MOUNT SINAI UNION FREE SCHOOL DISTRICT
118 North Country Road
Mount Sinai, New York 11766

Google Classroom Student Information
classroom.google.com

With Google Classroom…
- ✓ Teachers can create and review student assignments, post announcements, and send messages to individual or all students.
- ✓ Students can easily submit assignments and work collaboratively with others.
- ✓ Pages are private, so only students that join the class can view the teacher's *Classroom* page.

LOGIN INFORMATION

To access your Mt. Sinai Google Classroom account, go to: http://classroom.google.com   *or*
Go to the High School or Middle School website and click the Google Apps for Education link listed under Students.

Use the following credentials to login:

Username: *current Mt. Sinai computer username followed by @mtsinai.k12.ny.us*
For example, John Doe's username would be jodoe@mtsinai.k12.ny.us.

Password**:** *current Mt. Sinai computer password*
This is the same password you use when logging in to our school computers.

Next, scroll down to the *Get started using Classroom* section and select **Student**.

JOIN A CLASS

To join a teacher's *Classroom*, students should:
- Login to Google Classroom
- On the Home page, click +
- Enter the unique class code given by your teacher and click *Join*
- Your class will now appear. Repeat if you have other classes to join.
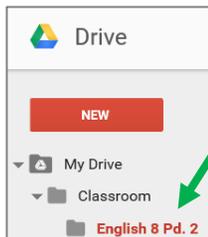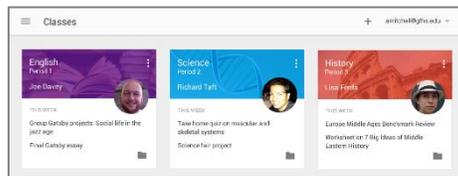

When a student joins a teacher's *Classroom*, a folder for that class will automatically be made for the student within their Google Drive *Classroom* folder.

This folder will automatically store all of the student's files that they create and submit via the teacher's Google *Classroom* page.

CLASSROOM PAGES

Once you join a teacher's *Classroom*, you will see that it is made up of three pages: **Stream, Classmates,** and **About**:
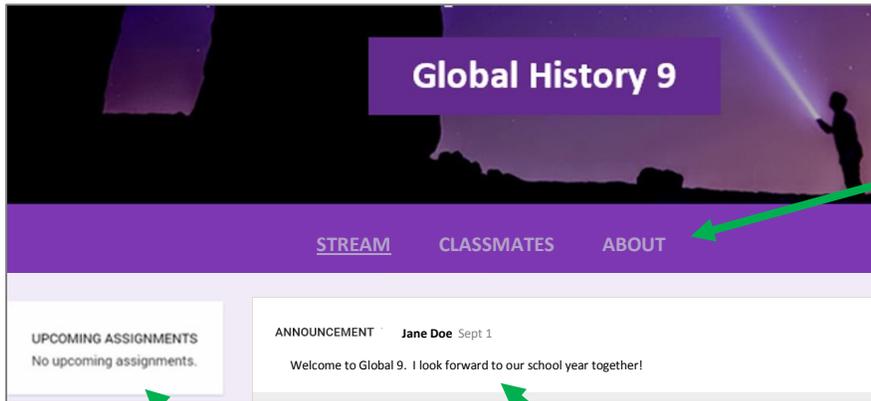
Stream: All teacher announcements and assignments will appear here.

Classmates: View your classmates.

About: Provides a place for teachers to post important class info, such as the syllabus, grading policy, etc. You can also access the calendar to view upcoming assignments and access the *Classroom* folder within Google Drive.

View upcoming assignments here.   Look here for messages and assignments.

VIEW ASSIGNMENTS

There are two ways that students can view assignments:
1. When on the **Stream** page, you will see what announcements or assignments your teacher has posted. Click on an assignment to view additional information and to get started on your work.

2. You can also go to the **Assignments** page to view assignments for *all* classes. On this page, assignments are listed in the order that they're due and you can also filter it so that you only see assignments for a particular class.
   - Login to Google Classroom.
   - Click [≡] and choose **Assignments.**
   - Click on any assignment to view additional information.
     - Assignments are sorted by *To-Do* and *Done*.
     - If a completed assignment is graded, the grade will show.
     - If your teacher provided feedback, you can see it by clicking on the assignment.

SUBMIT AN ASSIGNMENT

There are two ways that a teacher can have you complete an assignment in Google *Classroom*:
1. **Turn in: This option is used when you have a file that you need to submit or *turn in* to the teacher.**
   Teachers can view your attached files before you click *Turn In*. This can be helpful if you need your teacher to review a file before you officially submit an assignment to be graded.
   - Go to your class and click the assignment you want to work on.
     - If your teacher attached a file or video, click the file's icon to view it.
     - To submit work from an already existing file, click *Add*.
     - To create a new file, click *Create* and choose the file type.
   - If need be, you can add a private comment to your teacher and click *Post*.
   - When you are finished, click *Turn In*.
   - Click again to confirm.
   - The status of the assignment changes to *Done.*

2. **Mark done: If the assignment requires no files to be submitted to the teacher, you can just mark an assignment as *done* after you complete the assigned task.**
   This option could be used if the teacher assigns you to read an article, watch a video clip, etc.
   - Go to your class and click the assignment you want to work on.
   - Complete the assignment task.
   - If need be, you can add a private comment to your teacher.
   - Click *Mark As Done*.
   - Click again to confirm.
   - The status of the assignment now changes to *Done.*

UNSUBMITTING AN ASSIGNMENT

You can edit an assignment after submitting it. However, any assignment *turned in* or *marked as done* <u>after</u> the due date is considered late.
- Go to your class and click the assignment you want to edit.
- Click *Unsubmit*.
  Note: Your status for this assignment changes to *Unsubmitted* so make sure you *resubmit* it before the due date.
- Make your changes for the assignment.
- If need be, attach any new file or link.
- If need be, add a private comment to your teacher.
- Click *Turn In*.
- The status of the assignment now changes to *Done*.

VIEW A RETURNED ASSIGNMENT

After a teacher returns an assignment, you can view it on the **Assignments** page or the class **Stream** page.
Follow the directions on the previous page on how to *View Assignments*.

CALENDAR

Use the calendar to view assignments and due dates for all of your classes or filter it so that you only see assignments for a particular class.
- Login to Google Classroom
- Click and choose **Calendar**.
- In the calendar, you can click on any assignment to view additional information.

PROFILE PICTURE

- Login to Google Classroom
- Click the Classroom Main Menu to access the
- Click *Change profile picture*

VIEW AN ARCHIVED CLASS

After you complete a class, the teacher may choose to archive it. You can still view the class materials, your assignments, and postings in the class stream, but you can't submit or remove anything.
- Login to Google Classroom
- Click the Classroom Main Menu and select *Archived classes*
- Select the class you want to view