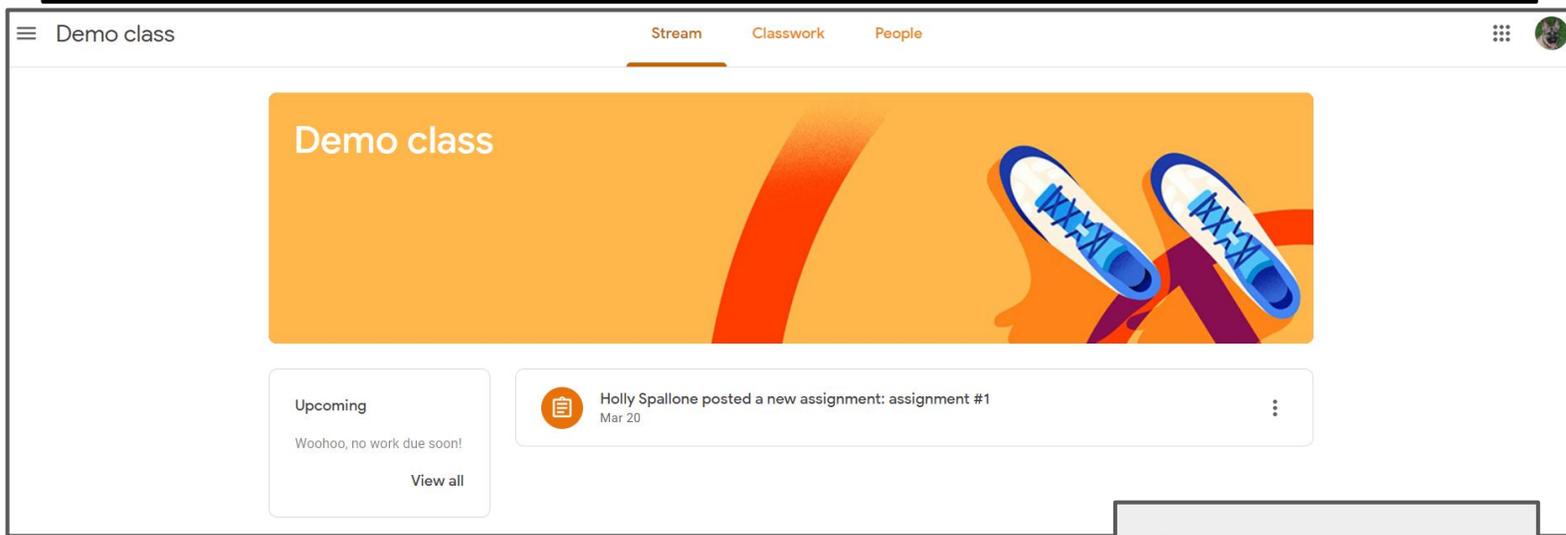


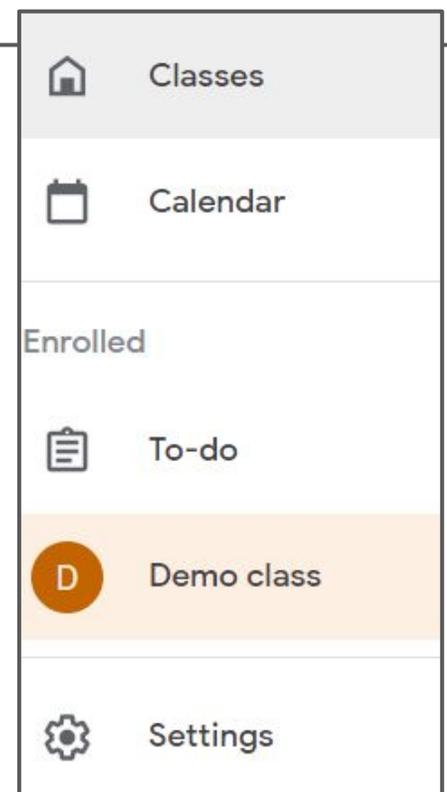
HOW TO USE GOOGLE CLASSROOM

1. Sign into Google with the student's school account
 - a. Email address is first initial last name graduation year @eawildcats.net For example: jsmith21@eawildcats.net
 - b. Password is ea-lunch number
For example: ea-12345
2. In the upper right, click on the waffle and scroll down until you see the chalkboard icon for Google Classroom
 - a. Alternately you can type classroom.google.com in the web browser (Chrome works better with Google apps)
3. Click the + in the upper right and type in the class code given by the teacher.
4. After joining the class, the class and teacher will appear in the Classroom home screen.
5. Click on the class to enter
6. You should see a screen similar to the one shown below.



Navigating Classroom

1. Stream -- where you can see announcements and assignments the teacher posted
2. Classwork -- main page to access the assignments
3. People -- where you can see who else is in the class
4. Three lines in upper left -- click these to access the main menu of Classroom
 - a. Clicking the house will take you back to the Classroom main screen
 - b. This will show you what classes you are in (can switch from class to class)
 - c. Also shows settings -- this is where you can change notifications, etc



Classwork page

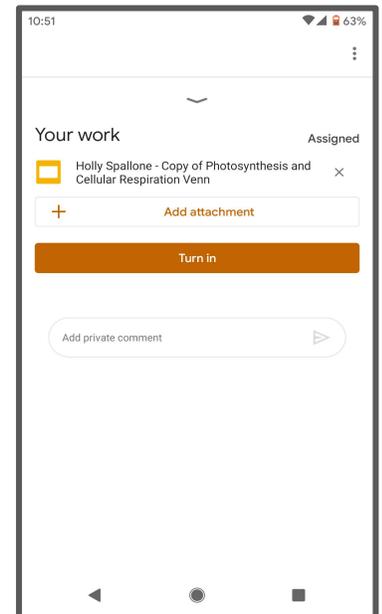
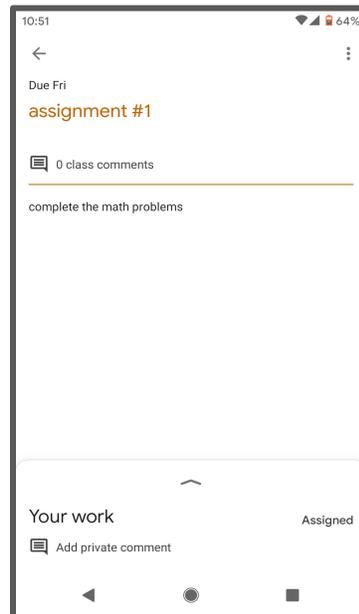
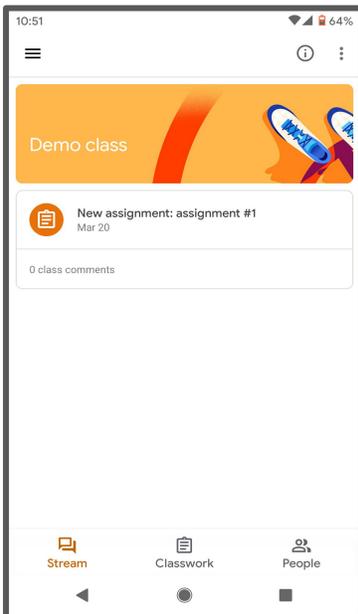
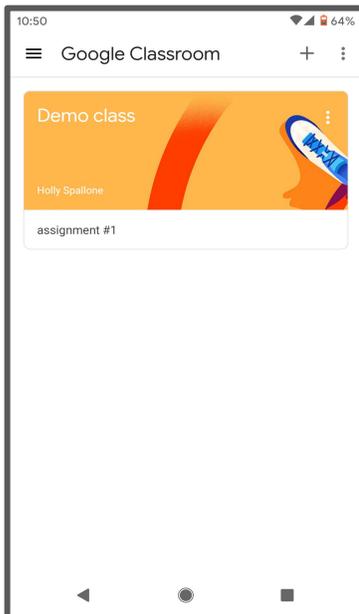
1. If the teacher has set up topics, you may see topics for each section or unit
2. To view the assignment, click on the assignment name. You will be able to see instructions and any files that are part of the assignment.
3. Click “View assignment” to expand the assignment.
4. From here you can click on the assignment to open the file.
5. If you need to add a file or create a file, click that button
 - a. You can add a file from your computer or Google drive
 - b. You can create a new file (doc, slide, etc)
6. Once you are finished with the assignment, you may click “Turn in” to submit the assignment to the teacher.
 - a. Once you submit, the file cannot be changed because it has been transferred to the teacher. If you need to modify it, click unsubmit
7. You also have the ability to ask the teacher questions by typing into the private comments -- this will only go to the teacher

The screenshot shows a classwork assignment page. At the top left, there is a calendar icon and the text "Due Mar 27". Below this is the assignment title "assignment #1" in a large, bold, orange font. Underneath the title, there is a profile picture of a person and the text "Holly Spallone Mar 20". A horizontal line separates the header from the main content area, which contains the instruction "complete the math problems". Below this is a section for "Class comments". On the right side of the page, there is a "Your work" section with the status "Assigned". This section contains a list of files, including "Holly Spallone - C... Google Slides" with a close button (X). Below the list is a button that says "+ Add or create". At the bottom of the "Your work" section is a large orange button that says "Turn in". Below the "Your work" section is a "Private comments" section with a profile picture of a dog and a text input field that says "Add private comment..." with a send button (triangle).

To go back to the main class page, click the class name at the top of the screen.

Using Classroom on a phone

1. Download the Google Classroom app
2. You will also need to download the Google Drive, Google Docs and Google Slides apps
3. All of these apps are free and take minimal space
4. Click on the Google Classroom app (looks like a chalkboard) and sign in using the student's school account
5. All of the basics are the same as on the computer
6. A few differences:
 - a. The stream, classwork and people tabs are at the bottom of the page
 - b. Click on the classwork tab to access the assignment
 - c. Touch and scroll up the arrow near the bottom of the screen to see Your work
 - d. You can open, add or create files as needed and turn in



Here is a link to a Youtube video showing the basics of how to use Google Classroom:

https://youtu.be/XhBOxzOuw_Y