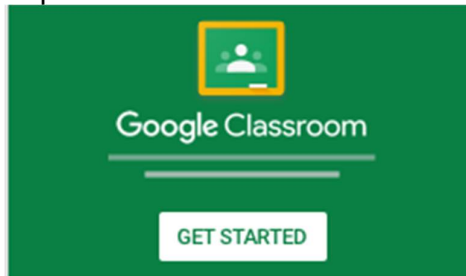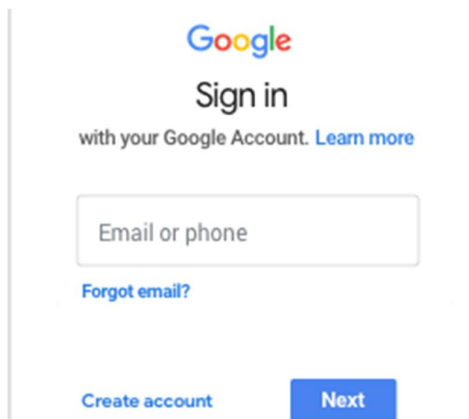**Setup Google Classroom on your phone**
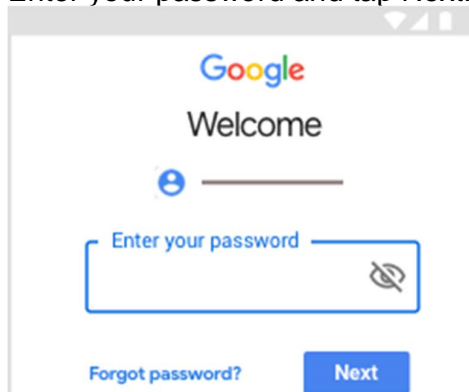
1. Download the Google Classroom from the App store or Play store.
2. Tap Classroom.
3. Tap Get Started.

4. Tap Add account ❯ OK.
5. Enter your username and tap Next. (Use your **personal** Gmail account)

6. Enter your password and tap Next.

7. If there is a welcome message, read it and tap Accept.
8. Read the Terms of Service and Privacy Policy and tap I agree.

Google Classroom – Downloading and uploading an assignment

1. Using your computer or laptop, go to **classroom.google.com** / click on the **Google Classroom App** on the phone.

2. If you have not joined any classes, click Add + ﹥ Join class at the top.

3. **Enter the class code** your teacher has provided you and click Join.
   A class code should consist of 6 or 7 letters or numbers.

4. **Click on Stream** to read all the important announcements.

5. **Click on Class** ﹥ **Classwork** ﹥ **the assignment**.

6. Choose the assignment you are supposed to complete for HBL.

7. Once completed, you can attach the completed document as an item.

   Swipe up from the bottom or add attachment:

   a) Under Your work, click Add or create ﹥ select Google Drive ▲, Link ⊖, or File 🔗 .
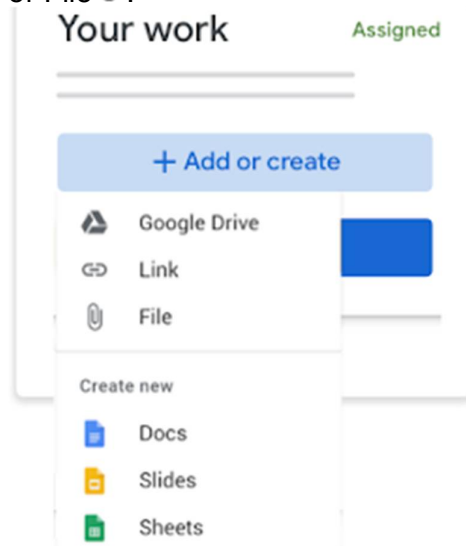
   b) Select the attachment or enter the URL for a link and click Add.

8. To attach a new doc:

   a) Under Your work, click Add or create ﹥ select Docs ▤, Slides ▥, Sheets ▦, or Drawings ▧.
      A new file attaches to your work and opens.

   b) Click the file and enter your information.
      Note: You can attach or create more than one file.

9. (Optional) To remove an attachment, next to the attachment's name, click Remove.

10. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post.

11. Click Turn In and confirm. The status of the assignment changes to Turned in.