

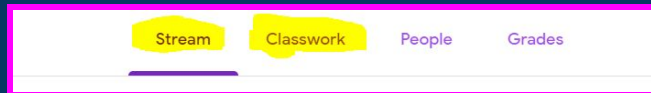
Using Google Classroom for Distance Learning

SFX Student Help Guide

New to Google Classroom? That's ok, we can figure it out together!

Some tips for getting started:

1. Log in to Google. If you're reading this you probably did that already, so good job!
2. Get used to using your Google waffle. This will take you to any Google App you need (see pic →→→).
3. Click on the classroom app. If you have already enrolled, click on the classroom you need. If you have not enrolled, click the plus button on the top right and "join class" using the class code from your teacher.
4. Pay attention to new posts in your stream and check for new classwork.



5. Look for assignments and due dates. If you have multiple classrooms, use the "to do" list located in your Google pancake (stack of 3 lines on the left) to see all assignments and due dates in one place.
6. Check to see if your teacher posted a template to work in (on the right, called "your work". If not, create a document (or Slides, etc) to do your work.
7. When you are done, click "turn in". Remember that you cannot edit it once it is turned in. If you must edit, you need to un-submit (but this may cause it to be late).

****Check your Google Classroom and email daily.****

Still have questions? Try this [trouble shooting](#) site from Google.

If you get stuck or are unsure about an assignment, email your teacher.

