

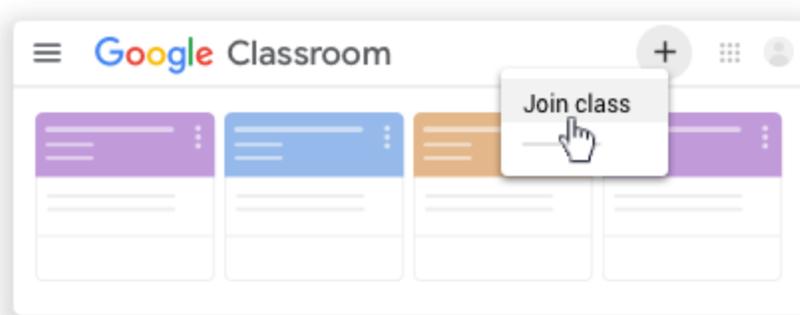
## For students

### Joining and managing classes:

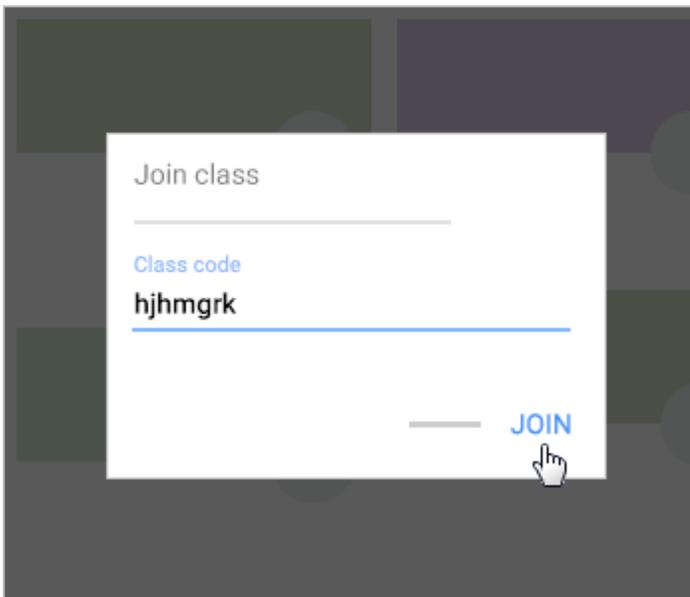
You can join your class using two ways:

#### Join a class with a class code

1. Go to [classroom.google.com](https://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 > select or add your account.
3. At the top, click Add + > Join class.

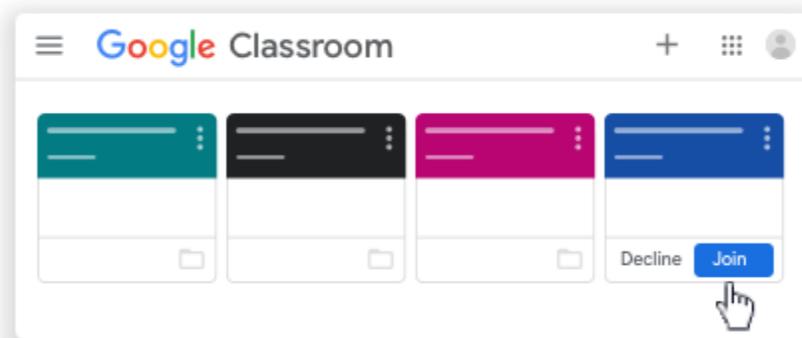


4. Enter the class code your teacher gave you and click Join.  
A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



## Accept an invitation from your teacher

1. Go to [classroom.google.com](https://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 > select or add your account.
3. On the class card, click Join.



Note: Only your teacher can change the class image. However, you can change your Classroom profile photo. For instructions, see [Change your profile photo](#).

## View an archived class

When a class ends, your teacher might archive it. Archiving removes the class from your Classroom homepage and puts it in a separate area making your homepage easier to manage.

Only teachers can archive or delete a class. If you want to remove a class from your homepage, you have to [Unenroll from a class](#).

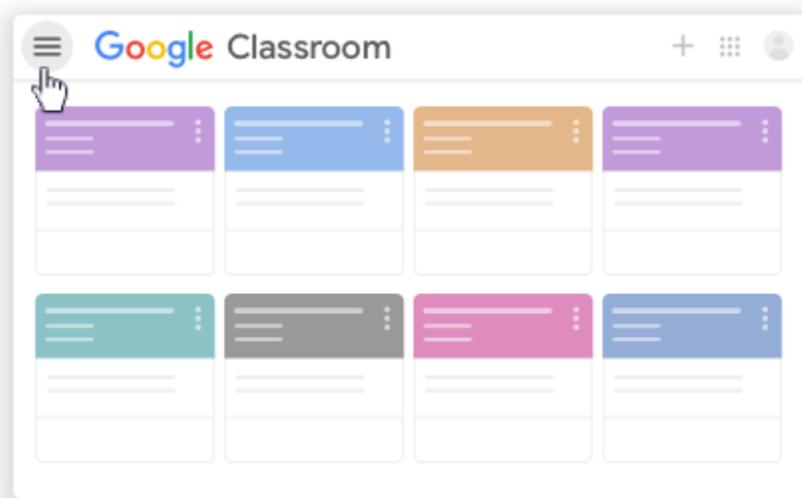
Note: You can't unenroll from an archived class.

### ***When a class is archived:***

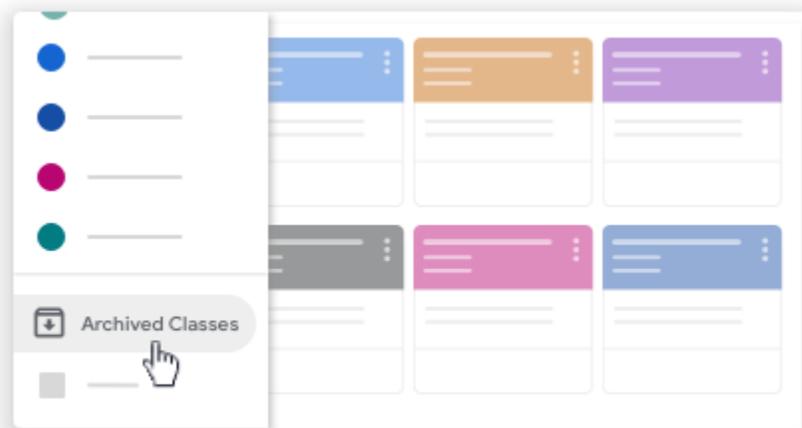
- It's removed from your homepage.
- You can view its materials but you can't submit work.
- You can still access class materials in the class Google Drive folder.
- You can't unenroll from it. If you need to unenroll from an archived class, contact your teacher.

## Steps to view an archived class

- Go to [classroom.google.com](https://classroom.google.com).
- At the top, click Menu ☰.



- Scroll down and click Archived Classes.  
Note: If none of your classes have been archived, this option won't be in the menu.



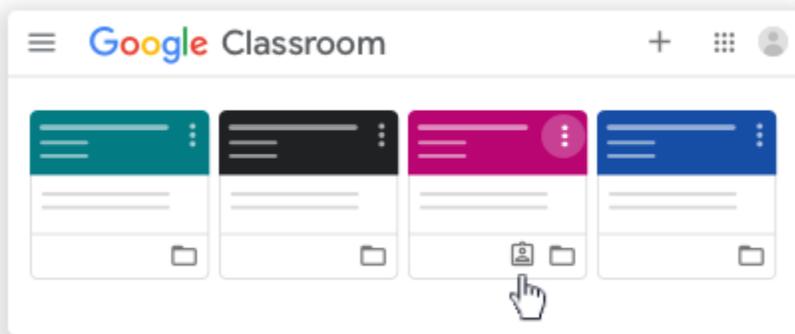
- Click the class you want to view.

## Managing assignments:

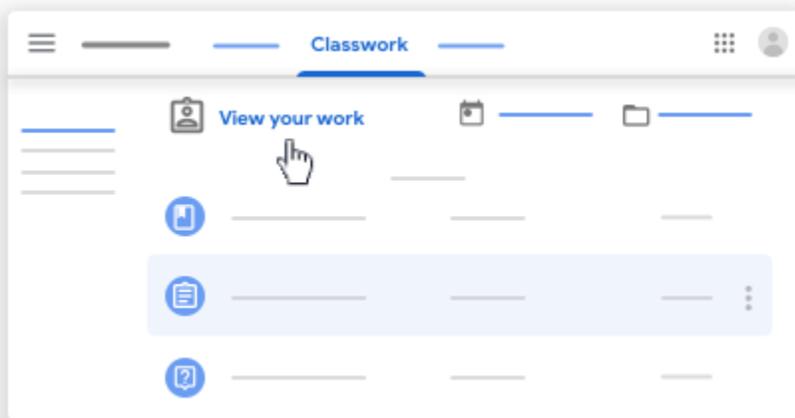
### To view task:

1. Go to [classroom.google.com](https://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.

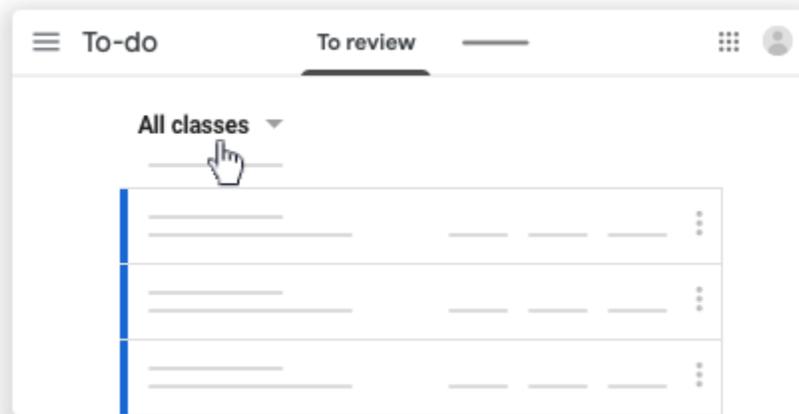
### Filter work by class

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](https://classroom.google.com).
2. Click Menu ≡ > To-do.
3. (Optional) To filter your work by class, click All classes and select a class.



4. Click a title.
5. (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.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. (Optional) To see any instructions or feedback, click the assignment or question.

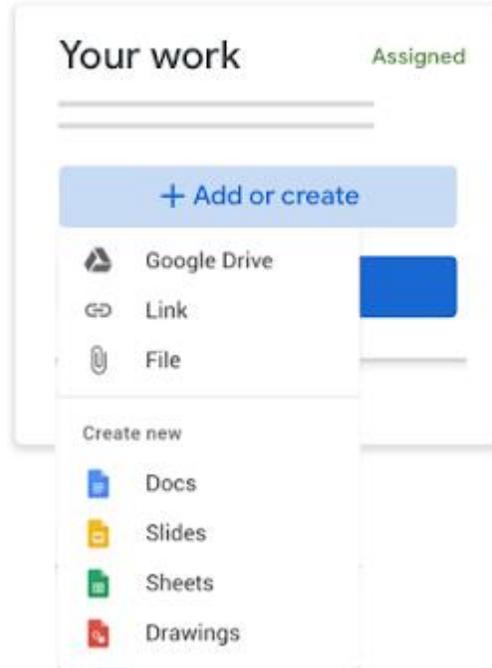
### See work arranged by topics

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

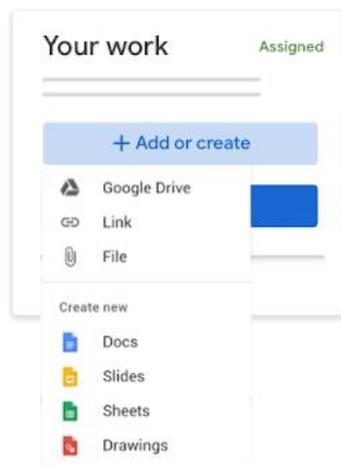
1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. At the top, click Classwork.
4. Under a topic, look for Question or Assignment .
5. (Optional) To see any instructions or feedback, click the post > View assignment or View question.

## To turn in or submit an assignment:

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

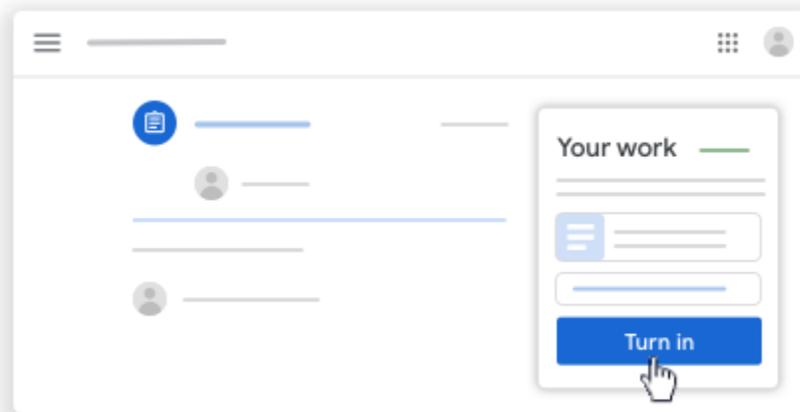


2. Select the attachment or enter the URL for a link and click Add.  
Note: You can't attach a file you don't own.
4. To attach a new doc:
  1. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .A new file attaches to your work and opens.



2. 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.

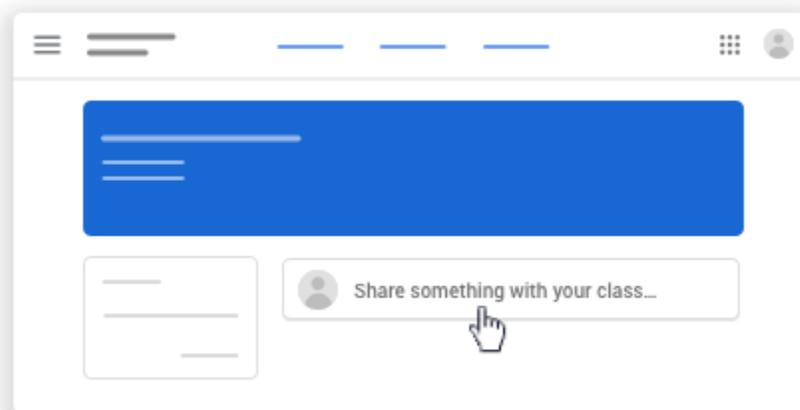


## Connecting with your classmates:

### 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](https://classroom.google.com).
2. Click the class.
3. On the Stream page, click Share something with your class.



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

4. 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
Image or file	<ol style="list-style-type: none"><li>1. Click Attach .</li><li>2. Drag files to attach or select them from your computer.</li><li>3. Click Upload.</li></ol>
Drive	<ol style="list-style-type: none"><li>1. Click Drive  and select your file.</li><li>2. Click Add.</li></ol>
YouTube	<p>Search for a video:</p> <ol style="list-style-type: none"><li>1. Enter keywords and click Search .</li><li>2. Click the video  Add.</li></ol> <p>Attach a video link:</p> <ol style="list-style-type: none"><li>1. Click URL and enter the URL.</li><li>2. Click Add.</li></ol>
 Link	<ol style="list-style-type: none"><li>1. Click Link  and enter the URL.</li><li>2. Click Add Link.</li></ol>

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.

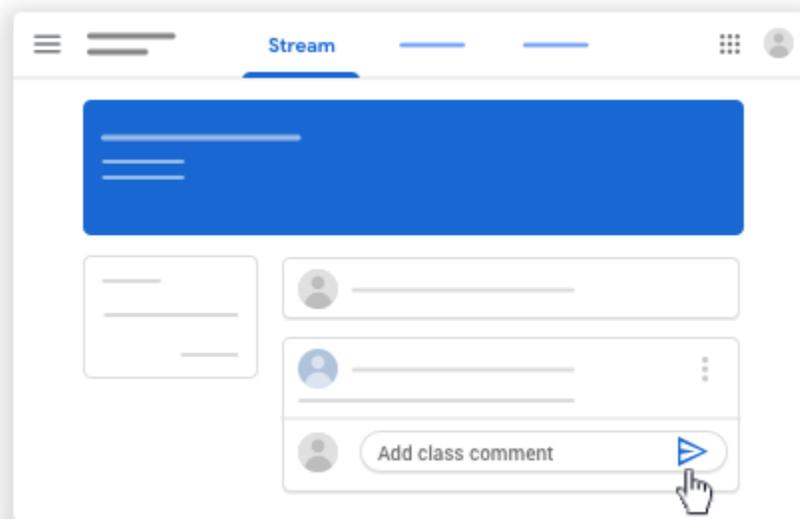
1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class.
3. On the post, click More  > Delete.
4. Click Delete to confirm.

## Add a comment to a post

If your teacher allows, you can comment on other posts and comments. Teachers can delete comments and turn off permissions to comment.

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

1. Go to [classroom.google.com](https://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](https://classroom.google.com).
2. Click the class.
3. Point to the comment and click 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](https://classroom.google.com).
2. Click the class.
3. On the comment, click More  > 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](https://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 > click Post .