



Communicate in Google Classroom (Students)

Overview

If your teacher allows it, you can communicate with your class in the class stream in these three ways:

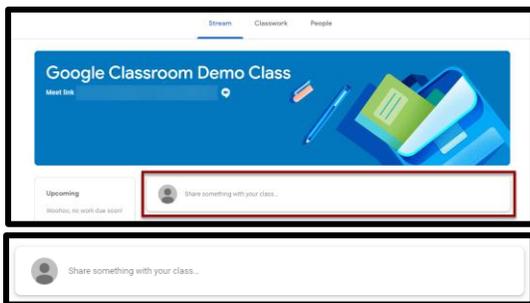
- **Post**—Information or a question that you add to the class stream. Example: When do we visit the museum?
- **Comment**—A response to a post or comment. Example: We go next Friday.
- **Reply**—A response to a comment that mentions the person who made the comment. Example: +commenter's name Thanks!

If you don't want to post in the class stream, you can send a private comment to your teacher on an assignment or question.

Create a Post

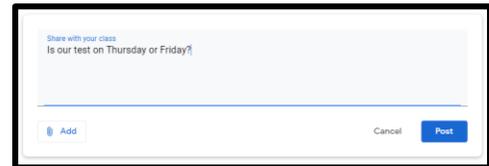
To ask a question or share information with your teacher and classmates, you can create a post.

1. Inside Google Classroom, click Share something with your class in the Stream.



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

2. Enter your text or question. Be sure to check for grammar, punctuation, and spelling.



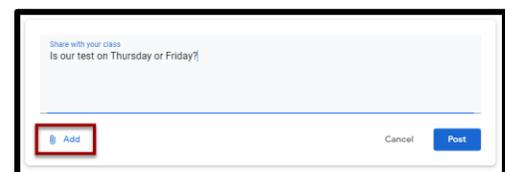
3. Click Post.



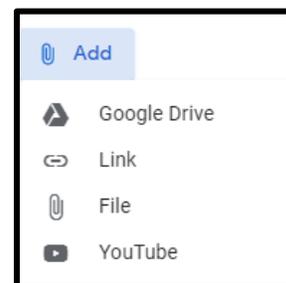
Add an Image, File, Video, or Link to your Post

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

1. Follow steps 1 and 2 above to create a post.
2. Click Add.



3. Choose an option:



Google Drive

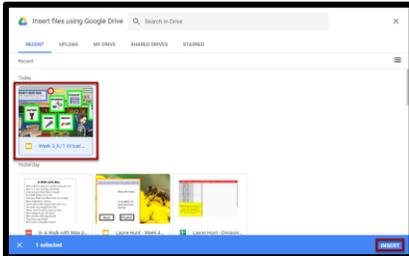
- a. Click Google Drive.





Communicate in Google Classroom (Students)

b. Select your file and click Add.

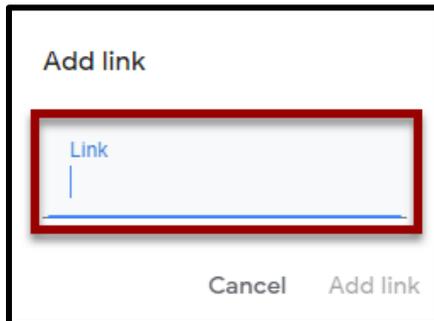


Link

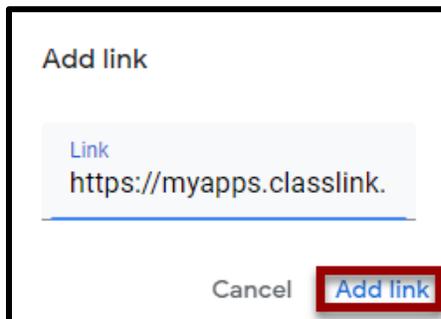
a. Click Link.



b. Enter the URL.



c. Click Add Link.

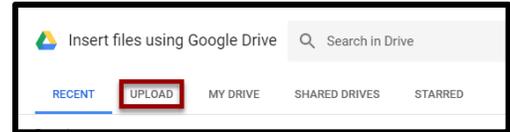


File

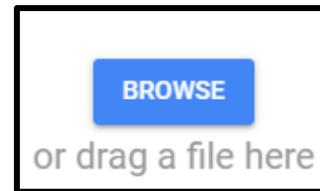
a. Click File.



b. Click Upload.

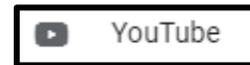


c. Drag files or click Browse to attach files from your computer.

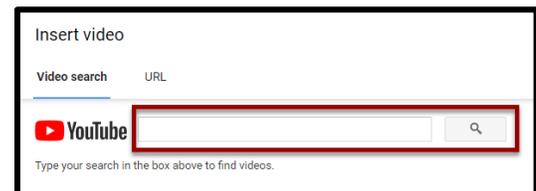


YouTube: Search for a Video

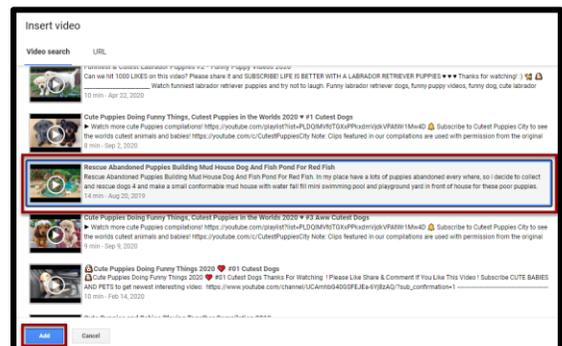
a. Click YouTube.



b. Enter keyword and click Search.



c. Click to select the video and click Add.





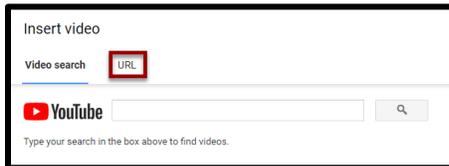
Communicate in Google Classroom (Students)

YouTube: Attach a Video Link

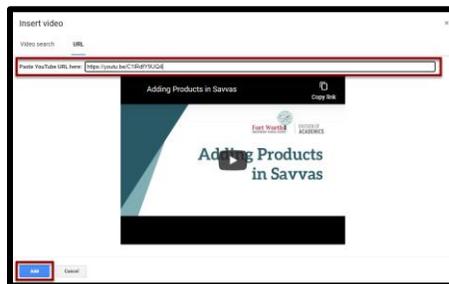
- a. Click on YouTube.



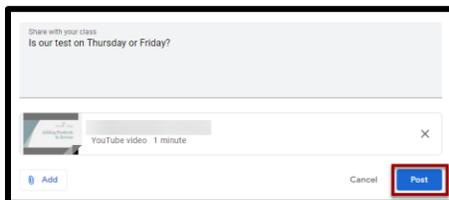
- b. Click URL.



- c. Enter the URL and click Add.



4. Click Post.



Note: If you see a message that you don't have permission to attach a file, click Copy.

Classroom makes a copy of the file to attach to your post and saves the copy to the class Drive folder.

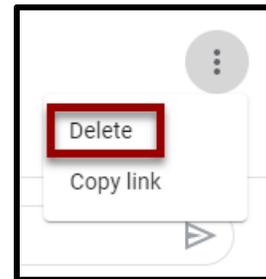
Delete a Post

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.

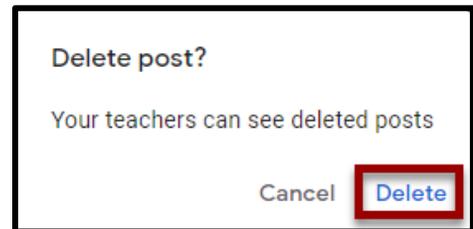
1. On the post, click More.



2. Click Delete.



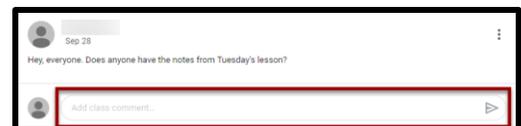
3. Click Delete to confirm.



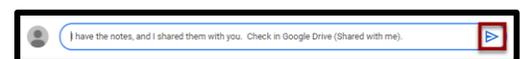
Add a Comment to a Post

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

1. Inside Google Classroom, click Add class comment in the post where you want to add a comment.



2. Enter your reply and click Post.



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



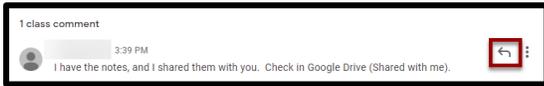
Quick Reference Guide

Communicate in Google Classroom (Students)

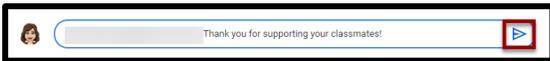
Reply to a comment

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

1. In the Classroom Stream, point to the comment and click Reply.



2. Enter your reply and click Post.



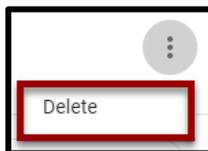
Delete a comment

You can only delete your own comments. Teachers can see deleted comments.

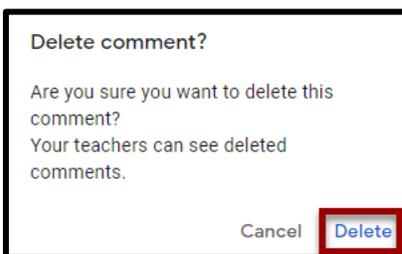
4. On the comment, click More.



5. Click Delete.



6. Click Delete to confirm.



Send a Private Comment to your Teacher

You can send a private comment to your teacher that only they can see from an assignment or question. You can see your teacher's response when you open the assignment or question. If you delete a private comment, your teacher can still see it.

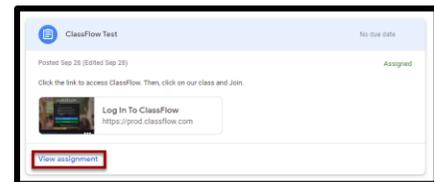
1. Inside Google Classroom, click the Classwork tab.



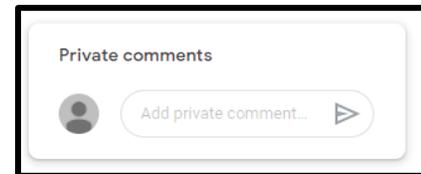
2. Click the assignment or question.



3. Click View Assignment (or View Question).



4. Click Add private comment.



5. Enter your comment or question and click Post.

