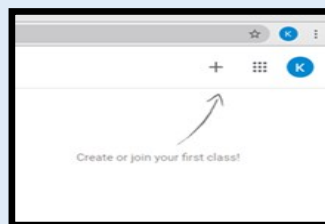


Joining a class

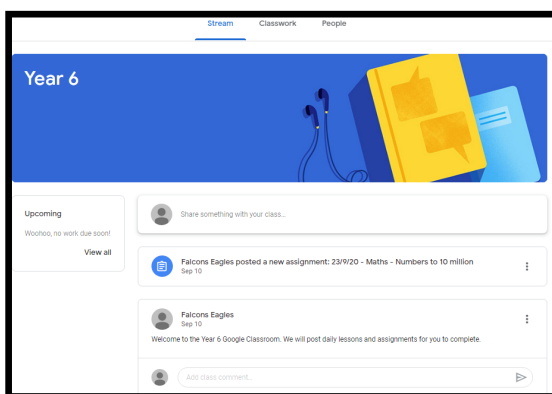
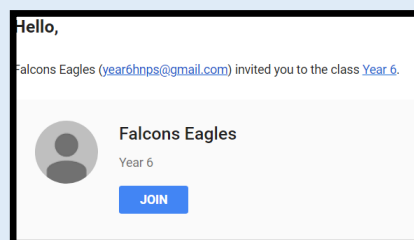
There are two ways to join a Google Classroom:

- 1.) Type classroom.google.com in your browser.
- 2.) Sign in to your account.
- 3.) Click on the + sign and then join a class.
- 4.) Enter the code that you have been sent.



An alternative way to join a Google Classroom:

- 1.) Log on to your emails.
- 2.) You will have been sent an invitation to join the Google Classroom.
- 3.) Click on the email and select 'Join'.



Stream

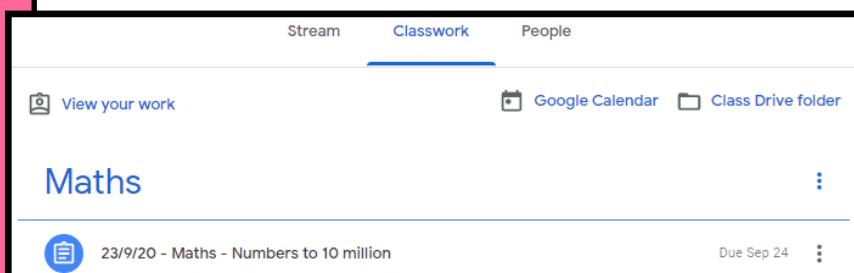
The Stream is where class messages are displayed. You are able to comment on them.

When new assignments are posted, they will also be shown on the Stream

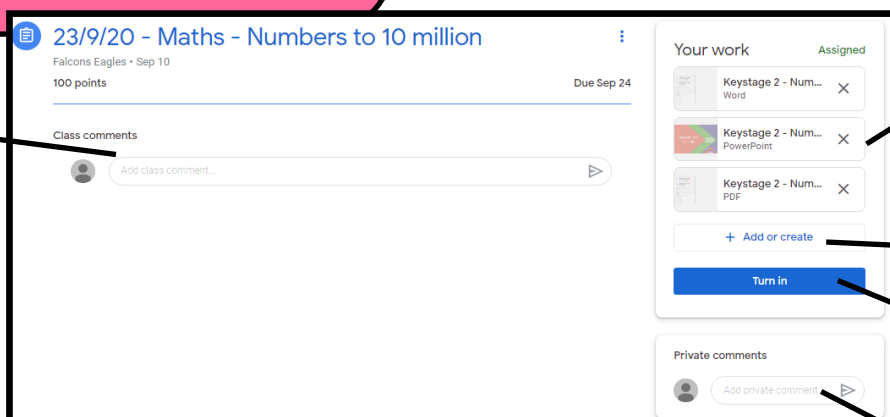
Classwork

Your teacher will set you daily assignments for different subjects.

There will be PowerPoints and videos that will teach you how to do something. There will also be activities for you to complete to apply the skills and knowledge that you have been taught.



When you comment here, everyone in your class can view the comment.



View the documents that are attached to the assignment.

Once you have completed your work, you can add it (so your teacher can see it) and then click on 'Turn in'.

Private message your teacher about the work.

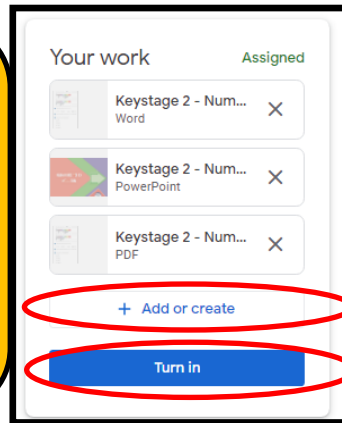
How to complete an assignment

There are different ways in which an assignment can be completed.



In a workbook or on paper

You may choose to complete the assignment in a workbook or on a sheet of paper. You can then photograph your work, add it on to the assignment and then click on 'Turn in'.



On a computer

- 1.) Click on the activity/task.
- 2.) Select 'Open with Google Docs'.
- 3.) Type your answers into the document. The document will automatically keep saving. When you've finished, close the tab.
- 4.) In the 'Your work' section, select 'Add or create'.
- 5.) Select 'Google Drive'.
- 6.) Find and select the file with your work in. Next click on 'Insert'.

