

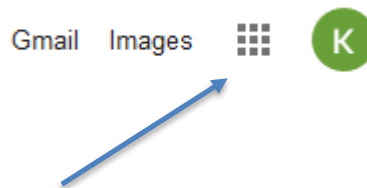
**North Metro Flex Academy  
Google Classroom Parent Training**

**Overview**

Google Classroom is an online educational learning program that teachers at NMFA will be using for the 2020-2021 Academic School Year. Teachers will be using this program to share announcements, assignments, materials, and links to other resources. Your child will be checking in each day they are distance learning for posts made by the instructor. It is the child's responsibility to complete assignments on time each day. Each teacher's Google Classroom will look different from another teacher's Google Classroom, but navigating the program and its features will be the same in each Google Classroom.

**Getting Your Child Started with Google Classroom**

1. Go to [www.google.com](http://www.google.com). On the top right, you should see the following:



2. Click the Google Apps Tab.

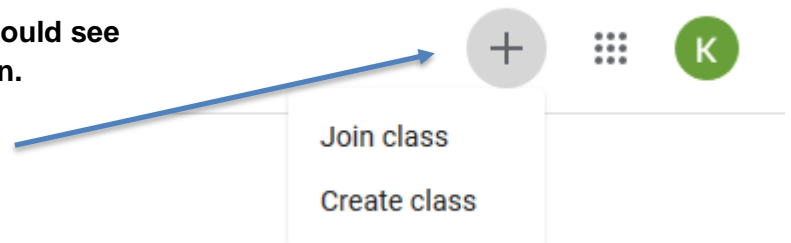
3. Navigate and click on the Google Classroom Icon.



4. After navigating to Google Classroom, login in using the account information sent to you from your child's teacher.

5. After logging into Classroom. You should see the following at the top of your screen.

Select the "+" and hit "Join Class".

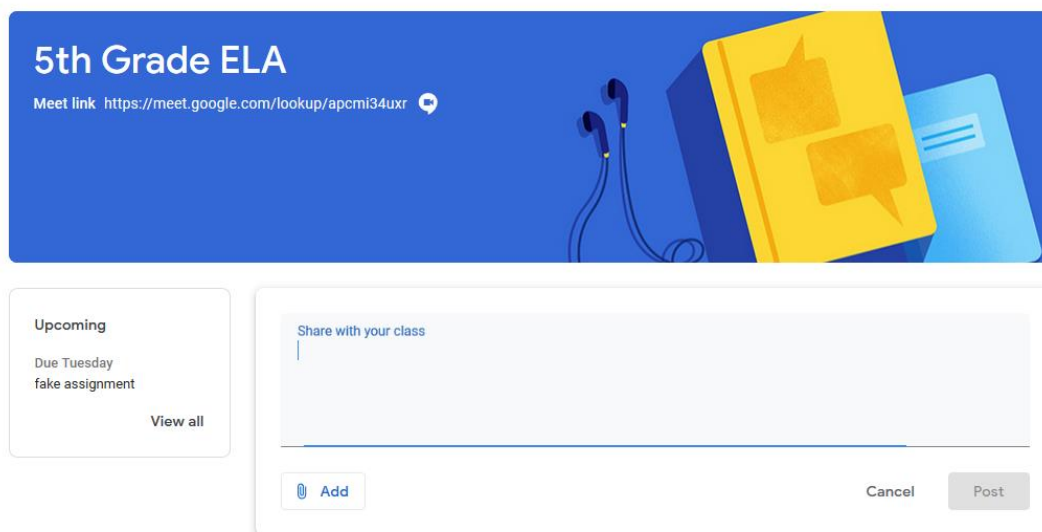


6. After you have selected “Join Class”. A screen will appear asking for you to enter in the Classroom code sent to you from the instructor. Once you have entered in the code, your child will now be enrolled in the class.

## Navigating Google Classroom

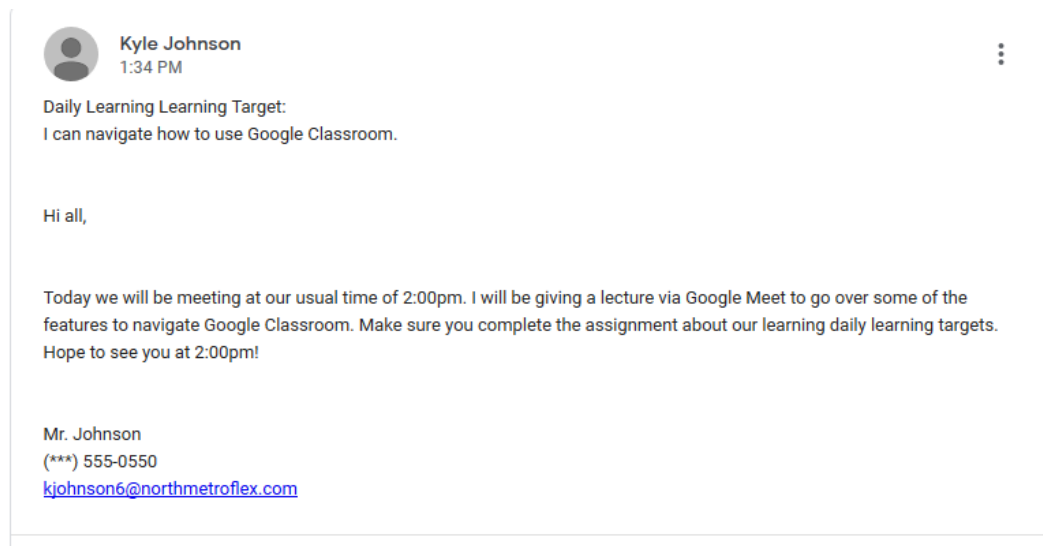


1. The “Stream” is the main page where you will see announcements, assignments, discussions and other material posted by teachers, support staff, and other classmates. **NOTE: This is the most important tab of Google Classroom!**

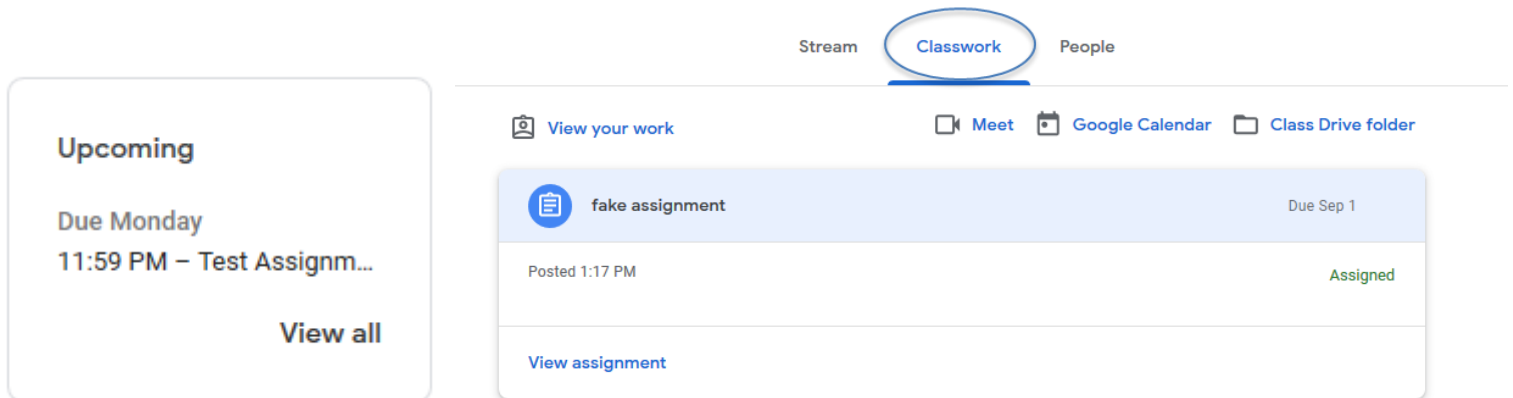


*The Google Classroom Stream*

**Here is an example of a Google Classroom stream post and assignment:**



2. The “Classwork” tab is where you will find assignments and when they are due. In addition, the calendar on the left side of the screen of the “Stream” Tab will tell you and your child of upcoming due dates for all classes enrolled.



3. The “People” tab will show who is involved within your child’s Google Classroom including teachers, students, and support staff. In addition, contact information will be provided so students and parents can reach their teachers.

## Teachers



Clicking this “mail” tab will allow you to email the teacher directly.

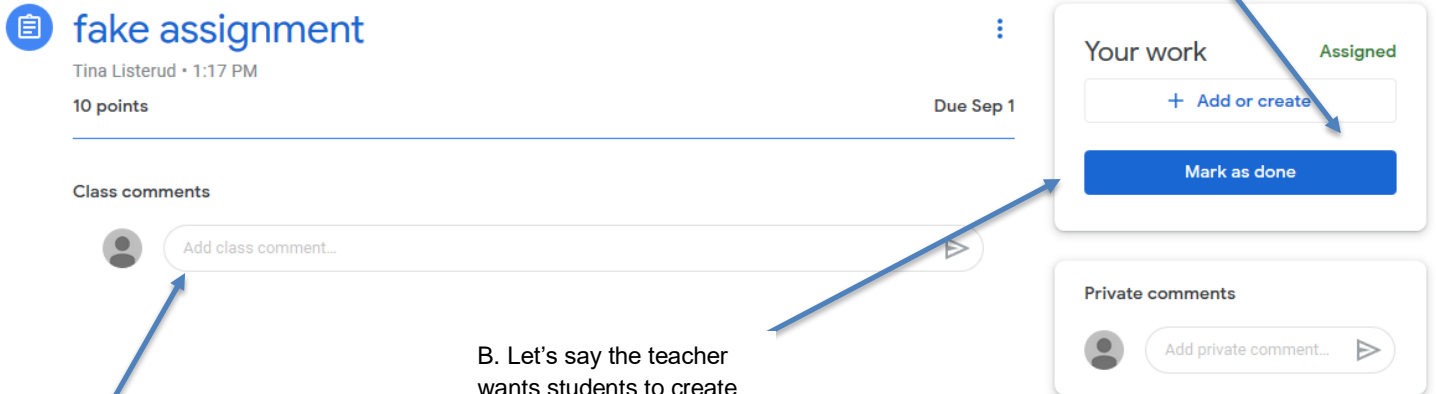
### Submitting Assignments

Google Classroom has a variety of ways to assign homework and assessments for students. Some of the most common ways teachers assign work is using either Google Docs, Slides, or Forms. Each teacher will use these different programs within Google Classroom depending on the teacher’s style. See the example below.

Here we have an assignment from the "Classwork" tab.

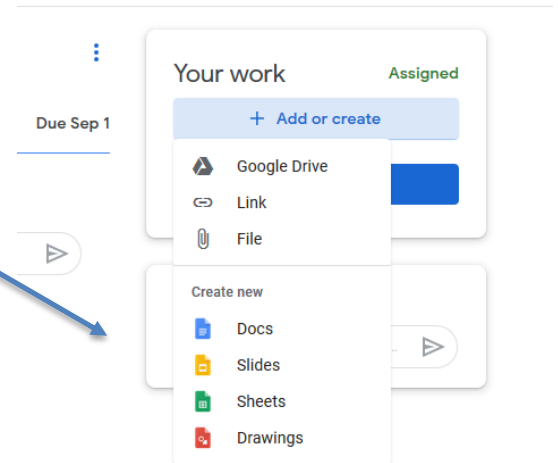
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C. After students have finished their assignment and/or attached their Google Slides, Doc, Forms, etc, they should hit "Mark as done"



A. Here, students can make comments or ask questions about the assignment.

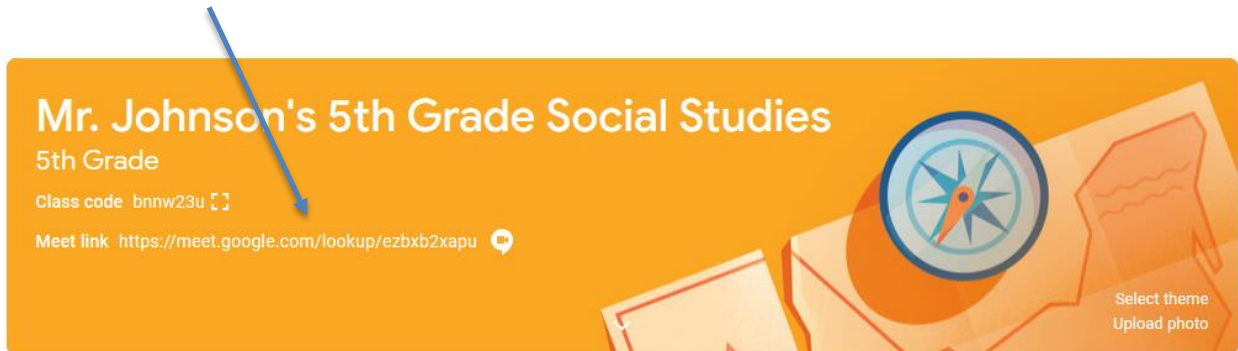
B. Let's say the teacher wants students to create a PowerPoint Presentation about George Washington. Here, they can hit "Add or Create" and select Google Slides to make a presentation.



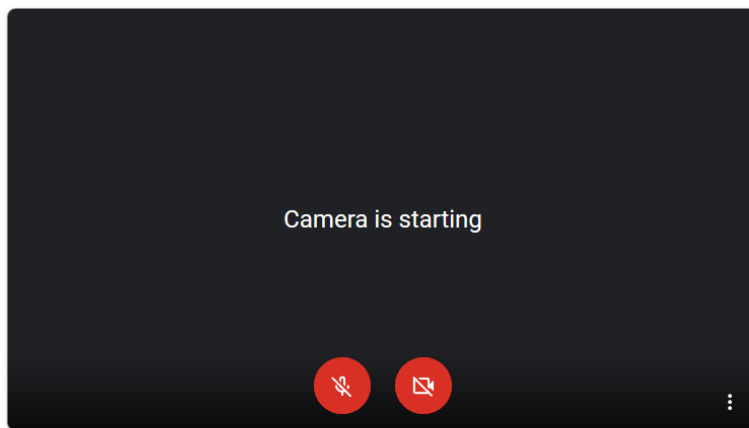
Once a student has submitted their assignment, the teacher can grade it, provide feedback, and then return the assignment to the student. The students will receive emails when the teacher has returned the assignment to the student. Additionally, students can check their work on the "Classwork" Tab.

## Using Google Meet

Google Meet is a video chat program that works seamlessly with Google Classroom and will be the main mode of communication between teachers and students. Each Google Class has a unique Google Meet link that is posted at the top of the “Stream” page. See the example below.

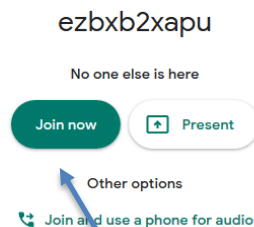


Students can click this link where they will be brought to the Google Class' Meeting Page. Here students can interact with their teacher and peers during scheduled meeting times.



Google Meet

Make sure both the camera and microphone are on so the teacher can see the students!



Make sure to select “Join now” to join the Class Google Meet.

## Additional Resources

Not every feature of Google Classroom was mentioned above. However, a list of helpful videos, resources, and tutorials have been provided below that may provide clarity if needed.

Tutorial Videos for Parents and Students on how to use Google Classroom

<https://www.youtube.com/watch?v=lgS-hoSljnw&t=208s>

<https://www.youtube.com/watch?v=88idNZxeZbo>

<https://www.youtube.com/watch?v=OjRHHIbxKvk>

Guides on how to use Google Classroom and G-Suite

<https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en>

[https://services.google.com/fh/files/misc/guardians\\_guide\\_to\\_g\\_suite\\_for\\_education\\_april\\_2020.pdf](https://services.google.com/fh/files/misc/guardians_guide_to_g_suite_for_education_april_2020.pdf)

<https://www.common sense media.org/blog/parents-ultimate-guide-to-google-classroom>

If you need any additional information regarding Google Classroom, please contact North Metro Flex Academy at (612) 900-4435!

Google Classroom Committee

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