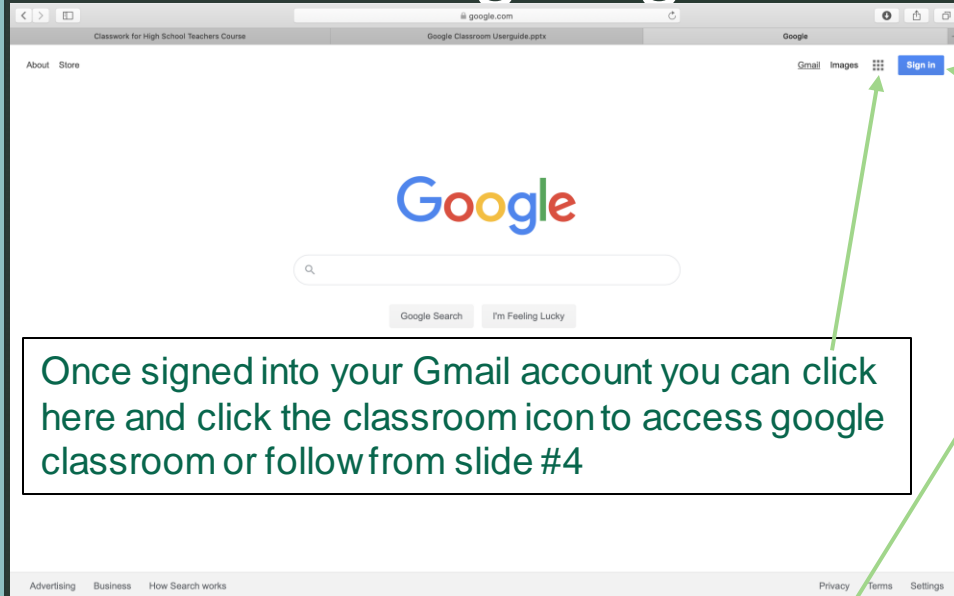




Navigation Guide

Gmail-Google Classroom

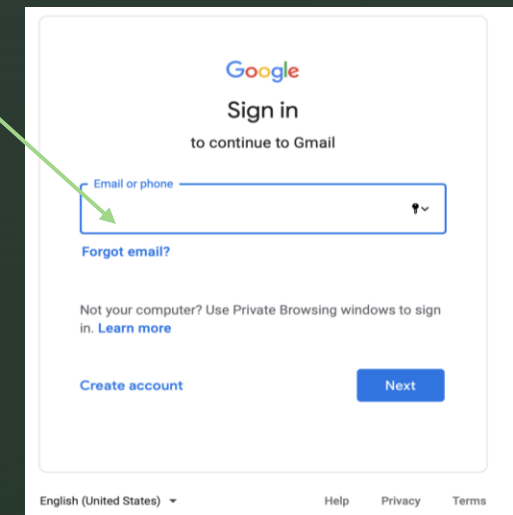
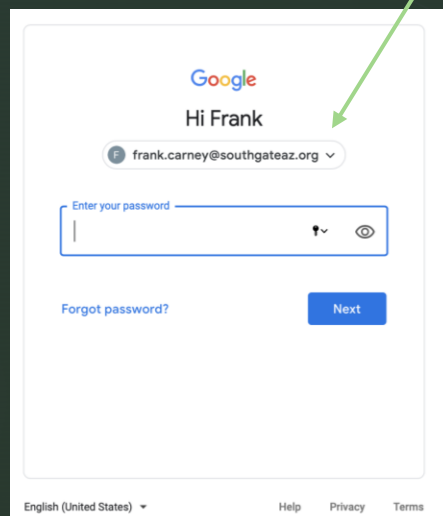
Signing Into Gmail Using Google Chrome



1. To access Gmail go to: google.com and from here click on the sign in tab

2. Type in your email: first name.last name @southgateaz.org and click next

3. Type in your password: your date of birth (m/dd/yyyy) and click next this will sign you into your student Gmail account



PURPOSE

- Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments digitally, and stay organized.

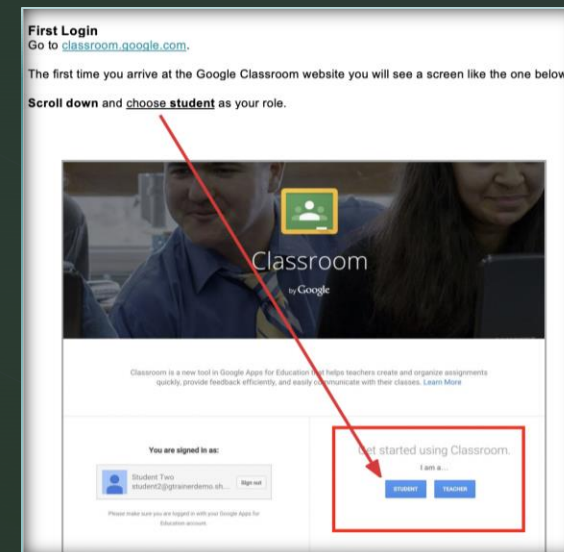
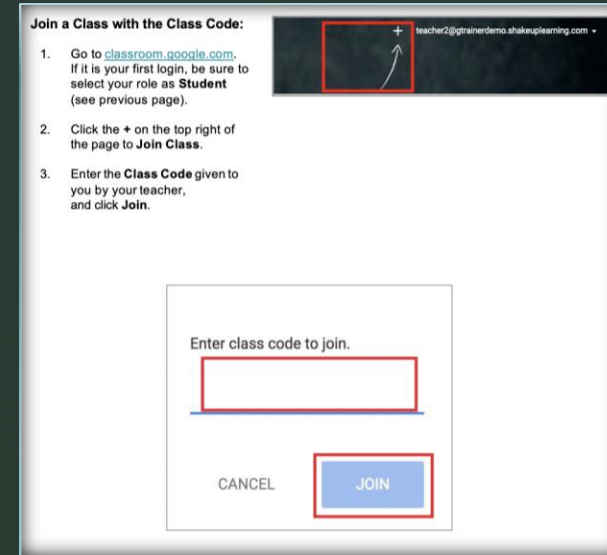
Logging In

1. URL: classroom.google.com and choose student

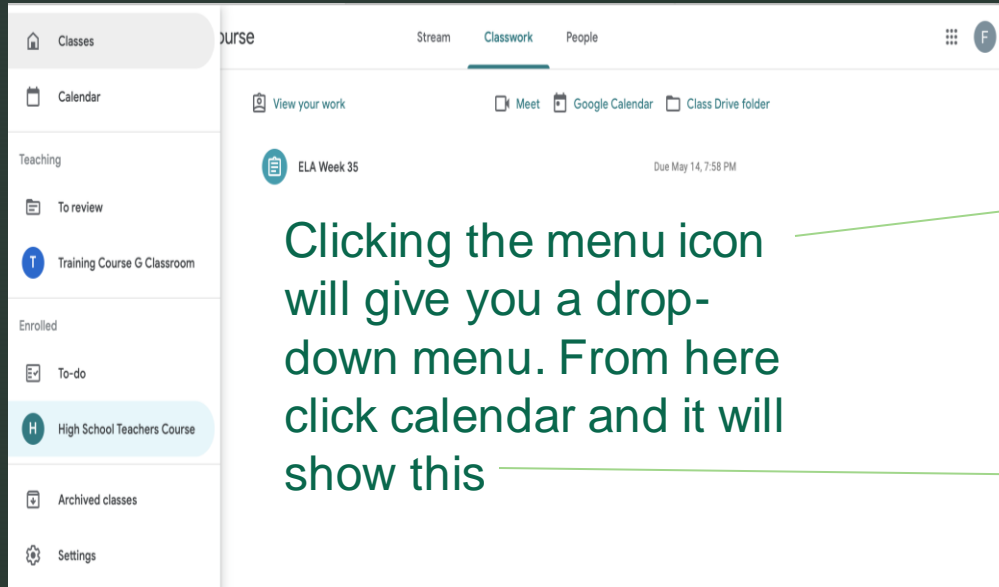
2. Log in credentials are: first name.last name @southgateaz.org and password is your date of birth (mm/dd/yy)

3. Click the + icon at the top right to join your classes


4. Enter the specific code given by your teacher and click join




Accessing the Google Calendar

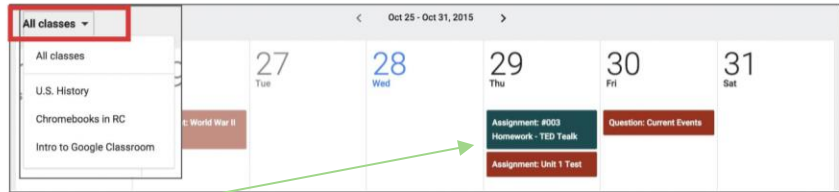


Viewing your Classroom Calendars:
Google Calendar is integrated into Google Classroom, which makes it easy for students to see assignment due dates and more in one location. Each assignment or discussion question with a due date will automatically be added to that class's Google Calendar.

1.  Go to the Google Classroom Menu (three lines) near the top-left of your screen.
2. Select **Calendar**.

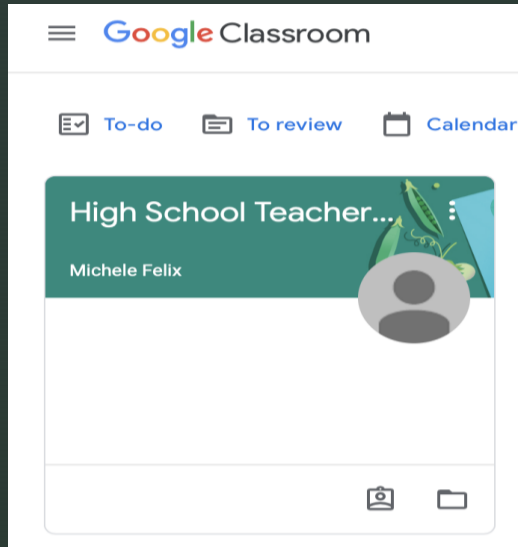


Here you can view a weekly calendar of all of your classes together, or filter for each class. You can also click on an assignment to go directly to that assignment details page.



Clicking the all classes tab will allow you to filter between classes if needed. By clicking on an assignment directly will take you to the details page of that assignment.

The Stream: Student's Portfolio



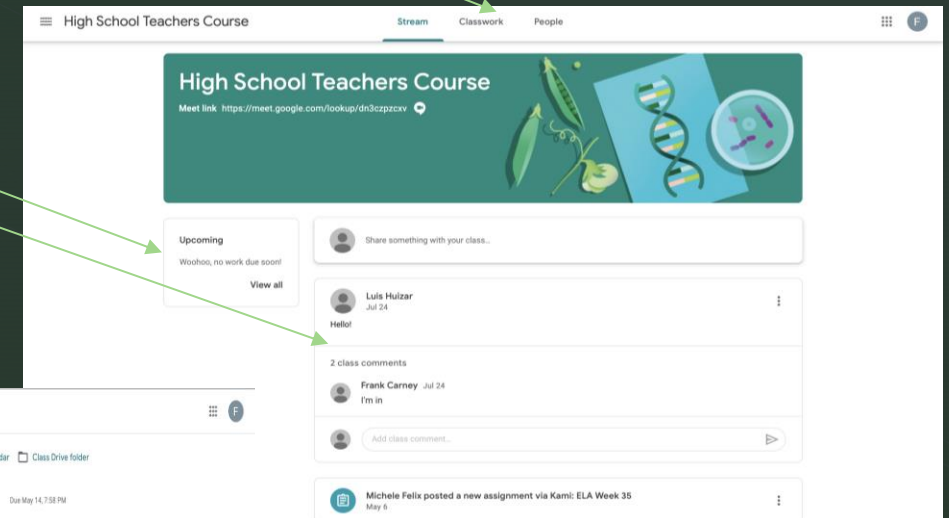
The stream is where students can view and access announcements, assignments, discussion topics, and comments. The teacher and students can also add posts and leave comments.

Click classwork to view assignments & people to view class roster

5. To access the course students will need to click it

6. Once in the course you can view any information mentioned above

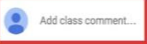
Assignment w/ due date





➤ The Stream: Assignment View & Turning In Assignments

Student's View of Announcements:
Announcements will appear in the **Stream**, and are generally read-only, but students have the option to leave a **class comment** if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.

ANNOUNCEMENT Kasey Bell 10:00 AM
Welcome to U.S. History!





Student's View of Questions in the Stream:
When a discussion question has been assigned to students, it will immediately appear in the **Stream**. Students will see the following options in the **Stream**.

- 1 Completion Status (not done or done) 
- 2 Due Date (Students will also see if their assignment is **Late**.) 
- 3 Title and Description of the Discussion
- 4 Your Answer: This is where students type their answer. **Students must first submit their own answer before can they view other students' responses.**
- 5 Add a Class Comment: Use this space to ask questions or for general comments. **This is NOT where you type your answer to the question.**

QUESTION Kasey Bell Oct 28 (Edited 10:06 AM) 1 2
NOT DONE DUE TOMORROW

3 Current Events
Please share an article from a reputable source on the web about a current event in the U.S. Senate.

4 Your answer
Classmates will see your answer
Type your answer


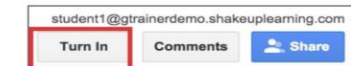
5 

What your assignment looks like and how to know what each thing means

The Turn In Button:

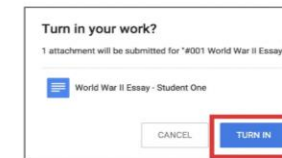
If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a **Turn In** button (top-right) in the Google file next to the share button. (Note: The **Turn In** button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.)

Students should submit their work using the **Turn In** button, NOT by sharing with the teacher. The teacher already has the right to view and edit the file.



Turning In Google Assignments:

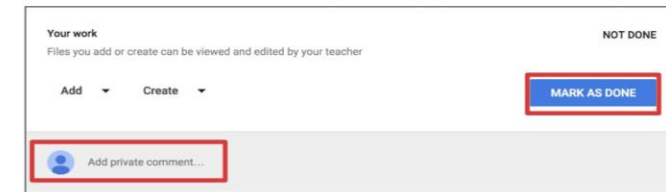
When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.



Turning In Other Types of Assignments:

If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, The student will see a **Mark As Done** button instead of Turn In. This option will only appear in Google Classroom, not in the file itself.

When students have completed the assignment, they simply click the **Mark As Done** button to let the teacher know they have finished. **Note:** The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.



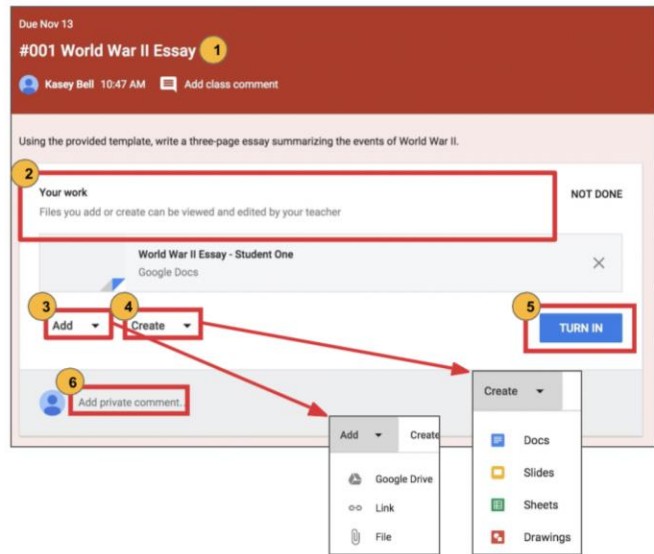
How to submit different types of assignments looks

The Stream: Attaching Files & How to Unsubmit Assignments

Student View of Assignment Details Page:

Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

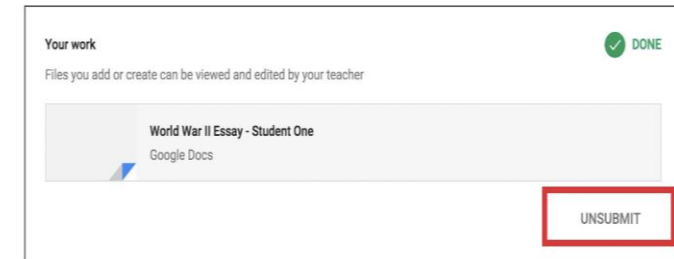
- 1 **Title of Assignment, Description, and Due Date**
- 2 Under **Your Work**, Students will see any file attachments or templates the teacher has created or attached for students. Note: **If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.**
- 3 **Add:** Here students can add their own files or links.
- 4 **Create:** Here students can create new Docs, Slides, Sheets or Drawings.
- 5 **Turn In/Mark As Done:** Students click the "turn in" or "mark as done" button when they have completed the assignment and are ready to submit. **MAKE SURE YOU ARE DONE BEFORE YOU SUBMIT!**
- 6 Add a **private comment**, which is only viewable by the teacher.



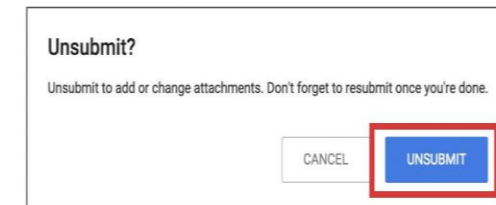
How to add files to your assignment and submit it

Unsubmit an Assignment:

If the assignment is a Google file type, it will become view-only for the student once it has been **Turned In**. If a student needs to revise or add attachments, they will need to click **Unsubmit**. The file can then be edited and revised again.



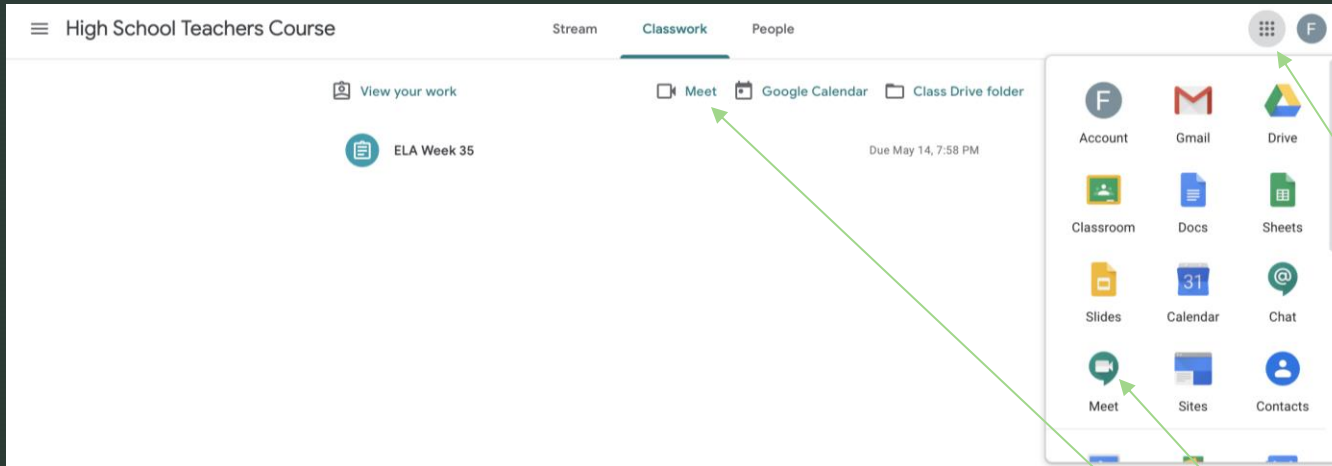
A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click **Unsubmit** to confirm.



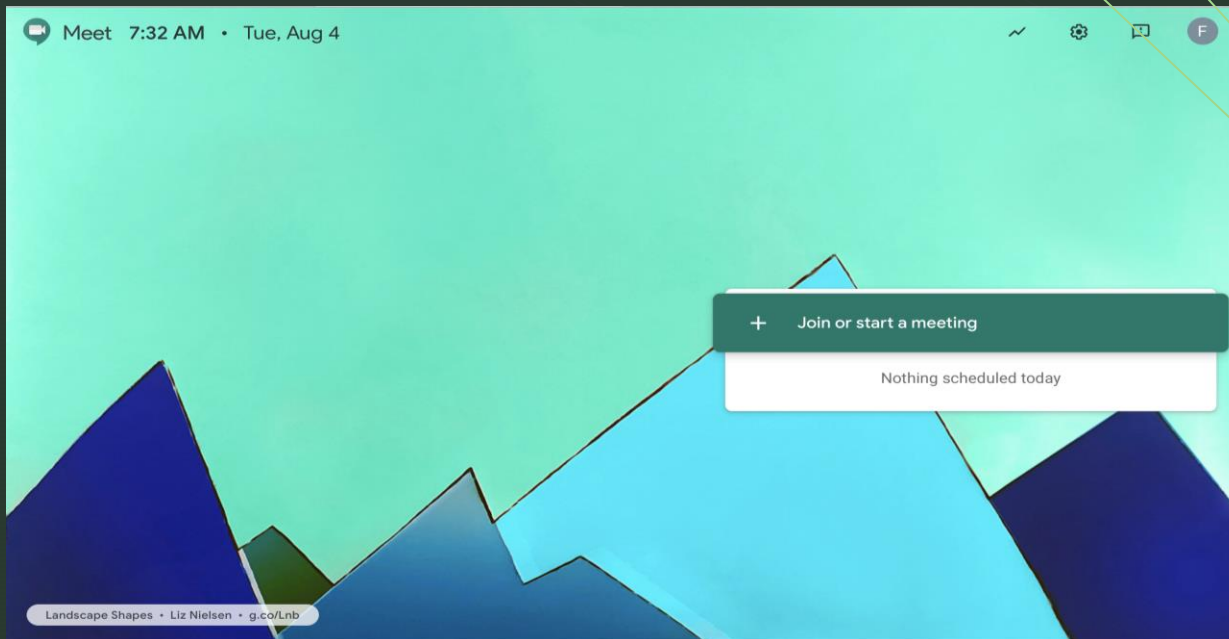
After the student has made their revisions or added or changed attachments, they will then need to click **Turn In** again to resubmit the assignment to Google Classroom.

How to unsubmit an assignment if you have to revise it

Google Meet Video Chat & Other Apps



Using the waffle icon you can access any of the apps within Google by clicking on them.



To video chat you can choose the meet icon or once in any course tab click the meet icon. From there you'll be prompted to turn on your camera and microphone and join the call.