Google Classroom Family Guide

Google Classroom is the distance learning platform that has been selected by the Oxford Academy and Central School. This platform allows teachers to post assignments and messages for their students. Students complete these assignments and turn them into the Classroom as digital files.

Families can receive automatic "Guardian Summaries" of assignments and whether or not they have been turned in by the due date. Please contact your student's teacher if you would like to begin receiving these summaries. In order to protect our student's privacy, only teachers and students are allowed to join a Google Classroom.

To Join a Google Classroom
- Go to classroom.google.com or open the Classroom App on your device to get to the Google Classroom home page.

- The first time you login, you will need to select "**Student**" as your role.

- If a teacher has already enrolled a student in their classroom, you will see the name of the class, click "**Join**".

- If you have a **Class Code**, click on the "**+**" on the top of the right page. Enter the **Class Code** and click "**Join**". The class will now appear on your Google Classroom home page.

Google Classroom Home Page

This page shows all of the classes that you are enrolled in, or have been invited to join. From this page you can enter a Google Classroom, check on your Classwork, and adjust your settings.
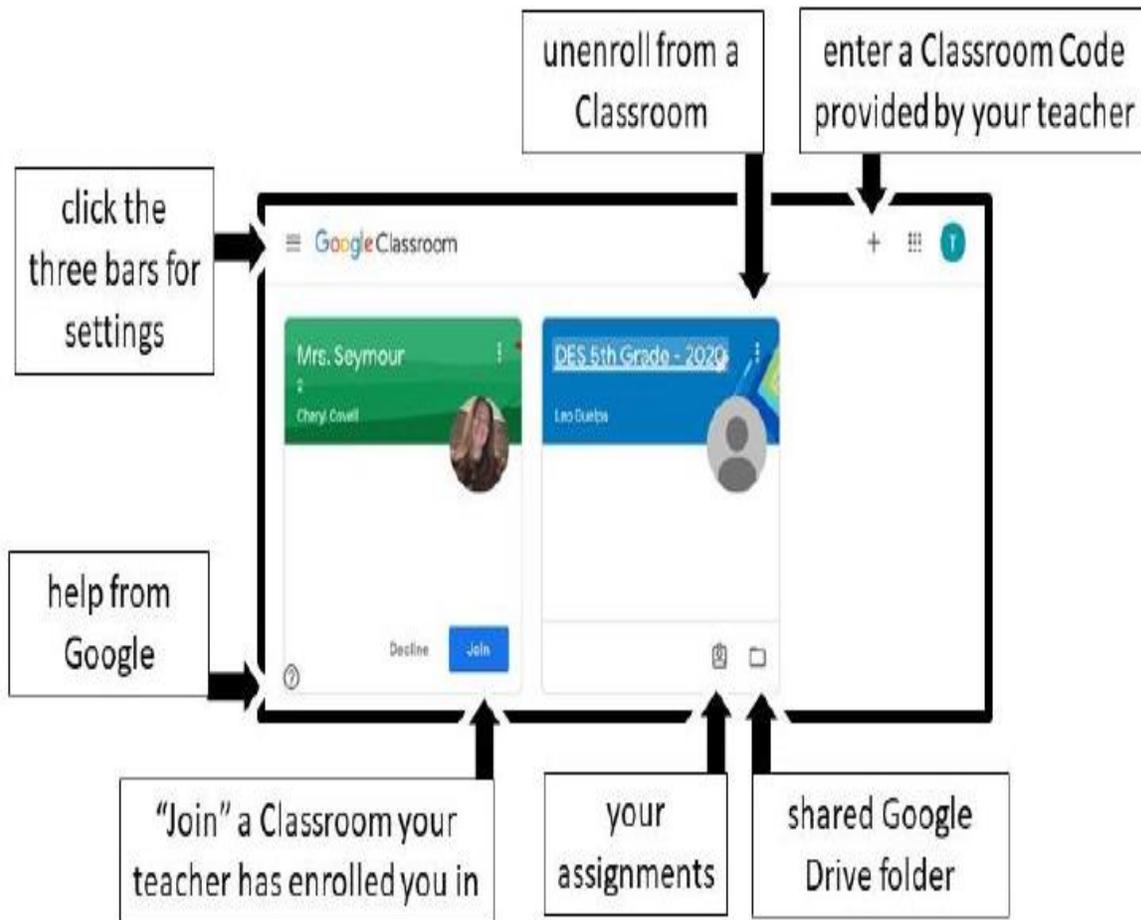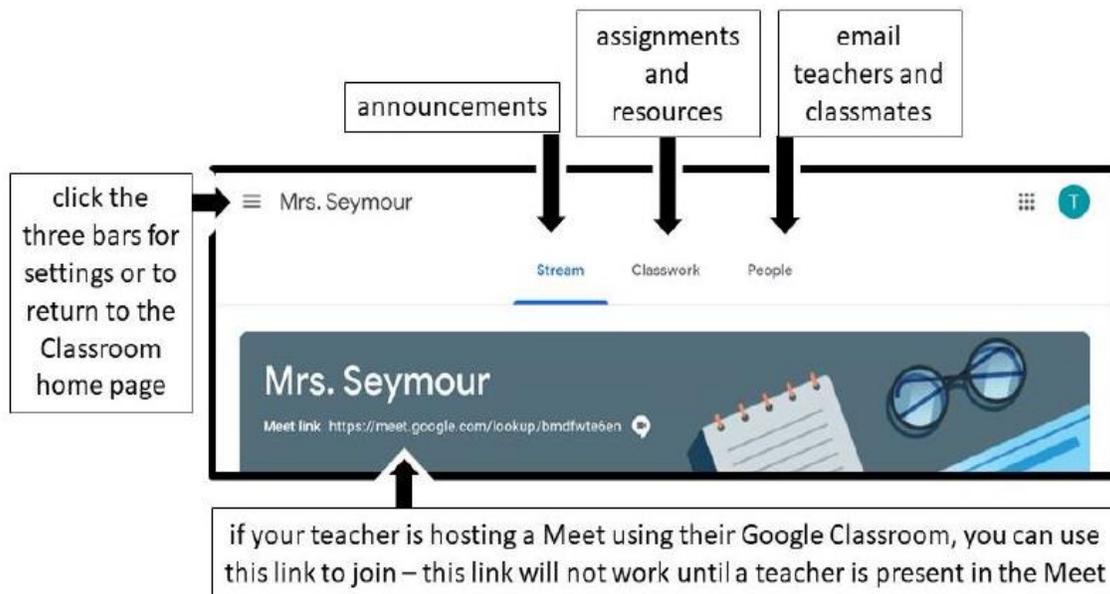
Google Classroom Stream

Stream: This is the home page for the Classroom and contains news and announcements. Teachers control whether or not students have permission to post comments that can be seen by other students.
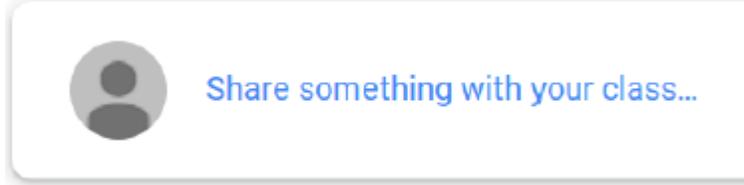
Classwork: Assignments are posted on the Classwork page. Students can see what is due and submit work.

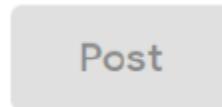**People:** Students can see a list of their teachers and classmates and send them emails.

announcements

assignments and resources

email teachers and classmates

click the three bars for settings or to return to the Classroom home page

≡ Mrs. Seymour

Stream   Classwork   People

Mrs. Seymour

Meet link https://meet.google.com/lookup/bmdfwte6en

if your teacher is hosting a Meet using their Google Classroom, you can use this link to join – this link will not work until a teacher is present in the Meet

To Post to the Stream

- To begin a post click

  Share something with your class...

- To add an attachment click

  🔗 Add

- Make a post visible by clicking

  Post

Anything posted on the stream can be read by teachers and classmates so remember to always be appropriate and thoughtful about what you post.

You may receive email notifications when posts and/or comments are added to the Stream. These notifications can be changed in Settings.

Classwork Page & Assignment Details
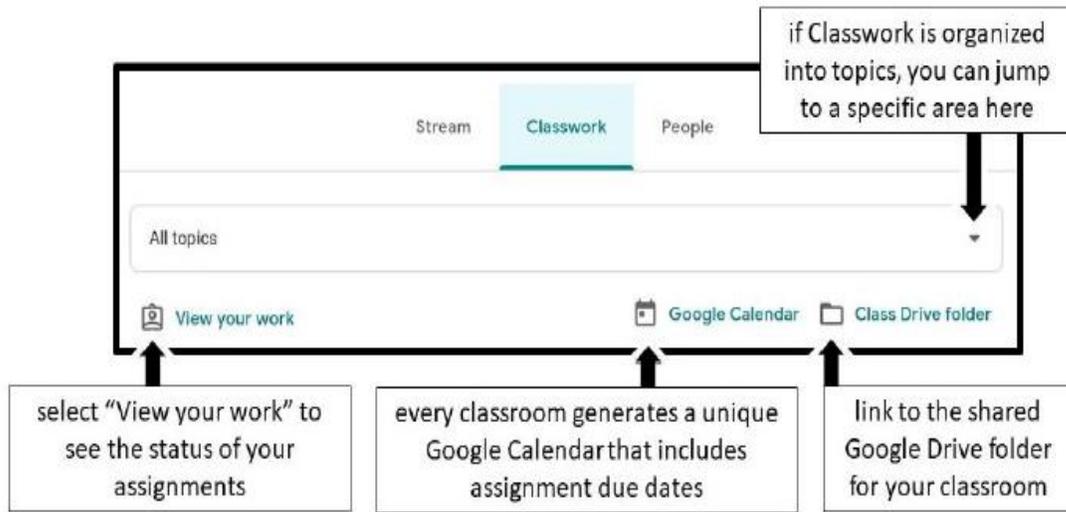
This Classwork page includes a list of all assignments and resources. You can tell the difference by looking at the icon.

- Assignments that need to be completed have a clipboard icon and list a due date.

- Once an assignment has been submitted, the icon turns from dark grey to light grey.

- Resources, which are informative but do not require a student to submit any work, have a grey bookmark icon and give the date the information was posted.
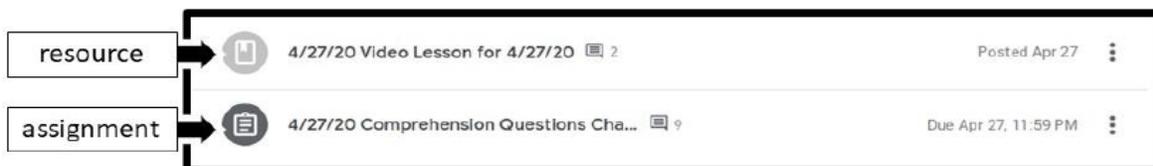
Click on the title of a resource or assignment to see a preview of the assignment, click "View assignment" at the bottom of the window to see the assignment details. You can also see an assignment directly from the "View your work" page.
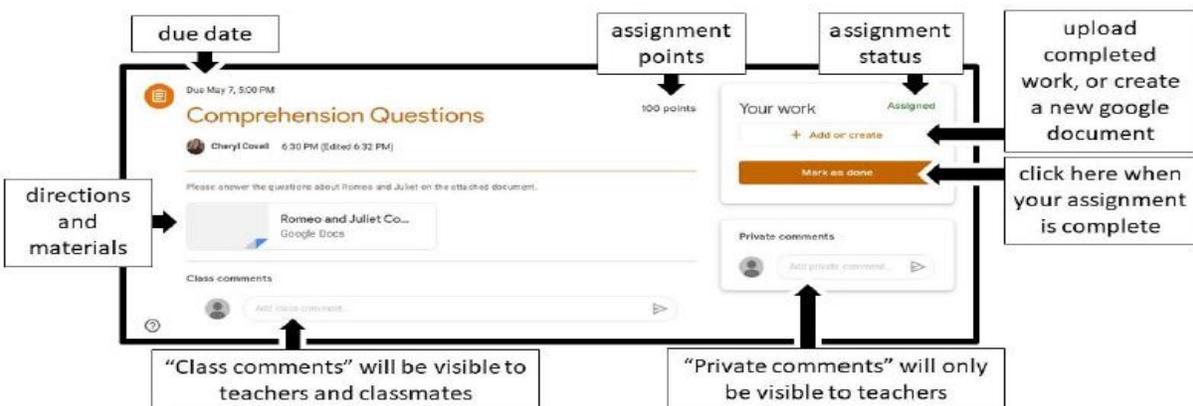
Submitting Classwork

Basic Assignment

- Read the directions and access the linked files to complete the assignment.

- If asked to upload a file, or to create a new Google Doc, Google Sheet or Google Slide click. **+ Add or create**

- When you are ready to submit, click **Mark as done**

- If you have not attached any work, a pop-up window will appear letting you know that your teacher will see that it has been marked done, but will not get any attached files. If this is correct, click "Mark as done" to submit your work.

- The assignment details will now show this assignment as "Turned in".

Assignment using Google Docs, Slides, Sheets, or Forms

- Read the directions and access the linked Google file.

- Complete the assignment by working directly in the file that was shared by the teacher.

- When you are finished, click on **"TURN IN"** in the top right corner of the Google file. Do not click on the "Share" button as this will not submit the work to Google Classroom.
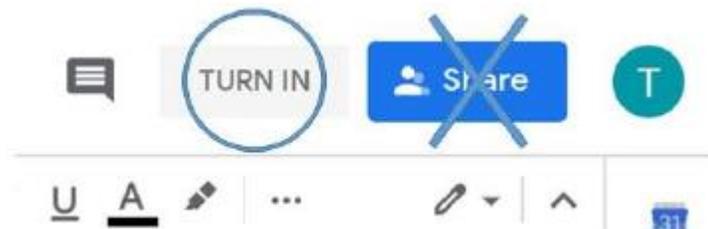
- • A pop-up window will appear asking if you are sure you want to "Turn in your work?" Click "Turn In" to submit your work to Google Classroom. Once you have submitted your assignment, you can no longer edit the file.

- The assignment details will now show this assignment as "Turned in".

If you need further assistance, please contact us!

Oxford Academy and Central School Technology

Jennifer Davis – jdavis@oxac.org / 607-843-2025 ext:3248

If no one is available, leave a message and someone will return your call. Calls made after 3:00 PM will be returned the following business day.