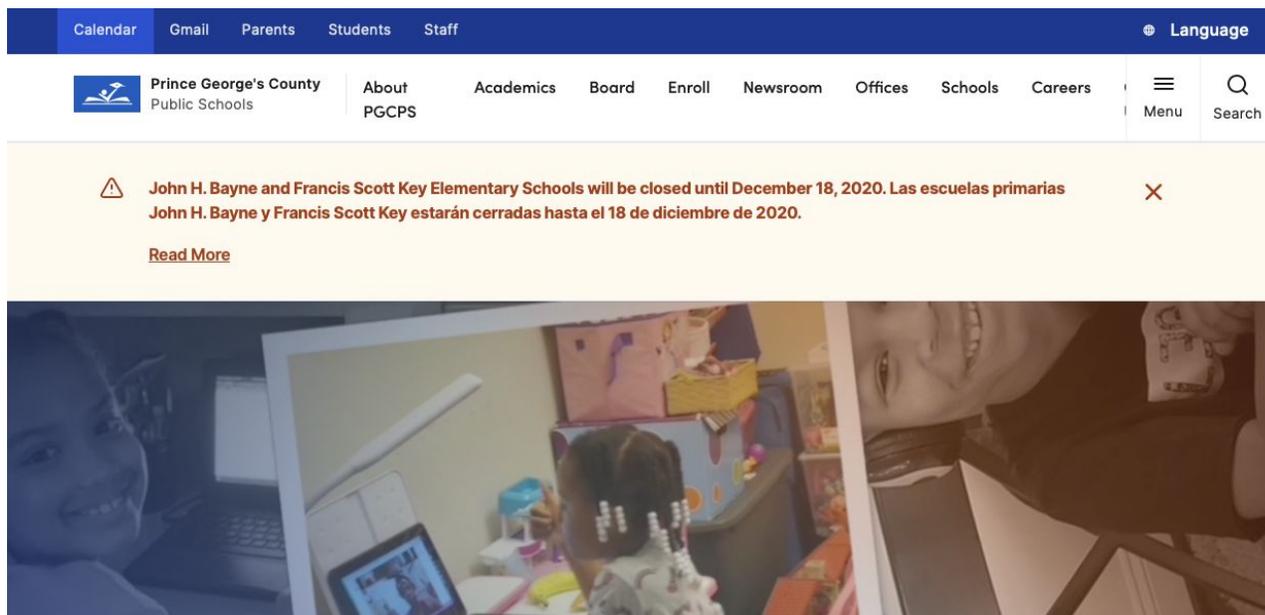


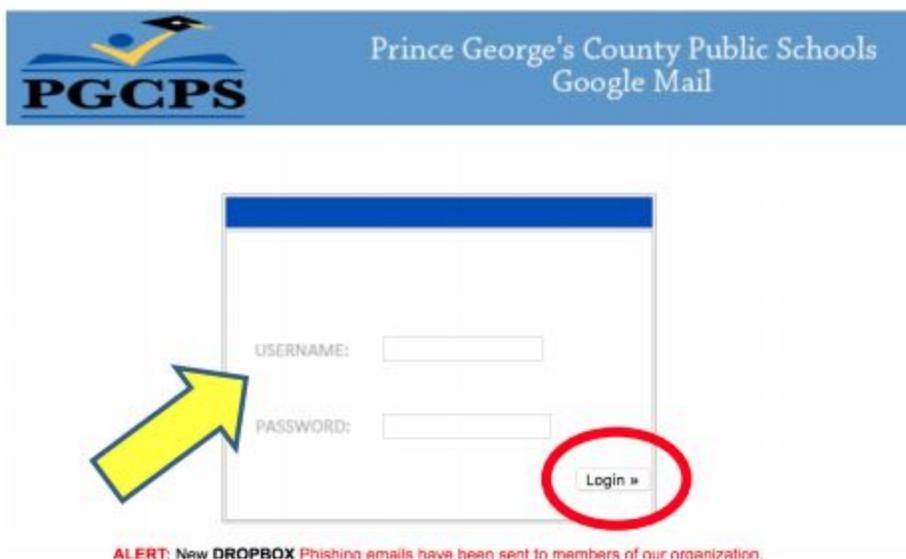
## Monitoring Google Classroom

1. Go to [www.pgcps.org](http://www.pgcps.org) and click Gmail



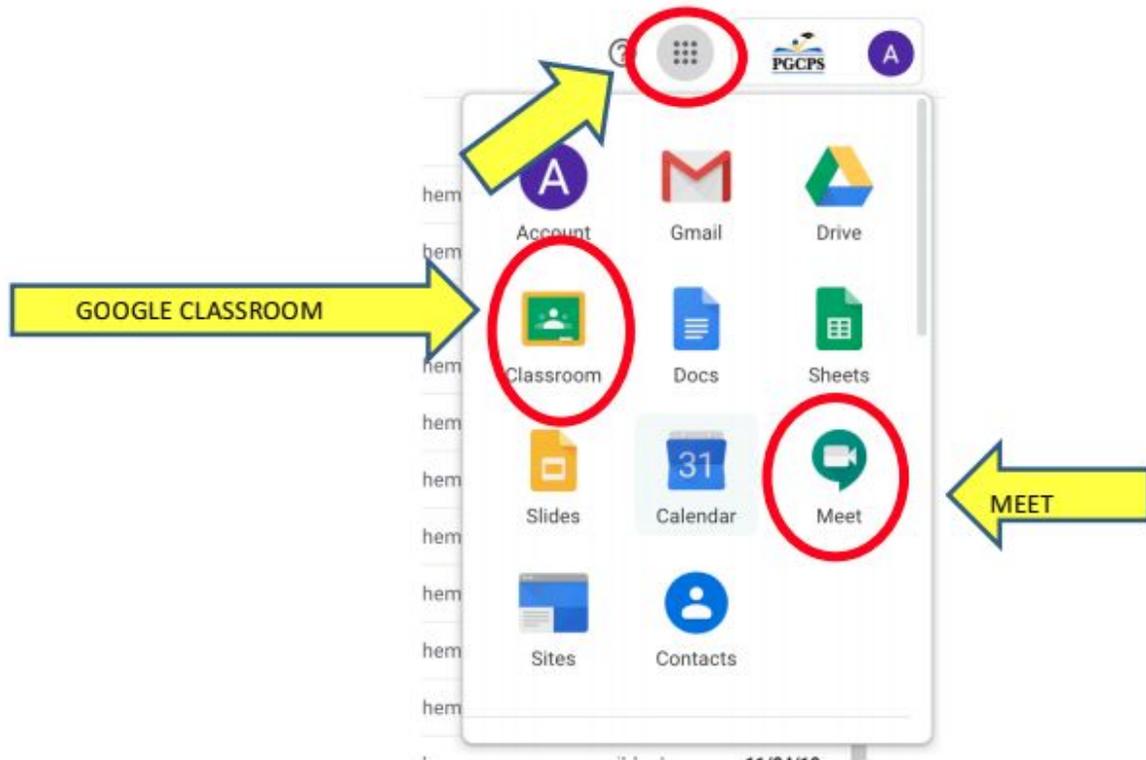
The screenshot shows the top navigation bar of the Prince George's County Public Schools website. The 'Gmail' link is highlighted in the menu. Below the navigation bar, there is a banner for school closures and a collage of photos of students and staff.

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



The screenshot shows the login page for Prince George's County Public Schools Google Mail. The page features the PGCPSS logo and the text 'Prince George's County Public Schools Google Mail'. Below this is a login form with two input fields: 'USERNAME:' and 'PASSWORD:'. A yellow arrow points to the 'PASSWORD:' field, and a red circle highlights the 'Login »' button. At the bottom of the page, there is an alert message: 'ALERT: New DROPBOX Phishing emails have been sent to members of our organization.'

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

☰ Google Classroom

📅 To-do 📅 Calendar

**World Cultures I**  
Alabama State  
Jessica Lash

*history has its eyes on you*

📅 📁

**Current Events**  
Semester 2  
Jessica Lash

*history has its eyes on you*

📅 📁

**Student view**  
Jesse Mackey

👤

📅 📁

**Spanish I**  
Rice  
Jessica Lash

*history has its eyes on you*

📅 📁



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

The screenshot shows the Google Classroom interface for a class named "Spanish I" at "Rice". The top navigation bar includes "Stream" (highlighted), "Classwork", and "People". A large banner at the top features the word "ESPAÑOL" in large, colorful letters, surrounded by various Spanish-related icons and words like "Presente", "ABC", "MUCHO", and "verbos".

On the left side, there is an "Upcoming" section with the text "Woohoo, no work due soon!" and a "View all" link.

The main stream area contains three items:

- An announcement box with a person icon and the text "Announce something to your class".
- An assignment post by "Jessica Lash" dated "May 22" with the title "Jessica Lash posted a new assignment: Vocabulario de La Casa".
- A text post by "Jessica Lash" dated "May 21" with the content: "Hello Students, There will not be a live lesson tomorrow, May 22nd. This week's assignment will be posted by 9:00 am tomorrow. This will be your last distance learning assignment for Spanish. You will have until next Friday to complete. If you have any questions about the assignment, please email me directly as I do not always receive google classroom messages."

At the bottom of the stream, there is a comment input field with a person icon, the placeholder text "Add class comment...", and a send button.

A small question mark icon is visible in the bottom left corner of the 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.

The screenshot shows the Canvas LMS interface for a course titled "Spanish I" at Rice University. The "Classwork" tab is selected, displaying a list of assignments. The interface includes a top navigation bar with "Stream", "Classwork", and "People" tabs. A left sidebar lists "All topics", "Assessment", "Homework", and "Classwork". The main content area shows a list of assignments with their titles and due dates. Each assignment has a document icon: grey for submitted and orange for not submitted. A "Project: Superhero" assignment has a comment icon with the number "2".

Assignment Title	Due Date	Status
Extra Credit	Due Mar 25, 11:59 PM	Submitted
Fashion Magazine Project	Due Mar 5, 11:59 PM	Not Submitted
Classwork: Clothing Vocabulary	Due Feb 24, 11:59 PM	Not Submitted
<b>Assessment</b>		
Project: Superhero (2 comments)	Due Feb 21, 11:59 PM	Not Submitted
<b>Homework</b>		
Homework: Ser or Estar?	Due Feb 14, 8:00 AM	Not Submitted
<b>Classwork</b>		
Vocabulario de La Casa	Due May 29, 11:59 PM	Not Submitted



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.

...



John Smith

All

Assigned

Returned

Missing

Vocabulario de La Casa

May 29, 11:59 PM

Missing

Cultural Assignment: Cinco de Mayo @ 1

May 15, 11:59 PM

Turned in  
Done late

Vocabulary: La Comida @ 1

Apr 30, 11:59 PM

Turned in  
Done late

Short Stories #2

Mar 24, 11:59 PM

Missing

Vocabulary About Your Home @ 1

Mar 13, 11:59 PM

Turned in  
Done late

Classwork: Short Stories #1

Mar 9, 11:59 PM

Missing

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.



John Smith

Vocabulario de La Casa

May 29, 11:59 PM

Missing

Cultural Assignment: Cinco de Mayo @ 1

May 15, 11:59 PM

Turned in  
Done late

Vocabulary: La Comida @ 1

Apr 30, 11:59 PM

Turned in  
Done late



John Smith - Vocabulary:...  
Google Docs

[View details](#)

## Vocabulary: La Comida

Jessica Lash · Apr 24

20 points

Due Apr 30, 11:59 PM

### Class comments



Add class comment...



### Your work

Turned in late



John Smith - Vocabular...  
Google Docs

[Unsubmit](#)

### Private comments



Add private comment...



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

SUN Mar 1	MON 2	TUE 3	WED 4	THU 5	FRI 6
				<ul style="list-style-type: none"> <li>● 11:58pm Assignment: Classwork: 1</li> <li>● 11:58pm Assignment: Fashion Ma</li> </ul>	
8	<ul style="list-style-type: none"> <li>● 11:58pm Assignment: Classwork: 1</li> </ul>	10	11	12	<ul style="list-style-type: none"> <li>● 11:58pm Assignment: Vocabulary ,</li> </ul>
15	16	17	18	19	20
22	23	<ul style="list-style-type: none"> <li>● 11:58pm Assignment: Short Storie</li> </ul>	<ul style="list-style-type: none"> <li>● 11:58pm Assignment: Extra Credit</li> </ul>	26	27