

GOOGLE CLASSROOM

HOW TO USE THE NOTIFICATION FEATURE

Google Classroom's notification feature is an efficient way to keep students, teachers, and guardians abreast of important information. Notification options vary by user type and device, but with a few setting changes, notifications can quickly be personalized.

Accessing Notification Settings on a Computer

After navigating to Google Classroom, click the triple bar menu on the top left in order to see the Classroom Main Menu. Then click the Settings gearwheel to navigate to Notification options.

Accessing Notifications on a Device

Accessing settings for notifications on a device is relatively similar to accessing them on a computer. Open the Classroom app, and navigate to the main menu by clicking the triple bar at the top left corner. Click Settings, and then click Notifications. The Notification Menu will appear with toggle buttons for personalizing notifications.

Student Notification Options

Student notifications are similar to teacher notifications; however, students have several different options. Students can be notified when the teacher posts assignments or announcements, returns work to the student, or submits grades for the student. Students can also get notified when they receive invitations to join a class and can set due-date reminders for their work. As with teacher notifications, students can select which classes they want to receive notifications for if accessing the menu through a computer.

