A Guide to Google Classroom for Families

Information and tips to support your child's learning at home.

Important Information on Remote Learning

On March 23, 2020, New York City public schools launched remote learning for all students through the end of the 2019-2020 school year. Visit schools.nyc.gov to receive the latest information on remote learning.

Our main page shares important updates related to our schools and your child's learning.

All New Yorkers can get three free meals a day, from Monday through Friday. Find a Free Meal location near you.

Visit our Activities for Students page for resources to support your child's learning at home.

Families who need a device with internet for their child's remote learning can request one by completing the Device Request Form or calling 718-955-5100 extension 5.

Our Frequently Asked Questions page shares answers to questions around accessing remote learning and services for students.

Regional Enrichment Centers (RECs) offer childcare for first responders. If you think you may be eligible, complete the REC survey.
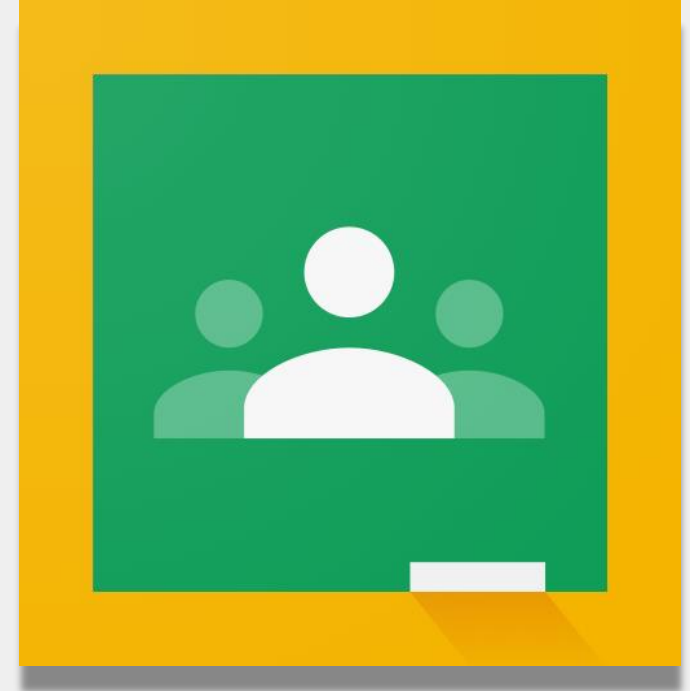
Google Classroom

Google Classroom is an online platform where students:

- Complete and turn in assignments
- Participate in lessons
- Communicate with their teachers
- Keep their classwork in online folders

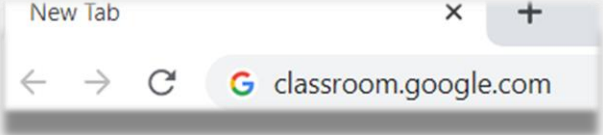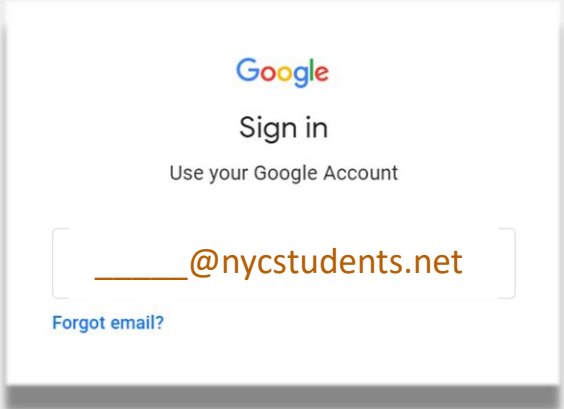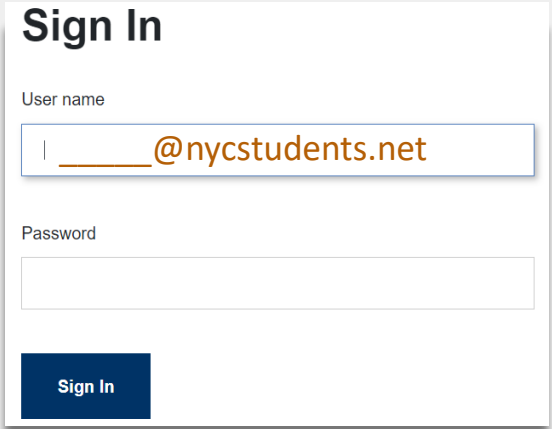You can also use Google Classroom on iPads, iPhones, and Android Devices.

Logging into Google Classroom

1 Go to classroom.google.com

2 If your school provided you a Google account, use that account. If not, use the same account information for the Remote Learning Portal. This ends with "**@nycstudents.net**"

3 You may be asked to log into the Remote Learning Portal again.

⚠️ **Reminder**: Personal accounts that end with "@gmail.com" will not give your child access to their teacher's classroom.

1

New Tab

classroom.google.com

2

Google

Sign in

Use your Google Account

_____@nycstudents.net

Forgot email?

3

Sign In

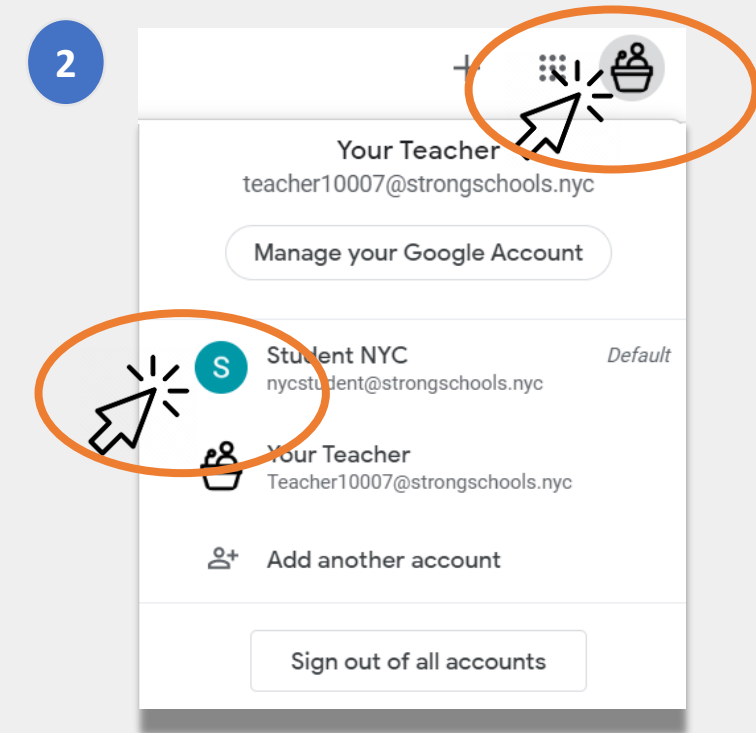User name

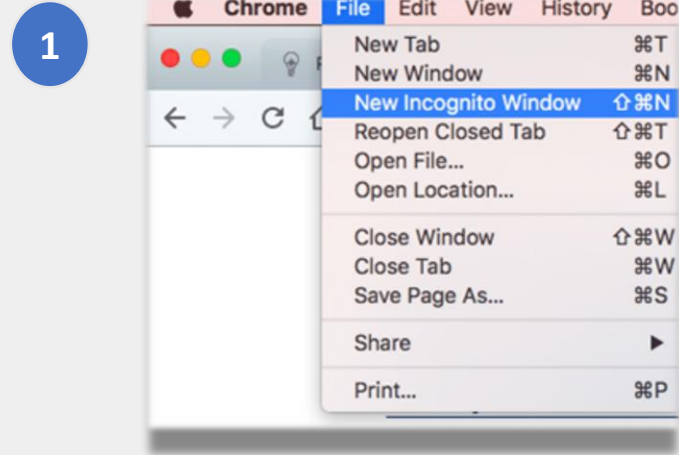|_____@nycstudents.net

Password

Sign In

Logging into Google Classroom (continued)

Google allows multiple accounts to stay logged on at the same time. If you are logged into multiple accounts, your child may not be able to view their classrooms. There are two ways to address this issue:

1. Using a **"new incognito window"** on your web browser or;

2. Selecting your user account from the account list.
   - Click on the "account" icon on the top-right corner of your screen.
   - Select your child's profile.

⚠️ **Reminder**: Personal accounts that end with "@gmail.com" will not give your child access to their teacher's classroom.
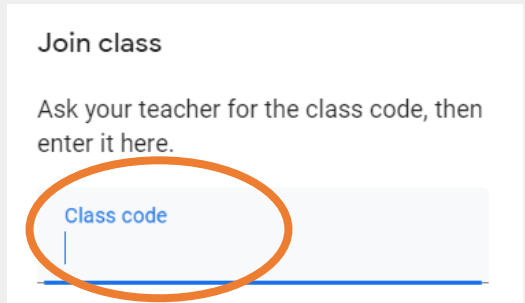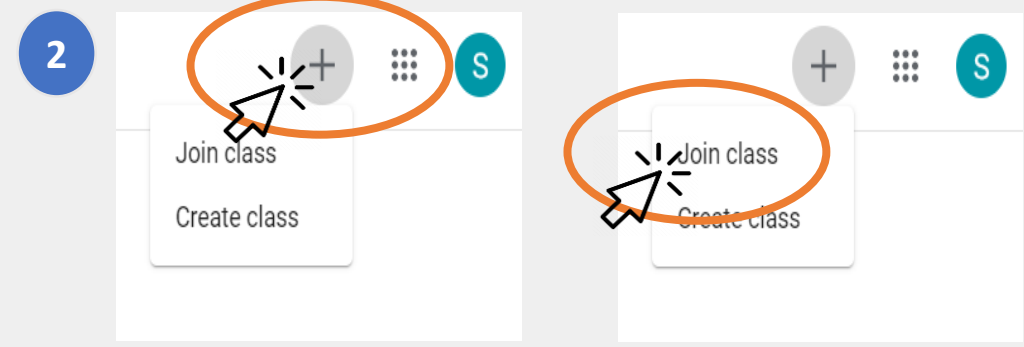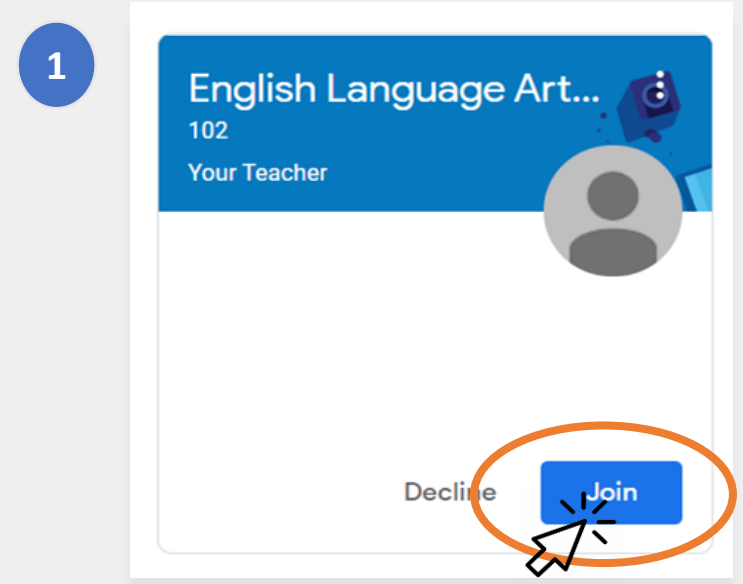
Joining Classrooms

Students can join online classrooms in two ways:

1 **By an online invitation from their teacher**. If your child received an invitation, all they need to do is click "Join". Or;

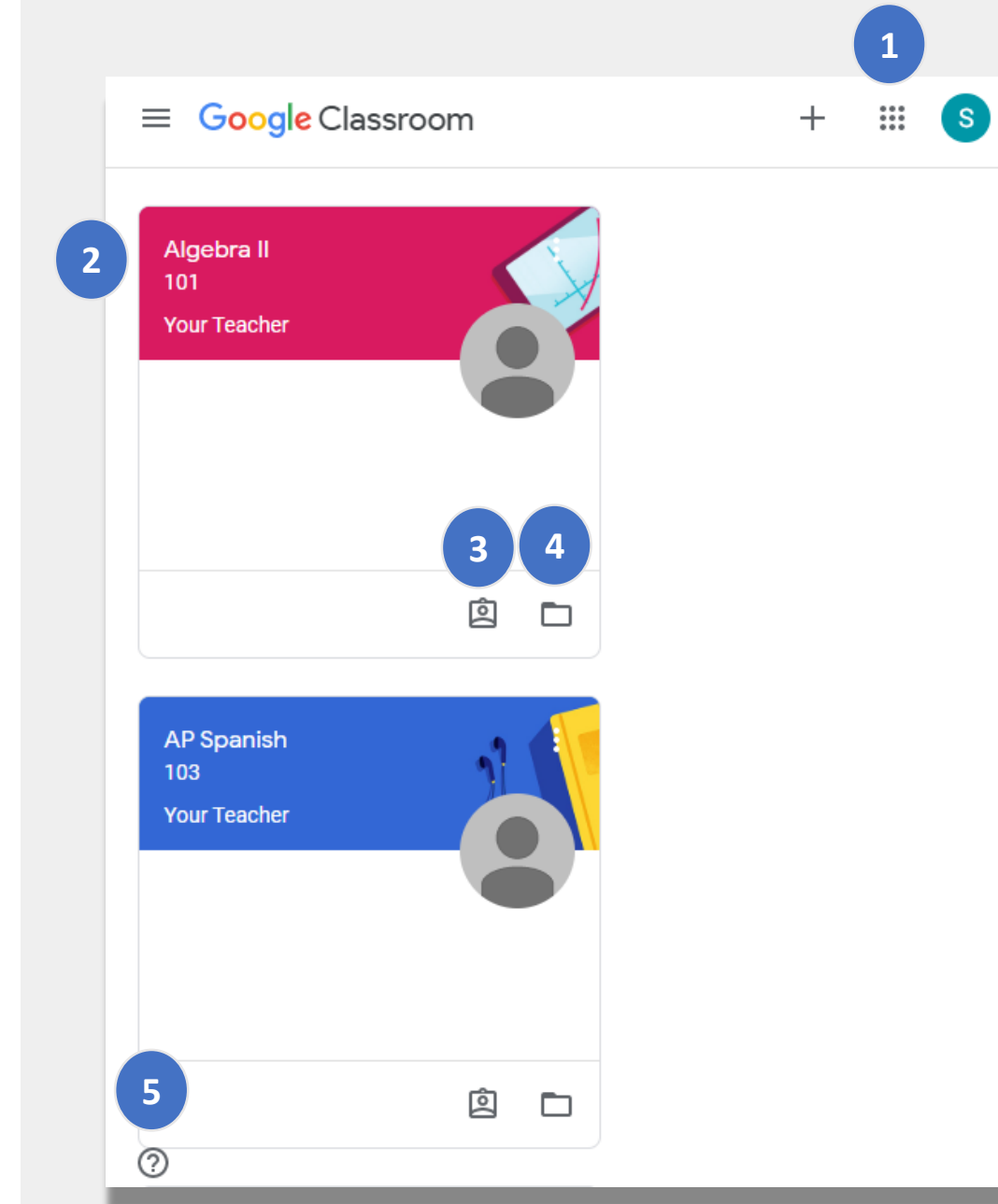**2** **By using a class code.** If your child received an access code, they will need to:
- Click the "**+**" icon on the top-right corner of the page.
- Click "**Join Class**".
- Enter the **class code**. A class code is made up of 6 or 7 letters or numbers

The Home Page

The **"Home Page"** of Google Classroom shows you the different classrooms your child belongs in. Some important features of this page include:

1 The **"Waffle" icon** that shows you the different tools available to your child.

2 The name of the class and teacher.

3 Past and upcoming work assigned by the teacher of this class.

4 The online folder with all of your child's work for this class.

5 The Help Center and Help Community where you can ask questions or learn more about Google Classroom. These pages are organized by Google, not by your school.
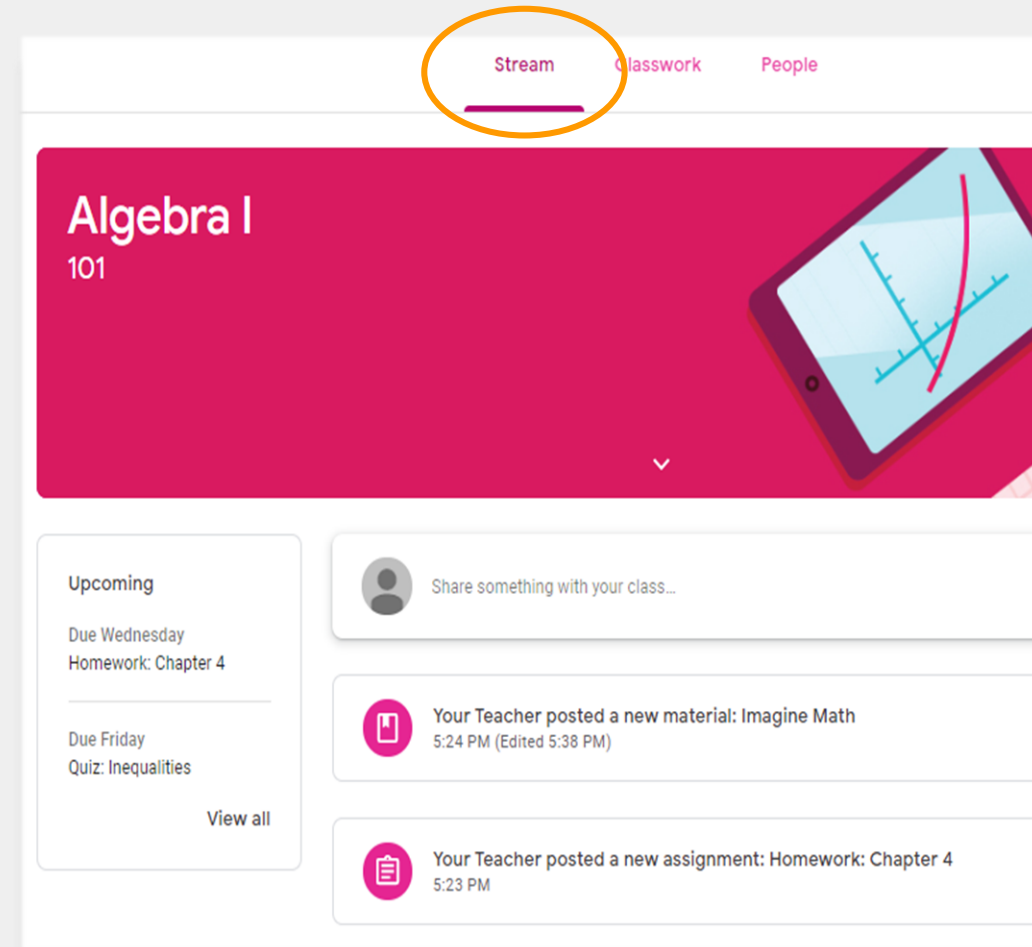
Stream

The **Stream** page is where teachers communicate with students.

When teachers share assignments, quizzes, materials, or links to online sessions, they also appear in the Stream page.

Teachers can also allow students to post items on the Stream page and interact with their classmates.
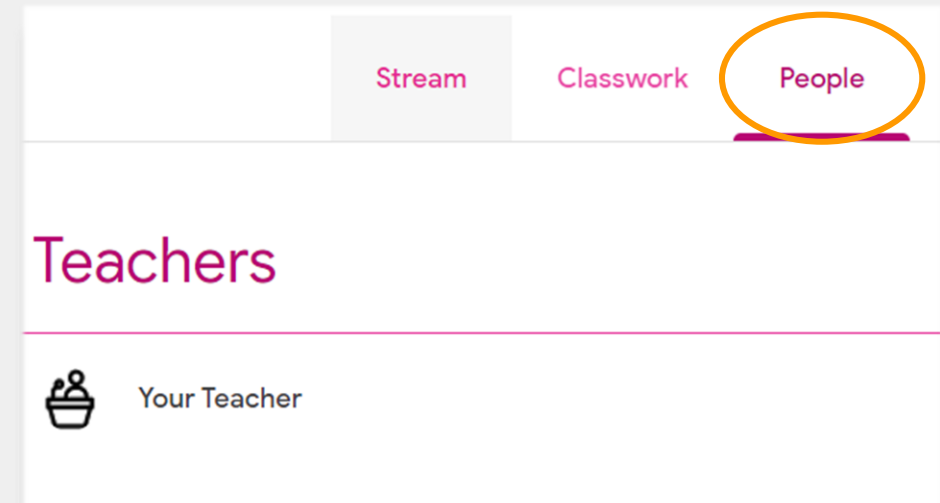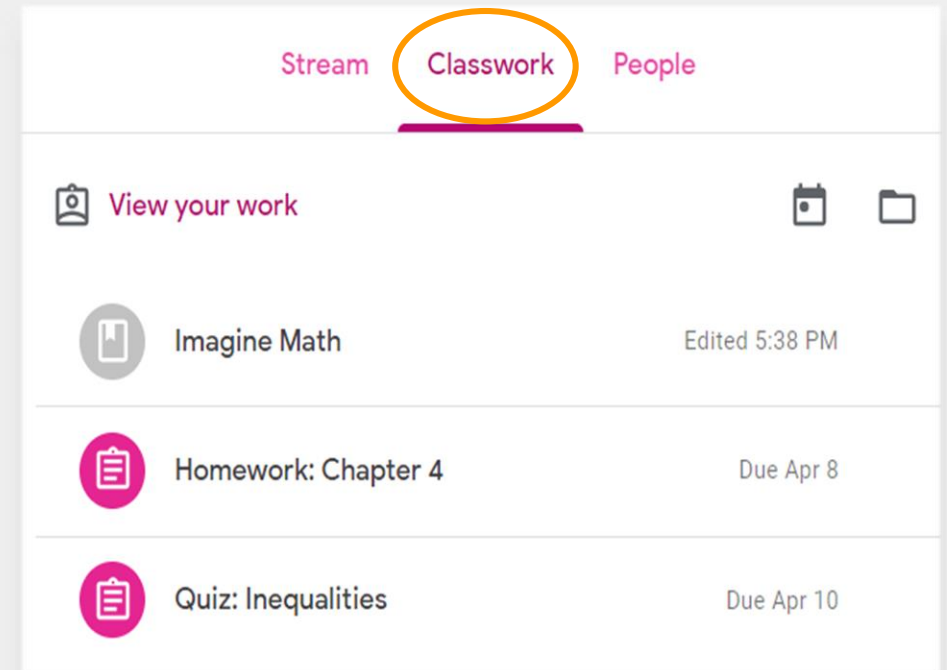
Classwork

The **Classwork** page contains all assignments, quizzes, and materials for the class.

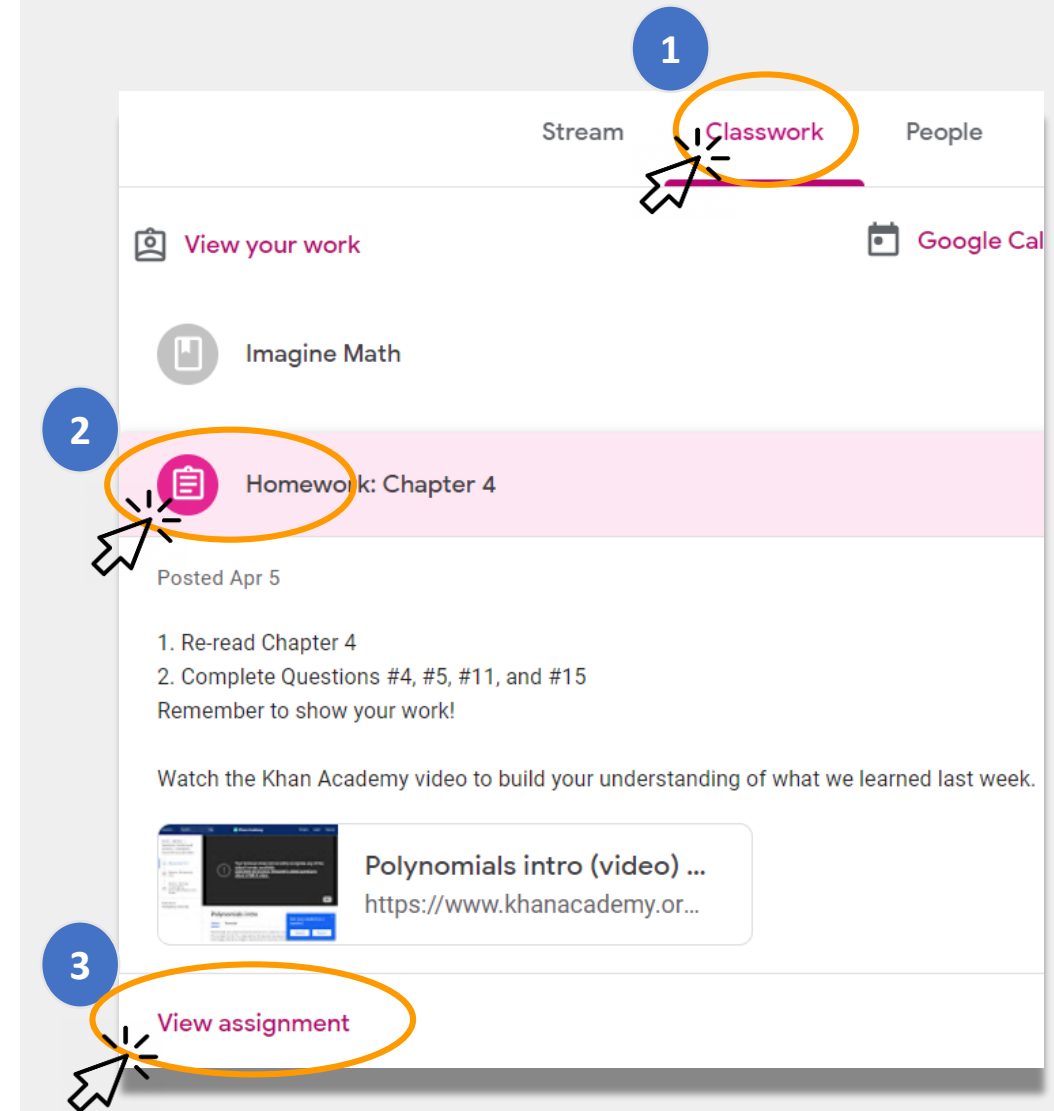Students use the Classwork page to turn in work that is then graded by the teacher.

People

The **People** page includes a list of all the teachers for this class.

Turning in Assignments

Your child can view and turn in assignments by using the **Classwork** page. To turn in an assignment:

1 Click on the **Classwork** page.

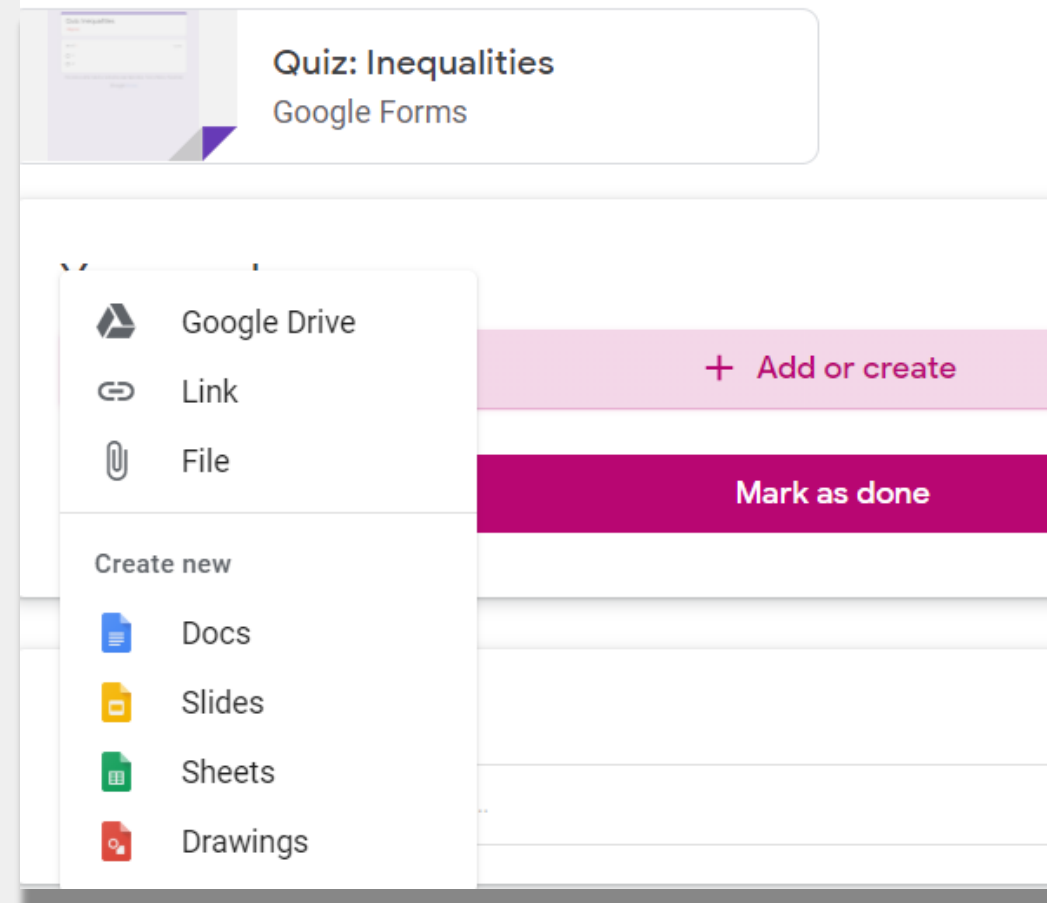**2** Click on the assignment.

3 Click "**View assignment**".

Turning in Assignments (continued)

Usually, the teacher will already have a document for your child to complete. If not, click on **"+ Add or create"** to select a way to respond to and submit an assignment.

- For example, clicking on "**Google Drive**" will let your child submit something from their online folder.

Click "**Mark as done**" when the assignment is ready for the teacher to review.

- Teachers may assign tasks that do not require turning something in, such as completing a form. They would simply need to click "**Mark as done**" when the task is complete.

Guardian Summaries

Guardian Summaries are weekly or daily email messages to families. These emails communicate:

- **Missing Work** if your child still needs to complete an assignment that was already due.
- **Upcoming Work** for next week.
- **Class Activity** such as work your child recently completed or their responses to teacher announcements.

Email your school's teacher if you would like to receive Guardian Summaries for your child.

NYCDOE Links on Remote Learning

NYC Department of Education
https://www.schools.nyc.gov/

Activities for Students
https://www.schools.nyc.gov/learn-at-home/activities-for-students

Technical Tools and Support
https://www.schools.nyc.gov/learn-at-home/technical-tools-and-support

Frequently Asked Question on Remote Learning
https://www.schools.nyc.gov/learn-at-home/information-on-remote-learning

Free Meals
https://www.schools.nyc.gov/school-life/food/free-meals

Devices for Remote Learning
https://www.schools.nyc.gov/learn-at-home/ipad-distribution

Regional Enrichment Centers
https://www.schools.nyc.gov/enrollment/enrollment-help/regional-enrichment-centers

Getting Started with your DOE iPad
https://www.schools.nyc.gov/learn-at-home/ipad-distribution/getting-started-with-your-ipad