DT4E PARENTS

Understanding How Children Use Google Classroom

It is recommended that parents with young children familiarize themselves with the online platforms that their children use, especially for their online classes. This can enable them to help their children navigate online platforms such as **Google Classrooms** and identify issues they might encounter.

How students access a class in Google Classroom

There are **three ways** a teacher can invite your child to join a class (or classes) in **Google Classroom**:

- **Class Link**
- **Class Code**
- **Email Invite**

In all these steps, the students must first sign in using an authorized **Google account** (e.g., school-assigned Gmail) to access **Google Classroom**.

TIP

After you enroll in a class on one device, there is no need to enroll again if you want to access it on another device.

Content Source: Google Classroom

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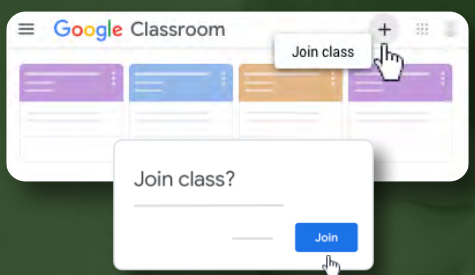
How students access a class in Google Classroom

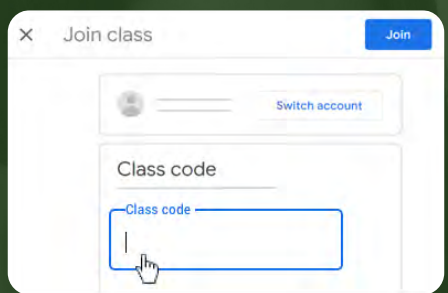
Here are the steps to joining a class from an **Android** mobile device[1]:

Class Link
shared by the teacher



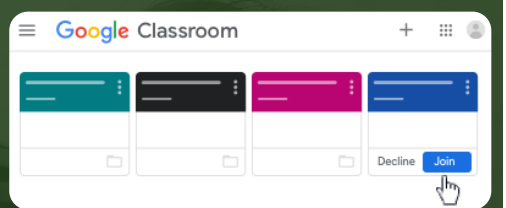
1. Tap ⋮⋮⋮ and select **Classroom** .
2. Tap the **class link** the teacher shared.
3. Tap **Join**.

Class Code
given by the teacher



1. Tap **Classroom** .
2. Tap **Join class** + .
3. Enter the **class code** sent by the teacher, then tap **Join**.

Email Invite
sent by the teacher



1. Open the **class invitation** message sent by the teacher.
2. Tap **Join** in the invitation

TIP

Class codes are 6-8 characters long. They can include a combination of letters and numbers. There are no spaces or special symbols in a class code.

[1]The steps in joining a class from an Android device are nearly identical to an Apple device (iPhone/iPad). The layout and design elements slightly vary but the core functionality is the same.

Image Sources: Google Classroom Help Center, Google Classroom Help Community

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How to find new posts in Google Classroom

Your child will get an **email notification** when their teacher posts an announcement in Google Classroom.

The notifications are sent to your **child's email account**, which is linked to their Google Classroom profile.

The emails are **not delivered directly** through the Google Classroom interface.

TIP

While announcements trigger email notifications, these are still viewable within the **Google Classroom** interface under the **Stream** tab. Your child should see the full announcement content in **Classroom** even if they won't check their email.

Content Source: Google Classroom Help

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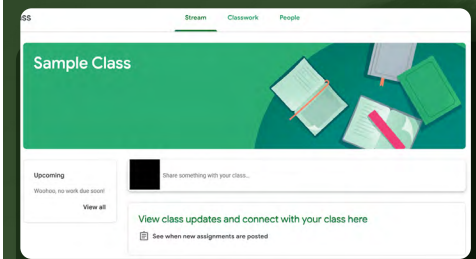
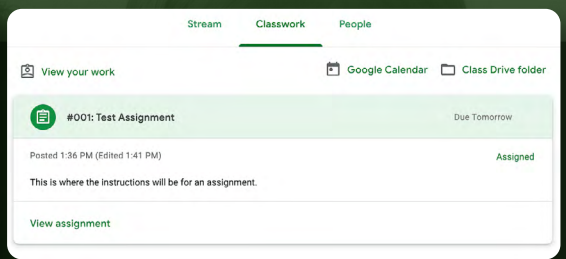
How to turn in an assignment

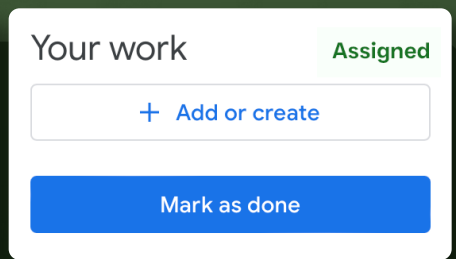
Your child may need to submit classwork online via **Google Classroom** by attaching documents, uploading photos, or using **Google Workspace** apps (e.g., **Docs**, **Slides**, **Sheets**, **Drawings**) and then attach them to their assignment.



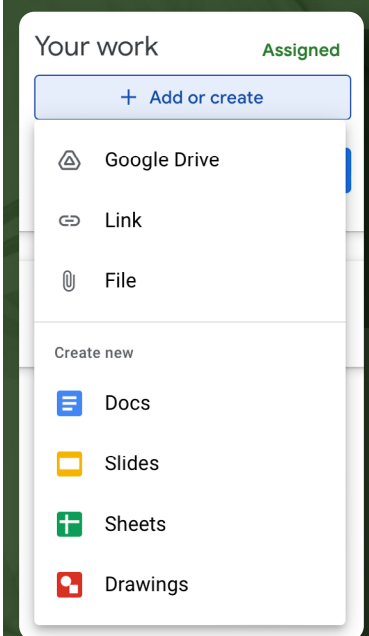
1 Select a class then tap **Classwork**.



2 Select the assignment that is due for submission.

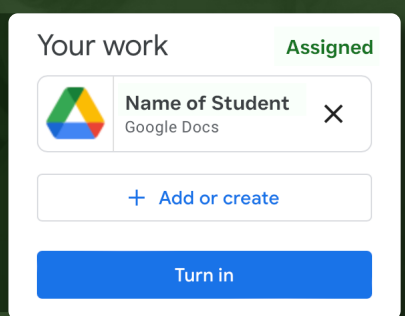


3 Tap **Your work** then choose **Add work**.



4 From here, your child can locate a file from **Google Drive** or the device, open the camera, or insert a link.

5 Tap **Add** to upload the file, image, or link then tap **Post**.



TIP # 1

Once done, remind your child to tap **Turn in** or **Mark as done**. Any assignment turned in or marked done after the indicated due date will be recorded as a late submission and may impact your child's grade for a specific task/assignment.

TIP # 2

Assignments can also be accessed from the **To-do** list. Once there, select the assignment due for submission then follow Steps 4 to 5.

Image Source: MagiCore

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How to make changes to a submitted assignment

It is possible to make changes to a submitted task/assignment but this must be done **before the due date** or **with permission from the teacher**.

Here's how:

1. To edit a submitted document, your child will have to tap **Unsubmit**.
2. Make the desired changes and then, resubmit the document.
3. Tap **Mark as done** or **Turn in** the submitted document.

Content Source: Google Classroom Help

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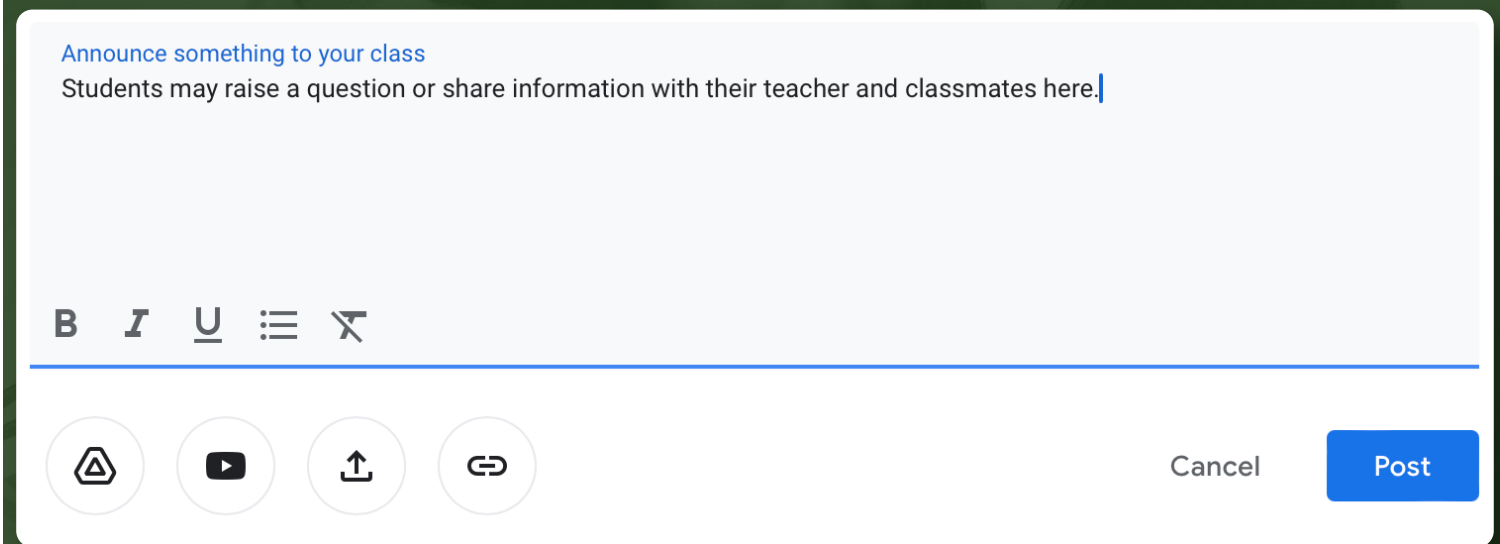
Learning other basic functionalities of Google Classroom

Creating a post.

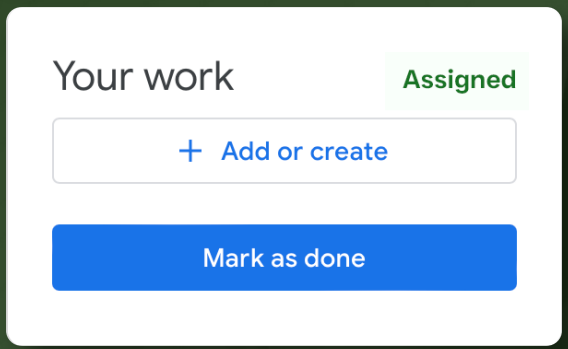
Your child may create a post in **Google Classroom** to raise a question or share information with their teacher and classmates. However, this is only possible if your child's teacher enabled this function.

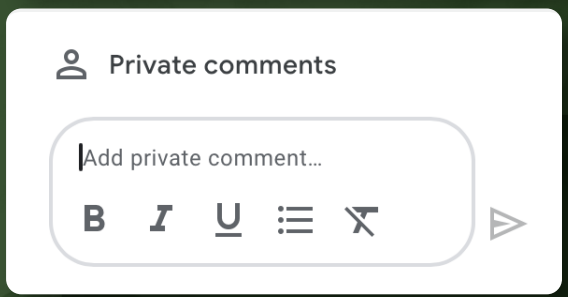


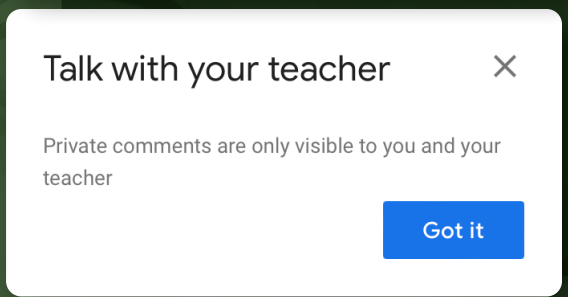
1. Once your child logs in, they must select the class they want to post in.
2. On the **Stream** tab, tap **Announce something to your class**.
3. Type the message and then, tap **Post** to share it with the class.

Content Source: Google Classroom Help

Learning other basic functionalities of Google Classroom







Sending a private comment to your teacher.

Your child may leave a comment on posts visible to the entire class or send a private message directly to a class teacher. For private messages, any teacher who is part of a class can view and reply to your child.

1. Once your child logs in, they must select the class of the teacher they want to message.
2. Then look for the post they want to respond to either in **Stream** or **Classwork**.
3. Tap **Add private comment**.
4. Enter the comment and then tap **Post**

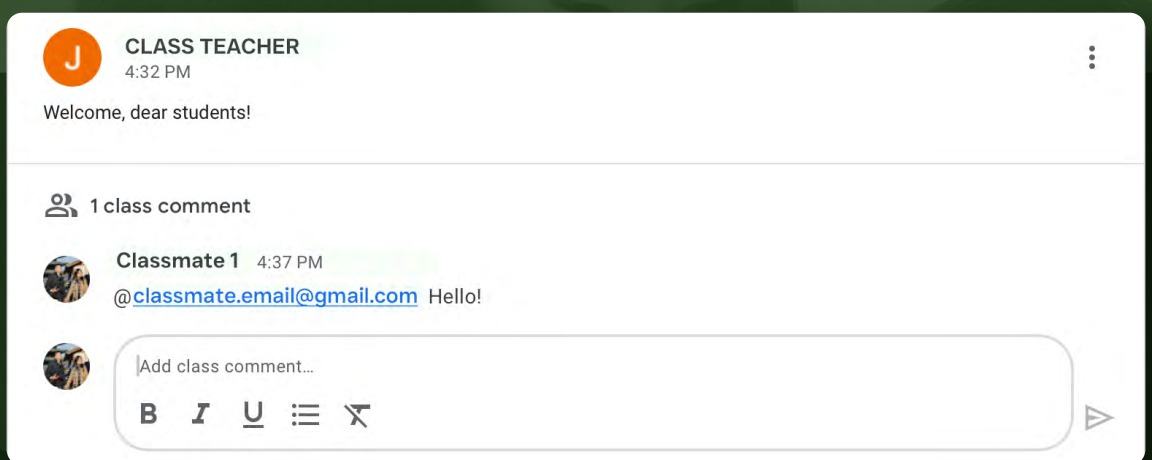
Remind your child that even after deleting a private message, this remains visible to the class teacher and any other teacher who is part of the class page.

Content Source: Google Classroom Help

Learning other basic functionalities of Google Classroom

Mentioning classmates in a post.

Your child can mention a classmate in a **Google Classroom** to call their attention and invite them to join a discussion.



1. On the **Stream** page, under a post, click **Add class comment**.
2. Enter **+** or **@** followed by the **person's email address**. As the name is typed, a list appears.
3. Select the **name of a classmate** from the list and press **Enter** to add them to the comment. If the name does not appear, entering the **full email address** of the person is an option.
4. Type the message and click **Post** ▷ to share the comment.

Content Source: Google Classroom Help

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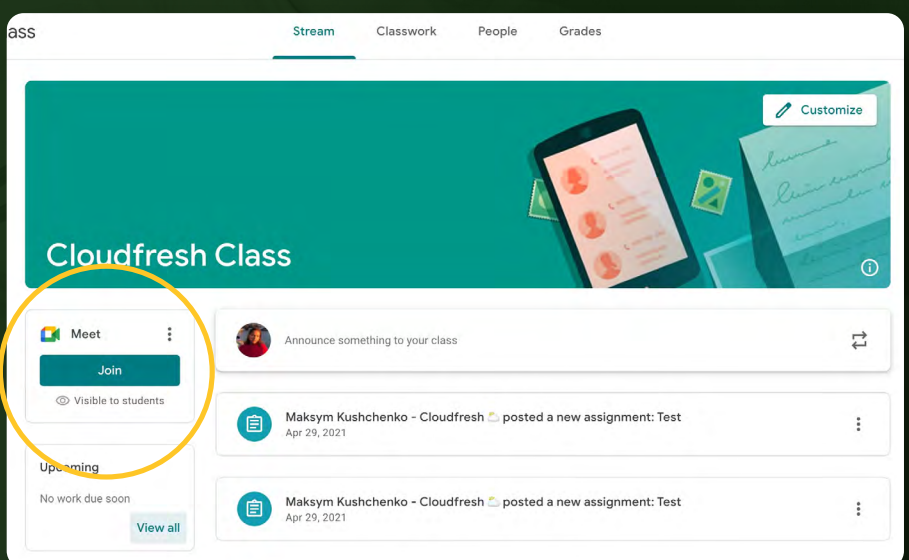
Learning other basic functionalities of Google Classroom

Joining a class meeting in Google Meet.

Classes will sometimes be held online using **Google Meet**, which is fully integrated into **Google Classroom**. This means that teachers can easily generate meeting links for each of their classes.

Students can access these links directly from their **Google Classroom**, either on the **Stream** page or **Classwork** tab. Notifications will also be sent through your child's email. Here's how it's done in **Google Classroom**:

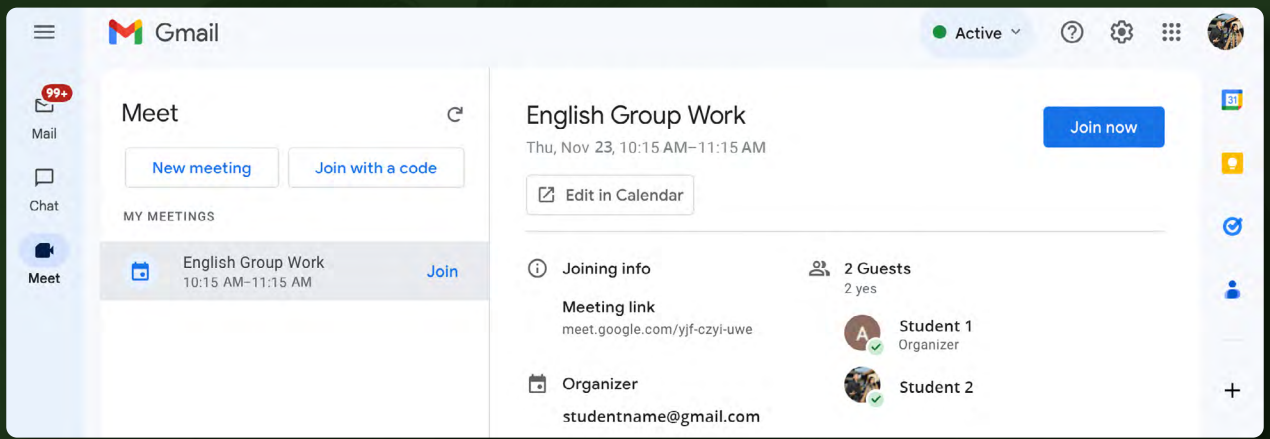


1. Select the specific class to join.
2. Tap the **Meet link** where this was posted, either in **Stream** or **Classwork**.
3. Your child may be asked to use the camera and microphone of the device they are using, click **Allow**.
4. Tap **Join now**.

Image Source: CloudFresh

Learning other basic functionalities of Google Classroom

To join a video meeting from **Gmail**, here are the steps:



1. Tap **Join a meeting**. This will launch the **Google Meet** in the browser.
2. Enter the 10-letter meeting code sent by the teacher.
3. Tap **Join**. Before joining the meeting, your child has the option to turn on or off their camera and microphone.
4. To enter the video call, tap **Join now**.
5. When the class meeting ends, tap **End call**.

NOTES

1. The steps outlined here are based on an **Android** device. These are nearly identical to an **Apple** device (iPhone/iPad). The layout and design elements may slightly vary but the core functionality is the same.
2. The steps outlined here are subject to change. For the most current and accurate instructions, check the latest updates at **support.google.com**.

Content Source: Google Classroom Help

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References

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