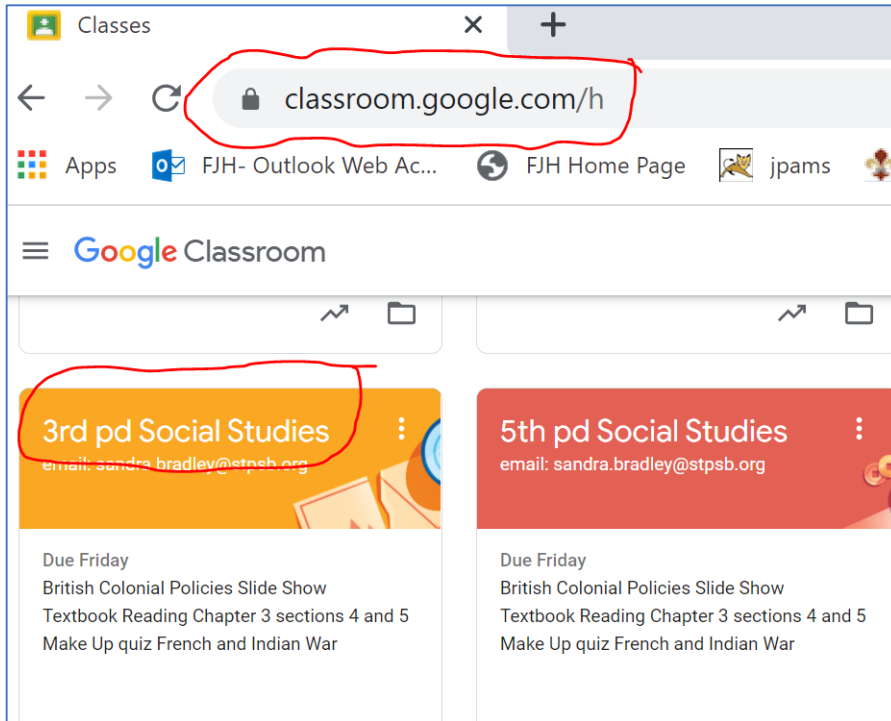


Basic Google Classroom Instructions for Parents and Students

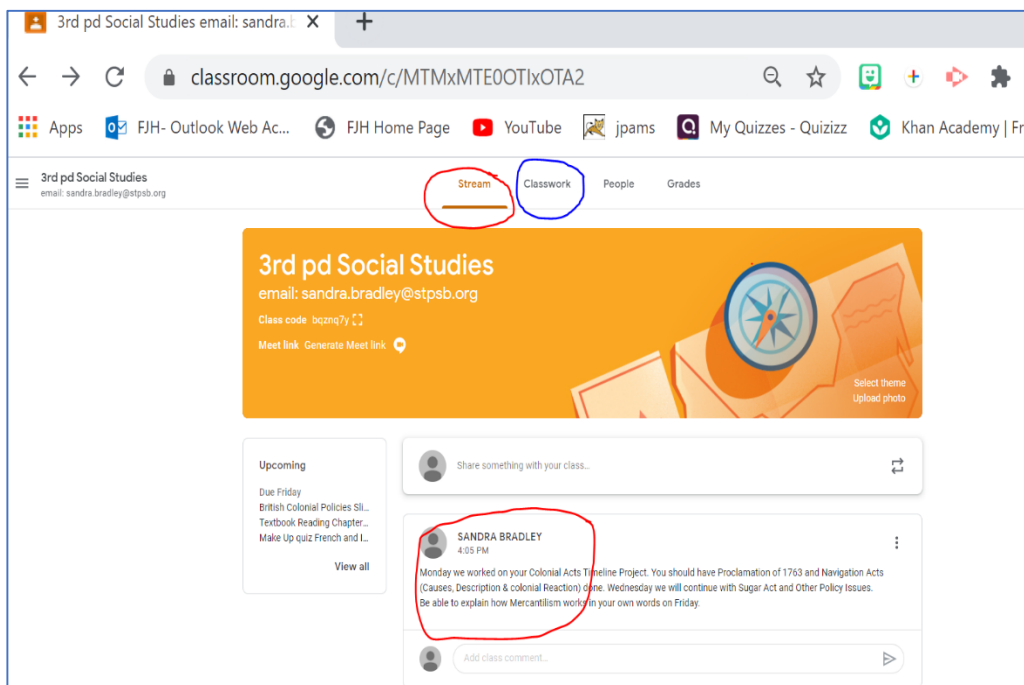
Step 1: Go to classroom.google.com (you have to be logged into the student's school google account)



Tip: You can bookmark the classroom start pages by clicking on the star in the web address bar.

Step 2: Select the class you would like to view. They should be logged into their classes.

Step 3: Once you select the class, you will see the class home page, or "Stream".

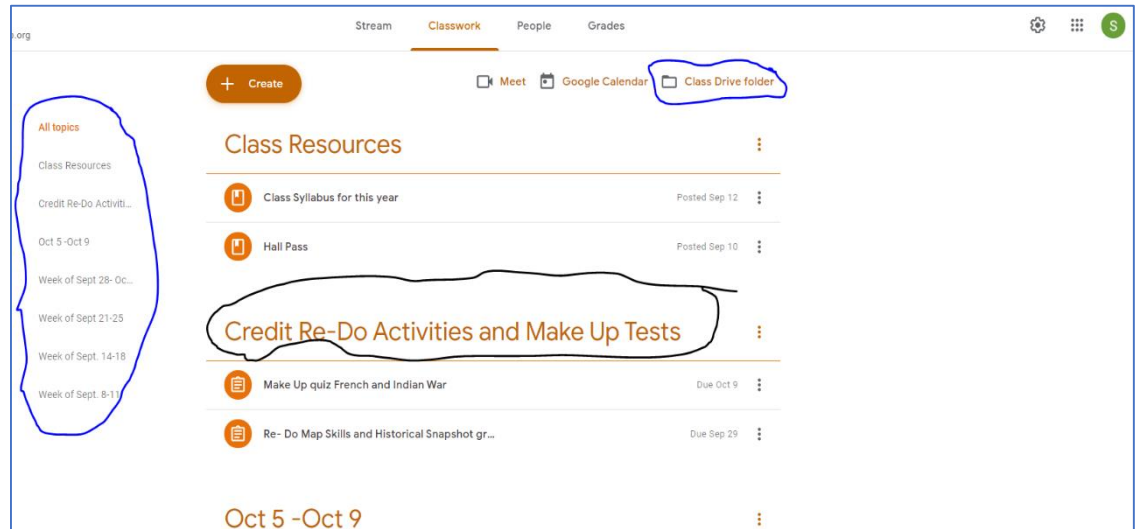


Class announcements are posted here in the Stream.

Step 4: Across the top of their class you will see the "Classwork" tab.

Basic Google Classroom Instructions for Parents and Students

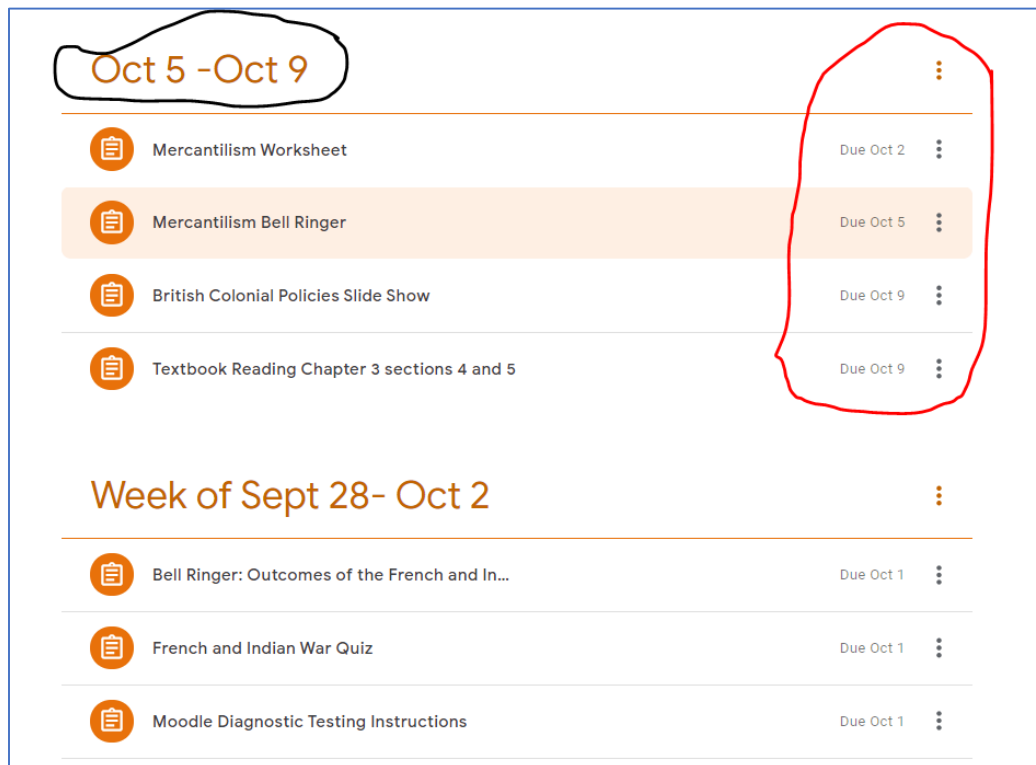
Step 5: The **Class Drive Folder** in the top right-hand corner is where their activities automatically save.



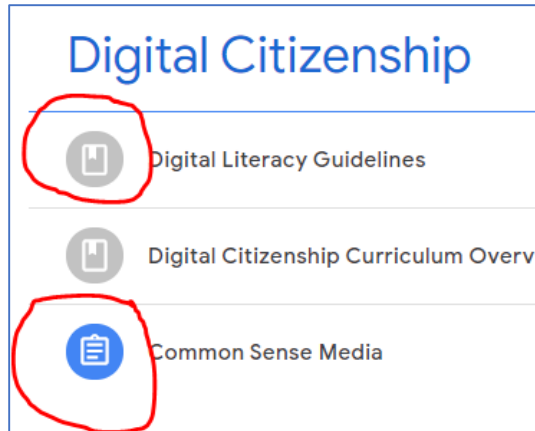
Step 6: The class is organized by

topics, **Credit Re-Do and Make-Up Tests** are in their own topic. If your child needs to re-take a test, or missed a test, the test or activity will show up here.

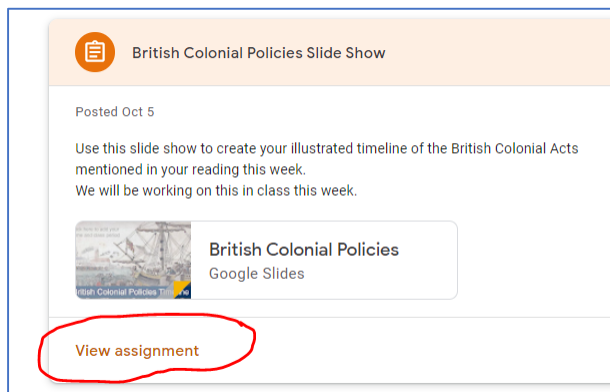
Step 7: **Each week is its own topic**, so students can easily see what we are working on that week. Please notice the **deadlines/date due** on the right-hand side for each item.



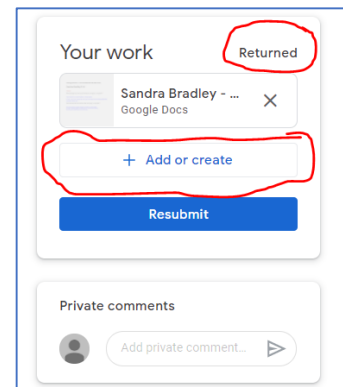
Basic Google Classroom Instructions for Parents and Students



Step 8: **As you complete assignments**, the little icons on the left of the assignments go from your classroom theme color to grey.



Step 9: Click on the assignment and click “View Assignment”. Click on the actual activity file and complete. You may have to open in Google Docs for some activities.



Submitting your work. After completing the assignment, go back to the original assignment listing and click on “Add or Create” to add your work file to the assignment to turn in. This will give you choices: you can create a document file from this list or Select Google Drive and it will take you to your Google Drive where you can find the file and insert.

The inserted file will pop up in the **Your Work** window. Then click the blue SUBMIT button. In the top right hand corner it will show “Turned In” “Missing” or “Returned”. If you are revising it will say “RESUBMIT” instead of Submit.

You can also use the **private comments box** to send your teacher a message about the assignment, like “I completed this on paper” or a question about the assignment. Your teacher can also respond to you with comments about your work, like “please correct #3,4, and 6” and return it to you to edit and resubmit. Additionally, comments are all sent to your email box as well.