




GOOGLE CLASSROOM TIPS & TRICKS¹

Quickly get to Classroom by going to [Classroom.Google.com](https://classroom.google.com)

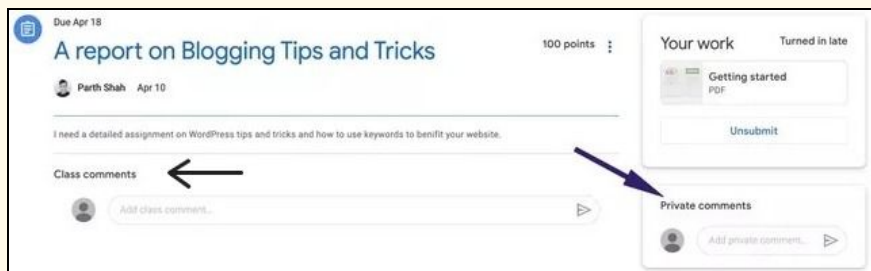
1. Customize your Classroom folder in Google Drive

Did you know that when you use Google Classroom, a folder is automatically created for you in your Drive? This is really helpful to access your work, but this folder will contain all of your Classes, which can be confusing! Instead, try right-clicking on a Classwork folder and rename or change the color of the folder. That's one of the smart ways to organize your folders:

1. Go to classroom.google.com .
2. Choose an option:
 - On a class card, click Open folder .
 - Click a class > Classwork > Class Drive folder .

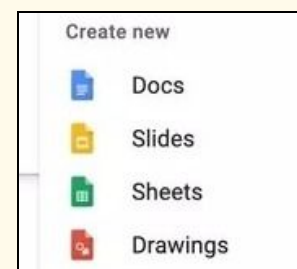
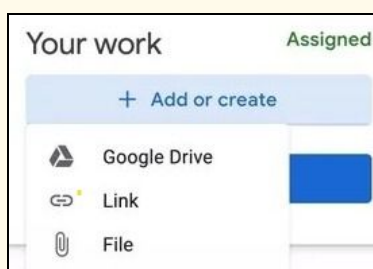
2. Private vs. Class Comments

You can make comments to the whole class on an assignment or just to your teacher. Please note that some teachers disable the “whole class” feature, but you should still be able to make comments to the teacher. The teacher can also write back to you. This is helpful if you have a quick question or comment you need to ask or tell your teacher about a particular assignment.



3. Attach Content to an Assignment in the “Your Work” Box

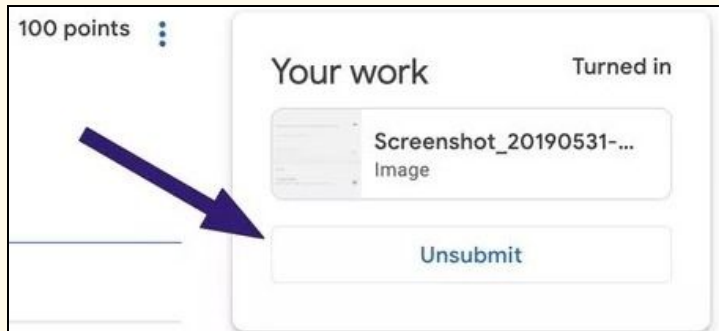
Sometimes your teachers will ask you to attach content to an assignment. You can do this by opening the assignment, finding the box called “Your Work,” and clicking Add or Create. Then either choose something to attach that you’ve already done, or create something new from a Drive app.



Attach existing content > Create & attach content > new content >

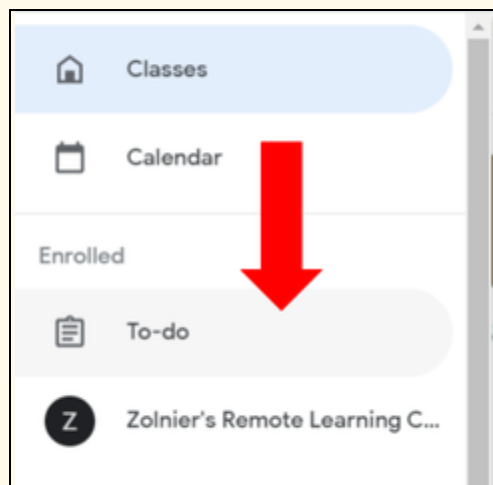
4. Unsubmit Work

Made an error? Need to edit? You can **unsubmit your work, edit it, and resubmit.**



5. Use the To-Do List and the View Your Work Options

You can open a class > **Classwork > View Your Work** and here you can view all the assigned work with title, due date, attached file, and more (this will give you a list of assignments just for this class). You can also use your Classroom settings menu to check your **To-Do List** (this will give you a list of assignments in all your classes that are due)



6. Notifications

Dealing with **multiple classes** at a time may confuse you with all the incoming notifications. Thankfully, Google Classroom allows you to customize them. From the Google Classroom app, tap on the hamburger menu (three-line menu at top right) and go to **Settings**. You will see the **notifications toggles** for all the comments and Classes that you are enrolled in. Adjust them based on your needs.