

Google Classroom Student Basics

Go to

<http://classroom.google.com>

Click on Go to Classroom button

Login

Use your @havasonline email - studentid@havasonline.org
(12345@havasonline.org)

Click Next

Enter password

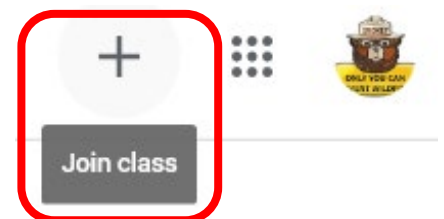
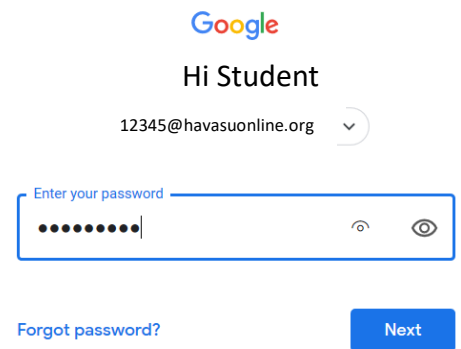
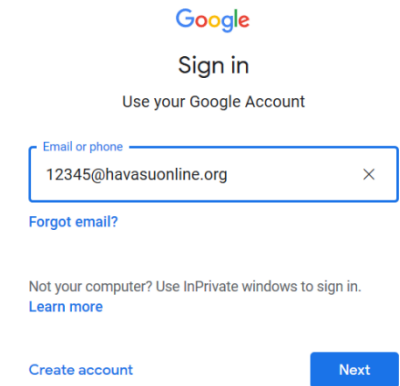
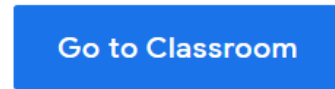
If you have never logged in your default password is 123456789
You will create a new password on your first login

If you need your password reset contact your school
Your password will be reset to the default within 24 hours

Join a Class

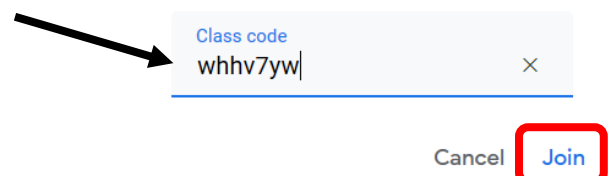
If you have a class code click on the + sign on the top right of the screen
and choose Join Class

Enter the class code and click Join



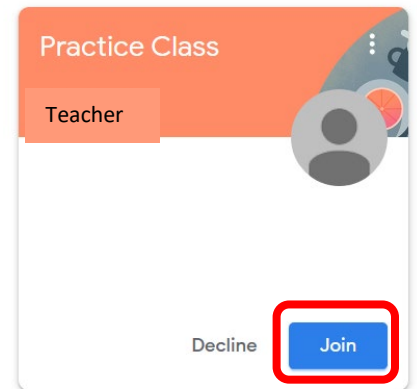
Join class

Ask your teacher for the class code, then enter it here.

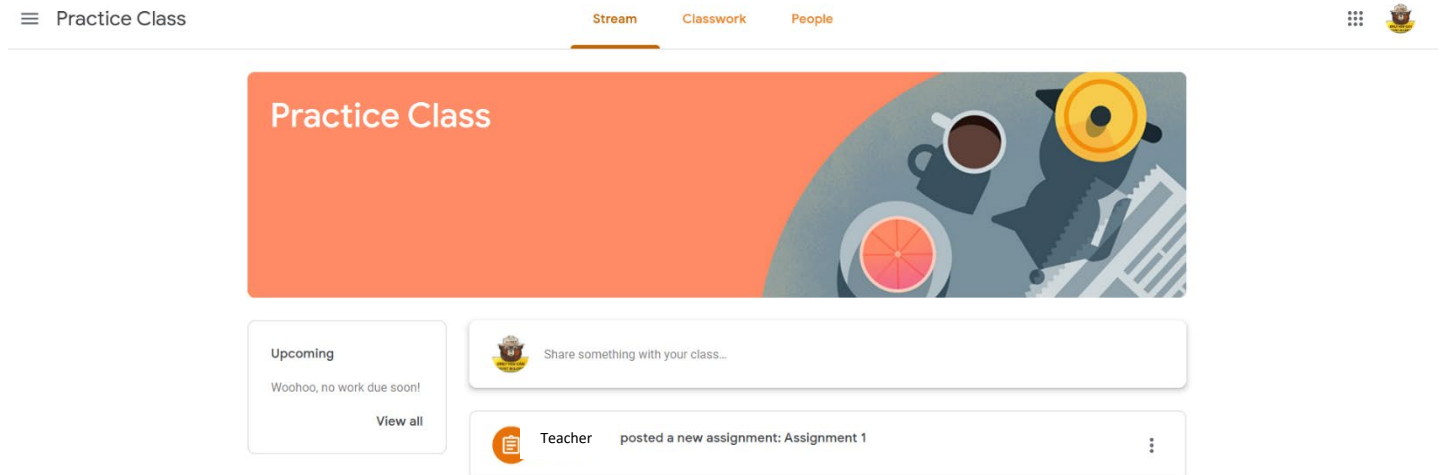


If your teacher invited you to the class, find the class on your home screen and click Join

Google Classroom



Navigate Classroom

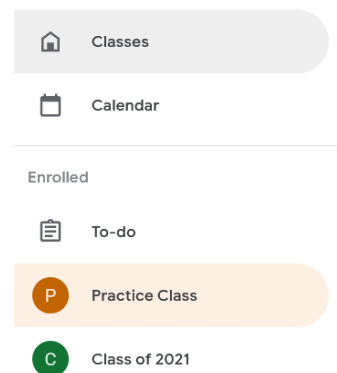


Click on ☰

Classes – back to home screen where all classes are listed

Calendar – shows all assignments due for all classes

To-do – view list of all assignments due or view by class



Stream

Classwork

People

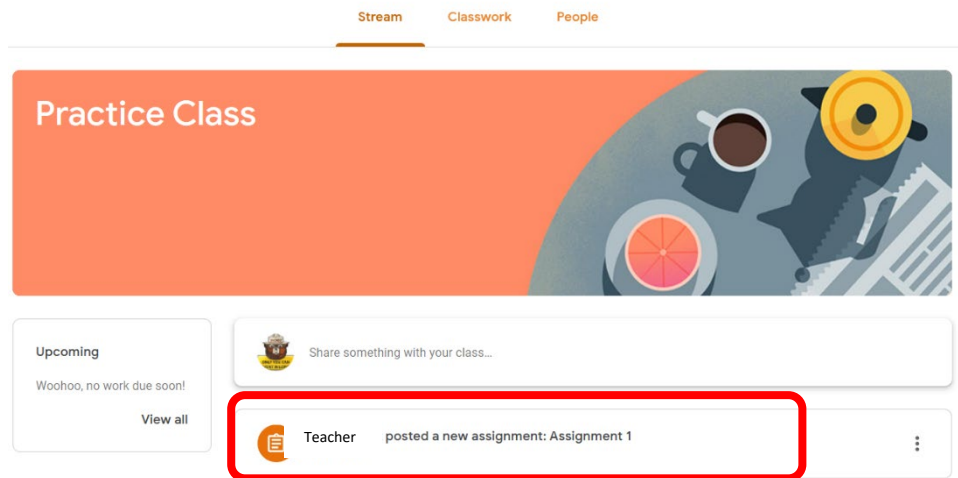
Stream tab – Assignments and Announcements listed, newest on top

Classwork tab – list of Assignments with due date

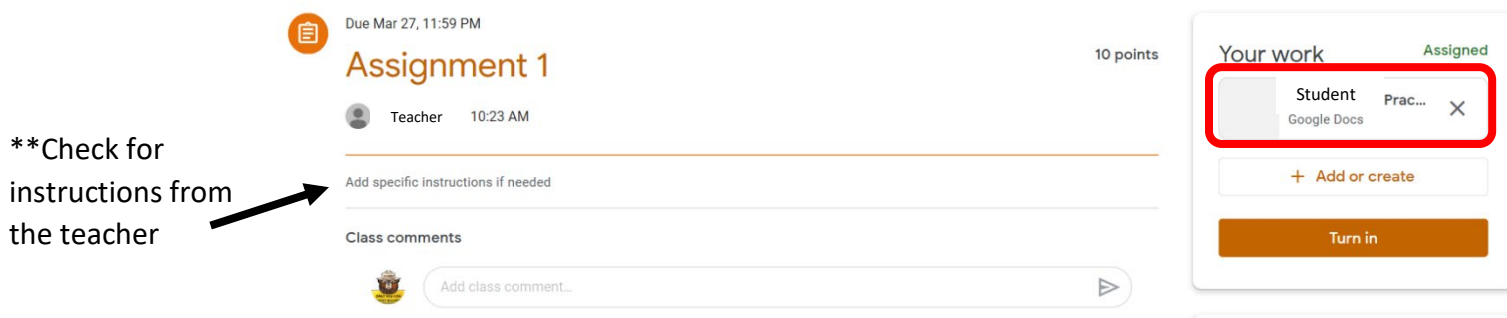
People tab – teacher and classmates listed

Complete Assignment

Click on the Assignment from either the Stream tab or the Classwork tab

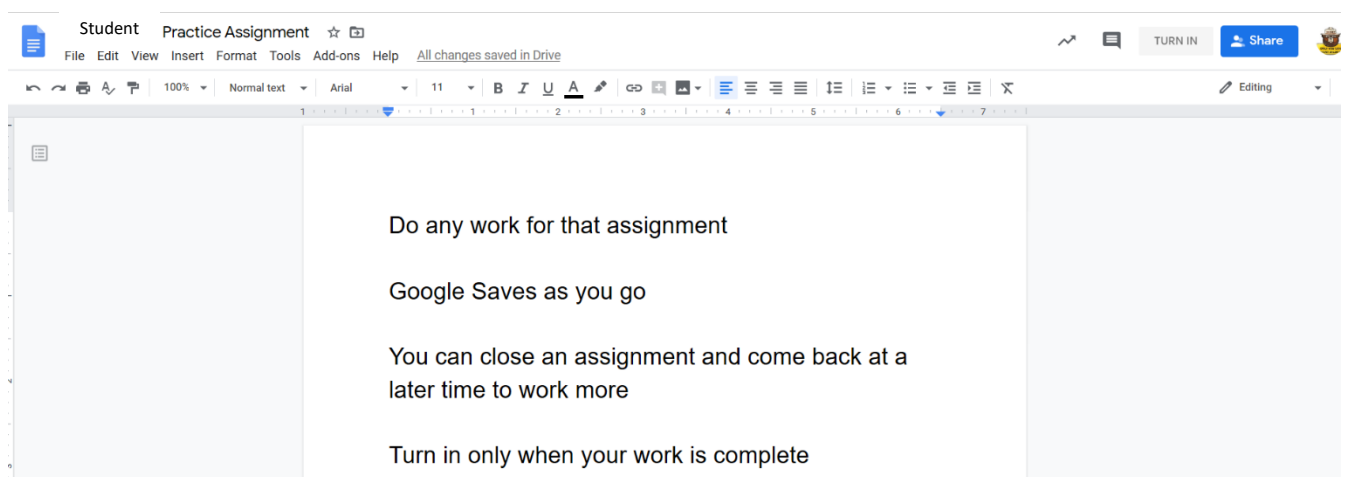


To create your copy of the assignment click on the link in the Your work box with your name



**Check for instructions from the teacher

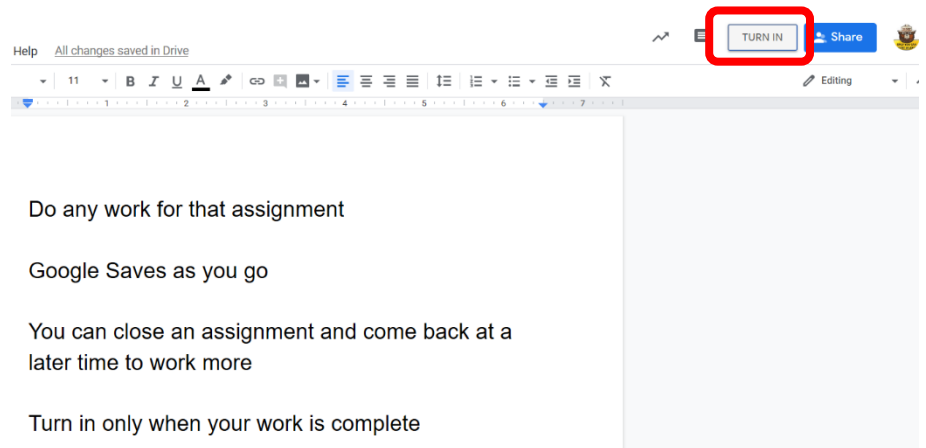
The assignment will open, your name will be attached to that specific item



Turning in Assignments

There are 2 ways to turn in an assignment

If you have the assignment open click on the TURN IN button on the top right of the screen



Do any work for that assignment

Google Saves as you go

You can close an assignment and come back at a later time to work more

Turn in only when your work is complete

You will see a message with the assignment information

Click on Turn In

Turn in your work?

1 attachment will be submitted for "Assignment 1".



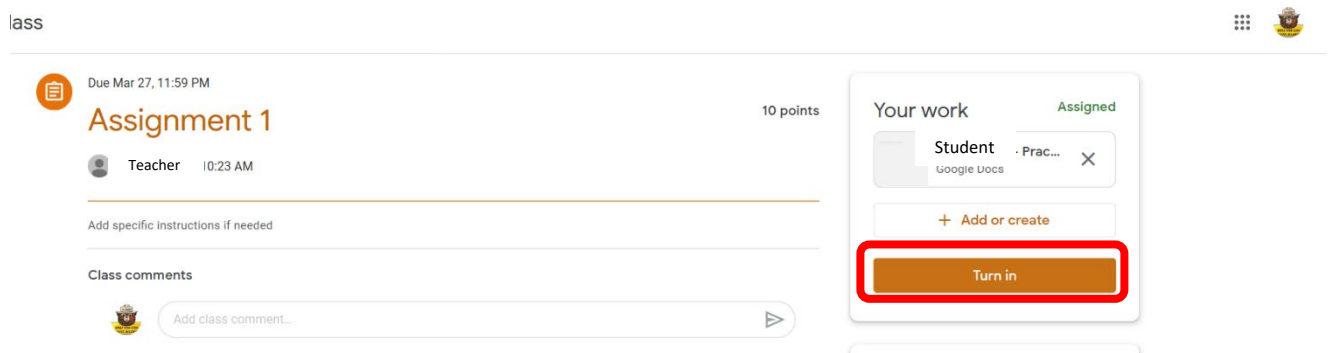
Student · Practice Assignment

Cancel

Turn in

If you do not have the assignment open, click on the assignment to open the details (from the Stream or Classwork tab)

Click on the Turn In button in the Your work box on the right side of the screen



You will see a message with the assignment information

Click on Turn In

Turn in your work?

1 attachment will be submitted for "Assignment 1".



Student · Practice Assignment

Cancel

Turn in