



GOOGLE CLASSROOM INSTRUCTION SHEET

[SUPPORT.GOOGLE.COM/EDU/CLASSROOM](https://support.google.com/edu/classroom)

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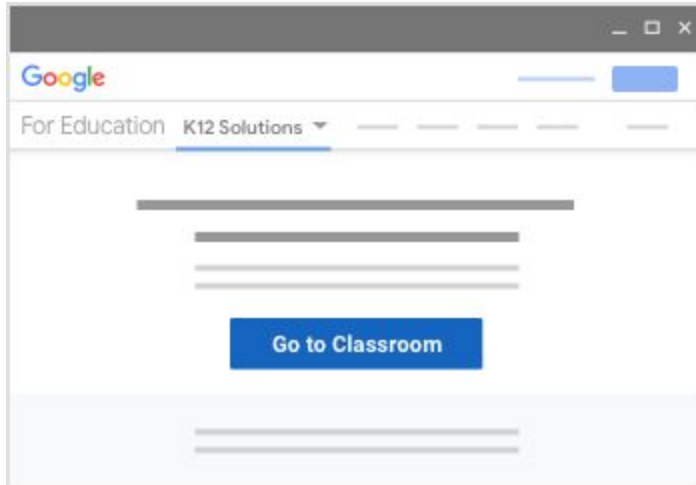
Part 1: Joining/First Login

(Must have gmail account)

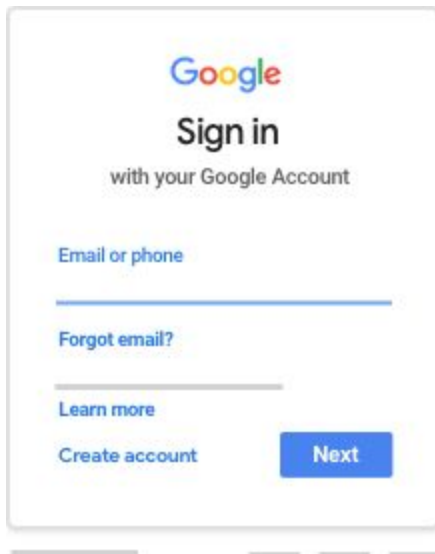
First Login

1. Sign in for the first time

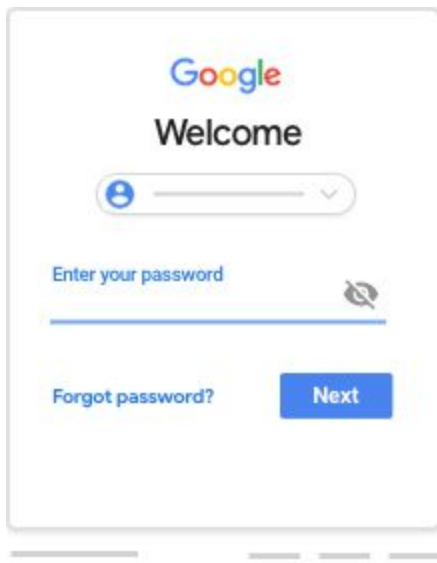
Go to classroom.google.com and click Go to Classroom.



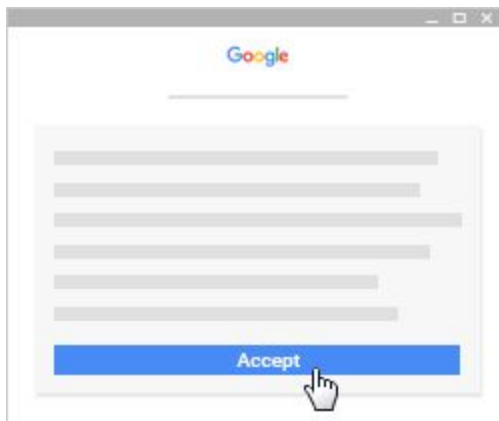
2. Enter your username and click Next.



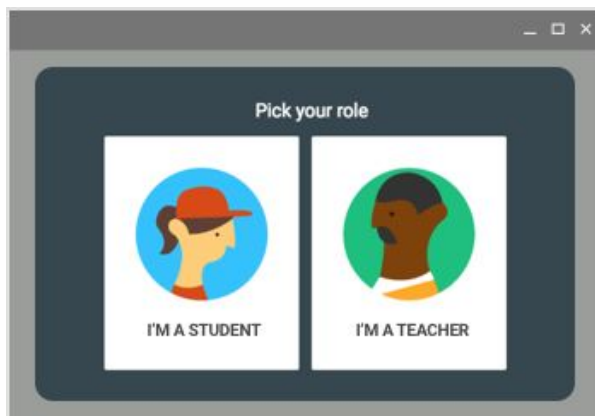
3. Enter your password and click Next



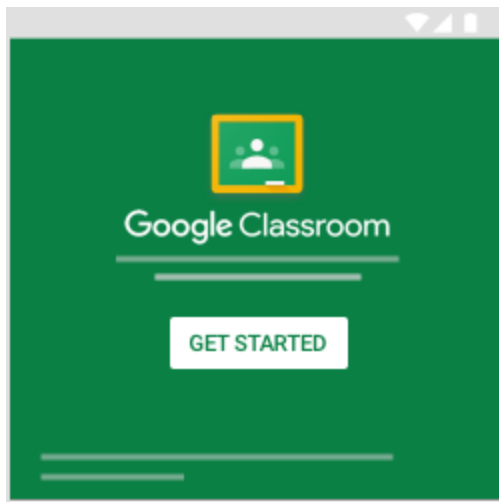
4. If there is a welcome message, read it and click Accept.



5. If you're using a G Suite for Education account, click I'm A Student.
Note: Users with personal Google Accounts won't see this option.



6. Click Get Started.



If you have trouble signing in...

Error message	What it means	What you can do
Your administrator hasn't activated Classroom.	Your administrator hasn't turned on Classroom for your account.	Contact your IT administrator.
This service has been disabled by your admin.	Classroom isn't activated for your account.	Contact your IT administrator.
You can't use Classroom with this account.	You signed in to Classroom with the wrong account.	Sign out and sign in again. On the mobile app, you'll be asked to add another account. Sign in with the other account.
Has your admin activated Classroom? To use Classroom, ask your school's IT or G Suite administrator to activate Classroom for your school.	Your school doesn't use G Suite for Education.	Your school needs to sign up for G Suite for Education before you can use Classroom.

Source: Google Classroom Help

(https://support.google.com/edu/classroom/answer/6072460?hl=en&ref_topic=9049890&authuser=0)

Join a Class as a Student

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

How to join a class:

You have 2 ways to join a class:

- Join a class with a class code—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- Accept an invitation from your teacher—If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

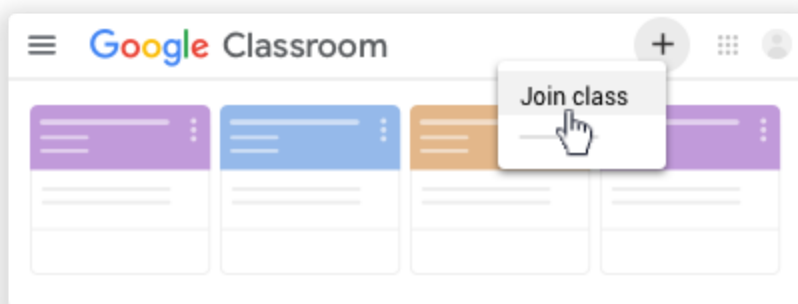
Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

Note: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

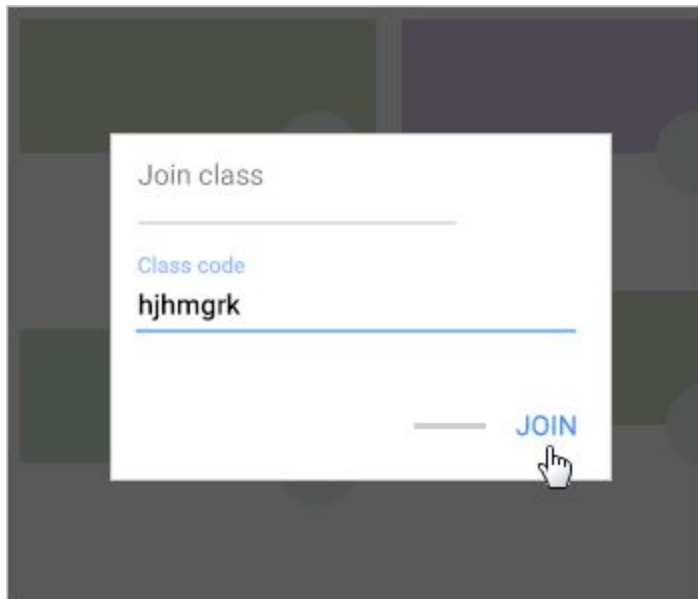
Join a class with a class code

1. Go to classroom.google.com.
2. Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture and then select or add your account.
3. At the top, click **Add** and then **Join class**



4. Enter the class code your teacher gave you and click **Join**.

A class code consists of 6 or 7 letters or numbers. For example, **hjhmgrk** or **g5gdp1**.

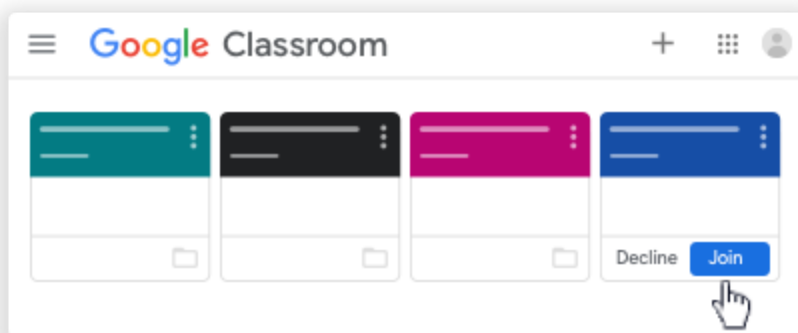


Accept an invitation from your teacher

1. Go to classroom.google.com.

2. Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture and then select or add your account.

3. On the class card, click Join



Source: Google Classroom Help

https://support.google.com/edu/classroom/answer/6020297?hl=en&ref_topic=9049977&authuser=0

Part 2: Google Classroom Homepage/Navigation

See your Class Information

You can see your class information on the Stream page. If your teacher added this information, it may contain the class's subject, room number, and description.

1. Go to classroom.google.com.
2. Click the class and then Stream.
3. At the top, underneath the image, click the Down arrow Down Arrow.
4. (Optional) To collapse the class information, click the Up arrow Up arrow

Source: Google Classroom Help

(https://support.google.com/edu/classroom/answer/9215993?hl=en&ref_topic=9049977&authuser=0)

View due dates and events on your calendar

For each class, you share a Classroom calendar and a Google Calendar with your teacher and classmates. If you don't see any calendars, the admin turned off Calendar for your class.

What can you do with each calendar?

Note: Classroom calendar is available only on computers, not mobile devices.

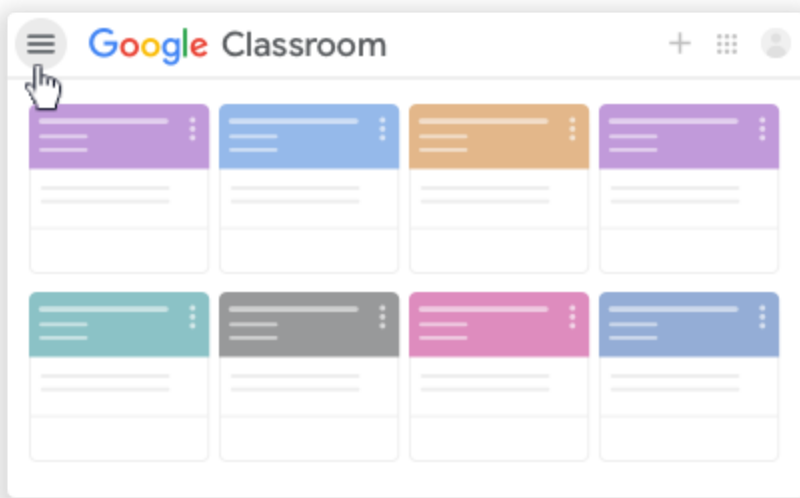
Google Calendar	Classroom calendar
<ul style="list-style-type: none">● View classwork due dates● View class events● Add personal reminders only you see● Add events, such as study sessions	<ul style="list-style-type: none">● View classwork due dates● Click an item to open it in Classroom

View due dates on your Classroom calendar

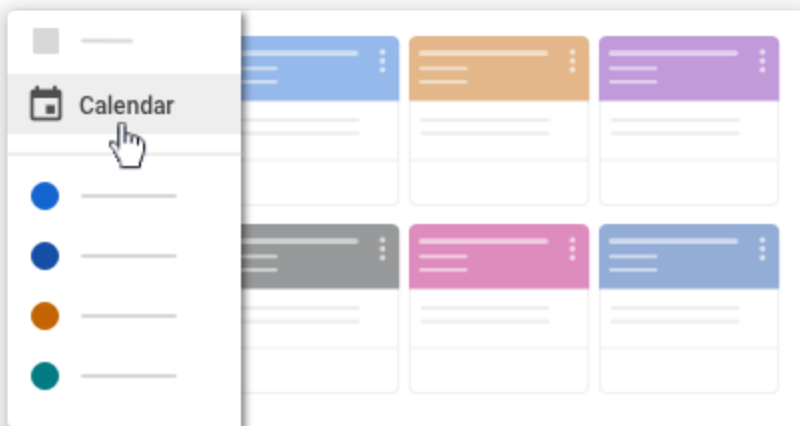
On the Classroom calendar, you can see classwork due dates. You can't add any items.

1. Go to classroom.google.com.

2. At the top, click Menu Menu.

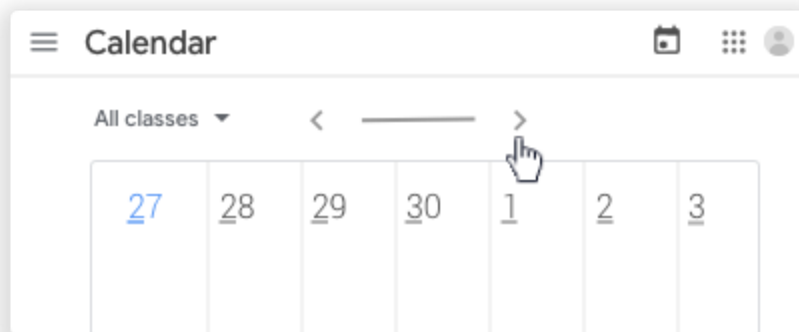


3. Click Calendar.

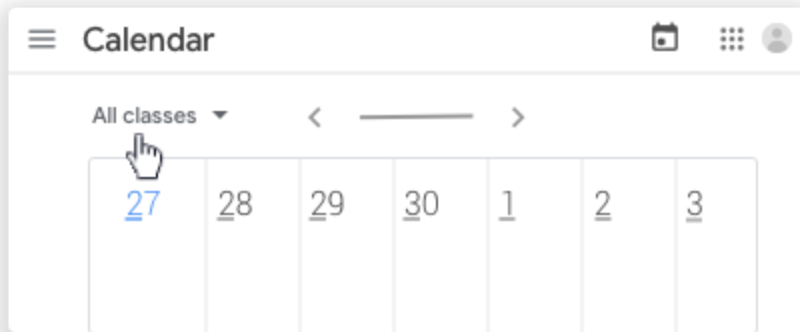


4. Choose an option:

- To see past or future work, next to the date, click Back Back or Next Next.



- To see assignments for all your classes, click All classes.



- To see assignments for one class, click All classes and then select the class.

5. (Optional) To open classwork, click an assignment or question.

Source: Google Classroom Help

https://support.google.com/edu/classroom/answer/6272985?hl=en&ref_topic=9049977&authuser=0

Part 3: Student's view: The Stream

Post to the Stream page

If your teacher allows, you can communicate with your class on the Stream page using posts, comments, and replies.

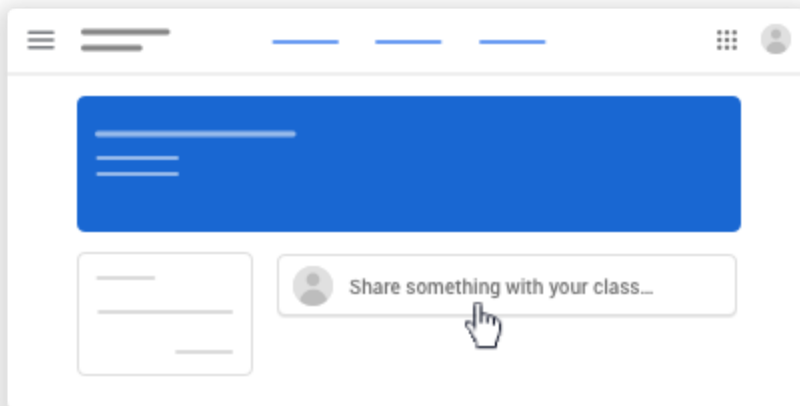
- A post is information or a question you add to the class stream.
For example: When do we visit the museum?
- A comment is a response to a post or another comment.
For example: We go next Friday.
- A reply is a response to someone's comment that mentions them.
For example: +commenter's name Thanks!

Note: If you don't want to post to the Stream page, you can send a private comment to your teacher on an assignment or question.

Create a post

To ask a question or to share information with your teacher and classmates, create a post.

1. Go to classroom.google.com.
2. Click the class.
3. On the Stream page, click Share something with your class.



4. Share something with your class

Note: If you don't see Share something with your class, your teacher turned off permissions to post.

5. Enter what you want to say and click Post.

Add an image, file, video, or link to your post

You can attach items to your post, such as images, files, Google Drive items, YouTube videos, or links.

1. Follow the steps above to create a post.

2. Attach an item to your post

Attachment type	Directions
File Image or file	a. Click Attach File. b. Drag files to attach or select them from your computer. c. Click Upload.
Drive	a. Click Drive and select your file. b. Click Add.
Youtube	Search for a video: a. Enter keywords and click Search Search. b. Click the video and then Add. Attach a video link: a. Click URL and enter the URL. b. Click Add.
Link	a. Click Link Link and enter the URL. b. Click Add Link.

3. Click Post.

Note: If you see a message that you don't have permission to attach a file, click Copy. Classroom makes a copy to attach to your post and saves it to the class Drive folder.

Delete a post

You can only delete your own posts.

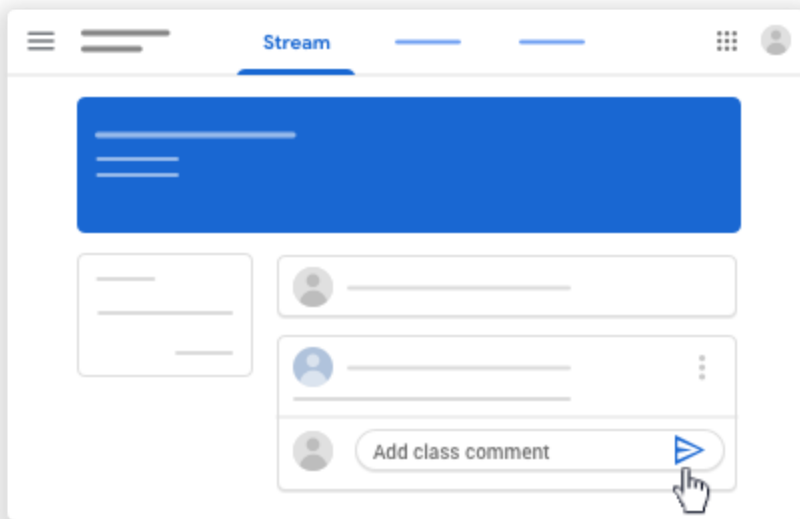
(If you delete a post, all the comments associated with it are also deleted. You can't undo this action. Teachers can delete anyone's post and see all deleted posts.)

1. Go to classroom.google.com.
2. Click the class.
3. On the post, click More More and then Delete.
4. Click Delete to confirm.

Add a comment to a post

Note: Comments are text only—you can't add pictures, links, or videos.

1. Go to classroom.google.com.
2. Click the class.
3. Find the post and in the Add class comment box, enter your comment.



Note: If you don't see Add class comment, your teacher turned off permissions to comment.

4. Click Post

Reply to a comment

When you reply to a comment, the person you reply to is automatically mentioned. You can only use Reply with comments, not posts.

1. Go to classroom.google.com.
2. Click the class.
3. Point to the comment and click Reply Reply.
The person you are replying to is automatically mentioned in your reply.
4. Enter your reply and click Post.

Delete a comment

You can only delete your own comments.

1. Go to classroom.google.com.
2. Click the class.
3. On the comment, click More More and then Delete.
4. Click Delete to confirm.

Send a private comment to your teacher

You can make a comment to your teacher that only they can see. When you're assigned work, you can send a private comment to your teacher from the assignment or question.

1. Go to classroom.google.com.
2. Click the class.
3. On the Stream page, click the assignment or question.
4. (Optional) Click View assignment or View question.
5. Click Add private comment, enter your comment and then click Post Post.

Source: Google Classroom Help

(https://support.google.com/edu/classroom/answer/6020274?hl=en&ref_topic=9049835&authuser=0)

Email your teacher or classmates

You might be able to email your teachers and classmates in Classroom. To send an email:

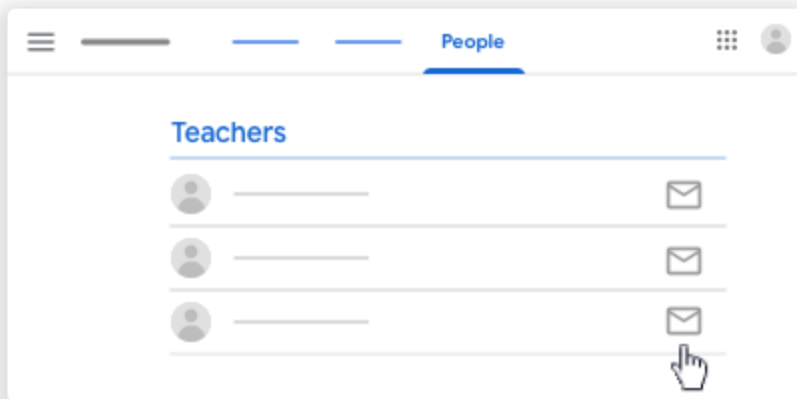
Email a teacher

1. Go to classroom.google.com.
2. Select the class of the teacher you want to email.
3. Click People.



4. Next to the teacher's name, click Email Email.

Note: If you don't see Email Email, you might be using a personal email account, or the admin turned off email.



5. In the new email, enter your message and then click Send.

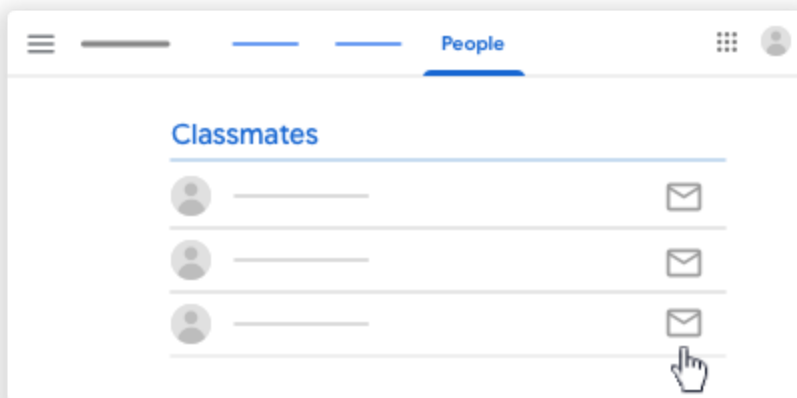
Email another student

1. Go to classroom.google.com.
2. Select the class of the student you want to email.
3. Click People.



4. Next to the student's name, click Email Email.

Note: If you don't see Email Email, you might be using a personal email account, or the admin turned off email.

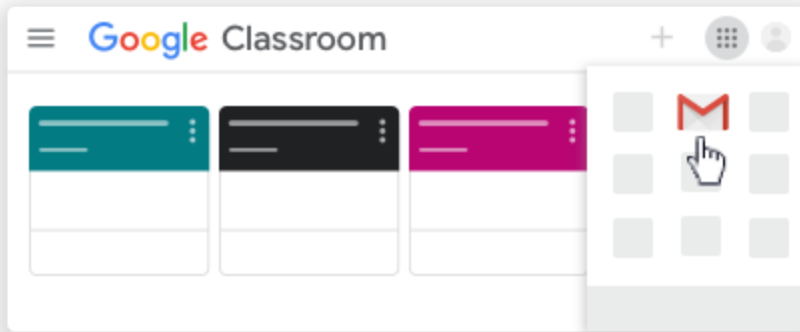


5. In the new email, enter your message and then click Send.

View an email

You can't see or get emails in Classroom. To view sent or received emails, use your G Suite for Education Gmail.

1. Go to classroom.google.com.
2. In the top-right corner, click the App Launcher App Launcher and then Gmail Gmail.



3. Click Gmail

Source: Google Classroom Help

(https://support.google.com/edu/classroom/answer/6025321?hl=en&ref_topic=9049835&authuser=0)

Share a webpage with your teacher

You can share a webpage from your computer with your teacher using the Share to Classroom Chrome extension. Your teacher can also send webpages to your computer using the extension.

Note: When you share a webpage, it can't be undone.

1. In Chrome, go to the webpage you want to share. Next to the address bar, click Share to Classroom Classroom share button.



2. (Optional) Sign in to Chrome. See instructions on how to sign in to Chrome.

3. Click the name of your teacher's class. If you haven't joined a class yet, to open Classroom, click Join class.



4. Click Push to teacher.

Your teacher gets a message that you shared the webpage.

See recently shared webpages

1. In Chrome, next to the address bar, click Share to Classroom



2. (Optional) Sign in to Chrome.

3. Click the name of your teacher's class.



4. Select the webpages you want to see:

- Pushed to teacher—Lists the webpages that you recently shared with your teacher.
- Received from teacher—Lists the webpages your teacher recently shared with you.

The list of webpages updates automatically. You'll only see the webpages you and your teacher have shared in the last 18 hours. You can't remove webpages from the list yourself.

Part 4: Student's view: Announcements & Questions

Answer a question

Your teacher can post 2 types of questions: short-answer or multiple-choice. For short-answer questions, you enter a response. For multiple-choice questions, you select an option. If your teacher allows, you can see your classmates' answers after you turn in your answer.

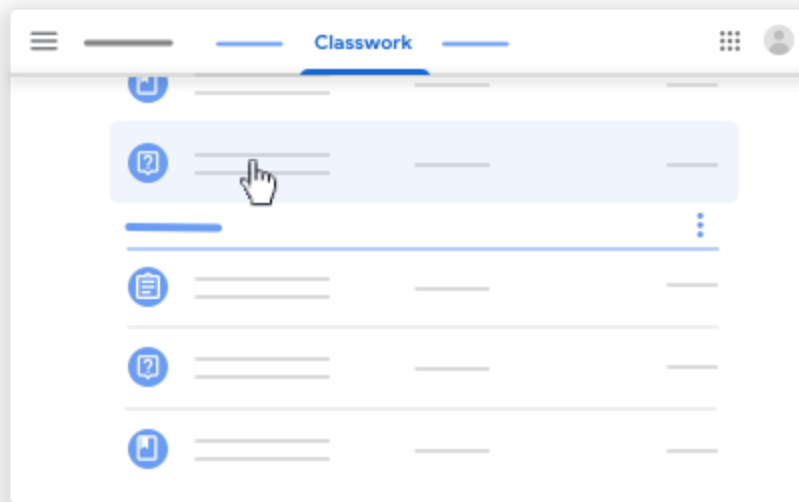
Before you answer a question, check for instructions or attachments. A question can have attachments, such as a Google Drive item, a link, or a YouTube video.

You can view and answer the questions on the Classwork page or the Stream page.

On the Classwork page

Answer a short-answer question

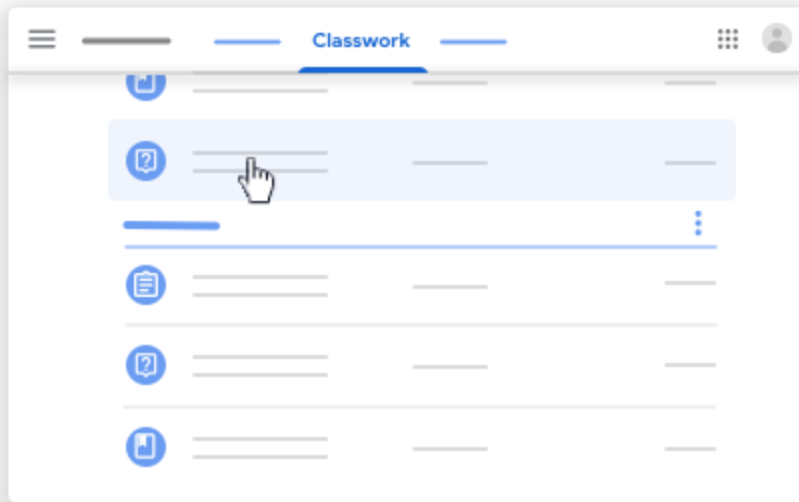
1. Go to classroom.google.com.
2. Click the class > Classwork.
3. To read the question, and review any instructions or attachments, click the question.
Note: You might have to click View question.



4. Under Your answer, enter your answer > click Turn in. If asked to confirm, click Turn in.
Note: You can't click Turn in until you enter an answer.
5. (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.
6. (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

Answer a multiple-choice question

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. To read the question, and review any instructions or attachments, click the question.
Note: You might have to click View question.



4. Select your answer > click Turn in. To confirm, click Turn in.
Note: You can't click Turn in until you enter an answer.



5. (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.
6. (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

(Optional) View and reply to classmates' answers

You can only view and reply to classmates' answers if:

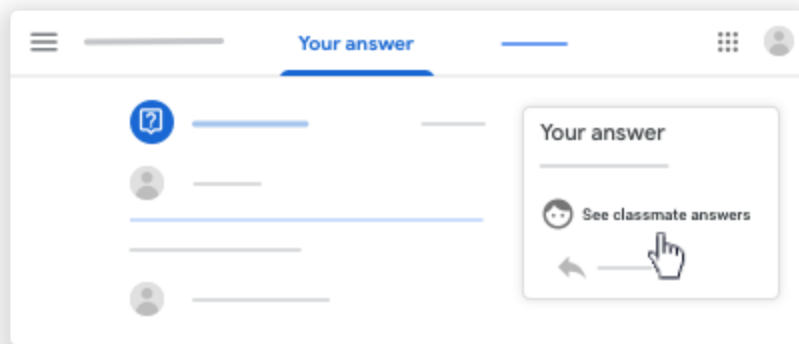
The question is short-answer

Your teacher allows it

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the question.

Note: You might have to click View question.

4. Click See classmate answers.



5. (Optional) To reply to a classmate's answer, under their answer, click Reply > enter your reply > click Post.

(Optional) Edit your answer

You can only view and reply to classmates' answers if:

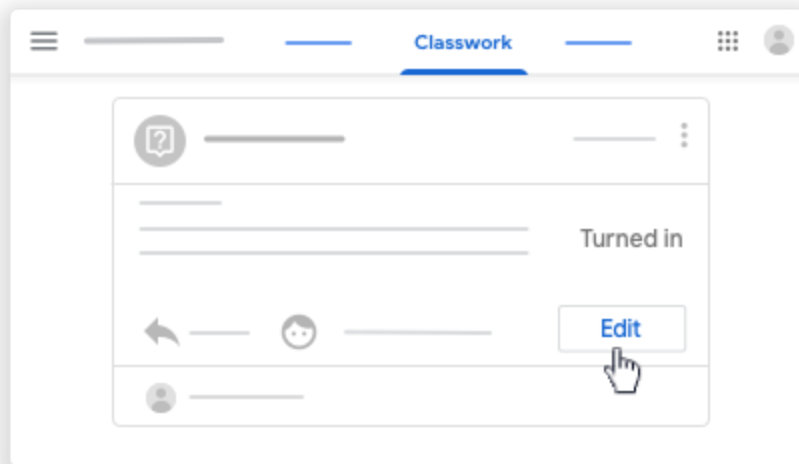
The question is short-answer

Your teacher allows it

1. Go to classroom.google.com.
2. Click the class > Classwork.

3. On the question, click Edit.

Note: You might have to click View question > Edit.



4. Make your changes > click Turn in.

On the Stream page

Answer a short-answer question

1. Go to classroom.google.com.
2. Click the class.
3. On the Stream page, click the question, and review any instructions or attachments.
4. Under Your answer, enter your answer > click Turn in. If asked to confirm, click Turn in.
Note: You can't click Turn in until you enter an answer.
5. (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.
6. (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

Answer a multiple-choice question

1. Go to classroom.google.com.
2. Click the class.
3. On the Stream page, click the question, and review any instructions or attachments.
4. Select your answer > click Turn in. To confirm, click Turn in.
Note: You can't click Turn in until you select an answer.
5. (Optional) To add a class comment, click Add class comment. Enter your comment > click Post.

- (Optional) To add a private comment or question for your teacher, click the question > Add private comment.
Enter your comment > click Post.

(Optional) View and reply to classmates' answers

You can only view and reply to classmates' answers if:

The question is short-answer

Your teacher allows it

- Go to classroom.google.com.
- Click the class.
- On the question, click See classmate answers.
- (Optional) To reply to a classmate's answer, under their answer, click Reply > enter your reply > click Post.

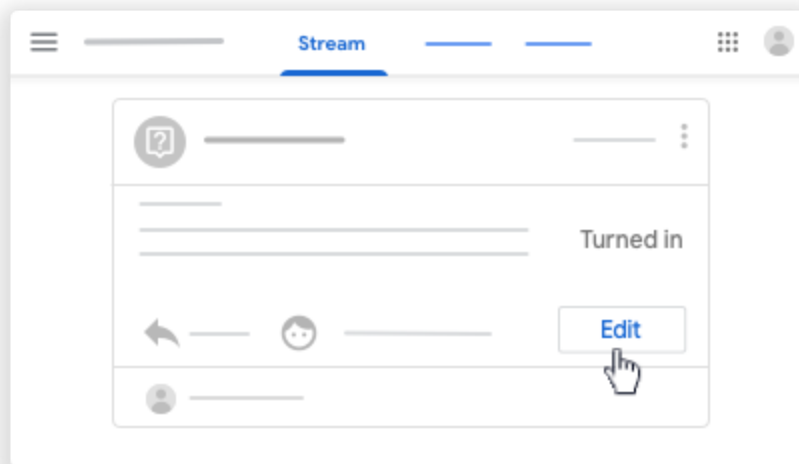
(Optional) Edit your answer

You can only view and reply to classmates' answers if:

The question is short-answer

Your teacher allows it

- Go to classroom.google.com.
- Click the class.
- On the question, click Edit > make your changes > click Turn in.



Source: Google Classroom Help

(https://support.google.com/edu/classroom/answer/6020296?hl=en&ref_topic=9050121&authuser=0)

Part 5: Student's view: Assignments, Turn In Assignments, Assignment Details, Unsubmit Assignment, All Assignments

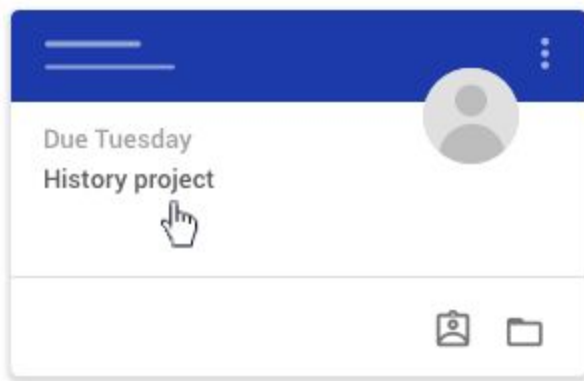
See your work for a class

You have multiple ways to view your work for a class:

Quickly see upcoming work

On the Classes page, on a class card, you can see work due within a week. You'll see the title and due date for up to 3 items.

1. Go to classroom.google.com.
2. (Optional) To see details, click the title of the work.

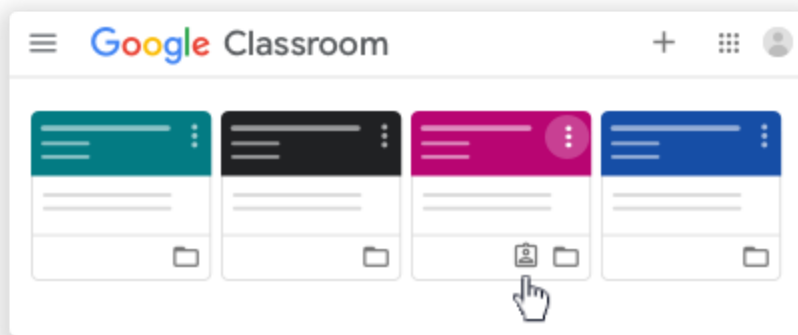


See all your work for a class

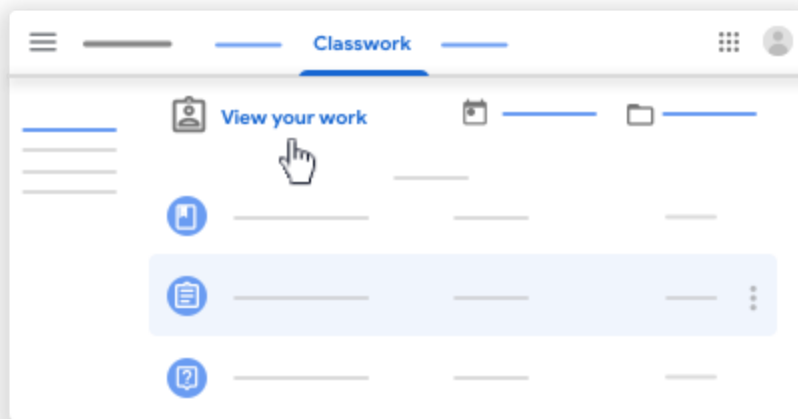
You can see a list of all your work on the Your work page. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

1. Go to classroom.google.com.
2. Choose an option:

On a class card, click Your work .



Click the class > Classwork > View your work.



3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work > View details.
4. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.


Filter work by class

On the To-do page, you can filter work by class, and see work that's:

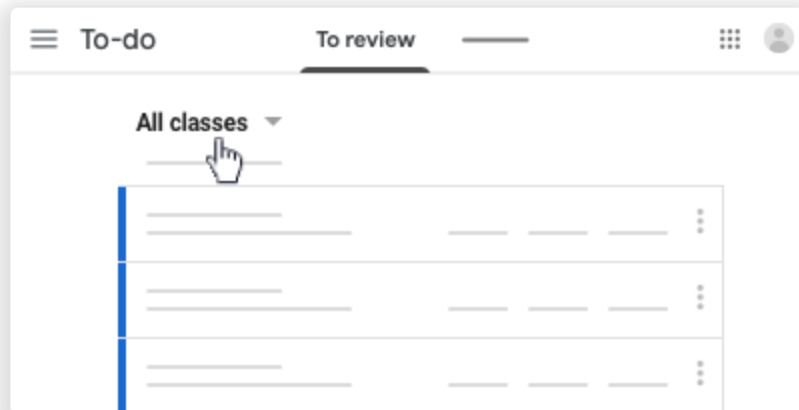
To-do—Work assigned and not yet completed. You'll see the class and work titles grouped as missing, no due date, due today or within the week, or later.

Done—Work you completed and turned in. You'll see the status of the work—turned in or done late—and grades if the work is graded.

To see your work:

1. Go to classroom.google.com.
2. Click Menu  > To-do.

- (Optional) To filter your work by class, click All classes and select a class.



- Click a title.
- (Optional) To see work you already submitted, click Done and select a title to see feedback.
If the work is graded, the grade is listed.

See the latest work and announcements

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

- Go to classroom.google.com.
- Click the class.
- (Optional) To see any instructions or feedback, click the assignment or question.

See work arranged by topics

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

- Go to classroom.google.com.
- Click the class.
- At the top, click Classwork.
- Under a topic, look for Question or Assignment .
- (Optional) To see any instructions or feedback, click the post > View assignment or View question.

Work with a doc assigned to you

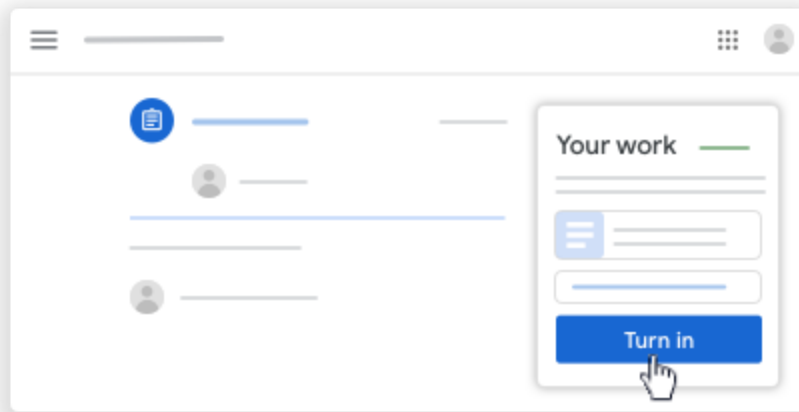
When you open an assignment or question in Classroom, there might be an attached document with your name on it. That's your personal copy of the document. You can work on it and then submit it for your assignment.

If you need to start over, you can remove it from your submission, create a new copy to work on, and resubmit.

When you turn in the assignment, your teacher sees the document labeled with your name.

Work with your personal document

1. Go to classroom.google.com.
2. Click the class and then choose an option:
Click the assignment or question.
Click View all > on the assignment or question, click View details.
3. To open the document, under Your work, click the thumbnail.
4. Work on your document.
5. (Optional) To turn in your work, click Turn In and confirm.



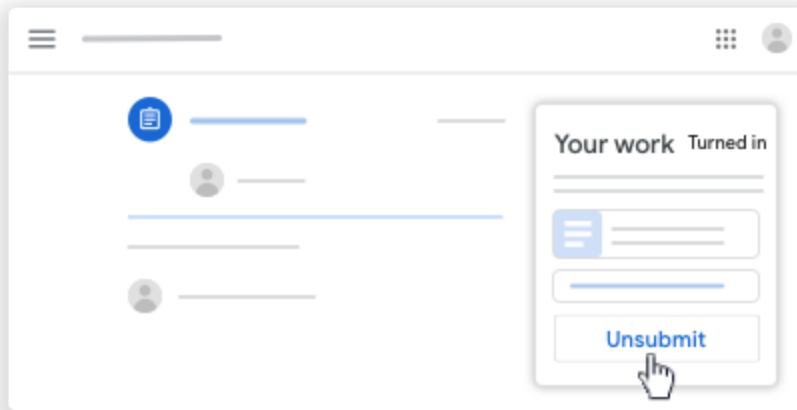
Remove your personal document and create a new copy

If you want to work on a new copy of your personal document, you can remove your previous copy and make a new copy. If you turned in your work, you have to unsubmit it first. Be sure to resubmit your work before the due date.


To remove your personal document from your submission:

1. Go to classroom.google.com.
2. Click the class and then choose an option:
Click the assignment or question.
Click View all > on the assignment or question, click View details.

3. Under Your work, click Unsubmit and confirm.

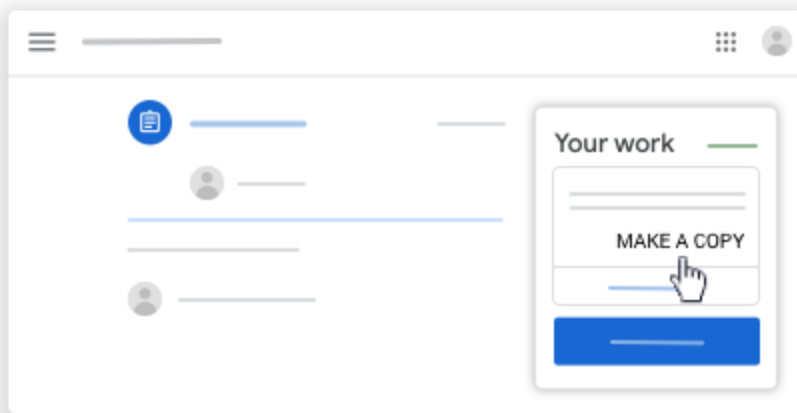


Note: After you unsubmit, you can continue working on your previous copy of the doc. To start over with a new copy, continue to remove.

4. Next to the name of the document, click Remove  .
Your document is removed from your submission.

To make a new copy of your personal document:

1. Click Make A Copy.



2. (Optional) To turn in your work, click Turn In and confirm.

You can attach other files to your work before you turn it in. For instructions, go to [Turn in an assignment](#).




Source: Google Classroom Help

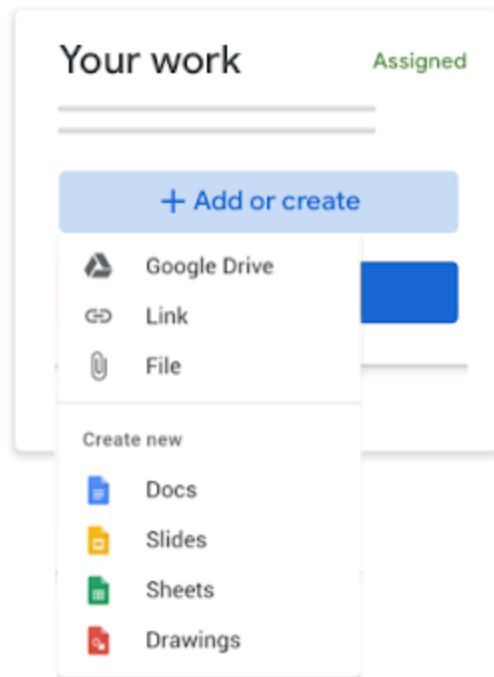
(https://support.google.com/edu/classroom/answer/9073815?hl=en&ref_topic=9050121&authuser=0)





Turn in an assignment

Depending on the assignment, you can turn in a personal doc that your teacher assigned to you, create your own Google Doc, or add files to the assignment.

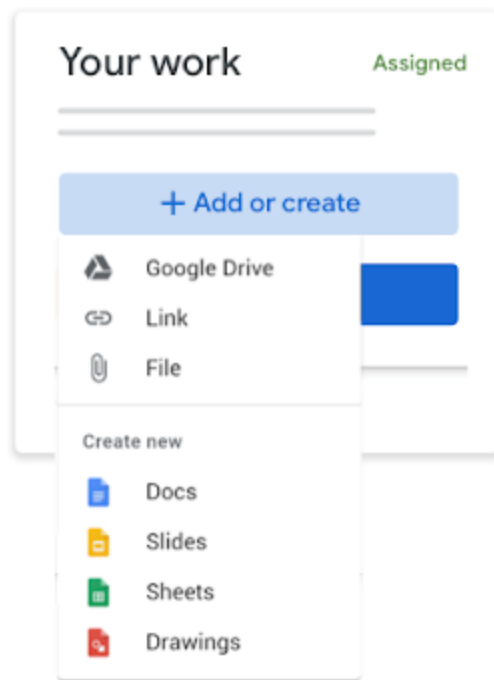
If you need to edit work you turned in, you can unsubmit the assignment. But any assignment turned in or marked done after the due date is recorded as late.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To attach an item:
 - Under Your work, click Add or create > select Google Drive , Link , or File .



- Select the attachment or enter the URL for a link and click Add.
Note: You can't attach a file you don't own.
4. To attach a new doc:
 - Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.

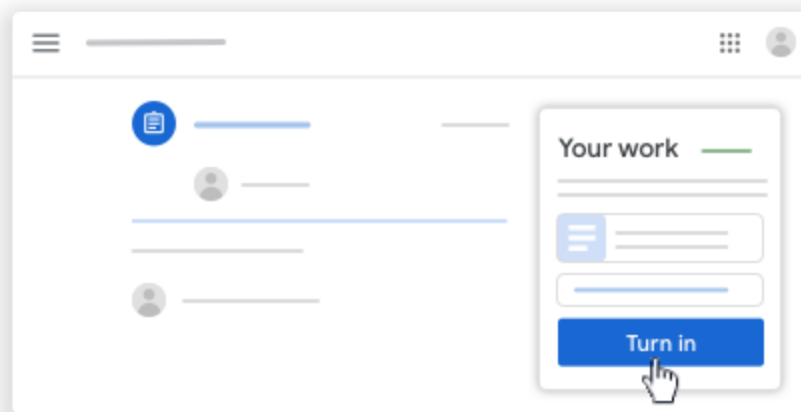


- Click the file and enter your information.

Note: You can attach or create more than one file.

5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.

3. Click the form and answer the questions.
4. Click Submit > Mark as done and confirm.
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. (Optional) If there's more work to do for the assignment, click Open assignment.

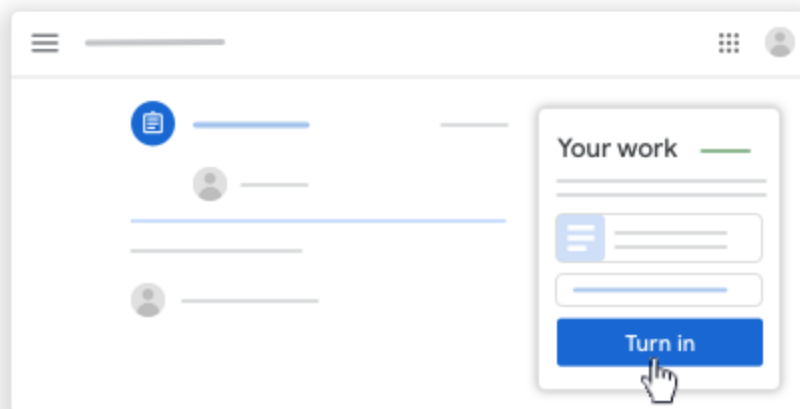
Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:

In the document, click Turn in and confirm.

In Classroom, in the assignment, click Turn In and confirm.



The status of the assignment changes to Turned in.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

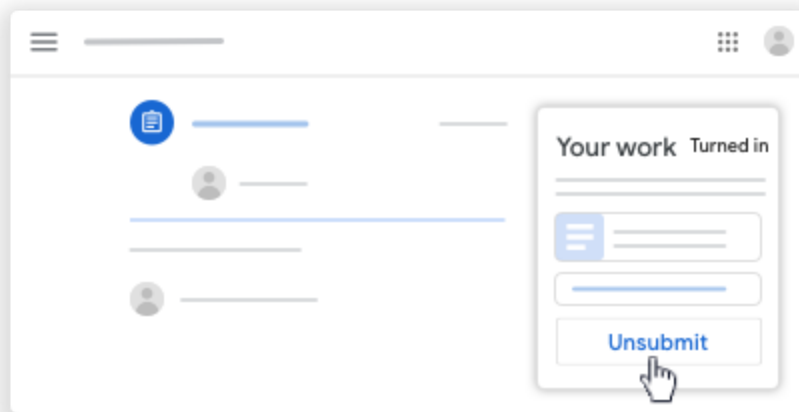
1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. (Optional) Under Private comments, add a private comment for your teacher and click Post.
4. Click Mark as done and confirm.
The status of the assignment changes to Turned in.

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. Click Unsubmit and confirm.

Note: This assignment is now unsubmitted. Resubmit it before the due date.



Check for late or missing assignments

Your teacher sets the late work policies for your class. However, Classroom doesn't prevent you from turning in late work.


When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

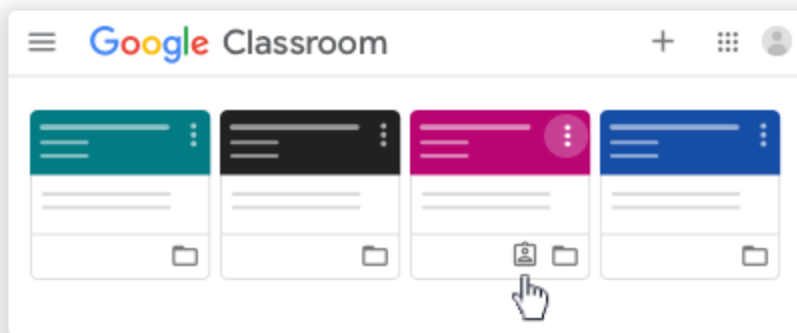
1. Go to classroom.google.com.
2. On a class card, click Your work .
3. At the right, you see the work status of each item:
 - Assigned—Work assigned by your teacher. Check the due date.
 - Turned in—Work you turned in on time.
 - Graded—For graded work that your teacher returned, you see your grade.
 - Returned—For ungraded work that your teacher returned, you see a check ✓.
 - Missing—Work you didn't turn in.
 - Turned in: Done late—Work you turned in late.
4. (Optional) For more details, click an item to expand it > click View details.

See your overall grade for a class

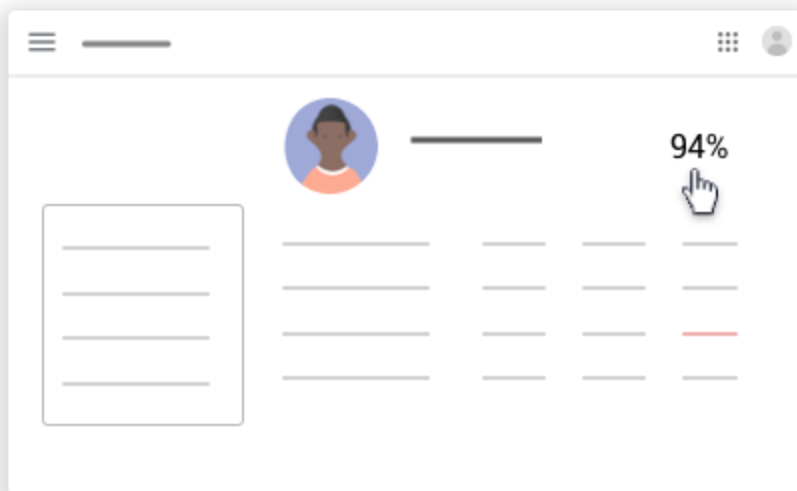
If your teacher shares your overall grade, you can see it on the Your work page. Not all teachers share overall grades, so you might not see one.

See your grades from the Classes page

1. Go to classroom.google.com.
2. On a class card, click Your Work .



3. (Optional) For grading details, click the grade.

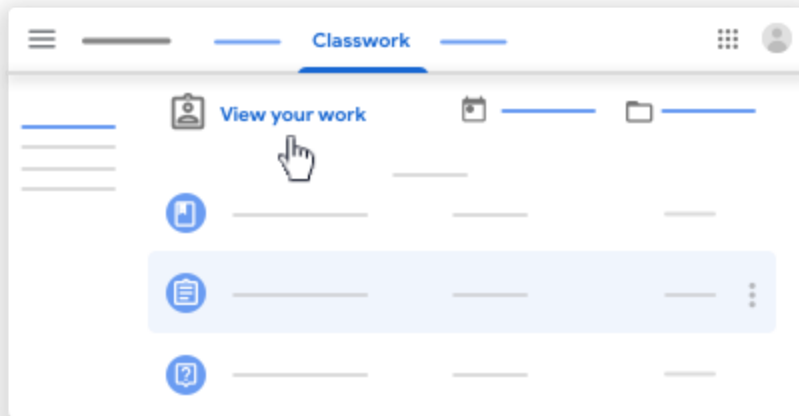


Note: If you don't see a grade, your teacher doesn't share overall grades in Classroom. You can ask your teacher for information about your grade.

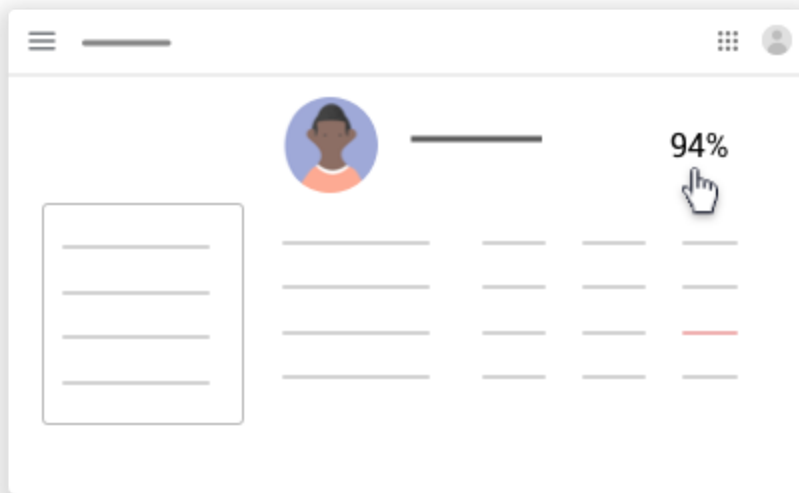
See your grade from the Classwork page

1. Go to classroom.google.com.
2. Click the class > Classwork.

3. Click View your work.



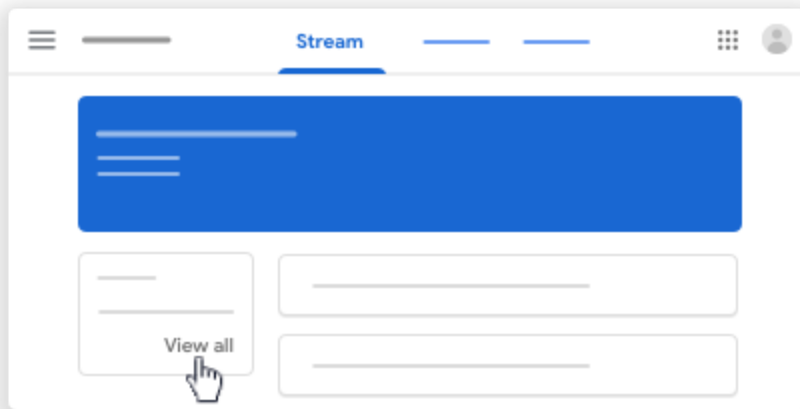
4. (Optional) For grading details, click the grade.



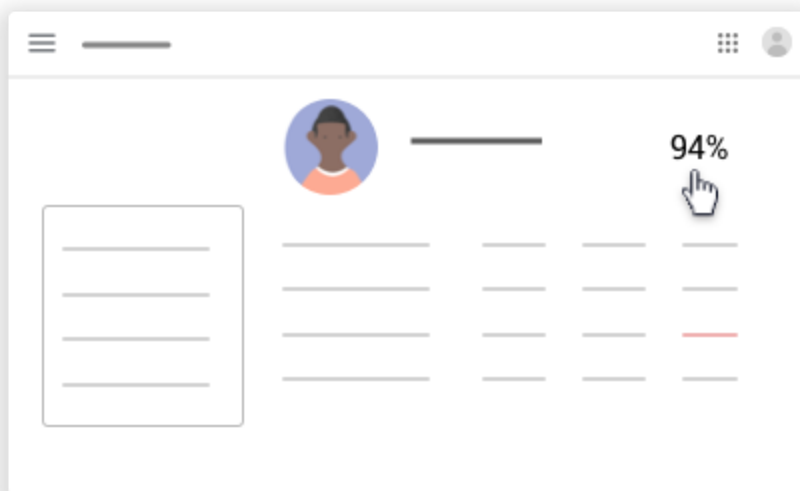
Note: If you don't see a grade, your teacher doesn't share overall grades in Classroom. You can ask your teacher for information about your grade.

See your grade from the Stream page

1. Go to classroom.google.com.
2. Click the class > View all.



3. (Optional) For grading details, click the grade.



Note: If you don't see a grade, your teacher doesn't share overall grades in Classroom. You can ask your teacher for information about your grade.

Source: Google Classroom Help

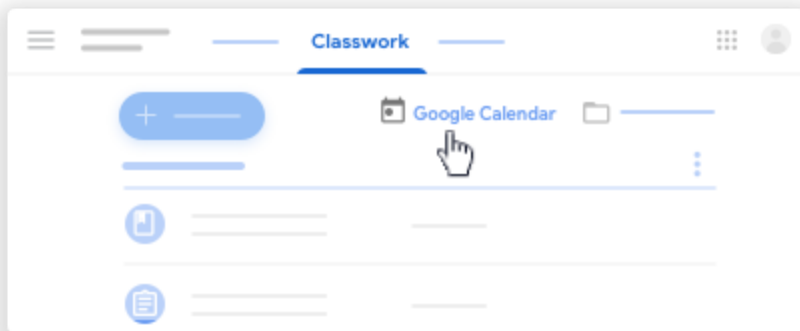
(https://support.google.com/edu/classroom/answer/6020285?hl=en&ref_topic=9050121&authuser=0)

Part 6: Google Calendar Integration

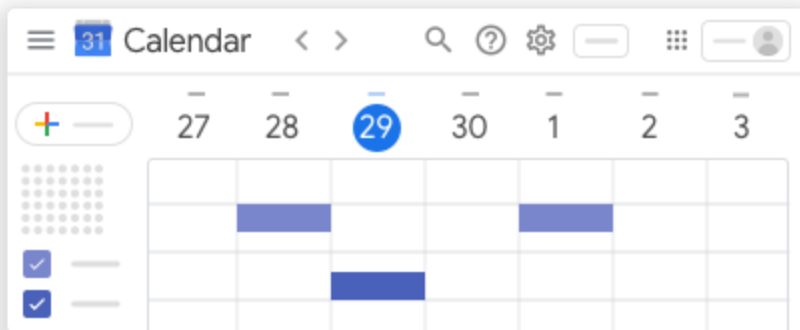
View due dates and events on your Google Calendar

On your Google Calendar, you can see classwork due dates and class events, such as field trips or exams. In your Other calendars list, you can find all your class calendars, and select if you want to see or hide them.

1. Go to classroom.google.com.
2. Click the class and then Classwork.
3. Click Google Calendar Google Calendar.



4. (Optional) For details, click an item.



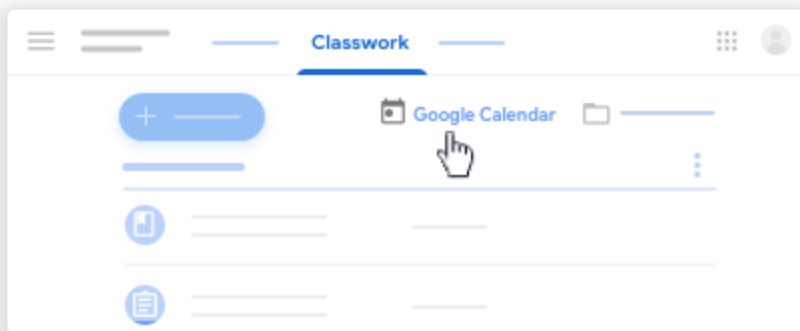
5. (Optional) To see or hide other class calendars, at the left, under Other calendars, check a box for a class.

Add items to your Google Calendar

Add a personal reminder

You can add a personal reminder, such as a note to remember your calculator. Anything you add in Google Calendar won't show in the Classroom calendar.

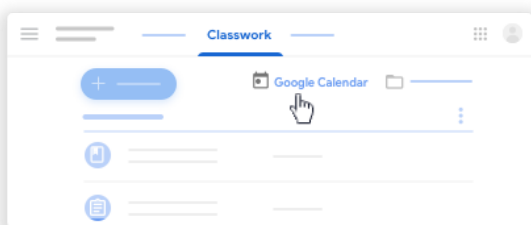
1. Go to classroom.google.com.
2. Click the class and then Classwork.
3. Click Google Calendar Google Calendar.



Add an event

You can add events, such as a study session, and invite classmates. Anything you add in Google Calendar won't show in the Classroom calendar.

1. Go to classroom.google.com.
2. Click the class and then Classwork.
3. Click Google Calendar Google Calendar.
4. Click Calendar



Source: Google Classroom help

(https://support.google.com/edu/classroom/answer/6272985?hl=en&ref_topic=9049977&authuser=0)

Add Reminders in Google Calendar

You can add reminders in Google Calendar. Reminders carry over to the next day until you mark them as done. For example, if you create a reminder to make a restaurant reservation, you'll see the reminder each day until you mark it as done.

Your reminders are private and can't be shared with anyone else.

1. Open Google Calendar.
2. Make sure the Reminders box next to "My Calendars" is checked.
3. Click an empty slot in your calendar.
4. In the box that pops up, click Reminder.
5. Type your reminder, or choose a suggestion.
6. Choose a date, time, and frequency.
7. Click Save.

See your reminders

You'll see reminders you create in the Google Calendar, Inbox, and the Google app.

Google Calendar:

You'll see your reminders in the Google Calendar the day your reminder is scheduled.

Reminders from other Google products:

Reminders you create in Inbox, Keep, and the Google app will also show in Google Calendar.

Edit a reminder

1. Open Google Calendar.
2. Click the reminder you want to update.
3. Click Edit reminder Edit reminder.
4. Update any event details.

5. Click Save.

Remove a Reminder

To remove a reminder from your calendar, you can either mark it as done or delete it.

Mark a reminder as done:

(When you mark a reminder as done, it stays on that date on your calendar but is crossed out.)

1. Open Google Calendar.
2. Click the reminder you want to update.
3. Click Mark as done.

Delete a reminder

(When you delete a reminder, it will be removed completely.)

1. Open Google Calendar.
2. Click the reminder you want to update.
3. Click Delete reminder Delete reminder.

Source: Google Classroom help (<https://support.google.com/calendar/answer/6285327?authuser=0>)

Part 7: Google Drive Folders

Open your Google Drive folder as a student

This article is for students

In your Google Drive folder, you can view, organize, and create files and folders. For example, you can create a folder called *Science project* and add files to it. If you're working with classmates, you can share the folder with them.

You can open your Drive folder on web or mobile versions of Classroom.

1. Go to classroom.google.com.
2. Choose an option:

On a class card, click Open folder .

Click a class > Classwork > Class Drive folder .

Source: Google Classroom help

https://support.google.com/edu/classroom/answer/9751228?hl=en&ref_topic=9050121&authuser=0