

classroom.google.com



Figure 1: Classroom Homepage

Point your favourite browser in the direction of Google Classroom and log in with your **Google Apps for Education** account.

please note that standard Gmail accounts are not supported at this time.

If you are logging in to your account for the first time then you will probably be prompted to change your password. Make sure you choose a secure password!

Join a Class

Once you are logged in, in the top right of the screen there is a plus icon that allows you to join classes. Click this and enter the alpha-numeric class code you were give. If you are unsure what your class code is then contact your instructor.

Welcome to Your New Class!

That's it! You should now see the **class stream**. The stream contains all updates, announcements and assignments - this should be your main point of contact for the course.

Under the **Students** tab you'll find out who else is enrolled in your class.

The **About** tab contains information on how to contact your instructor.


Turning off Notifications

By default, Google Classroom is set up to notify you every time that a new post is added to the class stream. Is this turns out to be a lot of posts you might



One account. All of Google.

Sign in with your Google Account



domhnall.ohanlon@ctyi.org

.....

Sign in

☒ Stay signed in [Need help?](#)

[Create an account](#)

One Google Account for everything Google



Figure 2: Apps login page

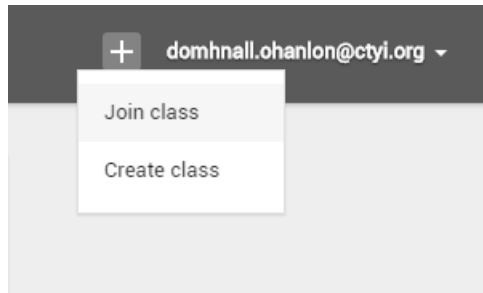


Figure 3: Join a class

Enter class code to join.

c0d3|

CANCEL JOIN

Figure 4: Type the class code

prefer to turn these notifications off. To do this click on the menu icon in the top left of the screen then click on the **Settings** menu item at the bottom of the menu.

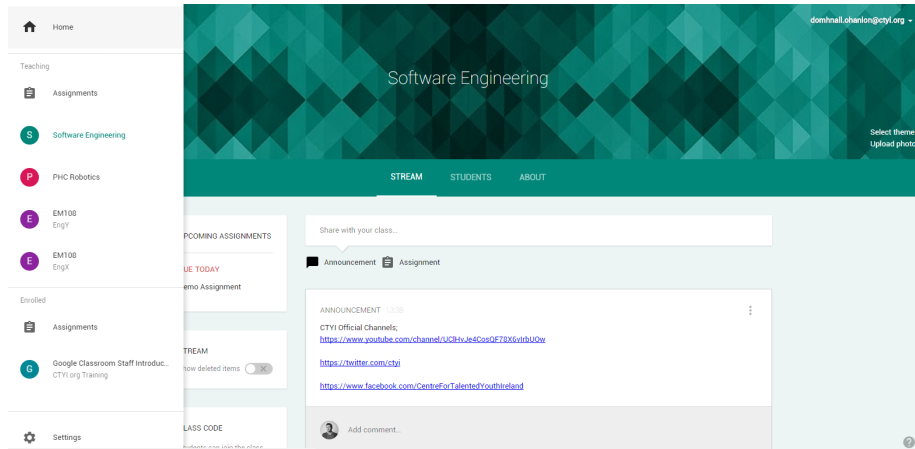


Figure 5: Open the side menu

On the Settings page simply uncheck the box that says “Send email notifications”

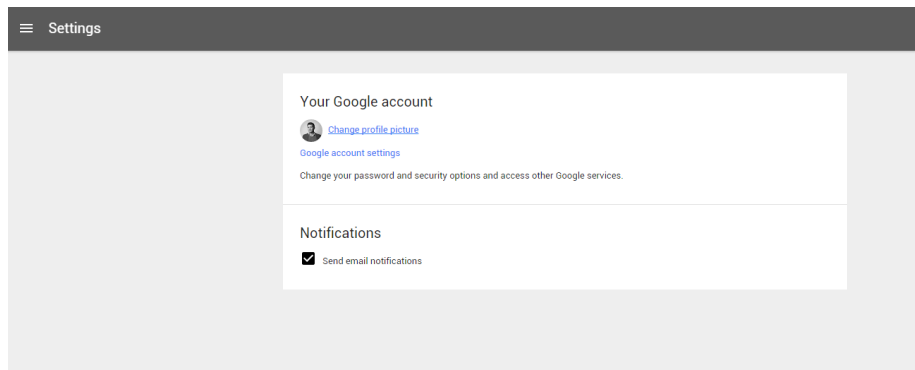


Figure 6: Uncheck to turn off notifications.

Submitting Assignments

When an assignment appears in your stream, simply click on it to view the instructions and submit your work.

You can also view your pending and completed assignments by clicking on the **Assignments** menu item in the side menu.

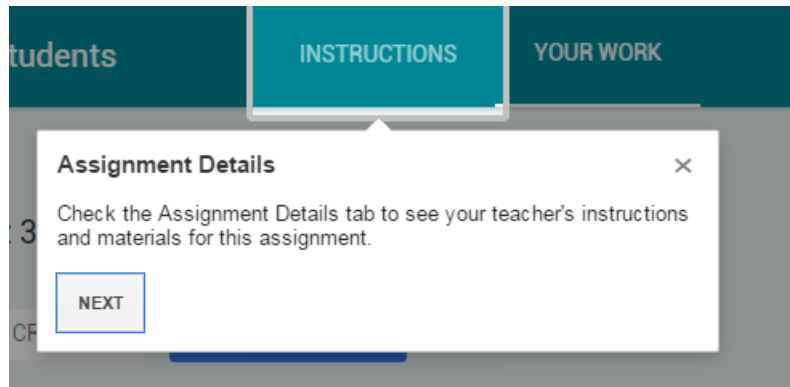


Figure 7: Read the Instructions First

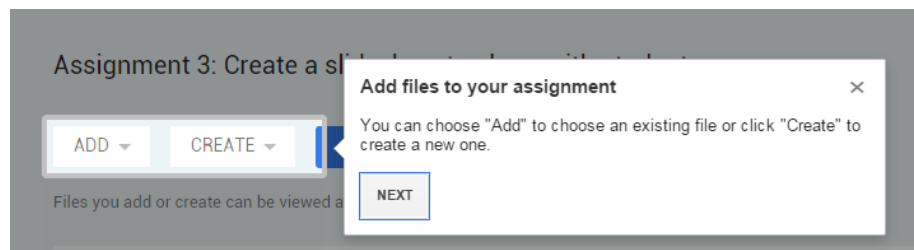


Figure 8: In the 'YOUR WORK' section you can submit your assignment

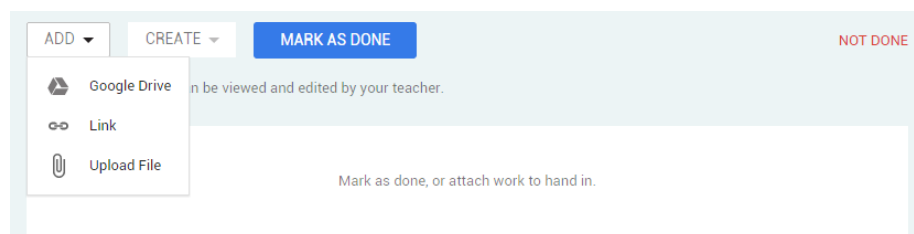


Figure 9: You can upload work from your computer, from the internet, for from Google Drive

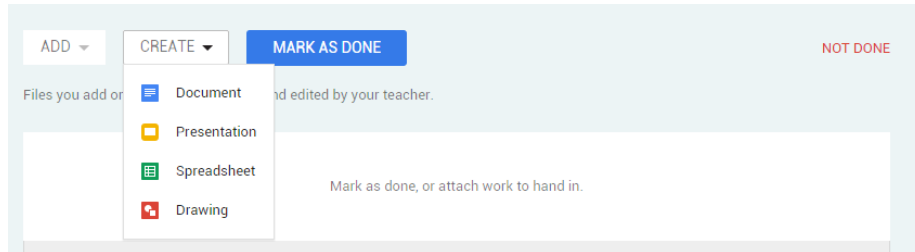


Figure 10: You can also create a new Google Doc for your work

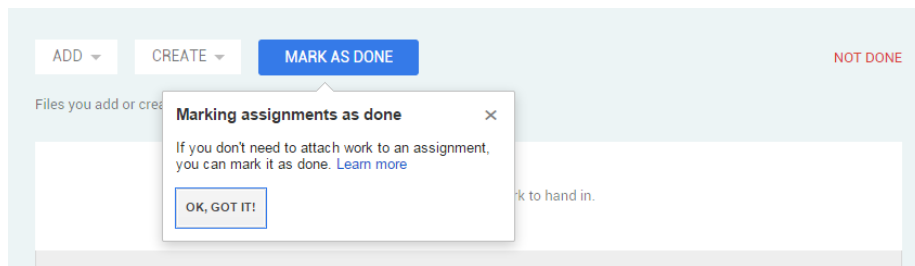


Figure 11: Click 'MARK AS DONE' when your ready to turn your work in

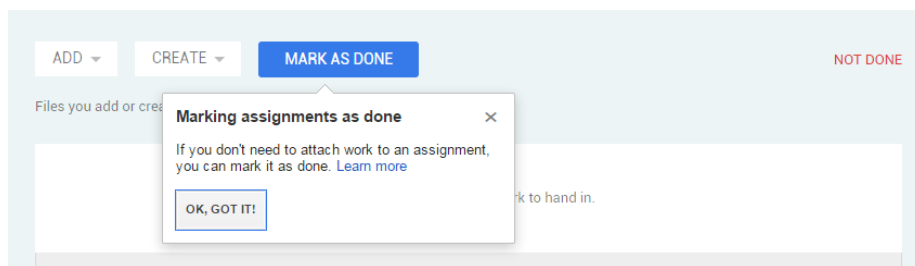


Figure 12: Click 'HAND IN' to upload all your work

Hand in your work?

1 attachment will be submitted for "Assignment 3: Create a slideshow to share with students".

Assignment 3: Create a slideshow to share with students - Domhnall O'Hanlon

Sorry it's late!

CANCELHAND IN

Figure 13: You can include a private note with your submission if you like.

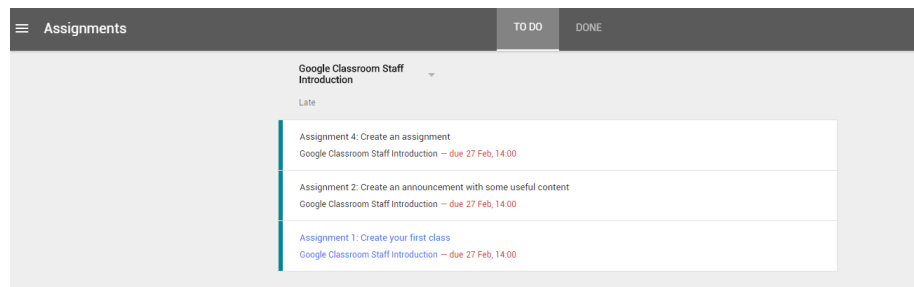


Figure 14: Pending Assignments are listed under 'TO DO'

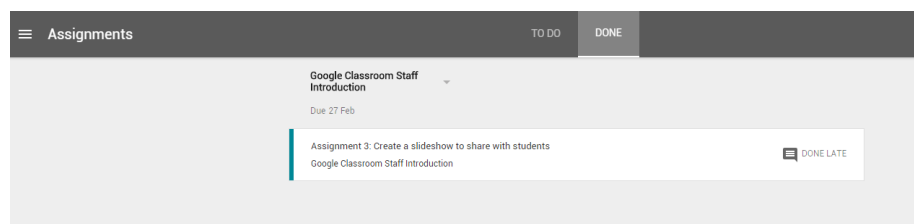


Figure 15: Completed Assignments are listed under 'DONE'