



**AITCHISON  
COLLEGE, LAHORE**



**GOOGLE CLASSROOM**  
A Quick Reference Guide  
for Students

# What is Google Classroom?

Google Classroom is an excellent resource to assist with home learning. Our teachers will share resources, course notes, diagrams and homework through Google Classrooms. Students can use it to access work sent by the teacher. Parents can use some of the features of Google Classroom to help engage with and support their child in their home study. It is a virtual learning system that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebooks, tablets or mobile 'phones.

## Accessing Google Classroom

To use Google Classroom at home follow the instructions below.

### Join a Class with an Email Invitation from your teacher

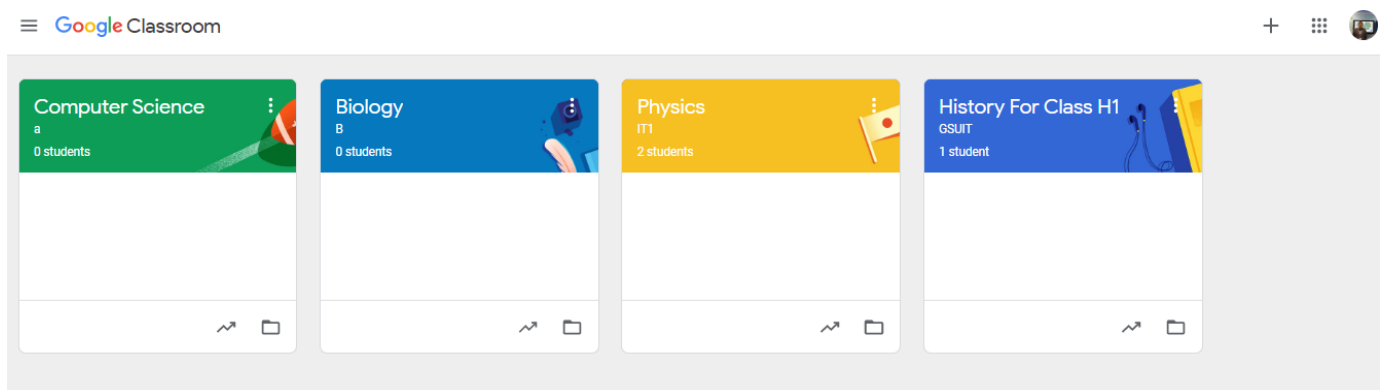
1. In order to join a classroom, first login to your Gmail. Students are required to login through Gmail addresses only.
2. Check your inbox and click on the "Join" link in the email sent by teachers.
3. Please do not forget to check the spam folder.
4. After joining the classrooms, students can go to <https://classroom.google.com> to find a list of their classes.



## Google Classroom Homepage

Make sure you have joined a class via an email sent by your teachers. If you're already joined, Go to [classroom.google.com](https://classroom.google.com) to view a list of joined classes.

Below is an example of a Google Classroom homepage. There is a "card" for each class that you have joined.

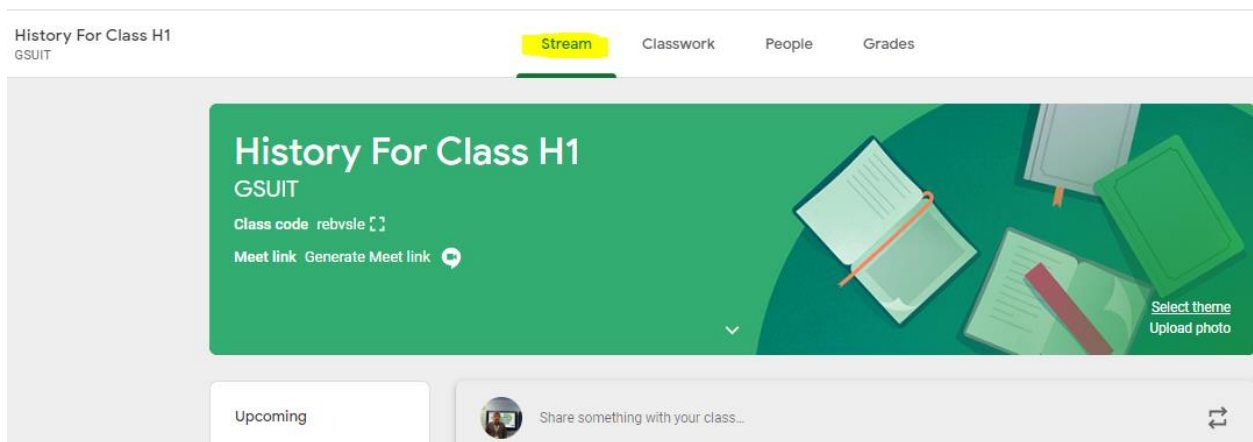


## See your class information

You can see your class information. It may contain the class subject, room number, and description.

## The Stream

The Stream is where students can view and access announcements, assignments, discussion topics, and comments. If enabled by the teacher, students can also add posts and leave comments.



## Announcements & Questions

Announcements will appear in the Stream, and are generally read-only, but students have the option to leave a class comment if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.

# Assignments/Homework

Posted assignments will appear in the Stream. You may be prompted to refresh the Stream or assignment to see the latest updates. Students also have the option to leave a class comment if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class.

Students will see the following information and options for each assignment in the Stream.

- Completion Status (not done or done)
- Due Date (Students will also see if their assignment is Late.)
- Title and Description of the Assignment
- Open: Click this button to open the assignment details page.
- Add a Class Comment: Use this space to ask questions or for general comments.

You can also view assignments in the Classwork Tab which is next to the Stream tab.

Stream

Classwork

People

 View your work

 Google Calendar

 Class Drive folder

 Mughal Dynasty

Due 24 May, 23:59

Posted 18:03

Assigned



Mughal dynasty | History, ...  
<https://www.britannica.com/t...>

View assignment

Click on View Assignment

# Assignment Details

Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

1. Title of Assignment, Description, and Due Date
2. Under Your Work, Students will see any file attachments or templates the teacher has created or attached for students. Note: If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.
3. Add: Here students can add their own files or links.
4. Create: Here students can create new Docs, Slides, Sheets or Drawings
5. Turn In/Mark As Done: Students click the “turn in” or “mark as done” button when they have completed the assignment and are ready to submit. **MAKE SURE YOU ARE DONE BEFORE YOU SUBMIT!** Add a private comment, which is only viewable by the teacher.

The screenshot shows the Google Classroom assignment details page for an assignment titled "Mughal Dynasty". At the top left, there is a green icon of a document with a checkmark, followed by the text "Due 24 May, 23:59". To the right of the title, it says "100 points". Below the title, there is a profile picture of the teacher, Owais Qadeer, and the time "18:03". Underneath, there is a preview of a document titled "Mughal dynasty | History, Ma..." with the URL "https://www.britannica.com/topic...". At the bottom left, there is a section for "Class comments". On the right side, there is a "Your work" section with the status "Assigned". It contains a button "+ Add or create" and a green button "Mark as Done". Below this is a "Private comments" section with a profile picture of the student and a text input field "Add private comment..." with a send button.

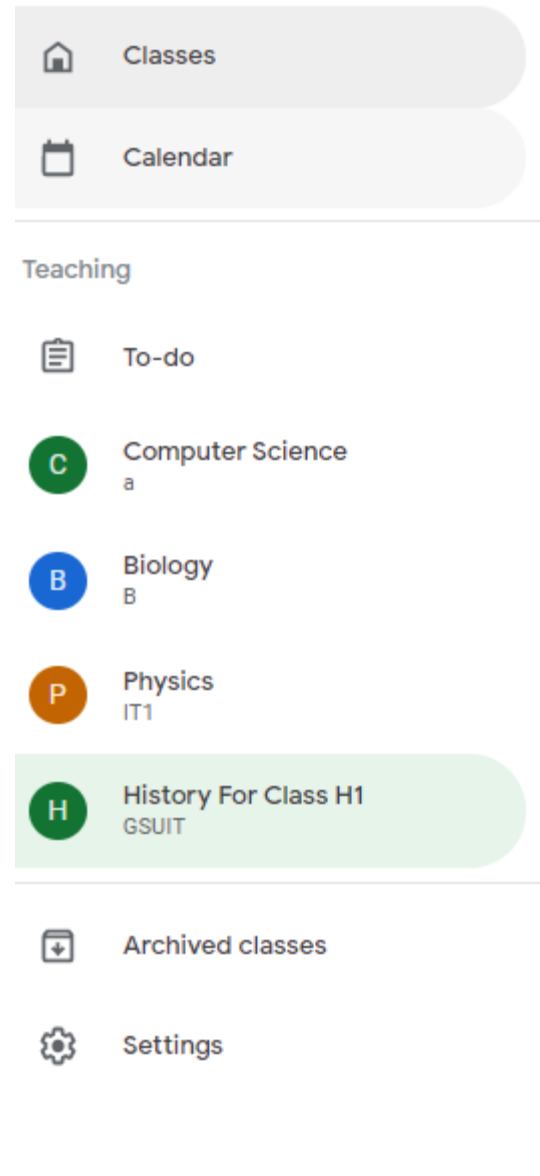
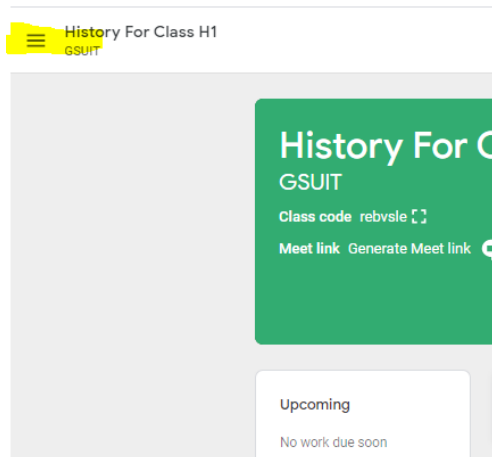
## Unsubmit Assignments

Unsubmit an Assignment: If the assignment is a Google file type, it will become view-only for the student once it has been Turned In. If a student needs to revise or add attachments, they will need to click Unsubmit. The file can then be edited and revised again.

## All Assignments

Students can also see a list of their assignments for ALL of their classes by navigating to the Assignments page. Go to the menu (three lines) in the top-left, and select Assignments. There are two tabs at the top of this page:

- To-Do: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.
- Done: Here students can see a list of all of the assignments they have turned in marked as done.



# Troubleshooting

## Trouble signing in

You might be trying to sign in to the Classroom with a wrong account. Check that you're using the email account connected to the Classroom or provided to school for online learning. . You sign in to Classroom with a Gmail Account:

- Personal Google Account—This is set up by you, your parent or guardian. You use a personal Google Account. It looks like [student@gmail.com](mailto:student@gmail.com).

Note: You must have an active Internet connection to sign in.

## Trouble signing out

### How do I sign out from an Android device?

On Android, you don't sign out of an account; instead, you remove your account from your device. Removing the account doesn't delete it, so you'll still be able to use your account on other devices.

1. In the Classroom app, tap Menu.
2. Next to your name and email, tap Down Manage accounts.
3. Tap Google.
4. (Optional) Tap your account.
5. At the top right, tap More Remove account.
6. To confirm, tap Remove Account.

### How do I sign out from a PC?

When you sign out of your account, you sign out from Gmail and all classes

1. In Classroom, at the top right, click your photo.
  - If you don't see a photo, you may see the Account image .
2. Click Sign out.

### How do I sign out from an iPhone or iPad?

On iOS, you don't sign out of an account; instead, you remove your account from your device. Removing the account doesn't delete the it, so you'll still be able to use your account on other devices.

1. In the Classroom app, tap Menu.
2. Next to your name and email, tap Down Manage accounts.
3. At the top right, tap Manage.
4. Next to your account, tap Remove.
5. To confirm, tap Remove.

## Trouble accessing classes

### I deleted my class invitation

If you lose your class invitation before you add yourself to a class, ask your teacher to resend the class invitation or send an email to your school coordinator.

Note: You only use the class invitation once to enroll. You don't need to re-use the class invitation again.

### I unenrolled from a class and want to re-enroll

If you accidentally unenrolled from a class, ask your teacher to resend you a class code or invitation.

## Trouble posting comments

### I can't post a comment

Your teacher turned off posting for that class. Ask your teacher for more information.

### How do I undelete a post?

You can't undelete a post. However, your teacher can see all your deleted posts.

## Turn notifications on or off

You can set up a Classroom to get notifications, like due-date reminders or invitations to join a class.

By default, you get email notifications for various activities, such as when someone comments on your post or your teacher returns work. You can change these notification settings at any time.

Students and teachers can:

- Turn all notifications on or off.
- Choose which notifications you get.
- Turn notifications for a class on or off.

You can find out more about Google Classroom at <https://support.google.com/edu/classroom/> or contact our IT Helpdesk at [helpdesk@aitchison.edu.pk](mailto:helpdesk@aitchison.edu.pk)