How to log-in to Google Classroom

1. Go to **classroom**.**google**.com and click Go to **Classroom**.
2. Enter your username and click Next.   *Student#(which is a seven digit #)@mylpsd.net*
3. Enter your password and click Next.   *LPSD(last 4 numbers of social security#)*
4. If there is a welcome message, read it and click Accept.
5. If you're using a G Suite for Education account, click I'm A **Student**
6. Click Get Started.

Join a class as a student

To use Classroom, you sign in on your computer or mobile device and join classes. After you join a class, you can get work from your teacher and communicate with your classmates.

- Accept an invite—Your teacher sends you an invite. You can accept the invite in your email or in Classroom.
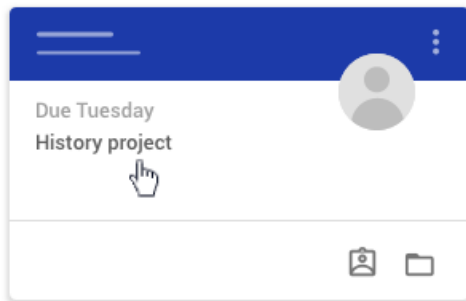
See your work for a class

For all of your classes, you can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

1. Go to classroom.google.com.

   On each class card, you can review up to 3 assignments that are due in the next week.

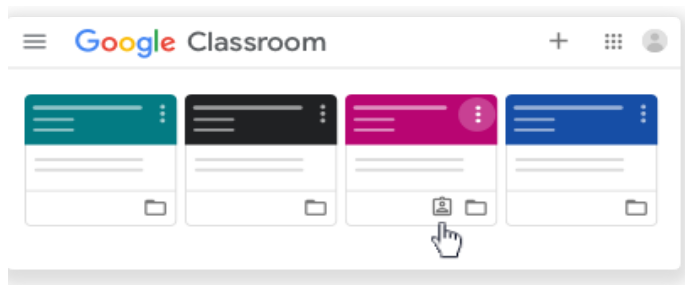2. (Optional) To see details, click the title of the work.

3. Click a class to see the latest assignments, questions, or announcements.
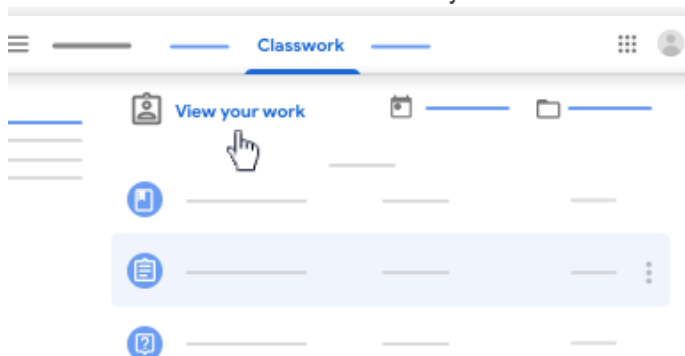
See all your work for a class

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by class.

1. Go to classroom.google.com.
2. Choose an option:

● On a class card, click Your work   .
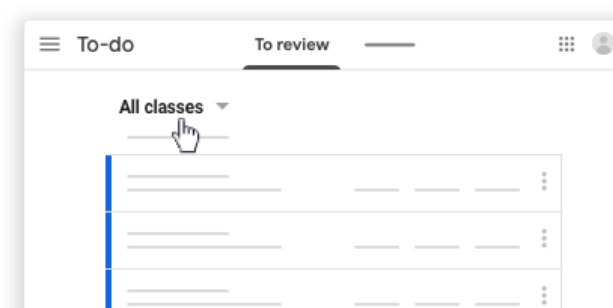

● Click the class   Classwork   View your work.

3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work View details.
4. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.

See work for all classes

On the To-do page, you can see work that's to be done or already done.

1. Go to classroom.google.com.
2. Click Menu   To-do. (You might need to scroll down to Enrolled.)
3. Click All classes and select a class to filter work by class.

4. Click a title to see details of the work.
5. Click Done and select a title to see feedback on work that you submitted.

Check for late or missing assignments

Your teacher sets the late-work policies for your class. However, Classroom doesn't prevent you from turning in work after the due date.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to classroom.google.com. On a class card, click Your work
2. On the left, choose an option to sort your work:
   a. To see all work assigned by your teacher and check the due date, click Assigned.
   b. To see work that your teacher graded or returned, click Returned.
   c. To see work you didn't turn in, click Missing.
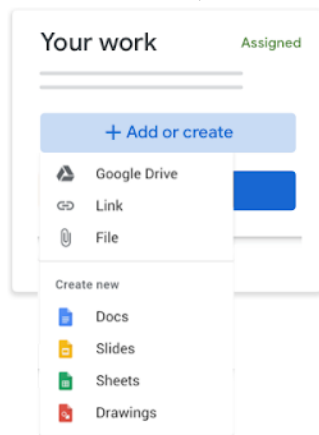
Turn in an assignment

You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see Turn in or Mark as Done.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.
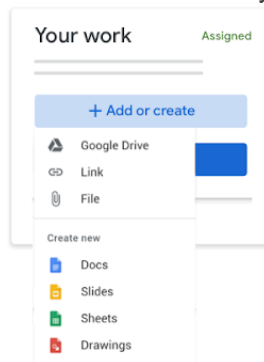
You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Go to classroom.google.com.

2. Click the class   Classwork.

3. Click the assignment   View assignment.
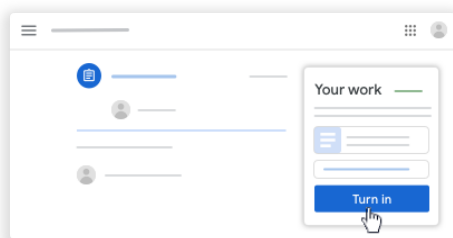
4. To attach an item:

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- Under Your work, click Add or create   select Google Drive   , Link 🔗, or File   .

- Select the attachment or enter the URL for a link and click Add.
- To attach a new document:
- Under Your work, click Add or create   Docs 📄, Slides   , Sheets   , or Drawings 📄 . A new file attaches to your work and opens.

-                 Click the file and enter your information.
- (Optional) To remove an attachment, next to the attachment's name, click Remove   .
- (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post   .
- Click Turn In and confirm.
- The status of the assignment changes to Turned in.

Important: If you get an error message when you click Turn in, let your instructor know.

Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class   Classwork.

3. Click the assignment ► View assignment.
4. Click the form and answer the questions.
5. Click Submit.
   If the form is the only work for the assignment, the status of the assignment changes to Turned in.
6. If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.

2. Click the class ► Classwork.

3. Click the assignment ► View assignment.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, click Turn in and confirm.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to classroom.google.com.

2. Click the class ► Classwork.

3. Click the assignment ► View assignment.
4. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
5. Click Mark as done and confirm.
6. The status of the assignment changes to Turned in.