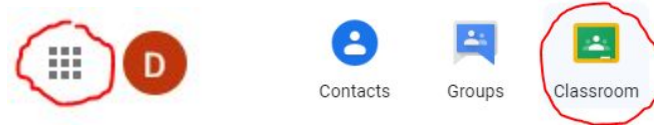


# Google Classroom Basics

**Step 1:** Make sure you are logged into the student's Google Account. If you are, you will see a profile circle in the top right of the screen with the student's initial or profile picture.

**Step 2:** Click "Google Apps" to the left of the profile circle and select "Classroom" from the drop down menu.

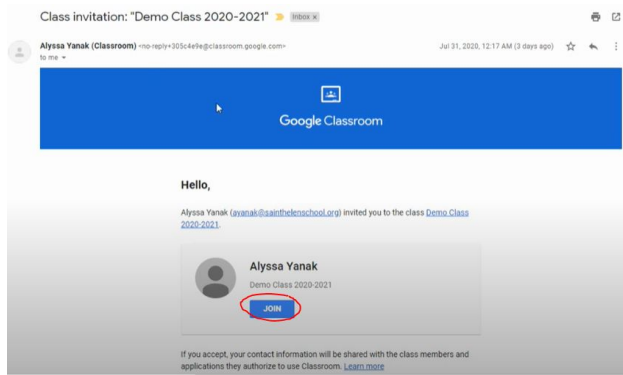


*Google Classroom allows teachers to post assignments and other information to students. Additionally, students can create and submit work in Google Classroom.*

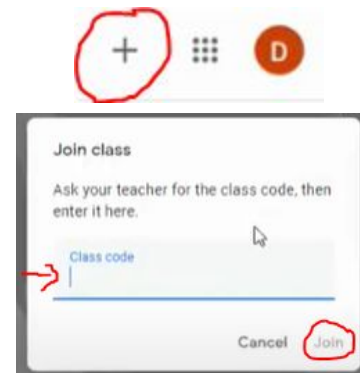
## Joining a Class

There are two ways to join a class in Google Classroom. One way is for the teacher to send a Class Invitation email. When you open the email, click the blue "Join" button. The other way is for the teacher to provide a Class Code. Click the "+" button in the top right of the screen, enter the class code, and hit "Join."

***(once a class is joined, it will automatically appear when a student opens the Google Classroom app)***

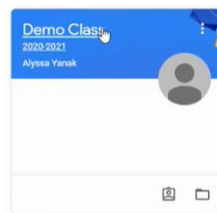


OR



## Entering a Class

To open an existing class, click on the title of the class.



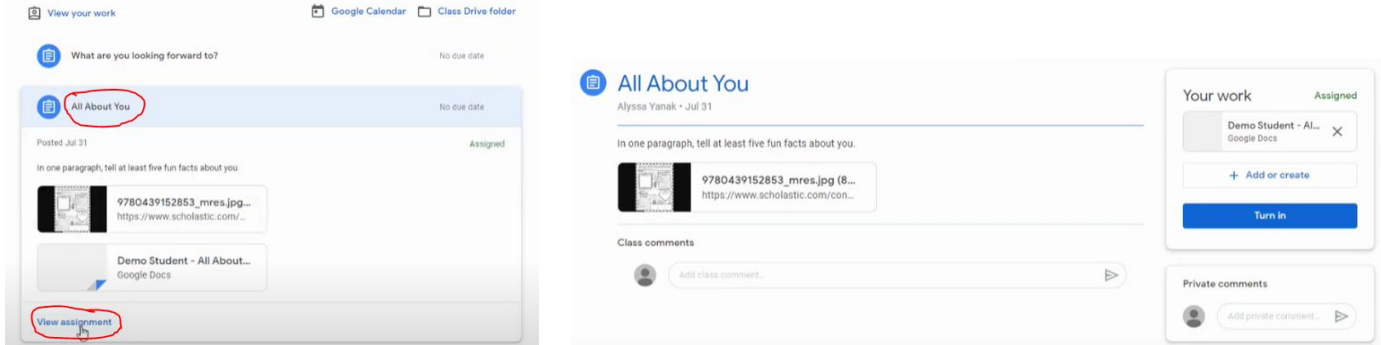
## Class Stream & Classwork

The Class Stream is a section in which a teacher can post announcements, other information, or notifications about assignments. The Classwork section, located at the top center of the screen, allows students to view their assignments.



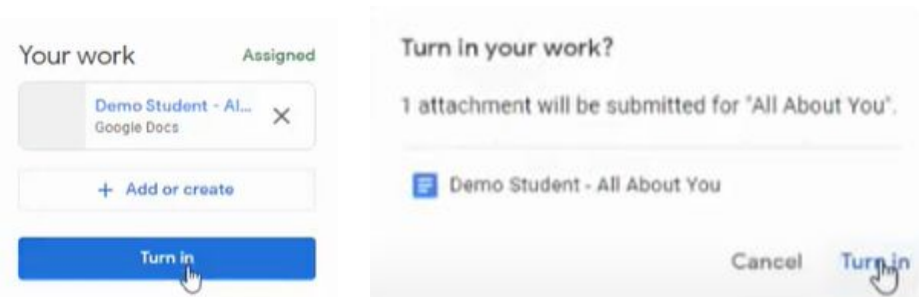
## Open an Assignment

To open an assignment, click the title of the assignment and then “View assignment” at the bottom of the box. In the new assignment screen, the instructions and any teacher resources will be on the left of the screen. The student’s work and blue “Turn in” button will be on the right of the screen. The right side of the screen also features a section in which students can send a private comment to their teacher about the assignment.



## Assignments with a Work Template

Sometimes a teacher will have a template the students will use to complete the assignment. This template will appear under the “Your work” section on the right side of the screen. Click on the title to open the file, edit, and then hit the blue “Turn in” button to hand in the assignment.



## Assignments without a Work Template

Sometimes a teacher will not have a template for the students to use to complete the assignment. In this case, students can create a new file or attach an existing file from their Google Drive by clicking the “+ Add or create” button and then selecting the file to add or create. When finished, hit the blue “Turn in” button to hand in the assignment.

