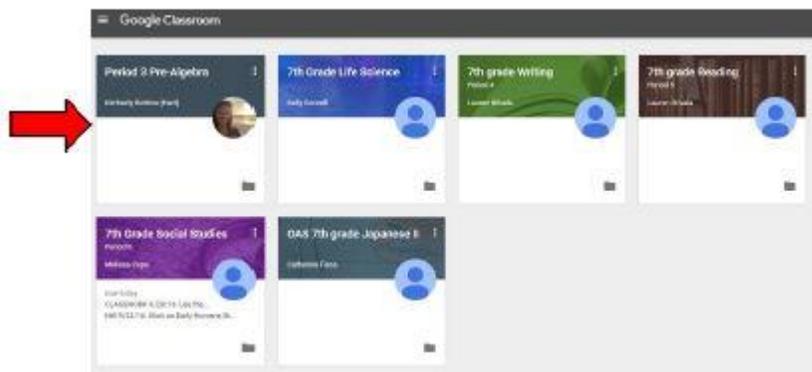
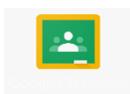


# Google Classroom for Parents

If you would like to see your child's Google Classrooms, you can access his/her dashboard by following these directions:

- ❖ Go to <http://clever.franklin-academy.org>
- ❖ Login using your Child's Franklin email address and password.
- ❖ Once you are successfully logged in to Clever- click the Google Classroom Icon
- ❖ Once you are logged in, you should see your child's Google Classroom dashboard



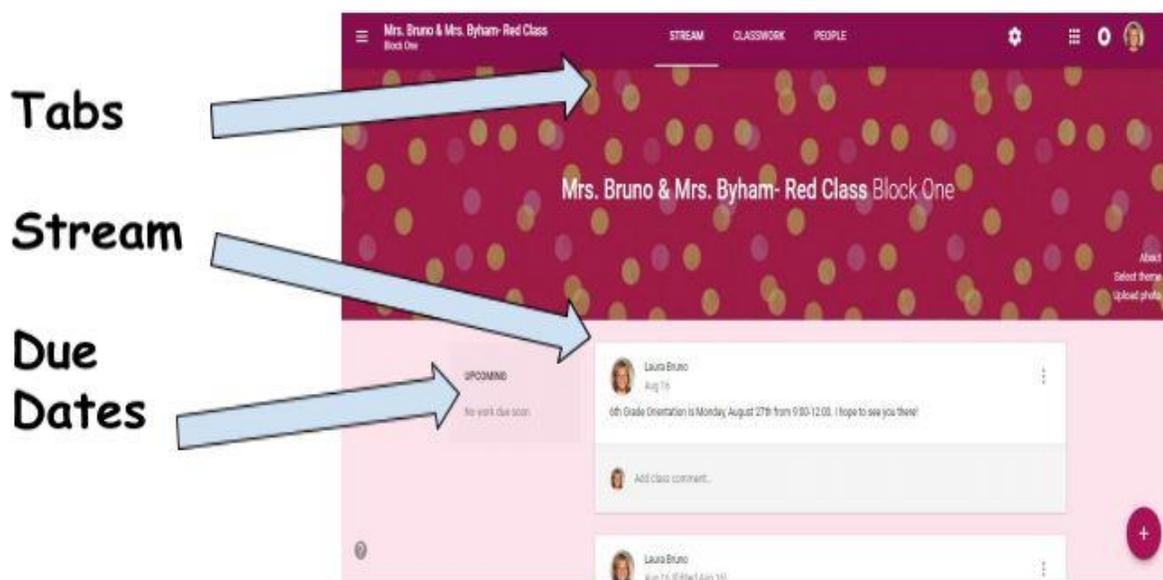
- ❖ From the dashboard, click on any class to view its Google Classroom page.
- ❖ When viewing an individual class, you can click on the little three-line icon in the upper left corner of the screen in order to view an overall class menu.



# The Main Page

## What information is on the main page and how is it organized?

On the main page of the classroom you will find tabs at the top of the screen that will help you navigate between the stream, classwork and people section. More about each of these tabs will follow. In addition, you will find the stream, which will be explained in detail in the next section and due dates for assignments.



# Tabs

## What are tabs and what can I do with them?

There are three main tabs located at the top of the classroom which help students and parents navigate to different sections of the classroom. When you initially open the classroom you will be on the tab with the stream. The second tab is titled "classwork" and contains assignments, questions and resources to complete work. The third tab is titled "people" and contains school email addresses of all students in the class and well as the teachers.

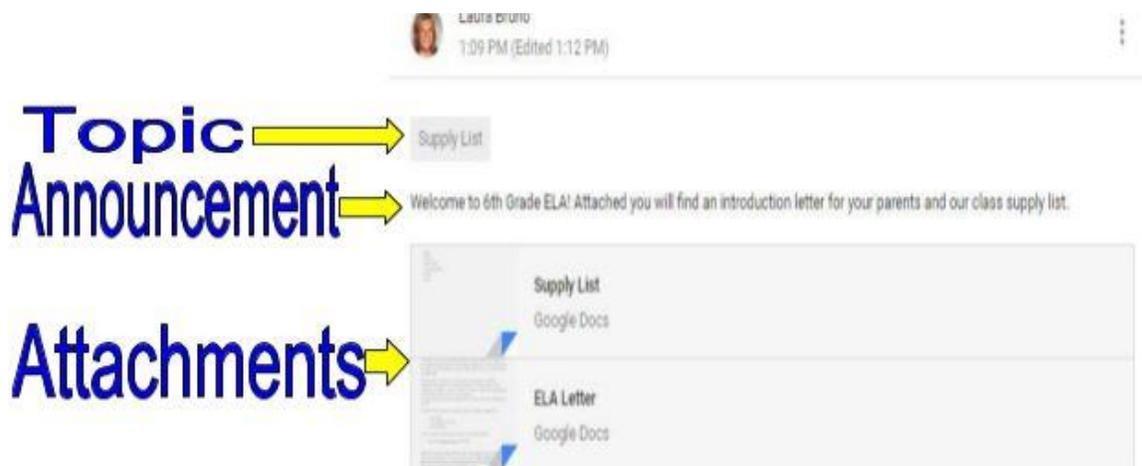


## The Stream

### What is the stream and what information can I find there?

The stream is where teachers post information for students. If you are accessing an older version of Google Classroom you will find announcements, assignments and questions. The newer version of Classroom has announcements in the stream, with assignments and questions under the tab titled "Classwork."

**Announcements:** Announcements are reminders or messages to students. They are organized with the most recent posts on top and older posts below. They may also have attachments such as forms for school pictures, flyers for school events or supply lists. Some teachers may also list homework assignments in the stream for easy access. Announcements will have a white header without the clipboard in the corner.



# Classwork

The classwork tab is where you will find your child's assignments. Teachers may also post links and other resources needed to complete assignments. In addition, teachers may post questions for students to answer in order to facilitate a class discussion on a topic of study.

**Assignments:** Assignments in Google Classroom are paperless versions of traditional assignments that students would receive through a hand out. The clipboard icon in the upper left corner indicates that the post is an assignment for students to complete. When a student clicks on an assignment, it will take them to a Google Doc, Google Form or other tasks that they must complete and submit electronically. There may also be links to other resources that will help students complete those assignments. Teachers may grade assignments and return with a score via the classroom as well.

The image shows a screenshot of a Google Classroom assignment post. On the left side, there are four blue text labels with yellow arrows pointing to specific elements in the post:

- Assignment Icon:** Points to the purple clipboard icon in the top left corner of the post.
- Topic:** Points to the 'Tests' topic label.
- Due Date:** Points to the 'Due Feb 23' label.
- Directions:** Points to the main text of the assignment: 'Dragonwings Test Chapters 1-6' and 'Complete the attached test using your class notes for Chapters 1-6.'
- Link to Assignment:** Points to the 'Dragonwings Test Chapters 1-6' link, which is a Google Form.

The post itself includes a teacher profile for 'Laura Bruno' with a timestamp of '5:33 PM'. On the right side, there are two progress indicators: '0 DONE' and '0 NOT DONE'. Below the assignment text, there is a card for the 'Dragonwings Test Chapters 1-6' Google Form with a 'View responses' button. At the bottom of the post, there is a comment box with a profile picture and the text 'Add class comment...'.

**Questions:** Teachers can post questions for students to answer on the stream and encourage debate and conversation. If enabled, students may also respond to answers of their classmates.

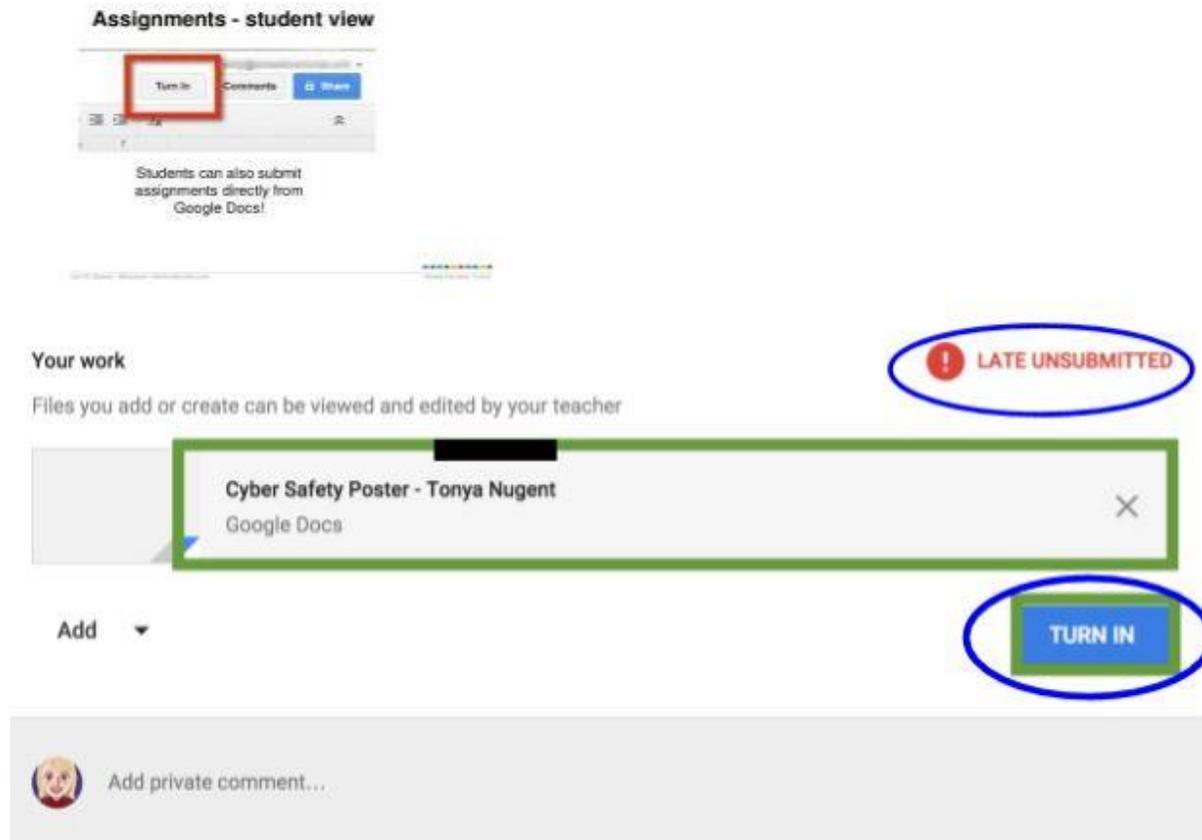
The screenshot shows a classroom assignment post. At the top, it says 'Question of the Week' and 'Due Tomorrow'. The question is 'Do you agree or disagree with the idea of having school uniforms?' and the directions are 'Give one reason to support your answer and reply to one other person's answer.' The post has a 'DONE' button with a '0' and a 'NOT DONE' button with a '0'. A comment box at the bottom says 'Add class comment...'. Annotations on the left side of the image point to these elements:

- Topic** points to 'Question of the Week'
- Due Date** points to 'Due Tomorrow'
- Question** points to 'Do you agree or disagree with the idea of having school uniforms?'
- Directions** points to 'Give one reason to support your answer and reply to one other person's answer.'

## Submitting Assignments

**How does my child submit completed assignments and how can we tell if assignments are done or late?**

When a student opens an assignment there will be a "turn in" button at the bottom of the post. In addition, students will find the same button at the top of assignment document. In the top right hand corner of the assignment post will be status message telling you if the assignment is "not done", "done" or "late." You may also see a message indicating that the assignment has been returned with a grade.



## Email Summaries

**What information can I get from email summaries and how do I get them?**

Email summaries are a terrific communication tool for parents and teachers. If your child's school district and classroom teacher have enabled this feature, you may receive daily or weekly emails including missing work, upcoming due dates for work and announcements. You need to have a Google account and you can determine the frequency of the emails.

1. You will receive an email from your child's teacher that includes an invitation. When you accept that invitation, you can go to the settings to choose the frequency.
2. Log in to your Google account and choose settings at the bottom of an email summary. Sign in to the email settings page, choose frequency and the email that you would like to receive summaries. A sample parent summary page is shown below:



## 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