully.
6. After logging into your account successfully, you are then directed to your google classroom home page.



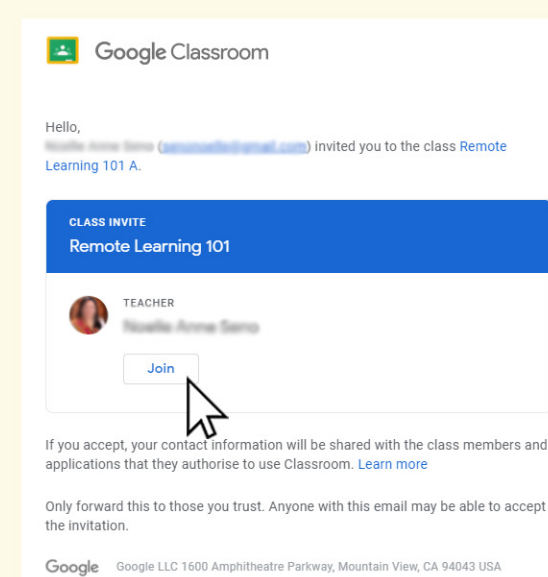
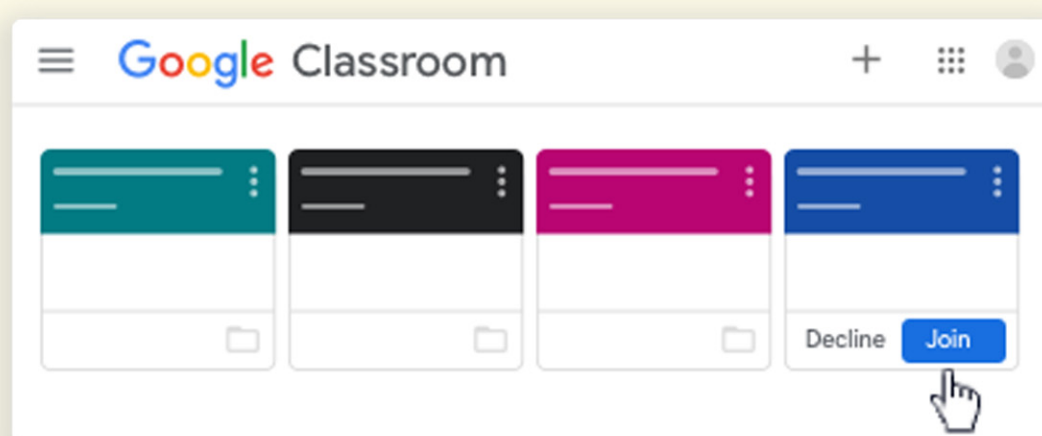
Joining a Class

In the google classroom platform, there are two ways of joining a class. It may be through the class code provided by your teacher or through a direct invitation from your teacher.

Joining a Class through an Invitation

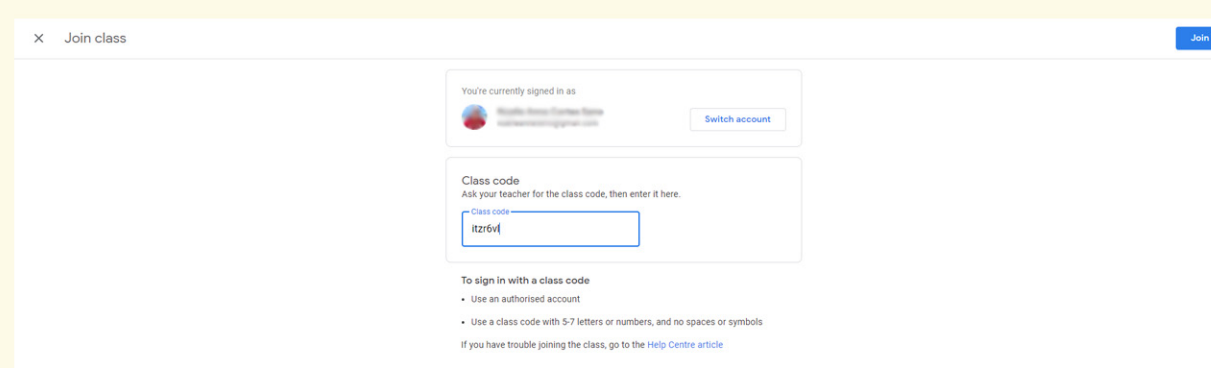
1. If your teacher has invited you to join a class, the class tile will automatically appear on the home page of your google classroom account with the buttons “Decline” and “Join” at the bottom of the tile.
2. Click the “Join” button to get in the class. A new page shall be loaded which will show you the stream page for the class. This signifies that you have successfully joined the class.

If you do not see the class tile even after your teacher has invited you, you may check the invitation in your email inbox. The email will also include a “Join” button. Click it and you will be directed to the stream page of your class.



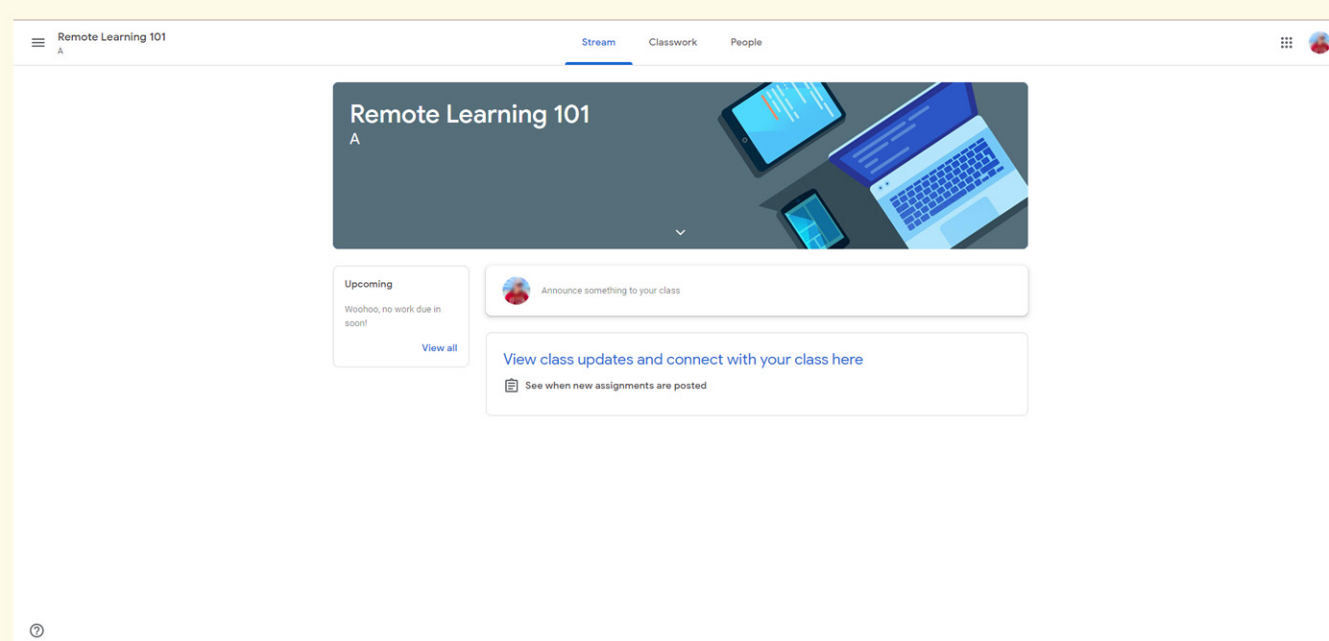
Using the Class Code to Join a Class

1. Your teacher may also opt to send the class code instead of the invite to your class. Once you received the class code, log in to your google classroom account and at the home page, click the “ + ” found at the upper right corner.
2. A drop down menu will appear, click “Join Class”. You will then be directed to a new page where you will be asked to enter the class code.
3. Once you have entered the code, click the “Join” button at the upper right corner of the same page.

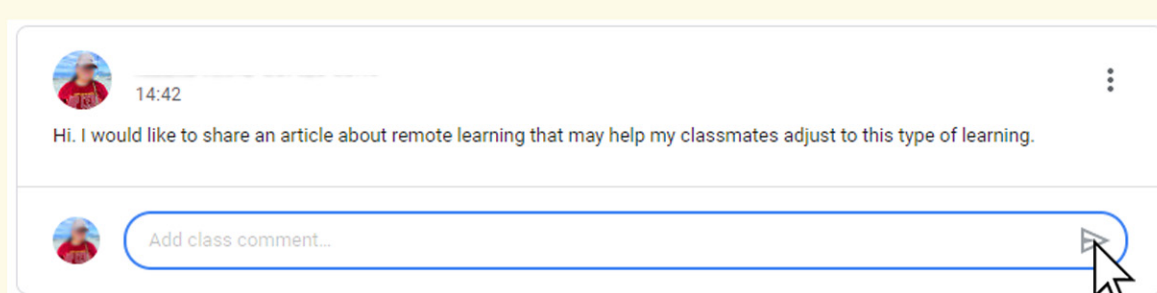


Using the Stream Function

When accessing your class in google classroom, your landing page will be the Stream Tab. In this space, both students and teachers can share and communicate with each other. This page serves as a discussion hub for the class. This also allows the students to see announcements, updates, and due dates for their class activities.



1. Log in to your google classroom account.
2. In your home page, choose the class which you want to access. Click the class name link to access the class site.
3. You will now be directed to the stream page of your chosen class.
4. As a student, you can post discussions on the stream page and comment on your teacher or your fellow classmate's stream posts. Simply type on the text box provided. You may also attach files in your posts and edit the appearance of your text. After composing your content, click on the "Post" button or the paper plane icon to post.

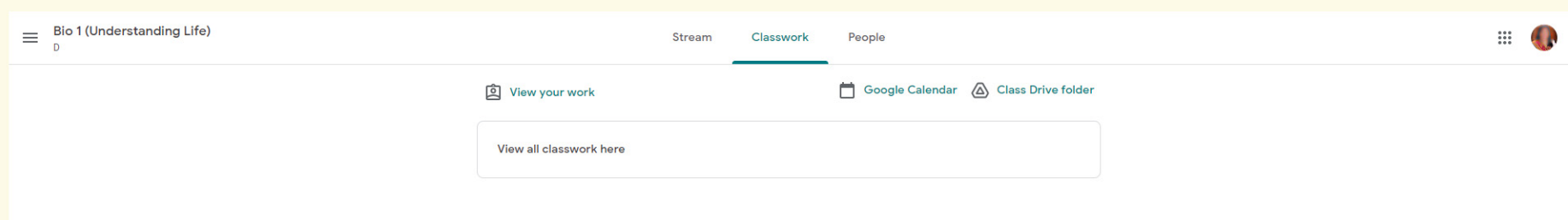


5. You can also find the "Upcoming" block on the Stream page where you may check upcoming assignment or project deadlines for the class. For a more detailed view of your upcoming deadlines, you may click the "View All" link in the upcoming block. This will direct you to a new page where you can see what you're teacher has assigned you, the activities you've done and missed.

The Classwork Tab

Google Classroom's Classwork Tab enables the teachers to post activities and or assignments for the students to complete and turn in. To access this feature, you have to:

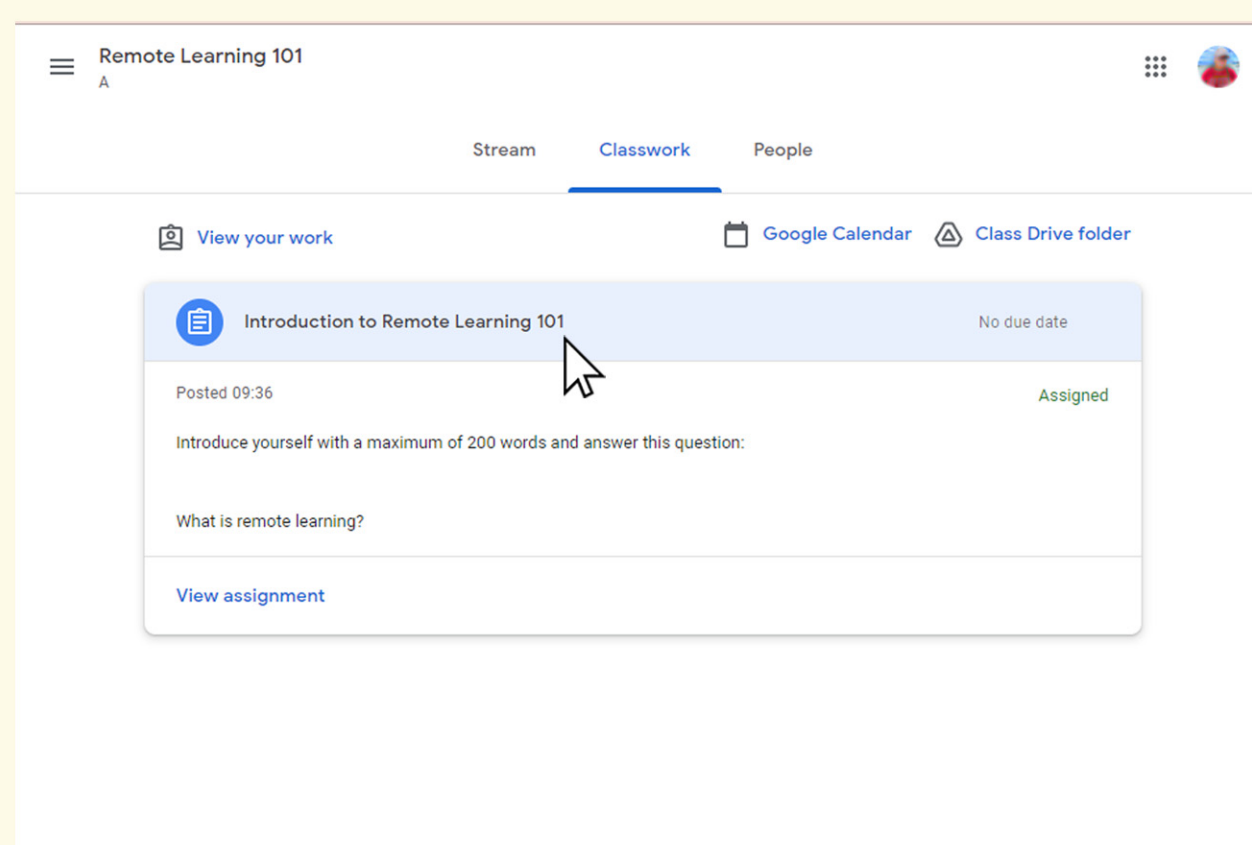
1. Log in to your google classroom account.
2. In your home page, click on the class card under which you have an assignment or activity to be completed. This will lead you to the stream page of the class.



3. On the page's top portion, you can see the main tabs - stream, classwork, and people. Click on the Classwork tab to see the classwork page. You should see the same view as the image above. If your teacher has already assigned class works for you to accomplish, you can also see those in the classwork page.

4. In the classwork tab, you will also have access to your **class drive folder**, where your uploaded files for the class are stored. You can also see your **google calendar** to get updated on your due dates and other events. You can also **view your work** to know your assigned works, your returned works, and which activities you might have missed.

5. In completing an activity in your classwork page, you just have to hover over the activity title until it highlights the text and click it. It will then show a preview of the activity instructions or description. To view the entire activity, click on the "View Assignment" link at the bottom of the preview box.

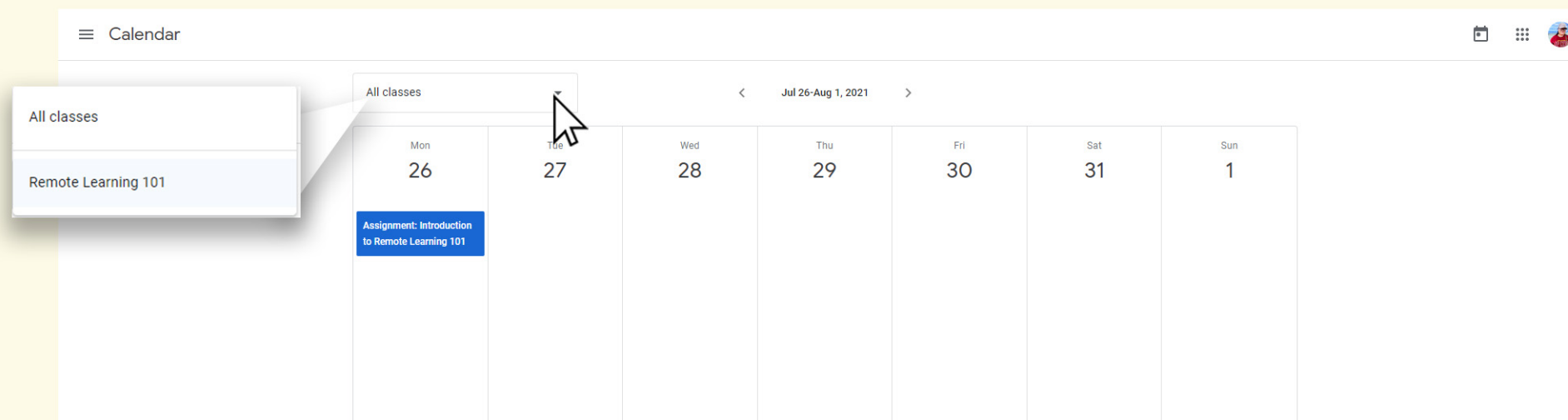


For the detailed instructions on how to submit an activity or an assignment, please proceed to the Submission of Assignments section of this guide.

The Calendar and To Do

Two important features of the Google Classroom is that it is connected to the google calendar and automatically creates a to-do list when a task or activity is assigned to a student in any of the classes he/she is enrolled in.

Calendar



1 In your google classroom home page, point your arrow at the option icon found at the upper left corner of the page. Click it and a drop down menu will appear.

2. Click on “Calendar”. You will then be directed to a new page where a weekly calendar will be shown. There you’ll find the tasks and activities you are due for the days and weeks ahead.

3. Click on the activity on a specific date to access the activity or assignment page.

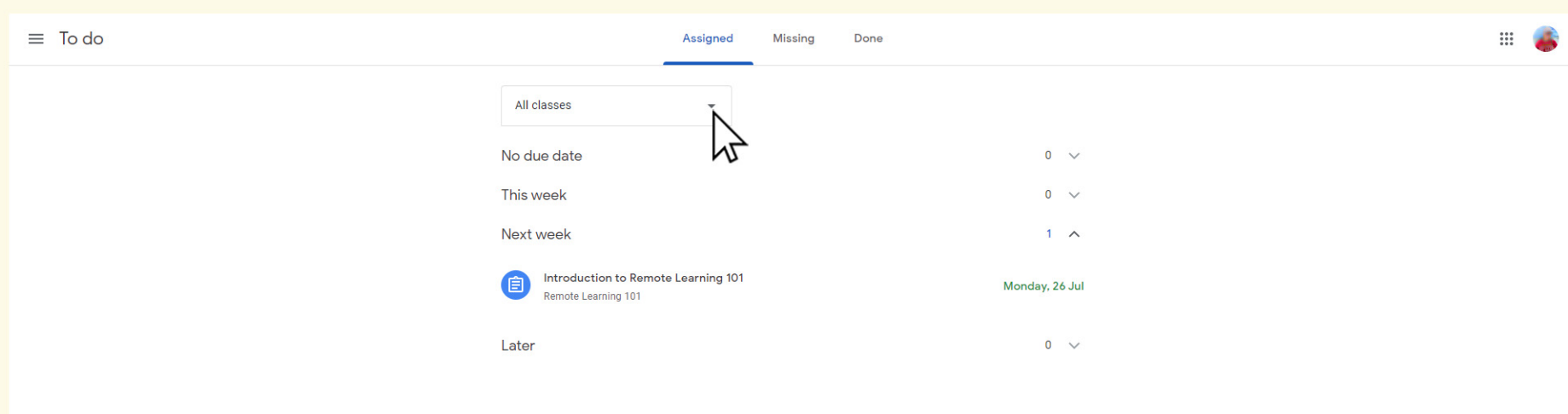
4. In the calendar, you can choose to only see the due dates for a specific class or to see all the due dates for all of your enrolled classes. Simply click on the drop down box above the main calendar to see your options. Choose “All Classes” to see all the due activities and their due dates for all of your classes or you can choose a specific class in the same drop down.

5. The calendar is shown in a week by week format. If you want to hop on another week or go back to the past weeks, you may do so by clicking on the arrows above the main calendar. There you can see the start and end date of the week you are in. click the arrow pointing to the right to shift the week forward or click the arrow pointing to the left to go back to the previous weeks.

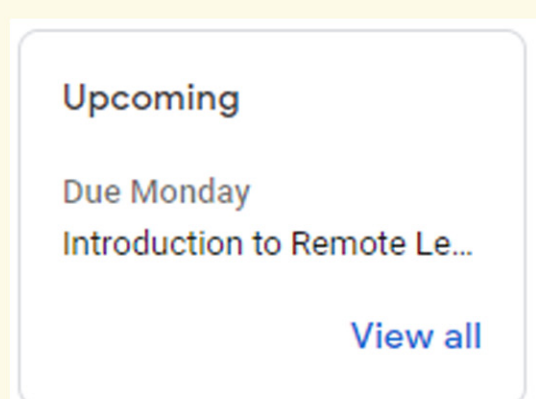
The Calendar and To Do

To Do

Another way to view your activities and their due dates is through the automatic to do list feature of the Google Classroom. This has the same function as the calendar but arranged in a list.



1. In your google classroom home page, point your arrow at the option icon found at the upper left corner of the page. Click it and a drop down menu will appear.
2. Under the Enrolled section, click on “To do”. You will be directed to a new page where your tasks are listed by due date week like the image above.
3. Click on the activity under a specific week to access the activity page or assignment page if you want to work on it, submit your response to the task, or simply, to view it.
4. In the To do feature, you will also see the list of what activities you missed and what activities you’ve already accomplished. Simply shift between the tabs located at the upper portion of the page by clicking the tab you want to explore.
5. Just like the calendar, you can also view the tasks/assignments for all subjects or you may opt to only view your activities in a specific subject. You can do this by choosing your option on the menu box right above your list of tasks in the To do page.



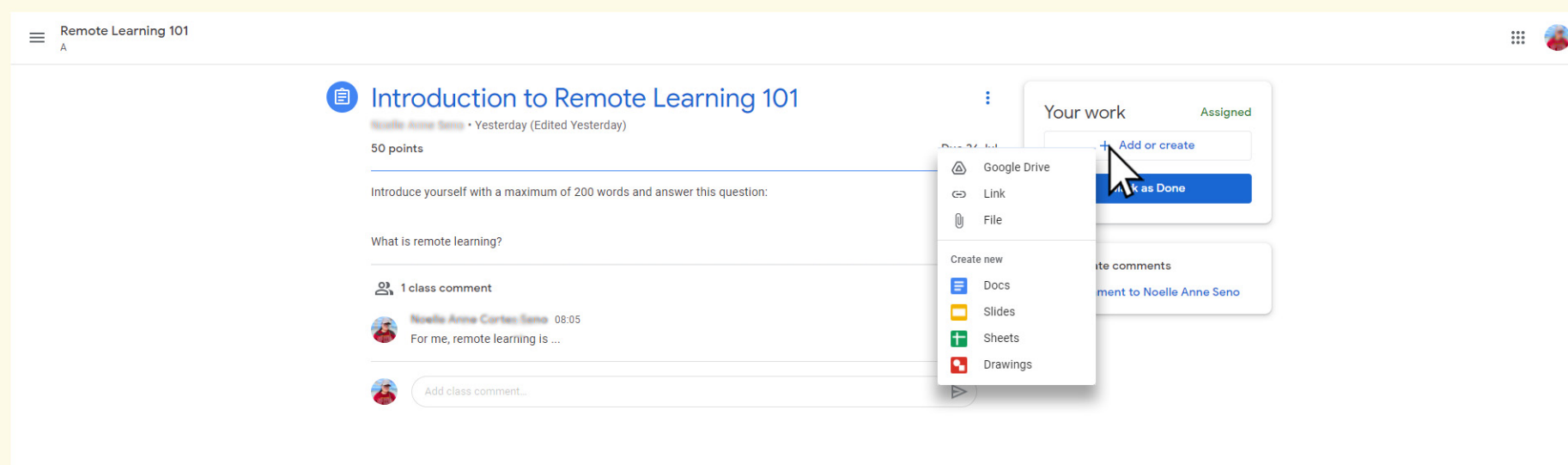
The Upcoming Block

Another way to access the To Do page is through the “Upcoming” block found in your stream page. You can find it at the left side of the page right beside the text box where you can share discussions about your class.

The Upcoming block previews your list of tasks with upcoming deadlines. Simply click the “View all” link at the bottom part of the block to be directed to the To do page and to view the entire details of the activities that are due.

Submission of Assignments

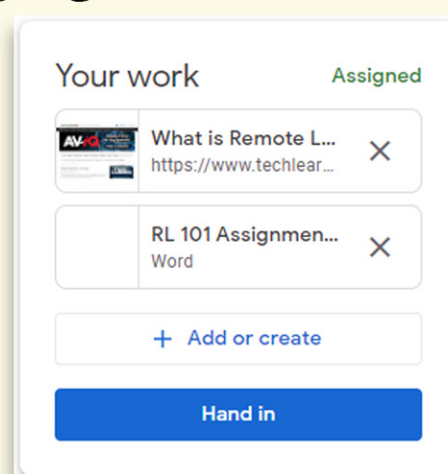
In this section, you will learn how to submit your activities and assignments using Google Classroom.



1. The fastest way to access your assignments is through the Classwork Tab. In your google classroom home page, choose which class you want to access and click the class card. On your landing page, look for the classwork tab at the top portion of the page and click the link. The classwork tab is usually located between the stream and people tab.

2. You are then directed to the classwork page where you'll see the list of activities and assignments you are assigned. Click on the assignment you need to work on. A preview of your assignment instructions will appear through a drop down. Click the "View Assignment" button which is located at the bottom of the drop down. Once you open your assignment you will see a similar page like the image above.

3. On the same page, you will see the "Your Work" block where you can attach files and links for your assignment. Simply click on the "Add or create" button. A drop down menu will appear which will let you choose what type of file to create or add. If you choose the link icon, you will have to copy the link of the site you want to include. If you choose file, you will be asked to upload your file from your computer. You may also use some google apps like the google docs, slide, and sheets in completing your assignment.



4. After uploading or attaching your assignments, you can now click "Hand in" to submit your attachments. A pop up will appear to finalize your submission. Click the "Hand in" button in the pop up. You will now go back to your assignment page. You will know if your submission was successful if you can now see an "Unsubmit" button instead of the "Hand in" button on the Your Work block.

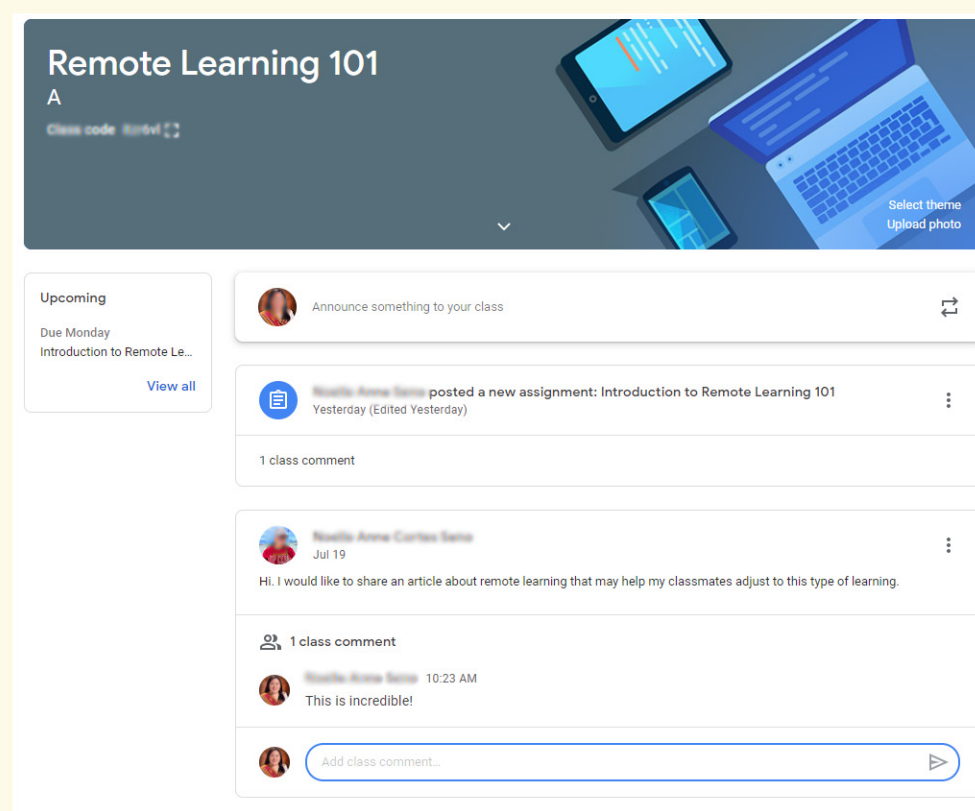
You can unsubmit your work if you have to change something in your submission by clicking the "Unsubmit" button. Don't forget to re-submit once you finished re-editing your work.

Posting and Deleting Comments

Aside from posting discussions in your stream page, google classroom also allows you to interact with your teacher and classmates by commenting on their posts or by adding comments in your assignment/activity page. However, this feature is only accessible when your teacher enables it in your class.

Stream Page Comments

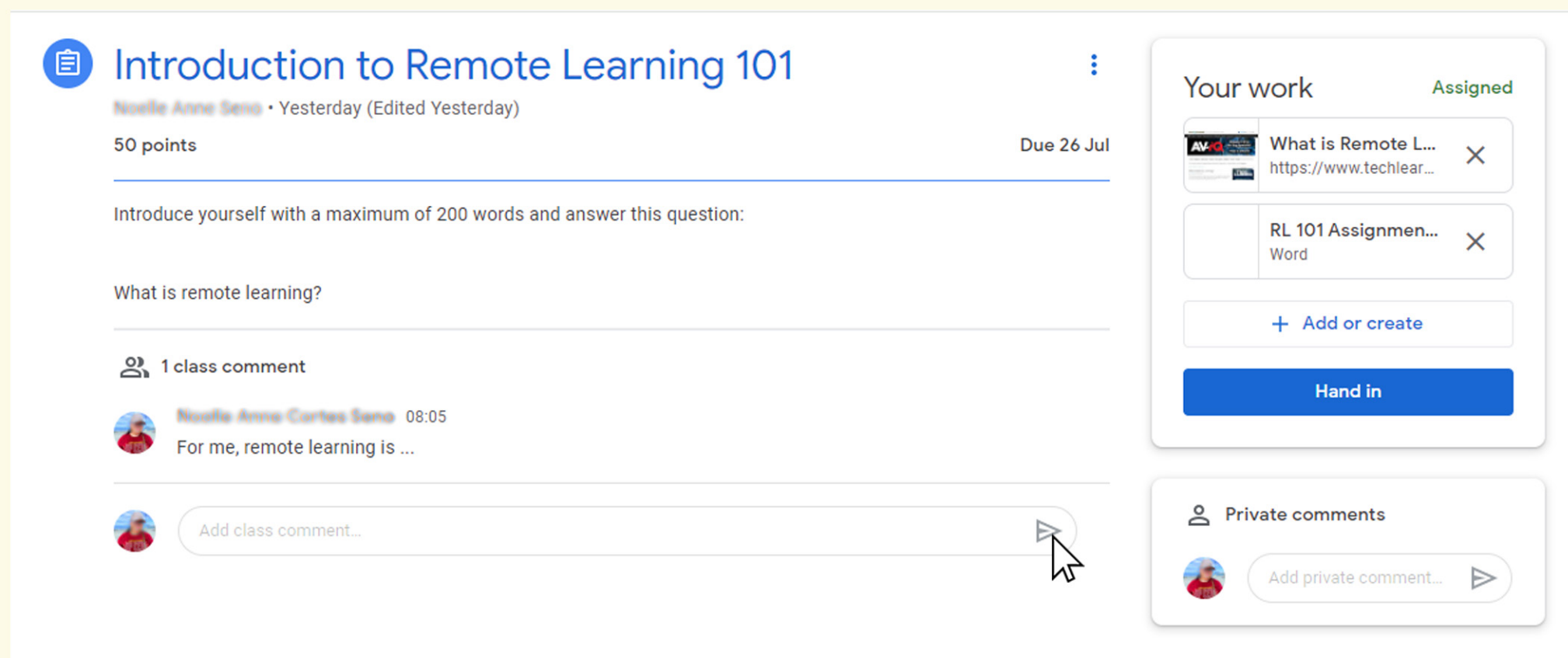
1. The stream page is your landing page after you open one of your class cards in google classroom. As discussed in the previous section, this area serves as a discussion hub for teachers and students. To comment on a post, simply log in to google classroom and choose a class card you want to access.
2. Once you're on the stream page, look for the post you want to comment on. Notice that below the post, a text box is available with a faded text "add class comment". Type your comment on the text box.
3. Once you're done typing, post your comment by clicking on the paper plane icon right beside the text box.



Assignment Page Comments

1. In your google classroom home page, click on the class card you want to open. Once directed to the stream page, switch to the Classwork tab to see your assignments list.
2. Click on the assignment you need to work on then, click "View Assignment". You are then directed to a new page with your detailed assignment instructions.
3. Just below the assignment instructions, you can see the class comments text box. You may now type in your comment and once done, click the paper plane icon to post.

Posting and Deleting Comments



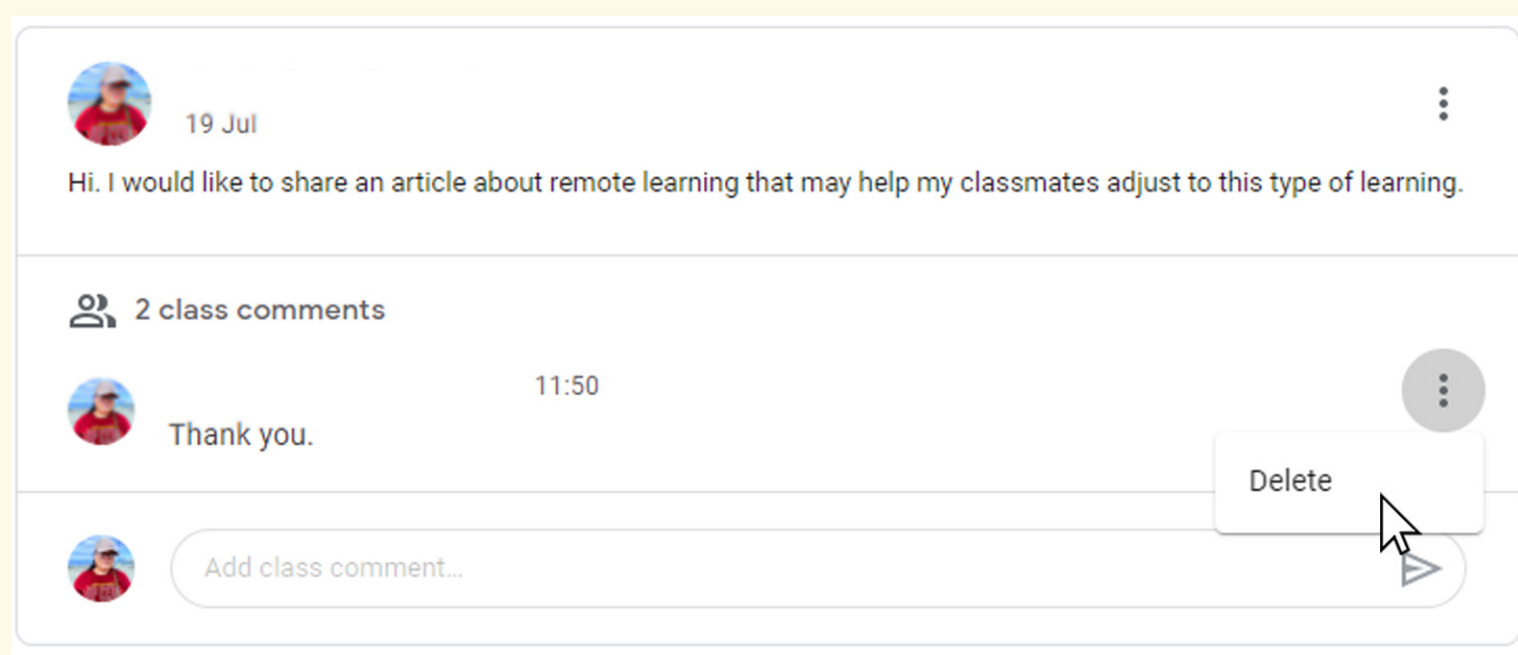
4. In the assignments page, you may also opt to send your teacher a private comment. You may use this feature if you have any questions or message that you only want your teacher to see. The private comments block is found just below the “Your Work” block. Type in your message in the private comments text box.

5. If you’re done click on the plane icon to send.

Deleting Comments

1. You may also choose to delete your comments. Hover your mouse arrow over the comment you want to delete. An icon with three dots aligned vertically will appear. Click on the dots and drop down menu will appear. Click delete.

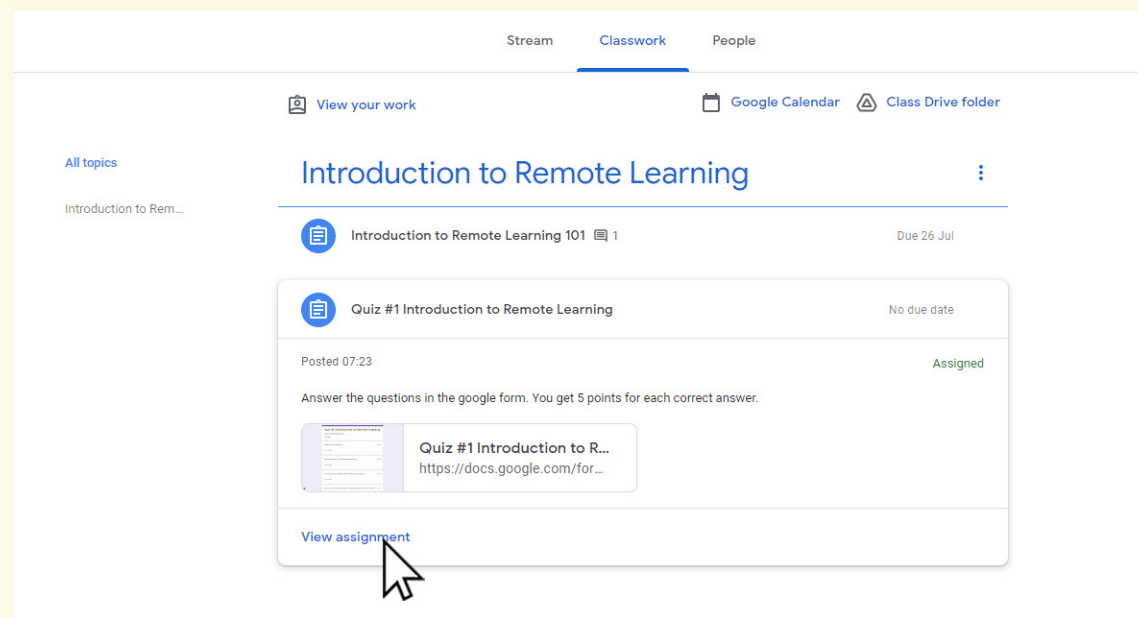
2. A pop up will ask you if you are sure to delete your comment and will also remind you that your teacher can still see the deleted comments. Click “Delete” to permanently delete your comment. Click “Cancel” if you decide not to delete your comment.



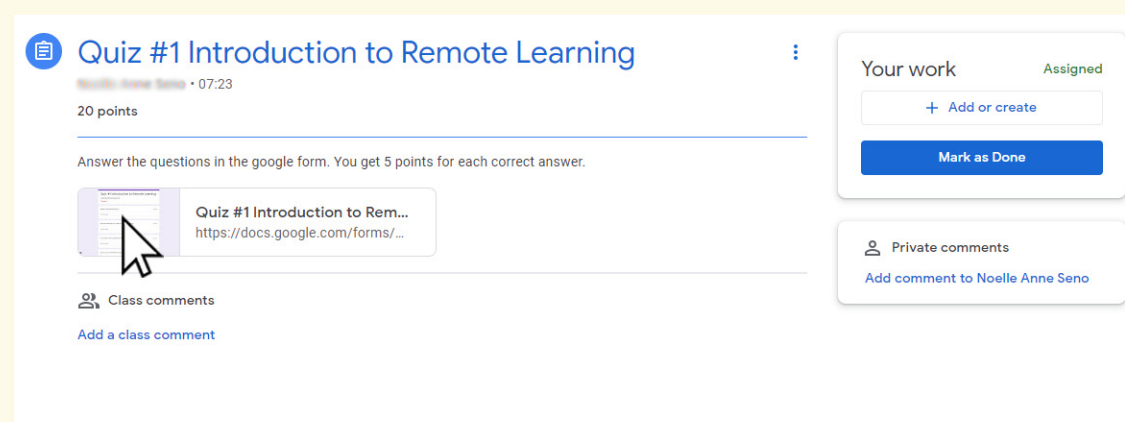
Taking a Quiz

Google Classroom also allows the students to take quizzes through its Quiz Assignment feature.

1. To take a quiz, choose the class card in your home page under which you are bound to take a quiz.
2. You will be directed to the stream page as your landing page. Shift to the Classwork Tab. You will now see your list of activities from different topics in your class. Look for the quiz assignment which you need to take.



3. To view the entire details of your quiz assignment, hover on the activity title and a drop down will appear. Click View Assignment. You will be directed to your Quiz Assignment page.

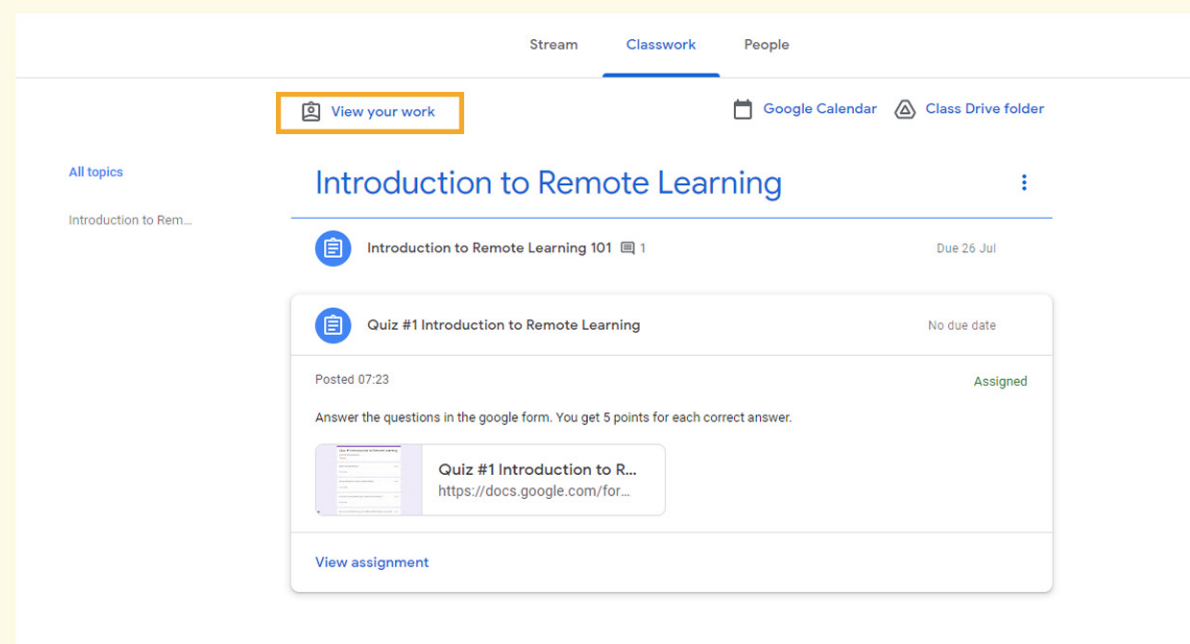


4. Your teacher may attach a google form for you to answer your quiz. simply click on the link provided and it will lead you to the google form page in a new tab. Once you finish answering your quiz, click the submit button on the google form. You may or may not automatically view your grades after you fill out the form depending on your teacher's preference.
5. Once you have confirmed that your submission in google forms is successful, you may now go back to your google classroom quiz assignment page. In the "Your Work" block, you will automatically see the "Unsubmit" button that confirms your quiz submission. If not, you can manually click the "Mark as Done" button on the same block. Your teacher can check if you have really accomplished your quiz in the responses tab of your google form quiz.

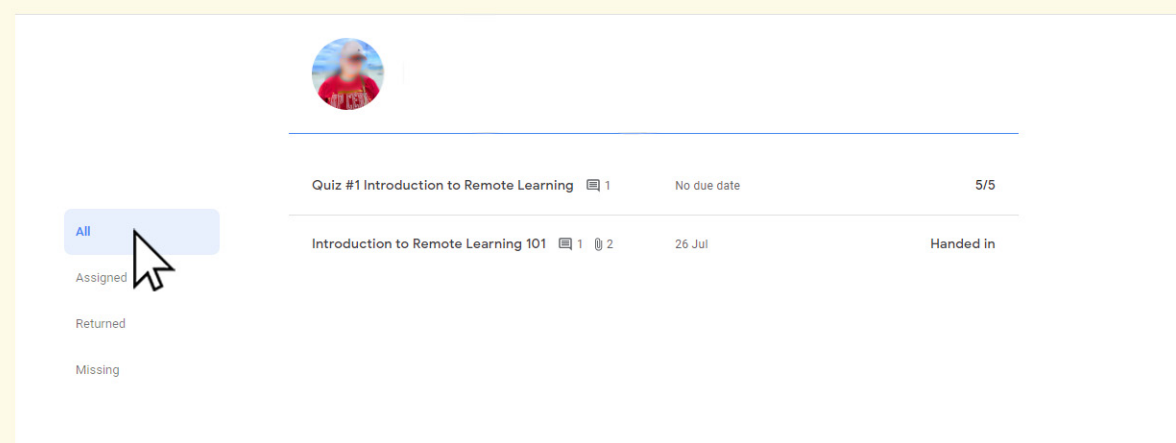
View your Work

Another way of monitoring your activities in your google classroom classes is to view your list of work for a specific class. You can access the View your Work link through the Classwork tab.

1. In your google classroom home page, click on the class card you want to access.
2. In your stream page which is your landing page, transfer to the Classwork Tab by clicking the Classwork right beside Stream. In the Classwork page, you can see the “View your work” icon. Click it.



3. You are then directed to a new page with the list of all of the work assigned to you by your teacher. You will also see the status of your work whether it is assigned (you have yet to submit or complete it), handed in, or returned (graded).



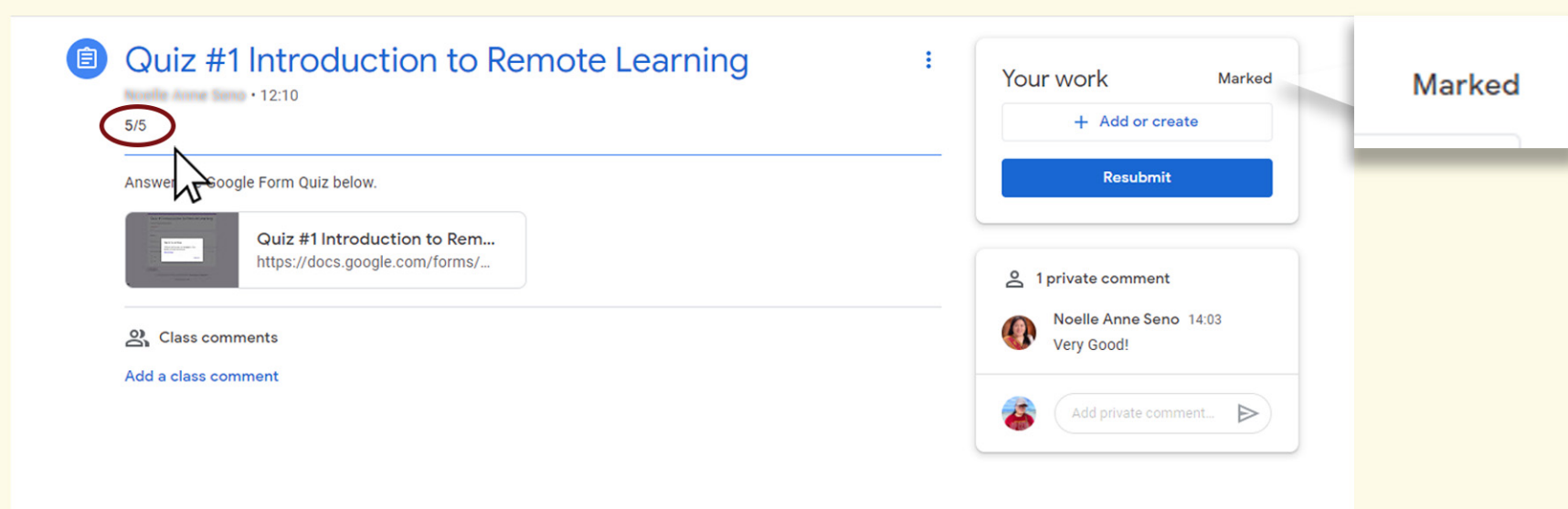
4. You may also choose to view it by status by clicking the links on the left side of the page. If you want to see the works assigned to you and you have yet to work on, you can click on Assigned. If you want to see what outputs your teacher has returned back to you or your graded works, click Returned. If you want to see what activities you missed, click Missing.
5. You may also view the details for each activity on your list. Simply click on the Activity Name and then click “View details”.

View your Grades

There are a couple of ways on how to view your grades in Google Classroom. The first one is through the Classwork Tab and the second one is through the “View your Work” link.

Viewing Grades using the Classwork Tab

1. In your google classroom home page, click on the class card you want to access.
2. On your landing page, go to the Classwork Tab. Once you're already in the classwork page, choose the assignment where you want to view your grades. Hover your arrow on the assignment name and click “View Assignment” on the drop down that will appear. You will then be directed to the assignment page such as the image below.



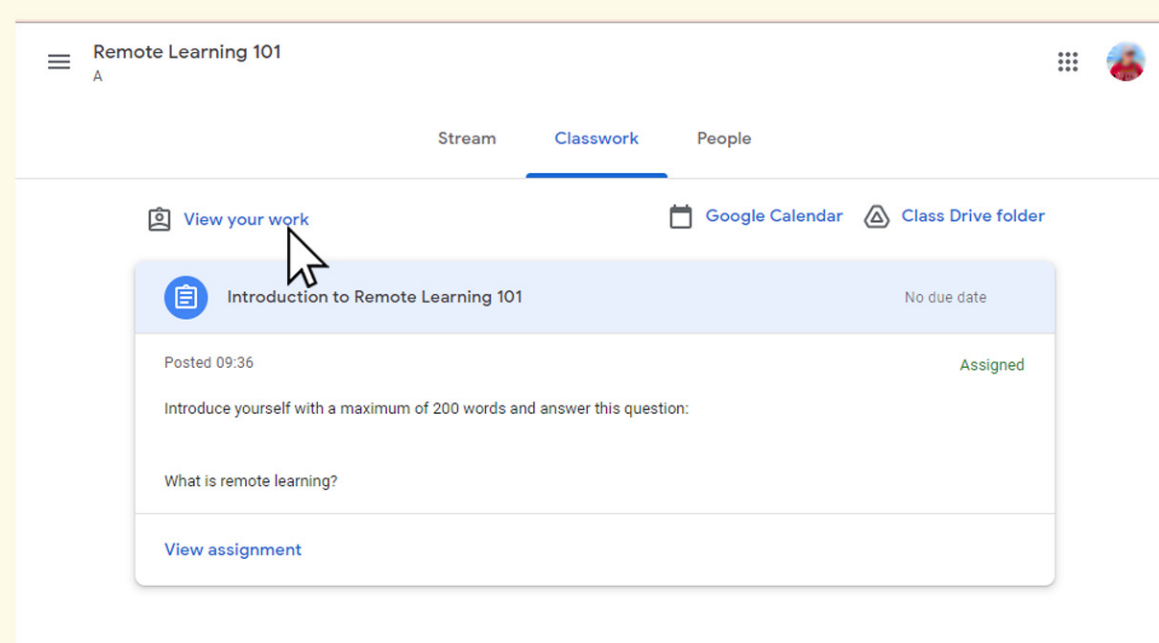
3. In the assignment page, you will see the “Your Work” block. There you will find the current status of your assignment. You will know once your assignment has been graded if the status is “Marked”. If you haven’t submitted your assignment yet, the status will be “Assigned”. If you have submitted your work but your teacher has not yet given your work a grade, the status will show as “Turned in” or “Handed in”.
4. If your work status already shows “Marked”, this means your grade is up. You can see your grade just below your teacher’s name under the Assignment Title. Refer to the image above.

View your Grades

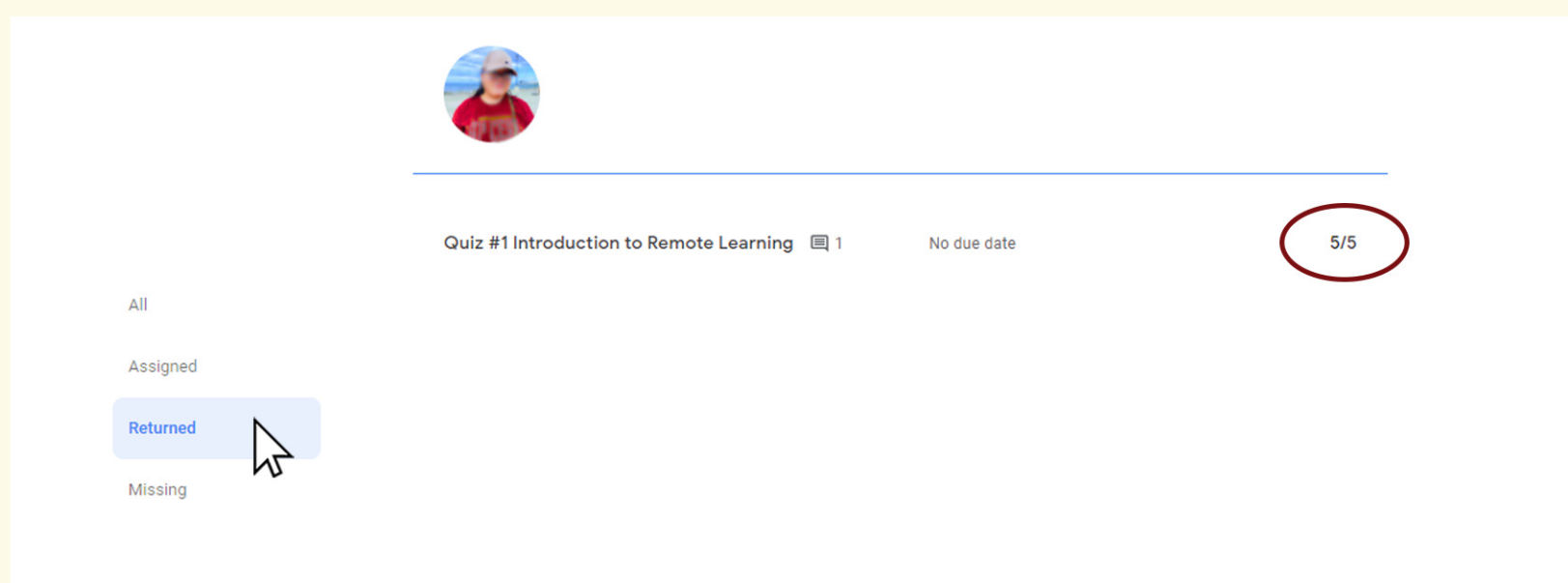
Viewing Grades using the View your Work Link

1. In your google classroom home page, click on the class card you want to access.

2. On your landing page, go to the Classwork Tab. In the upper left of the classwork page, click the View your Work link. You will be directed to your worklist page.



3. In your worklist page, you will see all of your done and pending works. The labels at the left side of the page filters your worklist to let you see only those assigned to you (works to be done), returned/returned with grade, or those works that you missed. To view your graded works, click the “Returned/Returned with Grade” link.



This will show you the list of works returned to you with grades. Your grades are shown on the same row as the title of your assigned work and its due date.

4. To view the details of your work, click on the title and a drop down will appear. Click “View details” to be directed to your assignment page.