

Google Classroom

Cheat Sheet

classroom.google.com

How do I log in?

Username: Your student number
@enterprisestudents.net

Password: First 2 letters of your
first name, first 2 letters of your
last name, month and date of birth.
EX: josm0524

Speaking of Classwork...

Click on the classwork tab.



Professional



Professional

Classwork that is completed is light grey.

Classwork that is incomplete has a dark icon.

To view an assignment...

Click on the assignment with the dark icon to expand the assignment preview.
Click on View Assignment.

[View assignment](#)

This icon is your main menu. Here you can find your "To-Do List."

Google Classroom

Enrolled

To-do

Your To-Do List

Shows all assignments (complete and incomplete) from all classes

Posting and Commenting

Click on the stream tab. If your teacher enables this feature, you will be able to post and comment. To post, type into the "share something with your class" box. Make sure you are following classroom expectations!

How do I join a class?

Click + in the top right hand corner.
Choose "join a class." Enter the class code provided by your teacher.

What are the 3 tabs for?

Stream

Classwork

People

- Announcements
- Upcoming Deadlines
- Post and Comment

- Assignments
- Class Materials

- Email your teacher and classmates

You can add from your drive or create new docs here.

Your work

Assigned

Elizabeth Wilson - ...
Google Slides

+ Add or create

Turn in

How to turn in an assignment...

Here you can submit comments to your teacher. BE REMINDED: this does not always send them a notification. An email may be a better choice.

Private comments



Add private comment...



One more thing...
Topics

Under the classwork tab, you can view different topics that your teacher assigns. This will help you stay organized and find resources.

All topics

NoRedInk

SSU

Research

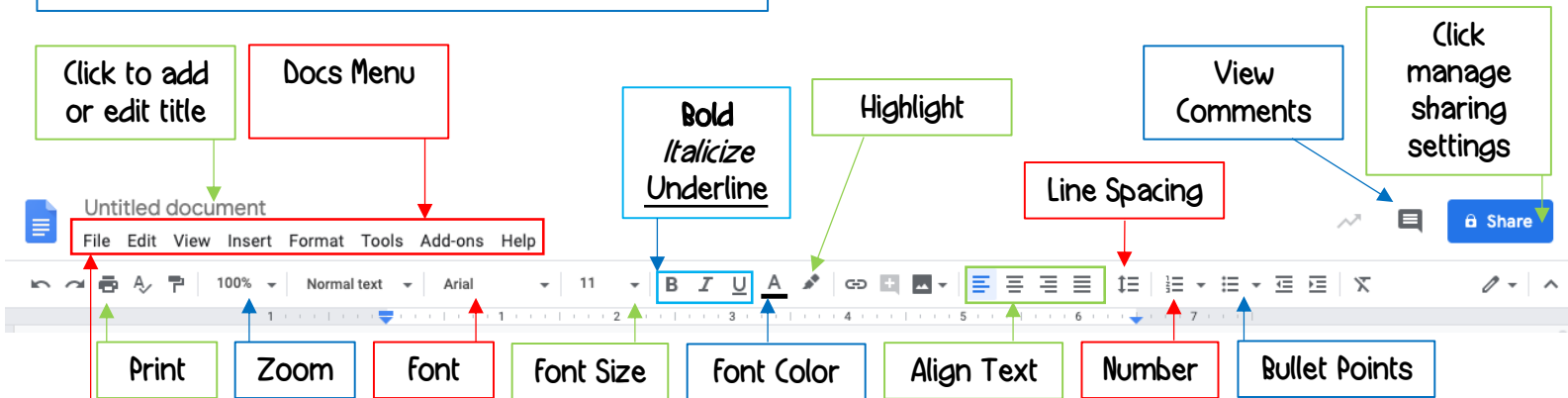
Odyssey

TKAM

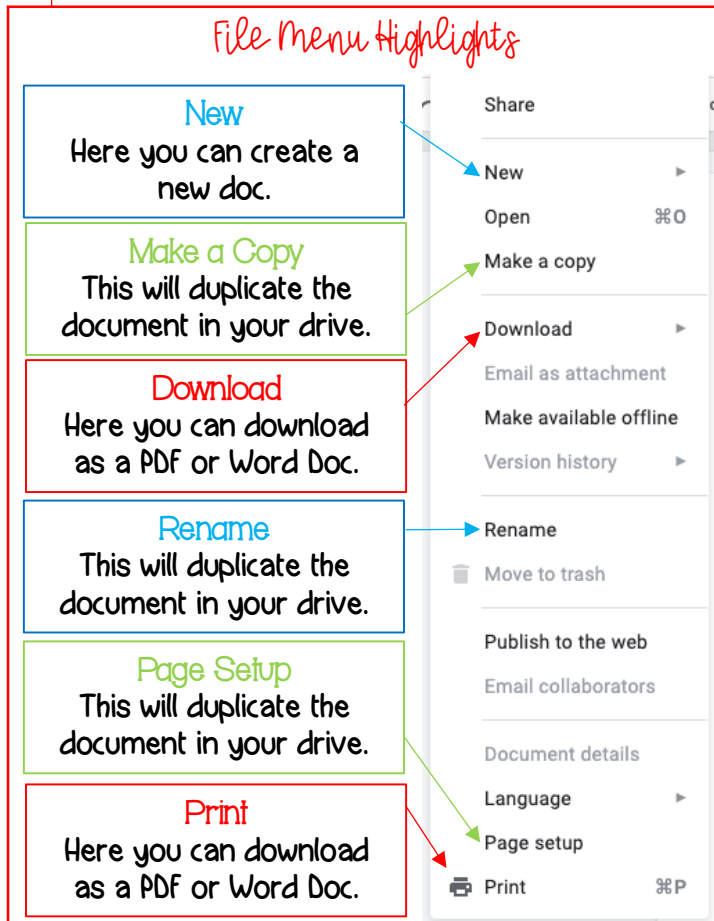
Google Docs

Cheat Sheet

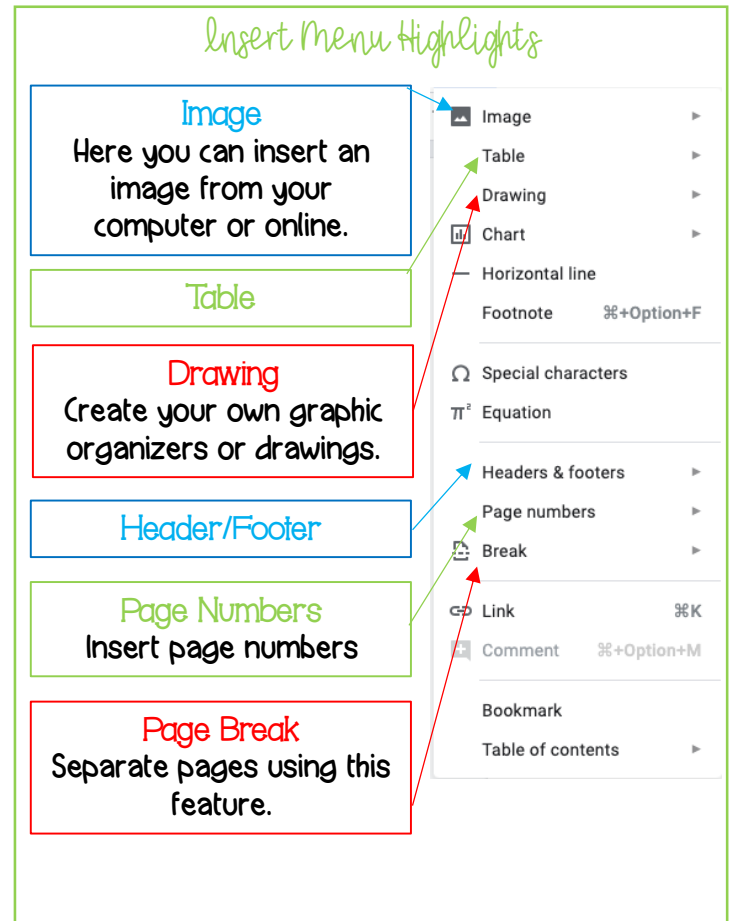
docs.google.com



File Menu Highlights



Insert Menu Highlights



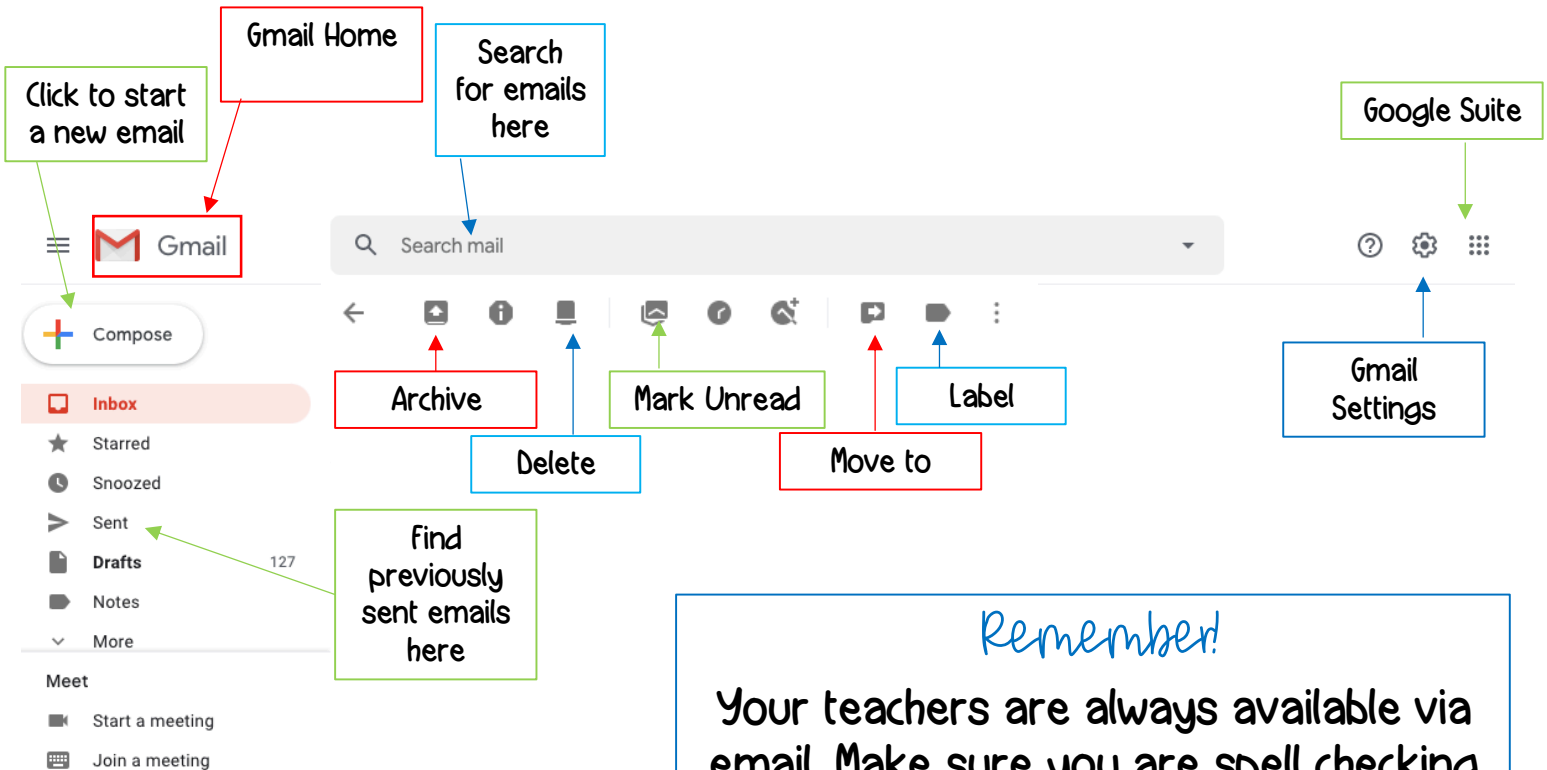
Keyboard Shortcuts

Ctrl + x	Cut	Ctrl + z	Undo	Ctrl + b	Bold
Ctrl + c	Copy	Ctrl + f	Find	Ctrl + u	Underline
Ctrl + v	Paste	Ctrl + p	Print	Ctrl + i	Italicize

Gmail

Cheat Sheet

mail.google.com



Remember!

Your teachers are always available via email. Make sure you are spell checking your emails! Emails are not text messages. :)

Sending an email...

