# Google Classroom Helpful Hints for Parents and Families

You child must log onto his/her Piscataway Google Account to be able to access Google Classroom.

1. Go to classroom.google.com. Your child should enter his/her username and click Next. Your child's user name is their seven-digit user id number @pway.org (1000000@pway.org). Their password has been provided by their teacher and needs to be written somewhere safe. Have your child enter his/her password and click **Next.**

2. You will see all of the classes that your child is a member. It might look something like this: Each of those 'thumbnails' is a class that your child belongs to.
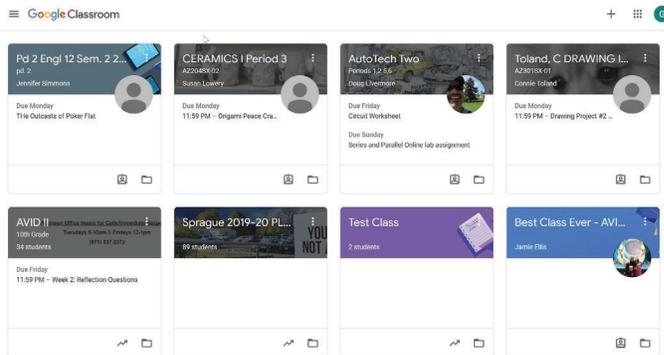

3. Click on the title of the class you want to look at.

4. You will see the "Stream" portion of the class. It is a conversational hub, where teachers can notify your child about upcoming deadlines, post announcements and more. Your child can also comment on posts, creating a virtual forum in Classroom.

5. On the top of this "Stream" page, there are 3 tabs. Click on the "Classwork" tab to see what the teacher has assigned your child for the week. Your teacher might have organized your classwork by date or by topic or by type of assignment.

6. Wondering how to complete a form (like a survey or quiz) and turn it in, see page 2.

7. Wondering what to do if there is an assignment with a document with your name attached to it, see page 3.

8. Wondering how to edit your assignment after you have turned it in, see page 4.

9. Wondering how to attach something (picture, video) to your assignment, see page 5.

10. Wondering how to turn off notifications (emails), see page 6.

<u>If there's a form (like a survey or quiz) attached to the assignment:</u>
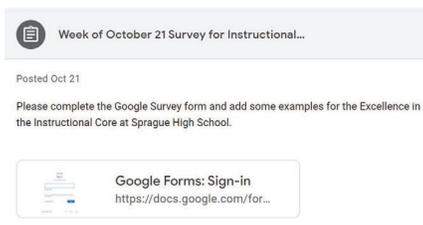
Example:

1. Click the form and answer the questions. Click Submit.

2. Mark as done and confirm.
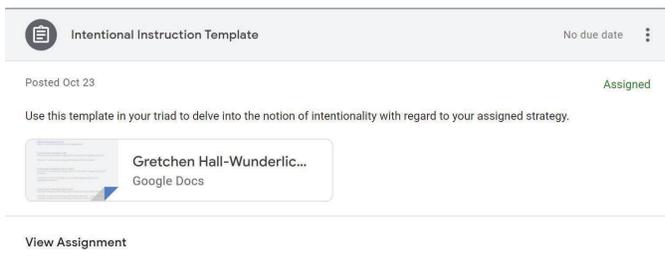   If the form is the only work, your assignment is marked Turned in.
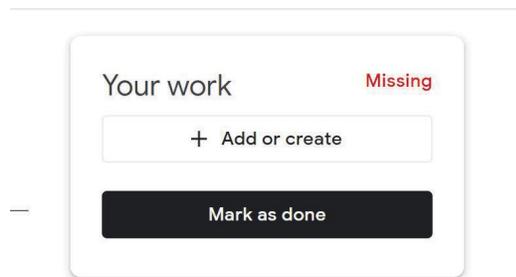
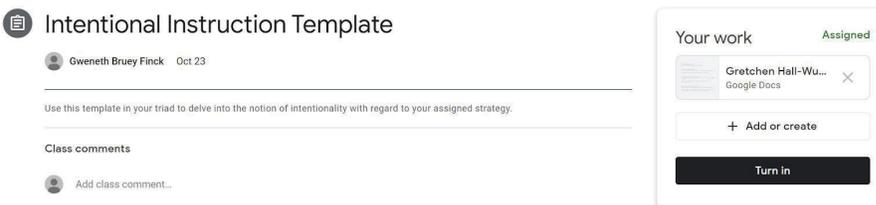# If there's a document with your name attached to the assignment:

Example:
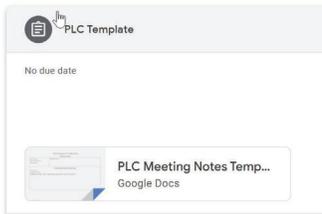
This is your personal copy to review, edit and complete. As you work on it, your teacher (and anyone you shared it with) can review your progress before you click Turn in.

1. Click the thumbnail to open and review the document.

2. Complete the assignment.
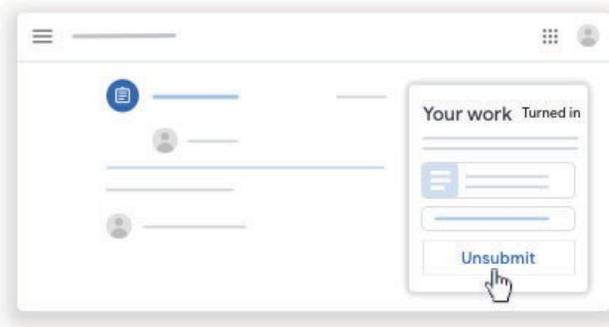3. Click Turn In and confirm.

When you turn in the assignment, your teacher sees the document labeled with your name.

Edit your assignment after turning in or marking done:

If you turn in any of your assignments but you want to edit them, follow these directions:

1. Go to classroom.google.com.
2. Click the class and then click the assignment.
3. Click Unsubmit and confirm.

   This assignment is now unsubmitted.
4. Make any changes.
5. (Optional) Attach any new files or links.
6. Click Turn In and confirm.
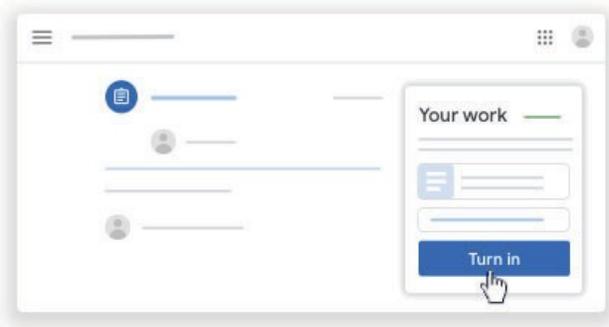
The status of the assignment changes to Turned in.
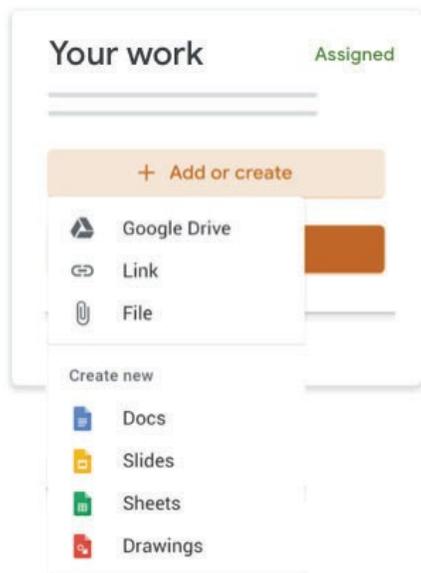
Attach or create items for your assignment:

Example: You want to add other documents (like a picture or video) to an assignment.

To attach an item:

- Under Your work, click + Add or create ⟩ Drive 🔺, Link 🔗, or File 📎 .
- Select the attachment or enter the URL for a link and click Add.
  Note: You can't attach a file you don't own. (have to be in your own Google Drive, not a shared drive)
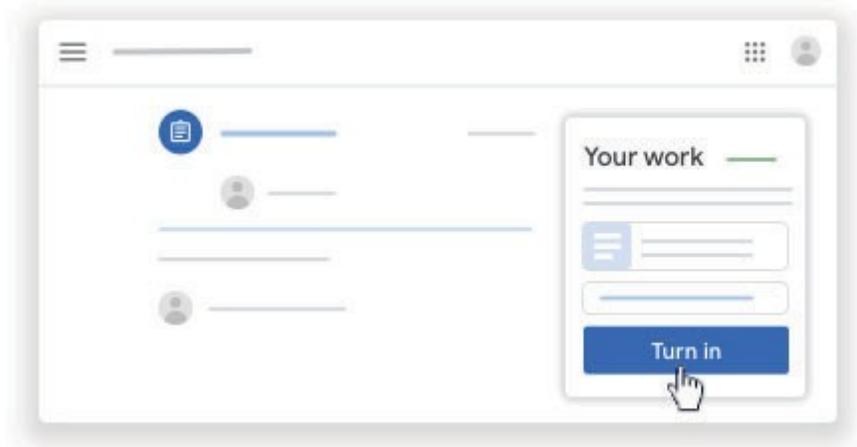

2. To create a new attachment:
   - Under Your work, click + Add or create ⟩ under Create new, select the file type.
     Under Your work, a new file appears.
   - Click the file and enter your information.
     Note: You can attach or create more than one file.
3. To remove an attachment, click Remove ✕ .
4. Click Turn In and confirm.


   The status of the assignment changes to Turned in.

Turn Notifications On or Off

By default, you get email notifications for various activities, such as when someone comments on your post or your teacher returns work. You can change these notification settings at any time. You can choose which notifications you receive for all of your classes. For example, you can turn off invitation notifications for all classes but keep assignment notifications on.

1. Go to classroom.google.com.

2. At the top, click Menu ≡

3. Click Settings. (You might need to scroll down).

4. Next to Receive email notifications, choose one: To turn off notifications, click the switch to Off ⬤.To turn on notifications, click the switch to On ⬤ .
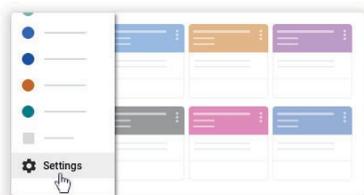
5. If you want to receive notifications for some things but not others, turn on notifications and then choose which ones you want to receive. You can also turn off or on notifications for specific classes. Next to Class notifications, click the Down arrow ⌄ . Next to the class name, click the switch to On ⬤ or Off ⬤ .

To know when...	Turn on:
Someone comments on your post	Comments on your posts
Someone mentions you in a post or comment	Comments that mention you
A teacher sends you a private comment	Private comments on work
A teacher creates an assignment, question, or announcement	Work and other posts from teachers
A teacher grades or returns work	Returned work and grades from your teachers
A teacher invites you to a new class	Invitations to join classes as a student
You have unsubmitted work that's due within 24 hours	Due-date reminders for your work