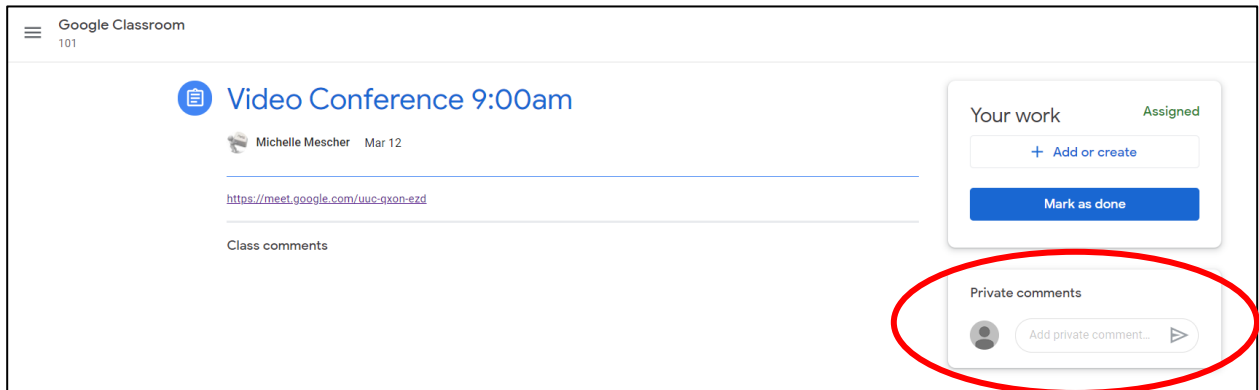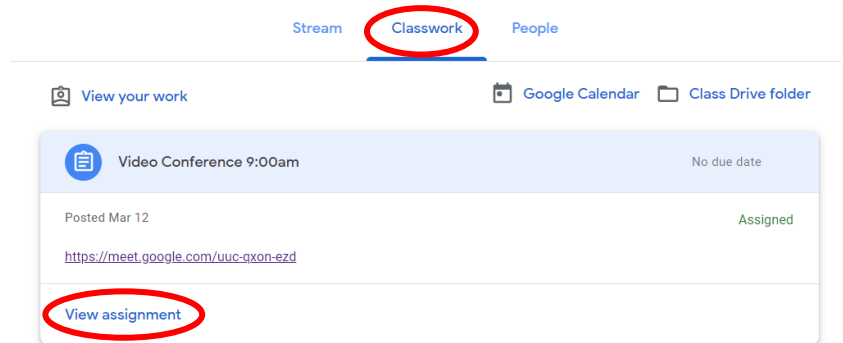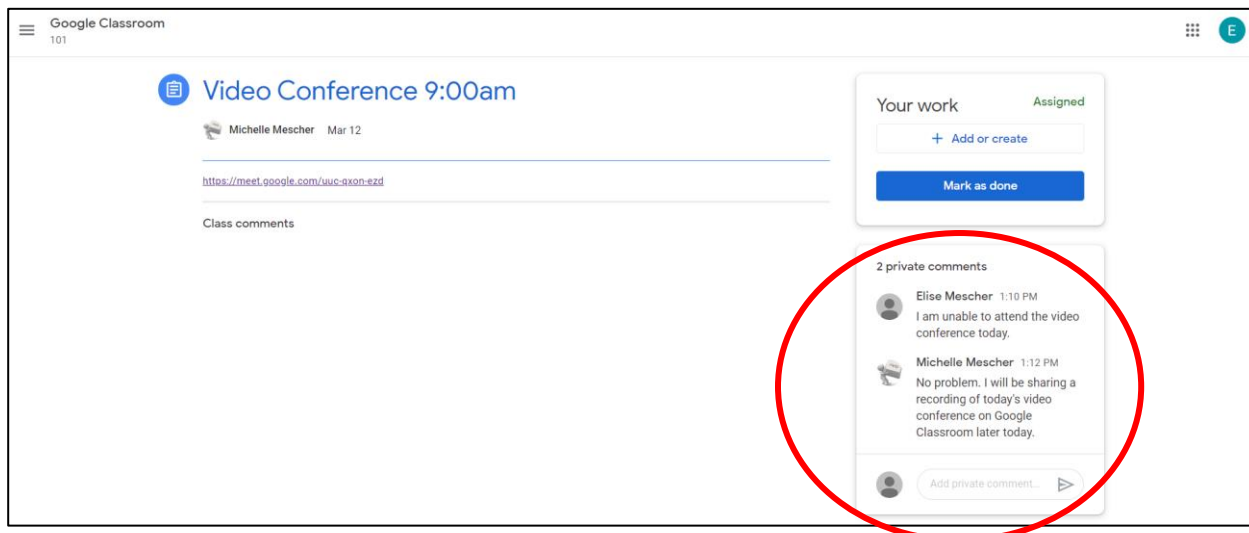# How Students and Teachers can Send a Private Message in Google Classroom

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.

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.
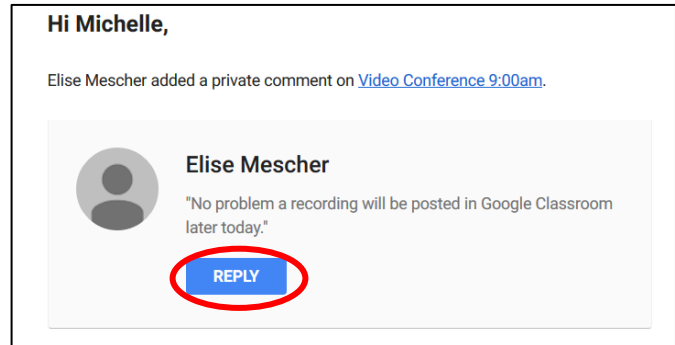

When teacher replies student will see all message in the Private comments box.

Teacher

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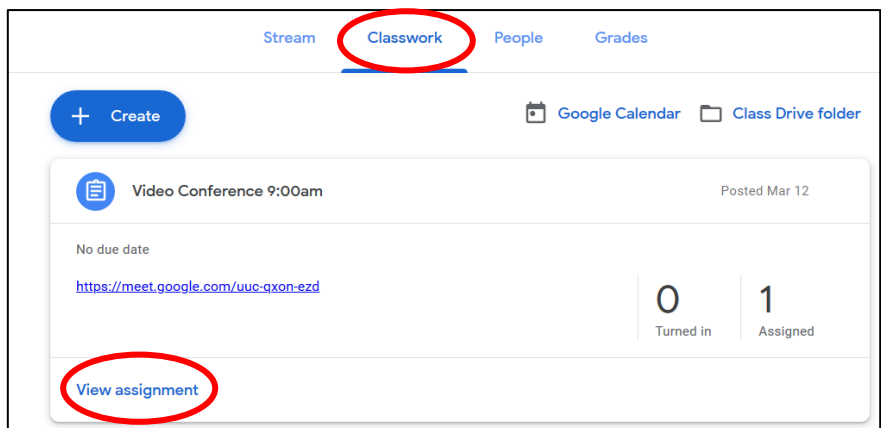
2. In the body of the email the teacher will see the message along with the Reply button. Click on the Reply button in the body of the email and it will bring you directly into Google Classroom to reply to the student.

3. Teacher can also view messages in Google Classroom by clicking on the Classwork page in Google Classroom.

4. Click on the assignment.

5. Click on 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.