

## NEMJDS Google Classroom Student & Parent Guide

### What is Google Classroom?

Classroom helps students and teachers organize assignments, boost collaboration, and foster better communication. Google describes Google Classroom as “mission control for your classes.” With Google Classroom, teachers can digitally assign and collect assignments, class materials, and other student work - all paperlessly. As a student, you will be able to view materials and submit assignments online as an image, Word document, or PDF. Google Classroom also works with other Google tools including Google Doc, Google Drive, and Google Calendar. You can also communicate with your teachers and classmates with Google Classroom.

Parents and guardians can't access Classroom or their child's assignments due to privacy laws. Parents and guardians have the option to receive one email summary for all classes for each child using Google Classroom. We will send invitations to parents and guardians to receive email summaries. Parents and guardians do not have to accept the invitation if they do not want to receive email summaries.

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### Signing into Google Classroom

There is a Google Classroom class for each subject area including General Studies, Judaic Studies, Hebrew, Music & Art. Yoga & Mindfulness and P.E. may have Google classrooms later in the year.

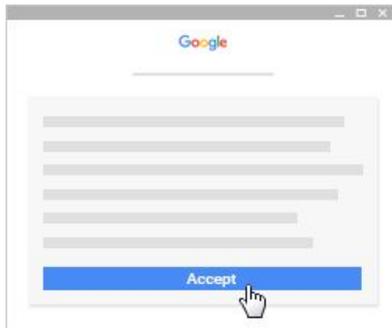
For Grades 2/3, there will be one Google Classroom class for General Studies and separate Google Classrooms for Judaic Studies, Hebrew, and Music & Art.

For Grades 4-5 there will be a separate Google Classroom for each subject: Math & Science, Language Arts & Social Studies (4/5 only), Humanities (6/7/8 only), Judaic Studies, Hebrew, and Music & Art.

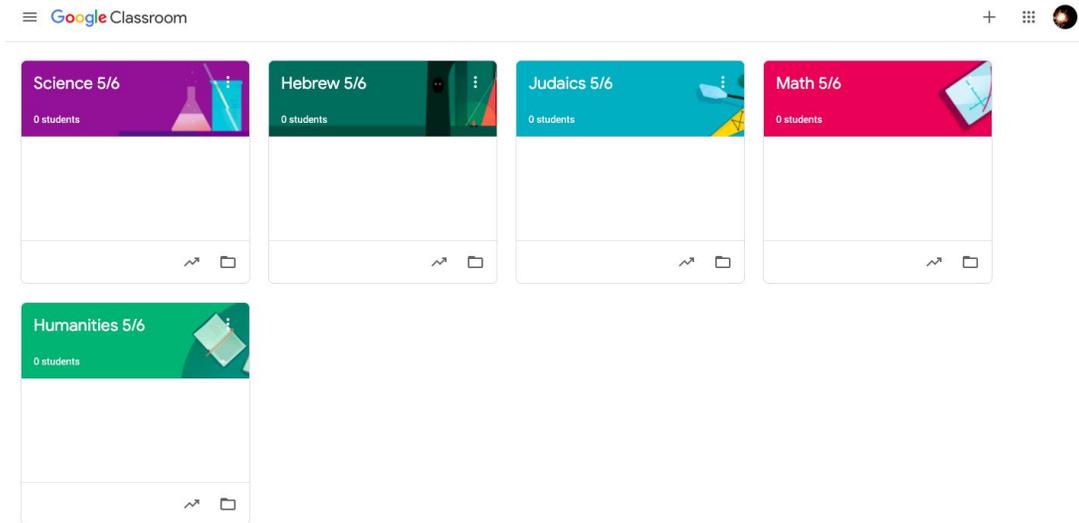
The first time you use Google Classroom, you need to sign in on your computer or mobile device and then join each class. Then, you will be able to see work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

1. To sign in, go to [classroom.google.com](https://classroom.google.com).
2. Sign in with your NEMJDS email address and password.

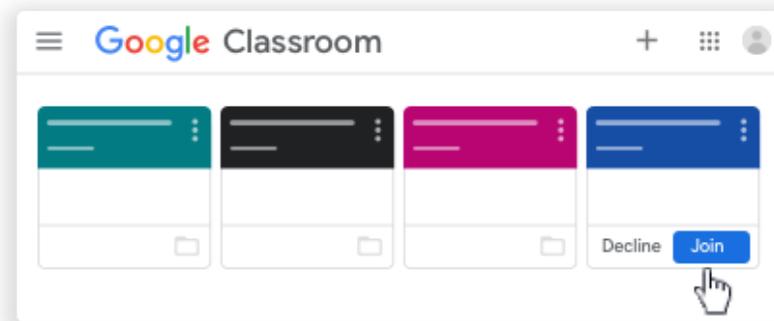
3. If there is a welcome message, read it and click **Accept**.



4. Next, you will be directed to the Google Classroom dashboard, where you will see a class card for each subject.



5. If you have not already joined a class, your teacher will send you an invitation. To accept the invitation, click **Join** on each class card. If you do not see the option to **Join**, you already belong to that class.



6. When you join a class on one device, you're enrolled in that class on all devices. And you can access each class from any device to view assignments and materials without having to join again.

Each Google Classroom has three pages: **Stream**, **Classwork**, and **People**.

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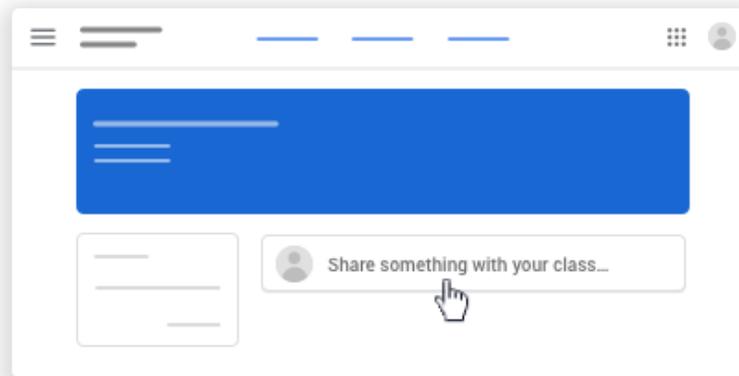
### **Stream page**

Clicking on a class card opens that class on the **Stream page**. Your teachers will post announcements to your class on the Stream page. Announcements are posts with no assignments. Announcements appear on the Stream page in chronological order, with the newest ones on top and the oldest ones further down the page.

If your teacher allows, you can also communicate with your class on the Stream page using posts, comments, and replies. If you don't want to post to the Stream page, you can send a private comment to your teacher on an assignment or question.

#### **1. Create a Post**

- a. Click on the class where you want to share a post in the **Google Classroom dashboard**.
- b. On the **Stream page**, click **Share something with your class**.



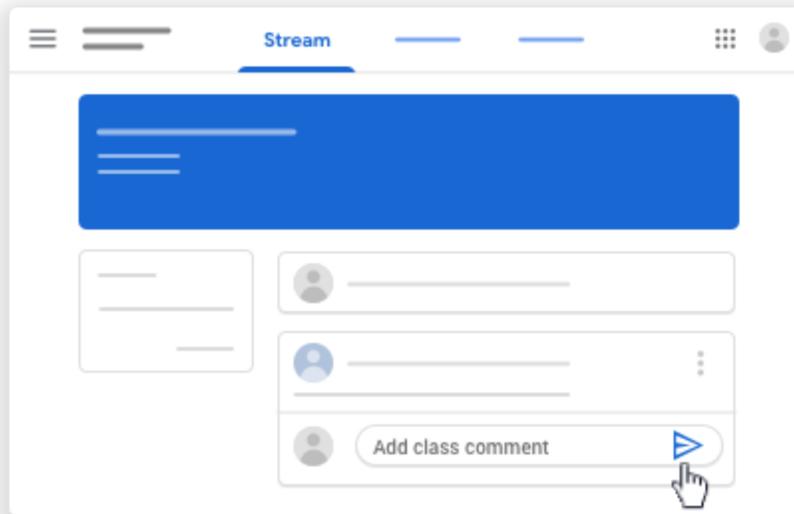
Note: If you don't see **Share something with your class**, your teacher has turned off permissions to post.

- c. Enter what you want to say and click **Post**.

## 2. Add a Comment to a Post

If your teacher allows, you can comment on other posts and comments. Teachers can delete comments and turn off permissions to comment.

- a. Click on the class where you want to comment on a post in the **Google Classroom dashboard**.
- b. Find the post and in the **Add class comment** box, enter your comment.



Note: If you don't see **Add class comment**, your teacher turned off permissions to comment.

- c. Click **Post**.

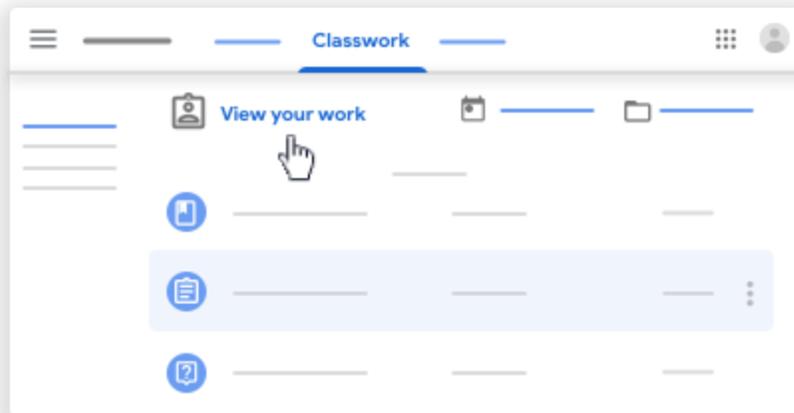
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## Classwork page

Your teachers will post assignments, quiz assignments, questions, or class materials on the **Classwork page**. Your teachers will also post general information for the class such as links to frequently used websites and contact information under the **Classwork page**.

1. Click the class where you want to view an assignment in the **Google Classroom dashboard**.
2. Click on the **Classwork page** on the top of the screen.

Click on **View your work** to see a complete list of your assigned work and their current status (Assigned, Returned, or Missing).



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## Assignments

Your teacher will arrange work by topics, subjects, or date on the **Classwork page**.

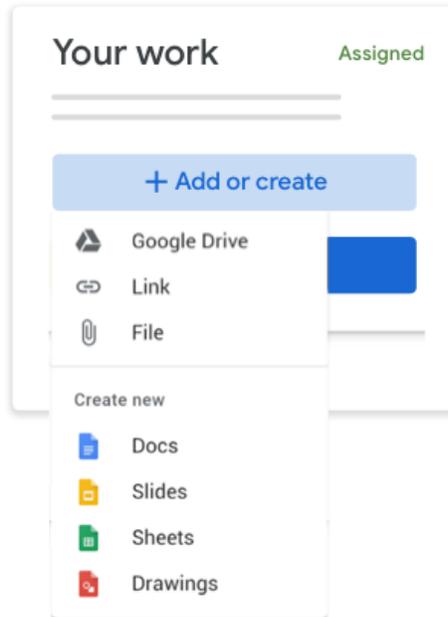
To view any work such as an assignment:

1. Look for the assignment within a topic or subject or date.
2. Click the post to expand it.
3. Click on **View assignment** to view the instructions.

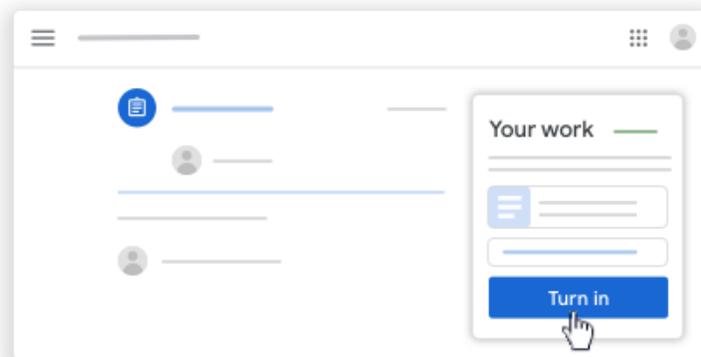
## Turn in an assignment

1. Click the class from the **Google Classroom page** where you want to submit an assignment.
2. Click the **Classwork page** and then click on the specific assignment.

3. To attach an item:
  - a. Under **Your work**, click **Add** or **create** then select Google Drive, Link, or File. You can upload any file to your assignment.



- b. Select the attachment or enter the URL for a link and click **Add**.
4. Click **Turn In** and confirm.



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The status of the assignment changes to **Turned in**.

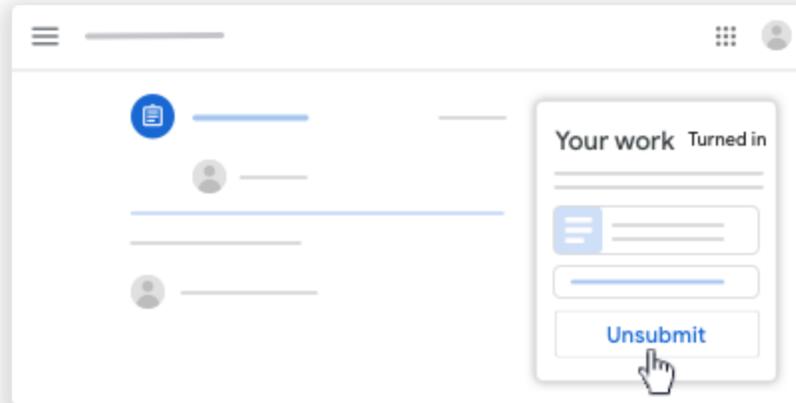
## Unsubmit an assignment

If you need to edit an assignment after you turned it in, you can unsubmit the assignment. If you unsubmit an assignment, be sure to resubmit it before the due date. If you need extra time to complete an assignment, please let your teacher know.

To unsubmit an assignment:

1. Click the class where you want to unsubmit an assignment in the **Google Classroom dashboard**.
2. Click the **Classwork page** and then click on the specific assignment.
3. Click **Unsubmit** and confirm.

Note: This assignment is now unsubmitted. Resubmit it before the due date.



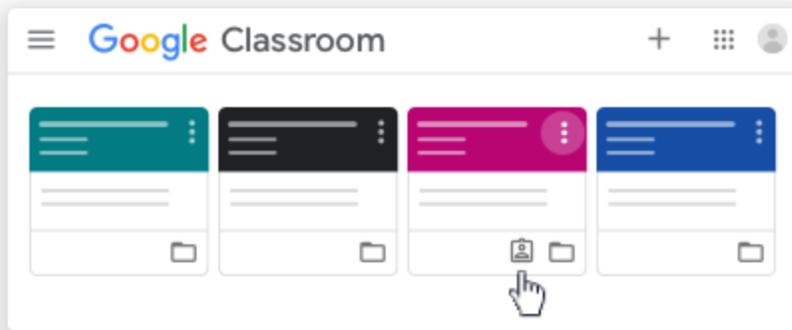
## Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work. If you need extra time to complete an assignment, please let your teacher know.

When your teacher assigns work, it's marked **Assigned**. If you don't turn in your work on time, it's marked **Missing** or **Done late** as soon as the due date arrives. For example, if work is due at **9:00 AM** and you turn it in after **9:00 AM**, Google Classroom will mark it as late. Check with your teacher about late work policies.

To view the status of your assignments:

1. Click the class where you want to unsubmit an assignment in the **Google Classroom dashboard**.
2. On a class card, click the Your work icon.

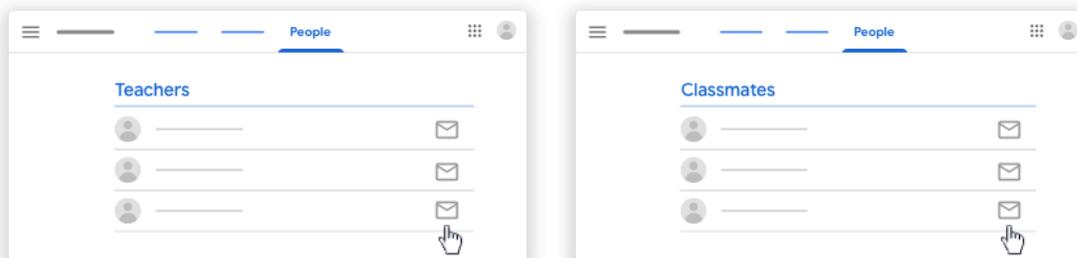


3. At the right, you see the work status of each item:
  - a. **Assigned**—Work assigned by your teacher. Check the due date.
  - b. **Turned in**—Work you turned in on time.
  - c. **Graded**—For graded work that your teacher returned, you see your grade.
  - d. **Returned**—For ungraded work that your teacher returned, you see a check.
  - e. **Missing**—Work you didn't turn in.
  - f. **Turned in: Done late**—Work you turned in late.
4. For more details, click an assignment to expand and then click **View details**.

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## People page

The **People page** shows you a list of students in your class and the teacher. You may also see another NEMJDS teacher listed as a co-teacher if they are not the lead teacher for a class. Co-teachers do not teach your class but provide Google Classroom support to the lead teacher. From the **People page** you can email your teacher or your class by clicking on the email icon next to a name.



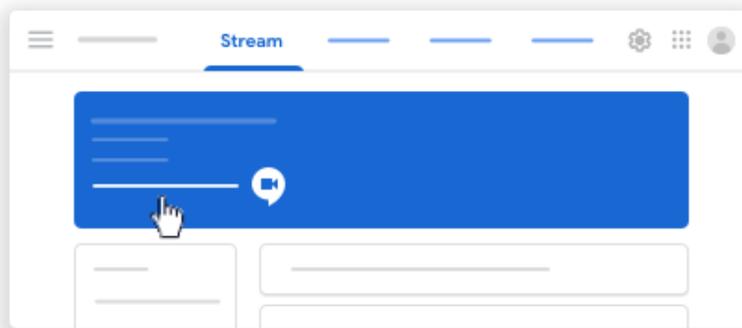
You can also email your teacher or another student from your NEMJDS Gmail account.

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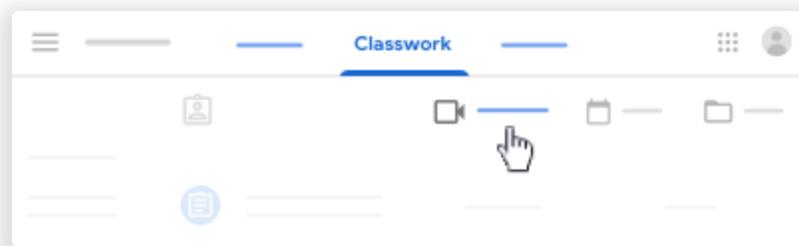
### Joining a Video Meeting from Classroom

You can join a video meeting with your class through Google Meet, you won't be able to join a class video meeting until your teacher starts the meeting.

1. Click the class where you want to unsubmit an assignment in the **Google Classroom dashboard**.
2. You can join a video meeting from the **Stream page** by clicking the **Google Meet link** in the header in the top left of the screen.



You can also join a video meeting by clicking on the Meet link from the **Classwork page**. At the top of the **Classwork page**, click **Meet** next to the Class folder.



Your teachers may also provide specific instructions about where they will post the link to join a video meeting.

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## Guardian Email Summaries

Parents and guardians have the option to receive regular, automatic email summaries for each of their children.

Guardian email summaries include:

- Missing work—Work that's late at the time the email was sent (If no due date is associated with an assignment, the work is not considered late)
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

Guardian email summaries do not include grades. Choosing to receive guardian email summaries does not give parents and guardians access to the **Stream, Classroom, or People pages** of their children's Google Classroom.

Parents and guardians must accept the invitation to receive guardian emails. If guardians have a Google account, they have the option to manage the frequency of receiving guardian emails. If guardians do not have a Google account, guardians will receive weekly emails and cannot change any settings.

NEMJDS will invite parents and guardians to receive guardian email summaries.

A sample guardian email is on the following two pages.

## Sample Guardian Email



Google Classroom

Weekly summary for Felix  
Aug 1 – Aug 5, 2016

### Student work

Missing from last week

U.S. History – due Jul 26

**My top five influential figures in American History**

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27

**What is the Harlem Renaissance? Who started it?**

Due next week

U.S. History – Due Aug 9

**"The Price of Free Speech" Reading and Questions**

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology – Due Aug 13

**Aquarium Investigation Project**

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

## Class activity from last week



### U.S. History

Kristen Gould

Assignment – Due Aug 9

#### "The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Posted Aug 5

Question

#### What document ended the War? What were the major components of the document?

Posted Aug 5

Assignment – Due Aug 16

#### Birth of a Nation

List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.

Posted Aug 5



### American Literature

Anthony Gonzales

Assignment – Due Aug 16

#### Write Edgar Allan Poe's "The Raven" as gothic fiction

In class, we learned about the qualities of gothic fiction. Gothic fiction is a genre or mode of literature and film that combines fiction and horror, death, and at times romance. For this assignment, I would like you to work in pairs and rewrite Edgar Allan Poe's "The Raven" as a Gothic fiction. I've attached some story starters in the worksheet attached. If you have any questions please send me a private comment and I'll be able to address it in class later.

Posted Aug 6

Question – Due Aug 17

#### Compare and contrast Bradford's and Byrd's definition of the American Dream

Posted Aug 9

Announcement

Don't forget to do your homework! We will be going over your essays in class, please don't forget to submit them ahead of time. See you tomorrow!

Posted Aug 10



### Marine Biology

Michelle Lin

Assignment – Due Aug 13

#### Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Posted Aug 7

Announcement

For those of you that are asking, I'll be posting the extra credit project in class tomorrow. There will be worksheets and rubrics handed out so be sure to show up on time.

Posted Aug 8

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications.