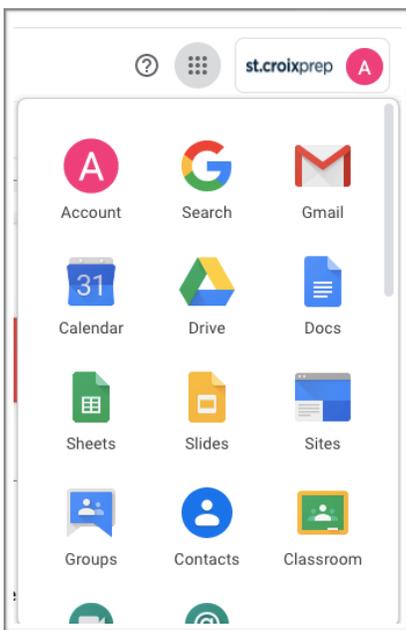


# Google Classroom

## Quick Reference Guide

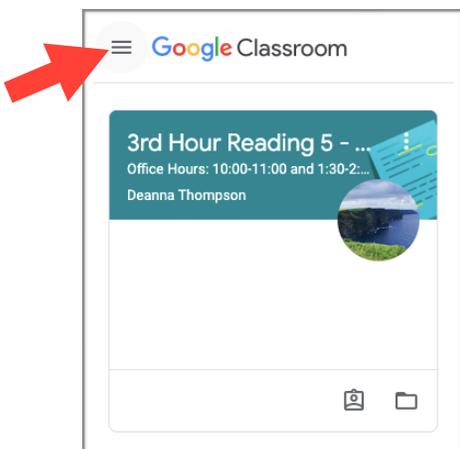
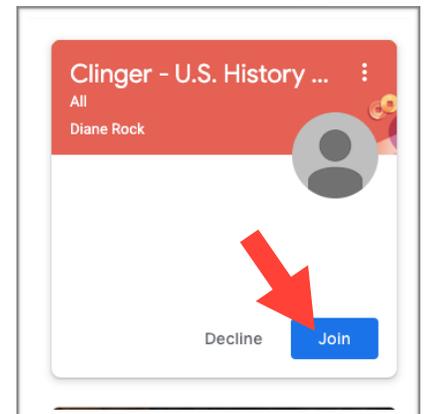
Sign in to your school email, ([firstname.lastname@stcroixprep.org](mailto:firstname.lastname@stcroixprep.org)), to access your Google Classrooms

To access the Google Classroom you need to do one of the following:

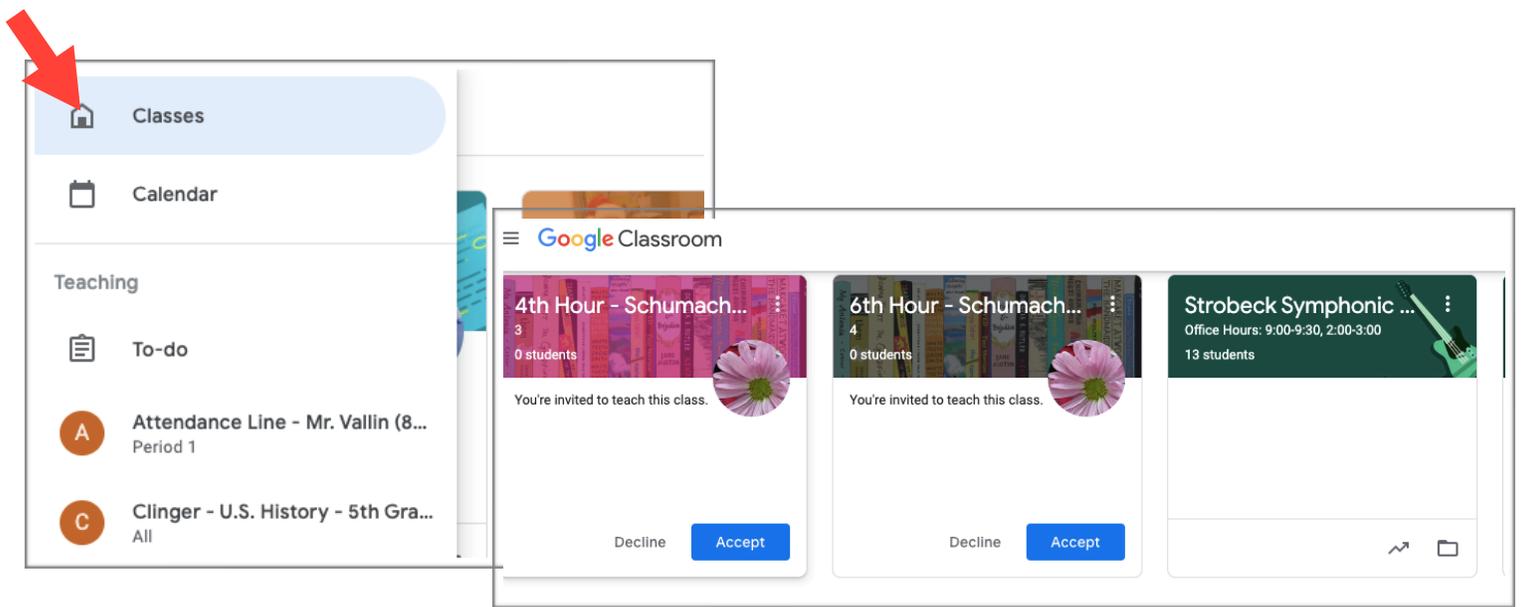


1. Type <https://classroom.google.com/> into your Google browser
2. Accept the Google Classroom Invitation from your teacher in your email
3. Go into the Google Apps Icon in the top right-hand corner of your Google internet browser

Once you enter into the Google Classroom, you can join the Google Classroom Invites posted on your page.

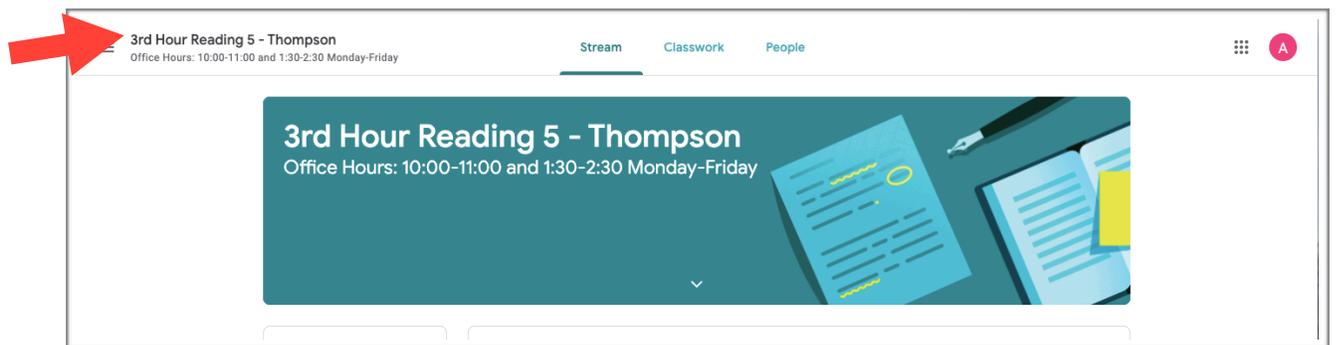


You can access all of your accepted classes by clicking on the three lines in the top left corner of your screen and then clicking on Classes



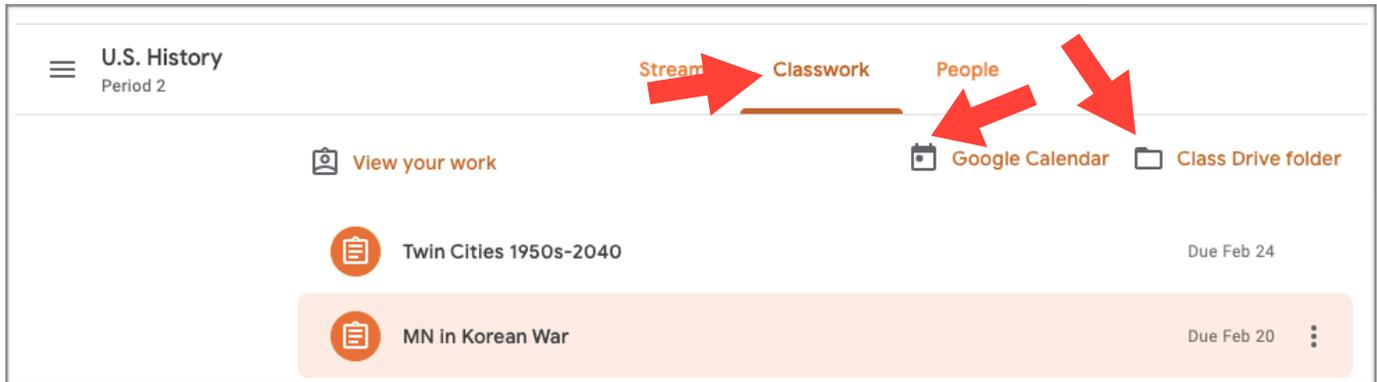
## Navigating Google Classroom

At the top of each classroom, you will find information for your class including your teacher's office hours and the Center Toolbar



- **Stream Tab** - This is newsfeed for the classroom, where you can see anything posted by the teacher. On the left-hand side, you will see a box with upcoming homework that will be due.

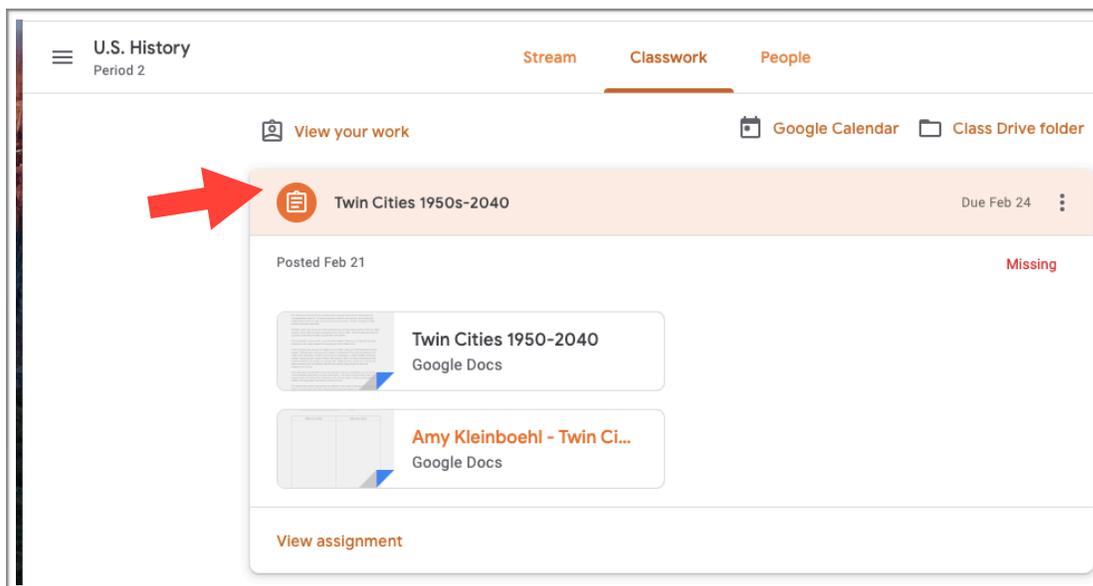
- **Classwork Tab** - This is where you can find all of the assignments posted by your teacher.



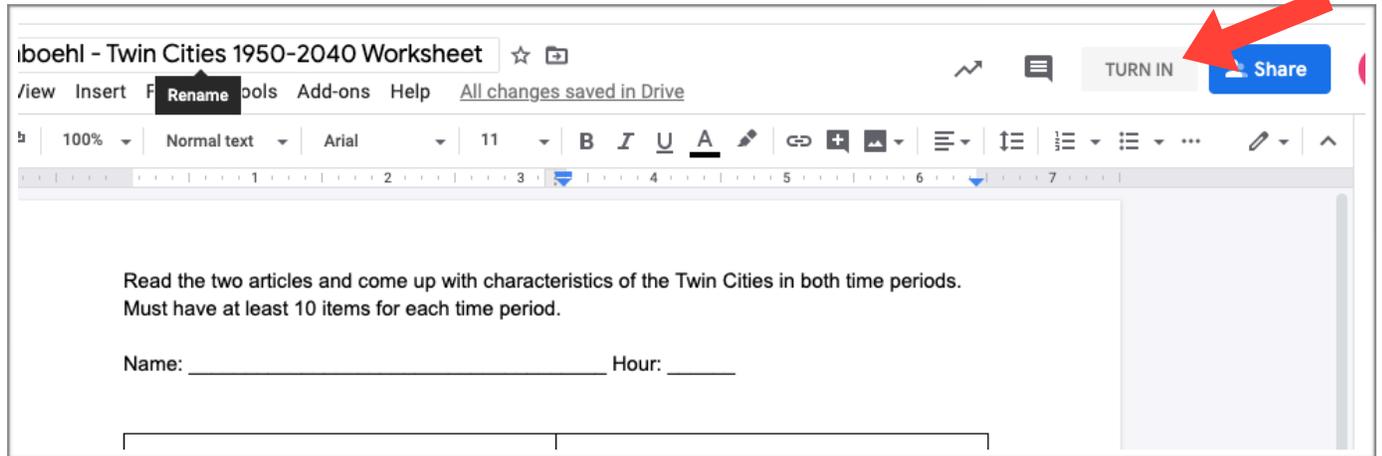
- **Google Calendar** - This will bring you to your Google Calendar
- **Class Drive Folder** - Use to save your materials and assignments in your Google Folder. Keep them organized by class.

To Complete Assignments via Google Docs

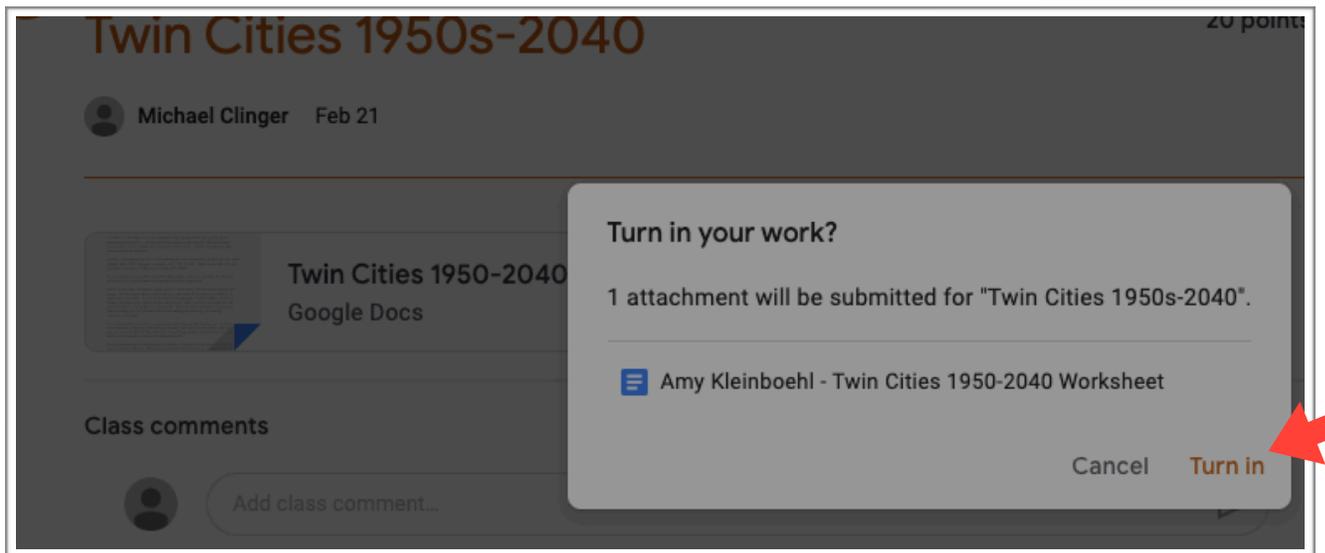
- Click on the assignment to complete
  - Click on Assignment with name on it to open



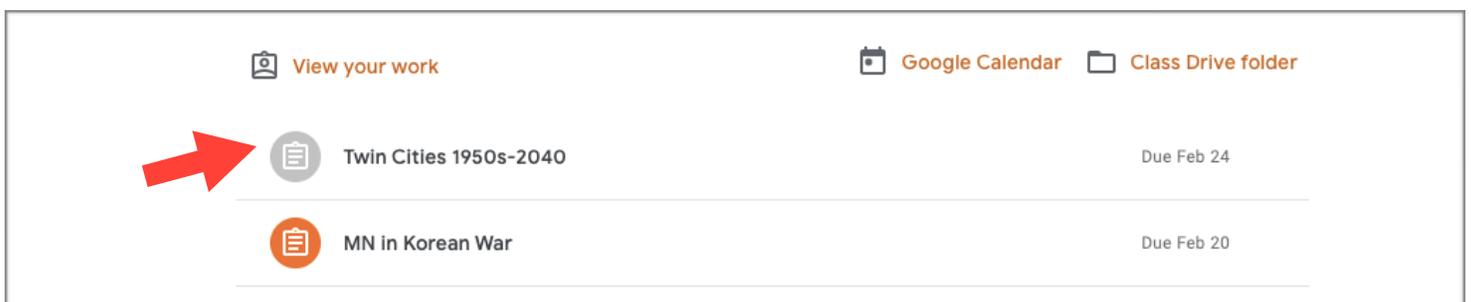
- Once you have completed the assignment, click the TURN IN button on the top right corner of the doc.



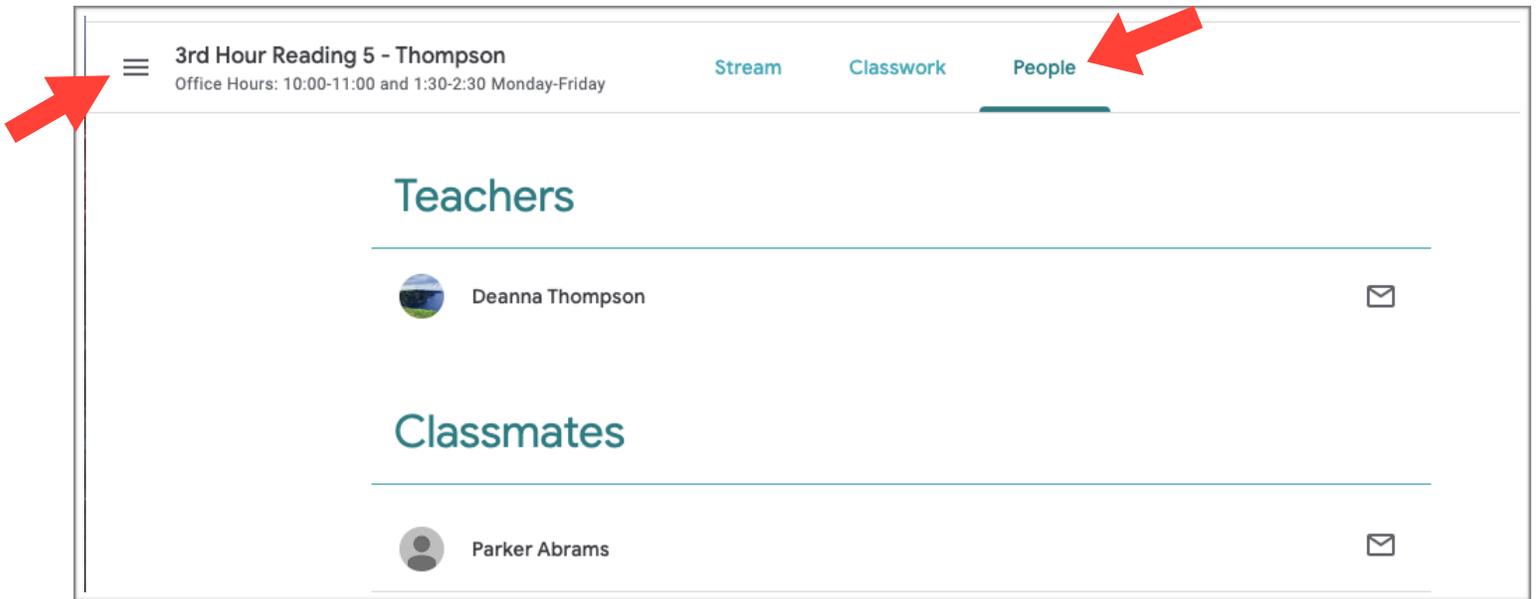
- Confirm you want to turn in your assignment and select Turn in again



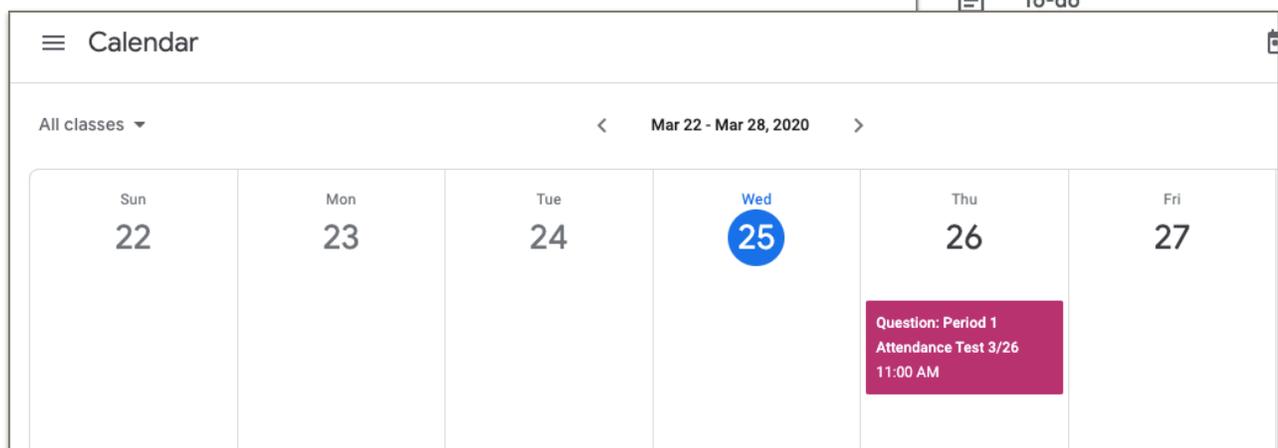
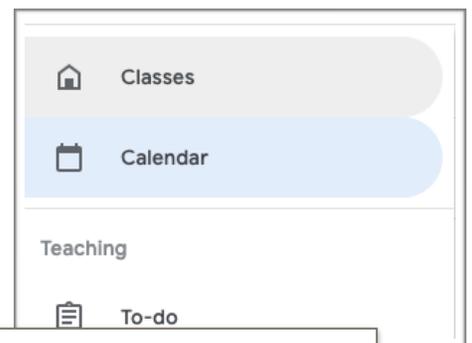
- When you go back to the Classwork page, the light grey circle indicates homework you have turned in and submitted.

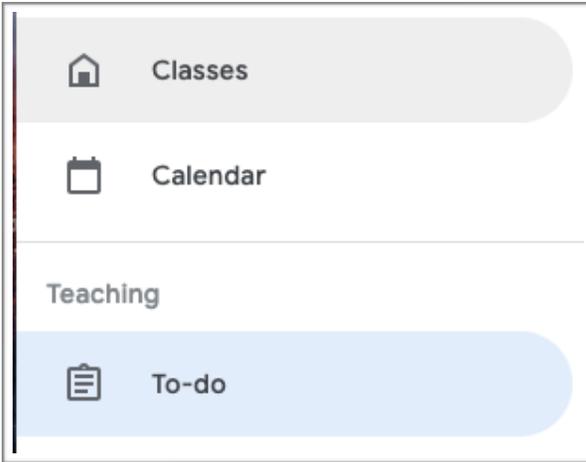


- **People Tab** - Here you will be provided links to email your teacher and other students in your class.
  - The three lines at the top left part of the screen bring you to your classes, calendar and To-Do's.



- **Calendar** - This will bring you to the class calendar to keep track of your posted assignments.





- **To-do List** - is where you can find a list of the assignments you need to complete from each class.