



# How to use Google Classroom

Step-by-step instructions

## **DMTC courses are held in Google Classrooms.**

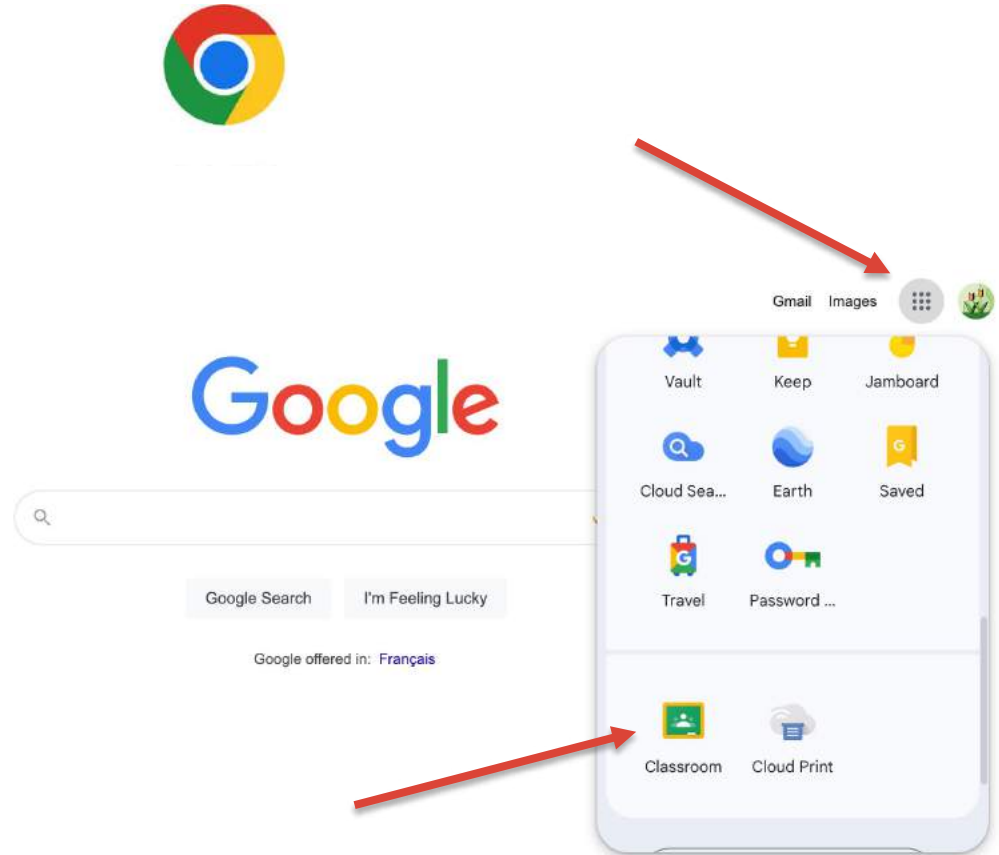
This is where the online sessions meet, where you can find the syllabus and assignments, turn in work and communicate with the instructor.

To start – upon registration and payment you will receive an email inviting you to join the course's Google Classroom. Accept the invitation.

Then you can access it using the following steps.

**1. Open Google Chrome**

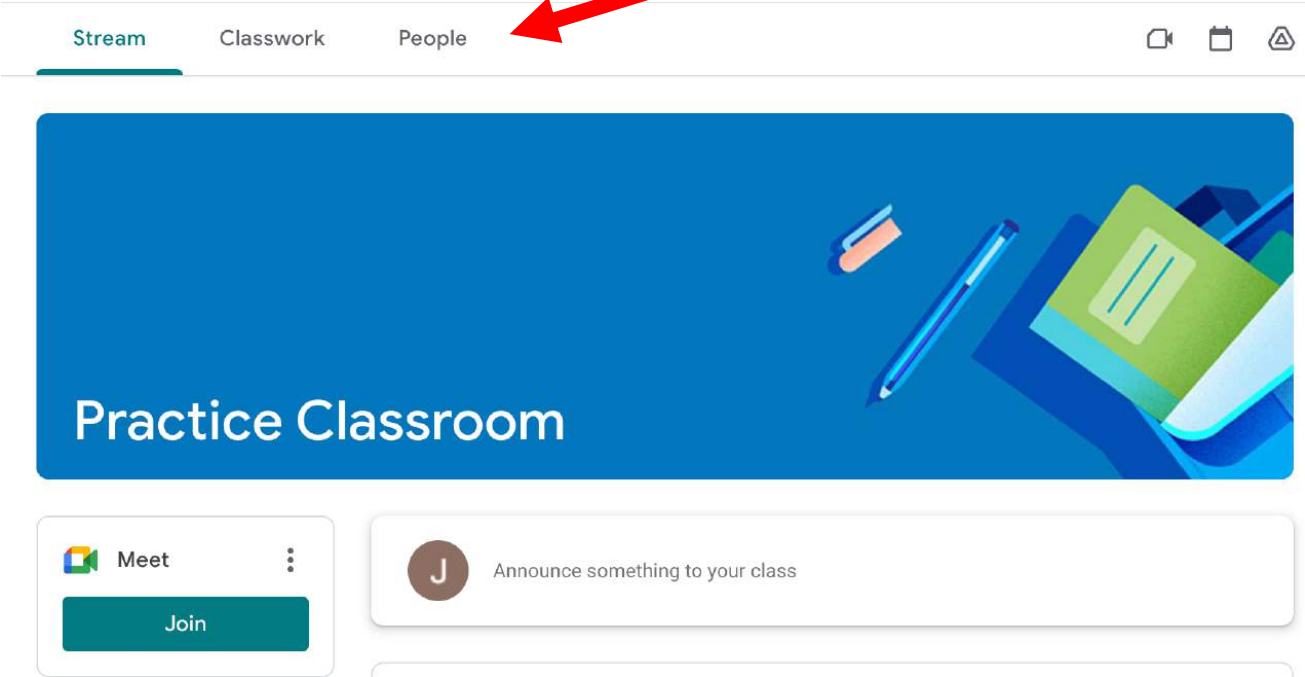
**2. Click the grid on the right hand side to find Classroom**



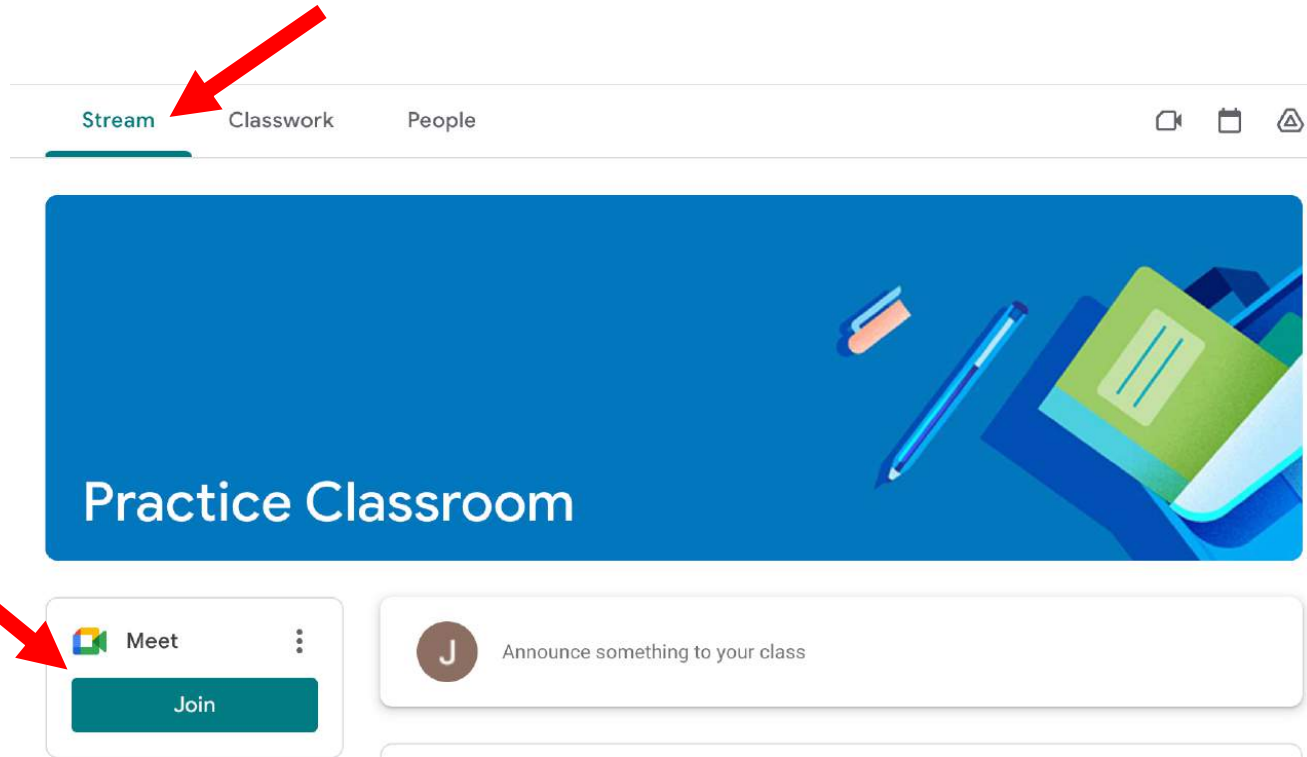
# 3. Find and select your classroom

The screenshot displays a user interface for a learning management system. On the left is a sidebar with navigation options: Home, Calendar, Teaching, To review, Developing a Missional Church (OTR 4013), Introduction to the New Test... (BIB 1023), Christian Preaching I (PAS 3033), Practice Classroom, Leadership of Christian Educ... (CEM 2133), Archived classes, and Settings. The main area shows a grid of classroom cards. The top-left card is titled 'Developing a Mission...' (OTR 4013) and lists due dates for reflection topics. The top-right card is titled 'Introduction to the N...' (BIB 1023) and is highlighted with a red arrow. The bottom-left card is titled 'Christian Preaching I' (PAS 3033) and the bottom-right card is titled 'Practice Classroom' (PAS 3033). Each card includes a title, course ID, and a list of items or due dates. At the bottom of the page, a URL is partially visible: <https://blackboard.gsu.edu/116/1/22NL/1174/1175/>

# 4. At the top are three tabs: Stream, Classwork and People.



**5. Stream** shows everything recently posted and the **Google Meet link** for online classes.

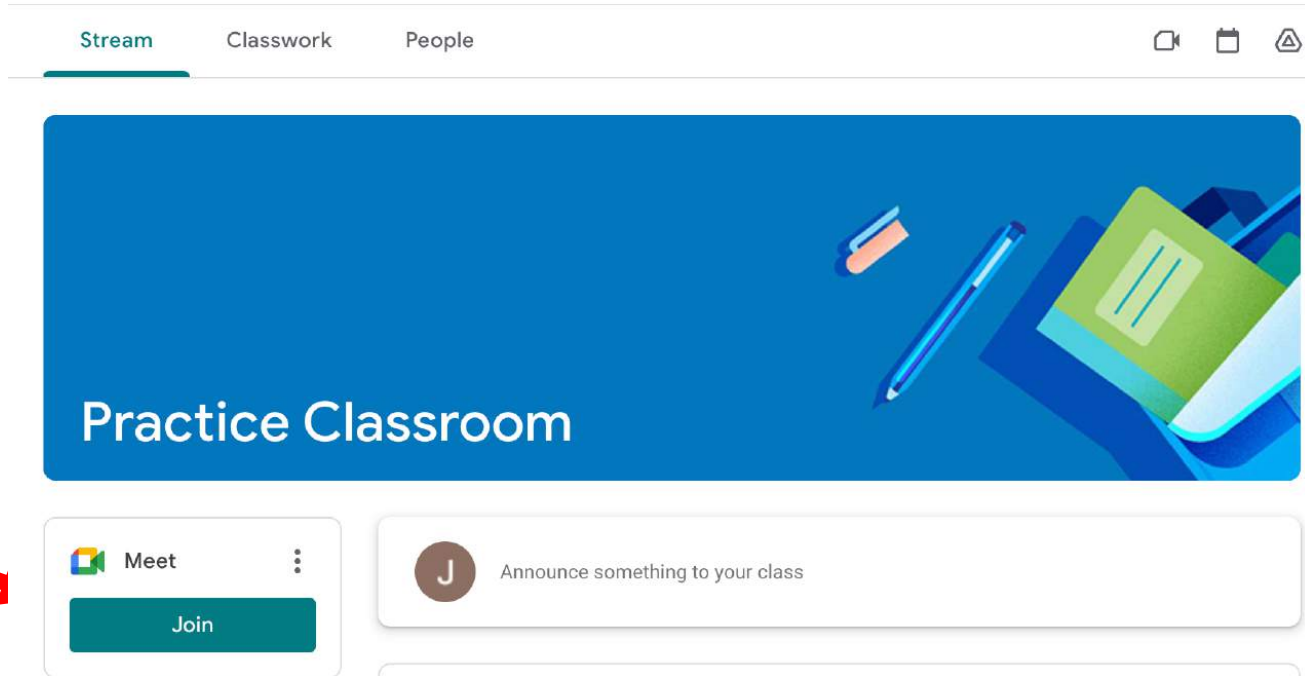


## 6. Click

# online class

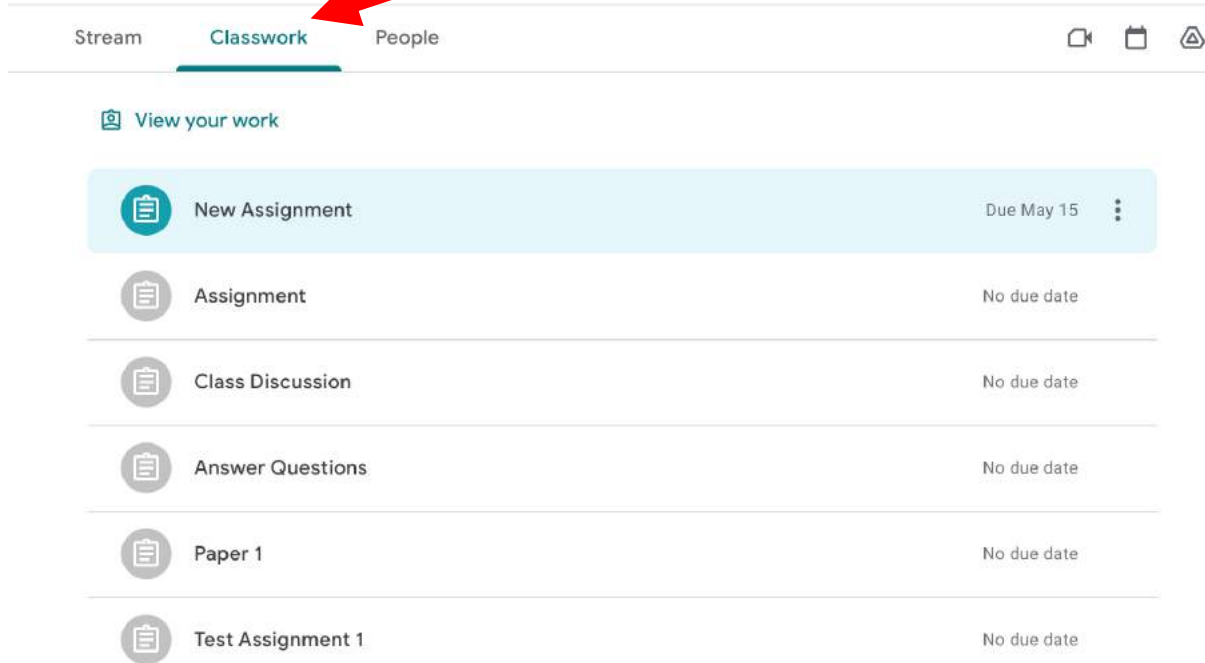
Join




# to enter the Google Meet











The screenshot shows the Google Classroom interface. At the top, there are three tabs: 'Stream' (selected), 'Classwork', and 'People'. To the right of these tabs are three icons: a camera, a calendar, and a triangle. Below the tabs is a large blue banner with the text 'Practice Classroom' and an illustration of a blue pen, a green notebook, and a blue folder. Below the banner, there is a 'Meet' button with the Google Meet logo and a 'Join' button. A red arrow points to the 'Join' button. To the right of the 'Meet' button is a text box with a circular profile picture containing the letter 'J' and the text 'Announce something to your class'.

# 7. Click Classwork to find assignments and your work



Stream **Classwork** People   

 View your work

 New Assignment	Due May 15	
 Assignment	No due date	
 Class Discussion	No due date	
 Answer Questions	No due date	
 Paper 1	No due date	
 Test Assignment 1	No due date	



# 8. To complete your work click on the assignment and add or create a file with your assignment.

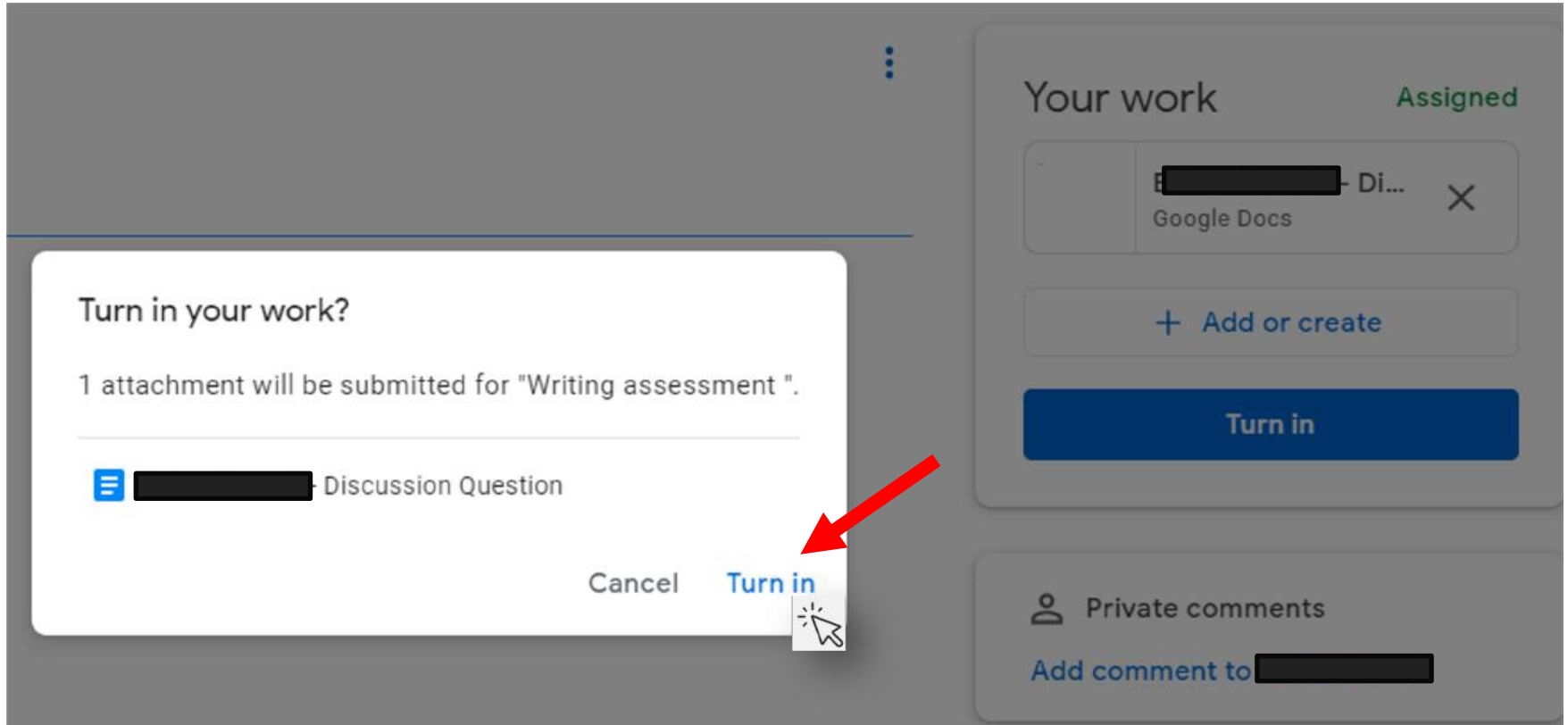
Add (Upload) or create a Google doc and then “Turn In”

The image shows a sequence of three screenshots illustrating the process of completing an assignment. The first screenshot shows the 'New Assignment' page with a 'Your work' section containing an 'Add or create' button and a 'Mark as done' button. A red arrow points to the 'Add or create' button. The second screenshot shows the 'Add or create' menu with options for Google Drive, Link, File, Docs, Slides, Sheets, and Drawings. A red arrow points to the 'Docs' option. The third screenshot shows the 'Your work' section with a Google Doc file added and a 'Turn in' button. A red arrow points to the 'Turn in' button.

In some situations an instructor may already have a Google doc uploaded. Select it, complete the assignment then select “turn in”


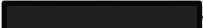
Private comments are to ask a question of the instructor.

## 9. Click “Turn in” again.



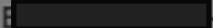

Turn in your work?

1 attachment will be submitted for "Writing assessment".

  Discussion Question


Cancel [Turn in](#)

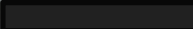
**Your work** Assigned

 - Di...   
Google Docs

+ Add or create

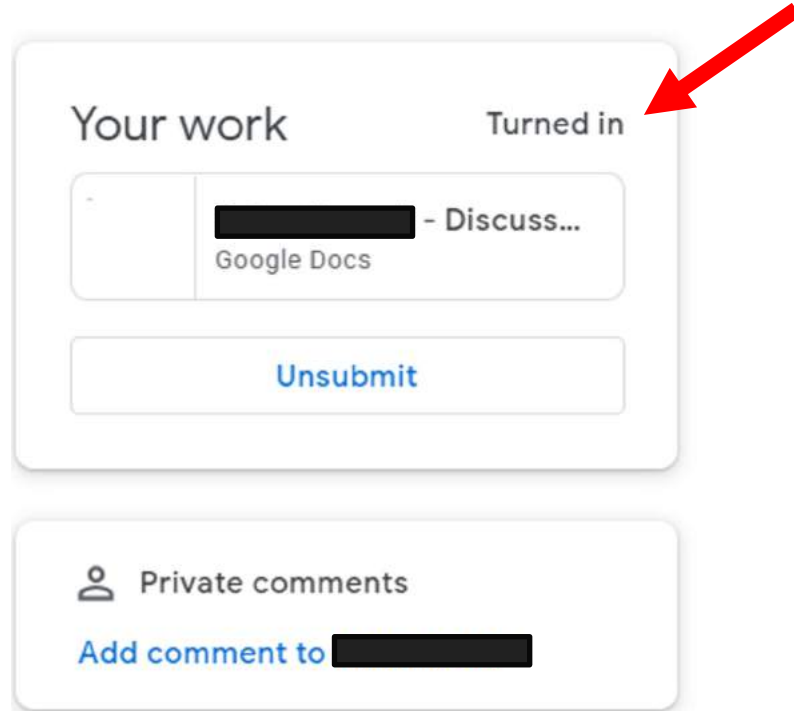
**Turn in**

 Private comments

Add comment to 

A red arrow points to the "Turn in" button in the dialog box.

# 10. When you see “turned in” you are done!



# 11. Under “Classwork” choose “view your work” to see your graded assignments

