



# **Google Classroom Workshop**

**Thursday May 7, 2020**



# AGENDA

1. **Accessing Student**
  - Accounts Initial Username and Password Enrolling in a Class
2. **Accessing Individual Classroom Info**
  - Understanding Streams, Upcoming Assignments, Classwork, & People
3. **Navigating Classwork**
  - Navigating Upcoming, Completed, and Missing Assignments
4. **To-Do List**
  - How to stay on top of your Upcoming and Missing classwork
5. **Weekly Progress Updates**
  - How to sign up for Weekly Student Progress Reports



1

## **Accessing Student Accounts**

# Accessing Student Accounts

Initial Username and Password

**For the purpose of this workshop we will  
reference the following Sample Student:**

**Student Name:**

John Smith

**Student ID Number:**

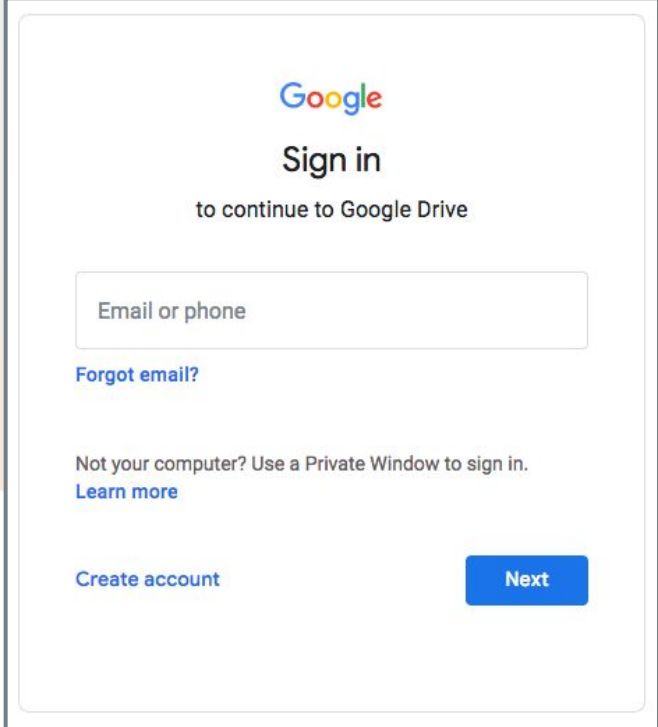
123456789

# Accessing Student Accounts

Initial Username and Password

Enter the following web address:

<https://classroom.google.com>

A screenshot of the Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "to continue to Google Drive" in a smaller font. There is a text input field labeled "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next".

Google

Sign in

to continue to Google Drive

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

[Create account](#)

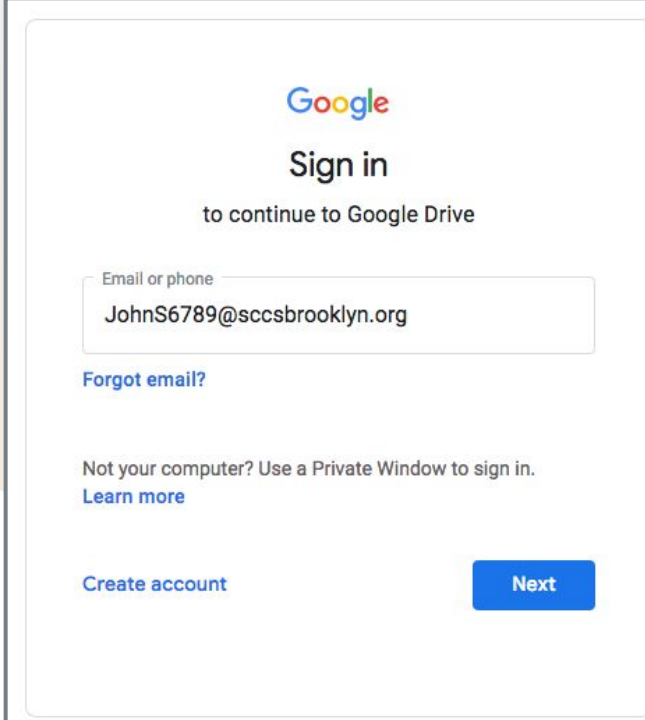
Next

# Accessing Student Accounts

## Initial Username and Password

Once at the login screen,  
you will enter the students  
username and click Next

First Name, Last Initial, Last 4  
digits of Student ID, followed by  
@sccsbrooklyn.org



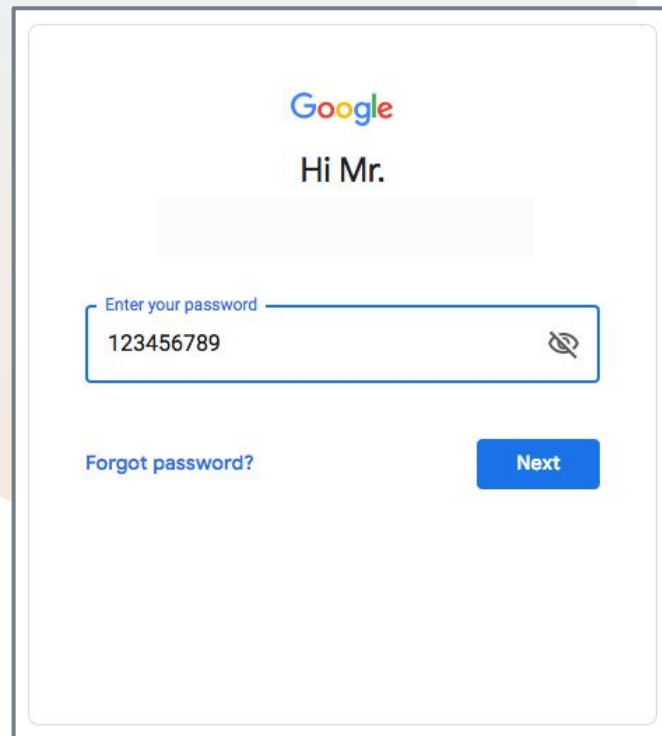
The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in to continue to Google Drive". Below this is a text input field labeled "Email or phone" containing the email address "JohnS6789@sccsbrooklyn.org". To the left of the input field is a blue link "Forgot email?". Below the input field is another blue link "Not your computer? Use a Private Window to sign in. Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next".

# Accessing Student Accounts

Initial Username and Password

After you click Next you  
will now enter the  
password

Initial Password is the full 9 digit  
Student I.D. Number

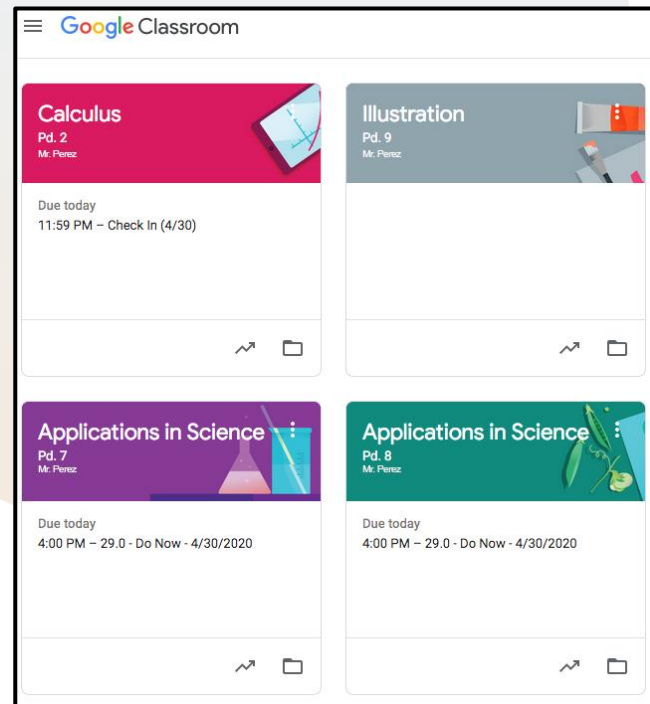


The screenshot shows a login interface with the Google logo at the top. Below the logo, it says "Hi Mr." followed by a blurred name field. There is a password input field with the placeholder text "Enter your password" and the value "123456789". To the right of the password field is an eye icon for toggling visibility. Below the password field is a link that says "Forgot password?". To the right of the link is a blue button labeled "Next".

# Accessing Student Accounts

## Classroom Enrollment

Once you have logged in you will be directed to the Google Classroom Home Page which lists the classes your student has enrolled in.

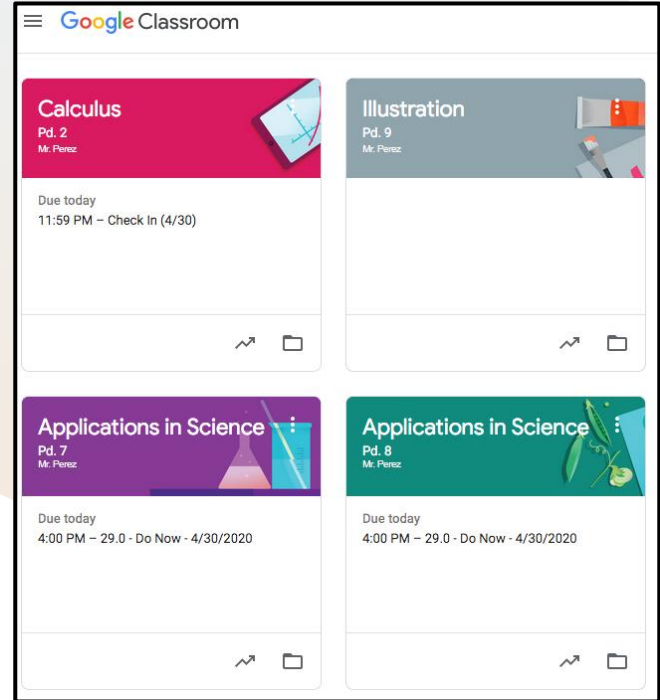




# Accessing Student Accounts

## Classroom Enrollment

Students were responsible for enrolling in a Google classroom for each class they have on their schedule.



# Accessing Student Accounts

## Classroom Enrollment

For a list of class codes, please reference the initial grade family letters which were sent out at the beginning of the virtual learning transition.

For more information please contact the SCCS family outreach coordinator Ms. Holland at [pholland@sccsbrooklyn.org](mailto:pholland@sccsbrooklyn.org)

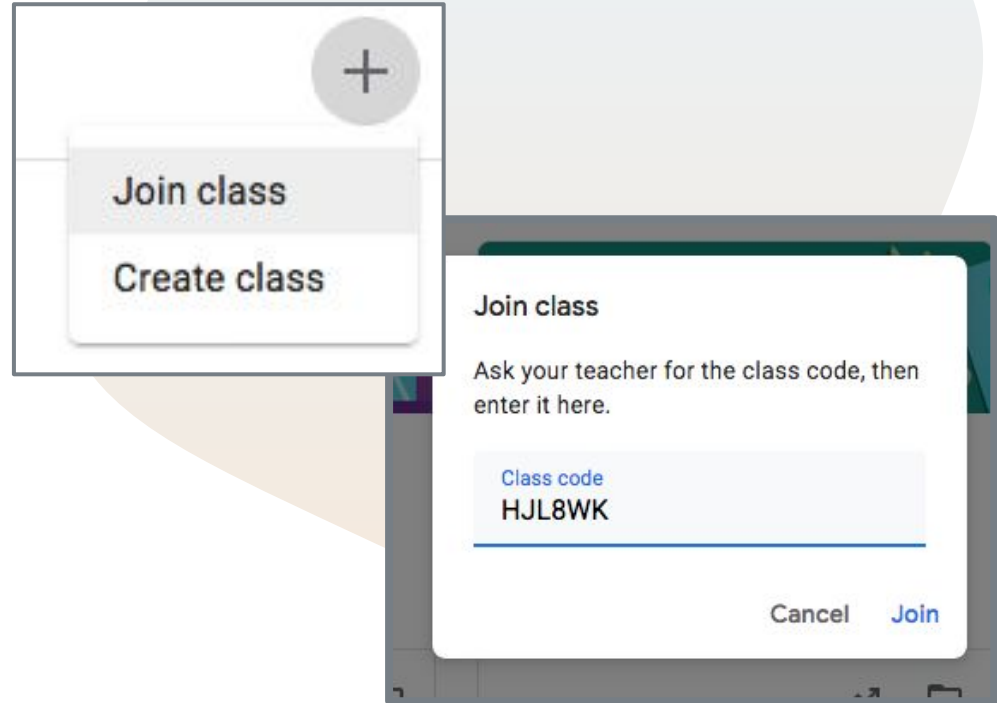
Teacher	Email	Course	Class Code	Remind
Ms. Anderson	aanderson@sccsbrooklyn.org	Advisory	s6zd3c5	www.remind.com/join/sccs2k20
		Theatre	ik4d2qh	
Ms. Blanc	sblanc@sccsbrooklyn.org	A.P. Bio	zdmf342	
		**Applications in Sci. Pd. 7	uqesj5n	
		**Applications in Sci. Pd. 8	tgai4u7	
Ms. Messam	tmessam@sccsbrooklyn.org	Advisory	s6zd3c5	
		**Calculus	aiwzghz	
		PreCalculus	6vrkdbp	
		Algebra 1 Prep	wpuivok	
Mr. Fleming	jfleming@sccsbrooklyn.org	Advisory	s6zd3c5	
		*ELA Pd. 7	u4dxbj6	
		*ELA Pd. 9		
Ms. Ponce	nponce@sccsbrooklyn.org	Advisory	s6zd3c5	
		*Economics Pd. 3	dfi7uke	
		*Economics Pd. 8		
		Economics Pd. 9		
		Yearbook		a5xperf
Ms. Bertini	mbertini@sccsbrooklyn.org	***Algebra 2	ngyfu36	
		***Financial Literacy	uifz45s	
Ms. Johnson	hjohnson@sccsbrooklyn.org	***Special Educator Math		
Mr. Dungersi	mdungersi@sccsbrooklyn.org	*Special Educator ELA & Social Studies		
Mr. Perez	mperez@sccsbrooklyn.org	**Special Educator Math & Science		

# Accessing Student Accounts

## Classroom Enrollment

### To Join a Class

1. Click the + sign on the upper right corner
2. Select the Option **“Join Class”**
3. Here you will enter the 6 digit class code



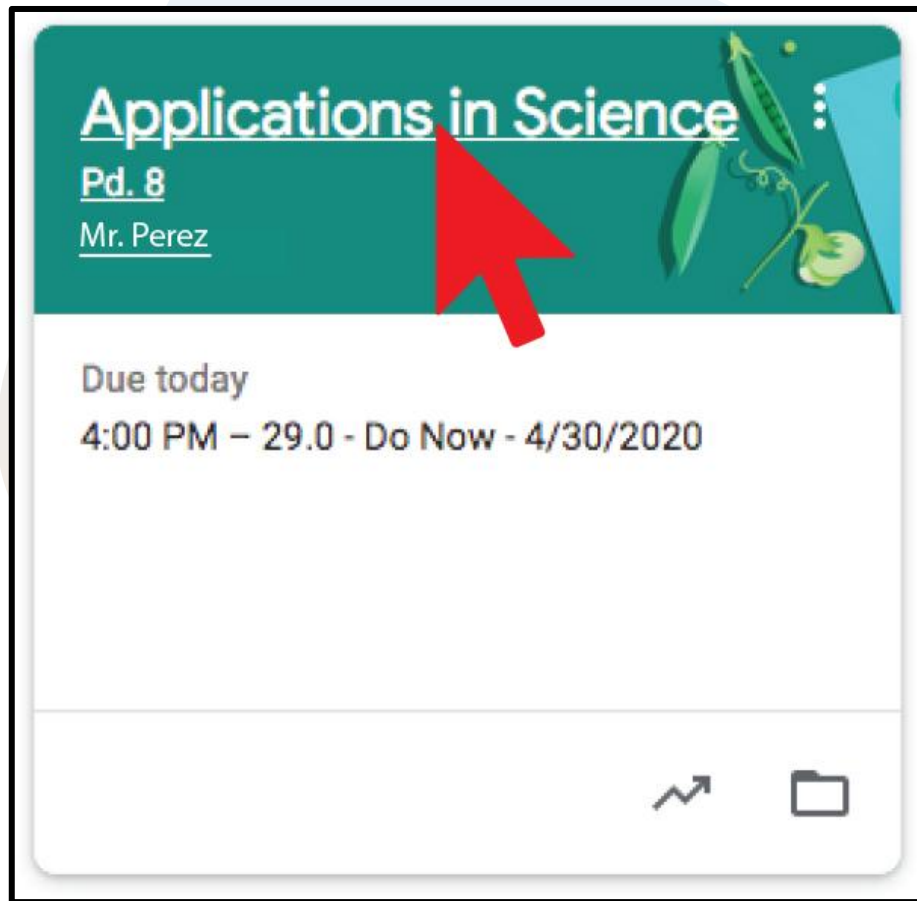


# 2

## **Accessing Individual Classroom Information**

# Accessing Individual Classroom Info

From the Home Page... Click on the individual class which you would like to access.



# Accessing Individual Classroom Info

You are now at the  
Classrooms  
Individual Stream

The screenshot shows the Google Classroom interface for a class named "Applications in Science Pd. 8". The interface includes a top navigation bar with a hamburger menu icon, the class name, and three tabs: "Stream", "Classwork", and "People". The "Stream" tab is currently selected. Below the navigation bar is a large teal header area with the class name and period. The main content area is divided into two sections: "Upcoming" on the left and a list of posts on the right. The "Upcoming" section shows a due date of "Due today 4:00 PM - 29.0 - Do Now - ..." and a "View all" link. The posts section shows two posts by "Daniel Alexis" with a profile picture icon, each titled "Daniel Alexis posted a new assign" and dated "9:33 AM (Edited 9:38 AM)" and "Apr 29". Below the posts is a section for "1 class comment".

**Applications in Science**  
Pd. 8

Click Here to Access the Classes Stream, Classwork, or People

Click Here to Access all of the Google Classrooms Menu Options

**Stream** Classwork People

**Applications in Science**  
Pd. 8

Here is the Stream of all activity which has occurred in the class

**Upcoming**

Due today  
4:00 PM - 29.0 - Do Now - ...

View all

Here you will see any upcoming Assignments

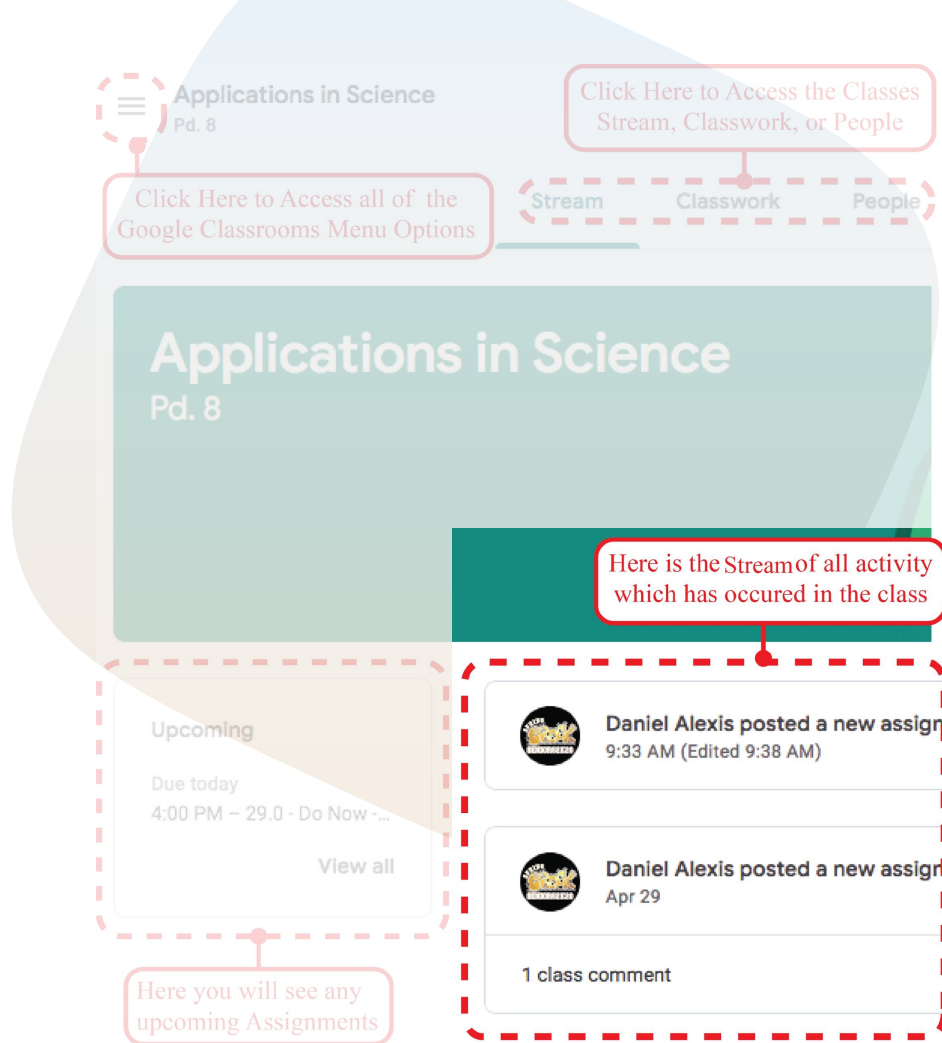
**Daniel Alexis** posted a new assign  
9:33 AM (Edited 9:38 AM)

**Daniel Alexis** posted a new assign  
Apr 29

1 class comment

# Accessing Individual Classroom Info

**STREAM** provides you with the individual class' activity all in one location. Stream Activity includes announcements, assignments, resources, & much more.



# Accessing Individual Classroom Info

UPCOMING Highlights any assignments with upcoming due dates.

The screenshot shows a Google Classroom interface for a class titled "Applications in Science Pd. 8". The interface includes a top navigation bar with a hamburger menu icon, the class title, and three tabs: "Stream", "Classwork", and "People". Below the navigation bar is a large green header area with the class title and period. The main content area is divided into two sections: "Upcoming" and "Stream". The "Upcoming" section shows a due date of "Due today 4:00 PM - 29.0 - Do Now - ..." and a "View all" link. The "Stream" section shows two posts by "Daniel Alexis" with timestamps "9:33 AM (Edited 9:38 AM)" and "Apr 29", and a "1 class comment" section below. Red dashed boxes and callout lines highlight specific features: the hamburger menu icon, the "Click Here to Access all of the Google Classrooms Menu Options" text, the "Click Here to Access the Classes Stream, Classwork, or People" text, the "Stream" tab, the "Here is the Stream of all activity which has occurred in the class" text, the "Upcoming" section, and the "Here you will see any upcoming Assignments" text.

Applications in Science Pd. 8

Click Here to Access the Classes Stream, Classwork, or People

Click Here to Access all of the Google Classrooms Menu Options

Stream Classwork People

Applications in Science Pd. 8

Here is the Stream of all activity which has occurred in the class

Upcoming

Due today  
4:00 PM - 29.0 - Do Now - ...

View all

Here you will see any upcoming Assignments

Daniel Alexis posted a new assignment  
9:33 AM (Edited 9:38 AM)

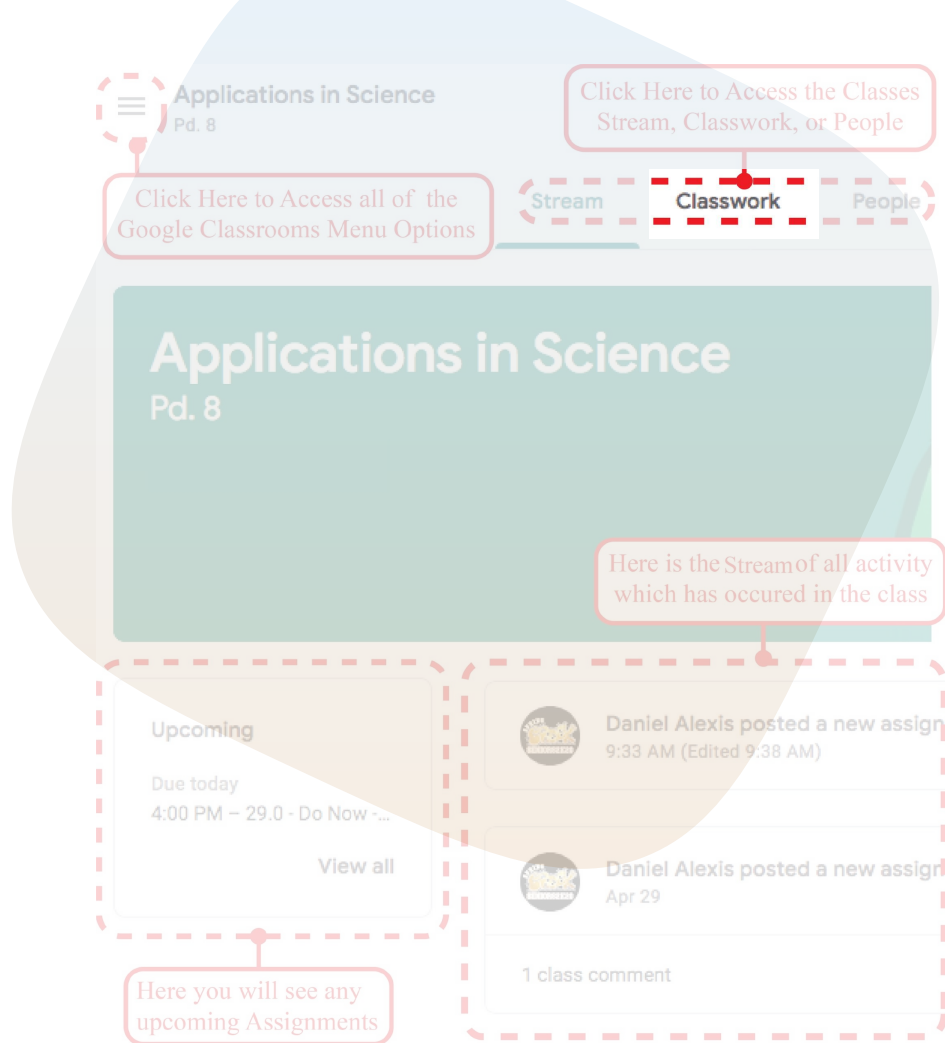
Daniel Alexis posted a new assignment  
Apr 29

1 class comment



# Accessing Individual Classroom Info

**CLASSWORK** Directs you to a list of all Past Due, Current, and/or Upcoming Assignments.



# Accessing Individual Classroom Info

PEOPLE Provides you with a list of teachers and other students who have access to the classroom.

The screenshot shows the Google Classroom interface for a class titled "Applications in Science" (Pd. 8). The interface includes a top navigation bar with a menu icon, the class title, and three tabs: "Stream", "Classwork", and "People". Below the navigation bar is a large green header area with the class title and period. The main content area is divided into two sections: "Upcoming" on the left and "Stream" on the right. The "Upcoming" section shows a due date of "Due today 4:00 PM - 29.0 - Do Now - ..." and a "View all" link. The "Stream" section shows two posts by "Daniel Alexis" and a "1 class comment" section at the bottom.

**Applications in Science**  
Pd. 8

Click Here to Access the Classes Stream, Classwork, or People

Click Here to Access all of the Google Classrooms Menu Options

Stream Classwork People

**Applications in Science**  
Pd. 8

Here is the Stream of all activity which has occurred in the class

**Upcoming**

Due today  
4:00 PM - 29.0 - Do Now - ...

View all

Here you will see any upcoming Assignments

**Stream**

Daniel Alexis posted a new assignment  
9:33 AM (Edited 9:38 AM)

Daniel Alexis posted a new assignment  
Apr 29

1 class comment

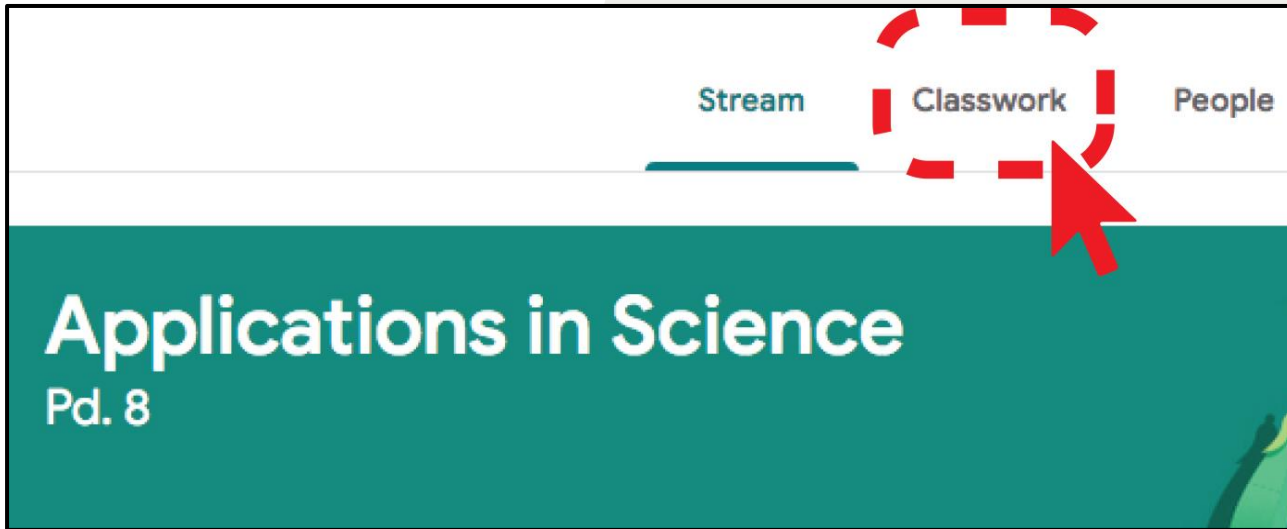
A large, white, stylized number '3' is positioned on the left side of the image. It is set against a background of diagonal stripes in shades of light blue and white. The stripes are contained within a rounded, irregular shape that tapers towards the right.

# 3

## **Navigating Classwork**

# Navigating Classwork

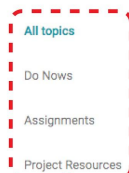
Click the Classwork tab at the upper center of the Classroom Individual Stream Page.



# Navigating Classwork

## Classwork Overview

Here you will be able to access all assignments for the individual class along with all required info to complete the assignments.



Here you will find any Assignment Categories (Where Applicable)

The different colors will help you identify which assignments are completed and/or still Missing.  
Color = Missing  
Gray = Complete

Stream **Classwork** People

[View your work](#) [Google Calendar](#) [Class Drive folder](#)

**Do Now's**

You can click here to view all of your students assignments and the accompanying details. Details include submission status (Turned In / Missing), Grades, and other important information.

29.0 - Do Now - 4/30/2020	Due 4:00 PM
28.0 - Do Now - 4/29/2020 1	Due Apr 29, 4:30 PM
27.0 - Do Now - 4/28/2020	Due Apr 28, 4:00 PM
26.0 - Do Now - 4/27/2020	Due Apr 27, 4:00 PM
25.0 - Do Now - 4/24/2020 5	Due Apr 24, 4:00 PM
24.0 - Do Now - 4/23/2020	Due Apr 23, 4:00 PM
23.0 - Do Now - 4/22/2020 1	Due Apr 22, 3:30 PM
22.0 - Do Now - 4/21/2020	Due Apr 21, 3:30 PM
21.0 - Do Now - 4/20/2020	Due Apr 20, 3:30 PM
20.0 - Do Now - 4/17/2020	Due Apr 17, 3:30 PM

View more

**Assignments**

9.1 - Classwork - 4/2/2020	Due Apr 2, 5:00 PM
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Here you can view each assignment's Due Dates and Times

# Navigating Classwork

## View your work

Select **VIEW YOUR WORK** to view all student assignments along with the assignments accompanying details.

The screenshot shows the 'Classwork' tab in a learning management system. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below these are links for 'Google Calendar' and 'Class Drive folder'. A red dashed box highlights the 'View your work' button in the top left corner. A red callout box points to this button, stating: 'You can click here to view all of your students assignments and the accompanying details. Details include submission status (Turned In / Missing), Grades, and other important information.'

Below the navigation bar, the 'Do Nows' section is visible. A red dashed box on the left side of the page lists 'All topics' with sub-items 'Do Nows', 'Assignments', and 'Project Resources'. A red callout box points to this list, stating: 'Here you will find any Assignment Categories (Where Applicable)'. The 'Do Nows' list contains several entries, each with a colored icon (blue or gray) and a title. A red dashed box highlights the first two entries (23.0 and 22.0), and a red callout box points to them, stating: 'The different colors will help you identify which assignments are completed and/or still Missing. Color = Missing, Gray = Complete'. To the right of the 'Do Nows' list, a red dashed box highlights the 'Due' dates and times for the first two entries (23.0 and 22.0), and a red callout box points to them, stating: 'Here you can view each assignment's Due Dates and Times'. At the bottom of the 'Do Nows' list, there is a 'View more' link. Below the 'Do Nows' section, the 'Assignments' section is visible, showing a single entry '9.1 - Classwork - 4/2/2020' with a due date of 'Apr 2, 5:00 PM'.

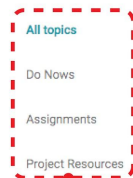
Assignment Title	Due Date and Time
29.0 - Do Now - 4/30/2020	Due 4:00 PM
28.0 - Do Now - 4/29/2020	Due Apr 29, 4:30 PM
27.0 - Do Now - 4/28/2020	Due Apr 28, 4:00 PM
26.0 - Do Now - 4/27/2020	Due Apr 27, 4:00 PM
25.0 - Do Now - 4/24/2020	Due Apr 24, 4:00 PM
24.0 - Do Now - 4/23/2020	Due Apr 23, 4:00 PM
23.0 - Do Now - 4/22/2020	Due Apr 22, 3:30 PM
22.0 - Do Now - 4/21/2020	Due Apr 21, 3:30 PM
21.0 - Do Now - 4/20/2020	Due Apr 20, 3:30 PM
20.0 - Do Now - 4/17/2020	Due Apr 17, 3:30 PM
9.1 - Classwork - 4/2/2020	Due Apr 2, 5:00 PM

# Navigating Classwork

## Organizing Work Topics

Select **ALL TOPICS** to organize any assignments by categories.

(Category sorting available where applicable)



Here you will find any Assignment Categories (Where Applicable)

The different colors will help you identify which assignments are completed and/or still Missing.  
Color = Missing  
Gray = Complete

The screenshot shows the 'Classwork' tab with a 'Do Now's' section. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. A red dashed box highlights the 'View your work' link, with a callout stating: 'You can click here to view all of your students assignments and the accompanying details. Details include submission status (Turned In / Missing), Grades, and other important information.'

The 'Do Now's' section lists several assignments with their due dates and times. The assignments are color-coded: orange for 'Missing' and gray for 'Complete'. A red dashed box highlights the first two assignments (29.0 and 28.0), which are orange. Another red dashed box highlights the 'Assignments' section below, which contains a list of assignments with their due dates and times. A callout points to this section: 'Here you can view each assignment's Due Dates and Times'.

Assignment ID	Due Date	Due Time	Status
29.0 - Do Now	4/30/2020	4:00 PM	Missing
28.0 - Do Now	4/29/2020	4:30 PM	Missing
27.0 - Do Now	4/28/2020	4:00 PM	Missing
26.0 - Do Now	4/27/2020	4:00 PM	Missing
25.0 - Do Now	4/24/2020	4:00 PM	Missing
24.0 - Do Now	4/23/2020	4:00 PM	Missing
23.0 - Do Now	4/22/2020	3:30 PM	Missing
22.0 - Do Now	4/21/2020	3:30 PM	Missing
21.0 - Do Now	4/20/2020	3:30 PM	Missing
20.0 - Do Now	4/17/2020	3:30 PM	Missing
9.1 - Classwork	4/2/2020	5:00 PM	Complete

# Navigating Classwork

## Missing vs. Completed Assignments

The different icon colors indicate the submission status.

Color = Missing  
Gray = Complete

The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below these, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main section is titled 'Do Now' and contains a list of assignments. Each assignment has a colored icon: a blue icon for 'Missing' and a gray icon for 'Complete'. The assignments are listed with their titles, due dates, and times. A 'View more' link is at the bottom of the list. On the left side, there is a sidebar with 'All topics' and 'Project Resources'. A red dashed box highlights the 'Do Now' section, and a red callout box points to it, stating: 'Here you will find any Assignment Categories (Where Applicable)'. Another red callout box points to the 'View your work' link, stating: 'You can click here to view all of your students assignments and the accompanying details. Details include submission status (Turned In / Missing), Grades, and other important information.' A third red callout box points to the 'Do Now' section, stating: 'The different colors will help you identify which assignments are completed and/or still Missing. Color = Missing Gray = Complete'. A fourth red callout box points to the 'Do Now' section, stating: 'Here you can view each assignment's Due Dates and Times'.

Stream Classwork People

View your work Google Calendar Class Drive folder

### Do Now

You can click here to view all of your students assignments and the accompanying details. Details include submission status (Turned In / Missing), Grades, and other important information.

Assignment Title	Due Date	Due Time
29.0 - Do Now - 4/30/2020	Due Apr 30, 4:00 PM	Due 4:00 PM
28.0 - Do Now - 4/29/2020	Due Apr 29, 4:30 PM	Due Apr 29, 4:30 PM
27.0 - Do Now - 4/28/2020	Due Apr 28, 4:00 PM	Due Apr 28, 4:00 PM
26.0 - Do Now - 4/27/2020	Due Apr 27, 4:00 PM	Due Apr 27, 4:00 PM
25.0 - Do Now - 4/24/2020	Due Apr 24, 4:00 PM	Due Apr 24, 4:00 PM
24.0 - Do Now - 4/23/2020	Due Apr 23, 4:00 PM	Due Apr 23, 4:00 PM
23.0 - Do Now - 4/22/2020	Due Apr 22, 3:30 PM	Due Apr 22, 3:30 PM
22.0 - Do Now - 4/21/2020	Due Apr 21, 3:30 PM	Due Apr 21, 3:30 PM
21.0 - Do Now - 4/20/2020	Due Apr 20, 3:30 PM	Due Apr 20, 3:30 PM
20.0 - Do Now - 4/17/2020	Due Apr 17, 3:30 PM	Due Apr 17, 3:30 PM

View more

### Assignments

9.1 - Classwork - 4/2/2020

Due Apr 2, 5:00 PM



# Navigating Classwork

## Due Dates

**Due Dates** are shown on the right of the assignment. Here you can see if an assignment is upcoming or past-due.

The screenshot shows the 'Classwork' tab in a learning management system. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below these are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. A red dashed box highlights the 'View your work' link, with a callout stating: 'You can click here to view all of your students assignments and the accompanying details. Details include submission status (Turned In / Missing), Grades, and other important information.'

On the left sidebar, there are links for 'All topics', 'Do Now's', 'Assignments', and 'Project Resources'. A red dashed box highlights the 'Assignments' link, with a callout stating: 'Here you will find any Assignment Categories (Where Applicable)'.

The main content area is titled 'Do Now's' and displays a list of assignments. Each row includes an icon, a title, a date, and a due time. The assignments are color-coded: green for 'Missing' and gray for 'Complete'. A red dashed box highlights the '23.0 - Do Now - 4/22/2020' assignment, with a callout stating: 'The different colors will help you identify which assignments are completed and/or still Missing. Color = Missing Gray = Complete'. Another red dashed box highlights the due times on the right side of the list, with a callout stating: 'Here you can view each assignment's Due Dates and Times'.

At the bottom, there is a section titled 'Assignments' showing a single entry: '9.1 - Classwork - 4/2/2020' with a due time of 'Due Apr 2, 5:00 PM'.

Assignment Title	Date	Due Time
29.0 - Do Now	4/30/2020	Due 4:00 PM
28.0 - Do Now	4/29/2020	Due Apr 29, 4:30 PM
27.0 - Do Now	4/28/2020	Due Apr 28, 4:00 PM
26.0 - Do Now	4/27/2020	Due Apr 27, 4:00 PM
25.0 - Do Now	4/24/2020	Due Apr 24, 4:00 PM
24.0 - Do Now	4/23/2020	Due Apr 23, 4:00 PM
23.0 - Do Now	4/22/2020	Due Apr 22, 3:30 PM
22.0 - Do Now	4/21/2020	Due Apr 21, 3:30 PM
21.0 - Do Now	4/20/2020	Due Apr 20, 3:30 PM
20.0 - Do Now	4/17/2020	Due Apr 17, 3:30 PM
9.1 - Classwork	4/2/2020	Due Apr 2, 5:00 PM



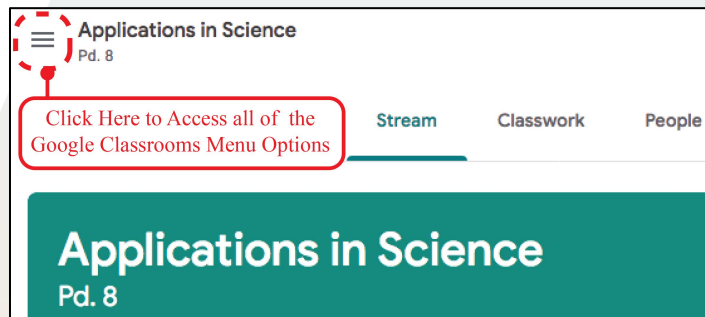
# 4

**To-Do List**

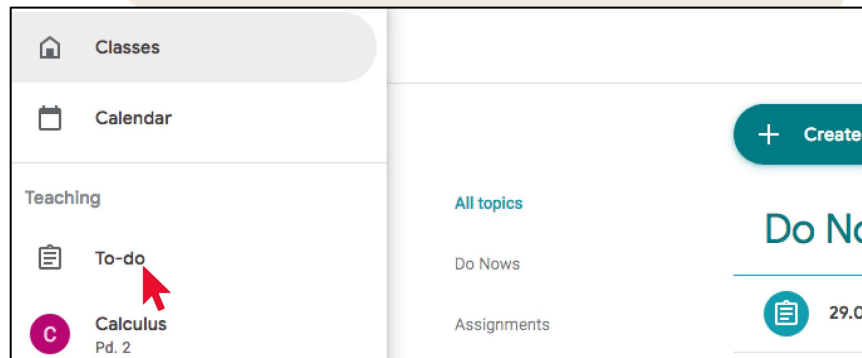
# To-Do List

One of the most convenient ways to stay on top of your work is to utilize the “To Do List”

1. Click the 3 lines at the top left of any page



2. Then Select the “To-do” Menu Option



# To-Do List

The screenshot shows a web application interface for a To-Do List. At the top, there are two tabs: "To-do" (active) and "Done". Below the tabs, there is a filter section on the left with three options: "All classes" (selected), "No due date", and "Due Today". A red dashed box highlights the "All classes" option, with a red line pointing to a text box that says "Click here to toggle between To Do Items in all Classes or Individual Classes". Below the filter section, there is a list of assignments. The first assignment is "1.33 Practice Question 30 points" under the category "US History 1 Apex". The second assignment is "April 29th - Solving Quadratic-Linear Systems" under the category "Algebra 2 - Period 8 MRS42-81", with a red "Due Today" label. A red dashed box highlights the "Due Today" label, with a red line pointing to a text box that says "Here you will see the Due Dates for each assignment to assist you with staying organized." Below the list, there is a "Due Tomorrow" filter option, also highlighted with a red dashed box and a red line pointing to the same text box.

To-do Done

All classes

No due date

1.33 Practice Question 30 points  
US History 1 Apex

Due Today

April 29th - Solving Quadratic-Linear Systems  
Algebra 2 - Period 8 MRS42-81 Due Today

Due Tomorrow

Click here to toggle between To Do Items  
in all Classes or Individual Classes

Here you will see the Due Dates  
for each assignment to assist you  
with staying organized.

# Done List

To-do

Done



Click here to toggle between Completed Items in all Classes or Individual Classes

Due Monday

Week 6 - Assignment #12 - Measures of Central Tendency - 4/27/20 - 5/3/20

MES44 - Algebra PD 4

Due May 4

Turned in

Due Today

April 17th - Family Fun Friday with the Arts  
Algebra 2 - Period 8 MRS42-81 — Due Today

Here you can also see whether or not an assignment has been graded

4/4

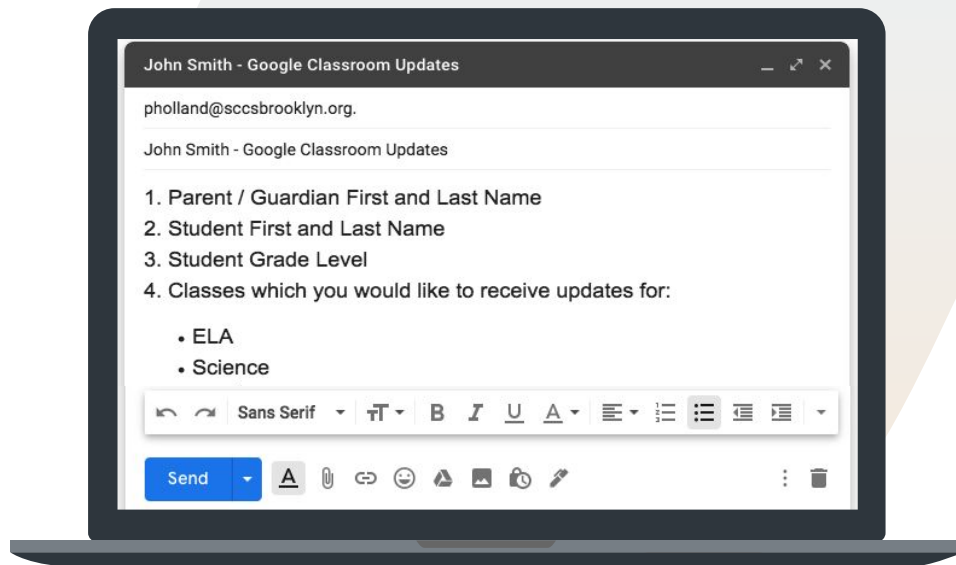


5

**Weekly Progress Updates**

# Weekly Progress Updates

If you would like to sign up to receive Weekly Student Progress Reports... please send an email from your preferred email to Ms. Holland at:  
[pholland@sccsbrooklyn.org](mailto:pholland@sccsbrooklyn.org)  
Email must include **ALL** info detailed on the right.



A light blue abstract shape in the background contains white line-art illustrations of a planet with rings, two stars, and a rocket ship. The text 'THANK YOU' is written in large, bold, dark blue capital letters across the center.

# THANK YOU

We would like to thank you for the continuous efforts  
you each put in towards your students education