

A Comprehensive Guide to Google Classroom

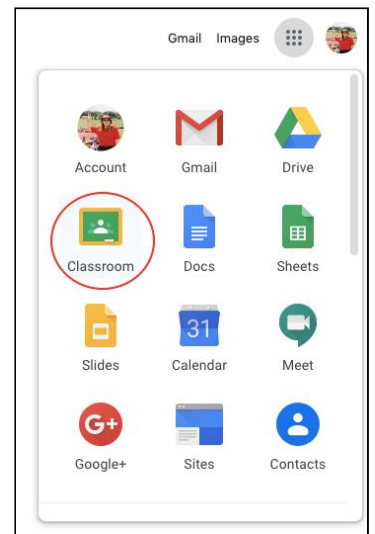
Kia ora whanau, here is your step by step guide on how to use, utilise and manoeuvre Google Classroom. This guide will include info on the following:

- Entering a new Google Classroom
- Understanding what the tabs mean
 - Finding the work that your teachers have set
- How to upload and hand in work

GETTING STARTED - ENTERING A NEW GOOGLE CLASSROOM:

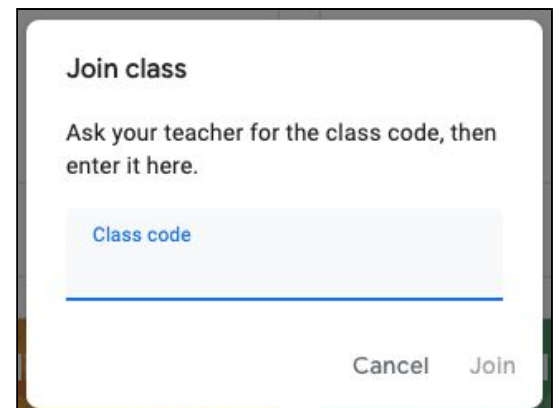
In a new tab, open Google Classroom.

To enter a new Google Classroom, you will then need to click on the 'plus' symbol at the top right of the screen (see below), and then click 'JOIN CLASS'.

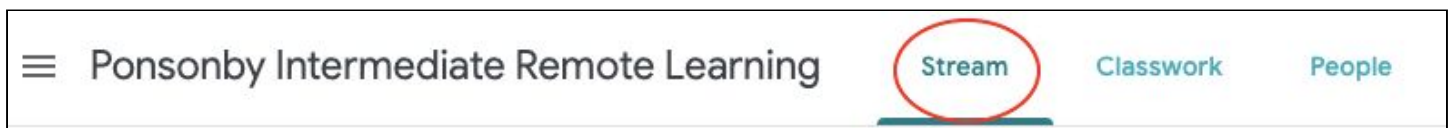


It will then ask you to enter a class code - input the correct code that you have been given (they are case sensitive).

Once the code has been entered, it will take you to your class' Google Classroom Stream (homepage).

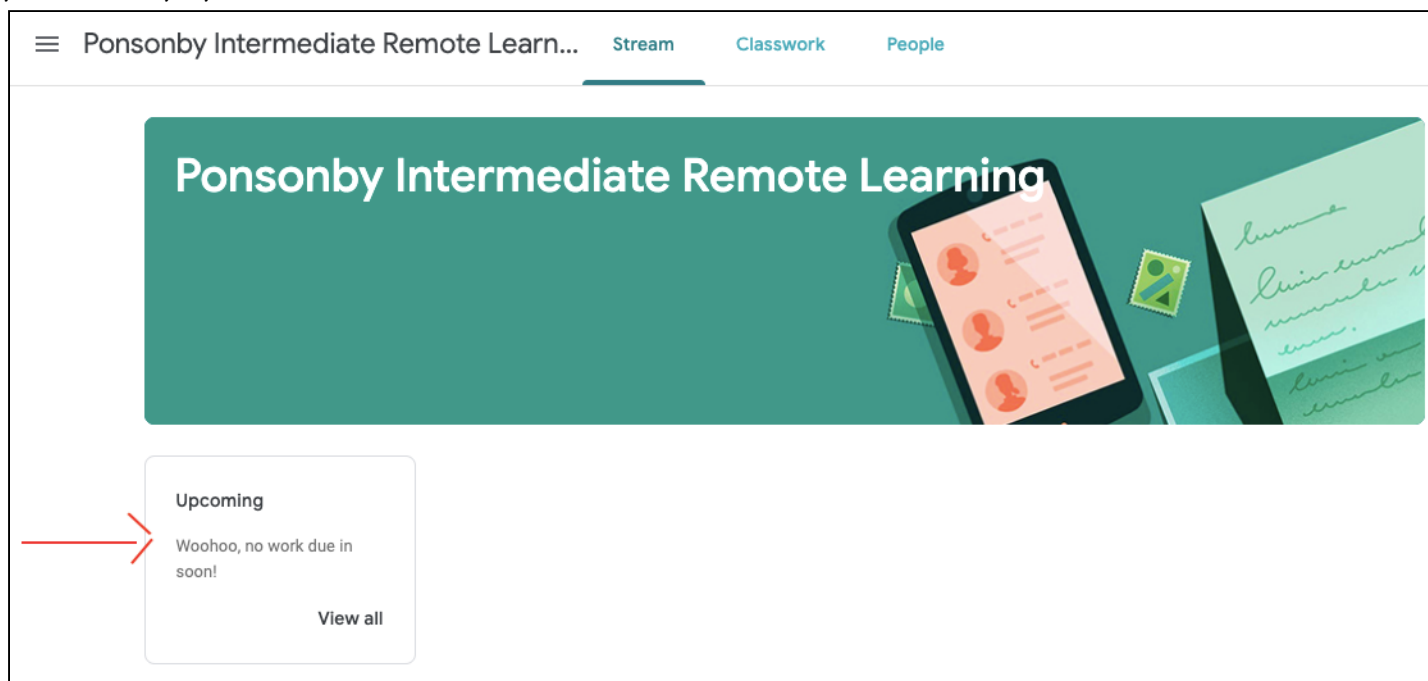


UNDERSTANDING THE STREAM:



The Stream is where you will see the title page, tabs for other areas of Classroom, and an 'Upcoming' box which will show you your deadlines when you have them.

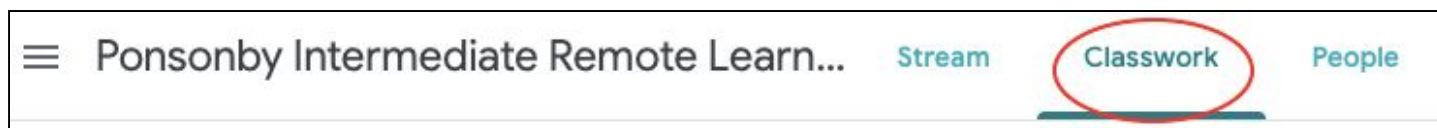
The 'Stream' is like a homepage - everything that the teachers post will show up on this page. It is the best place to keep up to date with announcements, info and recent work.



Everything that gets posted by your teachers will show up here - keep up to date!

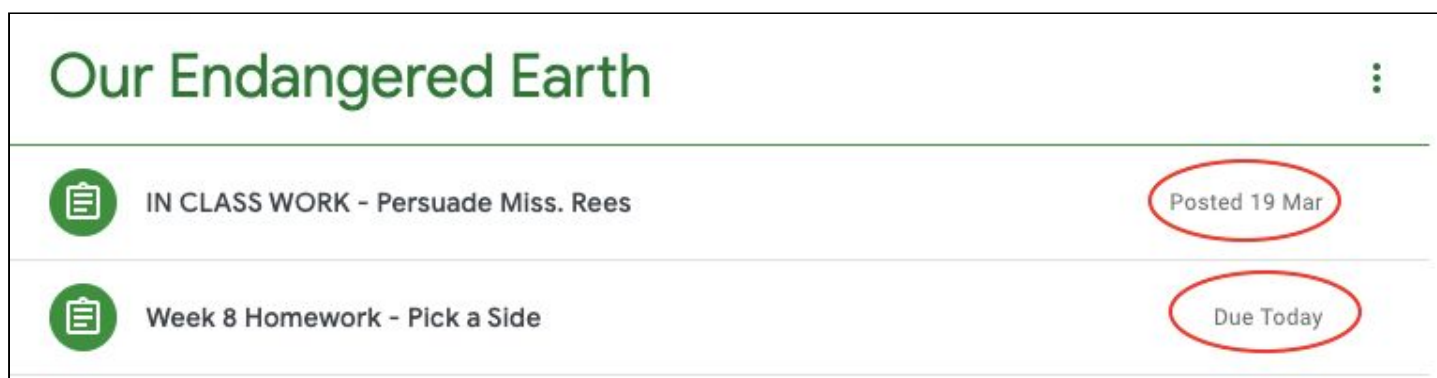
WHAT DO THE TABS MEAN?

We have covered 'STREAM' but what does the 'CLASSWORK' tab have?



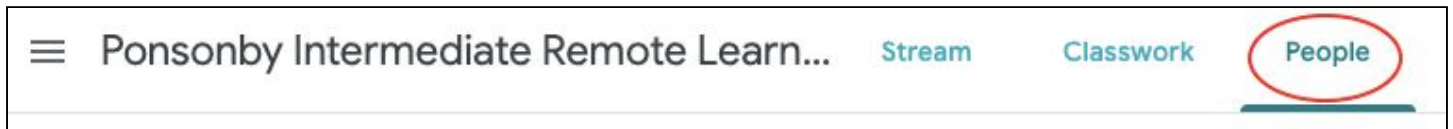
The 'CLASSWORK' tab is where you can find your Assignments and work that requires you to act on it. For example you may need to respond to a question, submit a document or complete a quiz that has been set by your teacher. This is the work that has a due date noted to the side (*see below for an example*).

It is likely that this work will be organised by Subject.



WHAT DO THE TABS MEAN?

Lastly, what does the 'PEOPLE' tab include?



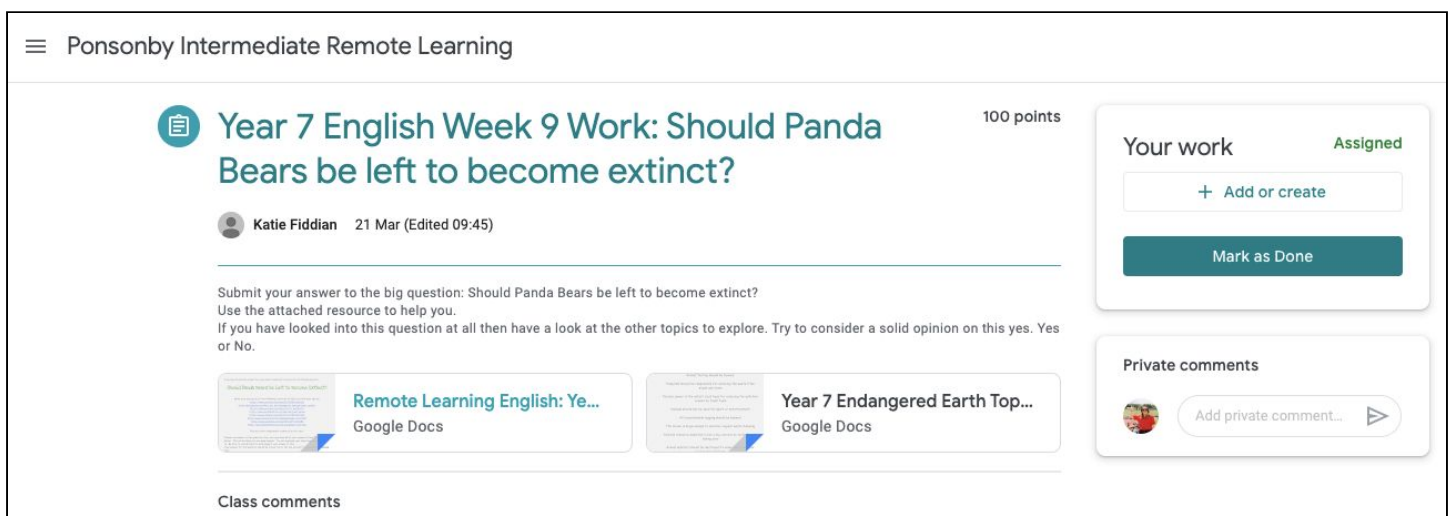
This tab will show you what teachers are a part of the Google Classroom and who can post assignments, updates and information for you. Here is an example of what it might look like:



HOW TO UPLOAD AND HAND IN WORK

Firstly, click on the assignment that you would like to submit your work to. It will have the instructions for the task and how you can be successful with this task.

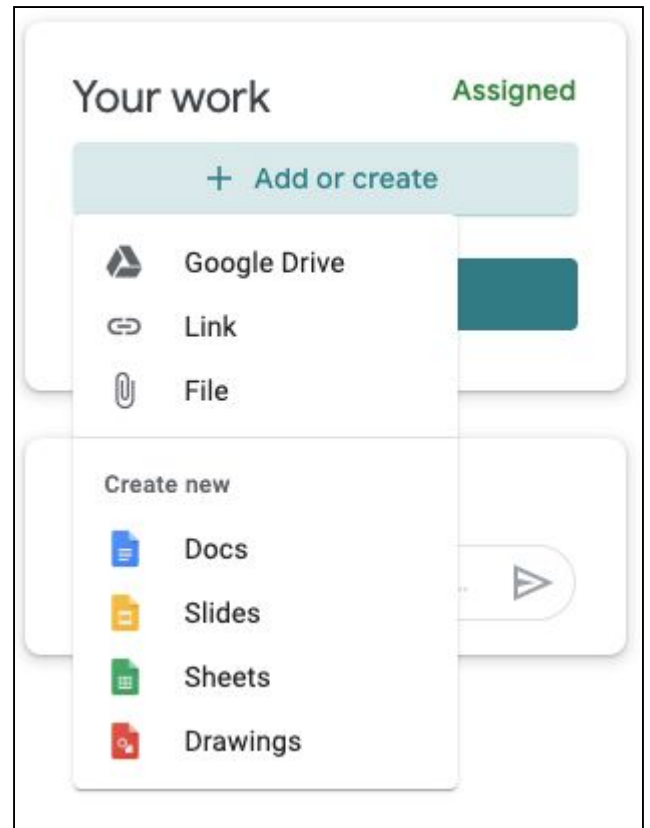
On the right handside: the 'YOUR WORK' box is where you will submit the document with the completed work.



- Click on 'Add or Create'
 - ADD means that you are wanting to add a document from your Google Drive (a document that already exists)
 - CREATE means that you are going to create a brand new document to hand in
- (See here)

Once the document is attached, be sure to click 'HAND IN'
- this tells your teacher that you have finished your work.

*****IMPORTANT***** Once you click 'HAND IN' you lose the right to edit your work on that document anymore. So, **MAKE SURE** that you are finished before you click 'HAND IN'.



(See below)

