

Getting Started: Google Classroom

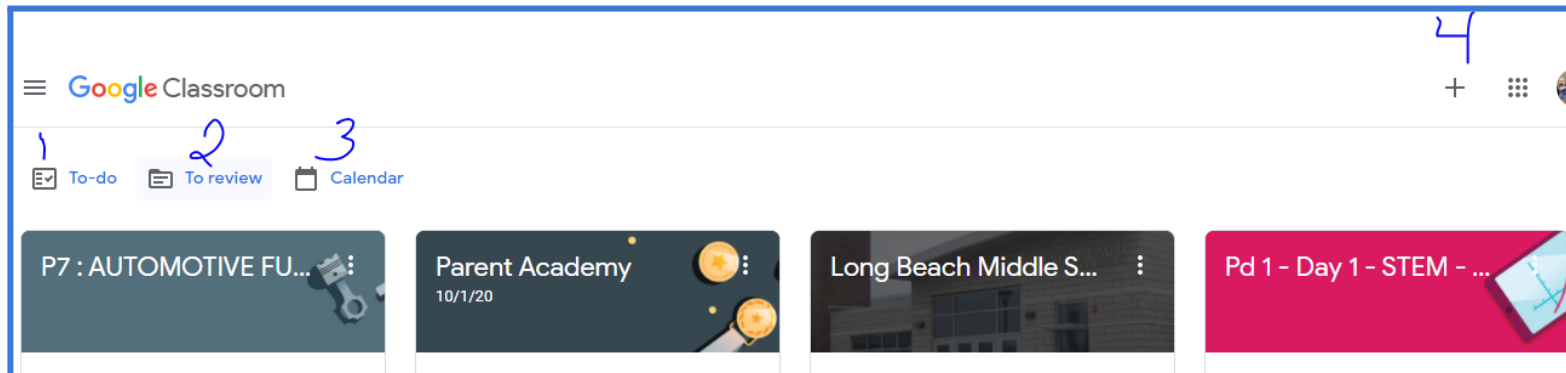
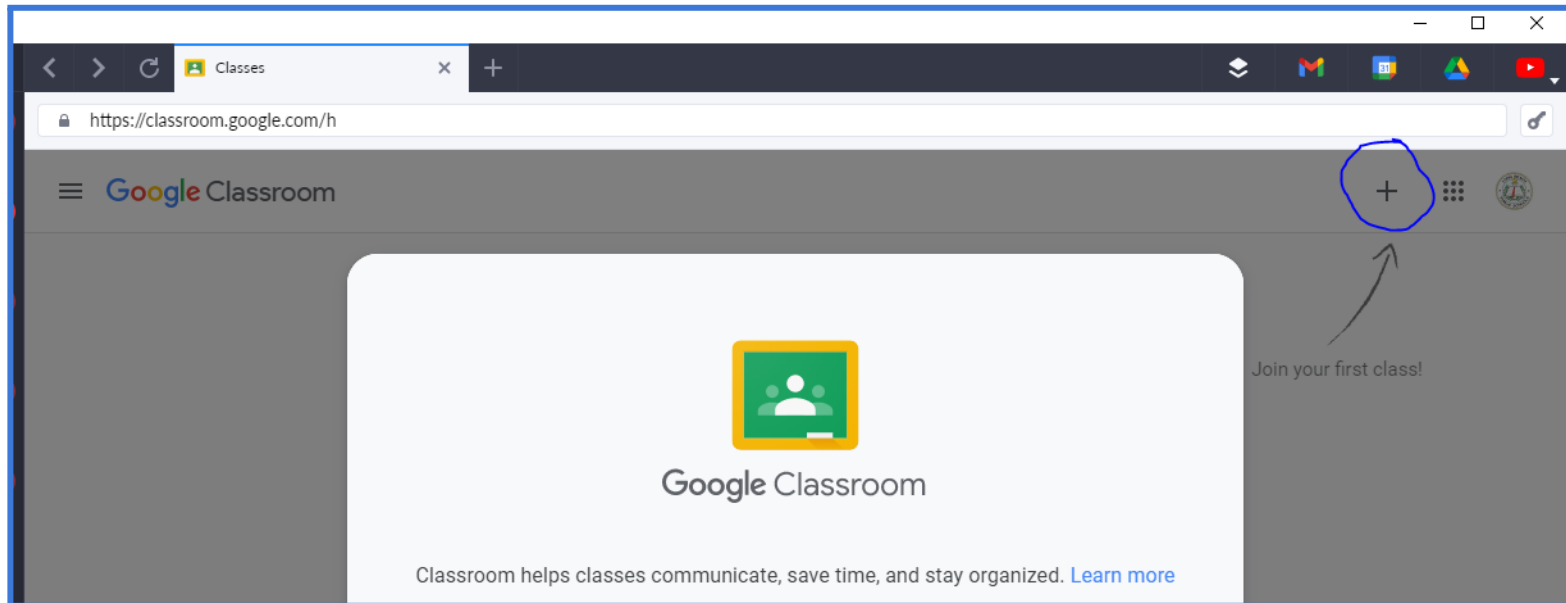
What is Classroom?

Google Classroom is a way for students and teachers to share coursework, assignments, and ideas. It allows students to interact with the teacher and peers easily. It works seamlessly with Google Drive to

Getting Into Classroom:

Google Classroom works in any browser, but best in Chrome. There is also a mobile app to use it on an iPad, iPhone or Android device.

Students entering a Classroom **must** use their Long Beach Google account (@lbeachg.org). The account is listed on the student's Schooltool profile.

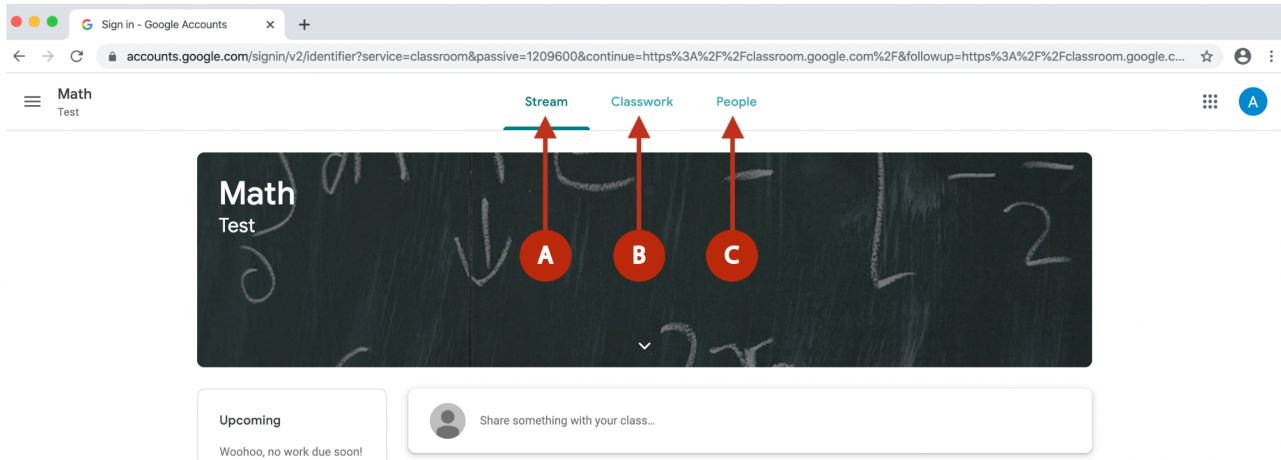


1. Upcoming assignments and notifications.
2. Materials returned for student review
3. Calendar view of events, due dates, etc.
4. Add a new class

Adding Classes

1. Schedule-based - Classes are automatically added based on a student's Schooltool schedule. This includes specials, electives, and some co-curricular activities.
2. Join Code - Some extracurricular activities and athletic teams might utilize Classroom too. The advisor or coach will provide a Join Code that can be entered in the + icon indicated in the previous section.

Navigating Classroom



A - Stream - A list of assignments, announcements, and comments. Newest items appear at the top of the stream.

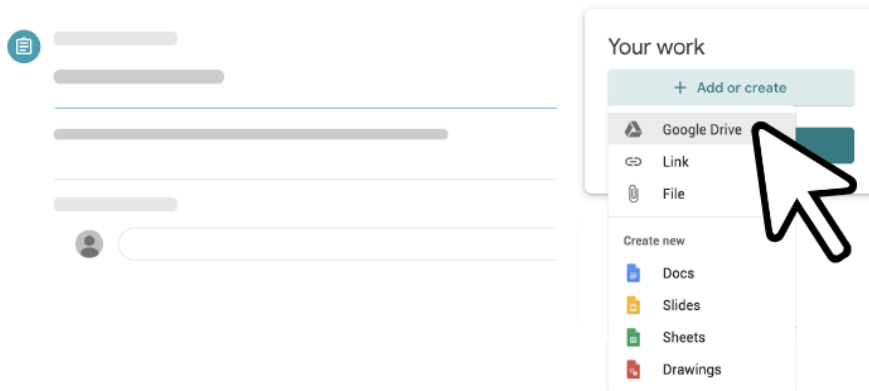
B - Classwork - A list of assignments, class materials, classroom discussion, and quizzes.

C - People - A list of teacher(s) and classmates.

The teacher asked me to...

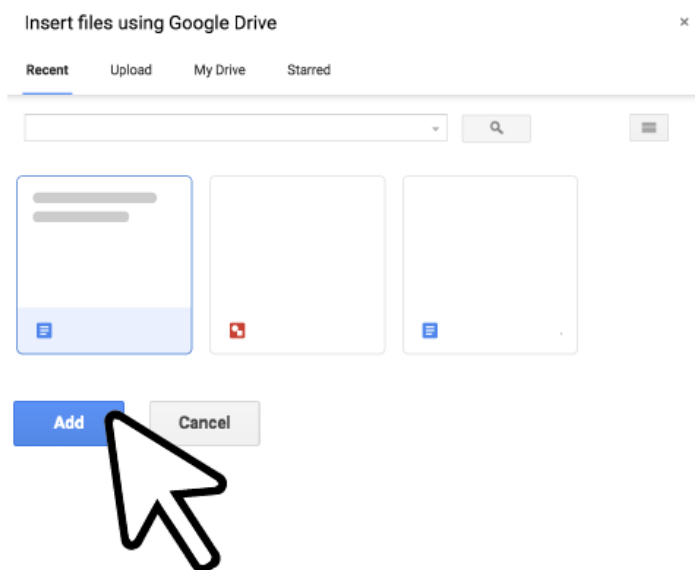
Turn in a Google Doc, slideshow, spreadsheet, drawing, or another file stored in Google Drive

1. Select "Google Drive"

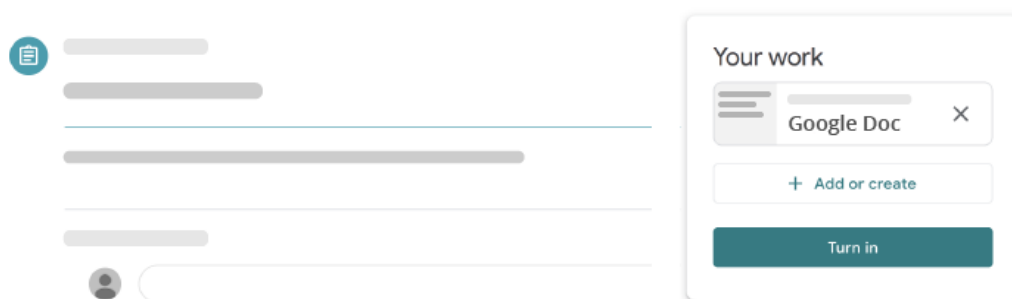


2. Locate the file (Google Doc, slideshow, spreadsheet, drawing, or other file) you want to turn in and select it

3. Click the “Add” button

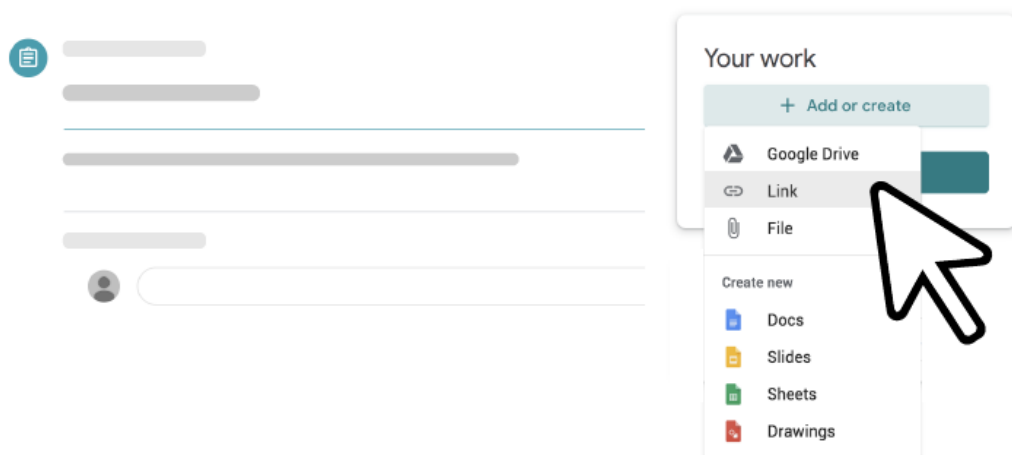


4. Your Google Doc will now appear in the “Your work” section



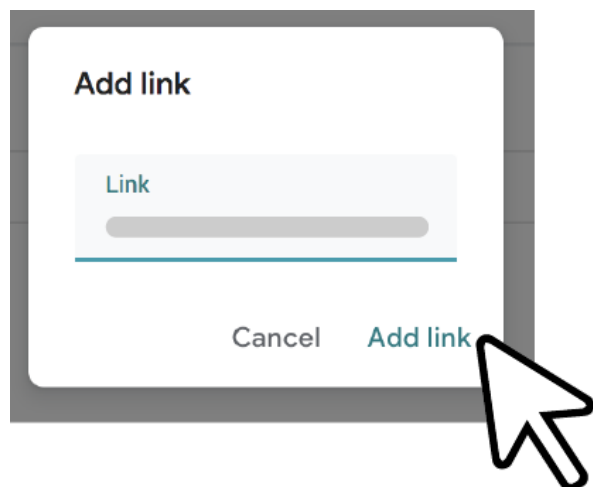
Turn in a link

5. Select “Link”



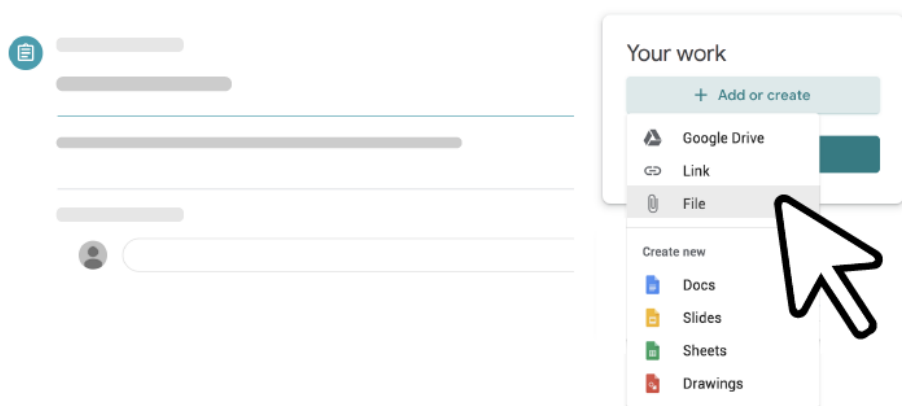
6. Paste in a URL (link)

7. Click the “Add link” button

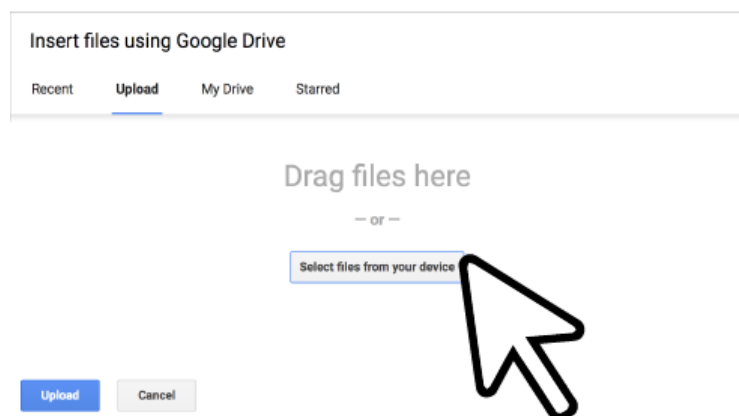


Turn in a file (not a Google Doc)

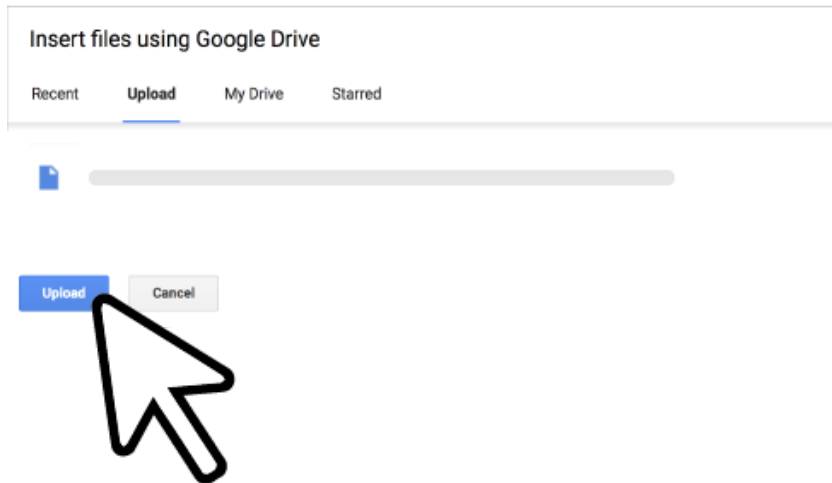
8. Select “File”



9. Drag a file from your computer into the window, or click the “Select files from your device” button

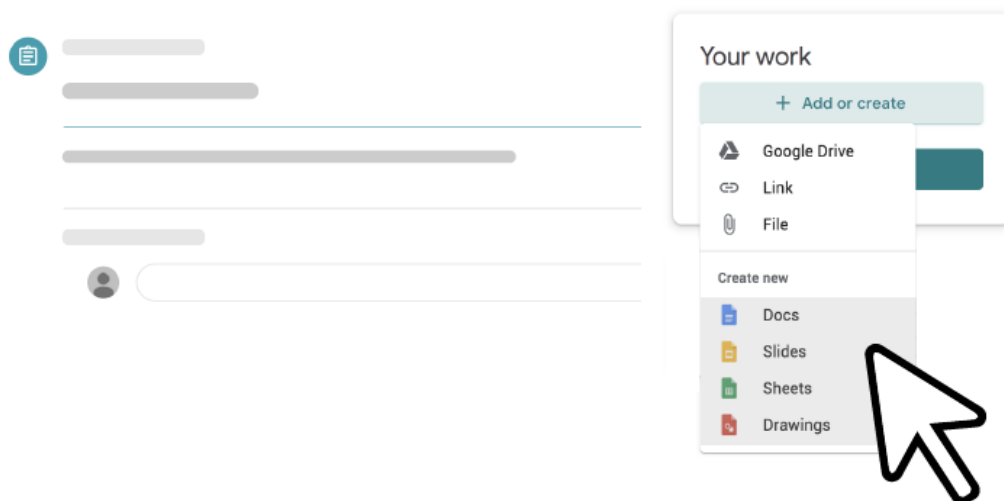


10. Click the “Upload” button

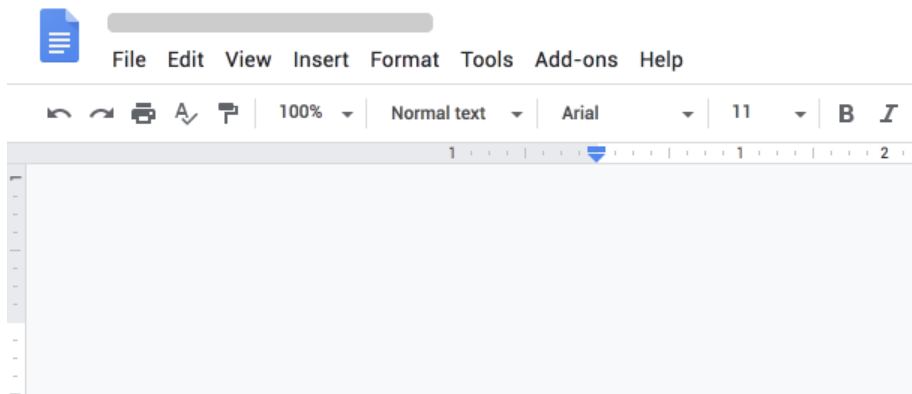


Make a new Google Docs, Slides, Sheets, or Drawings document

11. In the “Create new” section, choose which kind of file you would like to create



12. A new window or tab will appear with your new document (the new document will have your name and the name of the assignment in the title)



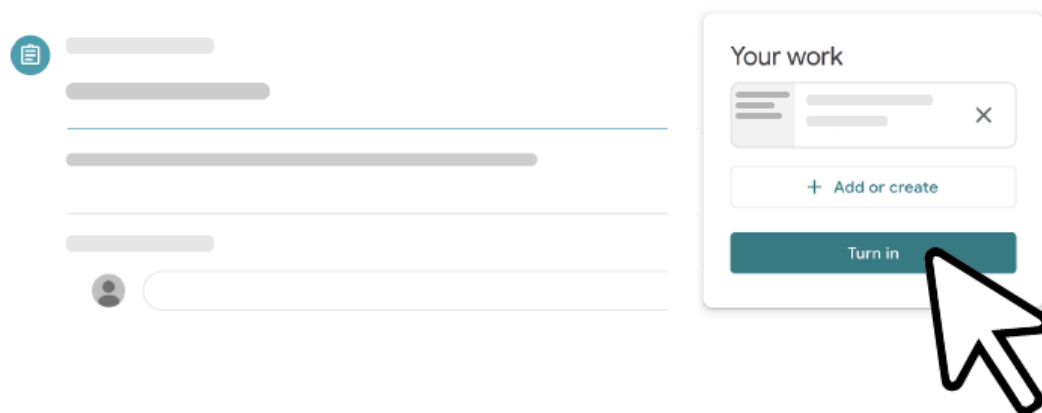
13. Write, create a presentation, spreadsheet, or draw your assignment in the new document

14. Close the document when you are finished

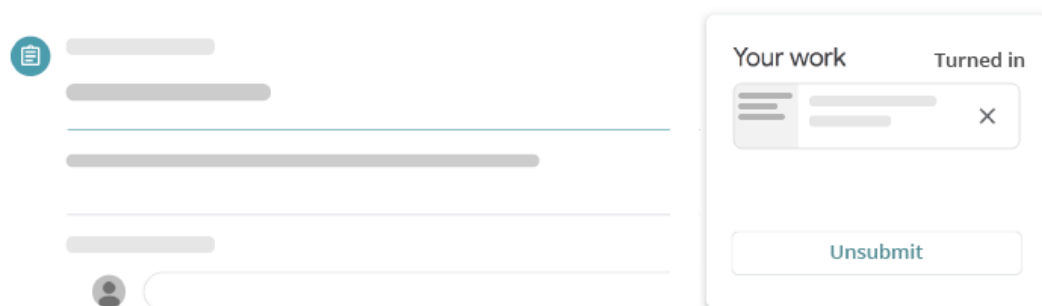
Ok, I'm ready to turn in my assignment...

15. Check the "Your work" section to be sure your work is done and listed

16. Click the "Turn in" button



17. The assignment status will change to "Turned in" and the button will now say "Unsubmit"



18. Success!

Please note that your teacher may provide further directions in the "Instructions" section of the assignment that let you know what to do.