

google

cheat

sheets

# google Classroom

- TO JOIN A CLASS:
  - Make sure you are on the dashboard
  - Click the “+” in the top right
  - Enter the code in the box that appears and click “Join”
- TO NAVIGATE TO DIFFERENT PLACES:
  - Click the three lines in the top left and click on “Classes” to get back to the dashboard and choose a different class
  - Click the three lines in the top left and click on any of the other classes listed to go to that class
- THE STREAM TAB:
  - Important announcements from the teacher
  - The link to join the class meet, found under the classroom title
  - Overview of upcoming due dates
- THE CLASSWORK TAB:
  - Where you will find all materials and assignments
  - Posts are organized by topic
  - Click the video icon named “Meet” at the top to join the class meet
  - Click “View your work” at the top to view the status of all your assignments (missing, turned in, assigned, returned)

- TO OPEN AN ASSIGNMENT:
  - Click on the title of the assignment from the Classwork tab; the title will expand so you can see all the details
  - Click “View Assignment”
  - This will take you to where you can see the status of the assignment, class comments on the post, private comments from the teacher (you can send a private comment as well), the title of the assignment, a button to add files to what you submit, and the “Turn In” button
  - Click the title of the assignment and it will open in a new tab
  
- TO TURN IN AN ASSIGNMENT:
  - DO NOT click “Turn In” until you have completed the assignment
  - Once it is completed, go back to the assignment page (see previous section’s bullet points), and then click the blue “Turn In” button
  - Unless the teacher tells you to, DO NOT use the “Share” button on the document to send the assignment to the teacher - always use the “Turn In” button on Classroom
  
- GUARDIAN SUMMARIES:
  - Email summaries parents will receive with missing work, upcoming work, and recent posts from the teacher
  - Do NOT include grades
  - In order to receive email summaries, the teacher needs to send you an invitation

# google Meet

- TO JOIN FROM CLASSROOM:
  - Go to the Stream tab and click on the link underneath the title of the classroom at the top
  - Go to the Classwork tab and click the video icon named “Meet” at the top
  - NOTE: these will only be available if the teacher has the link set to visible
- TO JOIN FROM CALENDAR
  - Find the event title on your calendar
  - Click on the title and then click the blue button that says “Join with Google meet”
  - NOTE: meets that are linked in classroom WILL NOT show up in the calendar
- TO JOIN FROM THE MEET HOMEPAGE
  - All meets for the current day that are in your calendar will appear in a list here
  - Click on the title to join a meet
  - If you know the code for a meet but it is not listed, you can join by clicking “Join or start a meeting” and type in the code
- TO MUTE/UNMUTE:
  - Click the microphone button on the bottom of the meet screen, or click Ctrl + D
  - It is best practice to stay muted until you need to say something

- TO TURN THE VIDEO ON/OFF:
  - Click the video button on the bottom of the meet screen, or click Ctrl + E
  
- TO CHAT:
  - The chat box icon is at the top right menu of the meet window - when you click on it, the chat box will open
  - Make sure to follow the rules the teacher sets for using the chat box
  
- TO OPEN SOMETHING ELSE WHILE IN A MEET:
  - This will be necessary if students are using an interactive document during the meet, or if the teacher wants them to go to a certain website during the meet
  - To open a new tab, click the small "+" at the very top of the browser
  - To open a new window, hit Ctrl + N on your keyboard
  - To go to a different window, click the chrome browser icon at the bottom of the screen and then choose the window you need
  - To go to a different tab, click any of the ones at the top of the browser
  - Opening or going to a new window or tab will NOT exit you from the meet
  - Closing the Meet window or tab, or going to a different site in that window WILL exit the meet

# google drive

- TO FIND FILES:

- For your own files, go to “My Drive” (this is where you are automatically taken when you go to Google Drive)
- For files that others have shared with you, go to “Shared With Me” on the left side menu (NOT “Shared Drives”)
- For files that were assigned to you on classroom, find the folder called “Classroom” in your drive, and then find the folder for the class the assignment is from
- Instead of taking time to search for files, go to the search bar at the top that says “Search in Drive” (NOT the browser search box) - type either the name of the file or the person who shared it with you
  - You can click on the arrow at the end of the box to have more advanced search options

- TO MAKE A NEW FOLDER:

- Make sure you are in “My Drive”, then click “New” on the left side menu, then “Folder”
- Name the folder whatever you want it to be

- TO ADD A NEW FILE:

- To add a file from your computer, click “New” on the left side menu, then “File Upload” - choose the file from your computer that you want to add to the drive
- To add a file that someone shared with you, click the Drive icon, usually near the title, next to the star
- If you need to add a file someone shared with you so you can edit it, click “File”, then “Make a Copy”, then “OK”

- TO CREATE A NEW FILE:

- Click “New” on the left side menu, then choose the type of file you want to create (Docs, Slides, Sheets, etc.)
- When the file opens, give it a title so you can find it easily - the title is in the top left corner where it says “Untitled” - click there and you can type a title
- Files in Google save automatically

- TO SHARE A FILE:

- Click the blue “Share” button on the top right
- Where it says “Add people and groups”, start typing the teacher or student’s name that you want to share it with - names will automatically appear as you type; click on the name you want (make sure the email ends with @hudsoncsd.org)
- You can add more than one person
- Where it says “message”, you can type the message in the email that will send with the file
- Click “Send”

# Google Calendar

## To View an Assignment:

- Go to Google Calendar
- Click on the Assignment through calendar
- Click on the link in the pop-up window
- You should now be at the assigned work in Google Classroom

## To Join a Google Meet:

- Go to Google Calendar
- Click on the class/appointment scheduled in calendar
- Click on the blue box that says, "Join with Google Meet"
- Click on the green button that says, "Join Now" to enter the meeting

## To Add an Event:

- Go to Google Calendar
- Click on the date for the event you want to add
- Add Title of the Event
- Click on "Add Time" to add time of the event
- Click on the blue "Save" button to save the event to your calendar

## To Edit an Event:

- Go to google Calendar
- Click on the scheduled Event
- Click on the pencil symbol in the Pop-up window, (it is at the top of the window)
- Be sure to save any changes you make to have changes saved on your calendar