GreatHearts
classical education, revolutionary schools

Family Guide to Google Classroom

What is Google Classroom

Google Classroom is a secure platform that teachers will use to organize and send schoolwork to your children during this time of remote education. You also can send work back to teachers on the same platform.

Use this guide to learn how to get into Google Classroom and submit assignments.

If you have trouble logging in to Google Classroom, you can use this website https://theveeya.com/GreatHeartsFamilyHelp/ to submit questions. For questions about individual classes, reach out to your student's teacher.

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Setting Up Google Classroom for the First Time

> **Prefer to Watch a Video?**
> Parent Guide to Google Classroom - Full Walkthrough (3:33)

1. Your student's secure login username and password will be sent to the parent email address on file with the school. *Please be sure to accept the terms and conditions linked in that email before going to the Google Classroom website.*

2. Open the **Google Chrome** web browser and go to www.classroom.google.com. Any web browser will work, but Google Chrome works best.
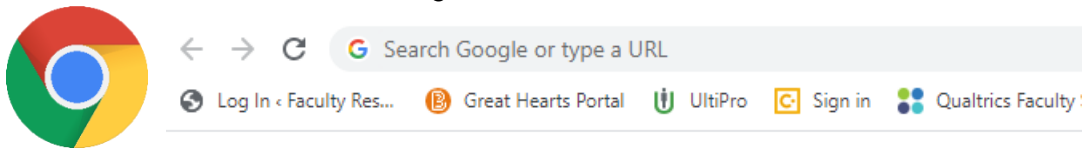
3. Click **Sign In** then click **Google Classroom** in the upper right-hand corner of the browser window. If you are already signed into a Google Account, you will see a prompt that says Choose an account – select **Use another account**.
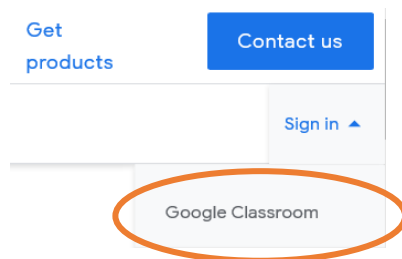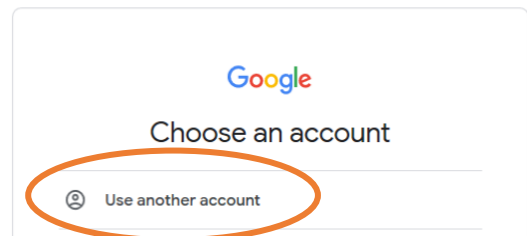

4. Type in your student's school-issued username and click **Next**. Then enter the password given and click **Next**. If appropriate to your student's age, coach them through doing these steps themselves.

5. You may be asked if you are a **Student** or a **Teacher**. Select **Student**.

6. When you have successfully logged in, you will see this page with a "card" for each of their classes. You will need to "join" each of the classes by clicking the blue **Join** button.
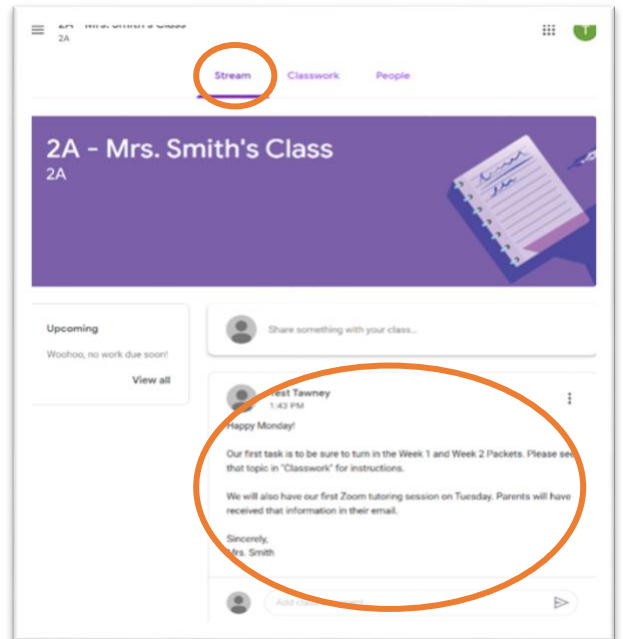
    Note: Parents can also download Google Classroom as an app on an iPhone or an Android.
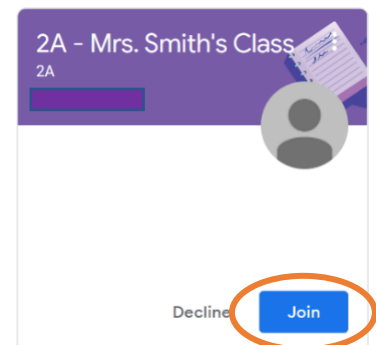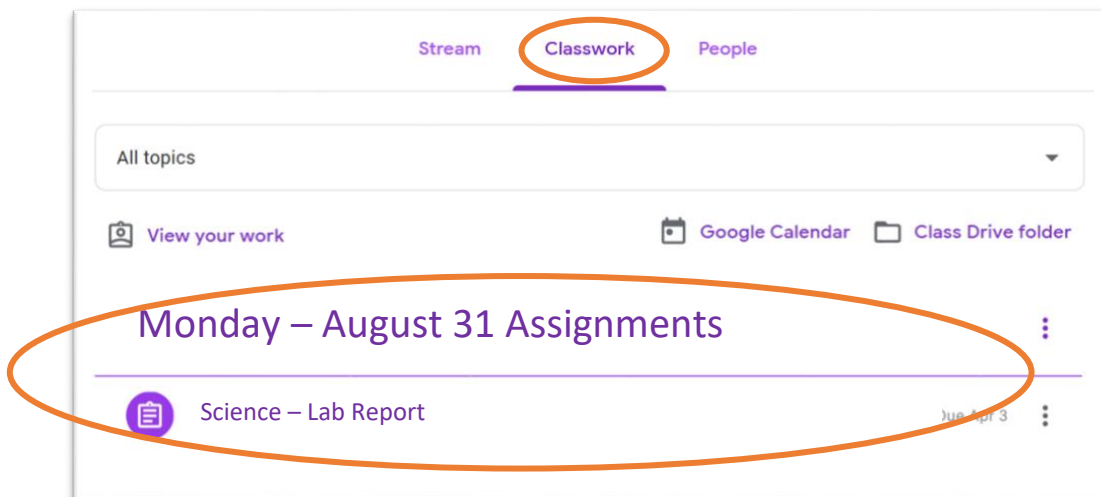
Navigating Google Classroom

1. Each time you log into www.classroom.google.com, click the name of the class you want to join.

2. Read the **Stream** to see if your teacher has made any new announcements for the day.

3. Click **Classwork** at the top of the screen to see your assignments.
   a. Look for assignments you need to complete, and click on them to see details, instructions, and resources.

4. Each assignment should be turned in using Google Classroom. Instruction to do this are in this guide.

5. If you must do your work on paper and pencil, there is a way to scan and upload your work using a mobile phone. Instruction to do this are in this guide.

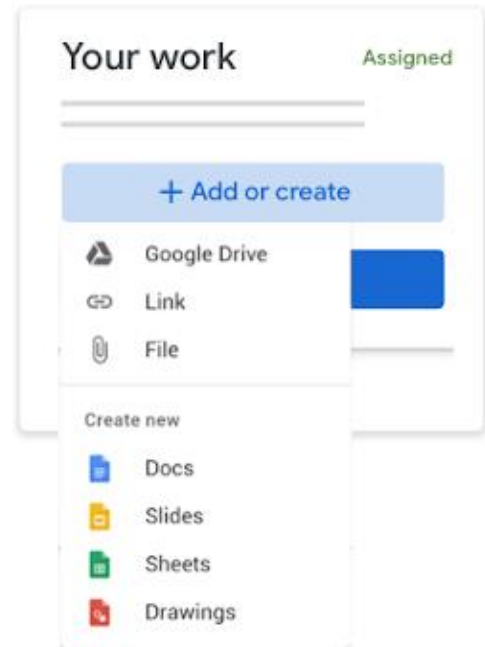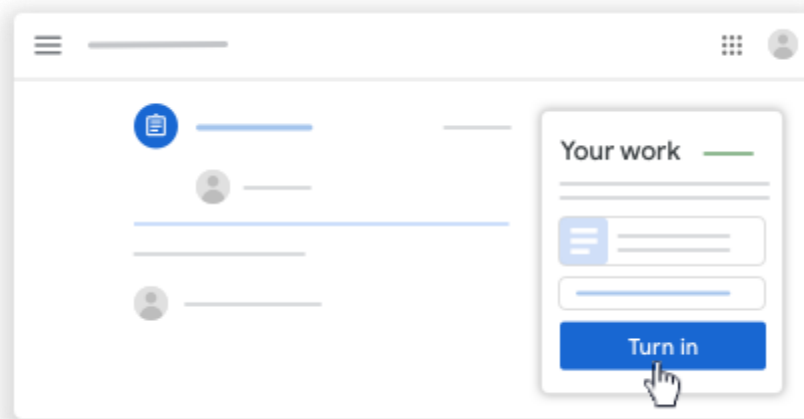# Submitting an Assignment from Your Computer

1. Make sure you are signed in to classroom.google.com with the correct login and are in the correct classroom space.

2. Click **Classroom** and then find the correct assignment.

3. To attach an item:
   a. Under **Your Work**, click **+ Add or create**, then select **Google Drive**, **Link**, or **File**

   b. Click the file and enter your information. Note: You *can* attach or create more than one file.

4. If you need to remove an attachment, next to the attachment's name, click **Remove**.

5. Click **Turn In** and confirm. The status of the assignment changes to **Turned in**.

Submitting an Assignment from Google Classroom App

1. Make sure the Google Classroom App [icon] is installed (available for free in the App Store or the Google Play Store).

2. Open the Google Classroom App [icon]
   It is important to make sure you are signed in using the student's Google Classroom Username rather than any personal Google account.

3. Tap your class, then **Classwork,** then find the assignment for which you want to submit work.

4. On the **Your work** section, tap the expand [symbol] symbol.

5. Tap **Add attachment**

6. Select your file wherever it is stored (see "Scan/Save Your Files Using a Mobile Phone" Section of this document).

7. You will see the file appear above the **Add attachment** option. If it is the incorrect file, you can tap the X to remove it.

8. To add additional files, tap **Add attachment** and repeat steps 1-7.

9. When you are ready to turn in all files, tap **Turn in**.
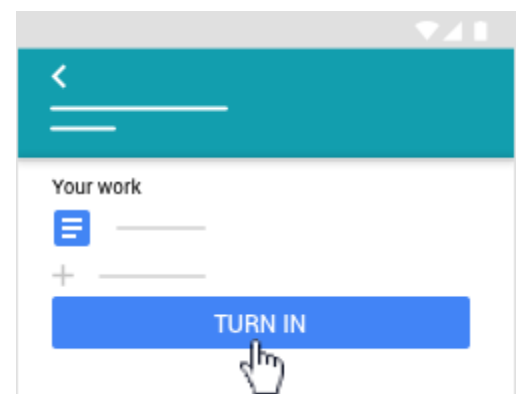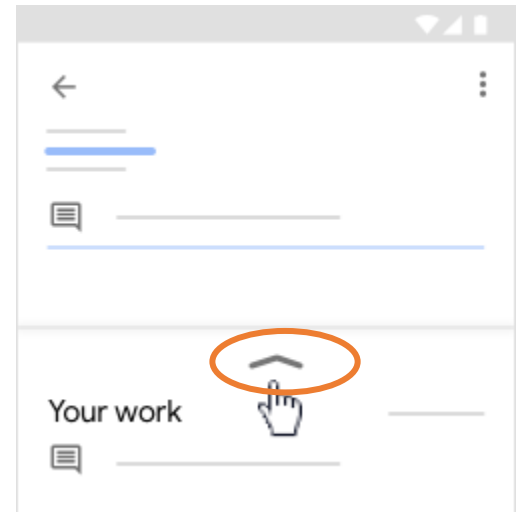
Scanning/Saving Paper Worksheets Using a Mobile Device

If you do not own a printer/scanner, you can use a smart phone to scan files and upload them to Google Classroom. There a few ways of doing this depending on what kind of smart phone you have.

Using Android or iPhone (using Google Classroom app)

If you have the Google Classroom app or use Google Classroom website on a mobile device with a camera, you can go to an assignment and upload a photo of a completed worksheet.
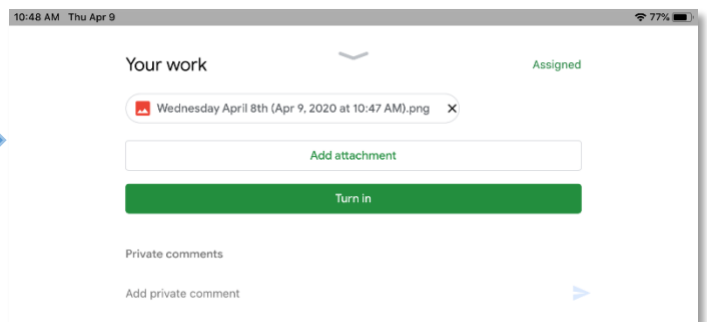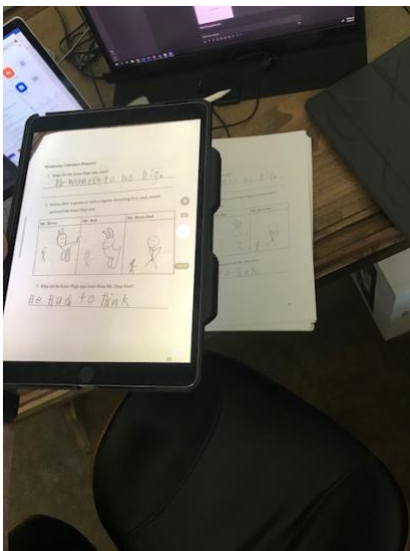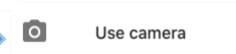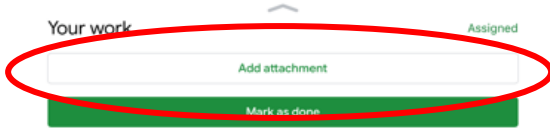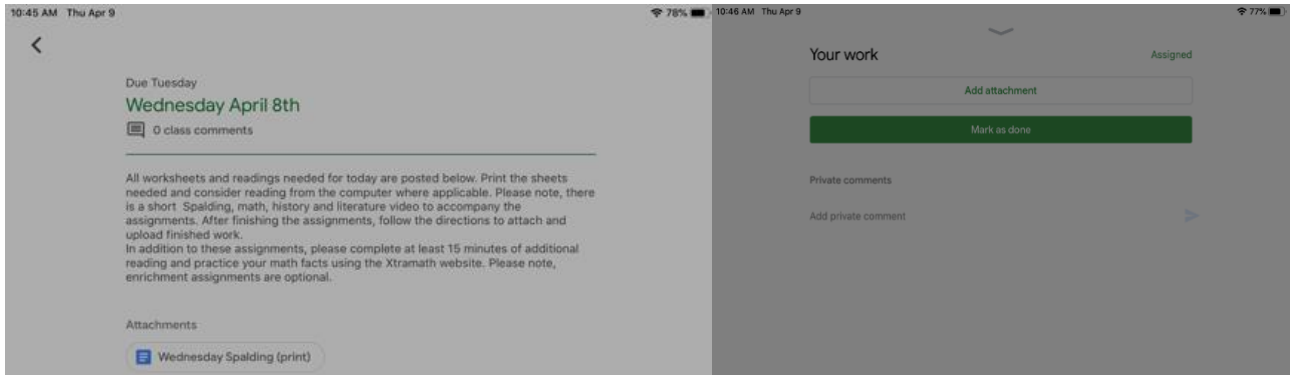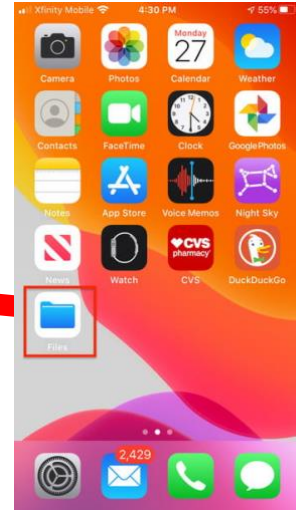
Using iPhone/iPad (using iCloud app)

> 🔴 **Prefer to Watch a Video?**
> **Resource:** [Video Walkthrough for Using iPhone to Scan Files](#)

1. Make sure the Google Classroom App is installed, and you are signed in to your student's school-issued account.

2. Locate and open **Files** on your iPhone.

3. Once you open the **Files** app, make sure you are connected to iCloud and can access your **iCloud Drive**. You do this by selecting the **Browse** icon at the bottom of the screen.
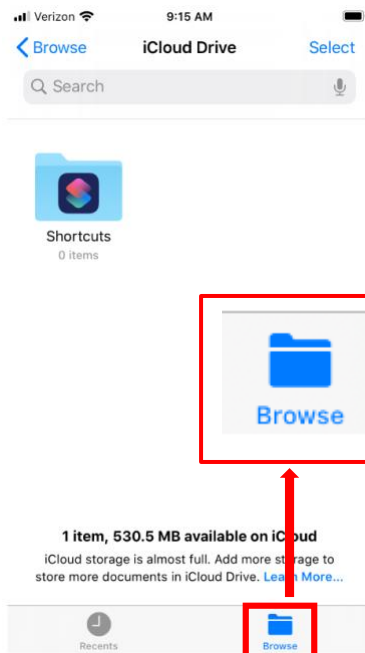
**Clicking on "Browse" will open this menu. Make sure iCloud Drive is available.**
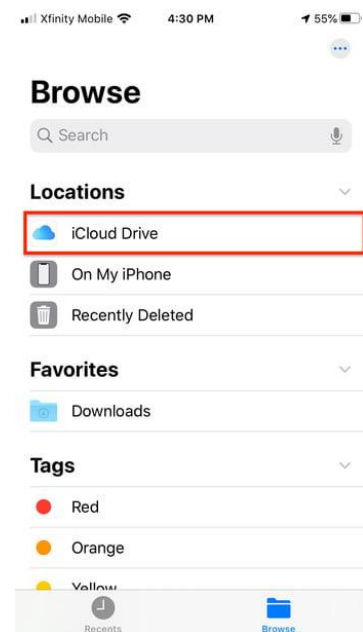
4. From the **Browse** menu, tap the three dots at the top right of the screen. A menu will appear at the bottom of the screen. Tap **Scan Documents** to activate the camera.
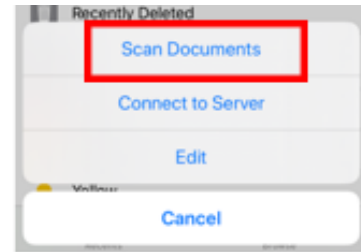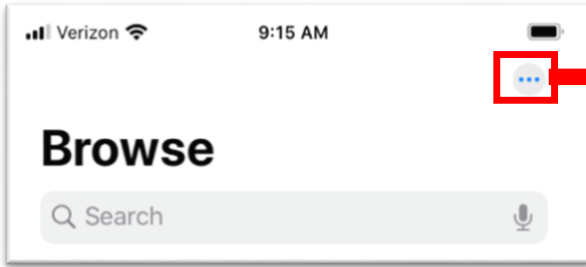
5. For best scanning results once the camera is activated, position the white paper on a solid dark color with good lighting, and then hover the phone above it.

A blue screen will show the area the phone is trying to scan. Either the scan will happen automatically, or you can tap the shutter button.
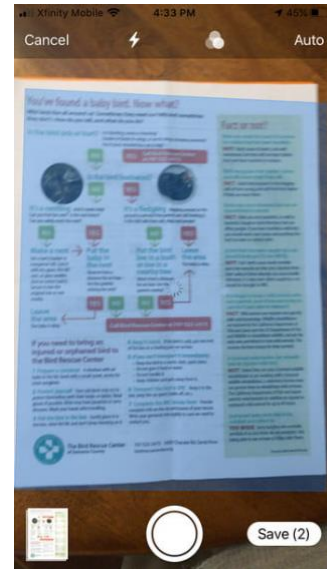
6. After the camera captures the first page, you'll see a notification that says **Ready for next scan** at the bottom. Position the next page the same way as the first so the camera can grab the image. Continue until all pages are scanned.
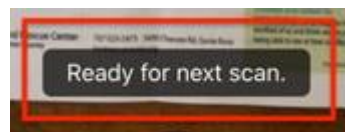
7. When finished, tap the **Save** at the bottom of the screen. A new screen will appear asking to choose a location to save the scans. Select **iCloud Drive**.
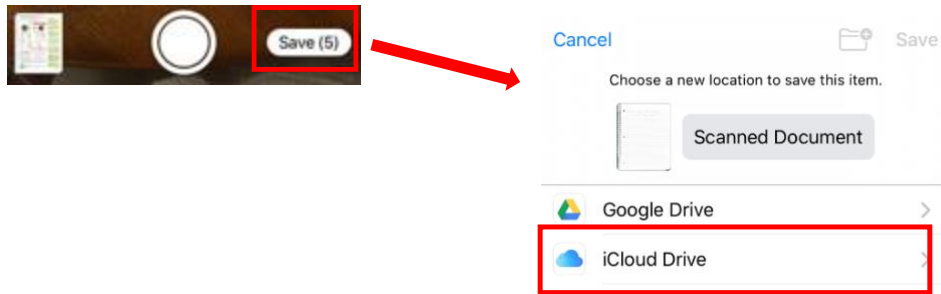
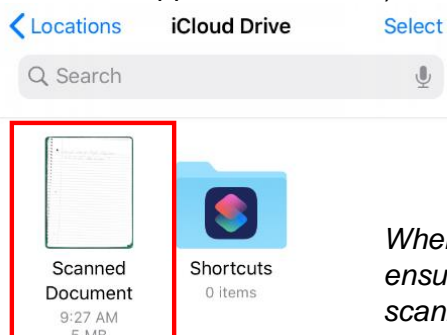8. Once the scans are saved in the iCloud Drive, you will be able to grab them to submit them through the Google Classroom app. (See "Submitting an Assignment from Google Classroom App" for directions.)

These documents can be uploaded through the Google Classroom app.

*When submitting through Google Classroom, select **File**, ensure the **iCloud Drive** is selected, then tap the saved scanned document file to select it for upload.*

Using iPhone/iPad (Notes and Google Drive Apps)

> **Prefer to Watch a Video?**
> **Resource:** Video Walkthrough for Using iPhone to Scan Files

1. Make sure the Google Classroom App is installed, and you are signed in to your student's school-issued account.

2. Open the **Notes** App on your phone and tap on the **New Note** button in the bottom-right corner of the screen.

3. Next, tap on the plus or the camera icon (whichever appears for you).
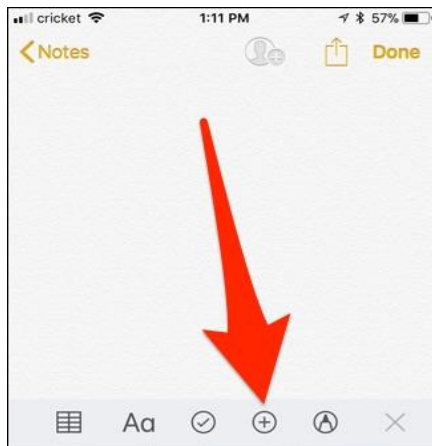
4. Select **Scan Documents** when the pop-up appears.

5. For best scanning results once the camera is activated, position the white paper on a solid dark color with good lighting, and then hover the phone above it.

A yellow screen will show the area the phone is trying to scan. Either the scan will happen automatically, or you can tap the shutter button.
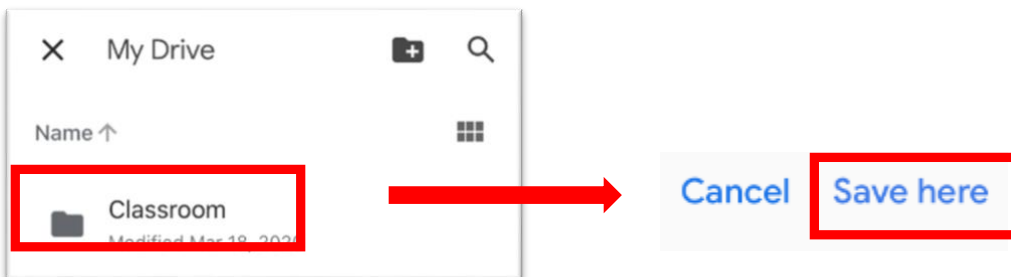
6. After you scan your first document, you can continue to scan more documents if you need to. Otherwise, tap on **Save** when you're done.

7. Tap the upload icon in the top-right corner then choose **Google Drive** from the options that appear at the bottom of the screen.
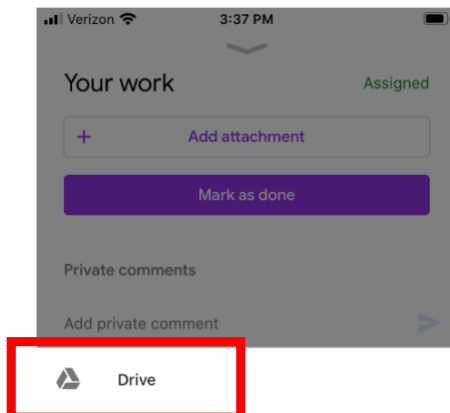

8. Select the correct classroom folder from **My Drive**, then touch **Save here** at the bottom of the screen.

9. Touch **Upload** in the upper right corner of the screen.   UPLOAD

10. Once the scans are saved in **Google Drive**, you will be able to grab them to submit them through the Google Classroom App. (See "Submitting an Assignment from Google Classroom App" for directions.)

*When submitting through Google Classroom, select **Drive**, then find the correct file in the **Classroom** folder.*

Using Android (Google Drive App)

> **Prefer to Watch a Video?**
> **Resource:** Video Walkthrough for Using Android to Scan Files

1. Make sure you have the Google "Drive" App installed on your phone.

2. On the app, tap the circle on the top right and sign in to the student's Google Classroom account. This ensures that scans can be submitted in Google Classroom later.

3. Tap the "+" button in the lower-right corner of the home screen to scan documents into Drive.
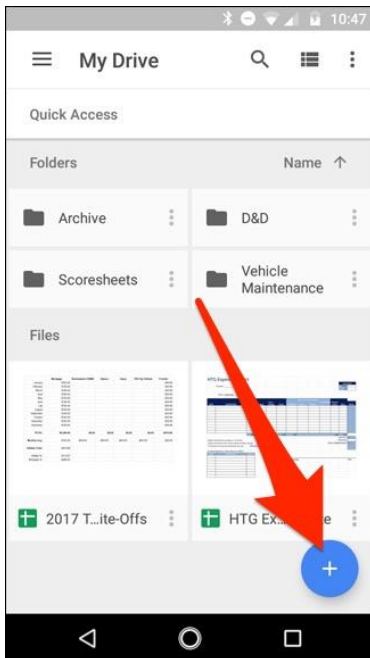

When the menu slides up from the bottom, select ***Scan****.*
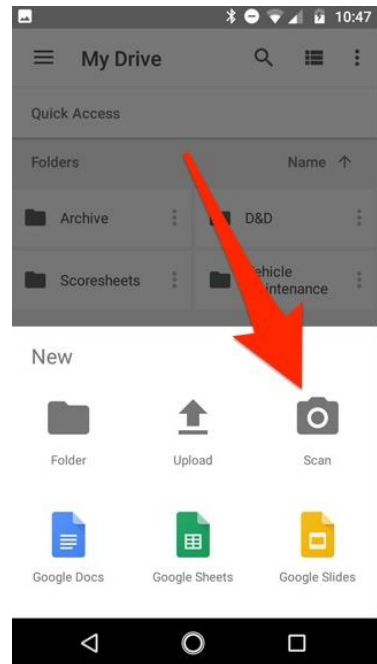
4. It may ask for permission to access the phone's camera. If so, tap on **Allow**.
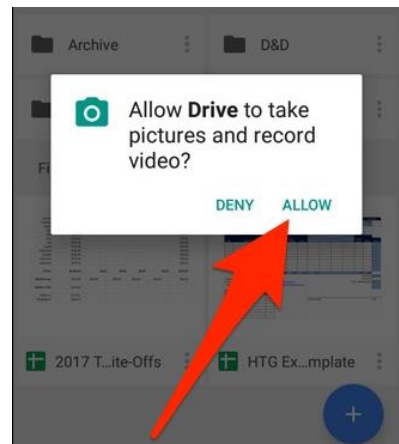
5. When you are ready to scan your document, fill up the screen with the document as much as you can and tap the blue capture button. You can also shed a little light on the document by tapping the flash icon next to the capture button if your device has a flash. If your device doesn't have a flash, this option won't appear.
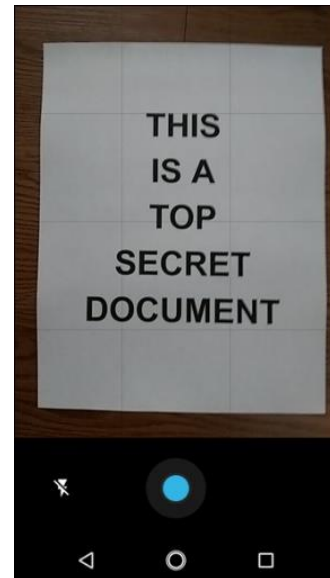
6. You have three options immediately after scanning something:

   a. Tap the **plus** icon to add more pages to the document. Use this to scan multiple pages for the same assignment.
   b. To redo a scan, tap the **circular arrow** in the middle.
   c. Tap the **checkmark** icon to finish and upload the document to Google Drive. Store it in a folder you can find easily.

7. The three dots in the upper-right corner let you delete, rename, and rotate the scan if need be. The document should be saved in your Google Classroom drive.

Screenshots and directions adapted from
www.howtogeek.com