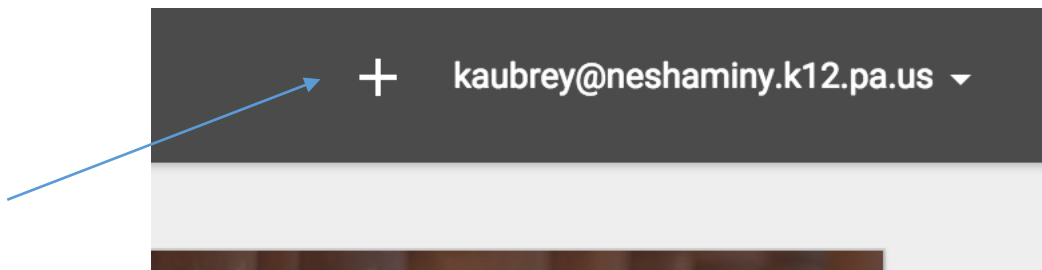# Welcome to Google Classroom
Class Code: UNWAEF

In order to better prepare you for life outside of Neshaminy High School, most written assignments will be turned in via Google Classroom. Keep this document in your binder for easy reference throughout the school year. We will practice a few things:

- 🖉 Logging in
- 🖉 Joining a classroom
- 🖉 Creating and Uploading a Document
- 🖉 Creating a Shared Folder
- 🖉 Peer Editing

Let's get started:

1. Using GOOGLE CHROME, type in www.classroom.google.com
2. Sign in using the following credentials
     Username: YOURSTUDENTID#@nsdstu.org
     Password: Your password for your Neshaminy account
3. Click on the Plus Sign in the top right corner. Type in our class code - unwaef

4. We will do a practice activity so you know how to upload your document to Google Classroom.

Practice Uploading an Assignment: Classwork – 5 points

1. In a new tab, go to www.drive.google.com
2. Once you're there, create a NEW document (notice here that you can also create PowerPoint presentations, Excel spreadsheets, etc.)
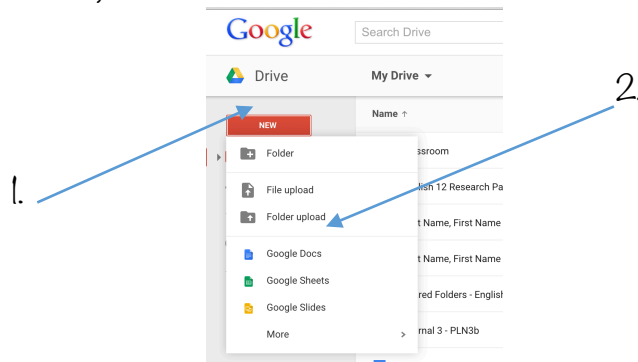
3. Title your new document YOURLASTNAME – Test
4. Set your document up in MLA format (we'll do this together as a class). This document can be used as a template for all other documents! ☺
5. Where you would start typing your essay, let me know if this was an easy, medium, or hard task for you.
6. Go back to your Google Classroom tab.
7. Click on the TEST assignment.

8. Click ADD and find your document in your drive.

3

4

2

Add

Google Drive

Link

File

Create

Docs

Slides

Sheets

Drawings

Aubrey Honors En...

English 12 Resear...

Aubrey - Test
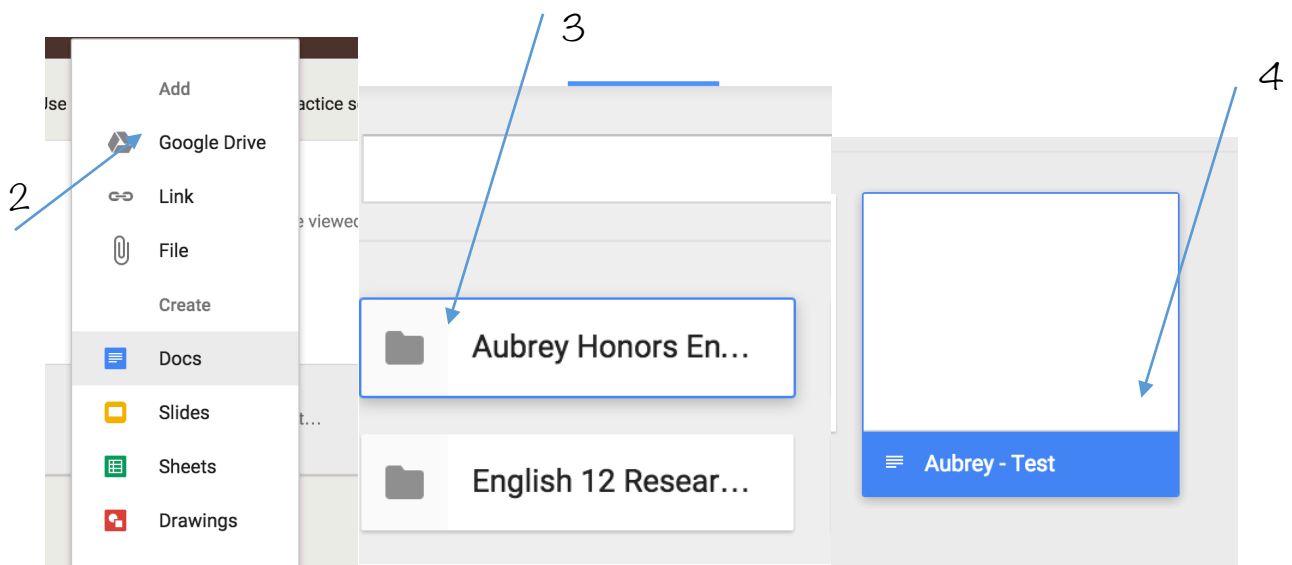
9. Be sure to complete the process by clicking TURN IN – if you do not do this, I will not get it!

Your work   UNSUBMITTED

Files you add or create can be viewed and edited by your teacher

Aubrey - Test
Google Docs   ✕

Add ▼   **TURN IN**

1.

Turn in your work?

1 attachment will be submitted for "Test Document".
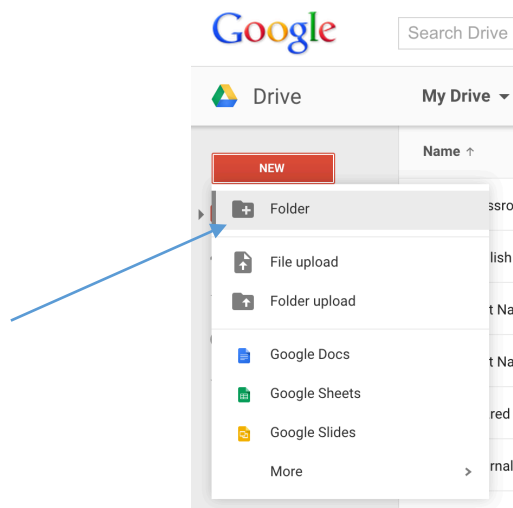
Aubrey - Test

2.

CANCEL   **TURN IN**
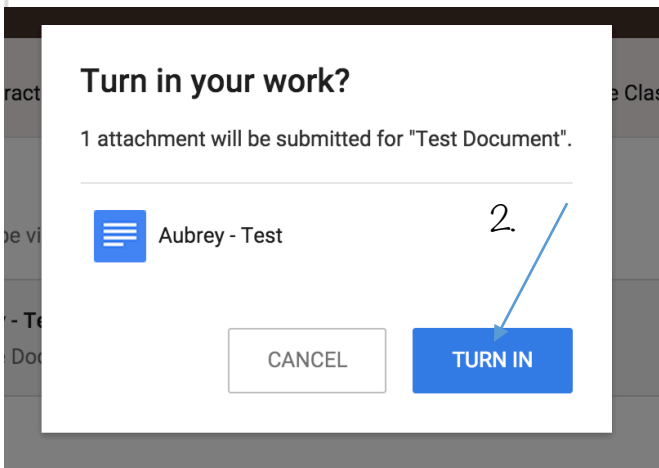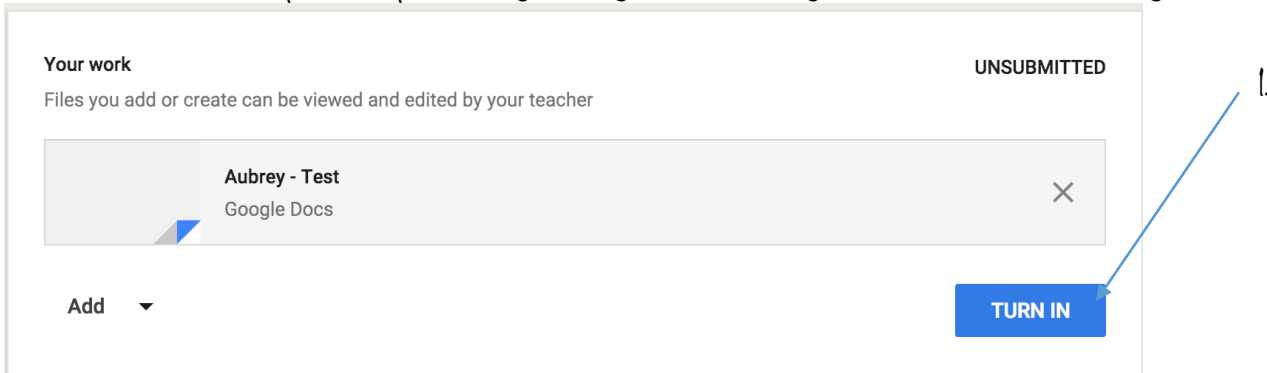
You want to see this "Done" symbol!

✓ DONE

Practice Creating a SHARED FOLDER for Honors English 12: Classwork – 5 points

1. Go back to your Google Drive
2. Create a NEW FOLDER – Name this folder YOUR LAST NAME – HONORS ENGLISH 12

3. Once your folder is created, right click on the folder and select SHARE (it is the icon with the person and the plus sign) SHARE your folder with me (kaubrey@neshaminy.k12.pa.us)
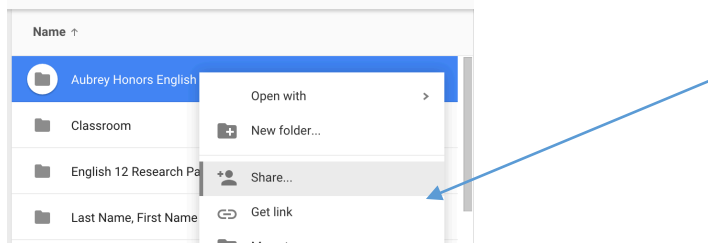
4. Go back to your Google Drive Screen and drag your test document into your new Honors English 12 folder. (You could even get fancy here, creating a folder inside of your folder titled "College Essay" where you will keep your draft, peer edits, and final copies of your college essay)

Practice Sharing with a Classmate for Peer Editing: Classwork – 5 points

1. We are going to continue to work with your TEST document. Since you have already turned it in, it is now a "locked" document and no further changes can be added. In order to continue, you will need to make a copy of your document. Please entitle this LAST NAME – Test – Peer Edit/Self-Edit **If you don't feel comfortable**
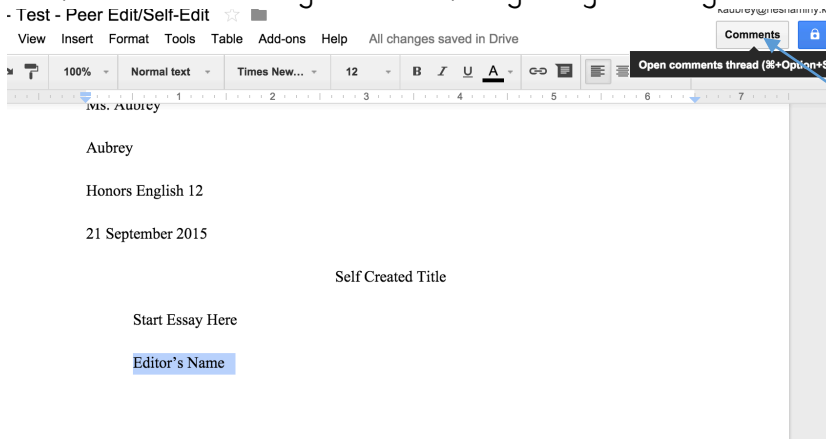
sharing YOUR comfort level with this activity with your partner, you can delete it at this time
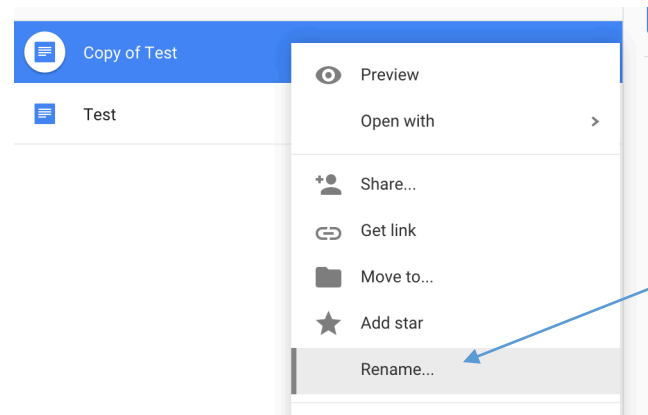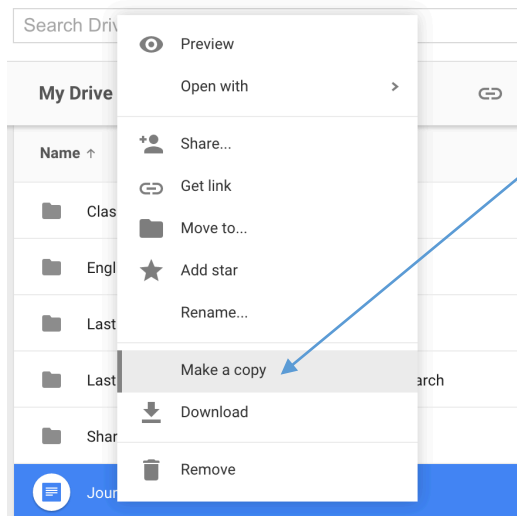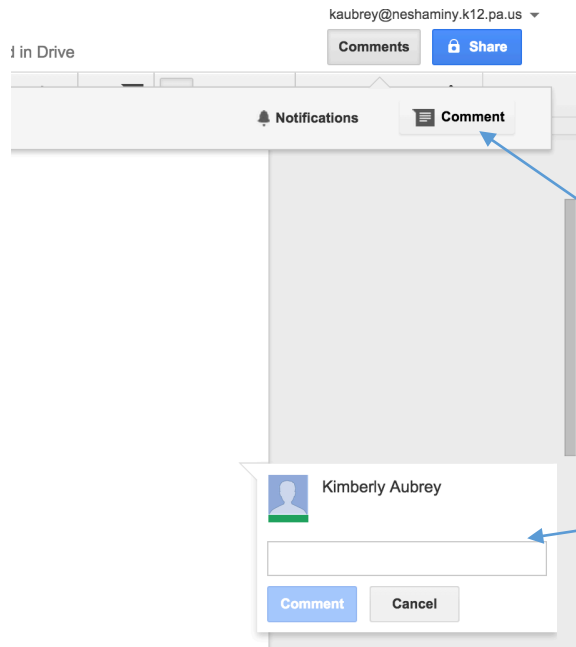

2. Find a classmate with whom you would normally feel comfortable sharing your work and find out their student ID number.

3. In your Google Drive, right click on your new version of the Test document and share it with your classmate.
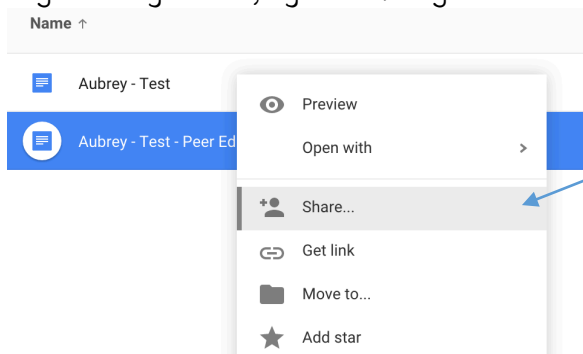
4. Once you receive a copy of the Test document to peer edit, type your name somewhere in the body of the paper.

5. Then, highlight your name and add a comment – this will be where we share our thoughts with our partner. It will also be the method by which I share my thoughts with you.

kaubrey@neshaminy.k12.pa.us ▾

Comments   🔒 Share

d in Drive

🔔 Notifications   📖 Comment

1.

Kimberly Aubrey

Comment   Cancel

2.

6. Return to Google Classroom – You will have to UNSUBMIT your previous document and then upload this document under the first document on the assignment page.
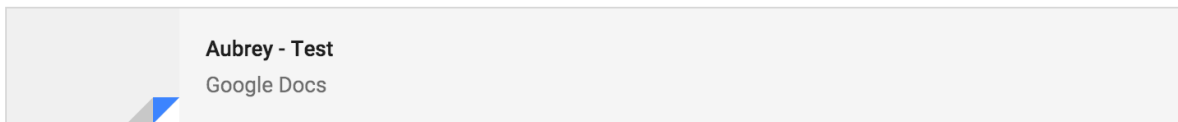
Test Document
Use the following document to practice some of the skills we will need to successfully use Google Classroom this year!

OPEN

1

Your work   ✅ DONE

Files you add or create can be viewed and edited by your teacher

Aubrey - Test
Google Docs

2.

UNSUBMIT

Add

4.

📁 Google Drive

🔗 Link

- Test

📎 File

Docs

Create

Your work

Files you add or create can be viewed and edit

📄 Docs

Aubrey - Test
Google Docs

🟡 Slides

📊 Sheets

📁 Aubrey Honors En...

5.

📕 Drawings

Add ▾

3.

6.

Aubrey 1

Ms. Aubrey

Aubrey

Honors English 12

21 September 2015

Self Created Title

Start Essay Here

Editor's Name

Aubrey - Test - Peer E...

Your work   UNSUBMITTED

Files you add or create can be viewed and edited by your teacher

Aubrey - Test Google Docs	✕
Aubrey - Test - Peer Edit/Self-Edit Google Docs	✕

Add ▾   **TURN IN**

7.

Turn in your work?

2 attachments will be submitted for "Test Document".

Aubrey - Test   8.

Aubrey - Test - Peer Edit/Self-Edit
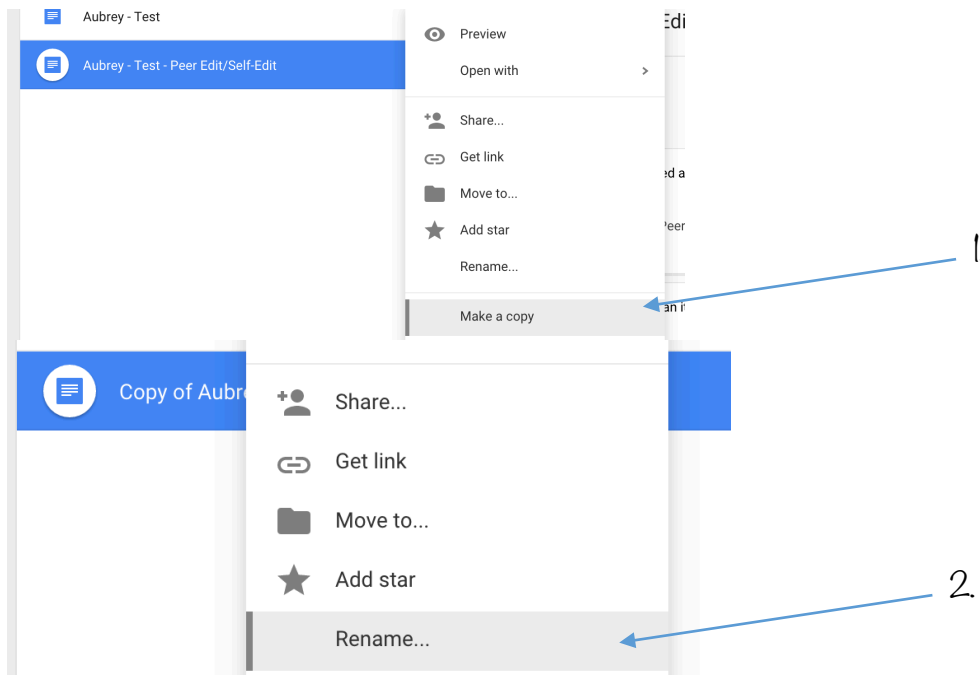
CANCEL   **TURN IN**

You want to see this "Done" symbol!

✓ DONE

Practice Submitting a Final Copy: Classwork – 5 points

1. In Google Drive, you will have to create one more copy of your paper in order to make the edits necessary for your Final Paper, so right click on the document and choose to make a copy. Entitle this one LAST NAME – Test- Final Copy.

1.

2.

2. In this document, type the words FINAL COPY next to your "peer editing" partner's name.

3. Return to Google Classroom and find the Test Document, UNSUMBIT and then add the final document (see steps above). At this point, you should have three documents submitted for this exercise:

   a. LAST NAME – Test

   b. LAST NAME – Test – Peer Edit/ Self-Edit

   c. LAST NAME – Test – Final Copy
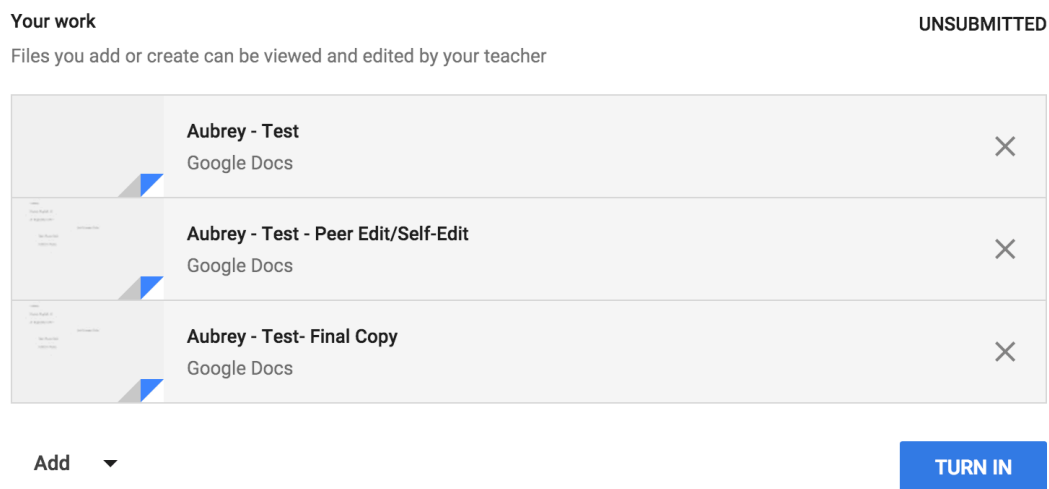
4. Be sure to click TURN IN and look for the "done" symbol.

*From here, use your Test document as a Template for MLA format and begin/continue drafting your College Essay. This paper must be uploaded BEFORE the start of class tomorrow, Friday, September 19th. That means BY 10:00 am.