

Google Classroom: Student View

*You can download the Google Classroom app on your smartphone or table to access and work in Google Classroom.
Turn on the NOTIFICATIONS!*

*If you using the Classroom app, you will also want to download any Google Apps that would be used in the class.
(Docs/Sheets/Slides). These apps are free and will allow you to open the documents on your phone or tablet.*

To Access Google Classroom:

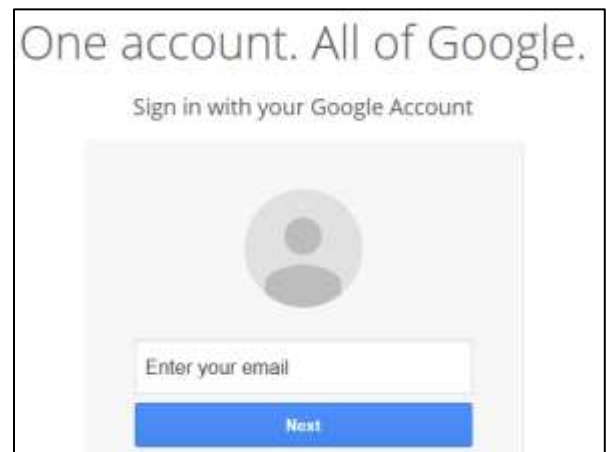
1. Go to the MCSD Webpage (www.mcsdk12.org).
2. Click on **CLASSLINK** in the menu at the top.



3. Click on the **Google Classroom** icon.



4. If prompted, enter your **SCHOOL DISTRICT EMAIL ADDRESS** and press **NEXT**.
5. Enter your **SCHOOL DISTRICT PASSWORD**.
6. When connecting your account for the first time, click the **STUDENT** button.

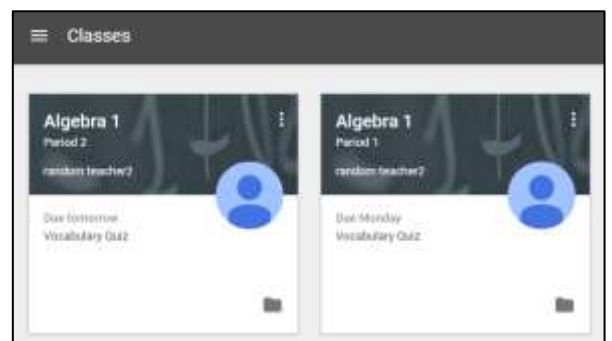


**ALL Mifflin County students will log in with:
username@mcsdk12.org**

Opening a Class:

After you log in to Google Classroom, you will be taken directly to the dashboard where all of your classes will be listed.

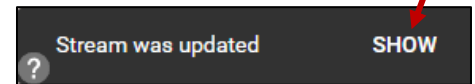
Click on the name of a class to open it.



If you need to join a class and you have a code, click the “+” sign in the top right corner of your dashboard and enter the code in the pop-up box.

If a new post is made by a teacher while you are working in the class, a dialog box will appear indicating that the stream was updated. Click **SHOW** to refresh the page.

You also have the option of downloading the app for quick access. If your notifications are turned on, you will receive a message when the teacher has posted to Google Classroom.



***NOTE:** If you choose to download the Google Classroom app, you should also download any Google Apps that would be used in the class. (Docs/Sheets/Slides). This will allow you to open the documents on your phone or tablet.

Viewing Announcements and Assignments:

In the **STREAM** tab, you will see a running list of all announcements and assignments posted by the teacher.



To view just the assignments, click on the **CLASSWORK** tab.

To Open an Assignment:

Click on the name of the assignment. If any documents were added to the assignment, you will see a link to those under the title and directions.

Click **VIEW ASSIGNMENT** at the very bottom to open the assignment and view the **TURN IN** area.



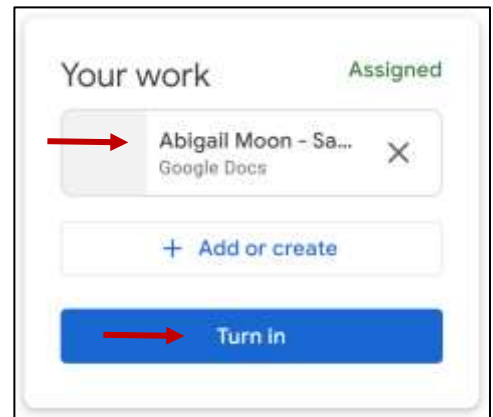
After you turn in an assessment, your status will go from **Assigned** to **Turned In**.

To Open an Attached Document:

Click on the name of the document to open it.

***NOTE: A teacher may have included more than one attachment within the assignment. Each one will be listed separately.**

Types of Attachments and Turning In:



Links and YouTube Videos: Click the link provided to open.

Google Assignments: Docs, Slides, and Sheets will open directly with the Google program.

***Most teachers will use this method to provide documents to students as it is much easier for the student.**

- Complete the assignment.
- Google Docs will automatically save as you are working. Google Docs do **NOT** have a save button.
- If you do not finish in one setting, simply close the program. When you are ready to return, **open the assignment in Google Classroom** and pick up where you left off. All of the prior work you completed will be visible as Google Docs automatically saves.
- When you are finished with the assignment, click the **TURN IN** button in the top right corner of the Google Doc. You will be redirected to your Google Classroom. You will be prompted again to submit the document. Press the **TURN IN** button again.
- You can also submit the assignment directly from Google Classroom. Close the Google Doc and return to the assignment page. Click **TURN IN** under the document link.

PDFs, Word Documents, PowerPoints, Pictures, etc.: Any document that is not a Google item will open in a preview. You will need to decide how to open the document.

***Most teachers will NOT use this method to provide documents to students.**

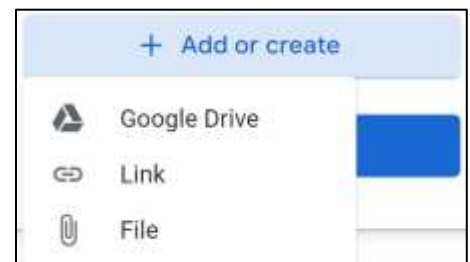
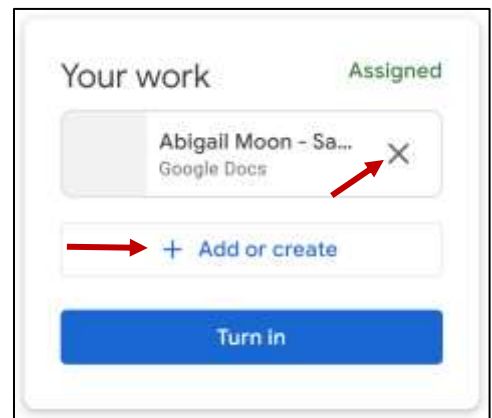
- For **Word documents**, you can choose to open it with Google Docs. Click the drop-down arrow next to **OPEN** and choose **Google Docs**.



***NOTE - If you choose to open the assignment in a Google Doc and do not finish the assignment in one class setting, you can click the "x" to close the Google Doc tab. The work you have done is automatically saved. To access the document you worked on, you will need to open your GOOGLE DRIVE (not Classroom) and navigate to your class folder. You will see both the original Word document and your Google Doc. The work you have done is in the Google Doc. You can NOT access your work through Google Classroom. If you click the document link in Google Classroom, it will open a BRAND NEW document. You will not see your completed work.**

- If you prefer to work in Word, click the **DOWNLOAD** button to download a copy of the document to your computer. Download is the only option for a PDF file.
- You have a **PRINT** option as well.
- Complete the activity. You will then need to **UPLOAD** your work.

- Return to the Assignment page.
- **DELETE ALL DOCUMENTS GIVEN TO YOU** by pressing the “x” at the end of the line. These documents are just templates and do not have your work on them.
- Click the **ADD or CREATE** button.
- If you completed the work as a **Google Doc**, click the **GOOGLE DRIVE** option. Find your saved work. Click it once and press **ADD**.
- If you complete the work as a **Word document**, click the **FILE** option. Press the button **SELECT FILES FROM YOUR DEVICE**. Find your saved work. Click it once and press **ADD**.
- If your completed work is not on a computer, you can take a picture of your work and upload the picture using the app on your smartphone. You could also save the picture to your computer and upload it using the **FILE** option. Another option is to use your smartphone or tablet to turn your picture into a PDF using these [directions](#) for Adobe Scan (free app). A PDF can easily be commented on by the teacher to provide you with feedback.



- After you upload your document, press the **TURN IN** button to submit your completed work. You can turn in more than one document at a time, however, you must upload all of your documents before you press **SUBMIT**.

After submitting an assignment, your status will change to **SUBMITTED**.

- If a teacher reviews your work and adds comments or asks you to correct something, they can **RETURN** the document to you. The status of your submission will change to **RETURNED**. You can make the corrections and view the feedback. If necessary, you can **RESUBMIT**.
- Once a Google Doc is submitted, you only have Viewing Access to it through Classroom. If you submitted prematurely or you need to make a correction, you can choose to **UNSUBMIT** the assignment. When you are finished, submit the assignment again.

Viewing Comments:

Google Assignments (Docs/Slides/Sheets):

- Open the document through the assignment page.
- The document will automatically open in the Google program.
- Comments will be listed on the right side of the document.

PDFs, Word Documents, PowerPoints, Pictures, etc.:

- Open a preview of the document by clicking on the name of the turned in document.
- If you do not see the comments in the preview, click the 3 dots in the top right corner and choose **OPEN IN NEW WINDOW**. The comments will then be visible.



Calendar:

- A list of upcoming due dates is listed on the Classroom Homepage.
- If you click **VIEW ALL**, you will be directed to a **TO-DO** page where you will see a list of all assignment titles which are direct links to each assignment. This **TO-DO** page can also be accessed through your **Main Menu** icon in the top left corner of your dashboard.
- You can view your assignments in a calendar form as well.
- Click the **Classroom Main Menu** icon in the top left corner of the screen and choose **Calendar**.
- The assignments will be listed by the week.
- If you are enrolled in more than one class, you can choose to view all of your class assignments on one calendar by clicking the drop-down arrow at the top and choosing a specific class or all classes.
- This Classroom Main Menu also provides quick access between classrooms.

