



Join a Class

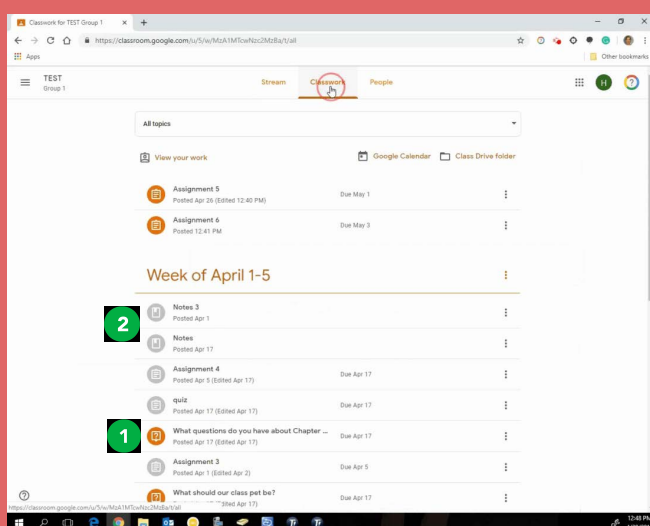
In the upper right click on the plus button to join a class. Enter the class code.

Class Tiles

- 1 Click class title to enter class
- 2 Click the "3 dots" to Unenroll from class
- 3 Link to upcoming assignments right on the class tile.
- 4 Link to your class folder in your Google Drive

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- 1 Uncompleted work has a dark icon.
- 2 Completed work is gray.
- 3 Click on People to see your teacher and a list of classmates.
- 4 Click "View your work" to view details of upcoming assignments.
- 5 View the list of announcements, assignments and class comments in the Stream.

View Assignment Details

By clicking on the assignment title you can view assignment directions.

Submit work

Always click on "Turn In" in an assignment to submit work the teacher has requested.

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

Private Comments are Viewable Only by the Teacher

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.

Unsubmit Files

If the assignment needs correction but you have already turned it in, there is a button called Unsubmit. The student can retrieve ownership of the file to make corrections.

Sharing

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

Mobile Devices

Download the Google Classroom app from the App Store or Google Play.

Email Teacher

One the People tab, click on the envelope next to the teachers name .

