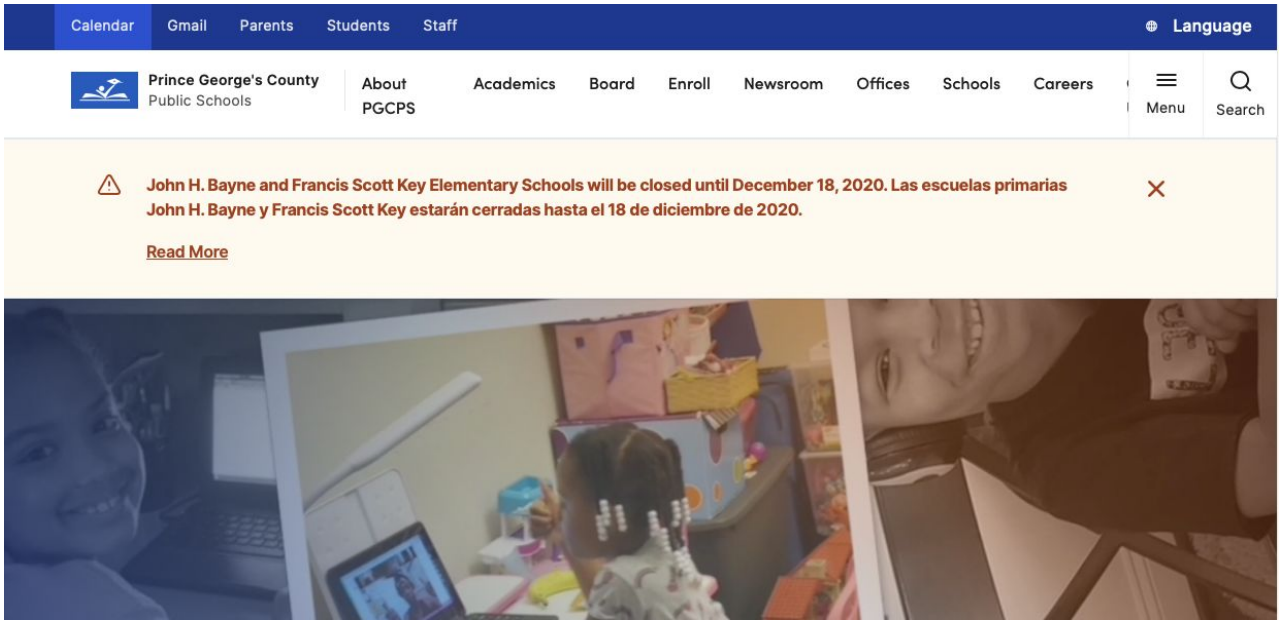
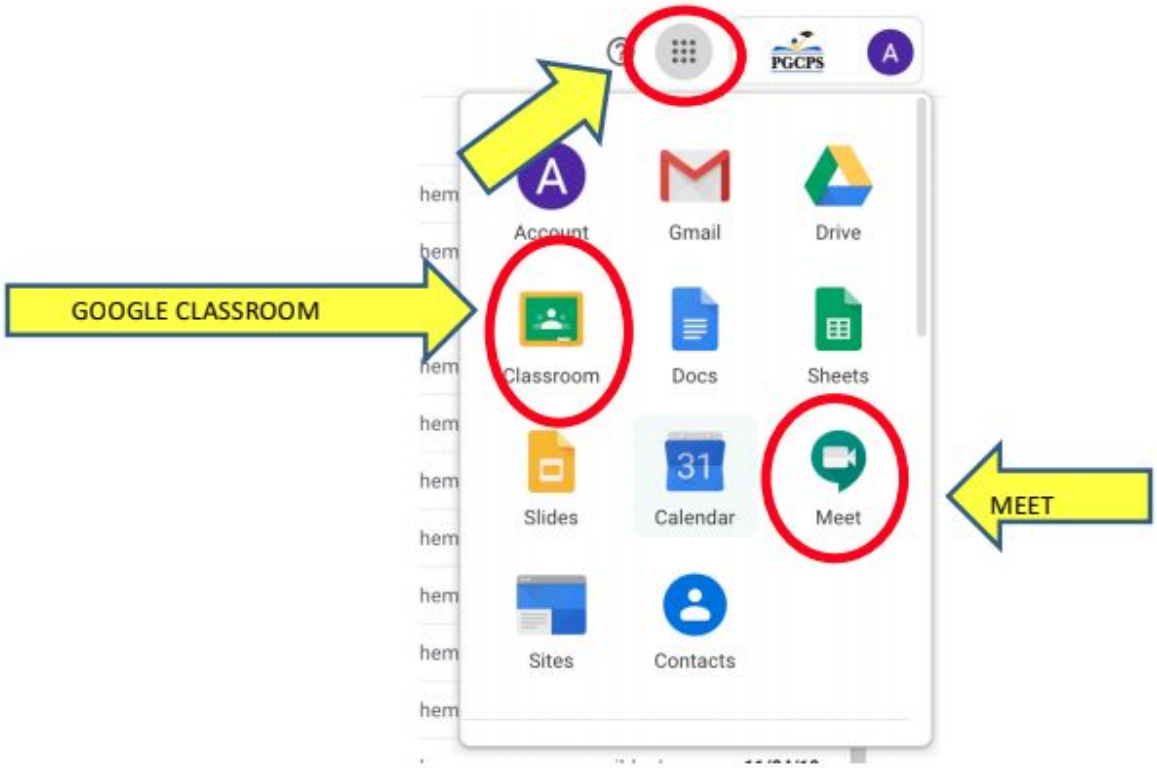
Monitoring Google Classroom

1. Go to www.pgcps.org and click Gmail

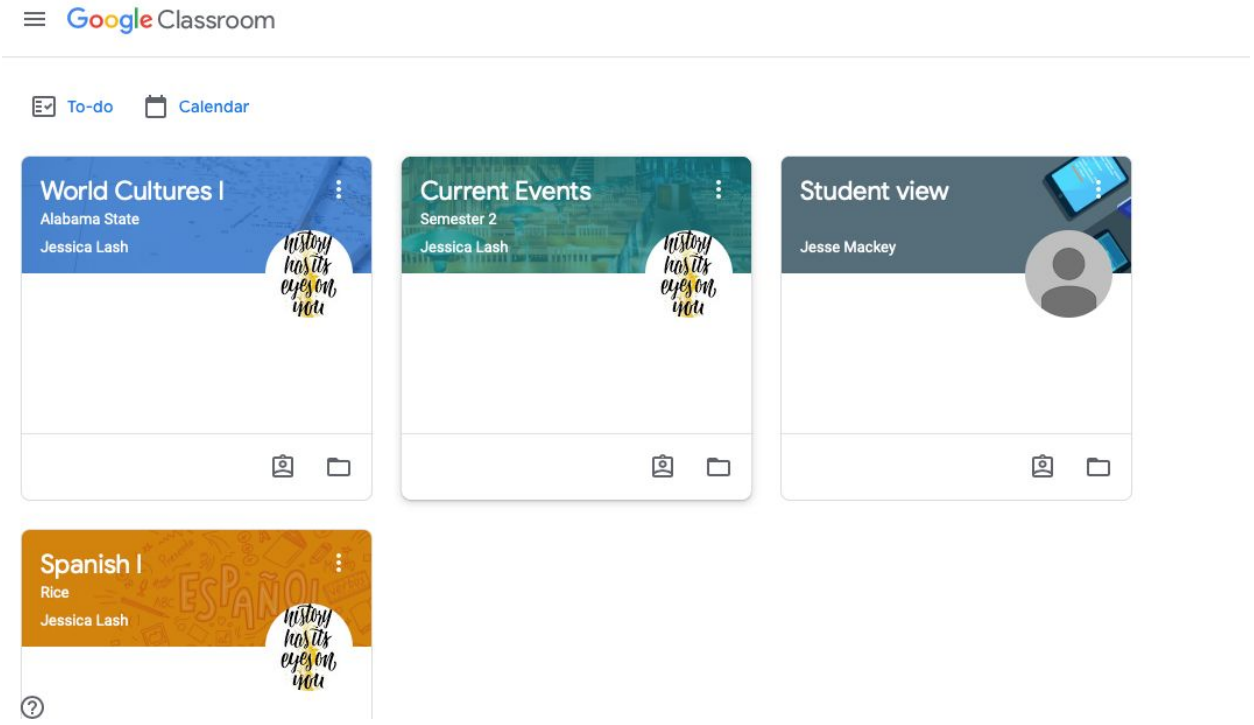


2. Enter student's PGCPS username and password and click login

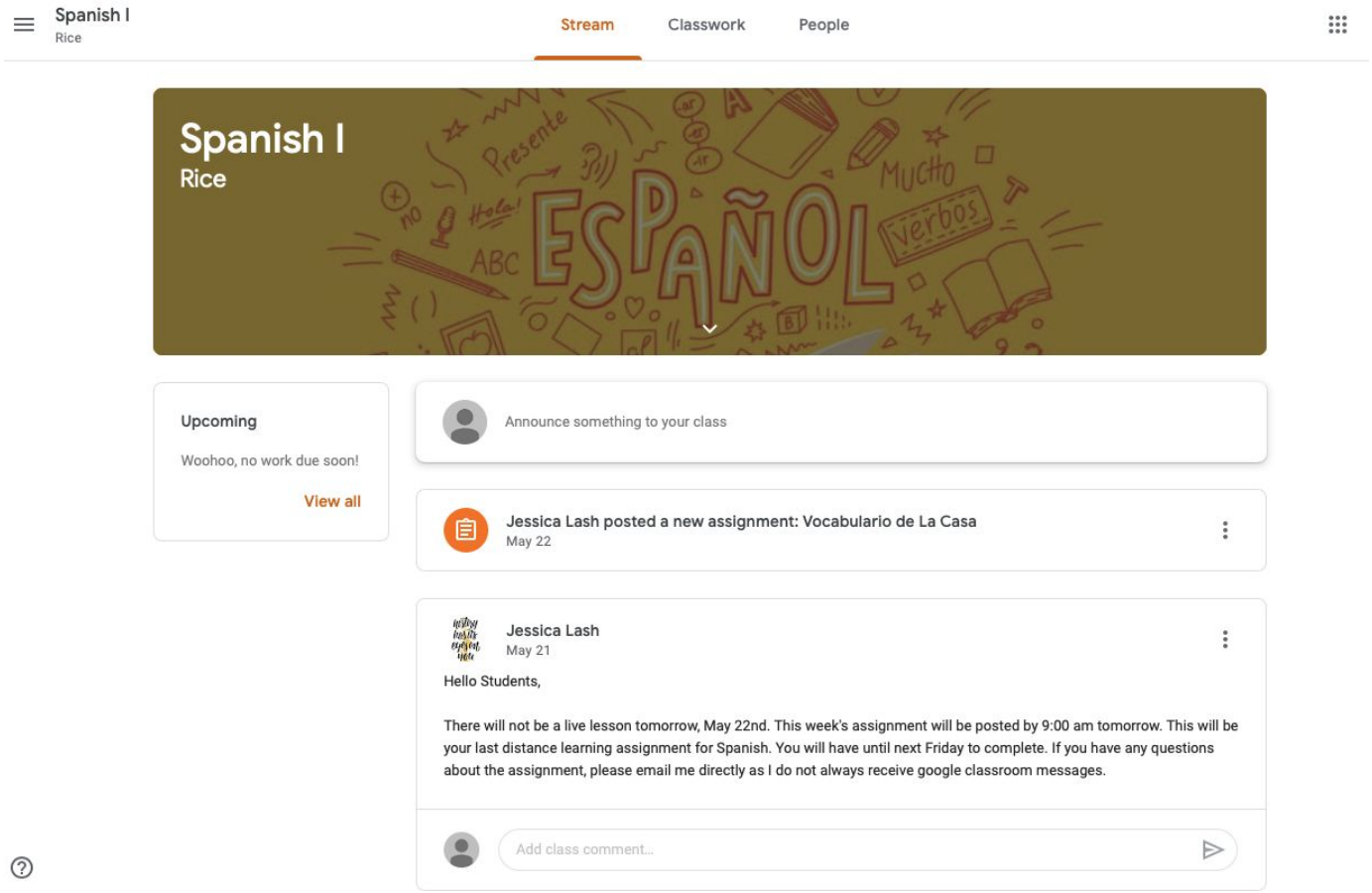
3. Once logged in, view the google apps by clicking on this icon



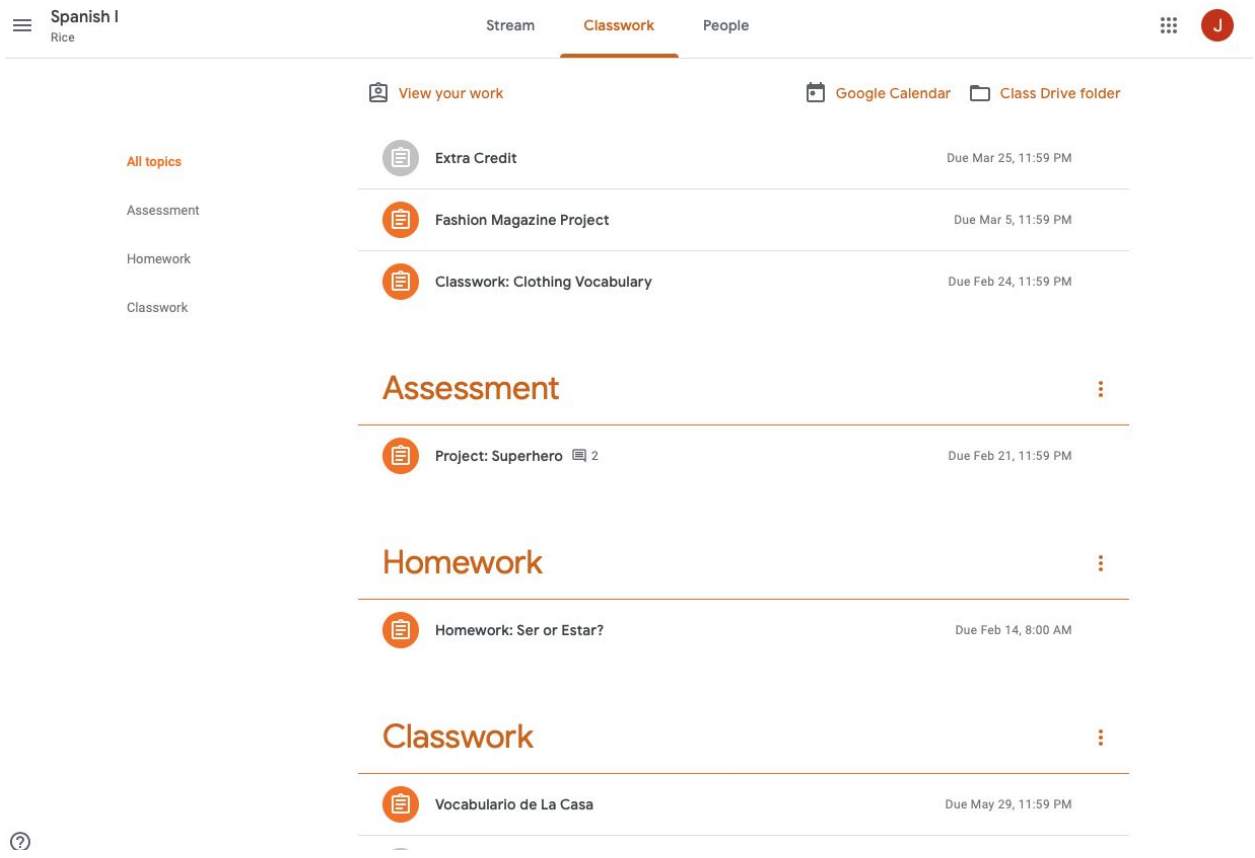
4. Click on classroom and it will bring you to the student's homepage



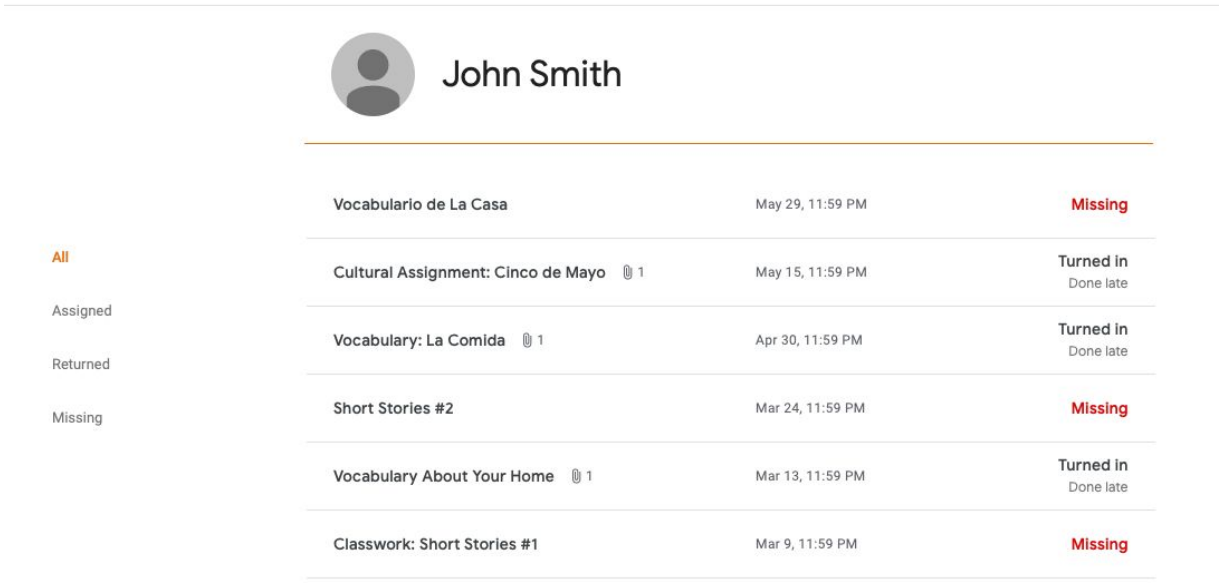
5. Click on the name of the class that you would like to view (Doing so will take you to the stream page). It is important to check every class when trying to get the full picture of what your student has coming up and what assignments they have done.
6. You will see teacher's announcements, assignment posts, and other reminders on the STREAM page



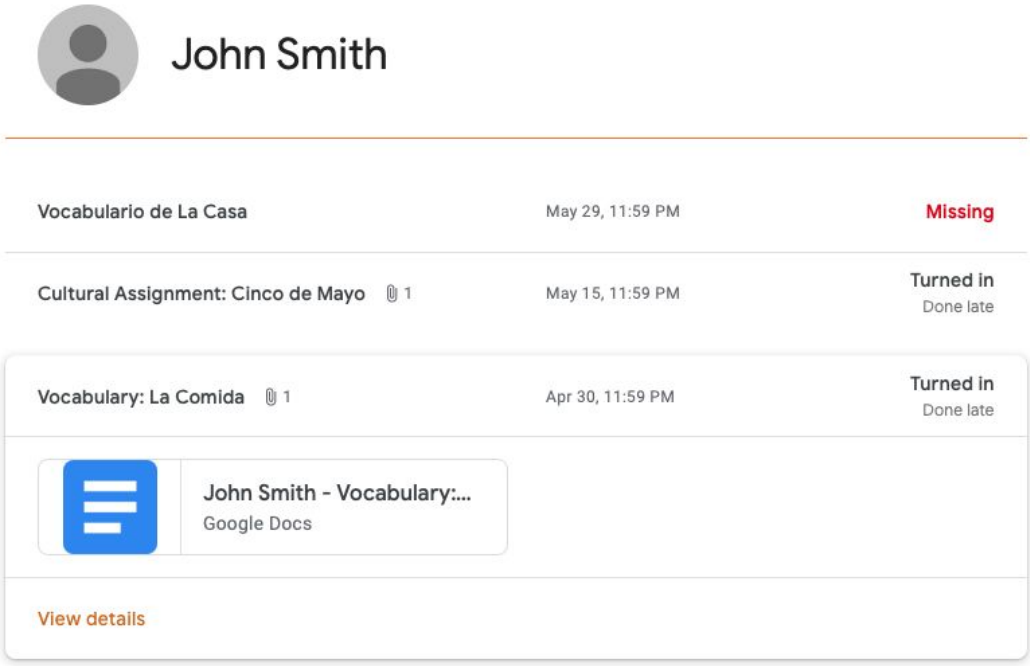
7. To view your student's past and upcoming assignments, click on the CLASSWORK tab. If the assignment has a grey icon next to it then it means the student has clicked submit on the assignment. If the assignment has an orange icon next to it then it means the student has not clicked submit on that assignment.

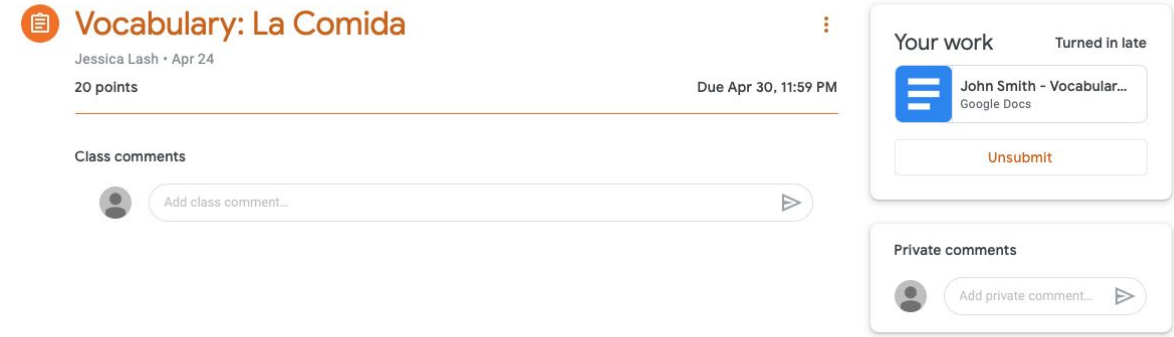
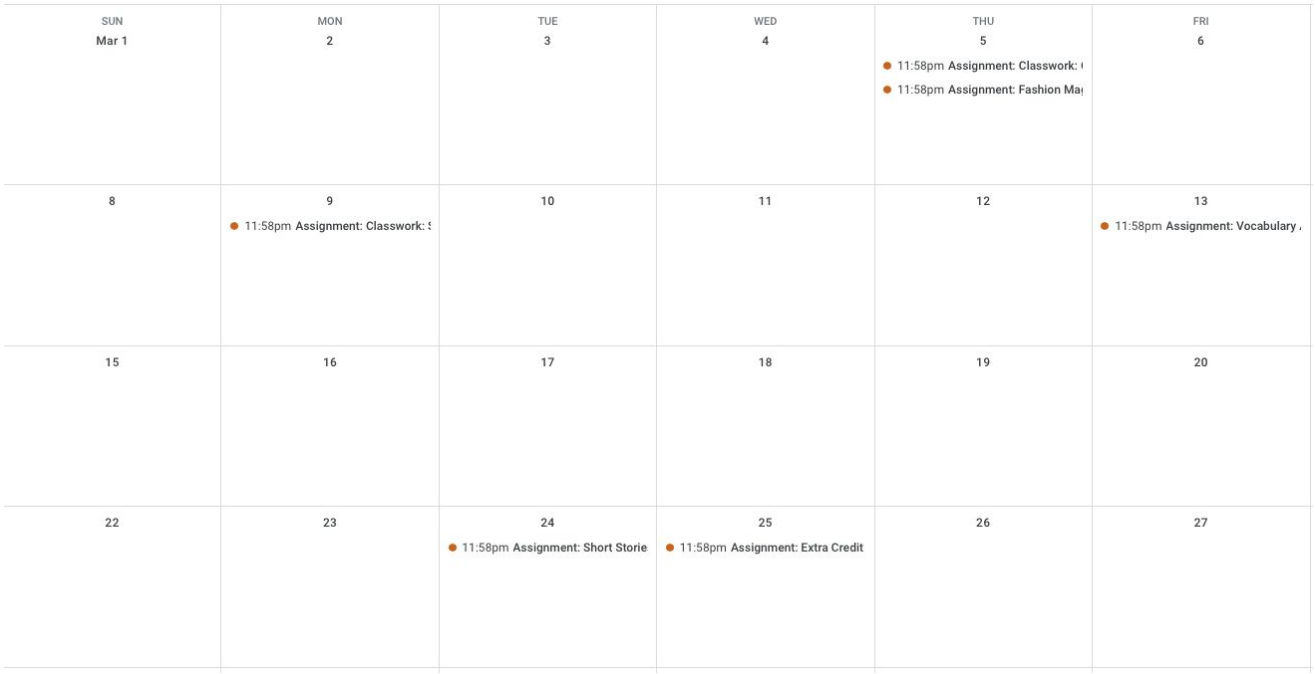


8. To view your student's assignments in the order of their due dates, click View Your Work. You will be able to see work labeled missing or turned in.



9. It is best practice to click on assignments that are labeled Turned In to make sure your student submitted an assignment. To do this, click on an assignment to see if there is a document attached and open the document to see their work. For upcoming assignments, click view details to see the assignment instructions and when it is due.





10. To see an overview of all upcoming assignments that students have due in all their classes, click Google Calendar. You will see assignments, their due dates (only if listed on the assignment), and times on your student's calendar. Seeing their calendar in a monthly view can help the student with their time management and work organization