NEWTOWN PUBLIC SCHOOL
HOW TO GUIDE

DEPARTMENT OF EDUCATION
GOOGLE CLASSROOM

HOW TO GUIDE
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INSIDE THE STUDENT PORTAL

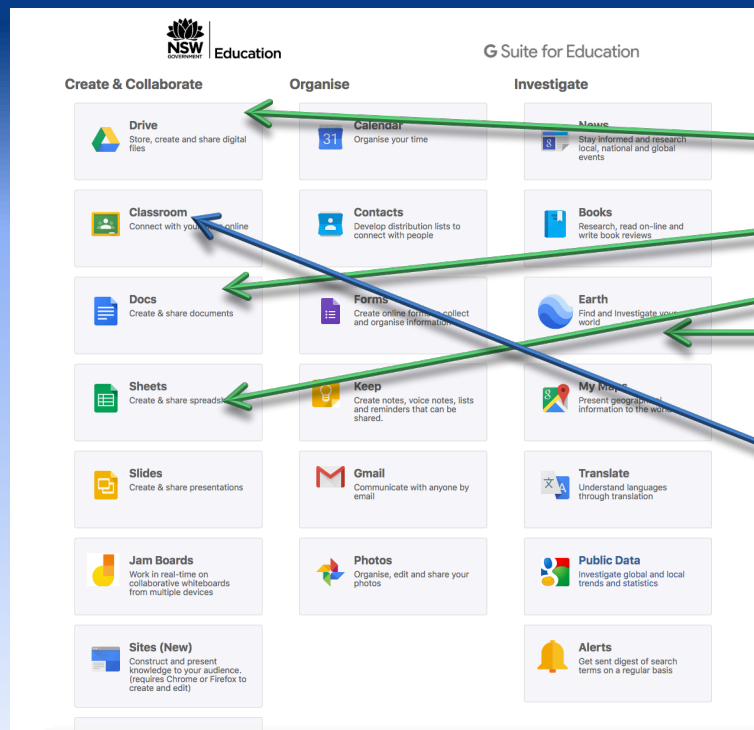Students can access G Suite (Google classroom) from inside the Student Portal.

G SUITE FOR EDUCATION

G Suite provides students access to:

- Drive (Cloud based storage)
- Docs (Google's version of Word)
- Sheets (Google's version of Excel)
- Google Earth
- Plus lots more

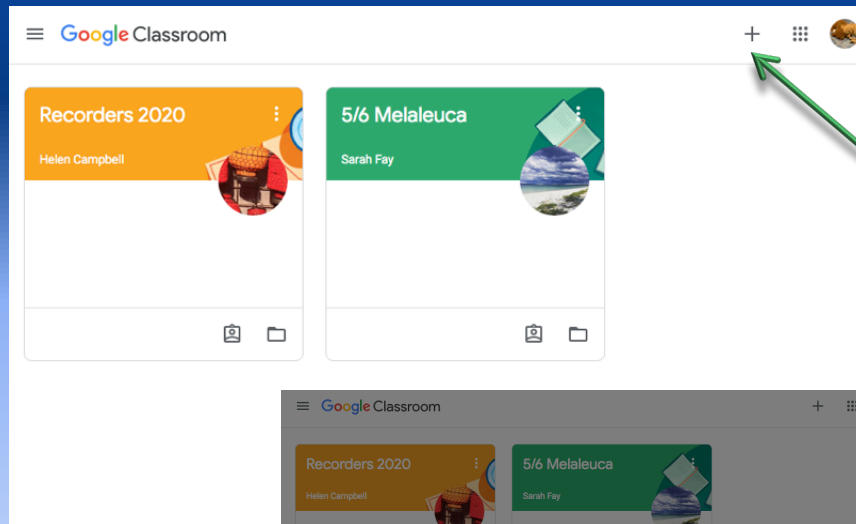**Google Classroom is a virtual classroom. It is a monitored forum for class conversation. Teachers**

- Post work here
- Set assignments
- Mark work
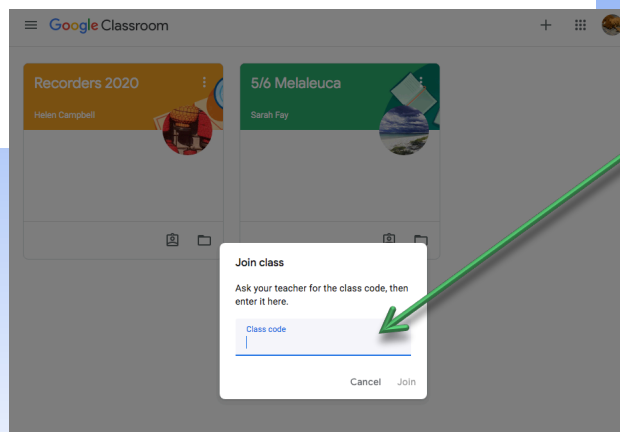- Can give comments in real-time

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INSIDE GOOGLE CLASSROOM

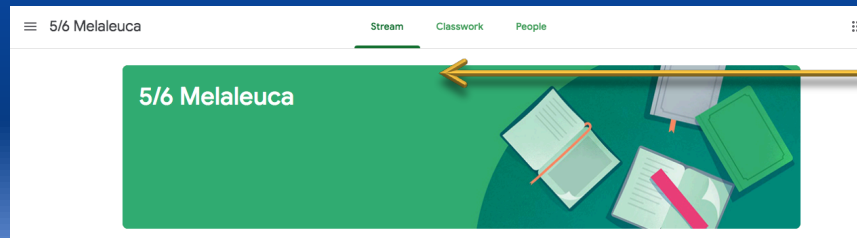This screen shows you all the classrooms your child is in

If you have been given a code a to join a class press the + and the class code to join your child's class
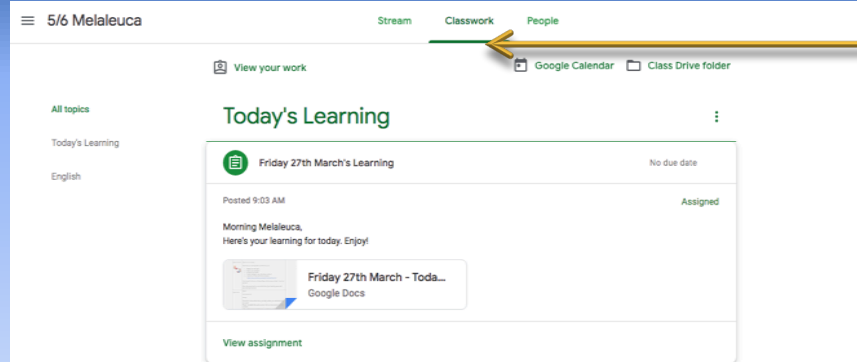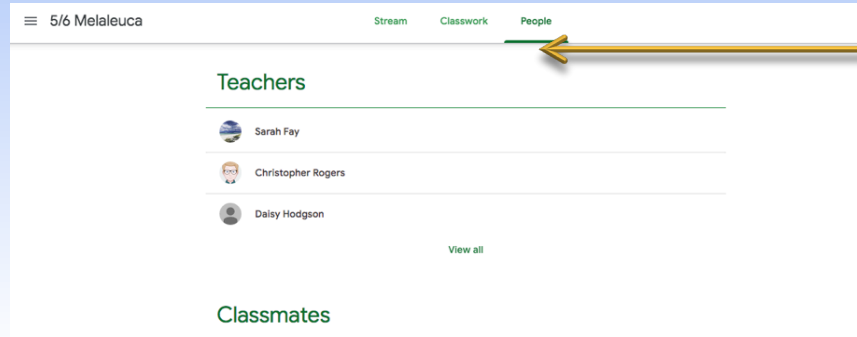
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INSIDE GOOGLE CLASSROOM

COMMUNICATIONS: This is where the teacher and students post messages and share their work.

WORK & ASSIGNMENTS: This is where the teacher posts class work.

COMMUNITY: All the classmates and teachers that are linked with this class.

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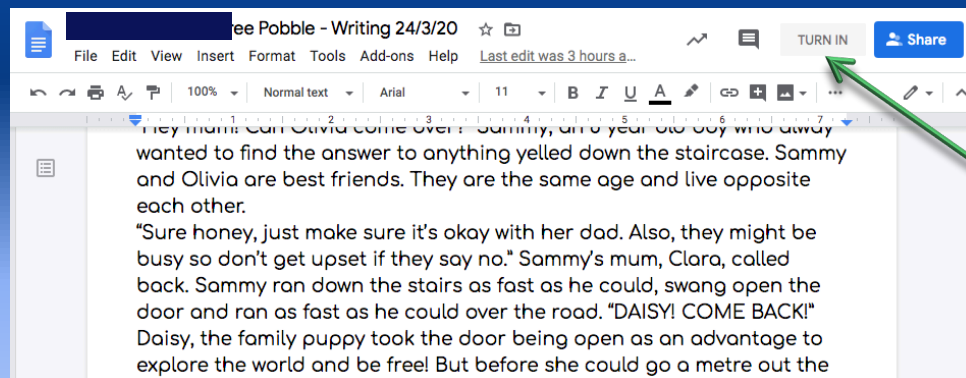
CLASSWORK

DOCUMENTS:
- Are uploaded by the teacher
- Click on the document and it will open in Google Docs, for students to edit and turn in.

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COMPLETED CLASSWORK

TURNING IN CLASSWORK:
- When work is completed and ready to be reviewed by the teacher, click on the **'TURN IN'** button