


# GOOGLE CLASSROOM GUIDE

## INITIAL LOGIN

1. Before visiting Google Classroom, logout of all other Google accounts (e.g. Gmail).
2. Go to Classroom at [classroom.google.com](https://classroom.google.com).
3. Login using your Open Circle Google Classroom account email and temporary password.
4. Accept the terms and conditions to use this new Google account.
5. Create a new password (something secure and easy for you to remember) and click **CONTINUE**.
6. Select **STUDENT**.
7. Click the **JOIN** button.
8. Click on 2018-19 Classroom Teacher Program Graduate Level Course to access the course.

*Note: Any class announcements will appear under the **STREAM** tab*

## VIEWING AND SUBMITTING ASSIGNMENTS

1. Login at [classroom.google.com](https://classroom.google.com) with your Open Circle account email and password.
2. Click on 2018-19 Classroom Teacher Program Graduate Level Course.
3. Click on the **CLASSWORK** tab (top middle of screen) to access the assignments.
4. Click on the icon to open the assignment. 
5. Under each of the assignment requirements, there is a **template** for you to use to complete each assignment. The template's name includes the assignment title and your name. Click on the assignment template to open it and then type your response in the template (your document will automatically save and you can reopen it later and continue editing as needed by clicking **VIEW ASSIGNMENT**).
6. When you have completed your assignment, return to **VIEW ASSIGNMENT** by closing the Google Doc tab or switching back to the Classroom tab. Then click **TURN IN**.  
***Do not click ADD or CREATE to attach other files. Complete your assignment using the provided template.***

## VIEWING A GRADED ASSIGNMENT

1. Login to Classroom at [classroom.google.com](https://classroom.google.com) using your account email and password.
2. Click on 2018-19 Classroom Teacher Program Graduate Level Course to access the course.
3. Click the **CLASSWORK** tab scroll to find your assignment and click on the title to open it.
4. Click **VIEW ASSIGNMENT**. Your grade will appear in the upper right. You may see comments below your submitted document. Click on your submitted document's title to open it and see any additional comments or suggested edits.