HORIZON CHRISTIAN SCHOOL
GOOGLE CLASSROOM BASICS

What is Google Classroom?

Horizon Christian School uses Google Classroom as a resource to assist with learning. Teachers use Google Classroom to send announcements to entire classes, share resources, course notes, and homework. It functions like a turn in box in the classroom as well as a bulletin board that gives helpful information about what is going on. Students can use it to access work sent by the teacher and parents can use some of the features of Google Classroom to help engage with and support their child in their studies. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebooks, tablets or mobile phones. It is the most user friendly on a desktop computer, so we strongly recommend using it over other types of devices.

Accessing Your Google Account

1. Using a laptop/desktop browser, go to: http://classroom.google.com

2. Enter your unique Google username that was provided and the default password **horizon1**.
Please change your password on the first login to keep your account secure.
Username example: **JohnSmith20@student.horizonhawks.org**

3. Once you are logged in, you will find classes you have been invited to join. Click on the button that allows you to join them!

4. You will also see the class overview page where you can see all of your classes and assignments.

Note: Be sure you are logged into your @student.horizonhawks.org account as being logged into other accounts can prevent you from performing certain tasks.

For questions about your Google Classroom account, please contact:
Mrs. Carlson, High School
ccarlson@horizonchristian.school

Mr. Burgess, High School
cburgess@horizonchristian.school

Mrs. Shana Hildreth, Elementary & Middle School
shildreth@horizonchristian.school

HELPFUL LINKS 4 GOOGLE CLASSROOM
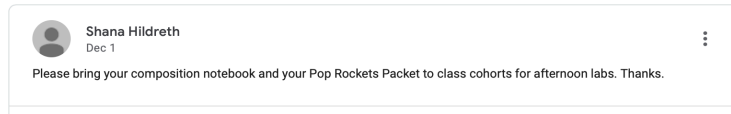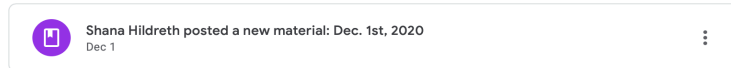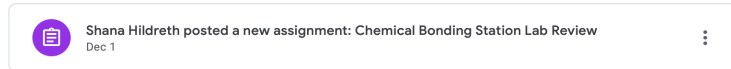
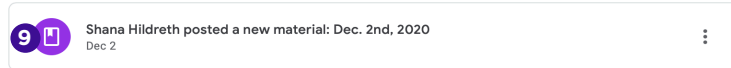**Video Tutorial on how to access Google Classroom:**
https://www.youtube.com/watch?v=VOOnCwWZxX4
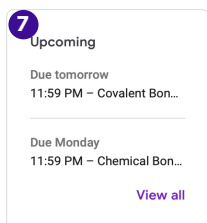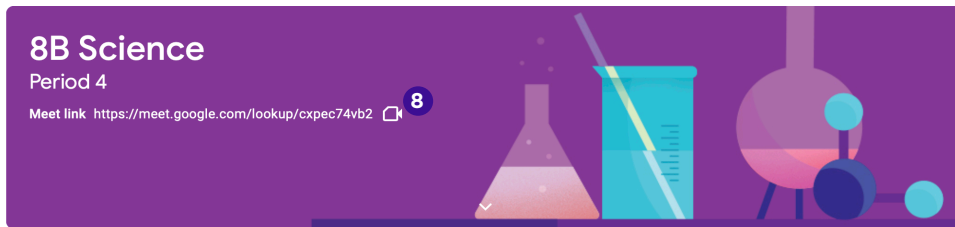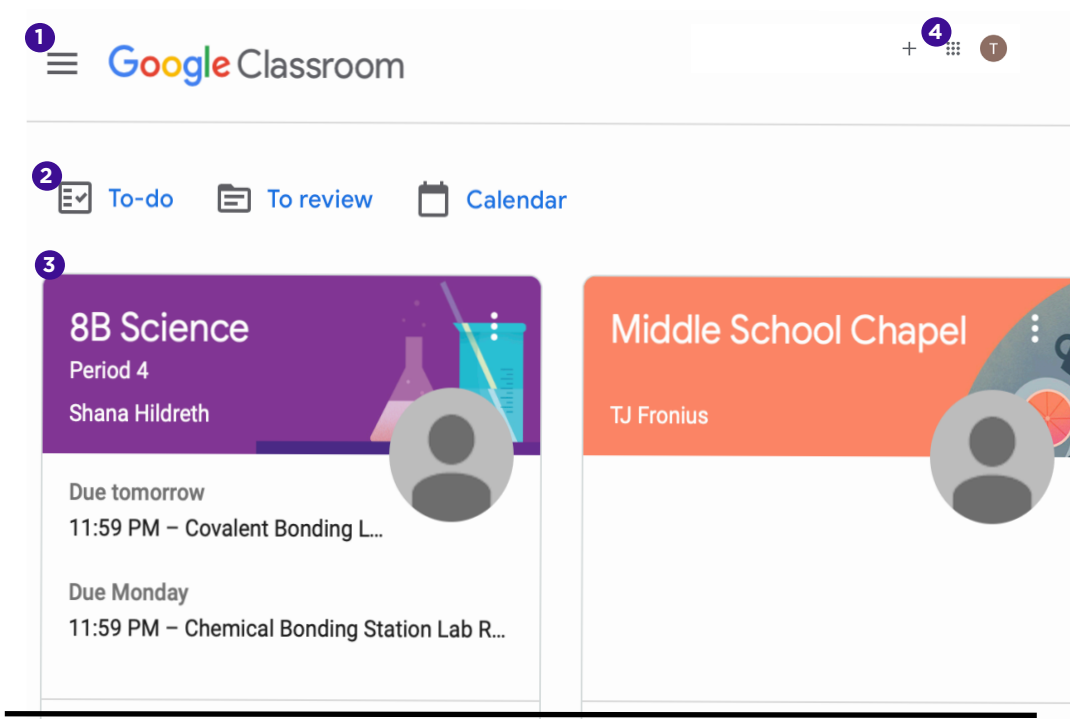**Google Classroom Support:**
https://support.google.com/edu/classroom
Parents' Ultimate Guide to Google Classroom | Common Sense Media:
https://www.commonsensemedia.org/blog/parents-ultimate-guide-to-google-classroom

AT A GLANCE
GOOGLE CLASSROOM
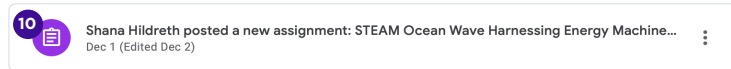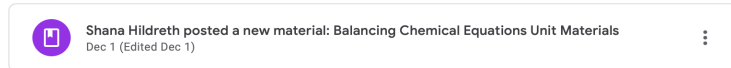
KEY

1. **Hamburger Button -** Menu to see Classes, Calendar, To-do list

2. **To-do, To review, Calendar -** Shows all assigned work, due dates, etc.

3. **Classes Listings -** Each teacher has a separate class.

4. **Google Apps Menu -** Opens up to the various Google Apps that are listed in detail on the next page.

5. **Stream -** Shows a list of posts made to the classroom by teachers. This includes announcements, questions and homework assignments.

6. **Classwork -** Provides a list of assignments. Within Classwork there is a helpful button that says "View Your Work" which lists all assignments. When you click on a specific assignment within the Classwork section it shows the details and instructions. You can add (attach) or create the assignment virtually.

7. **Upcoming -** Assignments & due dates tells you what assignments are coming up for students and their due dates.

8. **Google Meet Link -** Students can access their virtual classroom at the scheduled class time.

9. **Material Icon -** Indicates attached resources for students.

10. **Assignment Icon -** Indicates assignments submitted to students.

⑪ 📋 Chemical Bonding Station Lab Review ⋮

Shana Hildreth • Dec 1

Assignments • 40 points

Due Dec 7, 11:59 PM

Please complete all sections attached Station Lab Review.

Class comments

⑫ Add class comment…

⑮	
▲	Google Drive
🔗	Link
📎	File
Create new	
📄	Docs
📙	Slides
📗	Sheets
📕	Drawings

Your work — Assigned

P | Tiffany Redwing - … ✕ ⑬
PowerPoint

\+ Add or create ⑭

Turn in ⑯

Private comments

⑰ Add private comment… ➤

11. **Assignment Title -** The title listed on the assignment. Beneath the title is a description with instructions, point value, and due date information.

12. **Class Comment -** The entire class sees comments and questions from each student that the teacher can answer.

13. **Your Work -** Teachers can create a duplicate copy of an assignment for students to use for an assignment or students are able to add or create a new assignment.

14. **Add or Create -** Create or attach an assignment from various apps.

15. **Add or Create Options -** For types of assignments you can attach various documents or images whether new or attaching a file.

16. **Turn in -** Functions like the ability to turn assignments into an inbox.

17. **Private Comments -** Private communication between teacher/student about specific assignment.

Submitting work online

Homework can be submitted directly within Google Classroom. To open homework assignments go to classroom.google.com.
1) Click a class, click Classwork, scroll to find the assignment and click View assignment.
2) To attach an item: under your work, click add or create and click Google Drive, Link, or File.
3) Click Turn In and Confirm. The status of the assignment changes to Turned in.

Once the homework has been marked by the teacher, you can see the given score and any comments made by the teacher by opening the homework task as before.

What are the main Google Apps?

Gmail - Email through school account used between teachers and students.

Google Classroom - Your virtual platform for assignments, lessons and materials.

Docs - Operates like a Word Document and is used for writing assignments.

Slides - Operates like Powerpoint, where students create presentations.

Drive - Online cloud based storage for all of the Google file types in the Google Suite.

Google Meet Link - Virtual live classes are accessed by clicking the link within the stream bio of the appropriate class.