

Google Classroom Procedures

1. Login using your school Google account username and password (contact your teacher or Mr. Scott if you do not remember or have your username and password)
2. If you have a screen that says “We are sorry, but you do not have access to Email”, simply click in the URL address bar near the top of your screen and type “google.com” in the address bar and you will be in your student Google account.
3. Look for the 9 squares that I call the “Rubik’s Cube” over in the top right corner of your Google screen and click on it. Choose Classroom from the items that appear in the menu.
4. You should see a menu on the left hand of your screen that shows your class or classes. Click on the icon in the bottom of the class screen that looks like a picture with a portrait in it.
5. At this point, you may go straight into an assignment if your teacher has given you one or you may go into the “Stream” that shows any posts by your teacher or fellow students. If you need to see the posts, click on your class name at the top left of your Google screen (sjcs23)
6. At this point, you can look through any posts of comments by your teacher or your classmates and click on any links that your teacher may have provided for you to look at. If your teacher has posted an assignment, be sure to click on the post about the assignment to get to it. (You may also be able to click on the word “Classwork” at the top of your screen to access your assignment(s).
7. Once in the assignment, follow any instructions and view any documents or links that have been provided by the teacher. If your teacher has asked you to do some work based on the video or document, you will need to click on the “+ Add or create” button in the box titled “Your work” on the right side of your screen and choose docs, sheets, or whatever type of item you need to create.
8. Upon completing any work in a document, choose the “Turn in” box at the top right hand of your screen next to the blue “Share” button. You will see a pop-up menu in the middle of your screen and if you are ready to do so, click “Turn in” in the bottom right corner of the pop-up menu. If not ready, click cancel and go back to finish or change your document.
9. If you decide you need to change your document that you have “turned in,” you can always click “Unsubmit” in the “Your work” box and continue working on your document until you are ready to turn it in again. You can also add any private comments that you want to share with your teacher in the box that is labeled “Private comments.”

If you have any questions about these instructions, contact Mr. Scott (dscott@stjosephucsonaz.org) or your teacher.