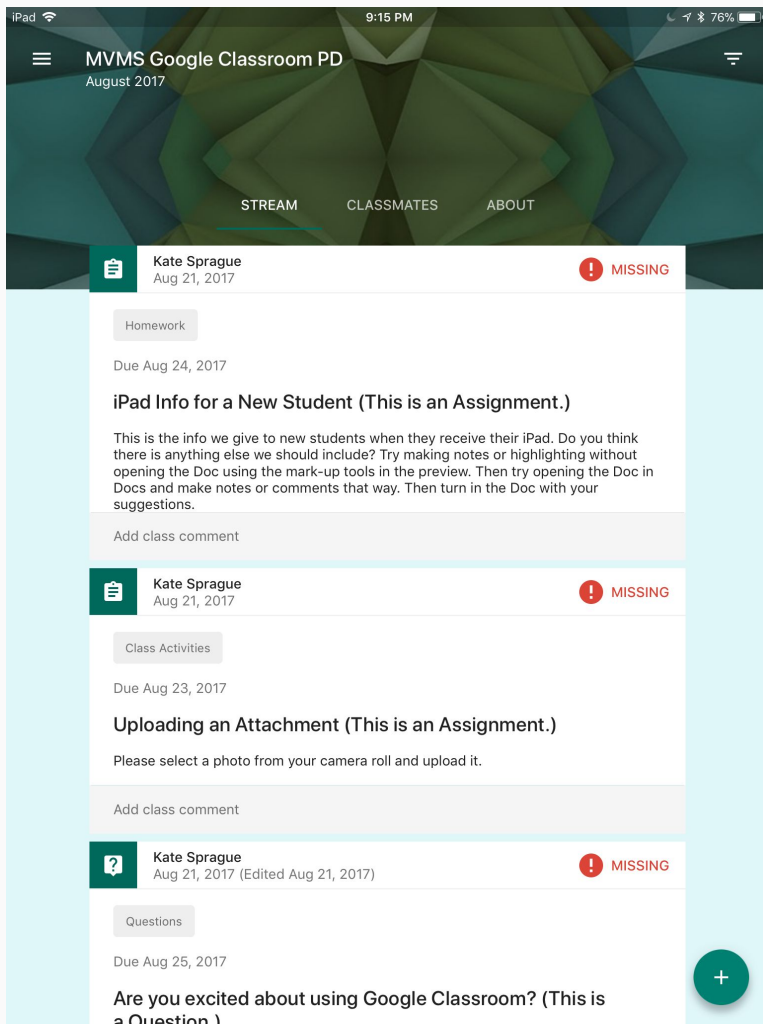# MVMS PTSA Google Classroom

January 25, 2018

STREAM

The Stream is the primary pane in Classroom. Everything is posted here in chronological order.

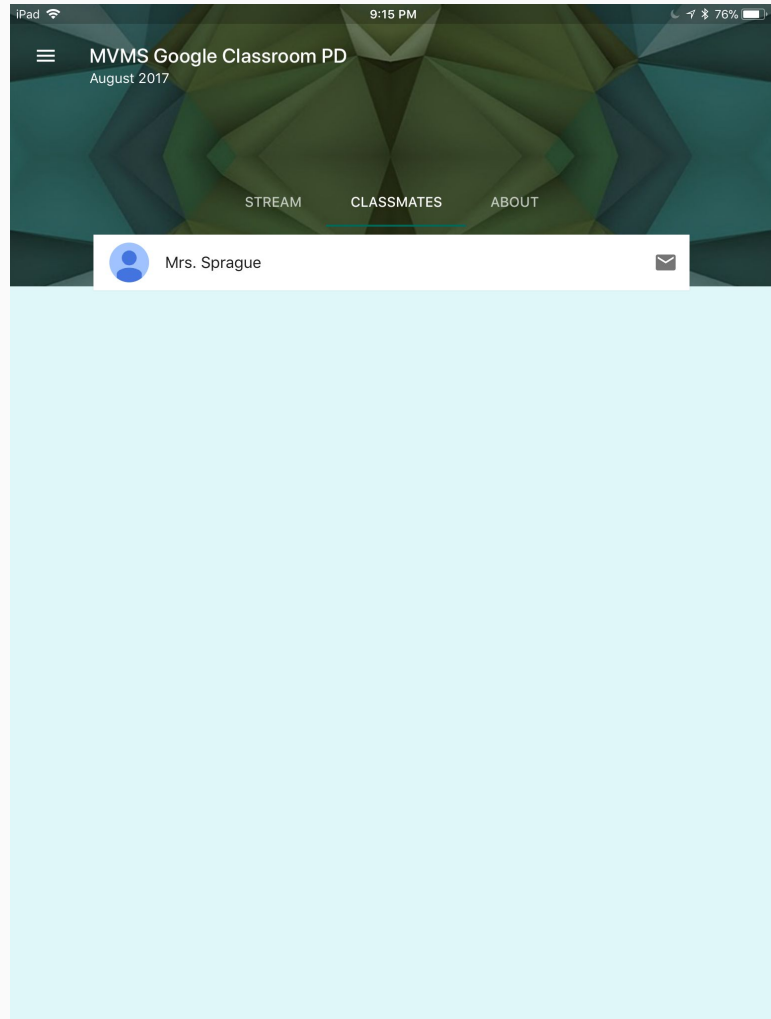Note that assignment due dates are listed just above the title.

The student's status for the assignment is listed in the upper right corner (Not Done, Missing, Done, Done Late).

Some teachers may use Topics to categorize different posts - use the filter icon in the upper right to sort by Topic.
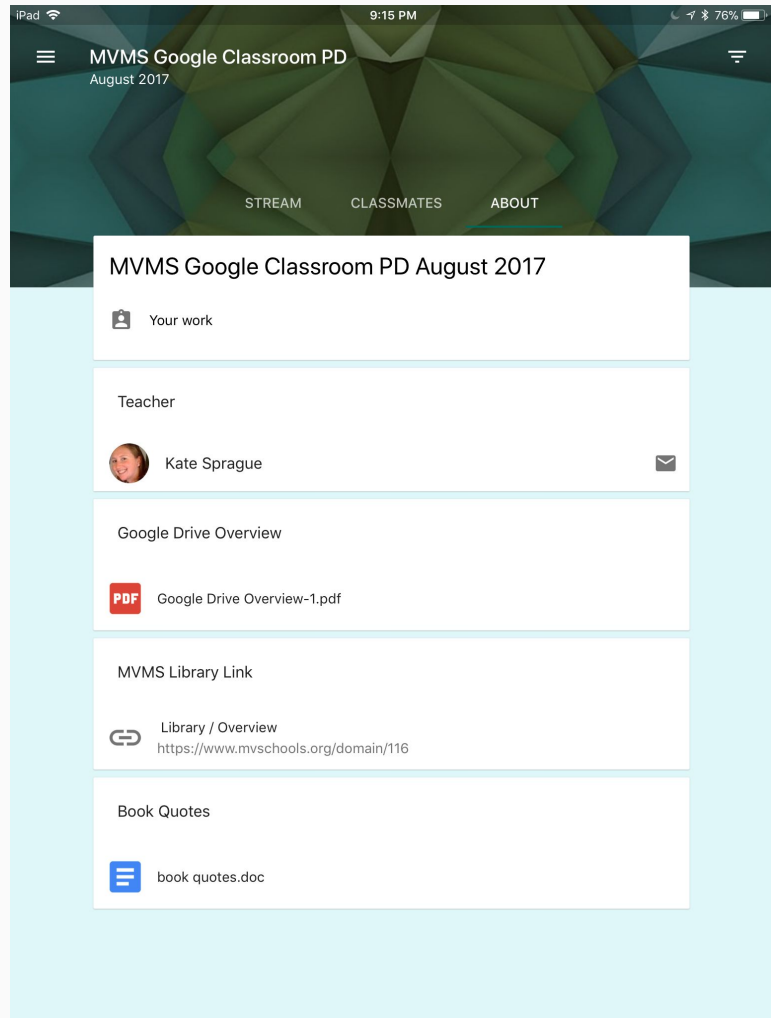
CLASSMATES

Students in the class are listed here.

ABOUT

Teachers may post resources here, like regularly used links or helpful classroom documents.

MENU (3 bars)

The three bars in the upper left corner of any Google app open the menu or navigation pane. In Classroom, use this to navigate between classes or see a list of all classes, switch to Google Calendar, access the To-Do list of upcoming and completed assignments, and view other settings.
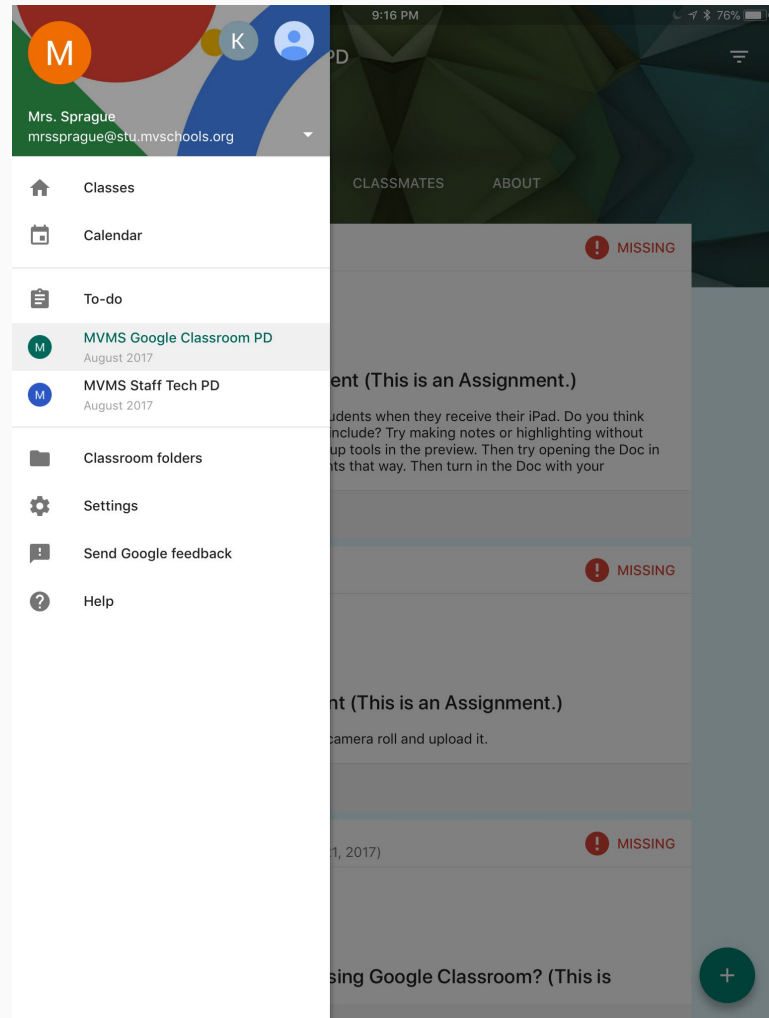
TO-DO/DONE

The To-Do list shows upcoming and missing assignments, including the due date. The color on the side of the assignment coordinates with the theme of the class. The Done list shows completed assignments.

Google Calendar

When you tap on an assignment, it opens the details for that assignment. The blue link will open the assignment back in Google Classroom. Tapping the pencil icon will allow editing, including adding notifications to give reminders prior to the due date.

Assignment

When an assignment is tapped to open, the due date, title, description, and any attached materials are visible. This is also where students add their own attachments and turn the assignment in.

‹

!

Due Aug 24, 2017

iPad Info for a New Student (This is an Assignment.)

💬 Add class comment

This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions.

Your work   ❗ **MISSING**

📄   Mrs. Sprague - iPad Info for New Student   ✕

➕   Add attachment

TURN IN

Add private comment   ➤

Attached Doc

When an attached Doc is opened, the first view is a preview. Here a pdf version of the file can be annotated or the actual file can be opened in Docs.

Welcome to Mill Valley Middle School! We are glad you're here!

This is your 1:1 Program iPad. You are responsible for the iPad, case, charging cable, and charging brick, and will be asked to turn all back in at the end of your time at MVMS. We expect that you will use the iPad responsibly and in accordance with the 1:1 Program Agreement, which is available on the 1:1 Program website at www.mvschools.org/onetoone.

There are two labels on the back of your iPad with a six-digit asset code. Your iPad asset code is: _____. At least one of those labels must remain visible at all times.

Your Google account: _____
    The first time you log in, use the password G@ppsrfun and then set your password to the Google password listed below.
Your Google password: _____

You will be required to set a passcode on your device.
You must use this passcode: _____

Annotating

When annotating, write or type directly onto the file. This is not editing the actual Doc. The work is saved as a pdf. The original, attached Doc remains unedited.
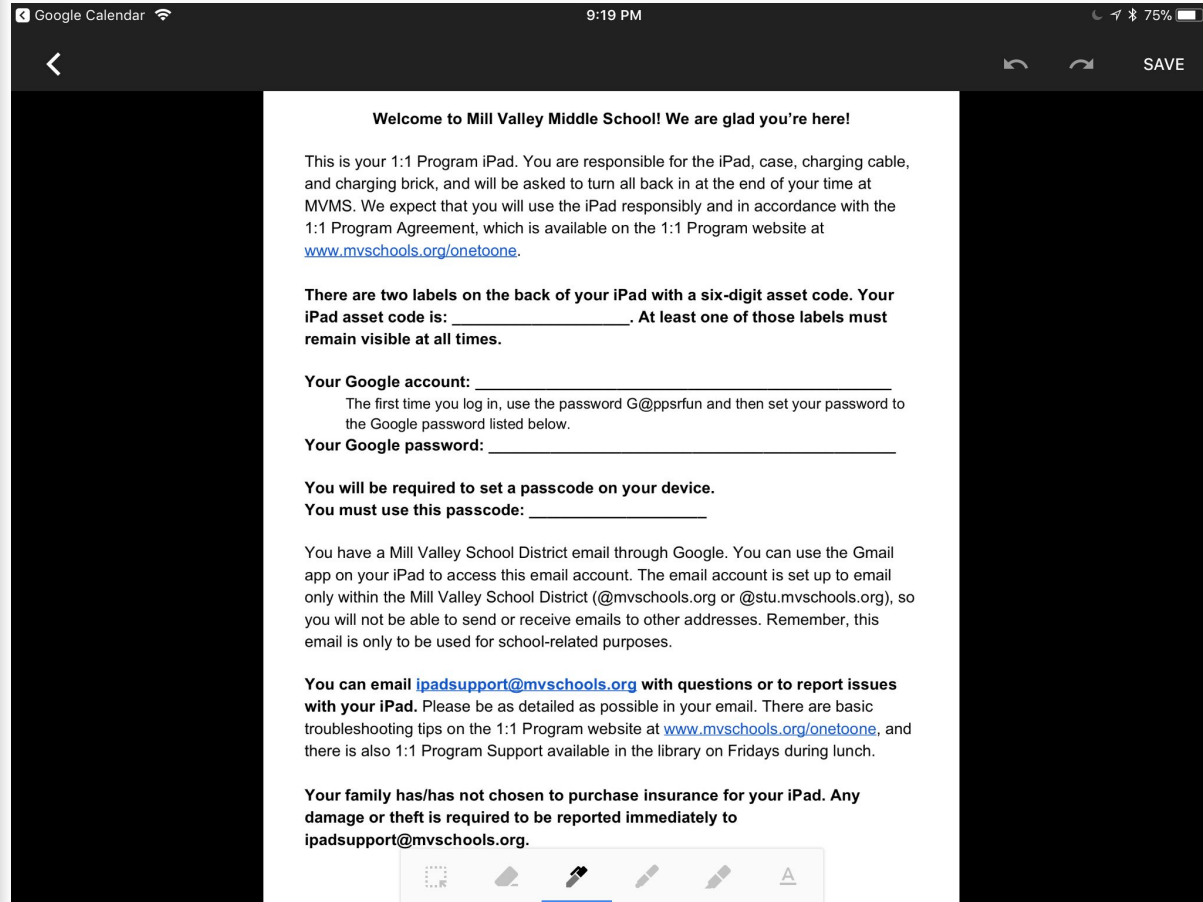
Turning In

Students add attachments to assignments on the detailed view of the assignment. If a teacher sends a copy of a file to students, students can edit that file, and it does not need to be reattached. To turn in, students tap TURN IN at the bottom of the pane.

Due Aug 24, 2017

iPad Info for a New Student (This is an Assignment.)

💬 Add class comment

This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions.

Your work
⚠ MISSING

📄 Mrs. Sprague - iPad Info for New Student ✕

📄 Edited - Mrs. Sprague - iPad Info for New Student.pdf ✕

➕ Add attachment

TURN IN

Add private comment ➤

Add attachment

When students tap Add attachment, there are options to turn in a variety of file types from several locations.

Due Aug 23, 2017

Uploading an Attachment (This is an Assignment.)

Add class comment

Drive

Link

File

Pick photo

Use camera

New Docs
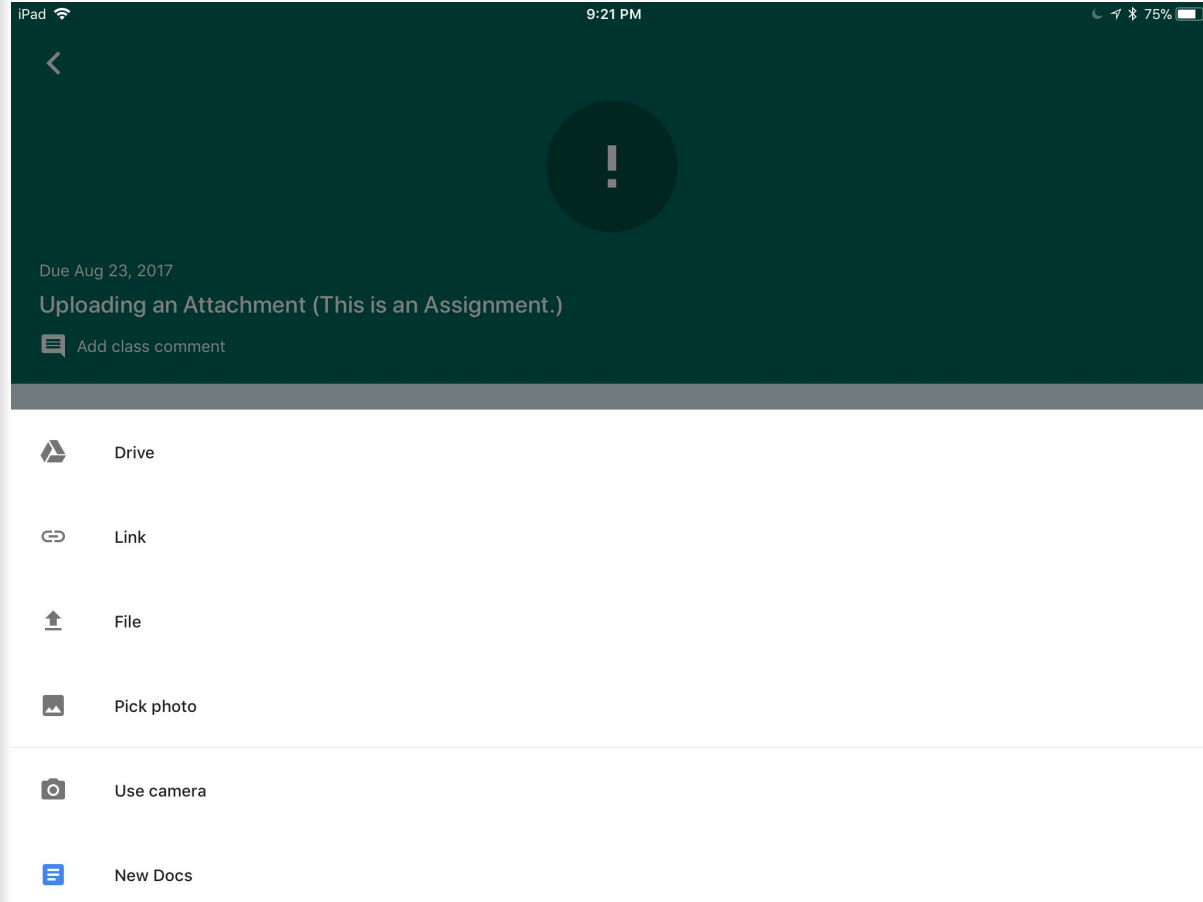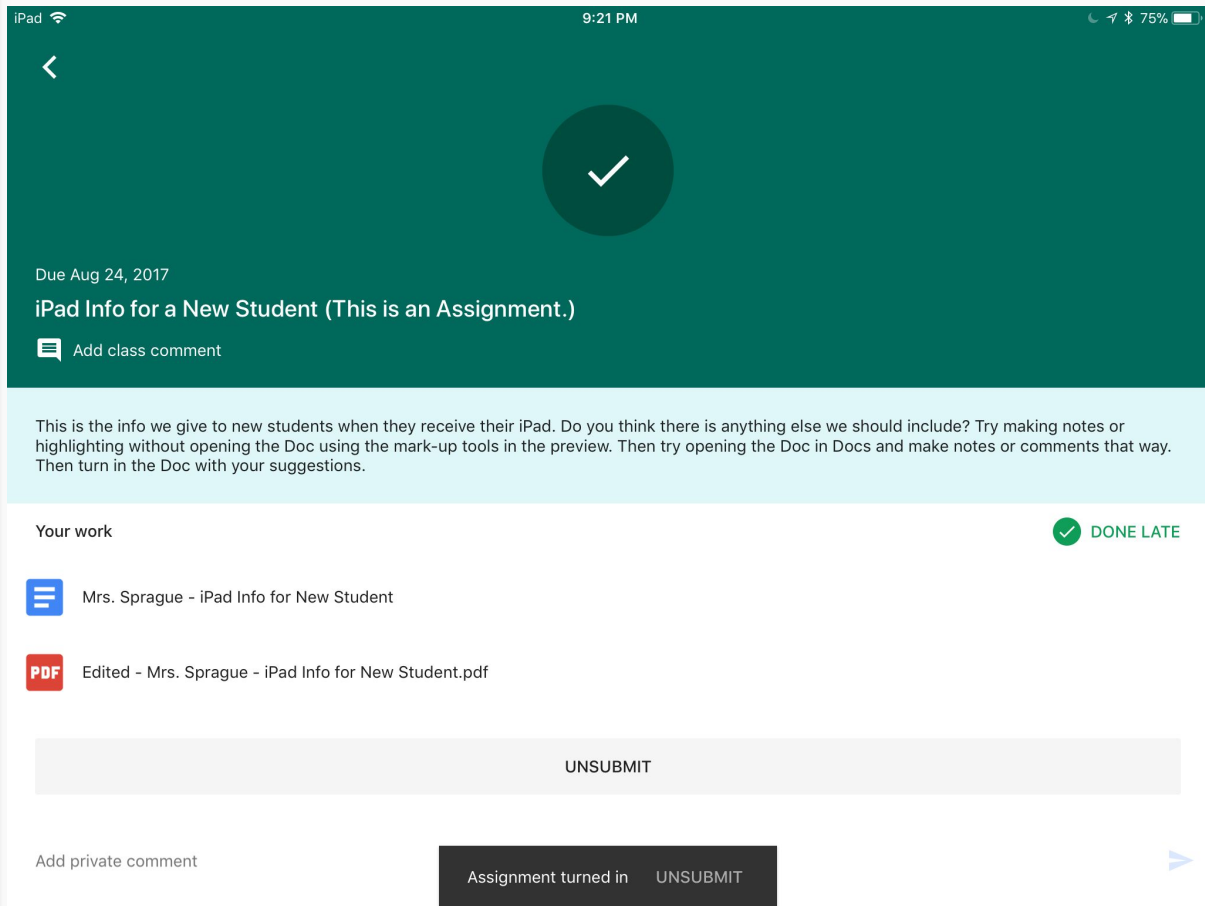
Turn In Check

When students tap TURN IN, a pop-up window asks students to confirm they want to turn in their work, and confirms the number of attachments that will be submitted. The student must tap TURN IN in the pop-up window to confirm submission.

iPad 9:20 PM 75%

Due Aug 24, 2017
iPad Info for a New Student (This is an Assignment.)

Add class comment

This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-... ... Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions.

Turn in your work?

2 attachments will be submitted

CANCEL   TURN IN

Your work   MISSING

Mrs. Sprague - iPad Info for New Student   ✕

Edited - Mrs. Sprague - iPad Info for New Student.pdf   ✕

Add attachment

TURN IN

Add private comment

Turn In Confirmation

After an assignment is submitted, the icon at the top changes to a check mark, the label on the right side changes to DONE or DONE LATE, and the TURN IN button at the bottom is replaced with UNSUBMIT.

iPad 9:21 PM 75%

Due Aug 24, 2017
iPad Info for a New Student (This is an Assignment.)

Add class comment

This is the info we give to new students when they receive their iPad. Do you think there is anything else we should include? Try making notes or highlighting without opening the Doc using the mark-up tools in the preview. Then try opening the Doc in Docs and make notes or comments that way. Then turn in the Doc with your suggestions.

Your work   DONE LATE

Mrs. Sprague - iPad Info for New Student

Edited - Mrs. Sprague - iPad Info for New Student.pdf

UNSUBMIT

Add private comment

Assignment turned in   UNSUBMIT

Access Denied

After an assignment is submitted, the student is no longer able to edit the files that are attached. The teacher becomes the "owner," until (unless) the teacher chooses to "Return" the work.

‹ Mrs. Sprague - iPad Info for New Student

Welcome to Mill Valley Middle School! We are glad you're here!

This is your 1:1 Program iPad. You are responsible for the iPad, case, charging cable, and charging brick, and will be asked to turn all back in at the end of your time at MVMS. We expect that you will use the ___ ___ ___ ___ ___ ___ ___ ___ ___ 1:1 Program Ag ___ ___ ___ ___ ___ ___ am website at ___

There are t ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ six-digit asset code ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___.
At least on ___ ___ ___ ___ ___ ___ ___ l times.

Your Google account:
_____

The first time you log in, use the password G@ppsrfun and then set your password to the Google password listed below.

Your Google password:
_____

You will be requi ___ ___ ___ ___ ___ device.

You must use thi ___

Access Denied

You no longer have permission to access this document and your changes can't be saved. If your access is restored, you will be able to continue working. Please copy your changes and paste them elsewhere, then tap on the yellow bar to reload the document.

OK

Mrs. Sprague
mrssprague@stu.mvschools.org

Google Drive

Every class in Google Classroom automatically generates a folder in Google Drive. The folder Classroom holds all class folders. In each class folder, the student's work is contained, including files that the teacher posted to students as well as work students have attached.
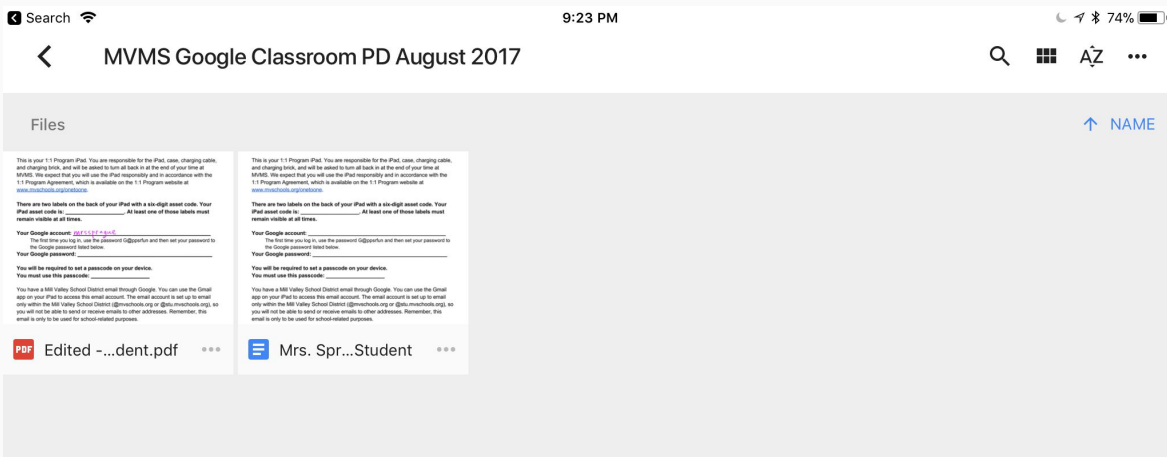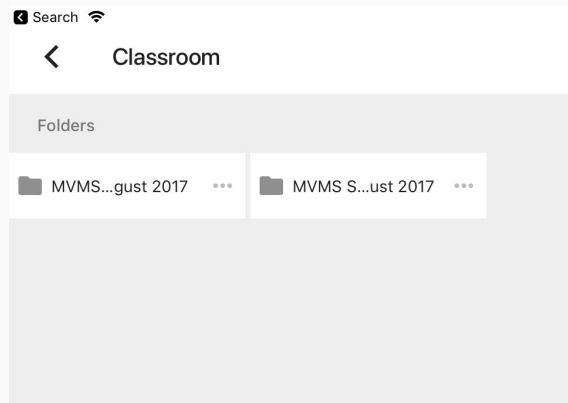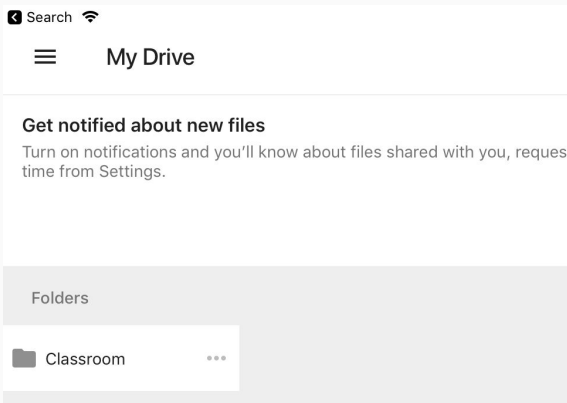
Guardians

Teachers can enable the Guardian feature in Classroom. This allows connected parents to sign up for daily, Weekly, or no summaries. Assignments with due dates show up in the summaries. If a parent is a guardian for one class, that parent will be automatically added to any other classes the student is enrolled in, as long as the teacher has enabled guardians.

Daily summary for Kate ☐ teaching/gafe x teaching/itc x

no-reply@classroom.google.com Unsubscribe
to me ▾

Google Classroom

Daily summary for Kate

Feb 8, 2017

Class activity

S **Science 7**
Kathleen Schostak

Assignment
Cell Cycle Notes
Posted Feb 8

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

Forward to only those you trust. Anyone with this email may be able to adjust your settings.

SETTINGS   UNSUBSCRIBE

Google

Guardian Settings

Clicking on Settings in the Guardian email opens settings for any students connected to that email address. Here parents can change the frequency of summaries, change the timezone, and disconnect from students.

Google Classroom email summaries

Email summaries are sent to sprague.kate@gmail.com. Learn more

Frequency

How often would you like to receive an email summary of your student's activity?

Kate Sprague
ksprague@mvschools.org

Daily

Mrs. Sprague
mrssprague@stu.mvschools.org

Weekly

Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

(GMT-08:00) Pacific Time

Assignment Posting

Teachers may be posting assignments on their website, in Google Classroom, or directly into Google Calendar.

Some teachers may give students time in class to record their assignments in Google Calendar.

Questions?