

How to use Google Classroom

1. Log in to your Hickman student Gmail account. When you log in to your Hickman Gmail account you'll also be able to access your "Google Docs" and "Google Classroom" without logging in again.
2. Click the tic tack toe grid in the upper right hand corner of your Gmail homepage. Then click on the blue "Docs" icon. This will take you to your "Google Docs".
3. Click "Start a new doc" in the upper left hand corner of the screen.
4. In the upper left hand corner where it says "untitled document", put your cursor on "untitled document" and erase it. Type in the name of your new document. Now you can type your document/homework.
5. When you're done typing your document, go to "Google Classroom". To find it click the tic tack toe grid in the upper right hand corner of your Gmail account. At the bottom click on "more", then keep scrolling down to the very bottom until you find "Classroom". Click on "Classroom" and it will take you to our "Google Classroom" "Write for Delight!".
6. Now that you're on "Google Classroom", click on "Write for Delight!" in the upper left hand corner. This will take you to the assignments.
7. Find the appropriate assignment that you want to submit. Click on "open".
8. Click on "add" on the bottom left.
9. Click on "Google Drive" in the box that opens up.
10. Click on the assignment you want to add to "Google Classroom".
11. Click on "add" in the blue box on the bottom left side.
12. Click "turn in" in the blue box on the right side.
13. Click "turn in" again in another blue box on the right side.
14. Look for the black box on the bottom left side. It will say "Your assignment has been turned in". Hooray!! You did it!