

Malt, Sherie

From: Figel, Heide
Sent: Friday, February 06, 2015 2:35 PM
To: Malt, Sherie
Subject: Technology Lesson

Heide Figel
Technology Lesson
Creating Google Class room File and using it for assignments

1. LOG ONTO GOOGLE DOC (DBL CLICK)
2. CLICK ON GRID OF DOTS (UPPER RIGHT CORNER NEXT TO YOUR NAME)
3. SLIDE DOWN TO "MORE" WHEN IT OPENS
4. SELECT CLASSROOM (GREEN BUTTON)
5. CLICK ON + AND CHOOSE "CREATE A CLASS"
IE: HEALTH 9 QTR 3
PERIOD 2
6. RECORD THE CLASS CODE FOR YOUR RECORDS
7. HAVE ALL STUDENTS JOIN THE CLASS BY GIVING THEM THE CLASS CODE.
8. YOU CAN NOW CLICK ON THE CLIP BOARD IN CENTER OF SCREEN
9. GIVE THE ASSIGNMENT A TITLE.
10. EXPLAIN THE DETAILS AND INCLUDE THE DUE DATE.
11. YOU CAN ALSO ADD ATTACHMENTS IF YOU WOULD LIKE.
12. WHEN COMPLETED CLICK ASSIGN.
13. HAVE STUDENTS VIEW THE ASSIGNMENT AND COMPLETE THE ASSIGNMENT.
14. AS THE ASSIGNMENT IS SUBMITTED TO YOU IT WILL BE INDICATED AS COMPLETED.
15. INCOMPLETE ASSIGNMENTS WILL BE RECORDED AS LATE.