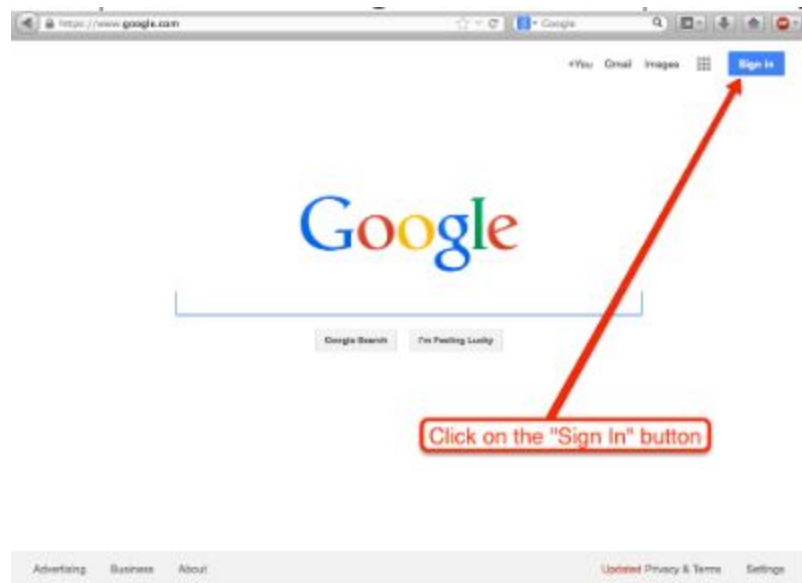


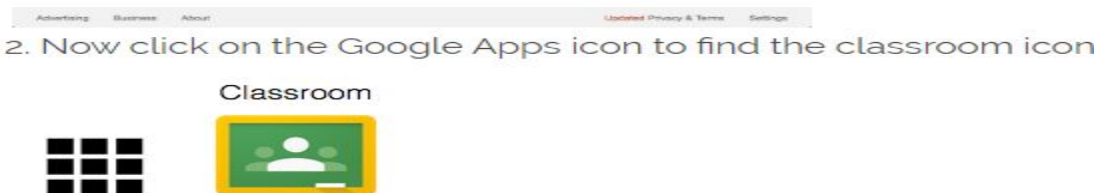
Student Quick Guide to Google Classroom

- 1) To log in to Google Classroom, click on the "Sign In" button in the top right corner.



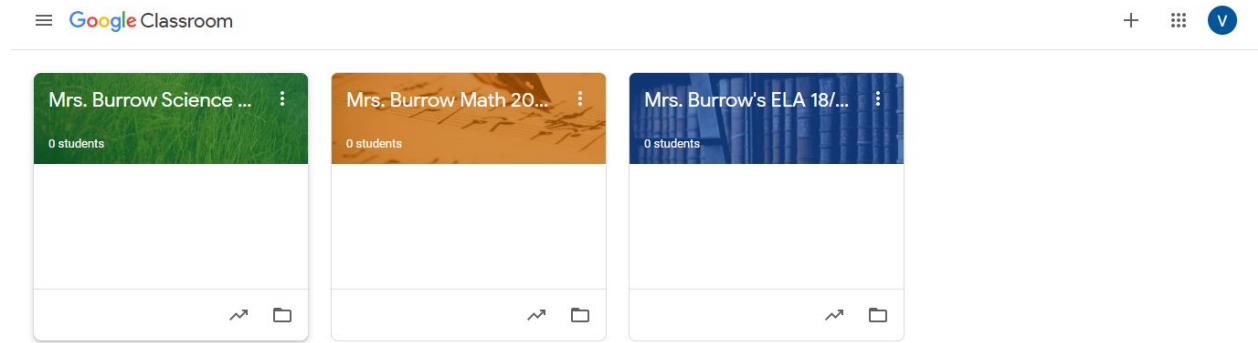
Sign in using your chromebook log in plus @students.davidson.k12.nc.us (this auto populates for you on the chromebook). Use the same password that you use to log in to the chromebook at school.

- 2) Click on the Google Apps Icon (Waffle) and select Classroom.



- 3) Class Tiles- Click on the class tile that you wish to work within.

Student Quick Guide to Google Classroom



4) How to navigate the Classroom Page

Class Screen

The screenshot shows the 'Class Screen' interface. At the top, there is a header with the title 'Class Screen' and a user profile. Below the header, there is a navigation bar with tabs: 'STREAM', 'CLASSMATES', and 'ABOUT'. The main content area is divided into two sections. The left section is titled 'ASSIGNMENTS' and shows a list of assignments. The right section is titled 'Upcoming Assignments' and shows details for an assignment titled '#013 Add a Slide'. Numbered callouts (1-7) are placed over the interface to indicate navigation steps.

- 1 Click the 3 lines (upper left) to go back to the class tiles screen.
- 2 Click on the envelope icon to email your teacher.
- 3 View a list of all assignments.
- 4 Click "Upcoming Assignments" to view details and submit.
- 5 View the list of announcements, assignments and class comments in the stream.
- 6 View a list of your classmates.
- 7 The about tab contains information about the class. Possibly links to syllabus, office hours, or a welcome video.

Navigation Continued

Student Quick Guide to Google Classroom

View Assignment Details
From the stream or by clicking on the assignment title you can view assignment directions.

Open Templates
From the stream always click on "OPEN" in an assignment to view templates the teacher has attached.

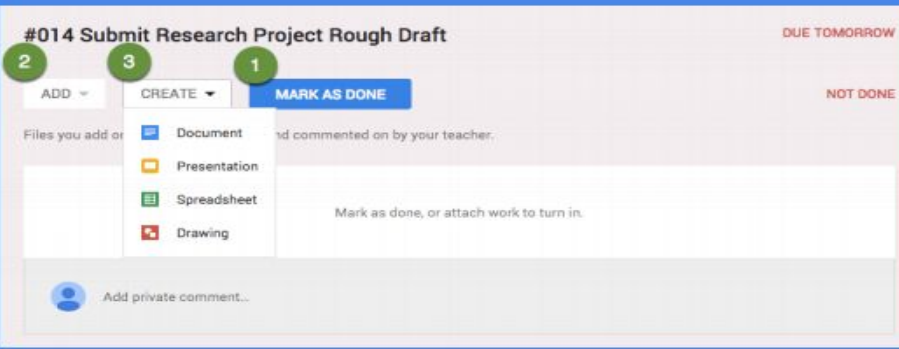
Comments Posted to the Stream are Viewable to Everyone in the Class

Comments Posted to the ASSIGNMENT are Viewable Only by the Teacher

5) How to submit assignments.

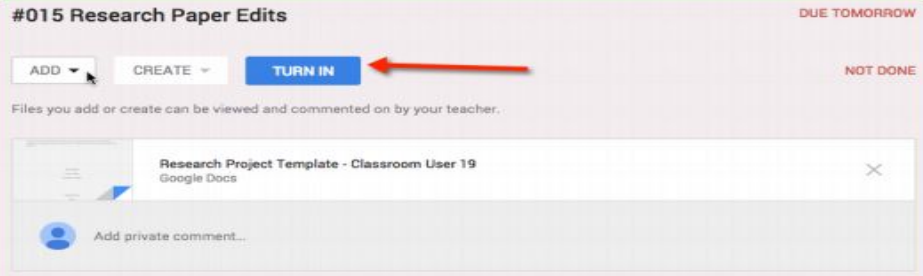
Student Quick Guide to Google Classroom

Assignment Submission Screen



- 1 If the teacher has not attached a template document for you to complete you can simply "Mark as done" by using the blue button if no document submission is needed.
- 2 Submit a collection of Google documents from your Google Drive, video files, links to websites, Office documents or other files. There is not a limit to the number of attachments you can submit for one assignment.
- 3 Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and placed in your Classroom folder in Google Drive.

Turn In Files



If the assignment has files to submit the "Mark as done" button is shown as a "Turn in" button. Additional files can be added or created right in Google Classroom to submit.

Sharing
Turning in files switches ownership of the document to the teacher and prevents student editing.

Unsubmit
After turning in an assignment an unsubmit button appears. Use this to gain back editing rights.

My Assignment
Click on "My Assignment" at the top of the assignment details to view the submission screen.

ASSIGNMENT DETAILS MY ASSIGNMENT