

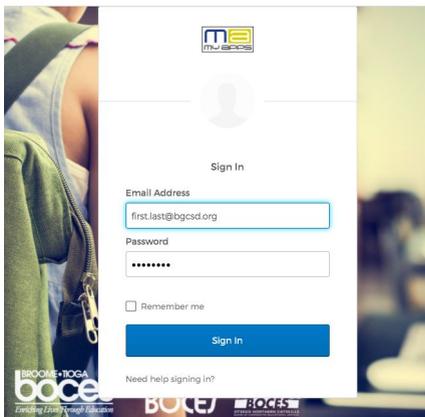
How to Access Email, Google Classroom and Drive

Once you sign into your Chromebook, find the MyApps Icon that looks like this:



If it is not on the bottom of your screen, click on the circle on the bottom left and find it in your tools.

Sign in using your school email, it should be firstname.lastname@bgcsd.org and your password.



To open your email, select this icon:



The column on the left shows your emails, you can select to reply to an email here:

The screenshot shows the Outlook web interface. On the left, a list of emails is visible. A white arrow points from the text 'To write an email to a teacher, select "New Message". Each teacher has provided their email for you. Type that email, or their name, into the "To" box to send them a message.' to the 'New message' button. Another white arrow points from the text 'Your Emails' to the email list. On the right, an email from Sue Weibel is open. A white arrow points from the text 'How to Reply' to the reply icon (a blue circle with a white arrow) in the email's header.

How to Access Email, Google Classroom and Drive

To open your Google Drive, select this icon:



Google Drive is the storage of your materials in Google. Here are some ways to get around it:

The screenshot shows the Google Drive interface with several callouts:

- Top Left:** A callout box says "Create a new document, presentation, spreadsheet or file" with an arrow pointing to the "New" button.
- Top Center:** A callout box says "Type in a key word to try to find the document you need to open." with an arrow pointing to the search bar.
- Top Right:** A callout box says "Open other Google Tools" with an arrow pointing to the Google Suite icon.
- Bottom Left:** A callout box says "Finding documents that others have shared to you so you can work in a group" with an arrow pointing to the "Shared with me" section.
- Bottom Center:** A callout box says "You can organize your work into different folders" with an arrow pointing to the "APPR" and "Classroom" folders in the file list.
- Bottom Right:** A callout box says "Recent files that you have worked on" with an arrow pointing to the "Quick Access" section.

The "Quick Access" section displays three recent files:

- 7th Grade Life Science** (Nicole Rowley): Edited today. Includes a "Life Science Outline" document.
- Technology Checklist 1**: Edited in the past week by Aman...
- Epps/Gaias Bitmoji Class...** (Melissa Epps): Edited today.

The file list below shows:

Name	Owner	Last modified
APPR	me	Feb 8, 2019 me
Classroom	me	Dec 14, 2017 me

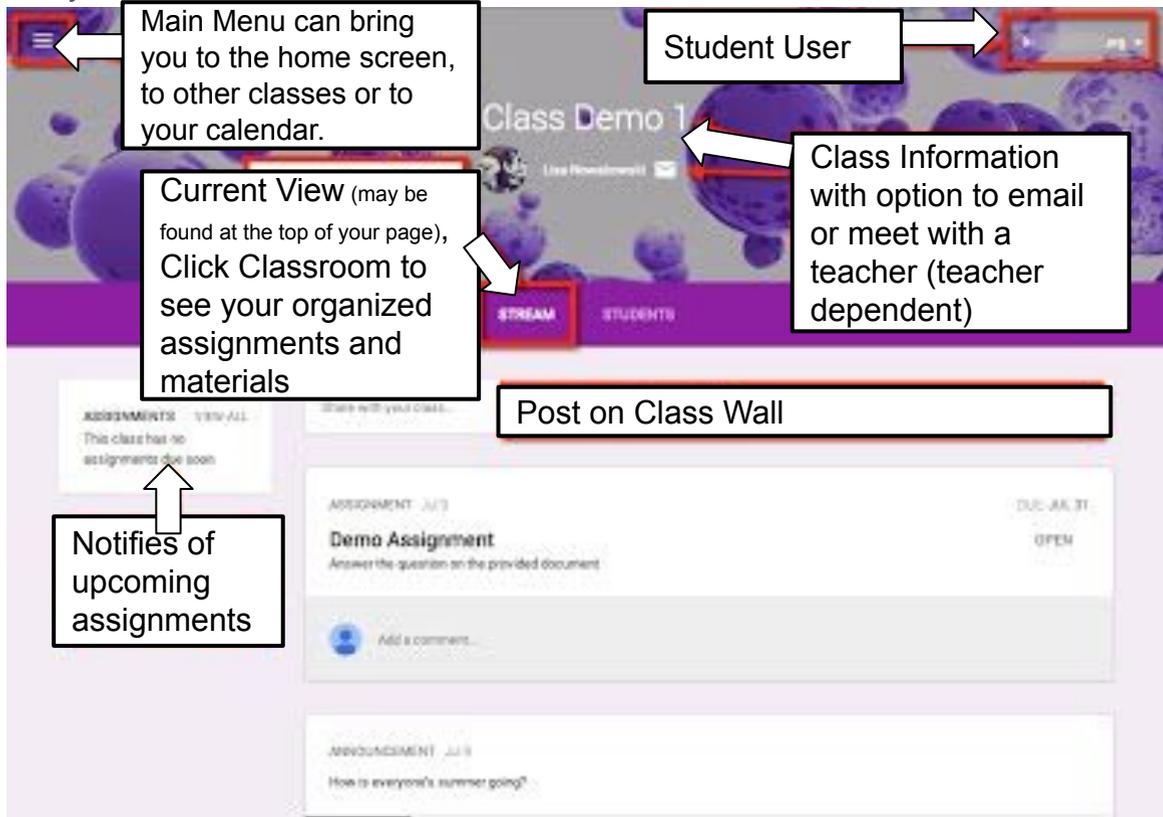
How to Access Email, Google Classroom and Drive

To open your Google Classroom, select this icon:



Google Classroom is where you will find your virtual assignments. To join a class, join a class you were invited to **or** click on the + at the top left and type in the class code. Select Join Class.

Here's what you will see in Classroom:



Main Menu can bring you to the home screen, to other classes or to your calendar.

Student User

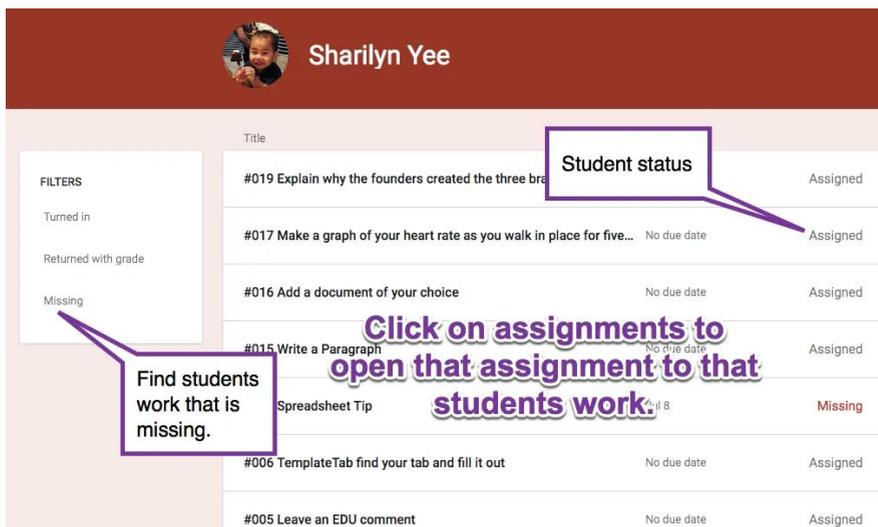
Current View (may be found at the top of your page), Click Classroom to see your organized assignments and materials

Class Information with option to email or meet with a teacher (teacher dependent)

Post on Class Wall

Notifications of upcoming assignments

Selecting "View all" in the box on the left will bring you to a screen listing your assignments.



Sharilyn Yee

FILTERS	Title	Student status
Turned in	#019 Explain why the founders created the three br...	Assigned
Returned with grade	#017 Make a graph of your heart rate as you walk in place for five...	Assigned
Missing	#016 Add a document of your choice	Assigned
	#015 Write a Paragraph	Assigned
	Spreadsheet Tip	Missing
	#006 TemplateTab find your tab and fill it out	Assigned
	#005 Leave an EDU comment	Assigned

Click on assignments to open that assignment to that student's work.

Find students work that is missing.

How to Access Email, Google Classroom and Drive

When you select an assignment to work on, you can view that assignment and see a screen similar to this:

The image shows a screenshot of a Google Classroom assignment page. The assignment is titled "Assignment #3 - Google Classroom- Finding your way around it." by Bonnie Scherhauser, due on Sep 16, and worth 11 points. The page includes instructions, a "Your work" section with "Add or create" and "Mark as done" buttons, and a "Private comments" section. Callout boxes provide additional information:

- Name of the Assignment:** Points to the assignment title.
- Be aware of due dates:** Points to the "Due Sep 16" date.
- Always click "mark as done" or "turn in" when you finish an assignment:** Points to the "Mark as done" button, which is highlighted with two stars.
- Here are the directions for the assignment:** Points to the list of instructions.
- Sometimes your teacher will add files, videos, links or even quiz questions within the assignment. Be sure to read the directions and use all of the materials provided.** Points to the bottom section showing attached files like "Google Classroom... Google Forms" and "Google Classroom... Video".
- If the teacher provided a template for you to work on, you will see it with your name on it here. Click that box to open and work on your assignment. If they did not provide a template, select add or create to upload a file you have completed or to create a file to complete the assignment.** Points to the "Add or create" button.
- If you have a question for a teacher about a specific assignment, you can email them or write a comment here to send. This is a private comment, so don't worry, no one else in your class will see it, except the teacher.** Points to the "Private comments" section.