## How Students and Teachers can Send a Private Message in Google Classroom

## Student

- 1. The student needs to log in to Google Classroom
- 2. Go to the Classwork page
- 3. Click on the assignment student has questions with.

View your work	Google Calendar	Class Drive folder
i Video Conference 9:00am		No due date
Posted Mar 12		Assigned
https://meet.google.com/uuc-qxon-ezd		

- 4. Then Click view assignment
- 5. On the right side of the assignemnt window student will see a box with Private comments. The student can type the message and then click the over arrow button to send the message.

≡	Google Classroom			
	Ê	Video Conference 9:00am	Your work + Add or crea	Assigned
		https://meet.google.com/uuc-gxon-ezd	Mark as done	
		Class comments		
			Private comments Add private comments	hent Þ

When teacher replies student will see all message in the Private comments box.

Video Conference 9:00am	Your work Assigned
https://meel.google.com/uuc-axon-ezd	+ Add or create Mark as done
Class comments	
	2 private comments Elise Mescher 1:10 PM 1 am unable to attend the video
	Conference today. Michelle Mescher 1:12 PM No problem. I will be sharing a recording of todays video conference on Google
	Classroom later today.      Add private comment.
	Video Conference 9:00am

## Teacher

- 1. The teacher will be notified with an email in Gmail the student has sent the teacher a message from Google Classroom.
- 2. In the body of the email the teacher will see the message along with the Reply button. Click on the Reply button in the body of the email and it will bring you directly into Google Classroom to reply to the student.



- 3. Teacher can also view messages in Google Classroom by clicking on the Classwork page in Google Classroom.
- Stream Classwork Grades People 4. Click on the assignment. 💼 Google Calendar 🛅 Class Drive folder Create 5. Click on View assignment. Video Conference 9:00am Posted Mar 12 E No due date https://meet.google.com/uuc-qxon-ezd 1 0 Turned in Assigned

View assignment

- 6. The teacher will see the students listed on the left side of the window.
- 7. Click on the students name to view and reply to messages.

≡	Google Classroom	Instructions Student work
	Return 🗹 Ungraded 🔻	
	All students	Video Conference 9:00am
	Sort by status 👻	O 1 Turned in Assigned
	Assigned	Ali 👻 🗖
	Elise Mescher "No problem. I will be sharing ar	Elise Mescher Assigned