# *Google Classroom Directions*
Logging In and Accessing/Turning In Assignments

Logging into Google Classroom

1. You will need to log into LAUNCHPAD (link to access the BREVARD LaunchPad is http://launchpad.classlink.com/brevard)
   - Username = yourstudentID#@brevardschools.org (replace words "yourstudentID# with your actual ID#)
   - Password = the same password you use to log into the computers at school
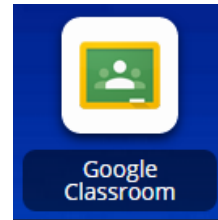
2. From LaunchPad, click on the "GOOGLE CLASSROOM" app.

3. Depending on the network you are connected to (which we have no control over when you are at home), you may be logged in automatically, or you might be taken to a Google page that asks for your e-mail (see below).
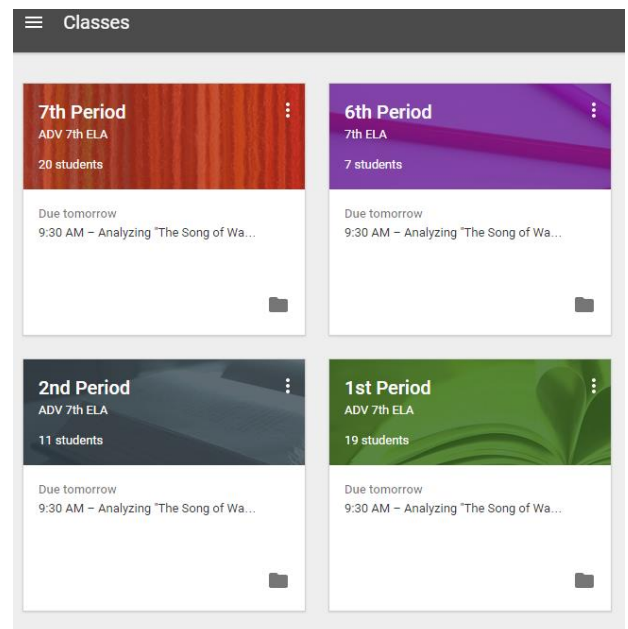

If it brings you to this page, you must enter your
Google Share e-mail:

yourstudentID#@share.brevardschools.org
(again, replace "yourstudentID# with your actual ID#)

Then, click next.

4. Your classes should load, and you can select whichever class you need to access.

Accessing Assignments through Google Classroom

1. Once you've selected your class, it will take you to the "Stream", which is kind of like a news feed on Facebook. This is where your teacher can post announcements and assignments for you to see.

2. If you have an assignment, it will be at the top of the "Stream", and you can select the button that says "OPEN." Once the page loads, you will probably need to click open the document that you have to complete or work on.

3. Once the document is open, you are free to type your work into the document, and it will save automatically as you work (like a regular Google Doc). If you exit out, your work will be saved and you can pick up where you left off.

4. YOU CAN ALSO ACCESS ALL ASSIGNMENTS AND MATERIAL BY CLICKING THE **CLASSWORK** TAB AT THE TOP 😊

Turning In Assignments through Google Classroom

1. Once you have finished the assignment, look up at the top left corner of the document. There should be two buttons next to the "share" button – one says "Turn In" and the other says "Comments." CLICK ON THE "TURN IN" BUTTON!

2. A window will pop open asking you if you are sure you want to turn in your assignment – CLICK "TURN IN"

3. You will know your work has been successfully turned in, because the assignment will no longer have a blue "TURN IN" option available, and will instead have a button that says "UNSUBMIT." If you open your assignment now, it will be "Read Only" and will not allow you to edit it anymore (because you have already turned it in).

    IMPORTANT NOTES:
    *   **Sharing your work with your teacher is not the same as turning it in!** Be sure to follow the directions above to correctly turn in your work.
    *   Be sure to turn your work in by the due date posted!
    *   The "**UNSUBMIT**" button will allow you to edit your work again, but you will also have to turn it in again after you are done.