Go to the Classroom website and log in with your Google Apps email login.

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

Create a Class
In the upper right click on the plus button to create a class. Enter the class details.

Google Drive
Google Classroom connects with your Google Drive account. A Classroom folder has been created for you in drive.google.com.

Class Screen
Click class title to enter class
Click the “3 dots” for more information
Link to upcoming assignments right on the class tile.
Link to your class folder in your Google Drive.

Class Tiles
Click class title to enter class
Click the “3 dots” to unenroll from class.
Link to upcoming assignments right on the class tile.
Link to your class folder in your Google Drive.

Class Screen
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

Assignment Submission Screen
Turn In Files
Sharing
Unsubmit

View a list of all assignments.
Click “Open Assignments” to view details and submit.
View a list of your classmates.
The about tab contains information about the class. Possibly links to syllabus, office hours, or a welcome video.

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.
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.
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.

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.

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

Created by Google Certified Teacher Alice Keeler

Filtering
Assignment Submission Screen
View a list of all assignments.
Click “Open Assignments” to view details and submit.
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The about tab contains information about the class. Possibly links to syllabus, office hours, or a welcome video.

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