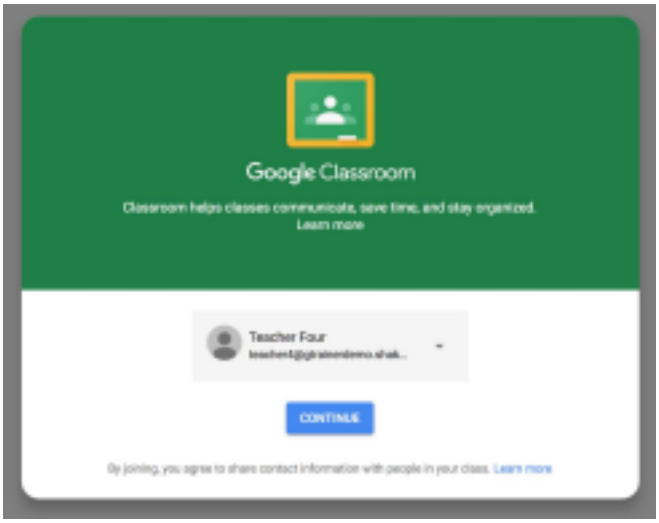
WELCOME TO GOOGLE CLASSROOM



FIRST LOGIN FOR STUDENTS

Go to classroom.google.com.

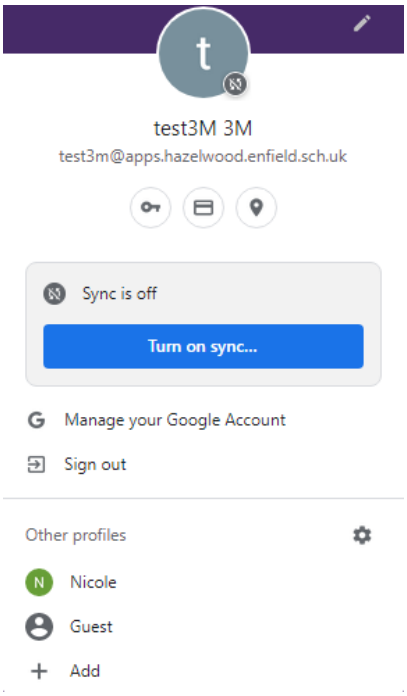
The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right. **CLICK "Go to Classroom" button**.

LOGIN

You will then be prompted to login with the email and password that were issued by your teacher or school.

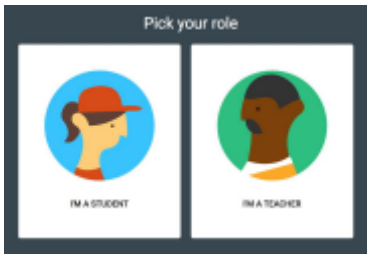
After you enter your email and password, **CLICK "Continue".**

- **If you are already signed in to google on a personal account you will need to switch accounts.**
- **Click on the letter in the circle in the top right corner and click 'add'**



SELECT YOUR ROLE

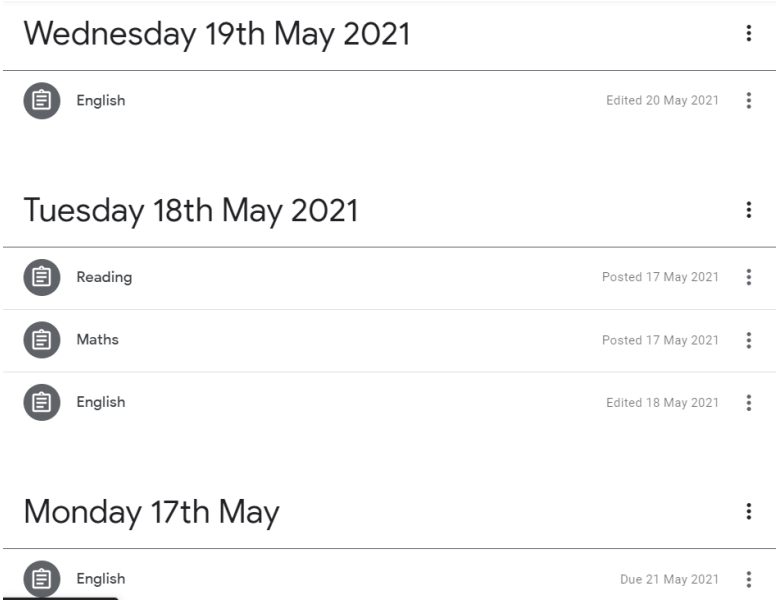
- Click on the **"I'M A STUDENT**" button as your role so you can join your teacher's class.



Note: You cannot change your role later, so be sure to select the correct role.

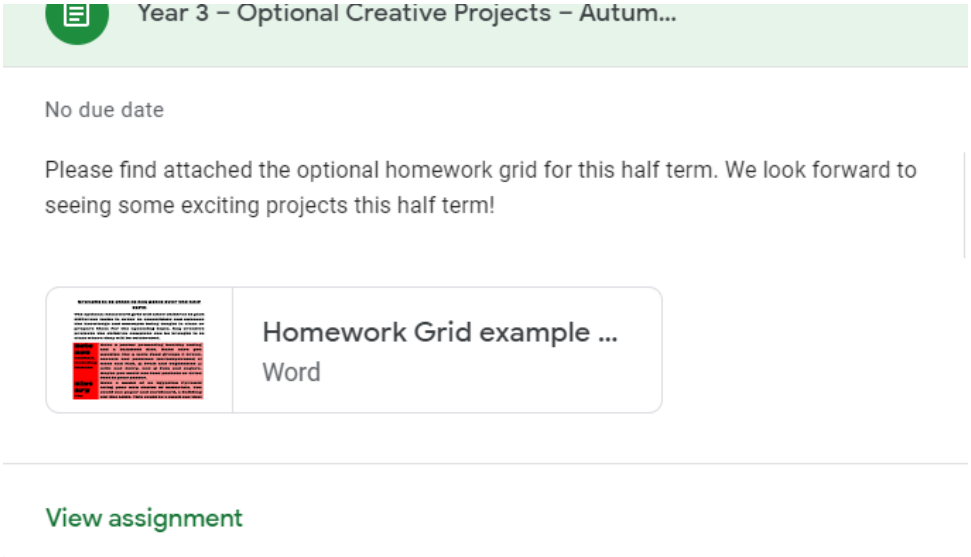
STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.



ASSIGNMENTS ON CLASSWORK PAGE

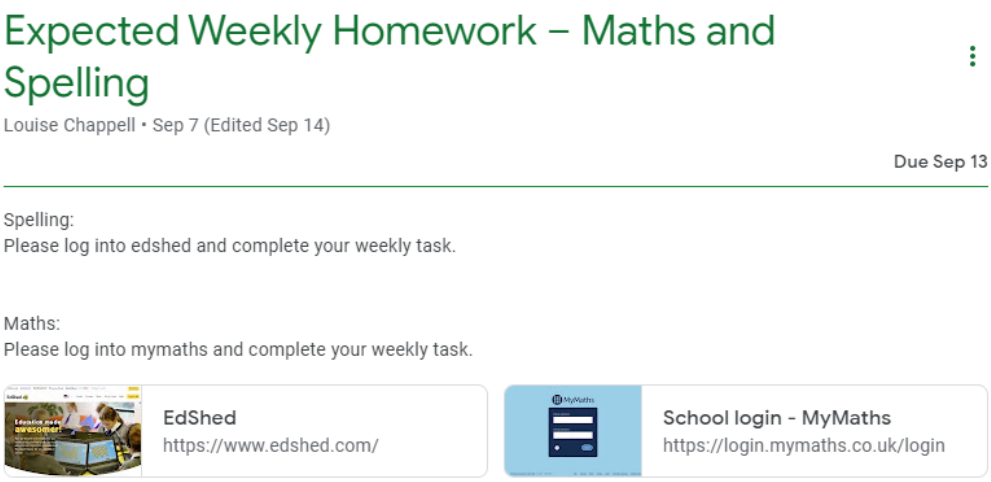
Posted assignments will appear on the Classwork page. Below is an example of an assignment.



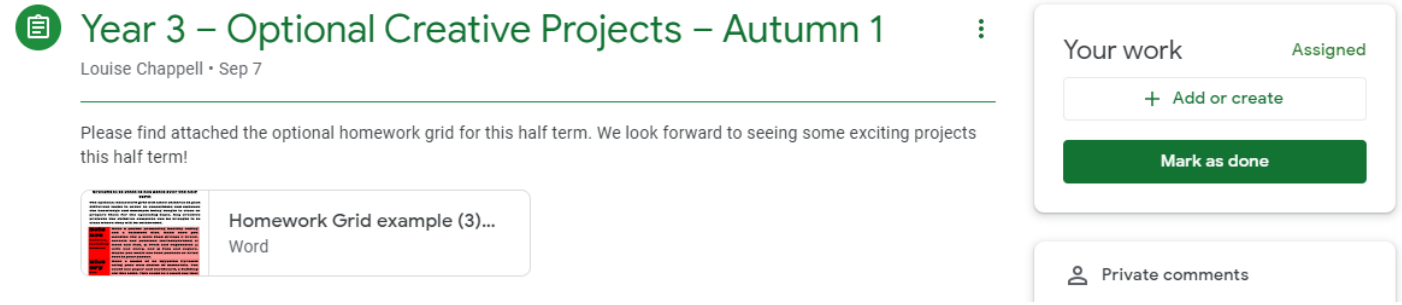
ASSIGNMENT PAGE

When you click on “View assignment” from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

When you click on the expected homework, the links will take you to the correct website.

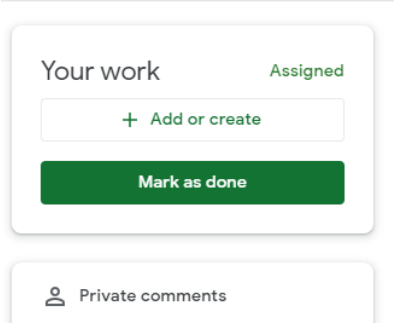


Click on the document in the optional homework to read the options.

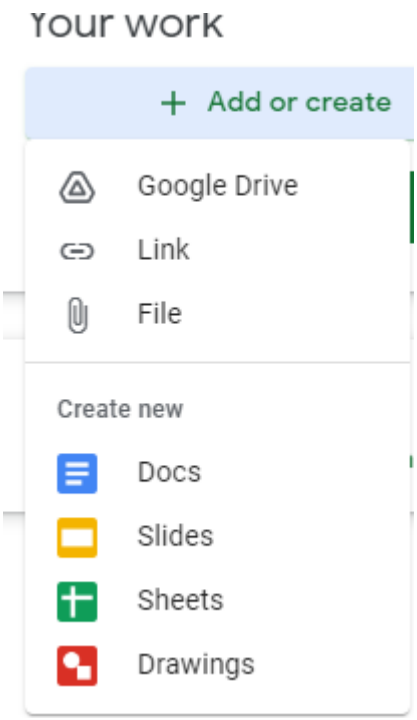


Hand in Optional Homework

You can hand in electronic examples of the work you have done for the option homework through Google Classroom



To hand in files you have already saved:



1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.

To create a new piece of work:

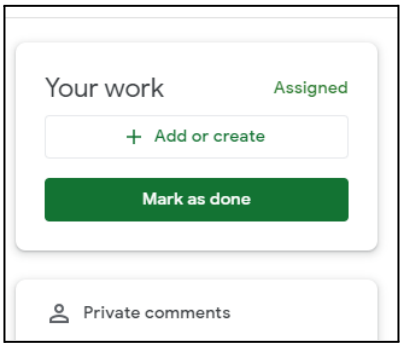
1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.

MARK AS DONE AND UNSUBMIT

MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

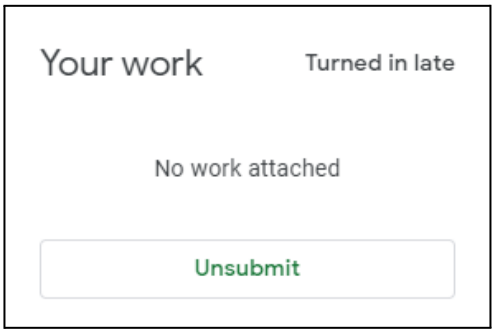
Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.



1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.

UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.



1. Go to the Class, then the Classwork page, then click on "**View Assignment**."
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit before the due date.