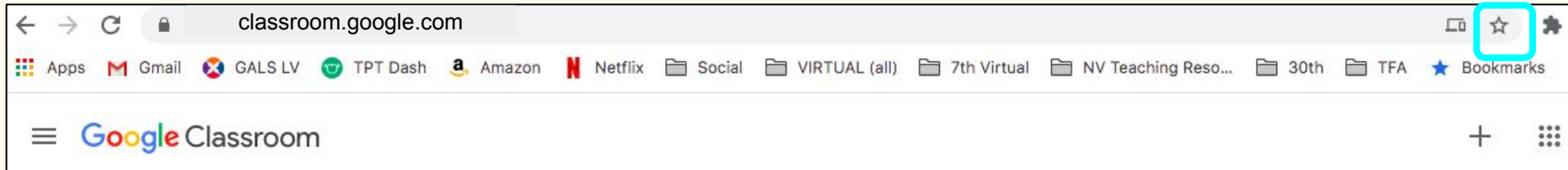# HOW TO:

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**

Waffle

Gmail mail screen

Classroom

Stream tab

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

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**.

Classwork tab

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 assign...

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

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 assign...

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

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 <u>Assignment</u>.

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

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

Step 3: CLICK <u>TURN IN</u>

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

How to Turn-in work

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
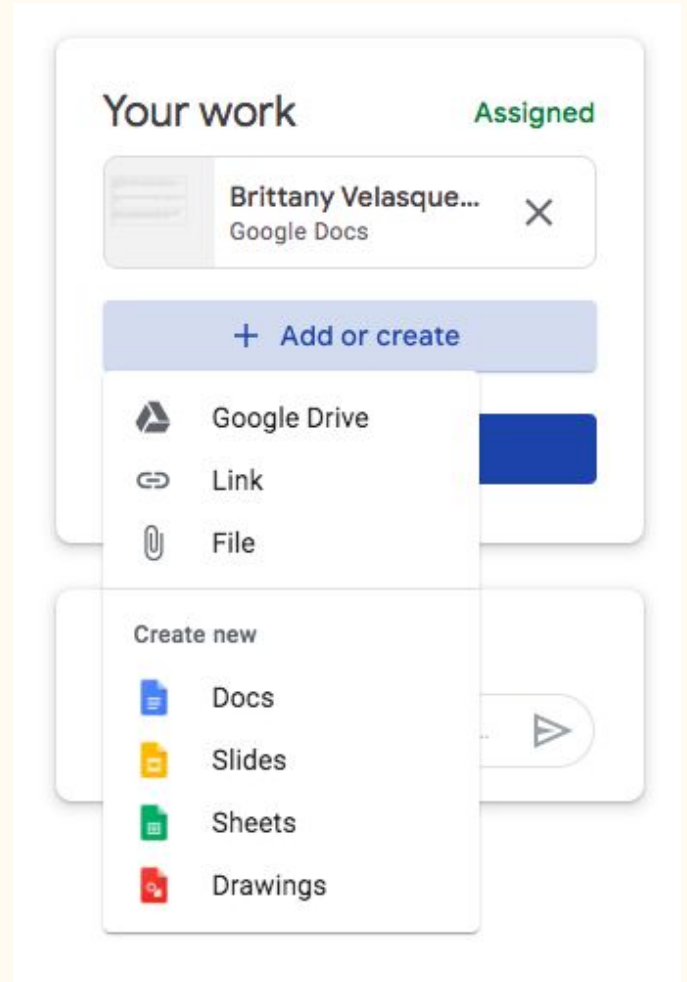**2. Click "Turn in"**

How to Turn-in work

When you click "Add or create," you will get different options to pull your work from.
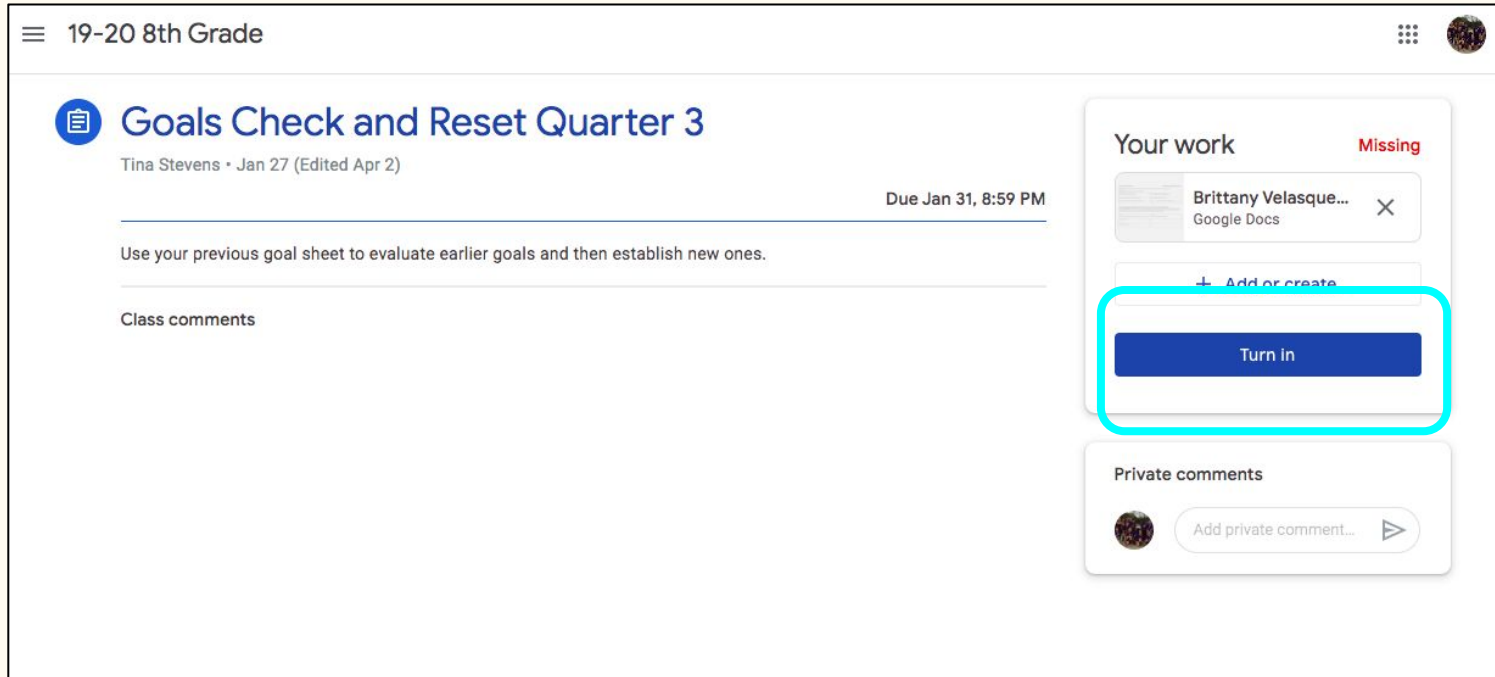
Saving things in your **Drive** in folders will make things easier when turning assignments in like this.

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.
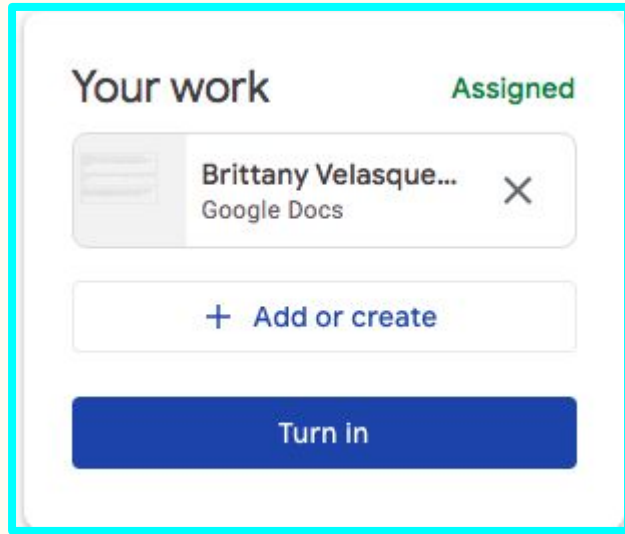
How to Turn-in work

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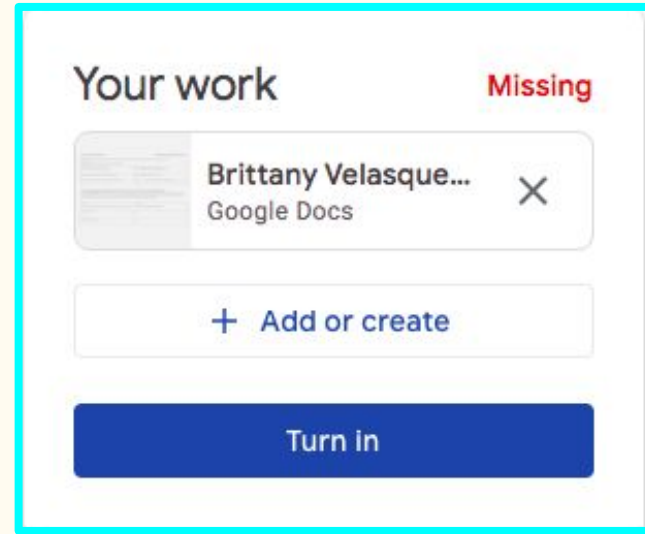
Late work?

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:

ctrl + ☐▯▮

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

shift + ctrl + ☐▯▮

→ 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