Google Classroom Guide

1. How do I access my classroom?
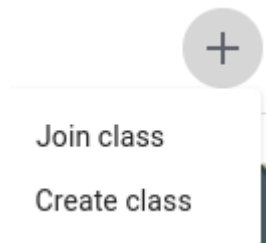
Step 1: From your email inbox, click on the Google apps icon, located next to the crest.
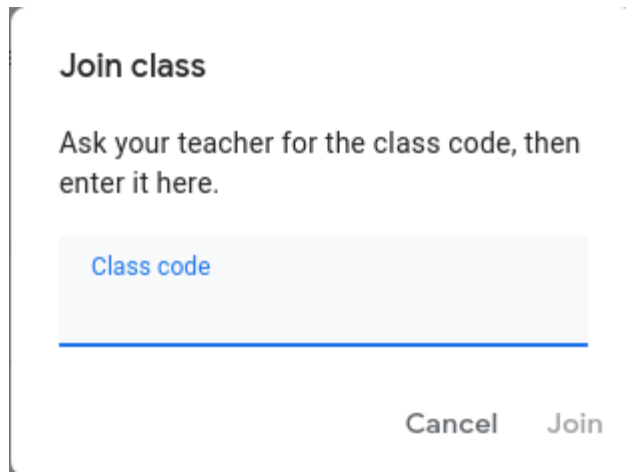
Step 2: Select the Google classroom icon from list.

Classroom

Step 3: If you are joining the class for the first time, click on the + and then select **'Join class'.**

Join class

Create class

Step 4: Enter the class code provided by your teacher and click on '**Join'**.

Join class

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

Class code

_____

Cancel   Join

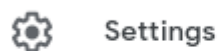☰ **Google** Classroom   +   ⋮⋮⋮   ●

2. How do I upload a profile picture?

Step 1: Click on the 3 horizontal lines to the top left of the classroom.
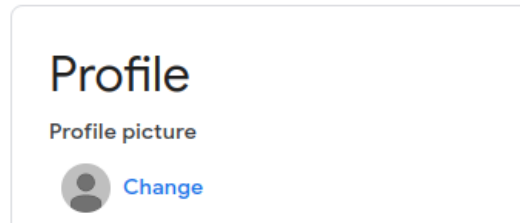
☰ FORM 4

Step 2: Select **'settings'** from the list.

⚙ Settings

Step 3: Click in the space provided for the picture.

Step 4: Click on '**select a photo'** to choose the picture you want for your profile and then press, 'set as profile picture'.

3. How do I access my general classroom announcements?

Step 1: Select the **Stream** tab located at the top of the classroom. In this area, you may get general announcements or reminders posted by your teacher. You will also receive notifications of anything new that is posted in the classroom for you. It functions like a Facebook page, in which everything posted by the members stream. The more recent posts will appear at the top and the older ones at the bottom.
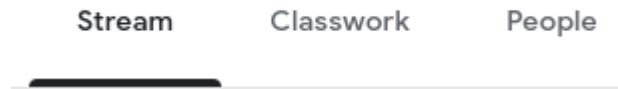

N.B. Log in regularly to prevent important posts from being pushed down before you read them.

## 4. How do I communicate with my teacher or classmates?

Step 1: Select the '**Stream'** tab.

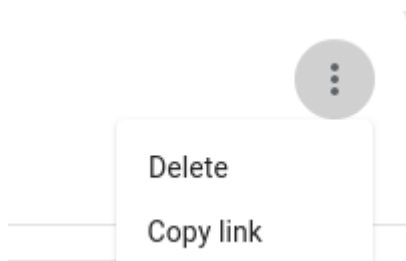Stream   Classwork   People

Step 2: Click into the space '**share something with your class'**

Share something with your class...

Step 3: Type in the information or question you wish to share with the teacher or students.   You can attach any additional document to your post by clicking on '**Add'** and selecting the file from wherever you have it stored. Press on **'Post"** to share it with the class.

Share with your class

0 Add   Cancel   Post
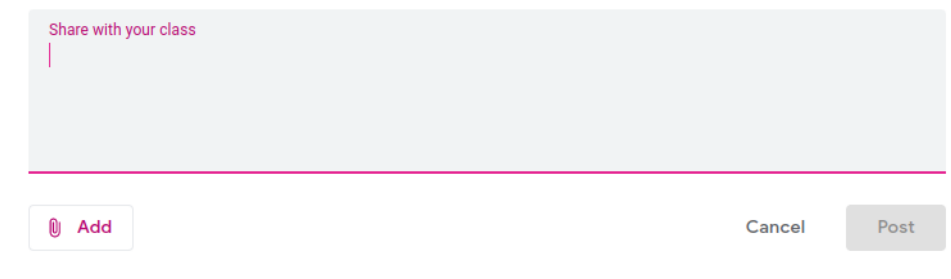
N.B. To delete a post, click on the 3 dots to the right side of the post and select the option **'delete'.**

Delete

Copy link

Step 1: Select the '**People'** tab at the top of the page. You will find a list of your teachers and classmates. Click on a teacher or a student's name to send them an email.

| | Stream | Classwork | **People** |

Teachers

	Francis Jn Baptiste
	Casilda Dantzie-Andrew
	Miss Victor

Classmates

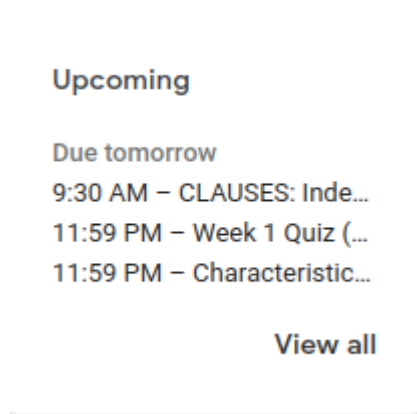|	Nahum Alfred
	Larry Auguste
	Skye Canaii
	Darcy Charles

5. How do I view the assignments that I have been given?

OPTION 1

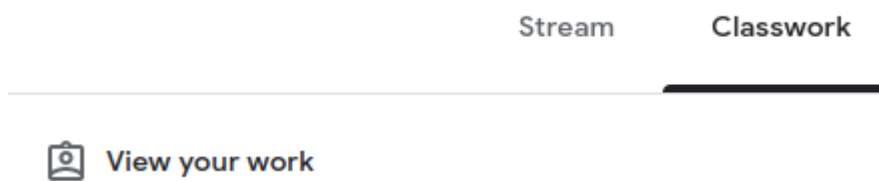Step 1: Click on the **'Stream'** tab at the top of the page.

| **Stream** | Classwork | People |

Step 2: Look beneath the class banner, on the left-hand side, you will see a box labelled 'Upcoming'. In there you will find your assignments. To get a full list of all the assignment, click on '**View all**'.
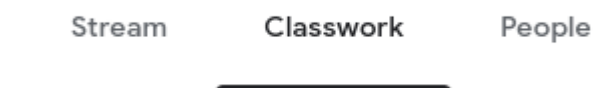
Upcoming

Due tomorrow
9:30 AM – CLAUSES: Inde...
11:59 PM – Week 1 Quiz (...
11:59 PM – Characteristic...

View all

OPTION 2

Step 1: Select the '**Classwork**' tab. Select the **'View your work'** icon. You will see the same list above.

Stream   Classwork

View your work

OPTION 3

Step 1: Select the 'Classwork' tab at the top of the page.

Stream   Classwork   People

Step 2: Scroll down the page and click on the assignments given. There are two main types of work to be submitted, questions and assignments. You should be familiar with the two icons which represent them.

QUESTIONS

The icon indicates that you are required to answer a question given by the teacher. You may also be asked to reply or comment on the answers posted by your classmates. After you have submitted your answer, you will be able to see or to reply to your classmates' posts.

ASSIGNMENTS

The icon indicates that an assignment has been given. Assignments can take many forms, multiple choice questions, short-answer or fill in the blank questions or longer pieces of writing such as essays. If there is a due date, it will also show next to the assignment. You can click on the icon to get more information.

You can get the instructions for the assignment as well as the points or marks allotted for that assignment. A marking rubric may also be included. Ensure that you look at it because it will give you information on what the teacher is looking for in the assignment.

Due 27 Apr

Regional Integration

30 points ⋮

Miss Victor   23 Apr

Write an essay of about 200 words on the topic below.

Caricom countries would be stronger if they come together to have one economy.

	/30 ↕
Introduction	/5 ⌄
Conclusion	/5 ⌄
Points (at least 3)	/10 ⌄

N.B. Not everything given by the teacher in this space is for submission. The   icon indicates that the teacher has shared some sort of material with you. It can be in any form. You are to go through that material but you do not have to submit it to the teacher.

6. How do I submit an assignment?

6.1 Submitting a quiz

Step 1: To complete the quiz, select your answers. Items may take different forms. You may be required to match items, choose answers from a drop-down list, check-off boxes or write in a short answer. Questions may also come with an attachment such as a video or picture, ensure that you go through the attachment.

Step 2: After you have made your choice, click on the '**Submit**' Button found at the bottom of the quiz after the last question.

General Knowledge Quiz

Select the best answer for each of the items below.
Click in the circle next to your choice.

1. In what year did St. Lucia become independent? — 1 point

○ 1979
○ 1944
○ 1960

2. What culture does this item represent on St.Lucia's Coat of Arms? — 1 point

○ Spanish
○ African
○ European

3. Match the countries on the left to their corresponding capitals on the right. — 3 points

	Fort-de-France	Port-of-Spain	Bridgetown
Barbados	○	○	○
Martinique	○	○	○
Trinidad	○	○	○

4. Select all the national symbols of St. Lucia. — 3 points

Choose -

5. True or False. Sir John Compton was the first Prime Minister of St. Lucia. — 1 point

☐ true
☐ false

7. Which Caribbean island is NOT featured in the video below? — 1 point

○ Jamaica
○ Antigua
○ Guyana

video - Caribbean Islands

CARRIBEAN

Submit

Step 3: After you have submitted the quiz, it will be graded instantly. Your will then have the option to view your score or to open the quiz.

General Knowledge Quiz

Response submitted and assignment marked as done.

View score

Submit another response

Open assignment

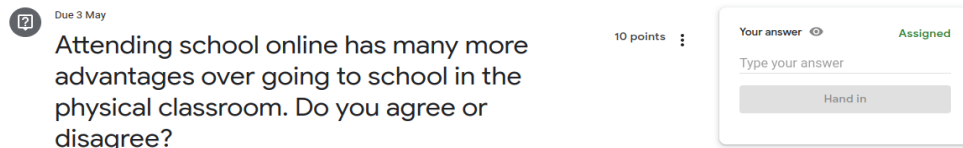Step 4: Click on **'View Score'** to see your score.

General Knowledge Quiz

Total points **9/10**

Select the best answer for each of the items below. Click in the circle next to your choice.
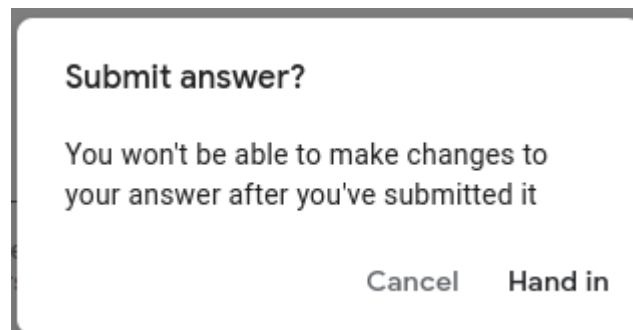
6.2 Submitting a question
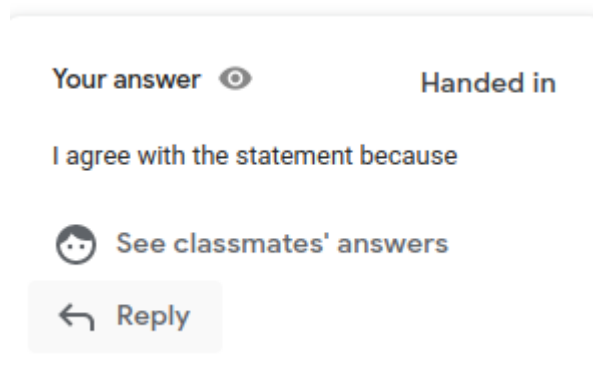
Step 1: Open the question and read it carefully.

Step 2: To the right side of the question, there is an area to submit your question. Click in the space labelled **'Type your answer'.** Type in your question.

Step 3: Press '**Hand in'.** You will be alerted that you cannot make changes to your answer once submitted**.** Do the necessary review and click **'Hand in'.**

The status of your question would have changed from **'Assigned'** to **'Handed in'**.

Step 4: Click on the face icon to see your classmates' answers or the arrow to reply or comment on their answers.

6.3 Submitting an assignment

Step 1: Open the assignment and read it carefully. Go to the right side of the assignment and click on 'Add or create' to submit your assignment.
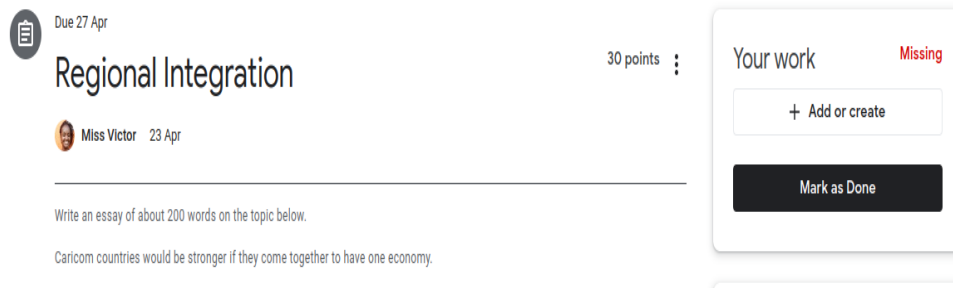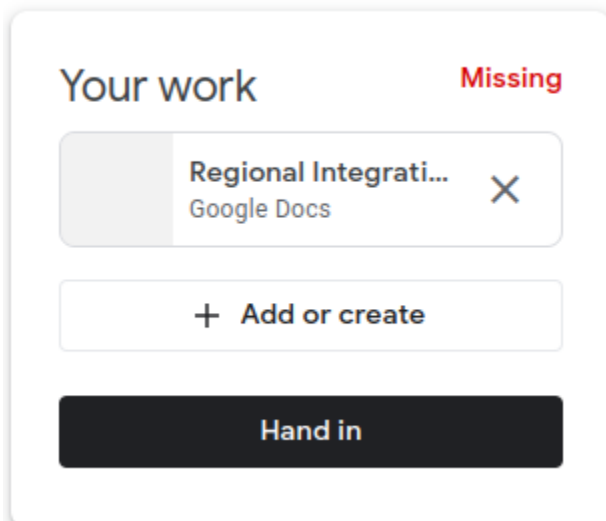

Step 2: From the drop-down list, click on **'Docs'.** You will be given access to a Google Document page to type in your answer.
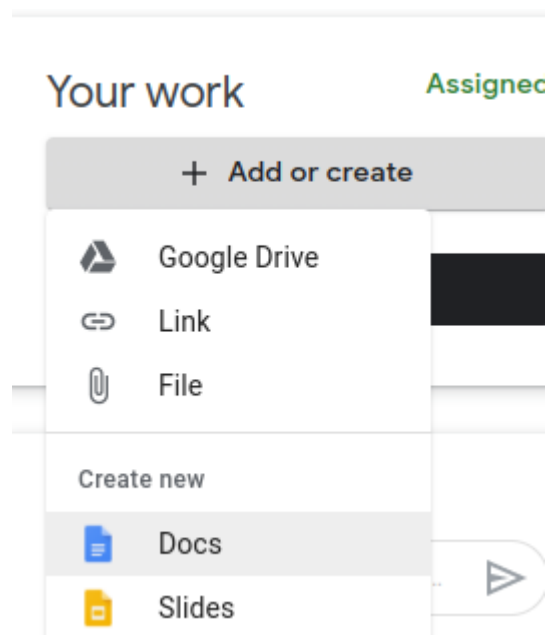

Step 3: Type in your answer and close the page when you are done. Your work is saved automatically in Google Docs.
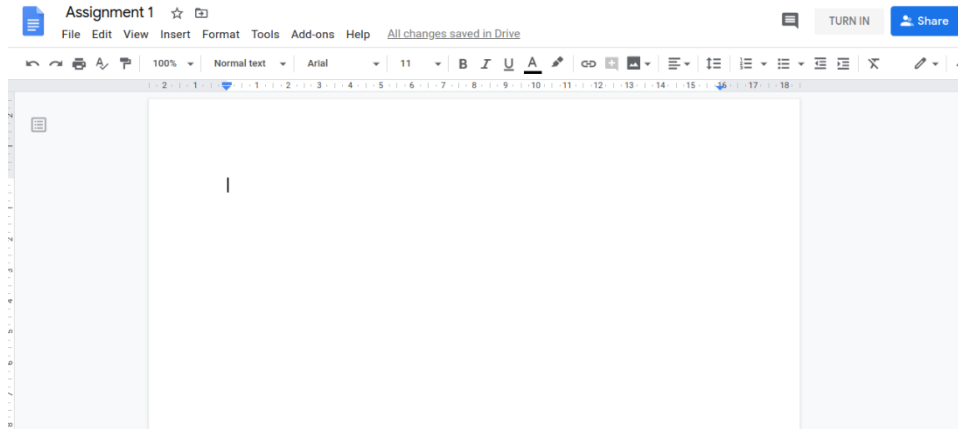
Step 4: The Google Docs file will automatically be uploaded. Click on **'Hand in'** to submit the assignment.

The status of the assignment would change to '**Handed in'.** If the assigned is handed in late, this will also be indicated.
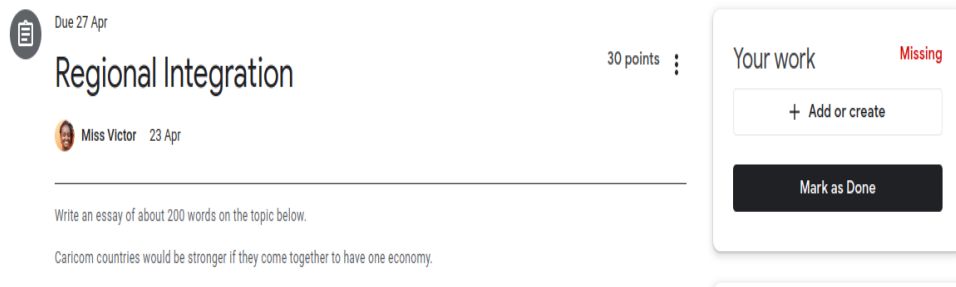
In Word, click on 'insert' and then 'symbol' to gain access to the accents.
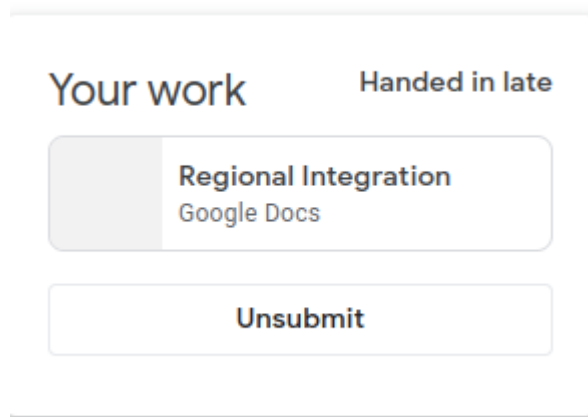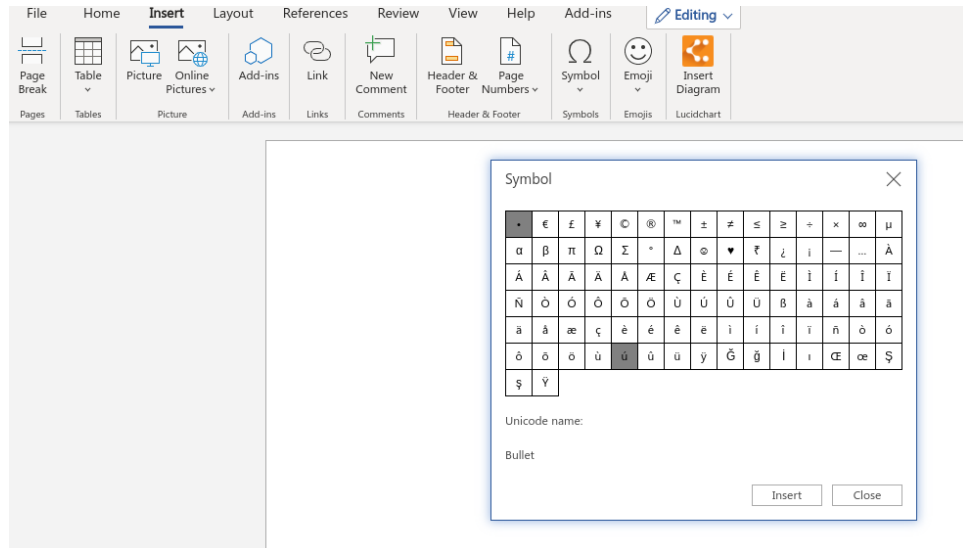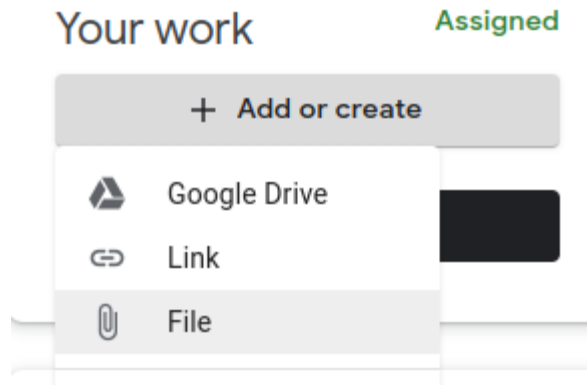

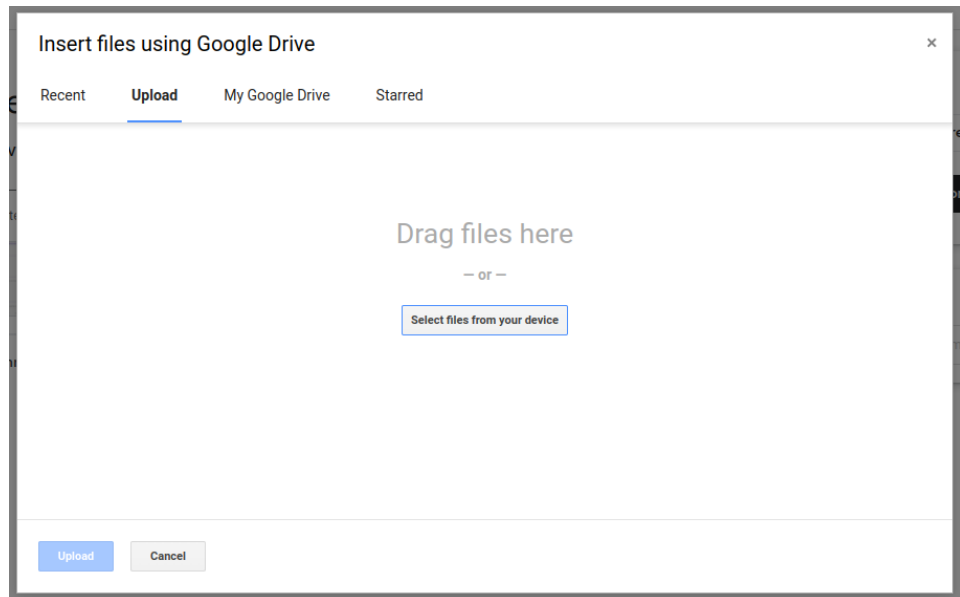## 6.4 How to submit an assignment created outside of the Google Docs page.
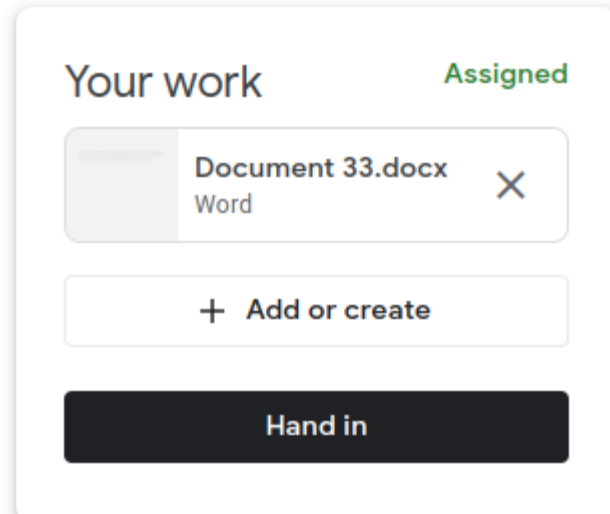
Step 1: Click on '**Add or create'**
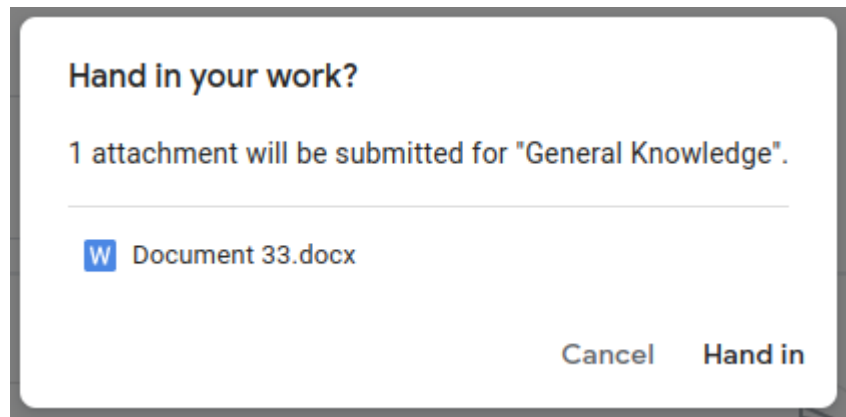

Step 2: From the drop-down list, select **'File'.**

Step 3: Click on **'Select the file from your device'** (find it wherever it is stored and click **'Upload'**.

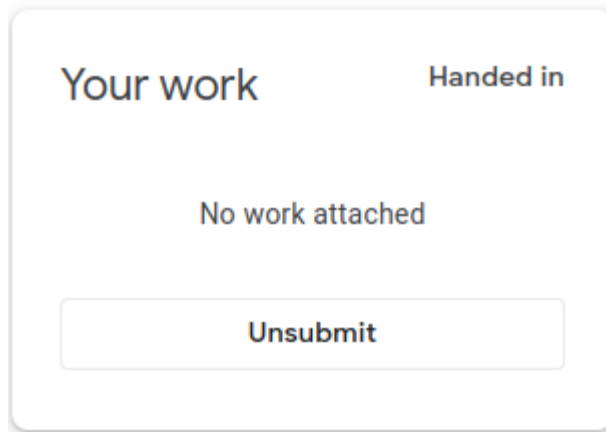Step 4: After you have uploaded the file, press "Hand in'.

You will receive a notification of what you are submitting. Press on **'Hand in"** to complete the submission process.
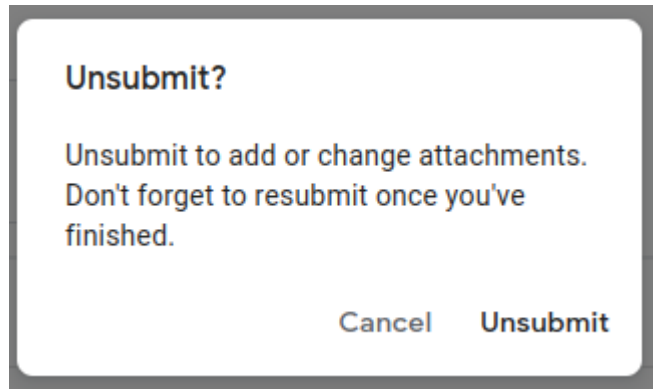

7. How to edit an assignment that has been submitted.

Step 1: Go to the submitted assignment, click on **'Unsubmit'.**

Step 2: You will be reminded to submit after making changes. Click 'Unsubmit' to complete the process of having your assignment returned to you so that you can make changes.

Step 3: Make the necessary changes and click '**Hand in'** to submit the assignment again.
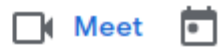
8. How to join you live classes in Google Meet

OPTION 1

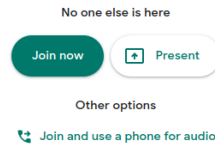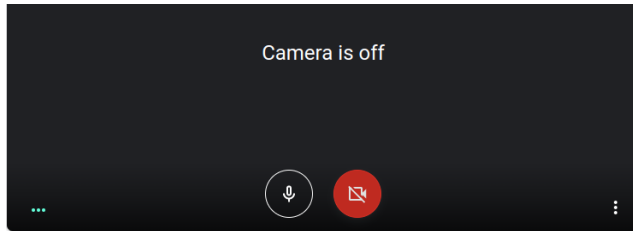Step 1: For a meeting organized within your classroom, click on the Meet link on the class   banner. For exampe, https://meet.google.com/lookup/raw7iwsa9v.

You can also click on the Meet icon found just beneath the **'Classwork'** tab

Stream   Classwork   People

◻️ Meet 📅

Step 2: Click **'join now'**, found on the right side of the meeting area. You can click on the microphone and camera icons to turn them on and off.

No one else is here

Join now   Present

Other options

Join and use a phone for audio

Camera is off

OPTION 2

Your teacher may send a link to you in your email. Click on the click to join the meeting.

Your work

Handed in

Document 33.docx
Word

Unsubmit