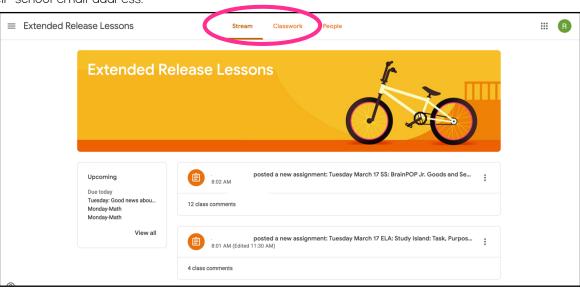
GOOGLE CLASSROOM

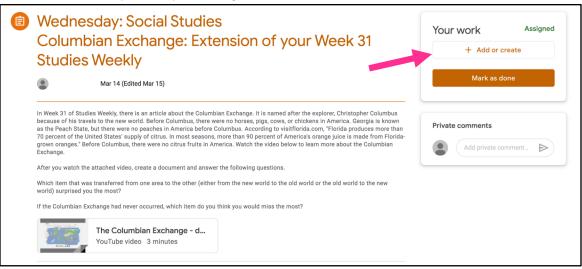
LOGGING IN

Students should use their school email account to log-in to Google Classroom. If students are on a computer, they need to use Chrome as their browser. If students are on a device such as phone or ipad, they may use the Google Classroom app. Students should sign in with their email address and password. Please note, students are not able to send or receive emails via their school email address.

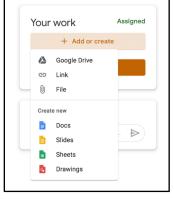


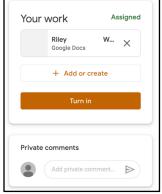
HOMEPAGE

Once students have logged in, they will see their Google Classroom homepage. All announcements and ussignments are listed from from most recent to oldest. When students click "Stream", they will see all announcements AND assignments. If students click "Classwork" they will only see assignments.

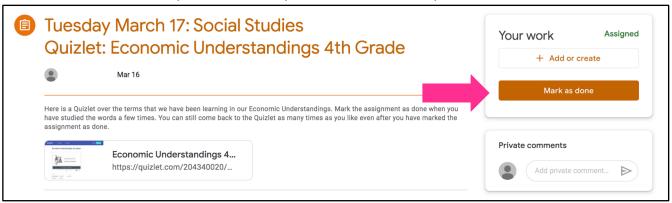


Some assignments will ask students to add their work and mark as done. To add work, students press the "Add or Create" button. On the dropdown menu, students select the appropriate tool. Google will automatically create a titled file for that assignment. When students have completed the assignment, they select "Turn In". If students have any questions about the assignment, they may write in in the "Private Comments" section.





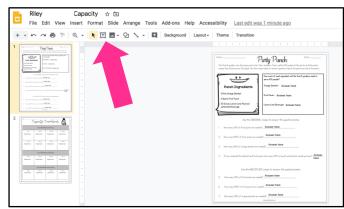
In some assignments there is no document for students to submit. Once they have completed the task, students mark it as done. This allows students to keep track what they have and have not completed.

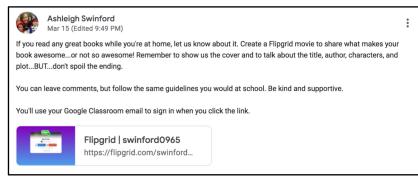


In other assignments, students will have an assignment that is already loaded to Google Classroom. Before beginning the assignment, it is important for students to read all of the directions carefully and to complete the tasks in order. The content builds upon each lesson.



When students have an assignment to complete, they may type directly on the page. There are text boxes added to each of the answer spaces. If a text box is accidentally deleted, students may either "Undo" or add a new textbox. In a math assignment, if students are asked to model their work, they should try to explain their thinking as best as they can.



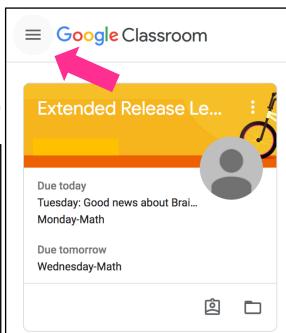


Occasionally we will post announcements on Google Classroom. Students do not have anything to submit with an announcement. Students may have something to do just for fun. We may share information about a Zoom meeting or maybe just wish someone a happy birthday.

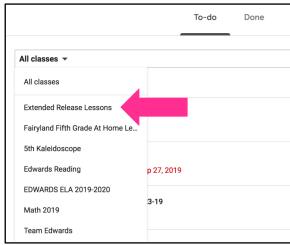
Students' Google Classroom stream can quickly become overwhelming, and it can be easy to overlook an assignment. Fortunately, there is an easy solution—the To-Do List.

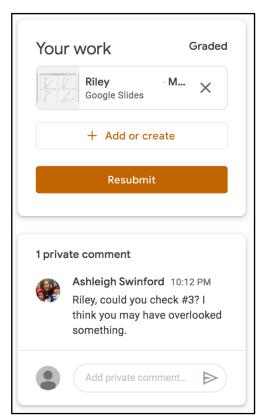
To go to the To-Do List, click on the three lines by Google Classroom at the top-left of the page. Then, select "To-do".





When you click the link, don't be shocked if MANY assignments show up as incomplete. That is due to the fact that we have not been using Google Classroom exclusively all year. Be sure to select "Extended Release Lessons" to see what is *currently* missing. For some assignments, students may have completed the assignment but forgot to submit or to mark the assignment as done. For other assignments, students may have overlooked the activity in their Google Classroom stream. Once students complete and submit an assignment, it is removed from the To-do list.





After the assignment has been graded, it will be returned to students. Tasks that do not include work students have completed will not be returned, since there is nothing to return. If needed, we may include comments and allow corrections. If students want or need extra help, please have them message us. We will work with students to set-up a time to "meet" to go over the content.

Please keep in mind that these are circumstances beyond anything we have experienced before. We absolutely do not want to create any unnecessary burden or stress for your families. In no way will students be penalized for any incomplete or late work and grades will not be entered into our official gradebook.

Our goal is to provide students with valuable learning opportunities. If you need anything at all, please don't hesitate to ask.