

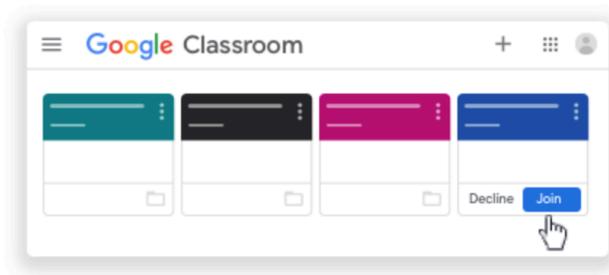
Google Classroom Instructions - Student Version

Yu Ming students can use Google Classroom to receive assignments from their teachers or submit completed work through their class' virtual Google Classroom.

How to Join a Class

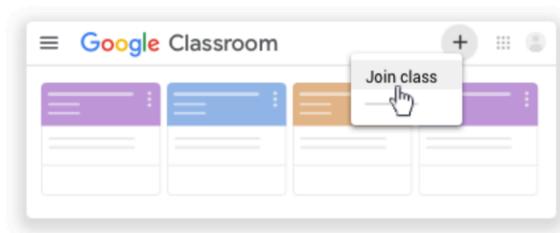
In order to use Google Classroom, a student must join their class by accepting an invitation from the teacher

1. Go to classroom.google.com.
2. Enter child's Yu Ming email address (firstname.lastname@yumingschool.org)
3. Password: mmddyyyy
4. Click "Continue" to join

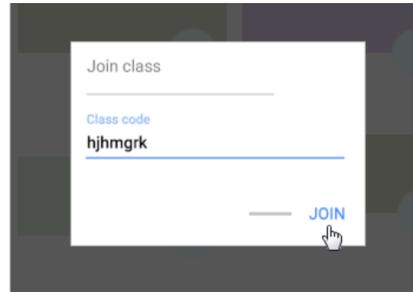


If the above doesn't work, you can also use the class code the teacher sent to join.

1. Go to classroom.google.com.
2. At the top, click Add + > Join class.



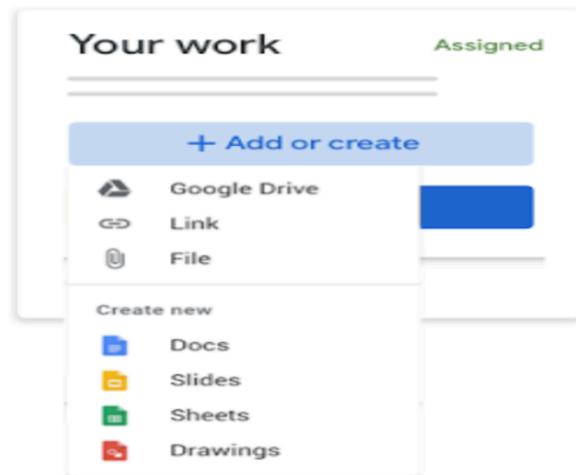
3. Enter the class code and click Join.



Turn in an Assignment

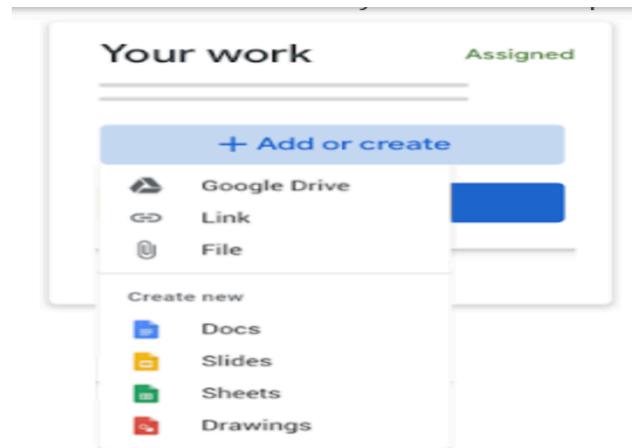
Students can turn in an assignment, create a Google Document, or add files to the assignment.

1. Go to classroom.google.com.
2. Click the class > **Classwork** > the assignment.
3. To attach an item:
 - a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File .



- b. Select the attachment or enter the URL for a link and click **Add**.
Note: You can't attach a file you don't own.
4. To attach a new doc:
 - a. Under **Your work**, click **Add or create** > select Docs , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.

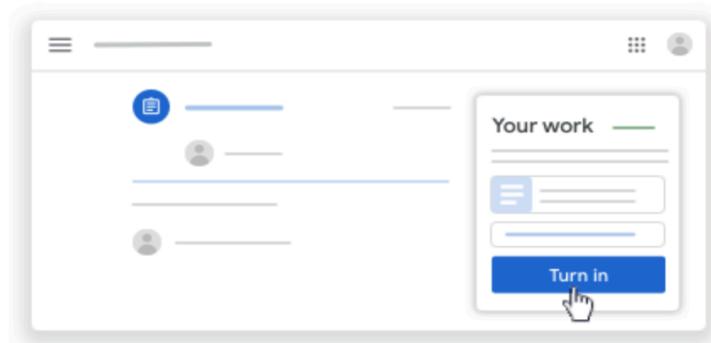


b. Click the file and enter your information.

Note: You can attach or create more than one file.

5. (Optional) To remove an attachment, next to the attachment's name, click Remove **X**.
6. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post >.
7. Click **Turn In** and confirm.

The status of the assignment changes to **Turned in**.



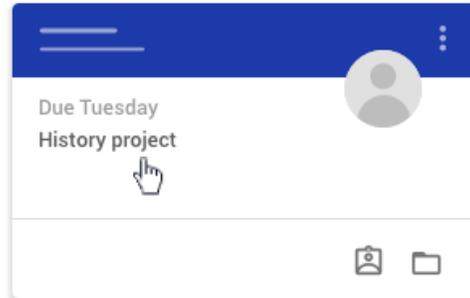
* Video Tutorial for [Chromebook](#) and [iPad](#) user

How to Quickly See Upcoming Work on the Classes Page

On the Classes page, on a class card, you can see work due within a week. You'll see the title and due date for up to 3 items.

1. Go to **classroom.google.com**.

2. (Optional) To see details, click the title of the work.

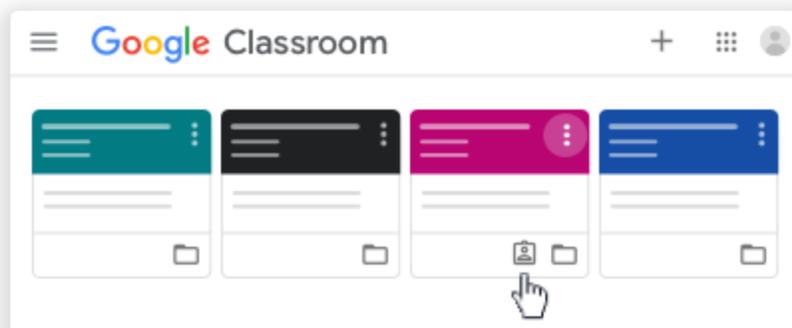


See All the Work for a Class

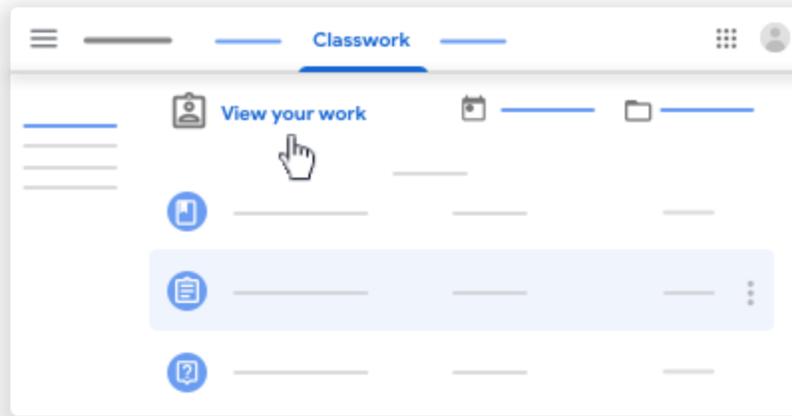
You can see a list of all your work on the Your work page. You can review assignments and due dates, and see any work that's late or missing. You can also filter your work by status: Assigned, Returned with grade, or Missing. If you want, you can see additional details, such as comments or attachments.

1. Go to classroom.google.com.
2. Choose an option:

On a class card, click Your work..



Click the class > **Classwork** > **View your work**.



3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work > **View details**.
4. (Optional) To filter your work, under Filters, click **Assigned, Returned with grade, or Missing**.

See the Latest Work and Announcements

You can see the latest work and announcements on the Stream page. The most recent post is always at the top.

1. Go to classroom.google.com.
2. Click the class.
3. (Optional) To see any instructions or feedback, click the assignment or question.

See Work Arranged by Topics

Your teacher might arrange work by topics, such as homework or essays, on the Classwork page.

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click **Classwork**.
4. Under a topic, look for Question (?) or Assignment.
5. (Optional) To see any instructions or feedback, click the post > **View assignment or View question**.