Tech Tutorials
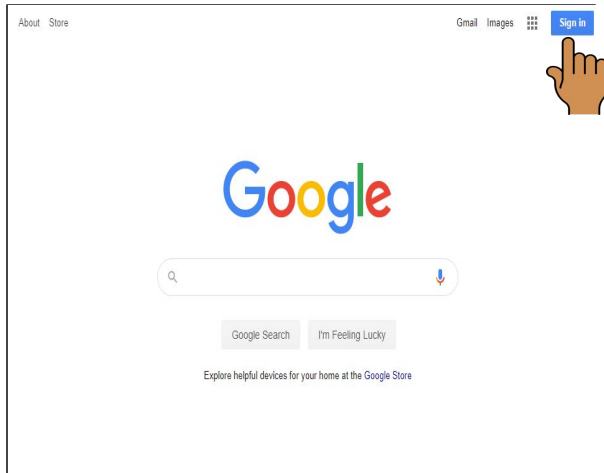
Each tutorial has written instructions and a video tutorial to help you. Use the QR code to access each video.

Signing into Google

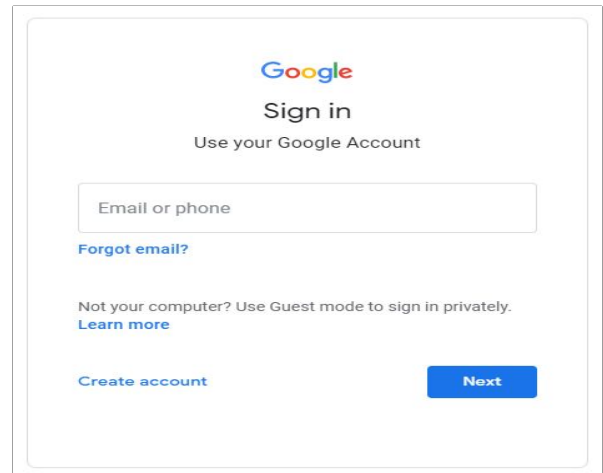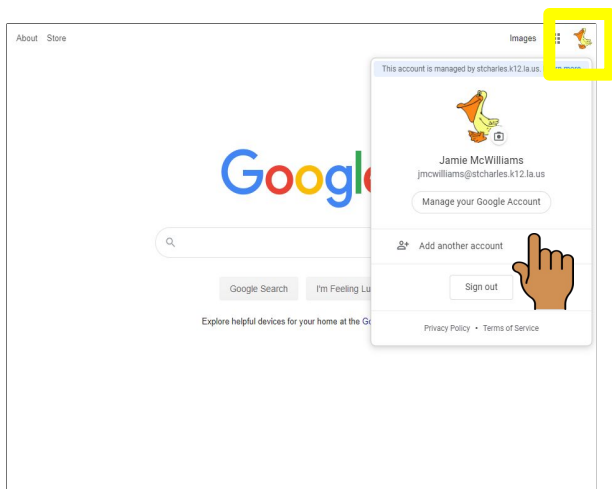## Step 1:

Go to google.com
Click the blue sign in button in the upper right hand corner.

Step 2:

Type in **the student's** Google username and click **Next**. Then type the password and click **Next**. You can get this from your child's teacher.

Step 3:

What if you already have a Google account? Click the account icon in the upper right hand corner. Choose **Add another account**. Type in the username and password and choose **Next**.
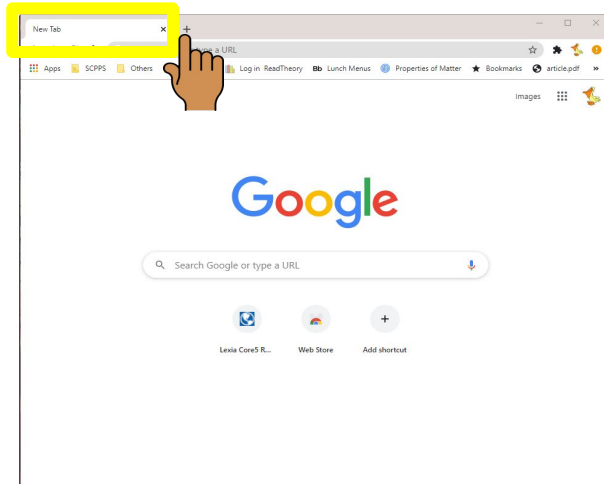
Step 4:
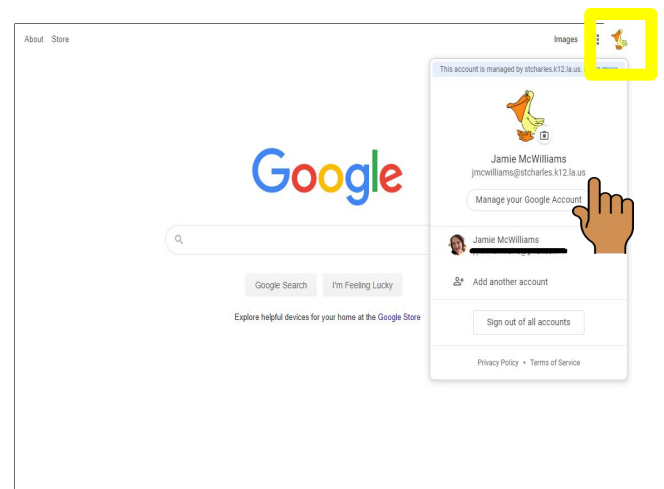
Click the account icon in the upper right hand corner and it will show a list of all Google accounts on that computer. Choose your child's account. This is the account you must use for Google Classroom and assignments.
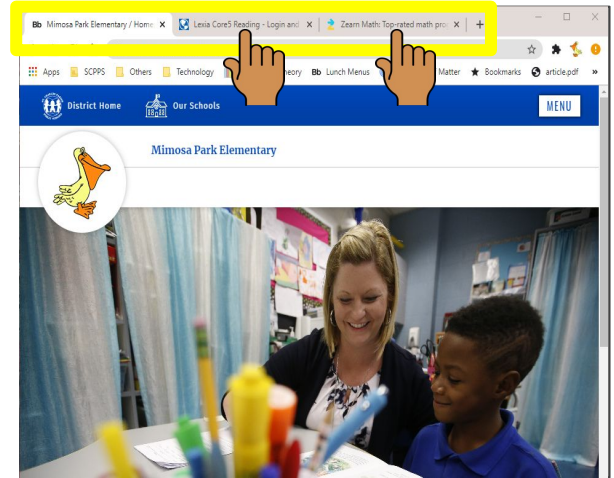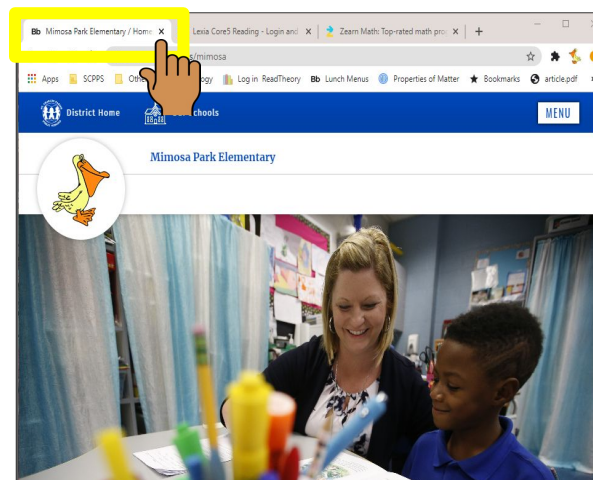
Google Chrome Tabs

Step 1:

When you open Google Chrome a new tab is opened. You can go to the website or application you want. To open a second tab, click the +.

Step 2:

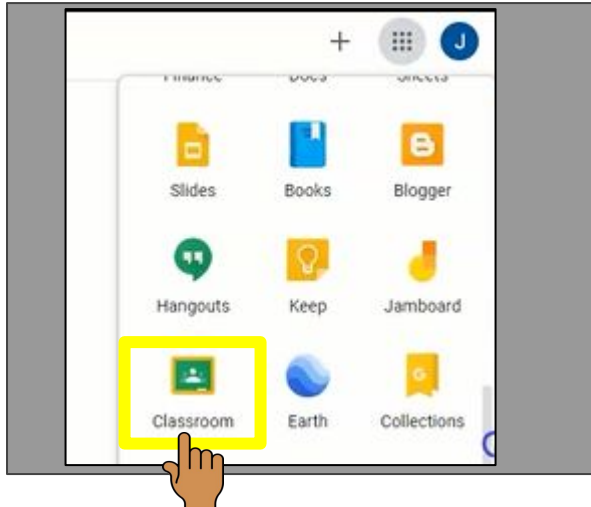If you have more then one page open and want to switch to another, click the page you want in the tabs.

Step 3:

To close a tab, click the X next to the tab you want to close
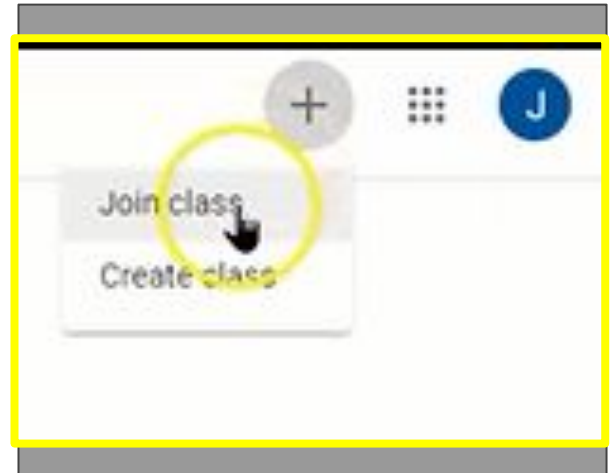
Joining a Google Classroom

Step 1:
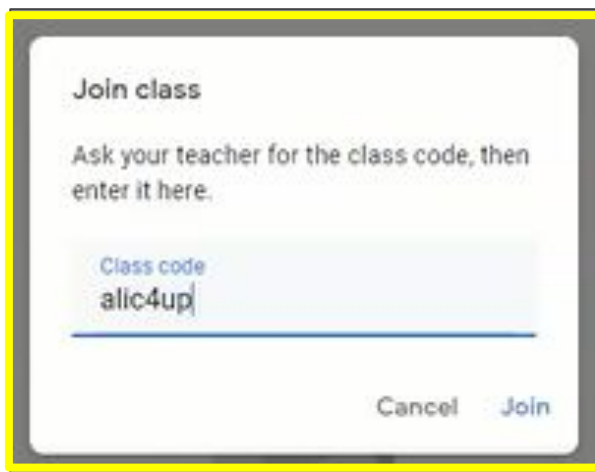
Go to classroom or classroom.google.com

The classroom icon will be at the bottom of the chromebook.

Step 2:

Click the plus and then **join class**

Step 3:

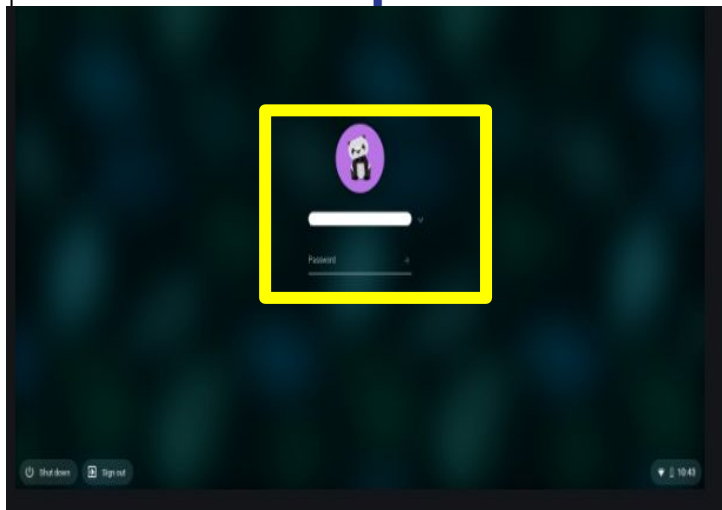Type in class code

Step 4:

Click **join**

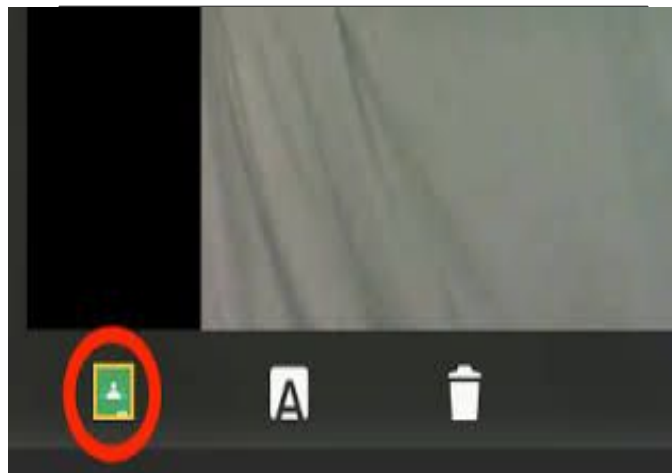# Signing into Google Classroom from a Chromebook

Step 1:

Login to your Chromebook using your school email address and password. This is available from your teacher.
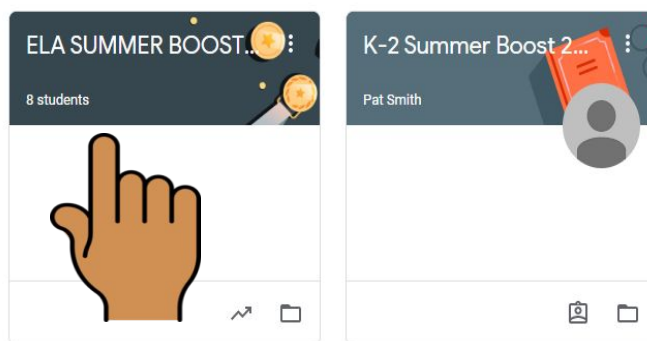
Step 2:

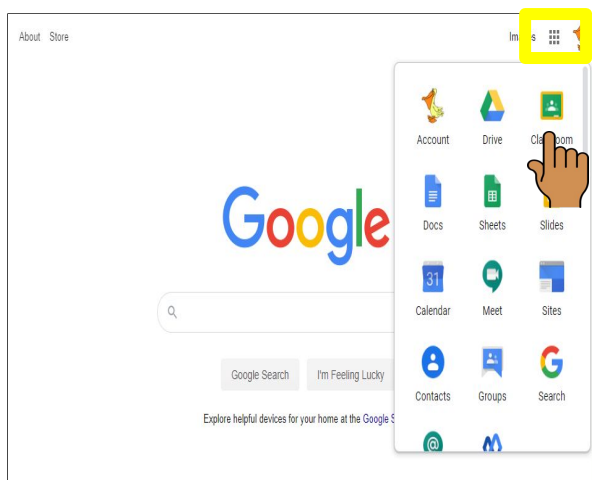Click on Google Classroom icon at the bottom of your home screen.

Step 3:

Choose the classroom you would like to access from the list of Google Classrooms in which you are enrolled.

Switching Classes in Google Classroom
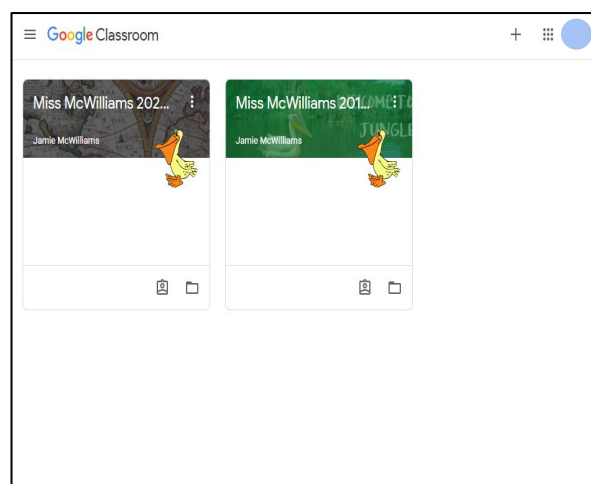
Step 1:

Access Google Classroom...
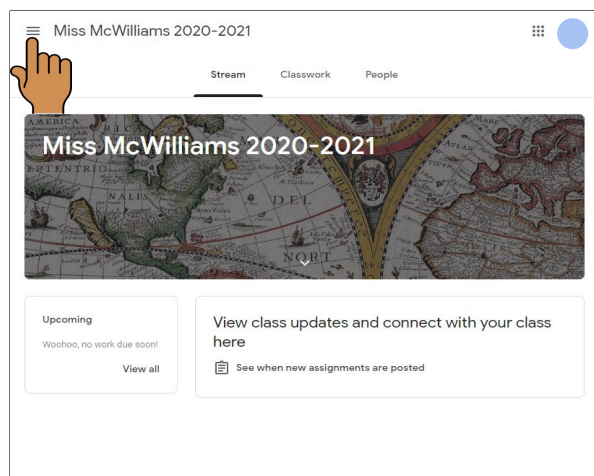Option 1: go to classroom.google.com
Option 2: Click the grid square on the Google homepage. Click the Google Classroom icon.
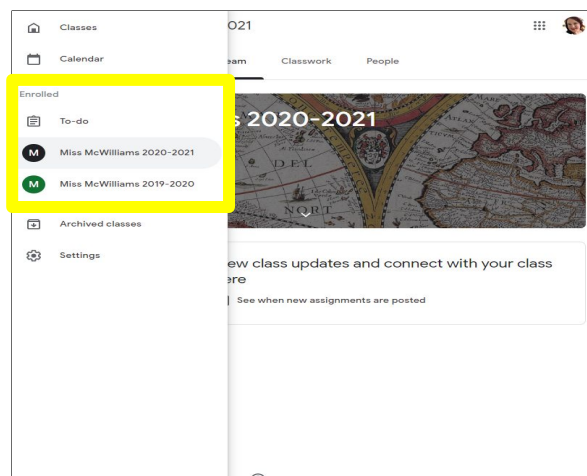
Step 2:

Google Classroom lists all the classrooms you have joined. Choose the one you need.

Step 3:

If you need to switch once inside the classroom, click the 3-bars in the upper left hand corner.

Step 4:

On the menu under enrolled, choose the class you want to switch to.
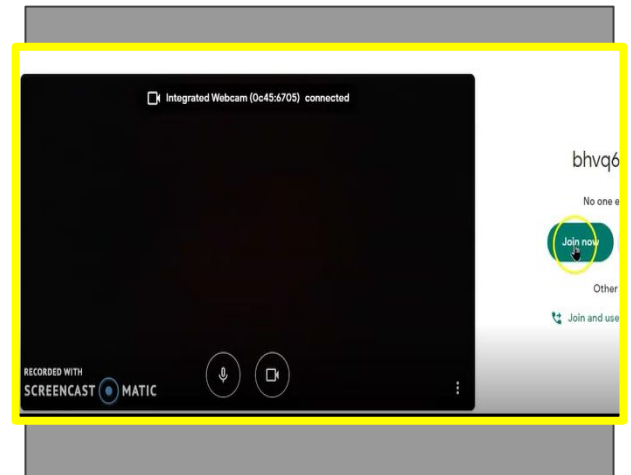
Joining Google Meet

Step 1:

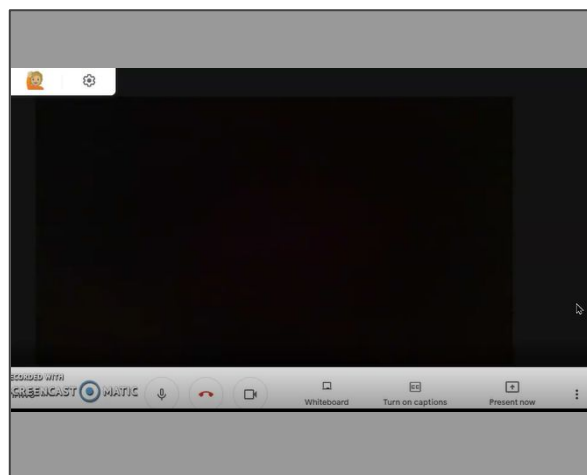In your Google Classroom, click on the **Meet Link**.
Google Meet Link can be found on the **stream** page "Meet Link" and/or on the **classwork** page "Meet"
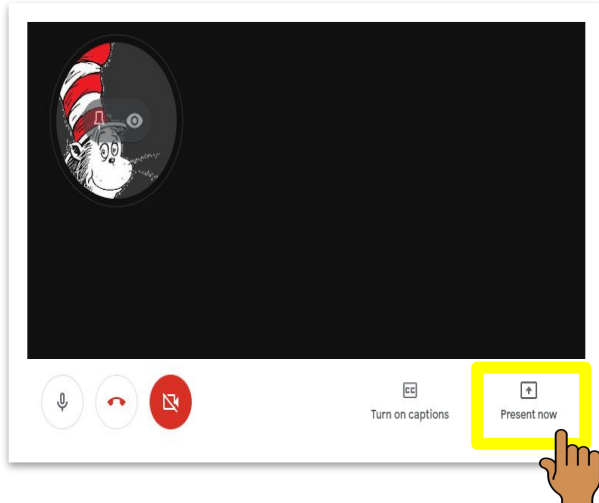
Step 2:

Click on **Join now**
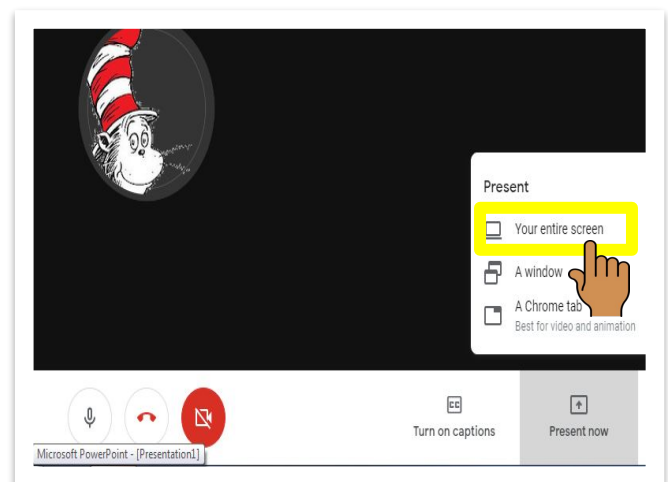
Step 3:

You are in Google Meet.
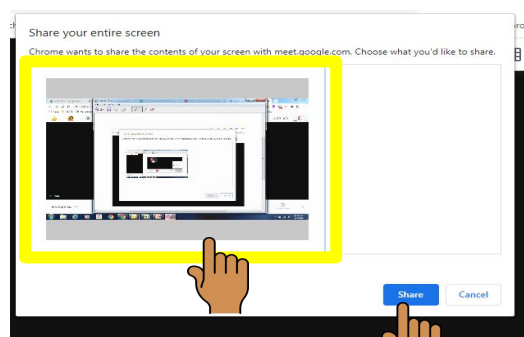
How to Share Your Screen

Step 1:

If you hover your mouse on the bottom of your Google Meet screen, click "**Present Now.**"

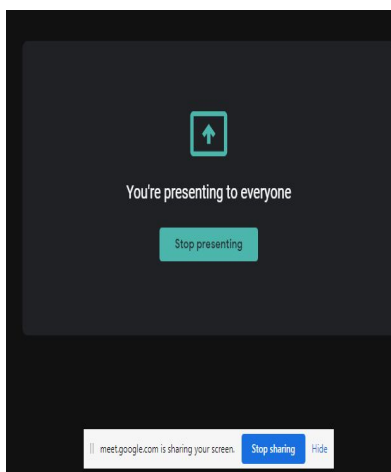## Step 2:

Click "**Your Entire Screen.**"

Step 3:

First, click the screen, and a blue box will light up around it.
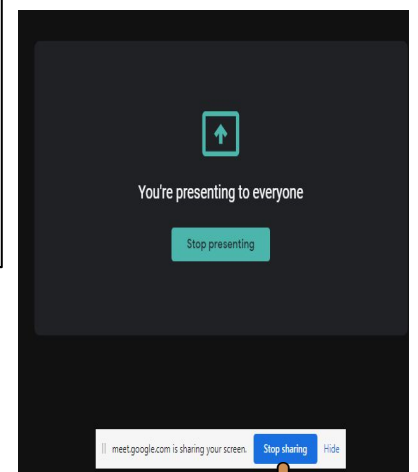
Then click "**Share.**"

Step 4:

You will see that you are presenting to everyone. Each new window or tab you click, will be displayed to everyone.
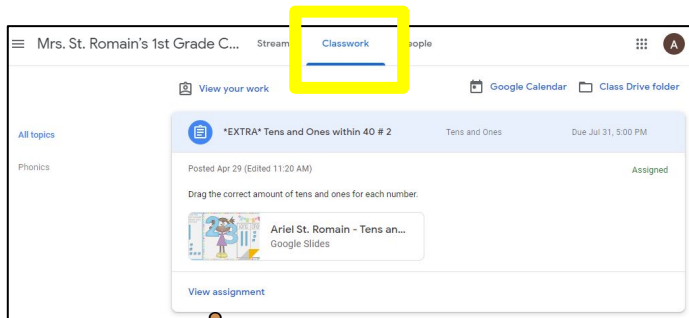
Step 5:

To stop sharing your screen, click "**Stop Sharing.**"

Completing a Google Slides Assignment

Step 1:

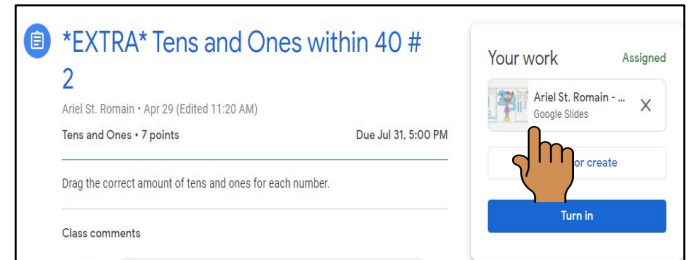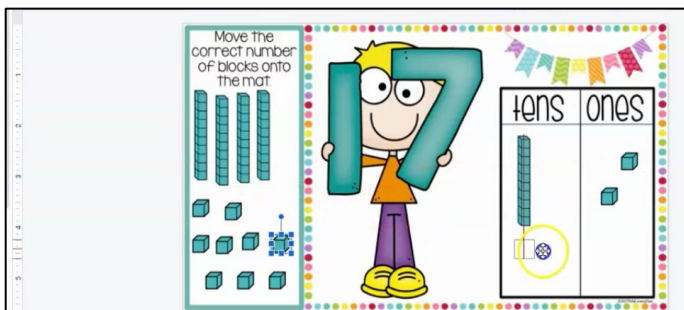Under **Classwork**, click the assignment to open the details.

click "**View Assignment**"

Step 2:

Click the Google Slides attachment under **Your Work**
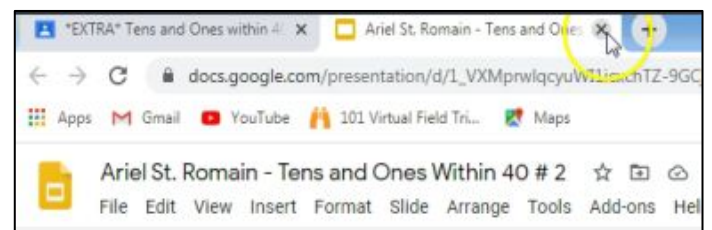
Step 3:

Move the correct number of blocks onto the mat.

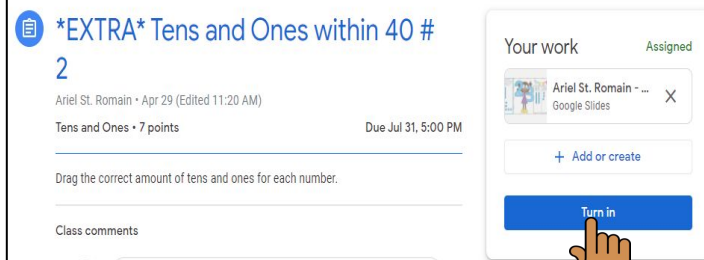Follow the directions at the bottom of the slide to complete the assignment.

Step 4:

Click the **X** on the Google Slides Tab to close the document. It will automatically save your work!
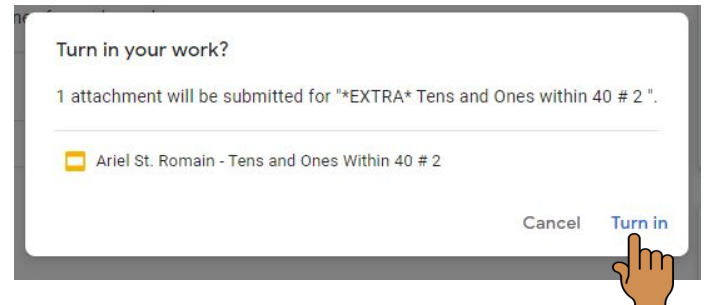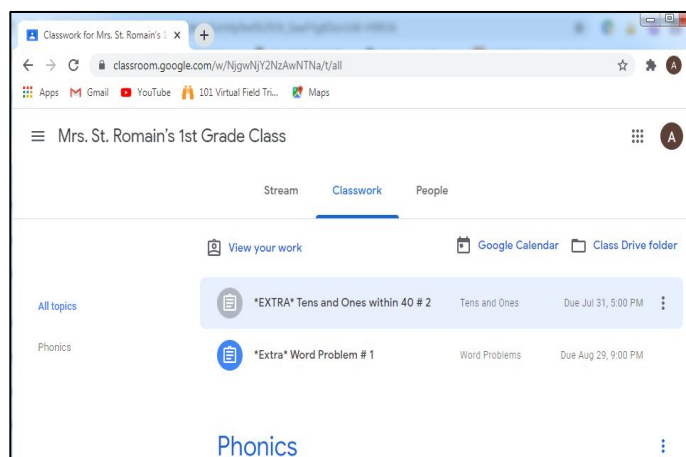
Submitting a Google Slides Assignment

Step 1:

EXTRA Tens and Ones within 40 # 2

Ariel St. Romain • Apr 29 (Edited 11:20 AM)

Tens and Ones • 7 points

Due Jul 31, 5:00 PM

Drag the correct amount of tens and ones for each number.

Class comments

Your work — Assigned

Ariel St. Romain - ...
Google Slides

+ Add or create

Turn in

Open the assignment.
Your saved work is already attached under **Your Work.** Click "**Turn In.**"

Step 2:

Turn in your work?

1 attachment will be submitted for "*EXTRA* Tens and Ones within 40 # 2 ".

Ariel St. Romain - Tens and Ones Within 40 # 2

Cancel   Turn in

It will confirm that your work is attached.
Click "**Turn In.**"

Step 3:

Classwork for Mrs. St. Romain's

← → C   classroom.google.com/w/NjgwNjY2NzAwNTNa/t/all

Apps   Gmail   YouTube   101 Virtual Field Tri...   Maps

≡ Mrs. St. Romain's 1st Grade Class

Stream   Classwork   People

View your work   Google Calendar   Class Drive folder

All topics

EXTRA Tens and Ones within 40 # 2   Tens and Ones   Due Jul 31, 5:00 PM

Phonics

Extra Word Problem # 1   Word Problems   Due Aug 29, 9:00 PM
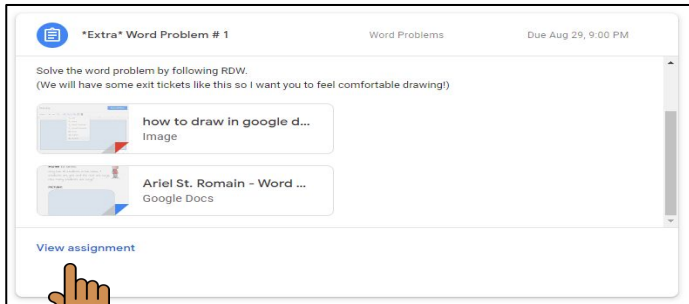
Phonics

Under the **Classwork** tab, it will now show your assignment with a gray clipboard. This means it is turned in.

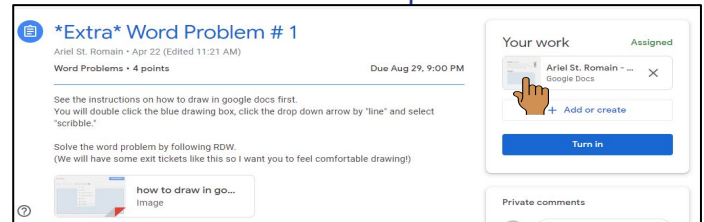# Complete and Submit a Google Doc Assignment

Step 1:

Under **Classwork**, click the assignment to open the details.

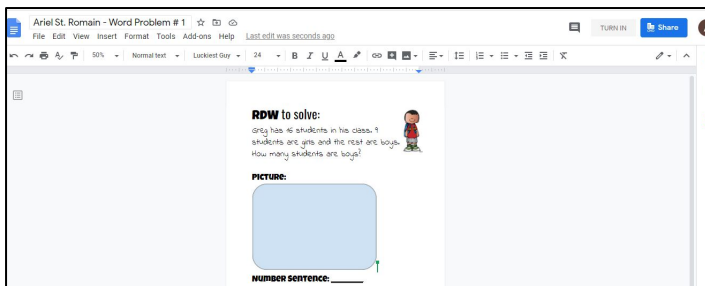click "**View Assignment**"

Step 2:

The assignment gives the directions and shows any attachments or links needed for the assignment.
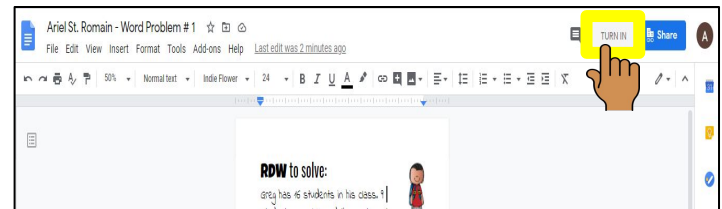
Click the Google Doc attachment under **Your Work** to get started filling in your assignment.
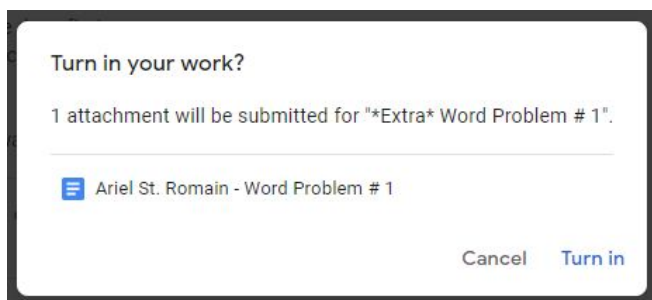
Step 3:

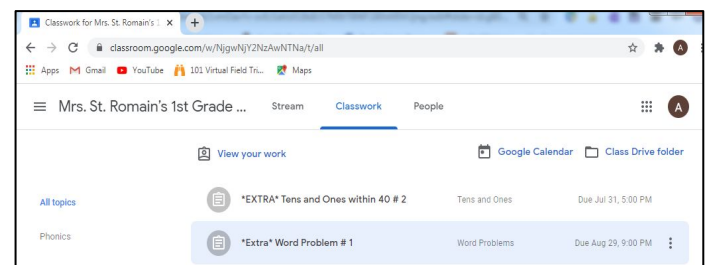Double click to type on the line.

Step 4:

When you are finished you will click the gray **Turn In** button in the top right of the screen.

Step 5:

It will confirm that your work is attached. Click "**Turn In.**"
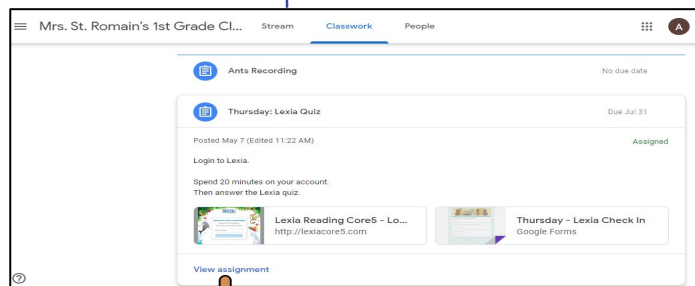
Step 6:

Under the **Classwork** tab, it will now show your assignment with a gray clipboard. This means it is turned in.
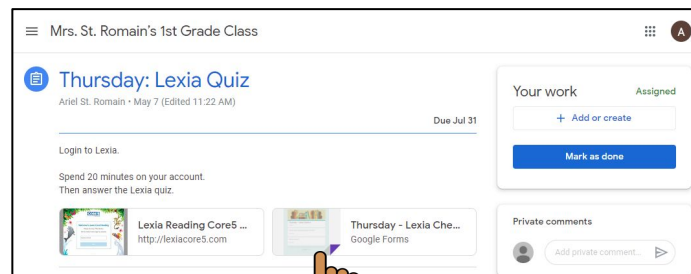
Complete and Submit a Google Form Assignment

Step 1:

Under Classwork, click the assignment to open the details.

click "View Assignment"

Step 2:

Click the Google Form attachment.
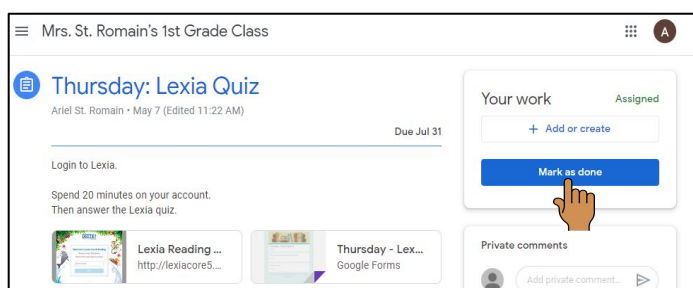
Step 3:

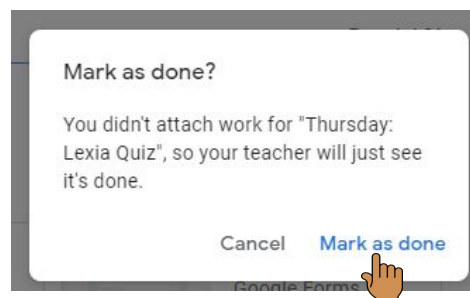Type to fill in each question. Then click "Submit."

Step 4:
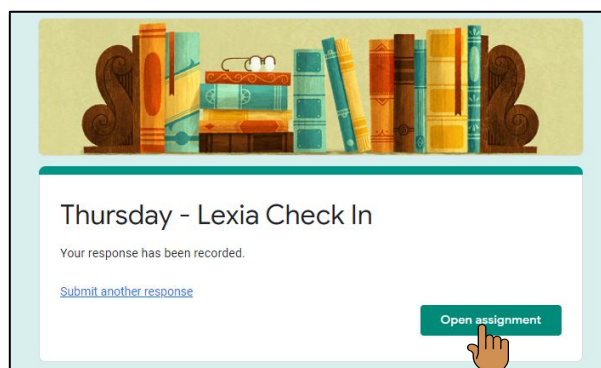
Click "Open Assignment."

Step 5:

It will bring you back to your assignment. Click "Mark as done."
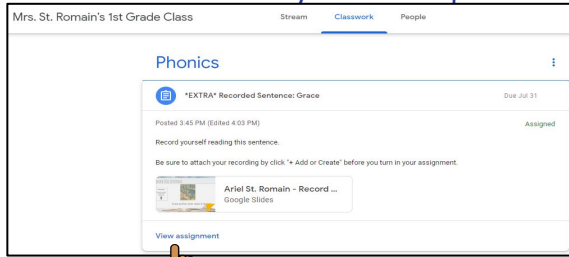
Step 6:

It will tell you that nothing is attached. This is okay! Click "Mark as done."
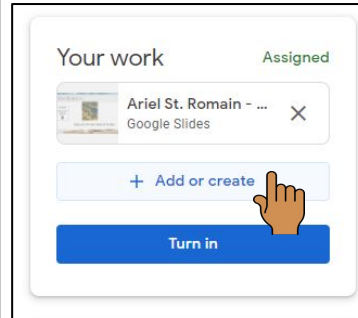
Attaching Work to an Assignment

Step 1:

Sometimes you will need to attach a picture of your work, a recorded clip, and another file to your assignment.
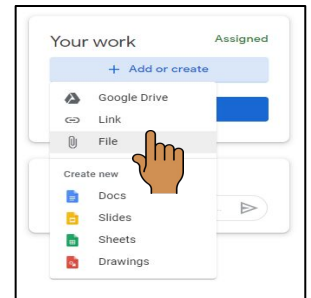

Under the classwork tab, click **View assignment** to get started.
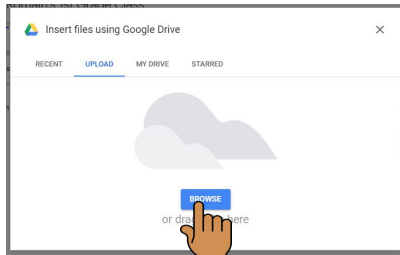
Step 2:

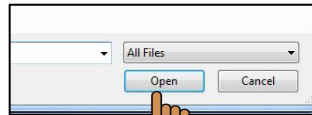On the top right, under Your Work, click "**+ Add or create**."

You will then select where the file is located. If it is on your computer click "**File**."
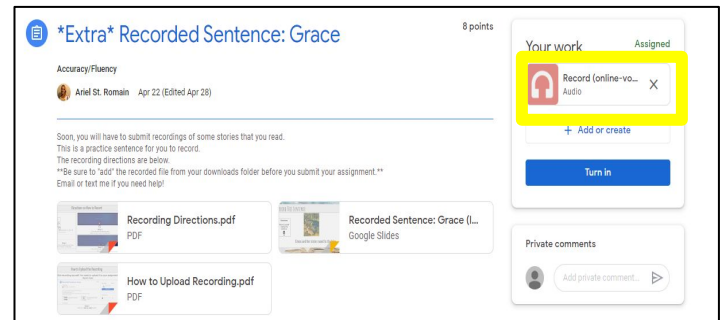
Step 3:

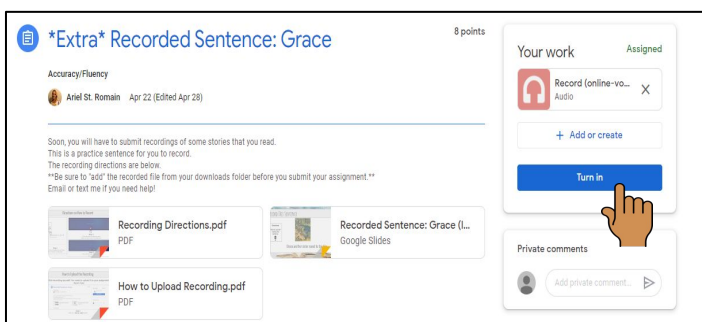Click the "**Upload**," tab at the top, then click "**Browse**".

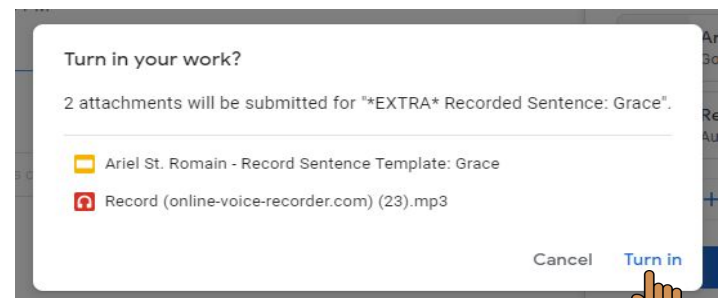Locate your file, then click **Open**.

Step 4:

You will now see your file attached.

Step 5:

Click "**Turn in**."

Step 6:

It will confirm that your work is attached. Click "**Turn In**."