

YOHAN'S QUICK GUIDE TO USING GOOGLE CLASSROOM

First and foremost, turn on Notifications!!!

1. Go to Google Classroom
2. Click on the three lines in the top righthand corner
3. Scroll all the way down and tap Settings
4. Turn the following on (they should be in color): Email, Work and other posts from teachers, returned work and grades, invitations to join classes, reminders on almost-due work



STEP 1: Sign in

1. Go to <https://classroom.google.com/>
2. Sign in with your school gmail account

STEP 2: Join Class

1. Click on the + sign in the top right and select *Join Class*
2. Enter in the code for that class (If you still do not have right code for your class, please see Mr. Crouch, Mrs. Adams, or Ms. Torres)

STEP 3: Go to the About Section

1. Go to the *About* section and click on the *Assignments, Due Dates, and Point Values* document to see the assignments, due dates, and point values for the blended course
2. This is a great place to go if you want to see what you are expected to complete for each quarter of this class
3. To get more information on what do for each of these assignments and to submit these assignments, you will want to go to the *Stream* page

STEP 4: Go to the Stream Section

1. Go to the *Stream* tab to see Announcements and Assignments
2. Here, you can scroll down and view announcements and assignments your teacher makes for you
3. If the *Stream* gets too congested for your liking, click on a *Topic* on the left side of the screen to filter the Stream
Ex: Clicking on "Important Updates" will show you the important updates. Clicking on "Quarter 1 Assignments" will show you the Quarter 1 assignments
4. Notice: IF YOU HAVE WORK TO COMPLETE, IT WILL SHOW UP ON THE LEFT HAND SIDE
Ex: Due Monday
 1. What is Blended Learning
 2. The Brand Called You!

STEP 5: Check out the "To Do" Section

1. Once you are in Google Classroom, click on the three lines in the upper right hand area of your screen
2. Click *To do*
3. By default, you will see all assignments that were assigned to you for all of your classes. If desired, you can also filter this option by clicking on the down arrow next to *All Classes* and selecting the class you want to view
4. Whether you are viewing the *To Do* list for All Classes or an individual class, you can see the upcoming work you need to finish. Also, you can see missing work you did not finish.
5. If you click on the assignment's title, you will be directed to the assignment

STEP 6: Check Your Google Calendar

1. Once you are in Google Classroom, click on the three lines in the upper right hand area of your screen
2. Click *Calendar*
3. From here, you can see all of the upcoming assignments that your teachers have posted if the teacher put due dates in for the assignments
4. This is a great way to stay updated and organized!

STEP 7: Submitting an Assignment

1. To submit an assignment, go to the *Stream* page.
2. Click on *Open* next to the assignment posting
3. From here, you can either Add a file from your Google Drive, submit a link, or attach a file. These options are listed in the dropdown menu under *Add*
4. You can also choose *Create*. The drop down menu for *Create* allows you to create something from Docs, Slides, Sheets, or Drawings
5. You can also add a private comment by typing in the *Add private comment* section
6. Once you have added or created your file, please click the *Mark as Done* file



STEP 8: Stay up to date!!!

1. You should be checking your school gmail regularly. Go to your google account. Click the grid at the top right hand corner. Select Mail
2. Sign into your Google Classroom regularly. Check the "To Do" list. Check your Calendar. Look for Announcements!!!