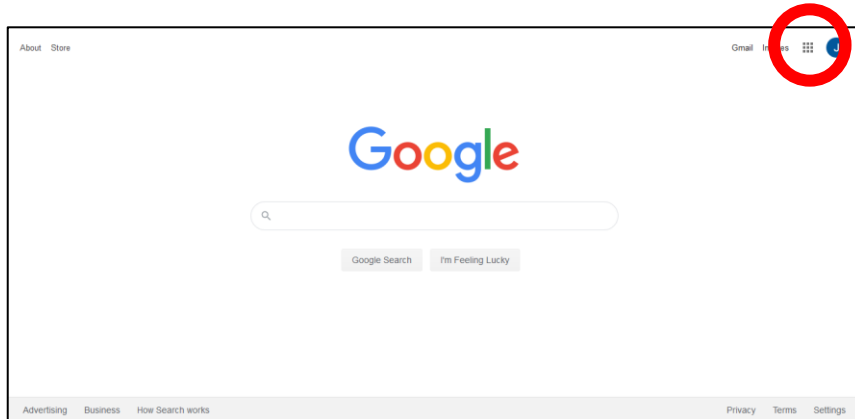


# GOOGLE CLASSROOM HELP

## To sign on to Google Classroom:

Go to google.com

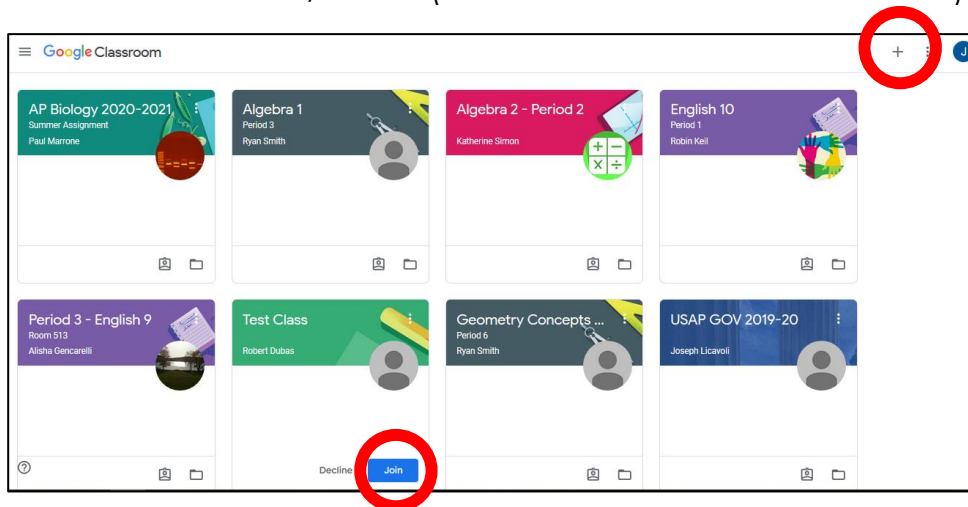
Click on the nine boxes on the top right, and then click "Classroom"



If necessary, sign in using your school log-in information.

## To add a class:

Click the plus sign on the top right and add the code given to you by your teacher or coach/advisor (clubs and teams use Classroom too!)



OR, your teacher may have already invited you, so just click "Join"!

## Main Screen:

The picture above shows an example of what your screen will look like.

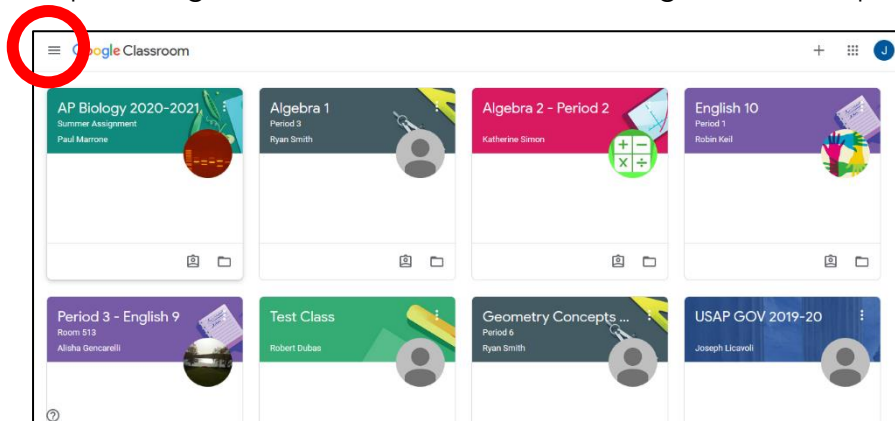
Each class will likely have an assignment listed right below it.

## How to stay organized:

First, drag and drop your classes so they are in order from period 1 – 8.

Each day, click on each teacher's Classroom for that day and read any announcements. Also write down each assignment and its due date.

You can use the "To-Do" function or the "Calendar" function to help you stay on top of assignments also. Click the "hamburger" on the top left to access them.



When you click on "To-Do" it will look like this... You can change from "All Classes" to a specific class, and you will see what you still owe.

