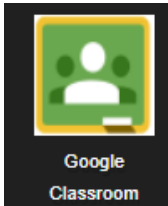




Google Classroom



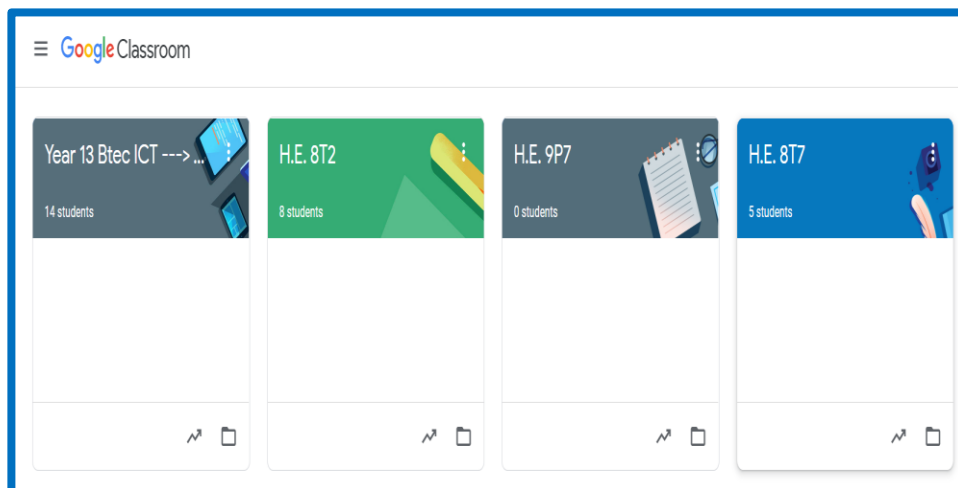
TOP TIP: When you first download or use Google Classroom it is extremely important that you use your c2k email address to set it up - for example: cmettleton487@c2ken.net

Joining a Classroom:

To join a classroom your teacher will either send you an email with a joining link or give you a classroom code. **If you are using a code you must make sure that you use your c2k email to join.**

On the Google Classroom homepage you will only see classes which you have joined.

Laptop or computer view



Mobile device view





Viewing Work

Click on the class you want to view work for, you will see this window:

The screenshot shows the 'Test Class' interface in the 'Stream' tab. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People'. Below the header, there is a blue banner with the text 'Test Class' and an illustration of a camera, glasses, and a laptop. On the left, an 'Upcoming' section displays the message 'Woohoo, no work due in soon!' with a 'View all' link. The main content area features a 'Share something with your class...' input field and two assignment posts by TANYA GREER: 'Spreadsheet Section 5 - Understanding Check (T...)' dated 20 May and 'SS Quiz' dated 17 May (Edited 18 May).

The “**STREAM**” window is where you will find the latest announcement from your class teacher.

To view your Classwork you need to click on the “**CLASSWORK**” tab.

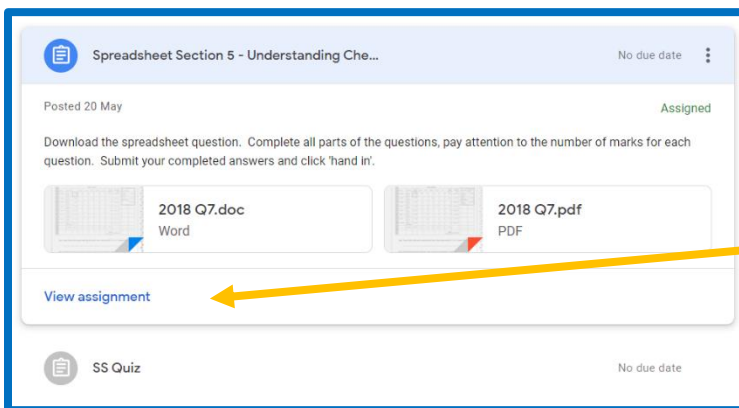
The screenshot shows the 'Test Class' interface in the 'Classwork' tab. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People'. Below the header, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area displays two assignments: 'Spreadsheet Section 5 - Understanding Che...' with 'No due date' and 'SS Quiz' with 'No due date'.



Here you will find instructions to any tasks and any assignments that need completed. It is important that you try to submit your assignments on time – the **“DUE DATE”** will appear here beside the instructions.

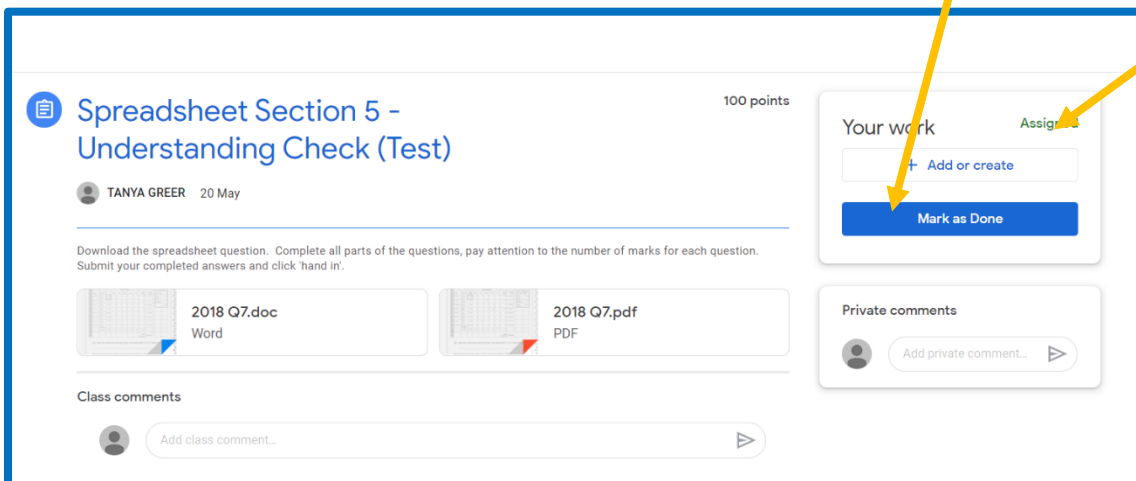
Submitting Work:

To submit completed work you must follow the instructions given by your teacher. If they require a document to be uploaded – follow these steps:



Read the instructions then open the document. Click on view assignment.

Once you have completed the task you need to click on **“Mark as Done”** AND **“Add or Create”**

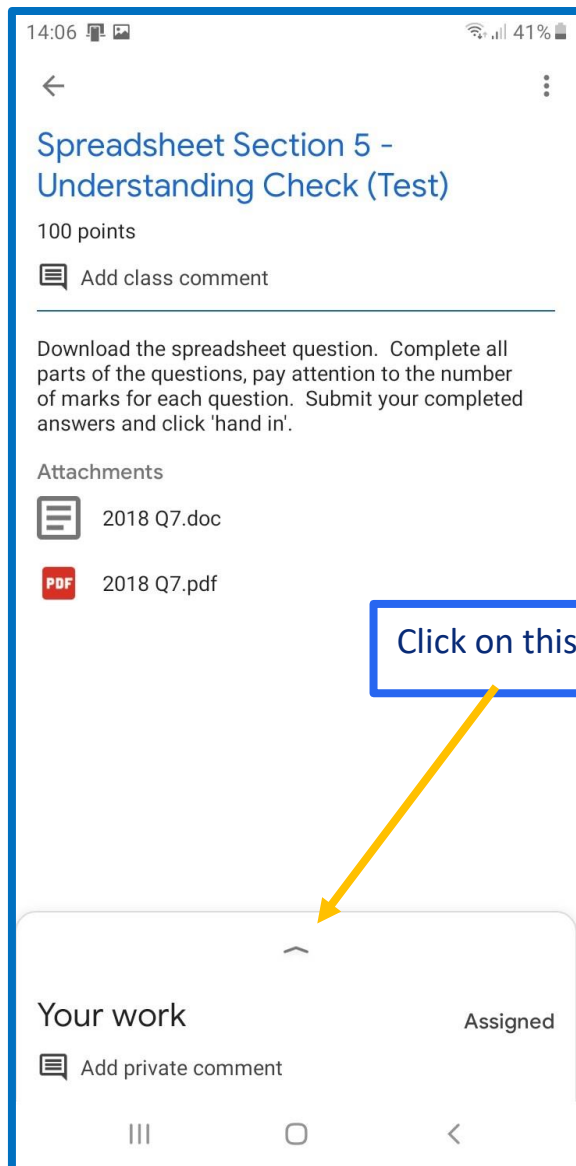


You can add a private comment to let your teacher that your work has been uploaded or to ask a question.

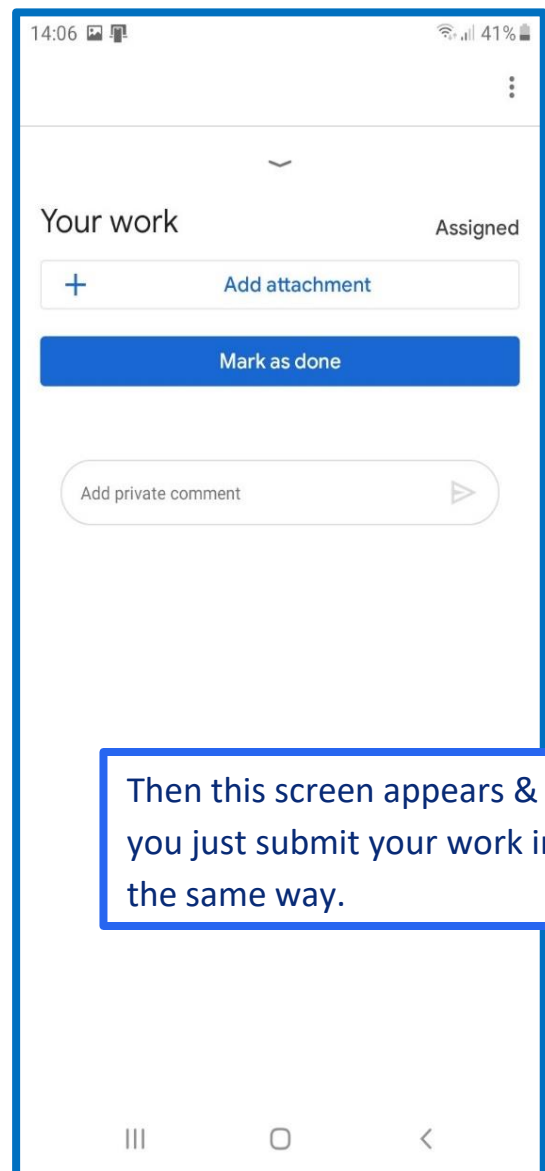


Submitting Work using a mobile phone:

The same process is completed if you are using a mobile phone or tablet however there is a slight change. Once you have viewed and completed the task:



Click on this arrow



Then this screen appears & you just submit your work in the same way.