
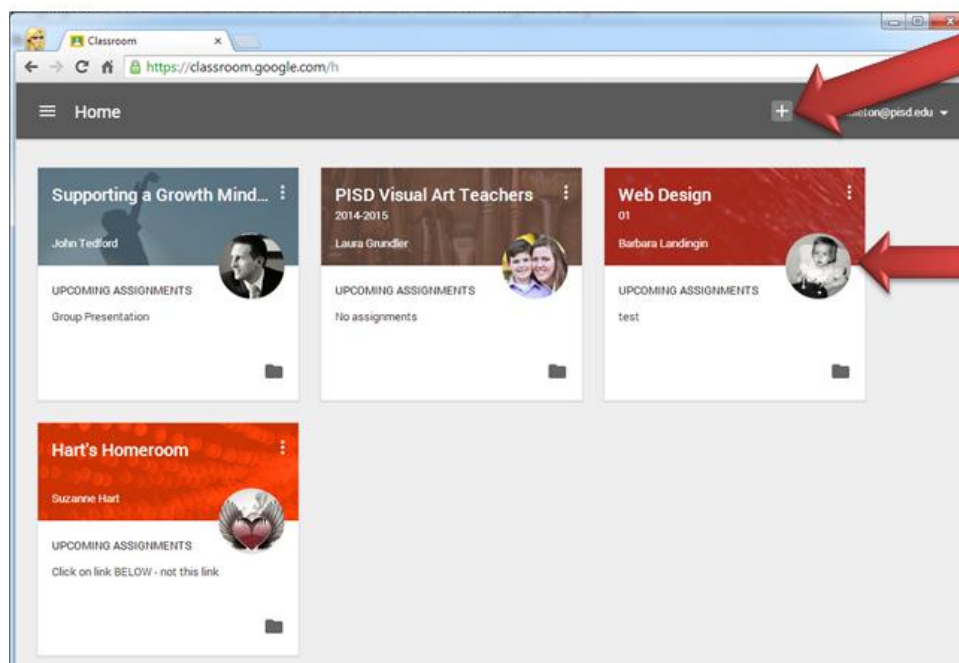
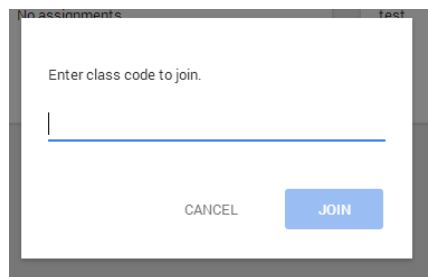


Getting Started in Google Classroom – Student Instructions

1. Open **Google Chrome**  and go to **classroom.google.com**
2. Sign in to Google using your **PISD email address and network password**
Student email configuration is your user name then @mypisd.net:
firstname.lastname.#@mypisd.net (Example:john.smith.6@mypisd.net)

Note: if you are unable to log in, the likely cause is a password that is too short; the password needs to contain 8 characters. You can change the password yourself by pressing Ctrl+Alt+Delete on your keyboard. Select Change a Password and follow the prompts. Your new Google password will work within a few minutes.

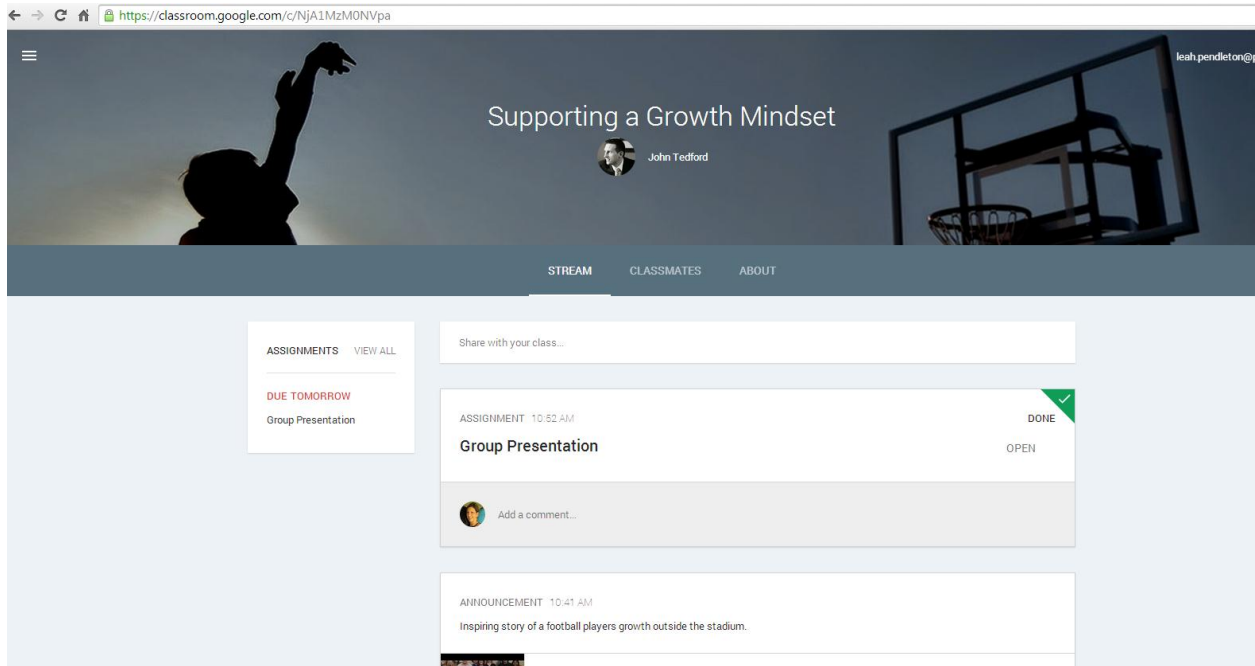
3. Click the **+ sign** on the top right to enter your teacher's **class code** and click **Join**.



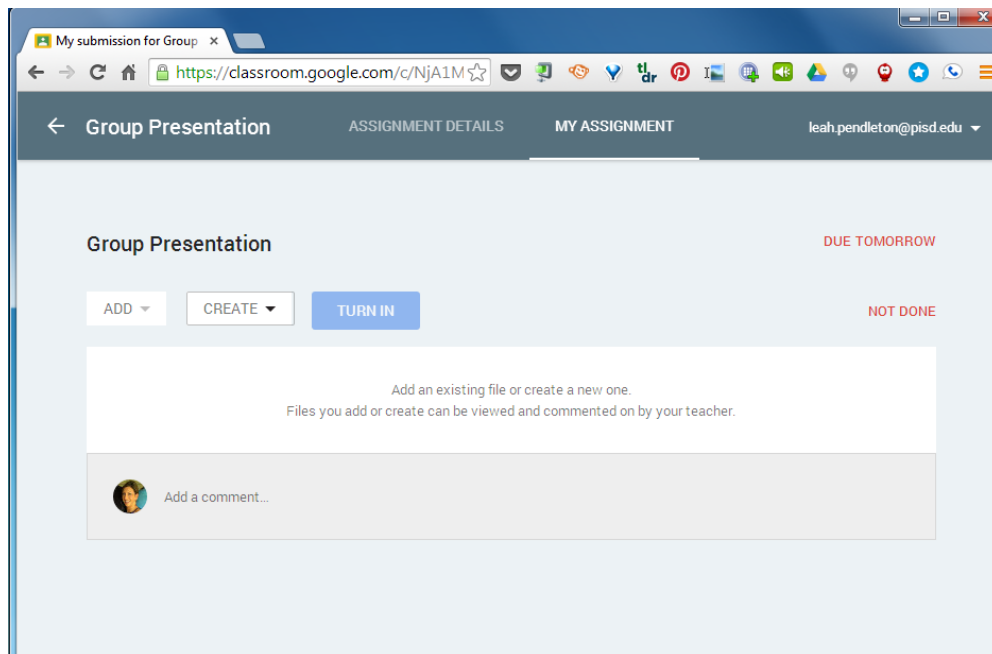
Click the Plus sign to enter a class code

After you've joined a class, it will appear here

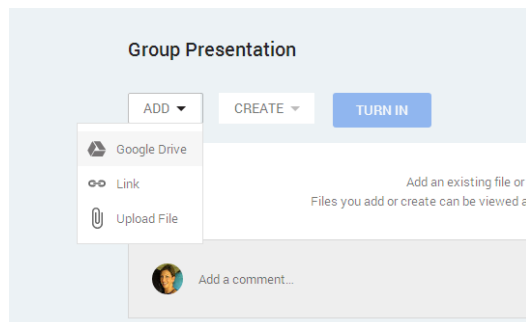
4. When you enter your classroom, you will see Assignments and Announcements. The example below is an Assignment.



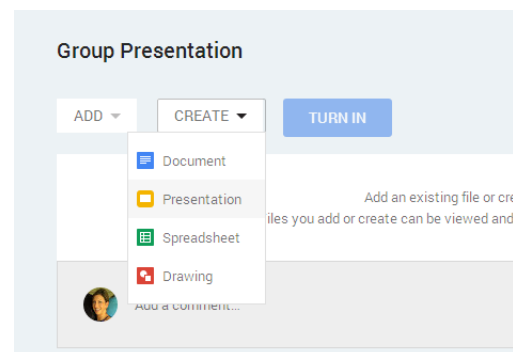
5. After you click on it, you can read about what the assignment is and eventually click on Add or Create to submit your work. More details on how to do this on the next page. Then click Turn In. Make note of the due date!



Click **Add** to add something you've already made in Google Drive, a hyperlink, or upload an existing file. (More info about Google Drive is below in #6).

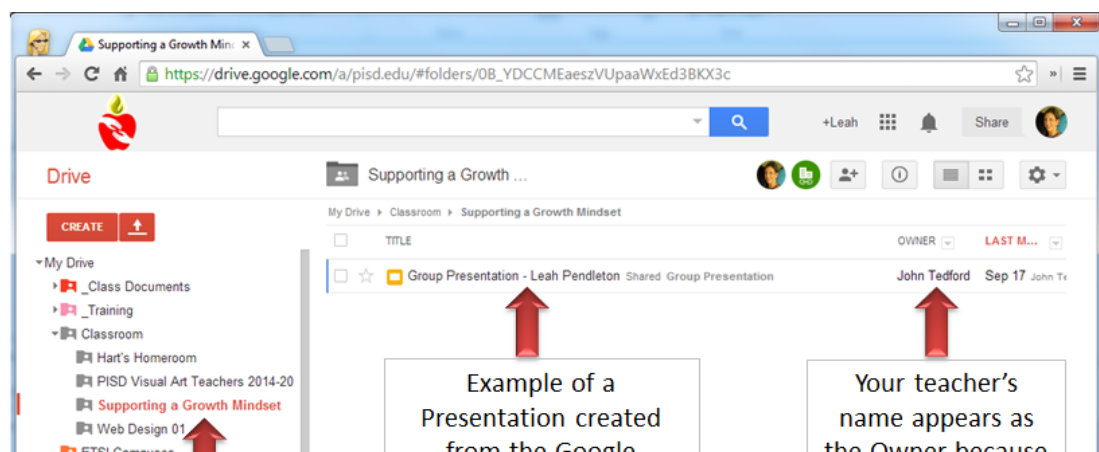


Click **Create** to create a **new** Google Doc/Presentation/Spreadsheet/Drawing. It will be housed in your Google Drive and in your Google Classroom folder.



Only you and your teacher can see if you enter a “Private Comment” in an Assignment. No other students will be able to see this.

6. Google Classroom works with your Google Drive account. Using your PISD email address and network password, you can sign in to Google Drive at drive.google.com, the same way you sign in to Google Classroom. **When you join a Google Classroom, a “Classroom” folder will appear in your Google Drive.**

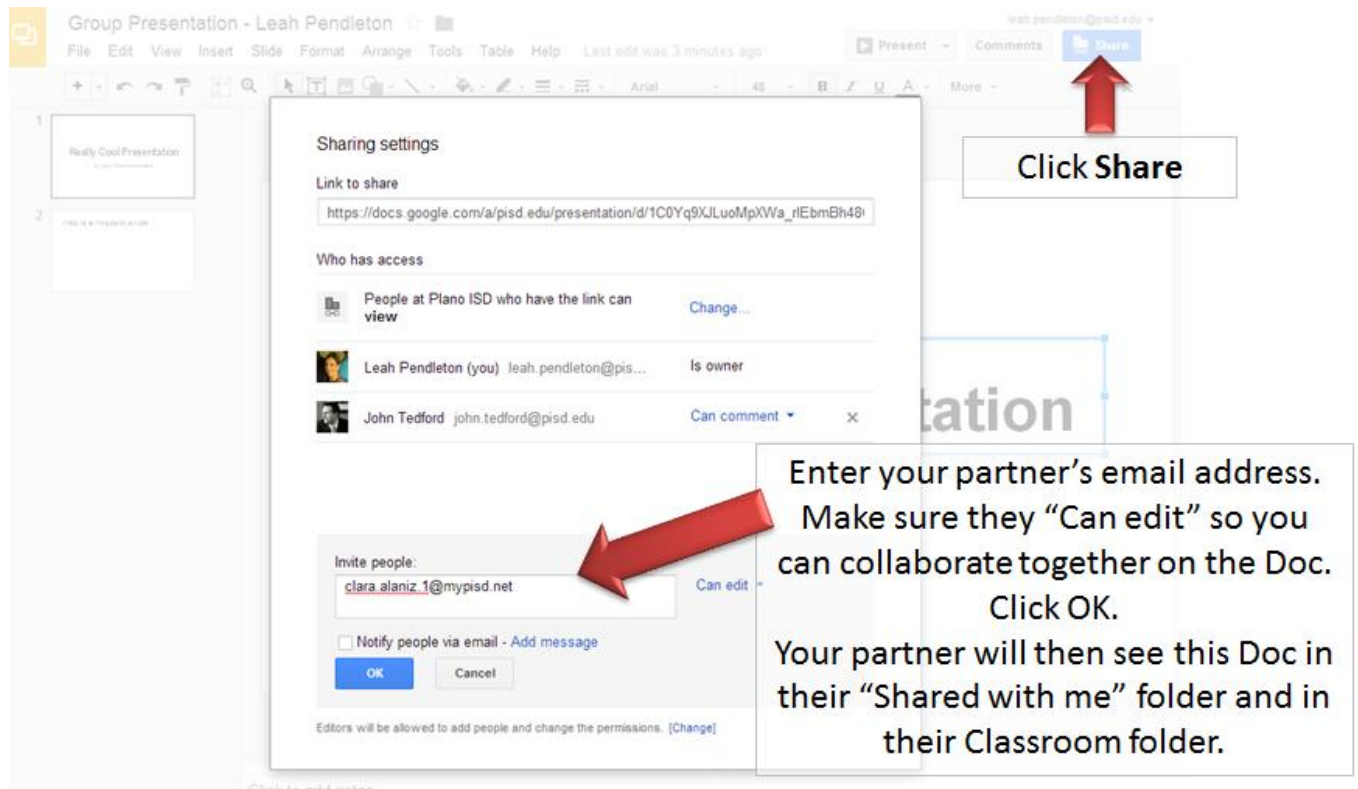


When you join a Google Classroom, a “Classroom” folder will automatically appear in your Google Drive. Inside that folder will be a folder for each of the Google Classrooms you’ve joined.

Example of a Presentation created from the Google Classroom Assignment. Your name appears in it.

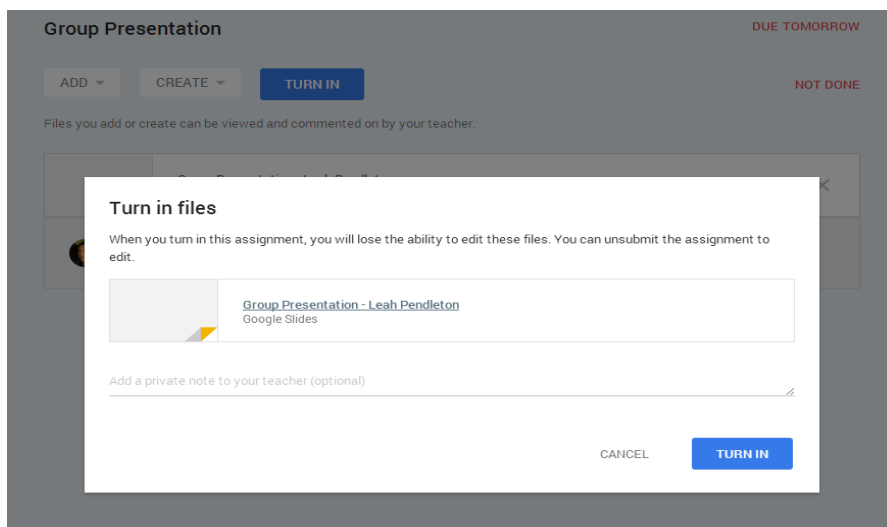
Your teacher’s name appears as the Owner because he/she created the Assignment.

7. If you are going to be working on a Google Doc/Presentation, etc. with one or more other students, one of you will need to Share it with your partners' email addresses. Open the Doc/Presentation, etc., click **Share**, and follow the directions below.



The screenshot shows the Google Slides interface with the 'Sharing settings' dialog box open. A red arrow points to the 'Share' button in the top right corner of the Slides window. Another red arrow points to the 'Invite people' input field in the dialog box, which contains the email address 'clara.alaniz.1@mysisd.net'. A text box on the right side of the dialog box contains the following instructions: 'Enter your partner's email address. Make sure they "Can edit" so you can collaborate together on the Doc. Click OK. Your partner will then see this Doc in their "Shared with me" folder and in their Classroom folder.'

8. When you are ready to turn in your work, go to the Assignment post in Google Classroom and click **"Turn in"**. The message warns you that you won't be able to work on the assignment again once you submit it. You can also add a message to your teacher if you want. For example, "My partner on this Presentation was Clara." Then click Turn in.



The screenshot shows the Google Classroom interface with the 'Turn in files' dialog box open. The dialog box has a title 'Turn in files' and a warning: 'When you turn in this assignment, you will lose the ability to edit these files. You can unsubmit the assignment to edit.' Below the warning, there is a preview of the file 'Group Presentation - Leah Pendleton' (Google Slides). There is also a text field for 'Add a private note to your teacher (optional)'. At the bottom of the dialog box, there are 'CANCEL' and 'TURN IN' buttons. In the background, the Classroom assignment page shows a 'TURN IN' button and a 'DUE TOMORROW' status.