

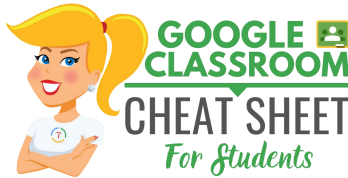


GOOGLE 
CLASSROOM

CHEAT SHEET

For Students

LOS NTAWM KASEY BELL
Shake Up Learning®



Sau los ntawm Kasey Bell

ShakeUpLearning.com

The Google Classroom Cheat Sheet yog tau daim ntawv tso cai (licensed) nyob qab tswj hwm ntawm [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).

Tsim Phau Ntawv thiab Ua Tawm los ntawm Kasey Bell.



YAM UAS KOJ UA TAU:

Muab Qhia: luam thiab muab cov ntaub ntawv no faib.

**Nyob qab tswj hwm ntawv cov ntsiab
cog lus raws li hauv qab no:**

Hauv Paus Ntsis: Koj yuav tsum muab qhabnee kom
raug ntsej raug muag.

Tsis Yog Kev Tshaj Lag Luam (NonCommercial): Koj kuj yuav siv tsis tau cov
ntaub ntawv no los rau tej kev tshaj txog lag luam.

Tsis Pub Hloov Pauv (NoDerivatives): Yog tias koj muab kho dua, hloov, lossis txhab ntxiv
rau cov ntaub ntawv, koj kuj yuav muab tsis tau cov ntaub ntawv uas muab kho dua no faib
faib tawm.

Tsis Muaj Kev Txwv Ntxiv: Koj kuj yuav siv tsis tau cov ntsiab lus raws li txoj cai lossis kev ntsuas
tias txwv txiav tau lwm tus los ntawm ua tej yam daim ntawv tso cai kom ua.





ZOO SIAB TXAIS TOS KOJ LOS RAU HAUV GOOGLE CLASSROOM

Google Classroom yog tsim los pab cov xibfwb thiab cov tub/ntxhais kawm ntawv sib txuas lus thiab koomtes, tswj cov ntaub ntawv ua los ntawm tsis siv ntawv kiag li, thiab nyob twj ywm.

UA NTEJ TSHAJ LOGIN RAU COV TUB/NTXHAIS KAWM NTAWV

Los Ntawm Chrome Browser:

1. Mus rau: classroom.google.com.thiab nias “Go to Classroom”
2. Ntaus koj lub username thiab nias “Next”
3. Ntaus koj tus password thiab nias “Next”
4. Yog tias nws muaj ib qho lus xa xov txais tos, nyeem thiab nias “Accept”
5. Nias “I’m a student”
6. Nias “get started”
7. Nias rau ntawm chav uas koj xav nkag mus

Lossis los ntawm Clever:

1. Mus rau ntawm: <https://clever.com/in/scusd>
2. Nias rau “Log on with Google”
3. Ntaus koj lub username thiab nias rau “Next”
4. Ntaus koj tus password thiab nias rau “Next”
5. Nqis mus thiab nias rau ntawm “Google Classroom” lub cim
6. Nias rau ntawm chav koj xav nkag mus

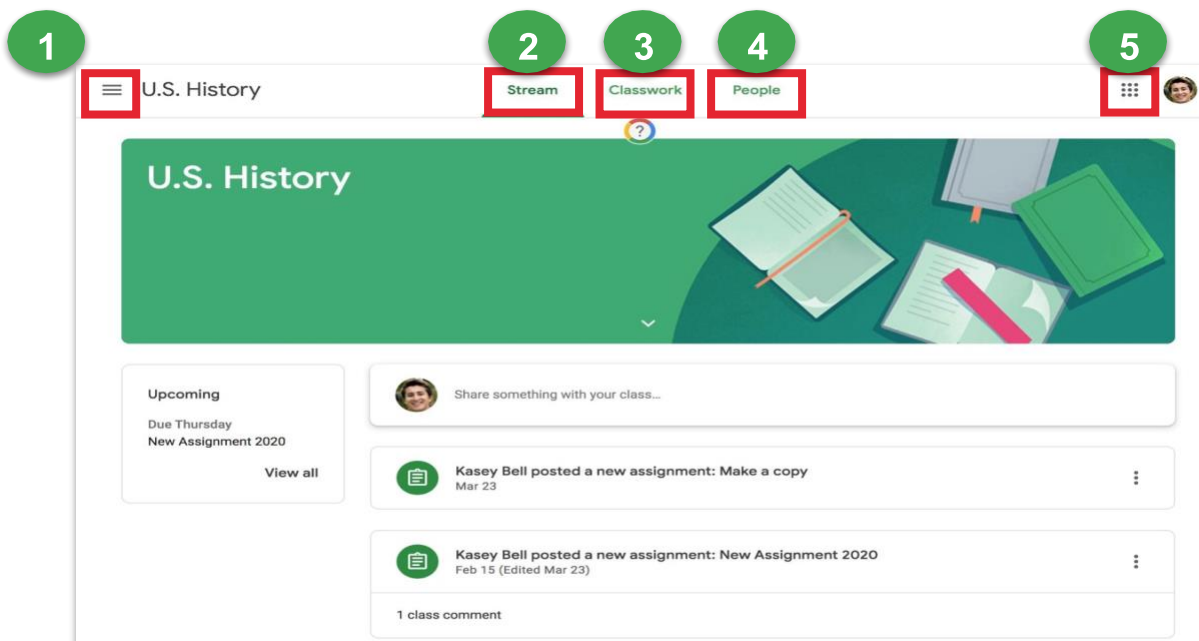


Lossis los ntawm Clever nrog rau ib daim npav:

1. Mus rau ntawm: <https://clever.com/in/scusd>
2. Nias rau ntawm “Clever Badge Log In” (daim duab ntawm QR code)
3. Nqis mus thiab nias rau ntawm “Google Classroom” lub cim
4. Nias rau ntawm chav koj xav nkag mus

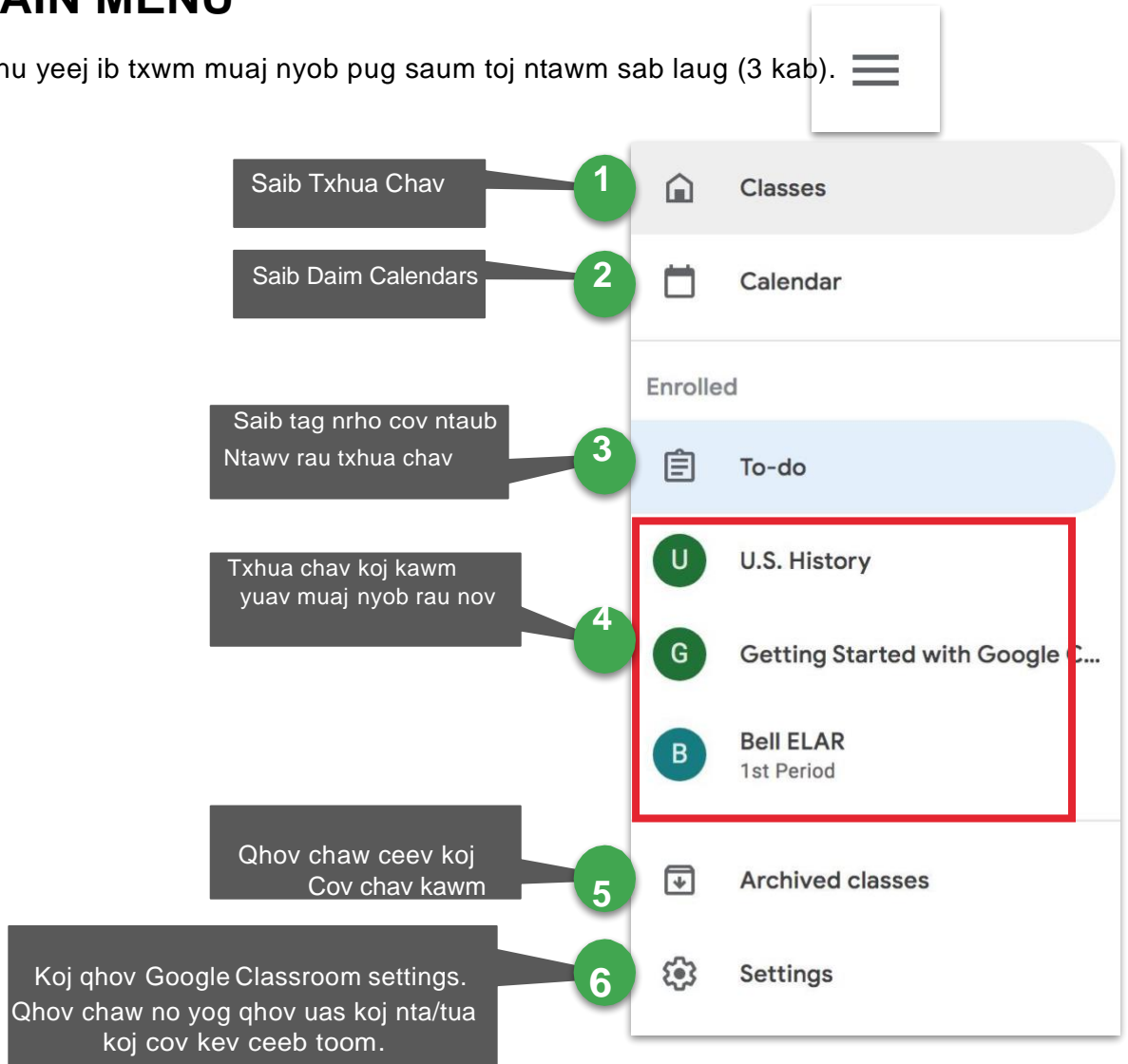
KEV TAW QHIA TUB/NTXHAI S KAWM NTAWV

- 1 **Main Menu (3 kab):** Nkag rau hauv koj txhua chav, calendar, tub/ntxhais kawm ntawv cov ntaub ntawv ua, thiab cov settings.
- 2 **Stream:** Nyob rau hauv Stream yog qhov uas koj yuav nrhiav tau cov kev tshaj tawm los ntawm koj tus xibfwb, cov hnuv uas koj yuav tau xa tej ntaub ntawv ua tsis pub dhau sijhawm, thiab qhov chaw uas koj mus tso tau tej yam thiab sau koj li kev xav (yog tias koj tus xibfwb cia koj nkag thiaj tau).
- 3 **Classwork:** Nyob rau hauv Classwork page yog qhov chaw uas koj yuav nrhiav tau cov ntaub ntawv ua hauv chav thiab cov khoom siv rau hauv chav.
- 4 **People:** Nyob rau hauv People page yog qhov chaw uas koj email tau rau koj tus xibfwb thiab koj cov phooj ywg kawm ntawv uake.
- 5 **G Suite Apps:** Lub cim no sawv cev rau koj qhov G Suite apps. Koj nias tau rau lub cim no kom qhib lwm yam kev siv G Suite.



QHOV MAIN MENU

Qhov main menu yeej ib txwm muaj nyob pug saum toj ntawm sab laug (3 kab).



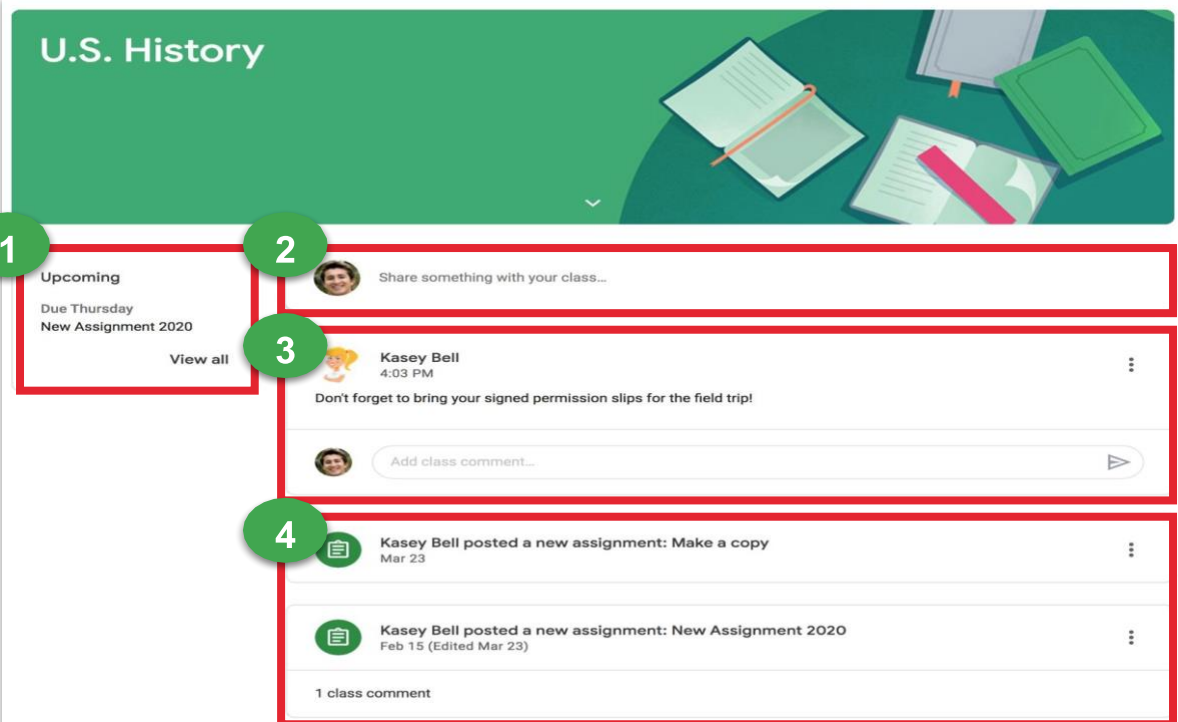
The screenshot shows the Google Classroom main menu with the following items and callouts:

- 1** Saib Txhua Chav (Home icon)
- 2** Saib Daim Calendars (Calendar icon)
- 3** Saib tag nrho cov ntaub Ntawv rau txhua chav (To-do icon)
- 4** Txhua chav koj kawm yuav muaj nyob rau nov (List of classes: U.S. History, Getting Started with Google C..., Bell ELAR 1st Period)
- 5** Qhov chaw ceev koj Cov chav kawm (Archived classes icon)
- 6** Koj qhov Google Classroom settings. Qhov chaw no yog qhov uas koj nta/tua koj cov kev ceeb toom. (Settings icon)

TUB/NTXHAIS KAWM NTAWV QHOV CHAW TXAIS/TSHAJ XOV XWM

Qhov chaw txais/tshaj xov xwm yog qhov chaw uas koj yuav nrhiav tau cov kev tshaj tawm los ntawm koj tus xibfwb, cov hnuv uas koj yuav tau xa tej ntaub ntawv tsis pub dhau sijhawm, thiab qhov chaw uas koj mus tso tau tej yam thiab sau koj li kev xav (yog tias koj tus xibfwb cia koj nkag thiaj tau).

- 1 Cov sijhawm yuav xa cov ntaub ntawv ua rau tom ntej no yuav tshwm rau ntawm lub thawv nyob sab laug.
- 2 Yog tias koj tus xibfwb cia koj tso (post), koj yuav pom ib lub npov zoo li no nyob rau pug saum toj ntawm qhov chaw txais/tshaj xov xwm. Nias rau hauv lub npov es mus qhia qee yam nrog koj cov phoojywg hauv koj chav. Sau tej yam kom raug ntsej raug muag!
- 3 Koj cov xibfwb kuj yuav tso (post) cov kev tshaj tawm zoo li no rau hauv qhov chaw txais/tshaj xov xwm.
- 4 Koj cov xibfwb kuj yuav tso cov kev ceeb toom ntawm cov ntaub ntawv ua tshiab rau hauv qhov Chaw txais/tshaj xov xwm. Tiamsis koj yeej yuav pom tau koj cov ntaub ntawv ua nyob rau hauv qhov Classwork page.



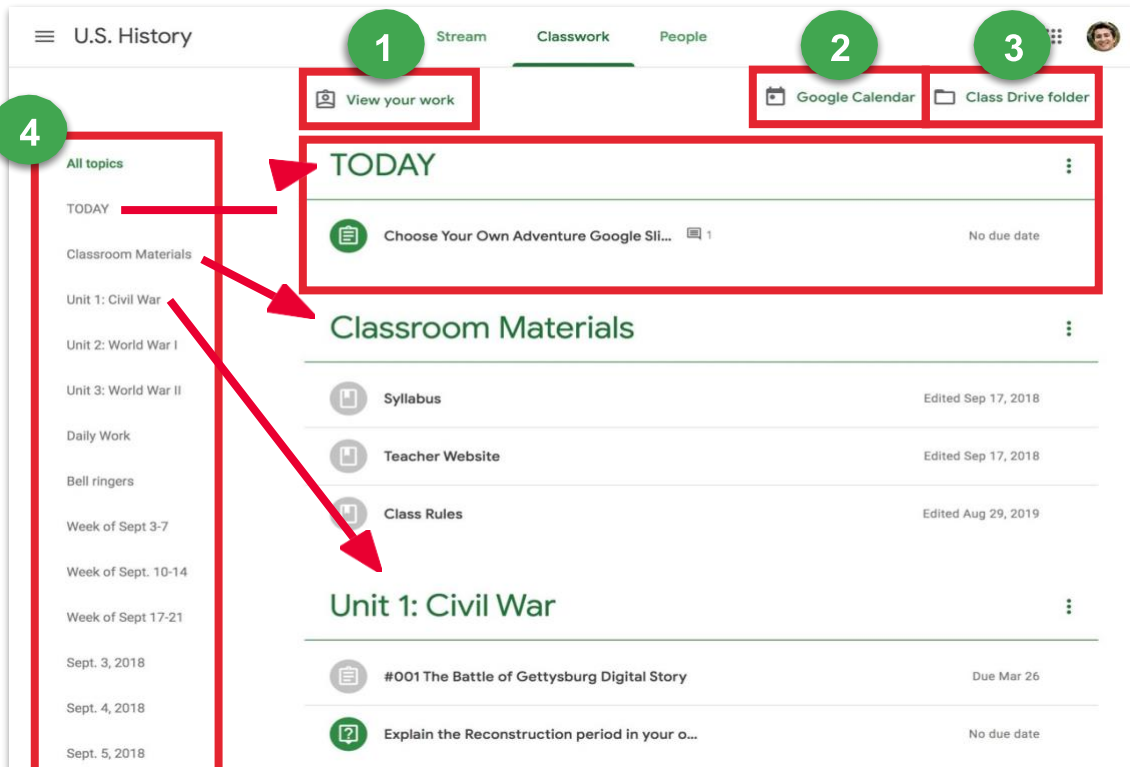
The screenshot shows a Google Classroom interface for a class titled "U.S. History". The page is divided into several sections, with red boxes and numbered callouts (1-4) highlighting specific features:

- 1** Points to the "Upcoming" section, which lists "Due Thursday" and "New Assignment 2020" with a "View all" link.
- 2** Points to the "Share something with your class..." text input field at the top of the main content area.
- 3** Points to a post by "Kasey Bell" at 4:03 PM, which says "Don't forget to bring your signed permission slips for the field trip!". Below the post is a text input field for "Add class comment..." and a send button.
- 4** Points to the "Assignments" section, which lists two assignments: "Kasey Bell posted a new assignment: Make a copy" (Mar 23) and "Kasey Bell posted a new assignment: New Assignment 2020" (Feb 15, Edited Mar 23).

TUB/NTXHAIS KAWM NTAWV COV CLASSWORK

Qhov Classwork page yog qhov chaw uas koj yuav nrhiav tau koj cov ntaub ntawv ua thiab cov khoom siv rau hauv chav.

- 1 Saib koj cov ntaub ntawv, xa lawm los tsis tau, cov hnuv tias thaum twg mam xa, thiab cov qhabnee rau koj hoob kawm.
- 2 Saib daim calendar hauv koj chav kawm, nrog rau cov hnuv tias thaum twg mam xa koj cov ntaub ntawv ua.
- 3 Saib koj lub Class Drive folder hauv Google Drive.
- 4 Koj cov xibfwb kuj yuav muab koj cov ntaub ntawv ua tso sib raws los ntawm cov ntsiab lus, cov khoom (ntawv), units, modules, hom ntaub ntawv dabtsi, los ntawm hnuv twg, lossis seb nyob ntawm lawv xaiv. Cov ntsiab lus ntawd yuav tshwm nyob rau tom sab laug. Nias rau ib lub ntsiab lus kom pom tag nrho cov ntaub ntawv ua rau lub ntsiab lus ntawd. Koj kuj yuav pom cov ntsiab lus ib yam li cov hau ntsiab lus nyob rau ntawm koj cov ntaub ntawv ua thiab cov khoom (ntawv).



The screenshot shows the Google Classroom interface for a class named 'U.S. History'. The page is divided into several sections:

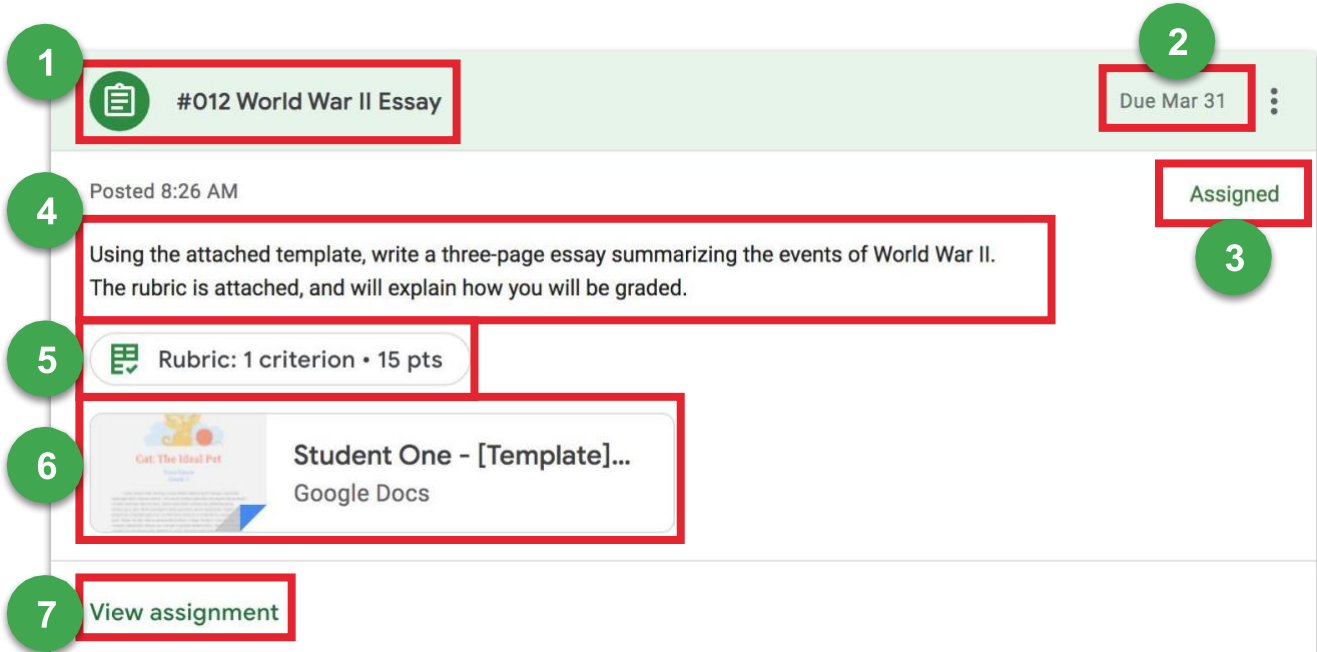
- 1** (Stream): The top navigation bar includes 'Stream', 'Classwork', and 'People'. Below this, there are three buttons: 'View your work', 'Google Calendar', and 'Class Drive folder'.
- 2** (Google Calendar): A button labeled 'Google Calendar' is highlighted.
- 3** (Class Drive folder): A button labeled 'Class Drive folder' is highlighted.
- 4** (All topics): The left sidebar contains a list of topics. A red box highlights the 'All topics' section, and red arrows point from this box to the 'TODAY' and 'Unit 1: Civil War' sections in the main content area.

The main content area shows the 'TODAY' section with a document icon and the text 'Choose Your Own Adventure Google Sii...'. Below this is the 'Classroom Materials' section, which lists items like 'Syllabus', 'Teacher Website', and 'Class Rules'. At the bottom, the 'Unit 1: Civil War' section is visible, listing items like '#001 The Battle of Gettysburg Digital Story' and 'Explain the Reconstruction period in your o...'.

COV NTAUB NTAWV UA NYOB RAU NTAWM CLASSWORK PAGE

Tso cov ntaub ntawv ua yuav tshwm rau ntawm Classwork page. Tej zaum kuj yuav kom koj rov muab nias dua mas thiaj yuav pom cov tshiab tom qab no. Hauv qab no yog ib qho piv txwv ntawm ib qho ntaub ntawv ua.

- 1 Ntaub ntawv lub Npe
- 2 Hnub Twg Xa
- 3 Qhov no yog qhov qhia tias yog ntaub ntawv ua yog dabtsi/xa lawm los tsis tau. Nws yuav qhia tias yog daim twg, Xa lawm, Xa lig lawm lossis Tsis tau ua.
- 4 Cov kev qhia tias ua licas rau daim ntaub ntawv ua los ntawm koj tus xibfwb.
- 5 Koj tus xibfwb kuj yuav xaiv muab ib daim ntawv lo nrog qhia tus cai (rubric). Yog tias muaj, qhov no yog qhov chaw uas yuav tshwm rau nov. Nias kom qhib.
- 6 Tsis hais daim file twg uas koj tus xibfwb muab lo nrog rau daim ntaub ntawv ua yuav tshwm rau ntawm nov.
- 7 Nias rau nov kom qhib qhov assignment page.

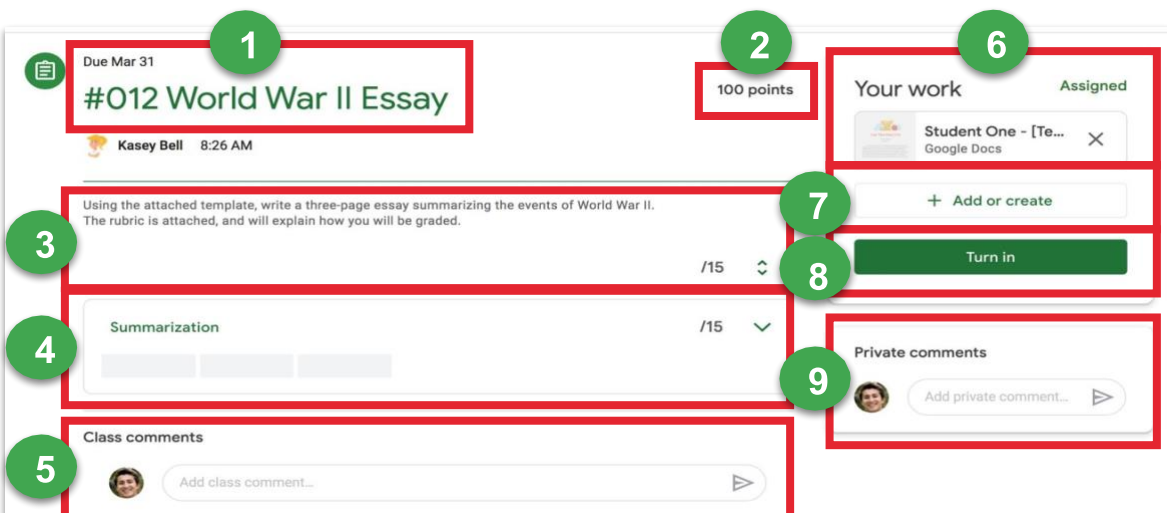


The screenshot shows a Google Classroom assignment page for "#012 World War II Essay". The page includes a due date of "Due Mar 31", a post time of "Posted 8:26 AM", and an "Assigned" status. The assignment instructions are: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded." A rubric for "1 criterion • 15 pts" is attached. A Google Docs template titled "Student One - [Template]..." is also attached. A "View assignment" button is visible at the bottom.

PAGE COV NTAUB NTAWV UA

Thaum uas koj nias rau qhov “View assignment” los ntawm qhov Classwork page, yuav coj koj mus rau ib page tshiab uas yuav piav kom ntxaws dua txog ntawm koj daim ntaub ntawv ua.

- 1 Daim ntaub ntawv ua lub npe thiab xa hnuv twg
- 2 **Tag nrho cov qhabnee:** Tus qhabnee tag nrho rau ntawm qhov ntaub ntawv ua (qhov qhabnee uas siab tshaj plaws koj ua tau)
- 3 **Cov Kev Qhia:** Cov kev qhia rau cov ntaub ntawv ua los ntawm tus xibfwb.
- 4 **Tus cai ntsuas (Rubric):** Cov ntaub ntawv qhia txog tus cai ntsuas yog tias koj tus xibfwb muab daim ntawv qhia kev ntsuas ntxiv rau. (Nias rau tus xub vos nqis rov hauv kom pom ntau ntxiv.)
- 5 **Cov kev xav hauv chav kawm:** Yog tias koj cov xibfwb cia koj sau cov kev xav hauv chav kawm, koj yuav pom qhov kev xaiv no. Txhua tus tub/ntxhais kawm ntawv yuav pom cov ntawv sau kev xav hauv chav no.
- 6 **Koj cov ntaub ntawv ua:** Qhov no yuav qhia koj txog cov ntawv uas koj tus xibfwb tsim tseg rau koj, thiab tej ntawv uas koj tau ua rau daim ntaub ntawv ua no.
- 7 **Lub pob nias kom ntxiv lossis tsim ib qho file:** Nias rau lub pob no los tsim ib daim file tshiab lossis muab daim file uas koj twb yeej tsim tau lo nrog rau daim ntaub ntawv ua no.
- 8 **Lub pob nias tias xa:** Nias rau lub pob no thaum uas koj npaj tau yuav xa koj cov ntawv. Thaum uas koj xa tag lawm, koj yuav kho tsis tau koj cov file no ntxiv lawm.
- 9 **Cov kev xav uas tsis pub lwm tus paub:** Siv qhov sau cov kev xav tsis pub lwm tus paub los nrog koj tus xibfwb tham thiab nug koj tej lus nug. Tsuas yog koj thiab koj tus xibfwb thiaj li yog ob tug uas pom cov kev xav no xwb.



The screenshot shows a Google Classroom assignment page for "#012 World War II Essay" by Kasey Bell. The page includes a due date of Mar 31, a point value of 100, and a "Your work" section with a "Turn in" button. The assignment instructions are: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded." The page also features a rubric section for "Summarization" and a "Class comments" section.

XA COV NTAUB NTAWV UA

Nyob ntawm daim ntaub ntawv ua, koj xa tau ib daim ntaub ntawv uas koj tus xibfwb muab rau koj ua, tsim ib daim los ntawm koj tus kheej, lossis ntxiv ib co file rau daim ntaub ntawv ua ntawd.

KEV XA IB DAIM NTAUB NTAWV UA

Mus rau ntawm Chav Kawm, ces mus rau ntawm Classwork page, ces nias rau “**View Assignment.**” Nws muaj 3 txog kev uas koj ua kom tiav koj tej ntaub ntawv:

A

Yog siv qhov file koj tus xibfwb xa tuaj rau koj:

1. Nias rau qhov ntawv lo nrog tuaj hauv qab Koj cov ntawv ua uas muaj koj npe nrog rau.
2. Ntaus koj cov ntawv
3. Nias rau lub pob “**Turn in**” nyob rau ntawm daim ntawv thiab qhia tias tau txais lawm, lossis nias rau lub pob “**Turn in**” nyob rau ntawm daim ntaub ntawv ua hauv Google Classroom.

B

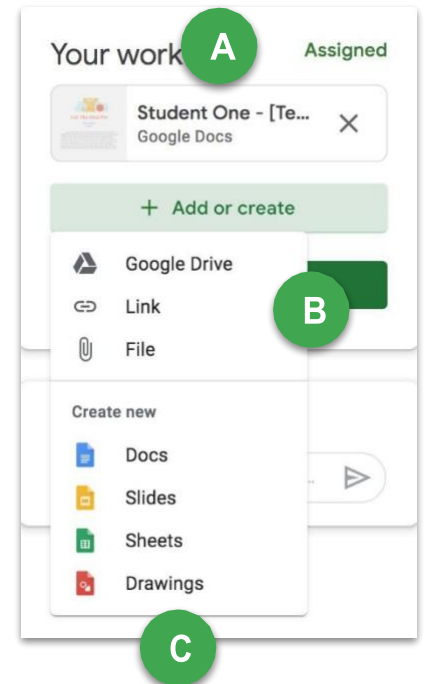
Yog yuav muab ib daim ntawv uas koj twb yeej tsim tau lawm lo nrog rau:

1. Nyob hauv qab koj cov ntawv, nias rau **Add or create** thiab ces mam xaiv Google Drive, Link, lossis File.
2. Ntxiv lossis tsim dua koj ib co file tshiab
3. Xaiv rau qhov file uas yuav muab los nrog lossis ntaus tus URL rau ib qho link thiab nias rau **Add.**
4. Nco ntsoov: Koj yuav muab tsis tau ib daim file uas tsis yog koj li lo nrog rau.

C

Yog yuav muab ib daim ntawv lo nrog lossis tsim ib daim file tshiab:

1. Nyob hauv qab koj cov ntawv, nias rau **Add or create** thiab ces xaiv rau qhov Docs, Slides, Sheets, lossis Drawings.
2. Ib daim file tshiab los nrog rau koj cov ntawv thiab qhib.
3. Ntxiv lossis tsim dua koj ib co file tshiab
4. Nias rau daim file thiab ntaus koj cov information. Nco ntsoov: Koj muab lo nrog rau tau lossis tsim tau ntau tshaj ib daim file.
5. (Nyob ntawm kev xaiv) Yuav kom tshem tau ib daim file lo nrog tawm, nyob ib sab ntawm daim file lo nrog lub npe, nias rau **Remove.**
6. Nias rau **Turn In** thiab qhia tias txais tau lawm.
7. Qhov kev qhia txog ntawm daim ntaub ntawv ua hloov los rau hais tias Xa lawm (Turned in).



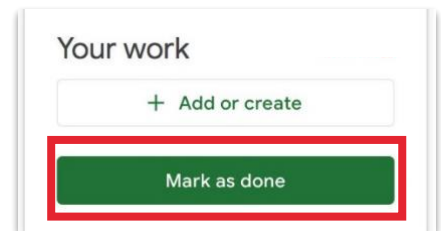
MUAB CIM TIAS TIAV LAWM THIAB TSIS TAU XA

MUAB CIM RAU DAIM NTAUB NTAWV UA TIAS TIAV LAWM

Muaj qee cov ntaub ntawv ua yuav muaj lub pob nias **Mark as done** dua li tias Xa mus (Turn in).

Tseem ceeb: Daim ntaub ntawv ua twg yog nias tias xa lawm lossis muab cim rau tias tiav lawm tom qab hnuv uas yuav tsum tau xa yuav raug sau tseg tias xa lig lawm, tab txawm tias koj nyuam qhuav xa kiag koj cov ntawv ua ntej hnuv uas yuav tsum tau xa.

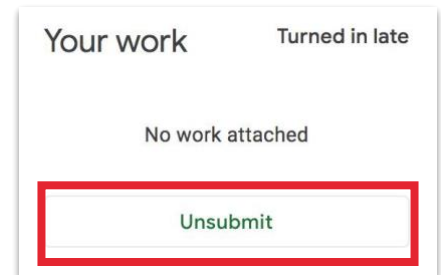
1. Mus rau ntawm Chav Kawm, ces rau ntawm Classwork page, ces nias rau **“View Assignment.”**
2. Ua kom tiav koj daim ntaub ntawv ua.
3. Nias rau **Mark as done** thiab qhia tias txais tau lawm.
4. Qhov kev qhia txog ntawm daim ntaub ntawv ua hloov los rau Xa lawm (Turned in).



TSIS TAU XA DAIM NTAUB NTAWV UA

Tom qab koj twb xa koj daim ntaub ntawv ua lawm lossis muab cim rau tias tiav lawm, koj yuav pom qhov kev xaiv tias tsis tau xa (unsubmit). Siv qhov no yog tias koj xav hloov dabtsi nyob hauv koj daim ntawv thiab rov muab xa dua mus rau koj tus xibfwb. Yog tias koj tsis tau xa daim ntaub ntawv ua, nco ntsoov rov muab xa dua ua ntej hnuv uas tau teev tseg tias yuav tsum xa.

1. Mus rau ntawm Chav Kawm, ces rau Classwork page, ces mam nias rau **“View Assignment.”**
2. Nias rau **Unsubmit** thiab qhia tias txais tau lawm.
3. Nco ntsoov: Tam sim no daim ntaub ntawv no tsis tau xa. Rov xa dua ua ntej hnuv vas thib uas tau teev tseg tias xa.



TEB LUS NUG TXOG RAU COV NTAUB NTAWV UA

Thaum uas cov multiple choice lossis cov lus teb rau cov lus nug luv luv (short answer question) tau muab rau koj los ntawm koj tus xibfwb, nws yuav cia li tshwm nyob rau ntawm qhov Classwork page. Nias rau “**View question**” kom ua tiav daim ntaub ntawv ua.

1 Xa hnuv twg

2 Cov lus nug uas muab rau koj.

3 Cov qhabnee uas tau tag nrho (Total points possible)

4 Cov kev taw qhia los ntawm koj tus xibfwb

Koj Qhov Lus Teb: Lub thawv no yog qhov chaw uas koj ntaus koj qhov lus teb rau koj lus nug kom teb tej qho luv luv, lossis xaiv los ntawm cov lus teb multiple choice.

6 **Ntxiv Ib Qho Class Comment:** Siv qhov chaw no los nug cov lus nug lossis sau lwm yam kev xav. Qhov no TSIS YOG qhov chaw uas koj yuav los sau koj qhov lus teb rau qhov lus nug.

7 **Ntxiv ib qho Private Comment:** Siv qhov chaw no los sau kev xav lossis nug rau koj tus xibfwb.

8 **Xa Mus:** Thaum koj ua tiav koj cov ntawv lawm, nias rau lub pob Xa mus (Turn in).



The screenshot shows a Google Classroom assignment interface. Red boxes and green circles with numbers 1 through 8 highlight specific features:

- 1:** Due date (Due Mar 30)
- 2:** Question text (What were the main causes of the Civil War?)
- 3:** Points value (100 points)
- 4:** Instruction text (Write in complete sentences.)
- 5:** Answer status (Your answer Assigned)
- 6:** Class comments input field (Add class comment...)
- 7:** Private comments input field (Add private comment...)
- 8:** Turn in button

TUB/NTXHAIKAWM NTAWV COV YUAV TAU UA: SAIB TAG NRHO KOJ COV NTAUB NTAWV

Koj muaj ob peb txog kev los saib tau koj cov ntaub ntawv hauv ib chav kawm:

- Yuav pom cov ntaub ntawv sai sai uas yuav muaj tuaj tom ntej no rau ntawm qhov Classes page
- Saib tag nrho koj cov ntaub ntawv rau ib hoob nyob rau ntawm Your work page rau hoob ntawd.
- Saib cov ntaub ntawv uas muab tso sib raws los ntawm lub ntsiab lus nyob rau ntawm Classwork page
- Lim ntaub ntawv los ntawm hoob kawm twg nyob rau page uas yuav ua dabtsi (To-do page) (saib tau daim duab hauv qab).

Ntawm To-Do Page cia koj mus saib tag nrho koj cov ntaub ntawv rau tag nrho koj cov hoob kawm. Nyob rau ib qho chaw.

1 To-Do: Ntawm no cov tub/ntxhais kawm ntawv yuav pom ib daim ntawv (list) uas qhia tag nrho ntawm cov ntaub ntawv ua uas tseem nres tos (pending), muaj lub title, hoob kawm npe thiab xa hnuv twg. Nias rau daim ntawv ua lub npe kom mus ncaj qha rau ntawm page uas piav qhia txog cov ntaub ntawv ua.

2 Done: Ntawm no cov tub/ntxhais kawm ntawv yuav pom ib daig ntawv (list) qhia tag nrho ntawm cov ntaub ntawv ua uas lawv tau xa mus lossis muab ntaus cim rau tias tiav lawm.

3 Nias rau tus Arrow nqis mus hauv uas nyob rau ib sab ntawm **"All classes"** los lim koj cov ntaub ntawv los ntawm ib hoob zuj zus.

