

Classroom Cheat Sheet

Logging into Classroom

Teacher Posting

Grading Student Work

Creating/Joining a New Class

Posting a Doc From Drive

Deleting/ Muting Student Comments

Accessing Docs in Your Drive

Teacher Sharing Options

Toggling Between Classes

Finding Your Class Code

Viewing All Assignments

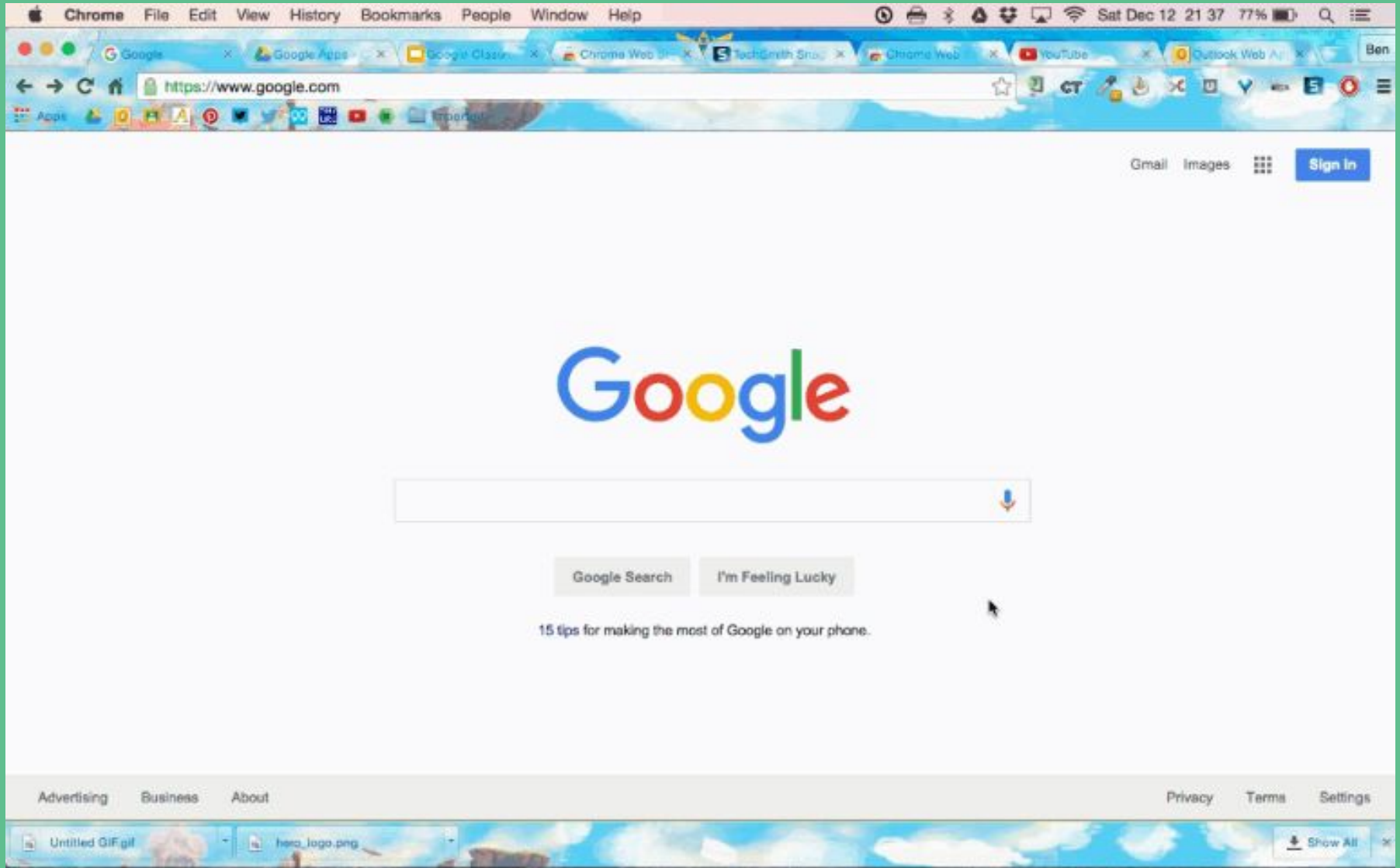
Viewing Work in Google Calendar

Student Posting/ Commenting Settings

Commenting on Student Work

Inviting Another Teacher

Login in to Classroom



Creating/Joining a New Class

The screenshot shows a Chrome browser window displaying the Google Classroom interface. The address bar shows the URL <https://classroom.google.com/h>. The page title is "Classes" and the user is logged in as "ben.cogswell@alisal.org".

Two class cards are visible:

- Alisal Google Apps II** (3 students):
 - Due Monday
 - Turn in your WOrk Yo!!!
 - docs challenge
 - Getting Our Docs on!!!
- Alisal Google Apps** (32 students):

The bottom of the browser window shows a taskbar with several open files: "Untitled GIF (3).gif", "Untitled GIF (2).gif", "Untitled GIF (1).gif", "Untitled GIF.gif", and "hero_logo.png".



Accessing Docs in Your Drive

The screenshot shows a web browser window displaying the Google Classroom interface. The browser's address bar shows the URL <https://classroom.google.com/h>. The page title is "Classes" and the user's email is ben.cogswell@alisal.org. There are two class cards visible:

- Alisal Google Apps II**: 3 students. Due Monday. Turn in your WORK Yo!!! docs challenge. Getting Our Docs on!!!
- Alisal Google Apps**: 32 students.

A large, empty circular placeholder is centered on the right side of the page. The bottom of the browser window shows several open tabs, all titled "Untitled GIF (X).gif".



Finding Your Class Code

The screenshot shows the Google Classroom web interface in a Chrome browser. The browser's address bar displays <https://classroom.google.com/h>. The page title is "Classes" and the user is logged in as "ben.cogswell@alsal.org".

Two class cards are visible:

- Alisal Google Apps II**: 3 students. Due Monday. Turn in your Work Yo!!! docs challenge. Getting Our Docs on!!!
- Alisal Google Apps**: 32 students.

At the bottom of the browser window, there are several open tabs for "Untitled GIF" files.



Student Posting/Commenting Settings

The screenshot shows a Google Classroom interface in a Chrome browser. The address bar displays the URL <https://classroom.google.com/c/NzQ5ODIwMzU4>. The user profile at the top right is Ben Cogswell, with the email address ben.cogswell@alisal.org. The navigation bar includes links for STREAM, STUDENTS, and ABOUT.

On the left sidebar, there are three sections: a 'Due Monday' section with the text 'Turn in your Work Yo!!! docs challenge Getting Our Docs on!!!' and a 'VIEW ALL' link; a 'STREAM' section with a 'Show deleted items' toggle; and a 'CLASS CODE' section with the text 'Students can join the class'.

The main stream area shows two posts by Ben Cogswell, both due on Monday, December 14:

- The first post is titled 'Turn in your Work Yo!!!' and was posted at 11:03 AM (edited 9:50 PM). It has 2 'DONE' and 1 'NOT DONE' status.
- The second post is titled 'docs challenge' and was posted at 9:39 AM (edited 9:41 AM). It has 3 'DONE' and 0 'NOT DONE' status.

Below the first post, there is a comment input field with the placeholder text 'Add class comment...' and a cursor. A blue plus sign button is visible in the bottom right corner of the stream area.

At the bottom of the browser window, several 'Untitled GIF' files are open in the background.



Teacher Posting

The screenshot shows a Google Classroom interface. At the top, the class name is "Alisal Google Apps II" and the teacher is "Ben Cogswell". The background image is a satellite view of Earth. There are links for "Select theme" and "Upload photo". Below this is a navigation bar with "STREAM", "STUDENTS", and "ABOUT". The main content is a post by Ben Cogswell, dated 11:03 AM (Edited 9:50 PM), with a due date of "DUE MON, DEC 14". The post text is "Turn in your Work Yo!!!". To the right of the text are two statistics: "2 DONE" and "1 NOT DONE". Below the text is a comment box with the placeholder "Add class comment...". At the bottom right of the post area is a blue circular button with a white plus sign. The bottom of the screen shows a partial view of the same post header.

Alisal Google Apps II

Ben Cogswell

Select theme
Upload photo

STREAM STUDENTS ABOUT

Ben Cogswell
11:03 AM (Edited 9:50 PM) DUE MON, DEC 14

Turn in your Work Yo!!!

2 DONE 1 NOT DONE

Add class comment...

Ben Cogswell DUE MON, DEC 14



Posting a Doc From Drive

The screenshot shows a Google Classroom interface in a Chrome browser. The page title is "Alisal Google Apps II" and the user is "Ben Cogswell". The navigation bar includes "STREAM", "STUDENTS", and "ABOUT".

On the left sidebar, there is a notification: "Due Monday Turn in your Work Yo!! docs challenge Getting Our Docs on!!! VIEW ALL". Below it is a "STREAM" section with a "Show deleted items" toggle.

The main content area shows a "DRAFT (1)" section. A post by Ben Cogswell is visible, dated "11:03 AM (Edited 9:50 PM)", with the text "Turn in your Work Yo!!!".

A document upload window is open on the right side of the page, showing a white document icon and a blue progress bar. The window has a close button in the top right corner.

The browser's address bar shows the URL "https://classroom.google.com/c/NzQ5ODlwMzU4". The system tray at the bottom of the browser shows the date and time as "Sat Dec 12 22 18" and the battery level as "82%".



Teacher Sharing Options

The screenshot shows a Google Classroom interface in a Chrome browser. The browser's address bar displays the URL <https://classroom.google.com/c/NzM5NzYzODAD>. The page header includes the text "Alisal Google Apps" and navigation links for "STREAM", "STUDENTS", and "ABOUT". The user's email, "ben.cogswell@alisal.org", is visible in the top right corner.

The main content area shows an "Assignment" modal window. The "Document" field is selected, and a "Description of assignment (optional)" field is present. The due date is set to "Dec 14". A preview of a Google Docs document titled "Google Notes 12/11" is shown. At the bottom of the modal, there are icons for attachments and a blue "ASSIGN" button.

A secondary modal window is overlaid on the "ASSIGN" button, titled "Students can view file". It contains a dropdown menu currently set to "view file" and a close button (X).

The background of the classroom page shows a "CLASS CODE" section with the code "r2ak85" and a comment count of "2 class comments".



Viewing All Assignments

The screenshot displays the Google Classroom interface in a Chrome browser. The address bar shows the URL <https://classroom.google.com/c/NzQ5ODIwMzU4>. The page header includes navigation tabs for **STREAM**, **STUDENTS**, and **ABOUT**. On the left sidebar, there are three panels: **Due Monday** with the title "Turn in your Work Yoll! docs challenge" and a **VIEW ALL** button; **STREAM** with a **Show deleted items** toggle; and **CLASS CODE** with instructions for joining the class.

The main content area shows a **DRAFT (1)** filter. Below it, an assignment card is visible, posted by **Ben Cogswell** at **10:18 PM** on **DUE MON, DEC 14**. The assignment has a **Title** field and a progress indicator showing **0 DONE** and **3 NOT DONE**. The assignment content is a **Untitled document** (Google Docs). At the bottom of the card, there is a comment field with a **Add class comment ...** prompt and a blue **+** button.

The bottom of the browser window shows several open tabs, all titled "Untitled GIF (X).gif", and a **Show All** button.



Grading Student Work

The screenshot shows a Google Classroom interface in a Chrome browser. The browser's address bar displays the URL <https://classroom.google.com/c/NzMSNzYzODAD0>. The page header includes the user's name 'Alisal Google Apps', navigation tabs for 'STREAM', 'STUDENTS', and 'ABOUT', and the user's email 'ben.cogswell@alisal.org'.

On the left sidebar, there are two panels: 'STREAM' with a 'Show deleted items' toggle, and 'CLASS CODE' with the code 'r2ak85'. The main content area shows a stream of activity. A comment from Jackie Mejia is visible. Below it is an 'Add class comment...' input field. The main assignment is 'Google Docs Challenge' by Ben Cogswell, due on Dec 2. A progress indicator shows '248 DONE' and 'NOT DONE'. Below the assignment is a 'Template Google Docs Challenge' link. At the bottom, another comment from Blake Doherty is partially visible. A large circular magnifying glass is overlaid on the progress indicator.



Commenting on Student Work

The screenshot shows a Google Classroom page for a class named "Alisal Google Apps". The page features a navigation bar with "STREAM", "STUDENTS", and "ABOUT" tabs. On the left, a "CLASS CODE" box displays "r2ak85". The main content area shows a post by "Ben Cogswell" dated "Dec 1 (Edited Dec 1)". The post is titled "Google Docs Challenge" and includes a progress indicator showing "24 DONE" and "8 NOT DONE". Below the title, there is a link to a "Template Google Docs Challenge" with the note "Each student will get a copy". The post has "2 class comments", with one visible comment from "Blake Doherty" dated "Dec 1" saying "YEAH!". At the bottom of the page, there is a "Ben Cogswell" comment box and a green circular button with a plus sign.



Deleting/ Muting Student Comments

The screenshot shows a Google Classroom interface in a Chrome browser. The page title is "Alisal Google Apps" and the URL is "https://classroom.google.com/c/NzM5NzYzODA0". The user is logged in as "ben.cogswell@alisal.org".

The main content area displays a class post by Ben Cogswell, dated Dec 1, with a due date of Dec 2. The post title is "How did you feel about the challenge?". It shows 18 "DONE" and 14 "NOT DONE" responses. Below the post, there are 2 class comments. The first comment is by Jackie Mejia, dated Dec 1, with the text "+jeannette.mejia@alisal.org why is it great?". A circular highlight is drawn around the three-dot menu icon to the right of this comment, indicating the options for deleting or muting it. Below the comment is an "Add class comment..." input field.

The second class post is titled "Google Docs Challenge" by Ben Cogswell, dated Dec 1 (Edited Dec 1), with a due date of Dec 2. It shows 24 "DONE" and 8 "NOT DONE" responses. A plus sign icon is visible to the right of this post.

On the left sidebar, there are sections for "VIEW ALL", "STREAM" (with a "Show deleted items" toggle), and "CLASS CODE" (with the code "r2ak85").



Toggling Between Classes

The screenshot shows a Google Classroom interface in a Chrome browser. The address bar displays the URL <https://classroom.google.com/c/NzM5NzYzODAD0>. The page header includes the user's name 'Ben Cogswell' and email 'ben.cogswell@alissal.org'. The main content area shows a class page for 'Ben Cogswell' with a draft assignment titled 'How did you feel about the challenge?'. The assignment is due on 'DUE DEC 2'. The progress bar shows 18 items 'DONE' and 14 items 'NOT DONE'. The interface also includes a 'STREAM' section with a toggle for 'Show deleted items' and a 'DRAFT (1)' dropdown menu. The bottom of the browser shows several 'Untitled GIF' tabs.



Viewing Work in Calendar

The screenshot shows a Google Classroom interface in a Chrome browser. The browser's address bar displays the URL <https://classroom.google.com/c/NzQ5ODlwMzU4>. The user is logged in as Ben Cogswell, with the email address ben.cogswell@alisal.org visible in the top right corner. The interface features a blue navigation bar with tabs for 'STREAM', 'STUDENTS', and 'ABOUT'. On the left side, there are several utility boxes: a 'Due Monday' box for the assignment 'Turn in your Work Yo!!! docs challenge' with a 'VIEW ALL' link; a 'STREAM' box with a 'Show deleted items' toggle; and a 'CLASS CODE' box. The main content area shows a 'DRAFT (1)' filter at the top. Below it, a draft assignment card is displayed for 'Ben Cogswell' at '10:18 PM (Edited 11:04 PM)', due on 'DUE MON, DEC 14'. The assignment has a 'Title' field and progress indicators showing '0 DONE' and '3 NOT DONE'. A preview of an 'Untitled document' from Google Docs is visible. At the bottom of the assignment card, there is an 'Add class comment' field. The bottom of the browser window shows several open tabs for 'Untitled GIF' files.



Inviting Another Teacher

The screenshot shows a Chrome browser window displaying the Google Classroom interface. The user is logged in as Ben Cogswell, with the email address ben.cogswell@alisal.org. The page title is "Inviting Another Teacher". The form includes the following fields and options:

- Title (optional)**: A text input field.
- Class description (optional)**: A text input field.
- Room**: A text input field with the placeholder "Where does the class meet? (optional)".
- Google Drive folder**: A dropdown menu showing "Alisal Google Apps II".
- Calendar**: Two checkboxes: "View in Classroom" (checked) and "Open in Google Calendar" (unchecked).

At the bottom of the form are "CANCEL" and "SAVE" buttons. On the left side, there is a profile card for Ben Cogswell, Teacher, with an "INVITE TEACHER" button. The browser's taskbar at the bottom shows several "Untitled GIF" files.

