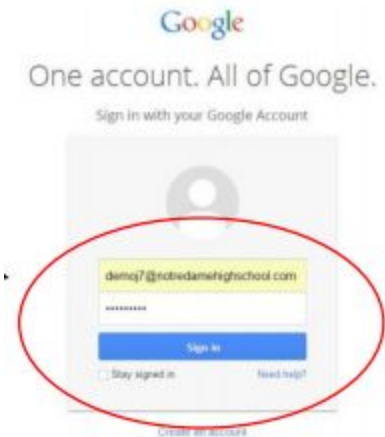


Google Classroom for RRPS Students

- 1) Open chrome browser
- 2) Type accounts.google.com in the address line and hit enter
- 3) Sign in to Google using your RRPS email and password.



- 4) Once signed into Google, go to <https://classroom.google.com/>

Now that you entered the class let us take a look at some of the features of Google Classroom.

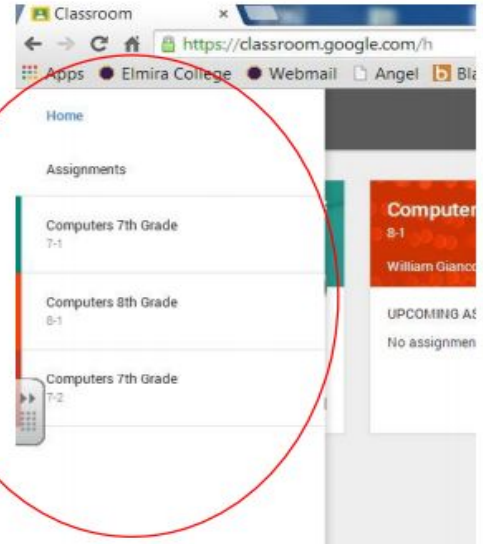
Your Home button gives you access to your settings and assignments from all classes.

This is where you can join more classes, as well as sign out of your account.

These are your Class Icons. They are a quick view of announcements and upcoming assignments. To enter the class for more detailed info, simply click on the class name.

Start Up Guide for Google Classrooms for Students Cont'd

The image to the right displays the Home Button's options. You can select individual classes to go to; go back to your "Home" screen; or look at all your "Assignments" from each class as a whole.



The image below is an example of an individual class.

Home Button – Use to navigate to other classes; to see all assignments; or return to the "Home" screen.

Class and Teacher Information - Click on the "Envelope" button to email the teacher directly.

Account Name – Log out of Google

Views – Stream, Classmates, About tabs change the view and information displayed in class.

Assignments Notifications- List of all upcoming assignments.

Class Feed/Stream – This is where you post items to share with class, or check out detailed announcements and assignments from the teacher.

HOW TO VIEW AND SUBMIT ASSIGNMENTS IN GOOGLE CLASSROOM:

1. Login to your Google classroom (same as chromebook login) at classroom.google.com
2. Click on the name of the class you need if more than one class is shown.
3. Scroll down to the assignment you wish to complete.
4. Click the box to the right of the assignment that says OPEN (do NOT click on the actual name of the document attached to the assignment yet!)
5. Click the name of the attachment/s if any. If teacher has not included attachments, follow the prompts you see to open or create your own attachments within Google Drive.
6. Complete or edit the work as needed. It may take a moment for any attachments the teacher has made you to load and become editable. Be patient.
7. Click Turn In (at the top right) to submit.
8. Select Turn it In again if prompted.
9. You know you have done it when you see a black bar across the top of your screen with the message saying you have submitted the assignment!

*Note: After submitting an assignment, you will NO longer be able to edit the document!
If you unsubmit in order to make changes AFTER the due date the work will now be seen as late.*