WATERSIDE
SCHOOL *for* LEADERSHIP

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<u>Navigating Through Google Classroom</u>

What You Need:
1. Your scholar's *username* and *password*.
2. If password is forgotten, reach out to the school to be provided another.

Steps to View Scholar's Academic Performance for Marking Period

1. ***Log into Google Classroom by entering the scholar's username and password.***
   a. You will see all the classes your scholar has been assigned to.
   b. If there is a class for the current marking period that you do not see on this page, make sure your scholar has logged into that class using the correct code (codes for all classes have been provided to all scholars via email by their school).
   c. You may contact the school if the code is needed again.

2. ***Click on the class that you are interested in viewing.***
   a. The first thing you will see is the stream which may post assignments, reminders, and messages from the teacher.
   b. The stream also posts the link to the Google Meets' live sessions that the scholars are required to attend.

3. ***Click on the <u>CLASSWORK</u> tab at the top.***
   a. You will see a list of all the assignments that your scholar has had for the marking period.
   b. This list will also show the due dates of the assignments displayed.

4. ***Click on <u>VIEW YOUR WORK</u> at the top left of the screen.***
   a. This will show your scholar's overall grade in the class.
   b. You will also be able to view assignments completed and assignments that were not submitted.
   c. Completed assignments also show the grade that your scholar received on the assignment.

5. ***Click on an assignment of interest.***
   a. This will give you the ability to view the quality of your scholars work by being able to see the actual work that was submitted.
   b. You may also see feedback that the teacher has given your scholar on that particular assignment.
   c. Keep in mind, when you see the words "turned in", it means a document was submitted to the teacher. *This document however could be blank.* Clicking on that assignment to confirm actual work was submitted, will be beneficial because it ensures that your scholar will get a grade for that assignment.