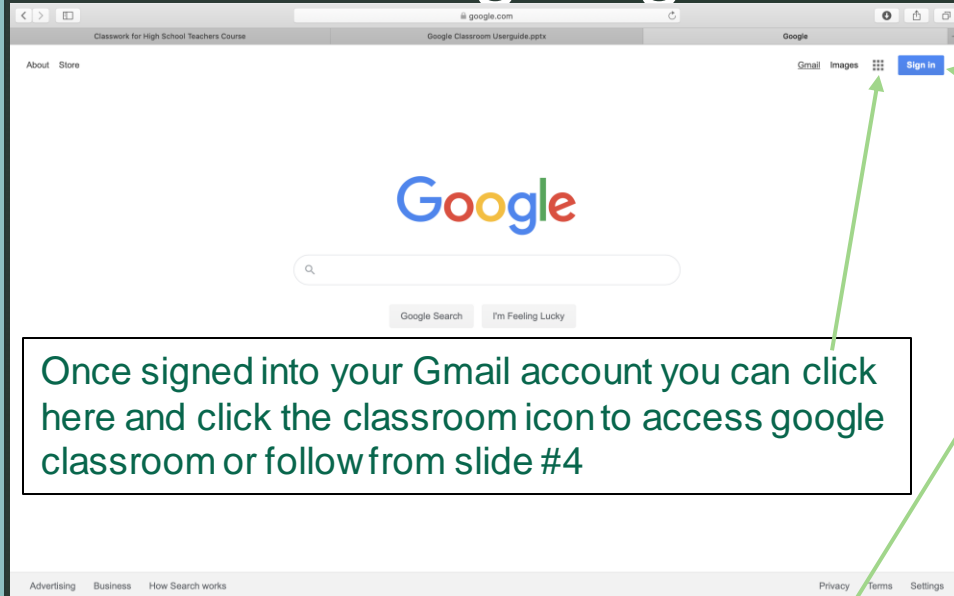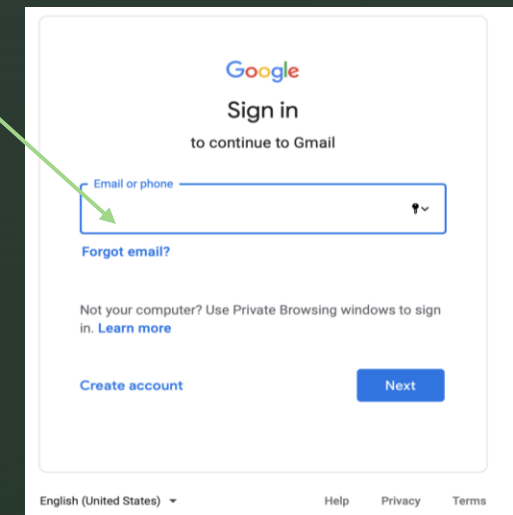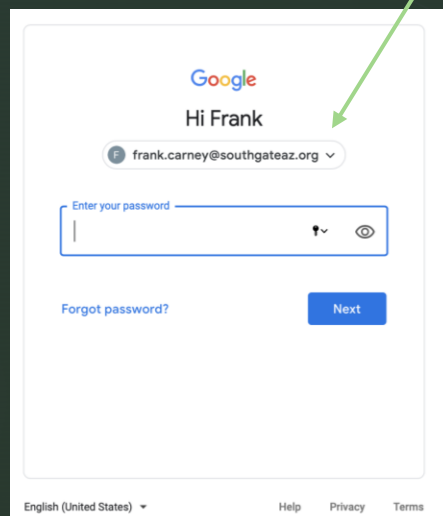Navigation Guide

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

Once signed into your Gmail account you can click here and click the classroom icon to access google classroom or follow from slide #4

PURPOSE

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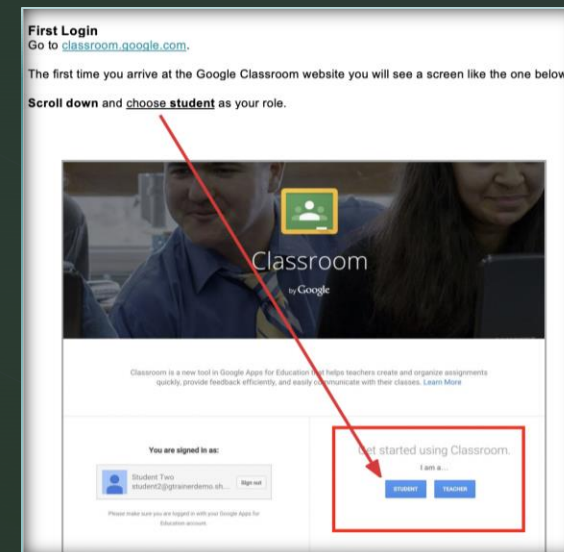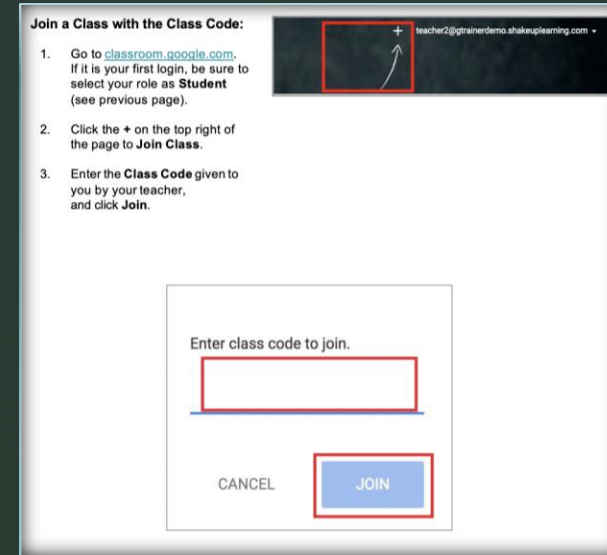
Logging In

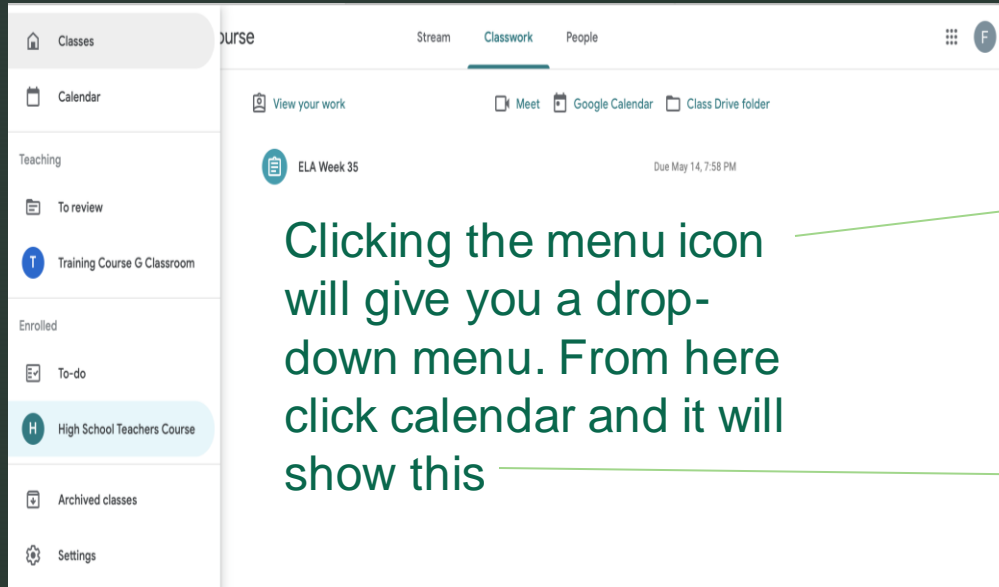1. URL: classroom.google.com and choose student

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
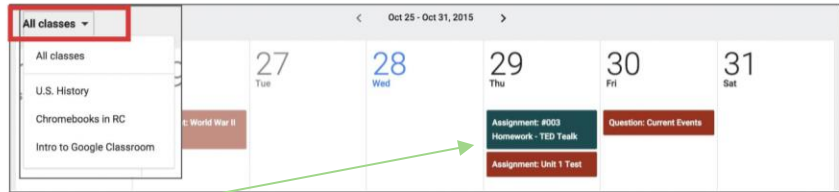
Accessing the Google Calendar

Clicking the menu icon will give you a drop-down menu. From here click calendar and it will show this

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.
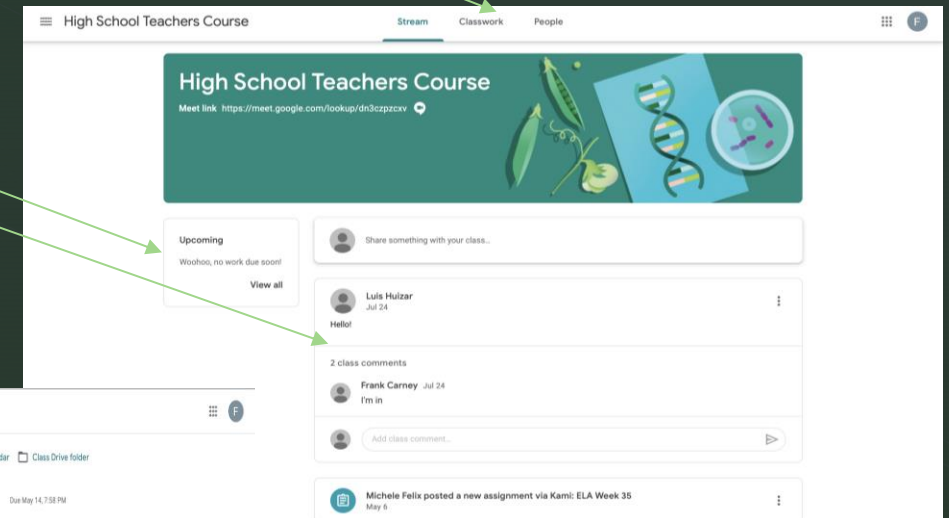
The Stream: Student's Portfolio
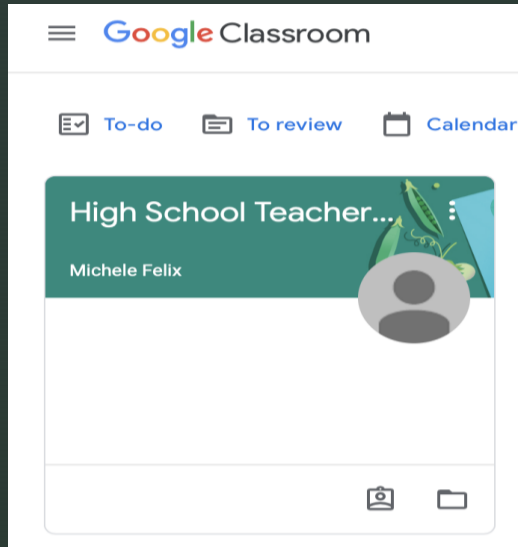
The stream is where students can view and access announcements, assignments, discussion topics, and comments. The teacher and students can also add posts and leave comments.

Click classwork to view assignments & people to view class roster

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

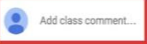6. Once in the course you can view any information mentioned above

Assignment w/ due date

The Stream: Assignment View & Turning In Assignments

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

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.**
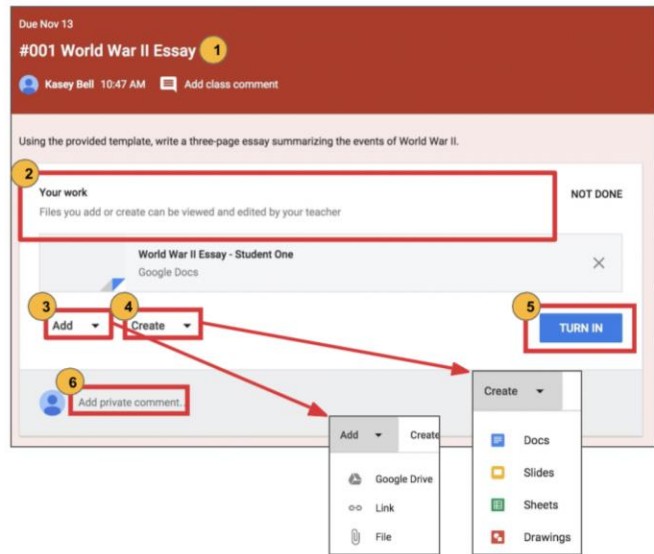- ③ **Add**: Here students can add their own files or links.
- ④ **Create**: Here students can create new Docs, Slides, Sheets or Drawings.
- ⑤ **Turn In/Mark As Done**: Students click the "turn in" or "mark as done" button when they have completed the assignment and are ready to submit. **MAKE SURE 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.
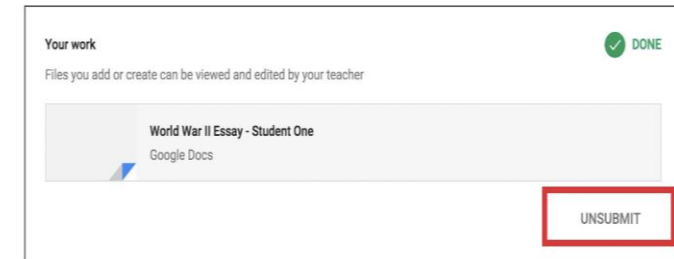
A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click **Unsubmit** to confirm.
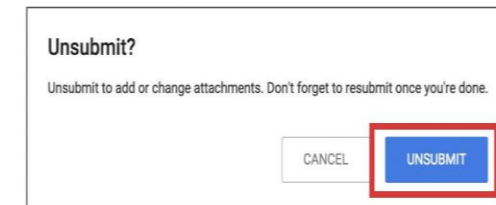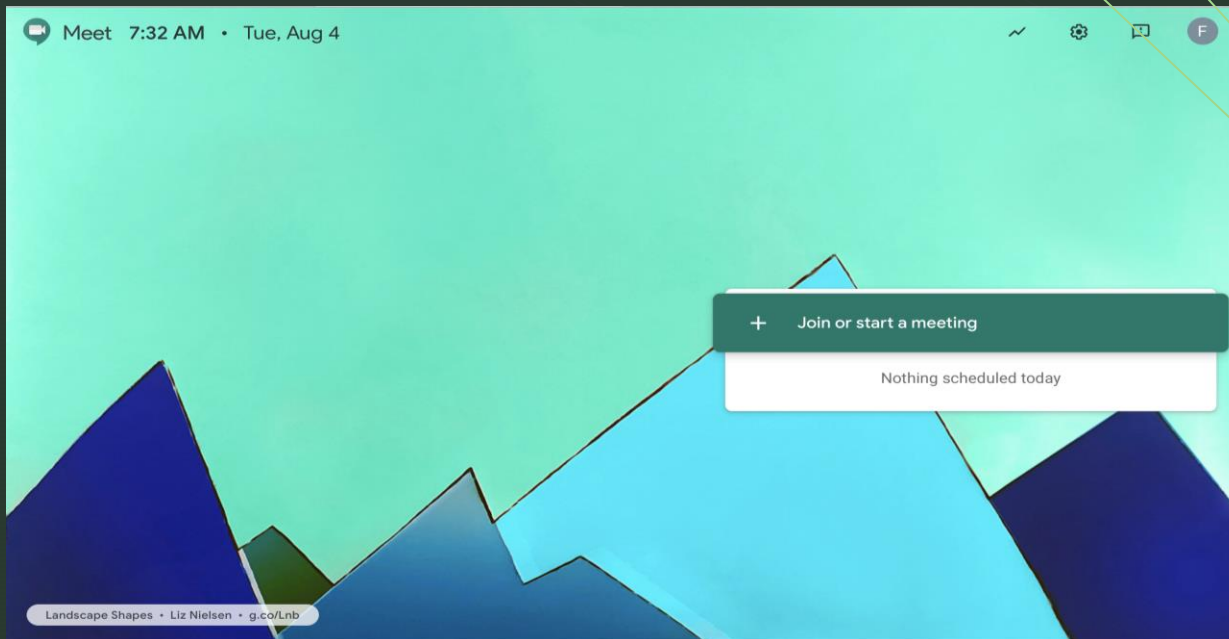
After the student has made their revisions or added or changed attachments, they will then need to click **Turn In** again to resubmit the assignment to Google Classroom.

How to unsubmit an assignment if you have to revise it

Google Meet Video Chat & Other Apps
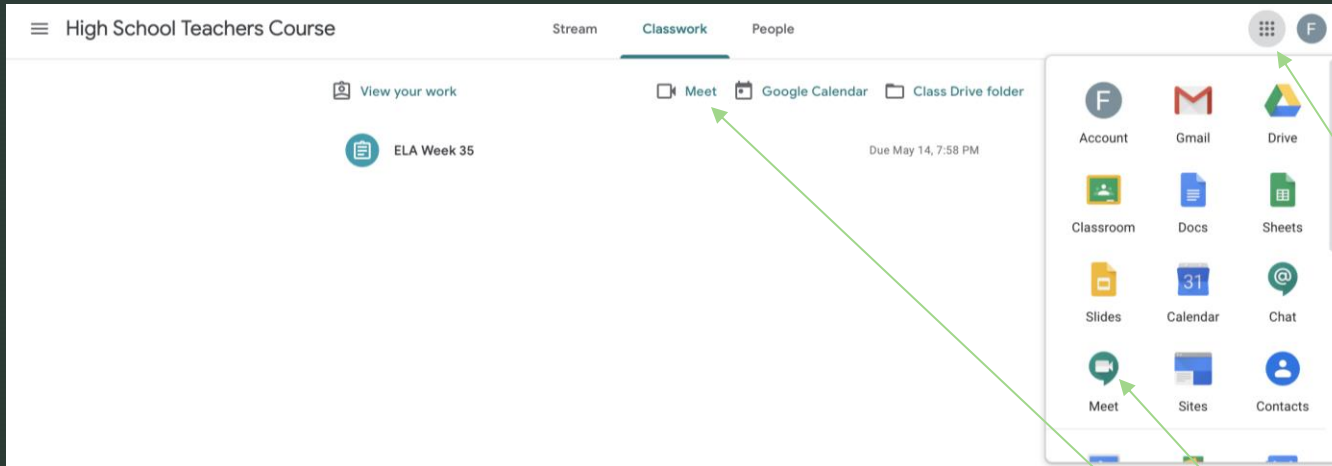
Using the waffle icon you can access any of the apps within Google by clicking on them.

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.