Google Classroom Guide for Parents/Guardians
Flowing Wells School District

HOW DOES MY CHILD ACCESS GOOGLE CLASSROOM ON A COMPUTER/CHROMEBOOK?
- Go to https://classroom.google.com in the Chrome browser.

HOW DOES MY CHILD JOIN THEIR CLASS?
- Select the '+' sign in the top right corner of your Google Classroom homepage. If you hover over it with your mouse it says, "join a class."
- After selecting the '+' sign enter the join code provided by your classroom teacher.

WHAT IF MY CHILD'S CLASS JOIN CODE IS NOT WORKING?
- Check to see if the active account is your child's Flowing Wells Google Education account *(firstname.lastname@fwusd8.org)*. You can check this by hovering over the circle in the upper right hand corner of the computer screen.
- If the account is correct, next verify that you are entering the Join Code with the correct characters. The code may have easily confused letters/numbers (e.g. letter "o" or number zero).
- Using an alternative email/google account will not allow access to a specific Google Classroom even if the parent/guardian has the correct Join Code. Only an fwusd8.org account may enter the Classroom.

HOW DOES MY CHILD NAVIGATE GOOGLE CLASSROOM?
- From the class's homepage, above the title of the classroom, you will see multiple tabs. The "Classwork" tab is where all of your child's class materials, assignments, etc. will be housed.
- Click the title of an assignment/material which opens a drop-down window.
- In the drop-down, click on a button labeled "View material, "View assignment," etc. to read corresponding directions in a new window.

HOW DOES MY CHILD TURN IN WORK?
- In an assignment window, you will see a box labeled "Your Work" in the upper right corner– this is where your child will submit a work product.
- Depending on the assignment, your child will turn in an already attached file that their teacher created, create their own Google file, or add files to the assignment.
    - If there is already an attached file, you will click on the file to complete the assignment and it will open in a new window. Click the "TURN IN" button in the upper right hand corner of the document once complete.
    - If there is not a teacher-created file in the "Your work" box, click "Add or create" to complete the assignment. You will need to click the "Turn in" button below to submit the work product.
    - To submit a photo of your work product (i.e. hand-written on paper) through your device's webcam, click on the launcher/search bar and type 'Camera.' This will open the webcam camera and you can take a photo. Go back to the assignment in Google Classroom and select "Add or create," then "File," then "Upload," then browse to find it in either your 'Downloads' folder on a Chromebook or your 'Photos' folder on a personal device, select the appropriate photo and finally select "Turn in."

HOW DOES MY CHILD CHECK THEIR RETURNED WORK FOR FEEDBACK?
- View private comments from teachers in Google Classroom in one of the following ways:
    - from the Classwork tab select "View your work" on the top left
    - from the Stream tab select "View all" in the 'Upcoming' box on the left
- Once you are viewing "Your Work" you will see a comment icon next to any assignment with a comment to view. Select the assignment to view the comment.