Google Classroom

Students Joining a Class

1. There are several ways to get to Google Classroom.

    a. Click on the multicolored squares at the top left of the screen
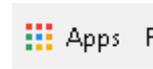
        • Click on the icon that says "Classroom"
            • NOTE: If the App is not there you will need to add it

            • Click on "Store"
            • Type in the box at the top **Classroom** and click ENTER on the keyboard
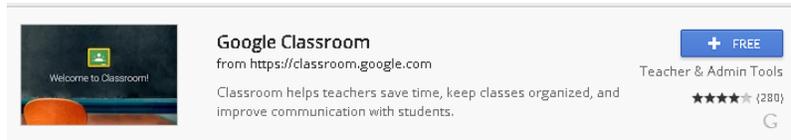
            (this should be the first choice that you see)
            • Click on FREE and then click ADD
    b. If the multicolored squares are not there then click on the small squares on the right by where you previously signed into Google.
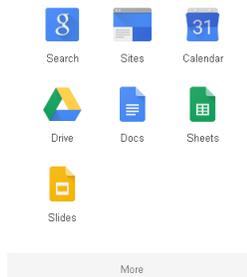
            • The menu will appear. Click on More in the gray along the bottom. Additional icons will appear.


            • Click on "Classroom"

2. When Classroom opens students will see their name and log in the lower left. They will need to click the blue button on the right that says "**Student**".

Welcome to Classroom!

Classroom lets you communicate with your classes and easily share assignments, materials, and messages.

3. A welcome screen will appear. Students will need to click on the "+" sign that has an arrow stating "Join Your First Class!"

4. At this point a small white box will appear on the screen asking students to type in the class code

Enter class code to join.

CANCEL   JOIN
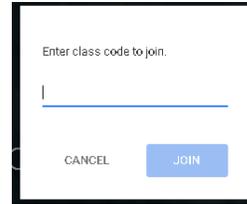
the class code comes from the teacher's site.

5. Students type in the code (usually a mixture of letters and numbers)

CLASS CODE

Students can join the class with this code:

nhex1b

6. On the teacher's Classroom page at the bottom left there is a box that says class code. This is what students type

7. Students are then enrolled into the classroom and will receive a pop-up screen to ask if they want to take a tour.

   a. The first destination on the tour is the 3 horizontal lines at the top left of the screen. This location would take the student out to their other classes if they had more than one.

   b. The second destination on the tour is the place where students may type questions to the teacher or others about the assignments they have. This is not *Facebook, Twitter,* or any other social media place. Capitals, periods and good grammar should be observed. By posting here students may get answers from classmates how to do something before the teacher can get to them to help. i.e. "How to add a picture to a Google Doc?"

   c. The last thing to do is to close the *tour* box.

8. Now listed are any assignments and instructions for students to do.

ASSIGNMENT 6:17 PM   DUE FRI, MAR 20

Practice Google Doc   OPEN
We are going to practice how to type on a Google Doc

Add comment...
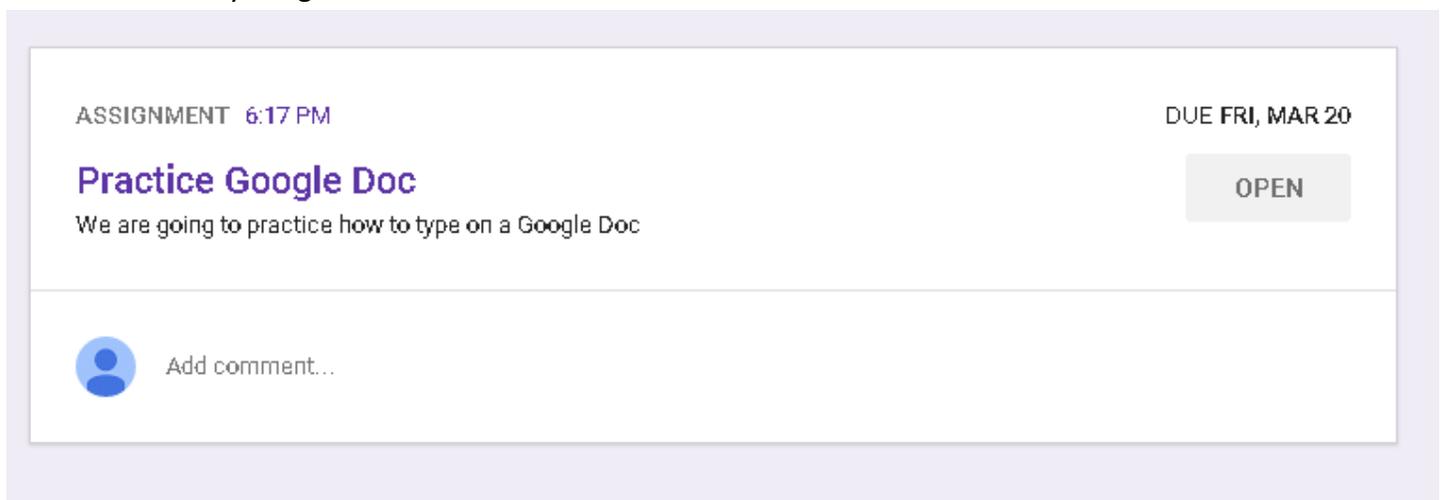
For the above assignments students would click on OPEN

9. There is another tour that will take students through how to do the assignments. Take tour.

10. Students click on the assignment (either the paper with the turned up blue corner or the title of the activity, or they may have to CREATE their own GOOGLE assignment)

Practice Google Doc   DUE FRI, MAR 20

ADD ▼   CREATE ▼   **TURN IN**   NOT DONE

Files you add or create can be viewed and edited by your teacher.

Google Doc Practice - XXXXXXXXXXXXSS
Google Docs   ×

Add private comment...
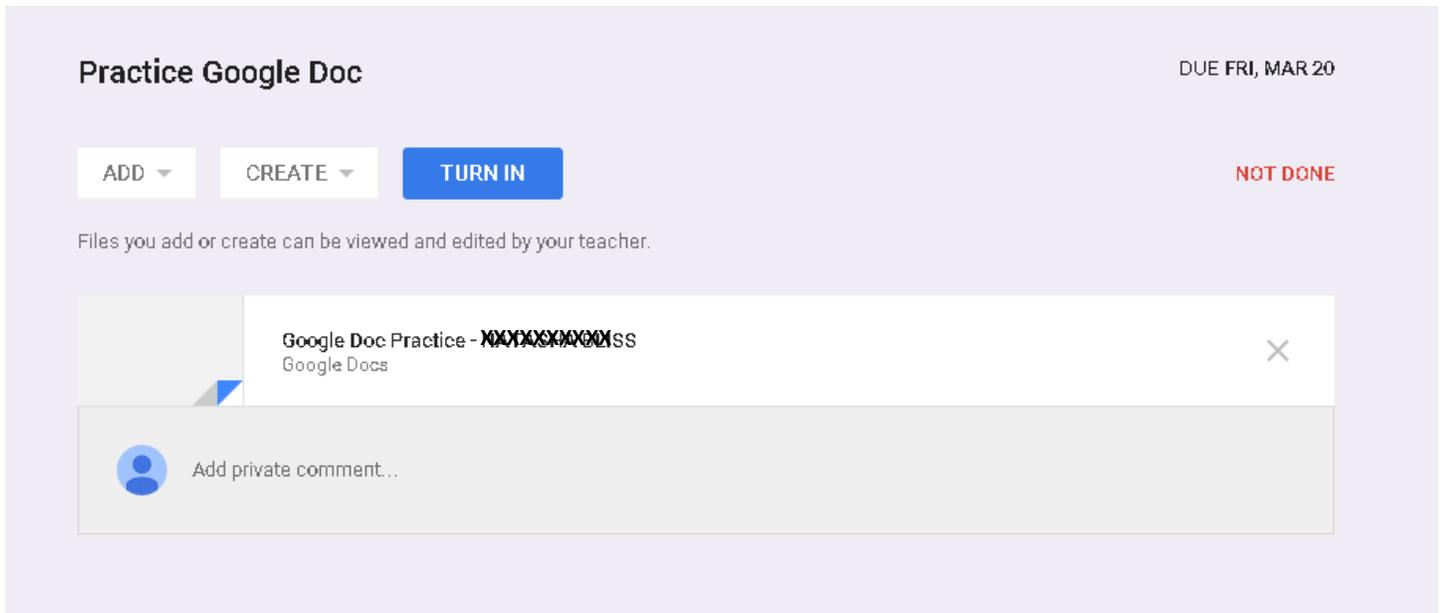
11. When they click on the assignment a new tab will open in Google. Students will begin work. Notice the student's name in the top left of the document (this is the name of the document with the student's name as well)

Tab   × | Account settings   × | My Drive - Google Dri   × | Practice Google Doc   × | Google Doc Practice - ×

C   https://docs.google.com/a/auburn.wednet.edu/document/d/1Pl695CRuYNtHXGfMGS5Sky4q-wphqJl4mYy3JjDYt8c/edit ☆

Google Doc Practice - XXXXXXXXXXXXX ☆ ▣   XXXXXXXXXX0@auburn.wednet.edu ▼

File   Edit   View   Insert   Format   Tools   Table   Add-ons   Help   Last edit was 5 minutes ago   Turn In   Comments   👤 Share

🖨 ↶ ↷ ⎙   100% ▼   Normal text ▼   Arial ▼   11 ▼   **B** *I* U A ▼ co   More ▼   ✏ ▼   ⌃

12. When students are done they simply close the **ASSIGNMENT TAB**

13. Once they are back inside of classroom, they click on the blue button that says **TURN IN**

Turn in your work?

1 attachment will be submitted for "Practice Google Doc".

📄 Google Doc Practice - XXXXXXXXXXXXXXXX

Add a private note to your teacher (optional)

CANCEL   **TURN IN**

14. A dialog box will pop open asking if student wants to really turn in the assignment. **Students would click TURN IN**
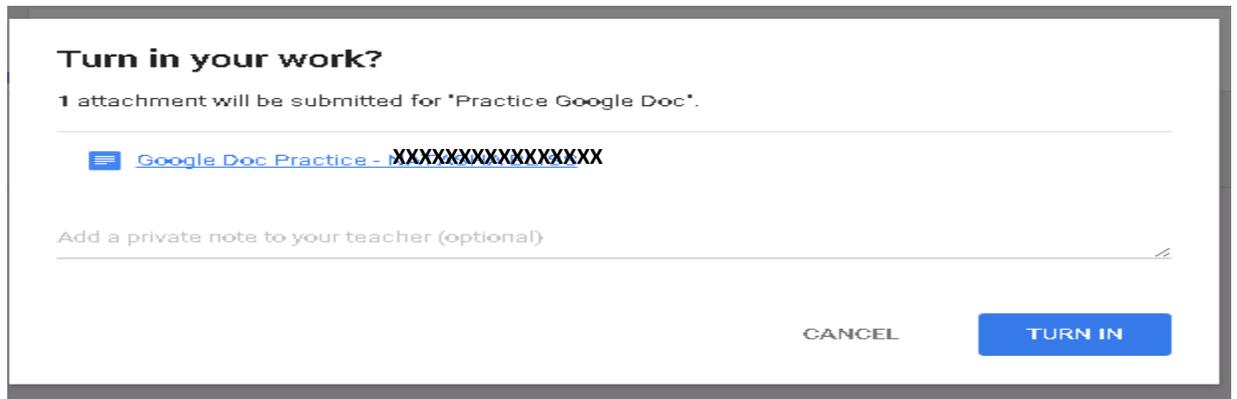
15. Once students turn in their work, the teacher will grade it and the grade will appear back here.