

HOW TO:



Google Classroom





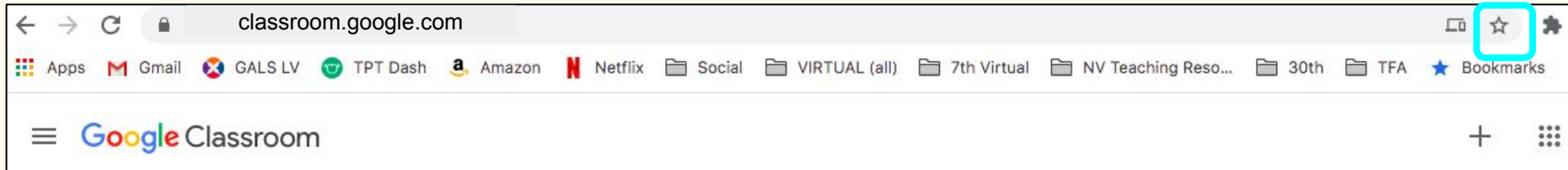
Google Classroom

How to Open Google Classroom

Option 1: Go to classroom.google.com

You can add this to your Bookmarks so it's easier to get to it later

Click the star to
bookmark a page
for later



How to Open Google Classroom

Option 2:

- Open your **Gmail account**
- Click on the “**waffle**”
- Click on **Classroom**

Gmail
mail
screen



Waffle

Classroom

Stream tab

Everything teachers post (Announcements, Assignments, etc.) will show up here in the order your teacher posts them.

Science (practice)

Stream Classwork People Grades

Science (practice)

Class code 6rogwsf []

Meet link Generate Meet link []

Select theme Upload photo

Upcoming

No work due soon

View all

Share something with your class...

Brittany Velasquez 5:01 PM

Welcome to Science class at GALS!

Add class comment...

This tab is great for finding announcements and **recent posts**, but the *Classwork* tab is better if you are looking for older posts.

Stream tab

“Upcoming” will show assignments that have due dates in the future. Google Classroom will also tell you if your assignments are **MISSING**.

Science (practice)

Stream Classwork People Grades

Science (practice)

Class code 6rogwsf []

Meet link Generate Meet link []

Select theme Upload photo

Upcoming

No work due soon

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Share something with your class...

Brittany Velasquez
5:01 PM

Welcome to Science class at GALS!

Add class comment...

Classwork tab

The screenshot shows the 'Classwork' tab selected in a Google Classroom interface. The page title is 'Science (practice)'. At the top, there are navigation options: 'Stream', 'Classwork' (highlighted with a red box), 'People', and 'Grades'. Below the navigation bar, there is a blue '+ Create' button and three utility icons: 'Meet', 'Google Calendar', and 'Class Drive folder'. The main content area is organized into three sections, each with a vertical ellipsis menu icon on the right:

- Unit 1: CATS assignments**
 - Cat article (Due Aug 12)
- Unit 1: CATS notes**
 - NOTES on cute cats (Posted 5:11 PM)
- Class Forms**
 - Lab Safety Sheet (Due Aug 14)

On the left side of the page, there is a sidebar with a search icon and the following items: 'All topics', 'Unit 1: CATS assign...', 'Unit 1: CATS notes', and 'Class Forms'.

The Classwork tab will be where you can easily find **notes and assignments** by topic instead of scrolling way back through the Stream.

Classwork tab

Science (practice)

Stream Classwork People Grades

+ Create

Meet Google Calendar Class Drive folder

All topics

Unit 1: CATS assignments

Cat article Due Aug 12

Unit 1: CATS notes

Unit 1: CATS notes

NOTES on cute cats Posted 5:11 PM

Class Forms

These are **notes** for you.

When you click on them, the notes will be attached for you to look at.

Usually, notes will have both the Slideshow and the Document and you can use whichever helps you the most.

Classwork tab

Science (practice)

Stream **Classwork** People Grades

+ Create Meet Google Calendar Class Drive folder

All topics

Unit 1: CATS assignments

Unit 1: CATS notes

Class Forms

Unit 1: CATS assignments

Cat article Due Aug 12

Unit 1: CATS notes

NOTES on cute cats Posted 5:11 PM

Class Forms

Lab Safety Sheet Due Aug 14

You can tell this is an **assignment** because it has a due date (Due Aug 12)

Classwork tab

All topics

Unit 1: CATS assign...

Unit 1: CATS notes

Class Forms

Unit 1: CATS assignments



Cat article

Due Aug 12

Posted Jul 14

do this



Copy of Atom Model pra...
Google Docs

[View assignment](#)

When you click on the **title** of an assignment, it expands to show **instructions** and any **documents** teachers post with it to help you or your copy of a document to work on.

How to Turn-in work

Anything due on Google Classroom will be added as an Assignment.

Step 1: Make sure your name AND the assignment name are in the **title** of your document

Step 2: Upload/Add that document to the correct assignment on Google Classroom

Step 3: CLICK TURN IN

The next slides show how and we will practice this! :)

How to Turn-in work

The screenshot displays a user interface for a learning management system. On the left is a sidebar with navigation options: "All topics", "Unit 1: CATS assign...", "Unit 1: CATS notes", and "Class Forms". The main content area is titled "Unit 1: CATS assignments" and features a vertical ellipsis menu icon in the top right corner. A card titled "Cat article" is shown, with a due date of "Due Aug 12". Below the title, it indicates the article was "Posted Jul 14" and includes the instruction "do this". A preview of a Google Docs document titled "Copy of Atom Model pra..." is visible, showing a periodic table. At the bottom of the card, a "View assignment" button is highlighted with a red rounded rectangle.

To turn in work, start by clicking on “**View assignment**”

How to Turn-in work

In order to FULLY turn in an assignment, you need to

1. Click “Add or create” and upload the assignment document you completed
2. Click “Turn in”

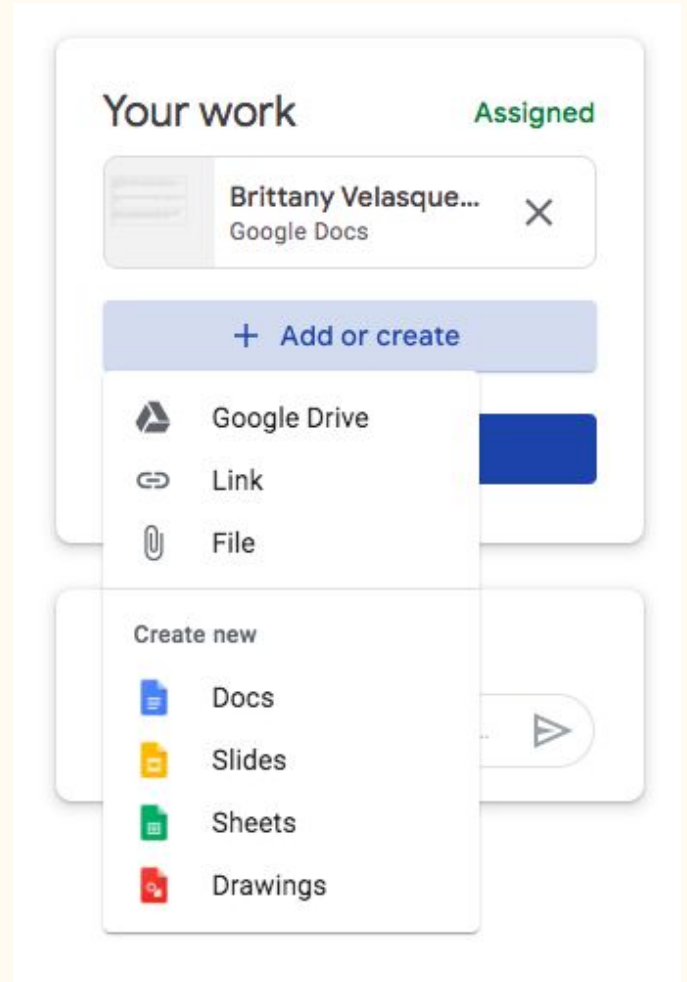
The screenshot shows a classroom assignment page. At the top left, it says '19-20 8th Grade'. The main title is 'Goals Check and Reset Quarter 3' by Tina Stevens, dated Jan 27 (Edited Apr 2). The due date is 'Due Jan 31, 8:59 PM'. Below the title is a horizontal line with the instruction: 'Use your previous goal sheet to evaluate earlier goals and then establish new ones.' Underneath is a section for 'Class comments'. On the right side, there is a 'Your work' section with a red 'Missing' status. It shows a document titled 'Brittany Velasque...' from Google Docs. Below this document is a red-bordered box containing a '+ Add or create' button. Below that is a blue 'Turn in' button. At the bottom right, there is a 'Private comments' section with a profile picture and a text input field 'Add private comment...' with a send button.

How to Turn-in work

When you click “Add or create,” you will get different options to pull your work from.

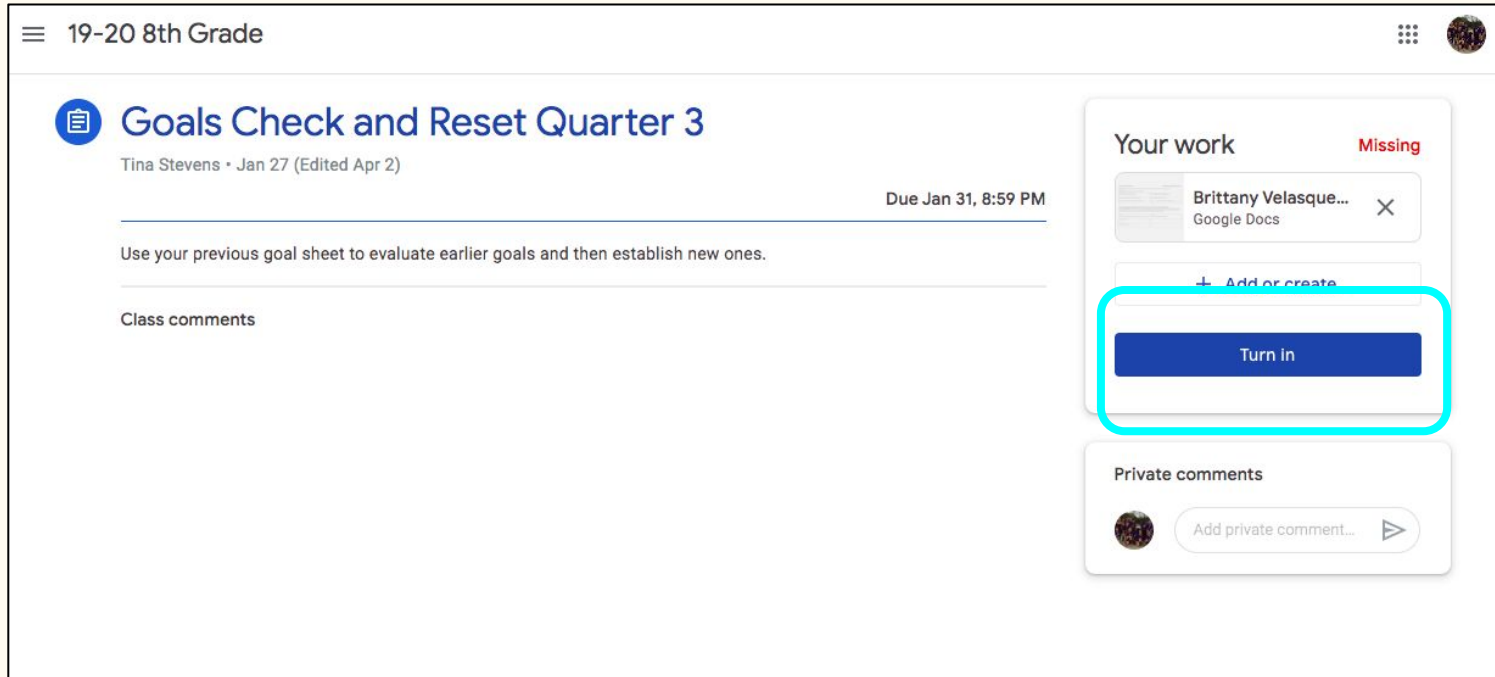
Saving things in your **Drive** in folders will make things easier when turning assignments in like this.

If you **do not have a document provided** to you, you can select Docs/Slides or others from the “Create new” section and begin working.



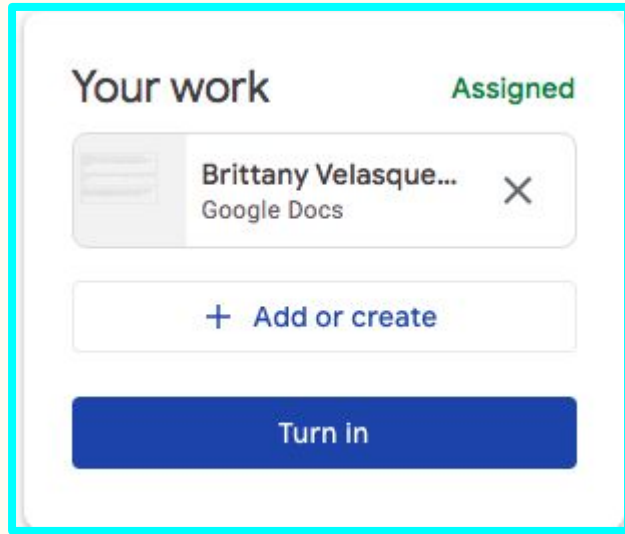
How to Turn-in work

Once you see the completed document/slides you worked on attached to the assignment, click **Turn in**.

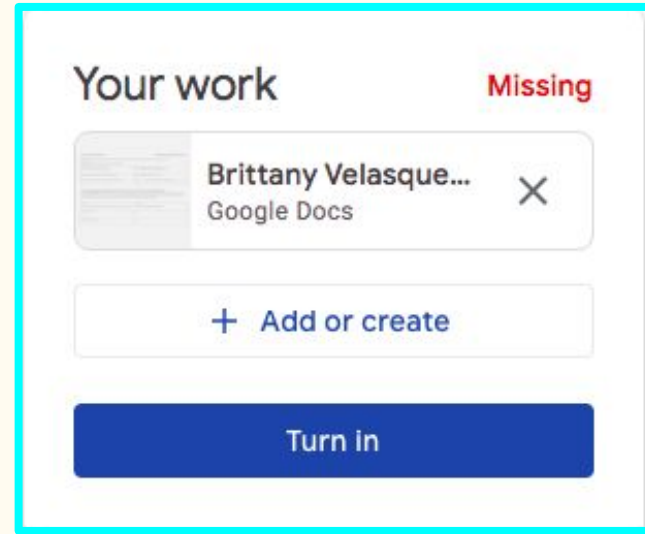


The screenshot shows a classroom assignment interface. At the top left, it says "19-20 8th Grade". The main title is "Goals Check and Reset Quarter 3" by Tina Stevens, dated Jan 27 (Edited Apr 2). The due date is "Due Jan 31, 8:59 PM". Below the title, there is a horizontal line and the instruction: "Use your previous goal sheet to evaluate earlier goals and then establish new ones." Underneath that is another horizontal line and the text "Class comments". On the right side, there is a "Your work" section with a "Missing" status. It shows a document titled "Brittany Velasque..." from Google Docs. Below this is a "+ Add or create" button. A red rounded rectangle highlights a blue "Turn in" button. At the bottom of the right sidebar is a "Private comments" section with a profile picture and a text input field "Add private comment..." with a send button.

Late work?



Work that has been assigned, but is not due yet will show as “**Assigned**”



When the **due date has passed** and you have not turned it in, it will show as “**Missing**”

You can still turn-in the work; it will show your teacher that it was submitted after the due date.

**THE MORE
YOU PRACTICE
THE BETTER
YOU GET**

TIME TO GIVE IT A TRY!

- ★ USE THIS SLIDESHOW TO HELP YOU COMPLETE THE ASSIGNMENT POSTED ON GOOGLE CLASSROOM
- ★ ASSIGNMENT INSTRUCTIONS CAN ALSO BE FOUND: [HERE](#)
- ★ WHEN YOU FINISH, COMPLETE THIS [GOOGLE FORM](#) SO I KNOW WHAT I CAN HELP WITH


HOW TO TAKE a SCREENSHOT

- ★ To take a screenshot (picture) of the whole screen, click these 2 buttons at the same time:



- ★ To take a screenshot of a **specific part** of your screen, click these 3 buttons at the same time:



- Your mouse will look like this: 
- Now you can **click**, **hold**, and **drag** it over the area you want a picture of.



WHERE DO I FIND MY SCREENSHOTS?

- ★ When you take any kind of screenshot, you'll see an image of the screenshot appear at the bottom corner of your screen
- ★ Double-click this pop-up to access your screenshot

- ★ If you want to find a screenshot or other files:

1. Click the **circle button** at the bottom of your home screen
2. Click on the **up arrow**
3. Click on the “**Files**” icon

