Google Classroom Quick Reference Guide

Sign in to your school email, (firstnamelastname@stcroixprep.org), to access your Google Classrooms

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



1. Type <u>https://classroom.google.com/</u> 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.



≡ Google Classroom
Srd Hour Reading 5 Office Hours: 10:00-11:00 and 1:30-2: Deanna Thompson
<u>è</u>

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

3rd Hour Reading 5 Office Hours: 10:00-11:00 i	- Thompson and 1:30-2:30 Monday-Friday	Stream	Classwork	People	***	A
	3rd Hour Reading 5 Office Hours: 10:00-11:00 and 1:	5 – Thor 30-2:30 Мс	npson onday-Friday ~			

• <u>Stream Tab</u> - 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. • <u>**Classwork Tab**</u> - This is where you can find all of the assignments posted by your teacher.

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	lew your work	ė	Google Calendar	Class Drive folder
	Twin Cities 1950s-2040			Due Feb 24
	MN in Korean War			Due Feb 20

- Google Calendar This will bring you to your Google Calendar
- <u>Class Drive Folder</u> 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

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	Twin Cities 1950s-204	0			Due Feb 24
	Posted Feb 21				Missing
	Twin Cities Google Docs	s 1950-2040 s			
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	View assignment				

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

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

Twin Cities 1950s-204 Image: Michael Clinger Feb 21	40 20 point:
Twin Cities 1950-2040 Google Docs	Turn in your work? 1 attachment will be submitted for "Twin Cities 1950s-2040".
Class comments Add class comment	Cancel Turn in

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

🖄 View your work 🖬 Google Calendar 🛅 Class Drive folder	
Due Feb 24	
Due Feb 20	

- **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.

= 3rd Hour Re	ading 5 - Thompson):00-11:00 and 1:30-2:30 Monday-Friday	Stream	Classwork	People	
	Teachers				
	Deanna Thompson				
	Classmates				
	Parker Abrams				

 <u>Calendar</u> calendar assignme 	: - This will br to keep track ents.	ing you to th of your post	e class ed	Te	Cla Cal Cal eaching (目) To-	sses endar do	
≡ Calendar							Ċ
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• <u>**To-do List</u>** - is where you can find a list of the assignments you need to complete from each class.</u>