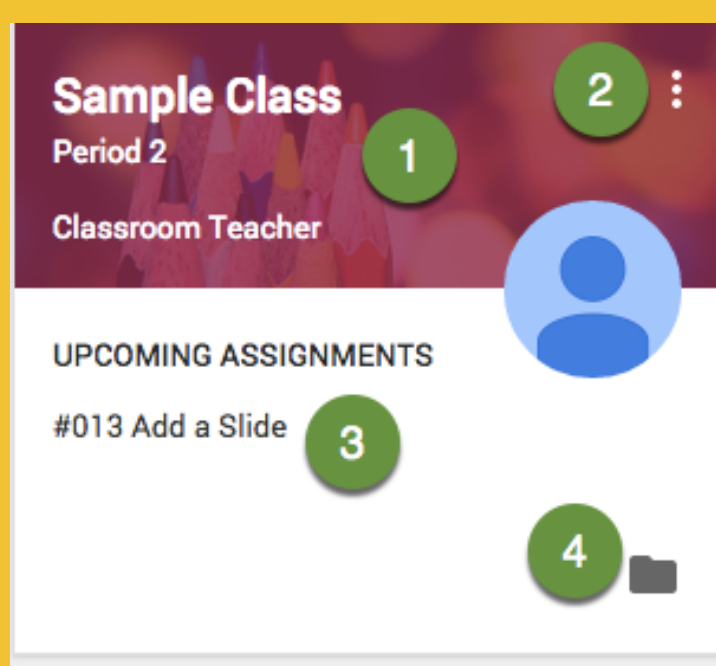




Log in to HWB.

Click on the **Google for Education** tile.

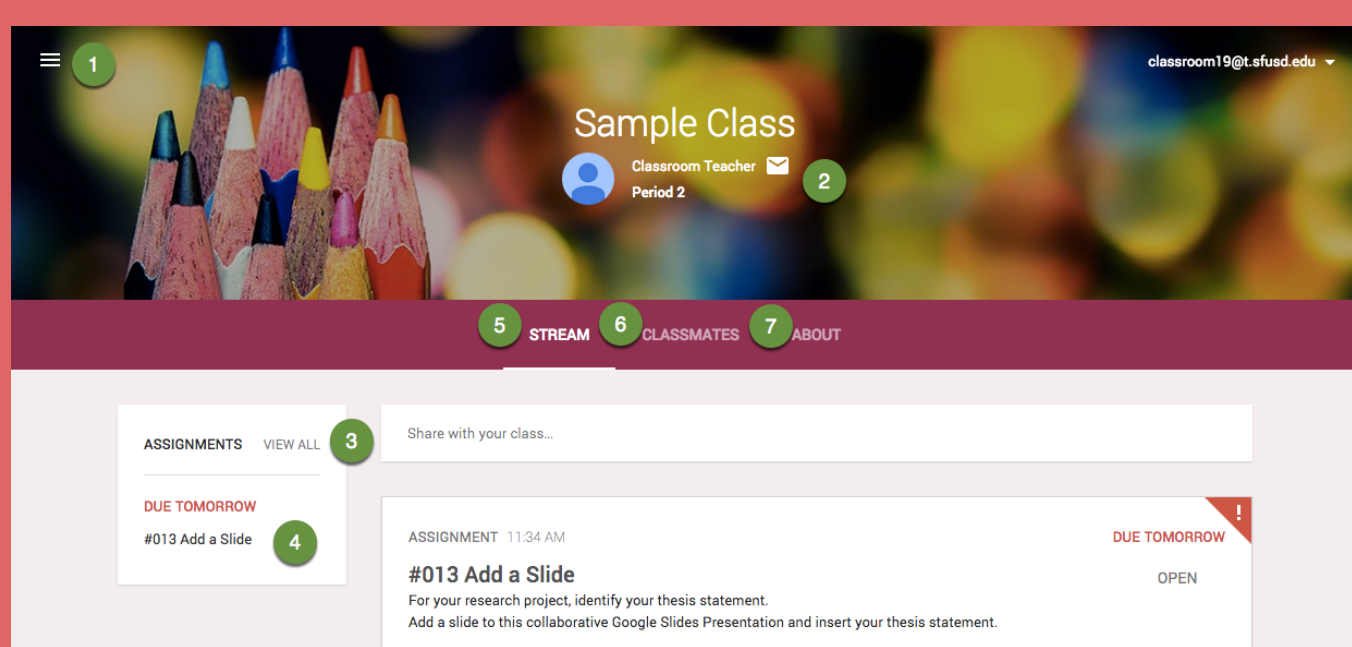
Enter your **HWB** username and password again.



Class Tiles

- 1 Click class title to enter class
- 2 Click the “3 dots” to Unenroll from class
- 3 Link to upcoming assignments right on the class tile.
- 4 Link to your class folder in your Google Drive

Class Screen



- 1 Click the 3 lines (upper left) to go back to the class tiles screen.
- 2 Click on the envelope icon to email your teacher.
- 3 View a list of all assignments.
- 4 Click “Upcoming Assignments” to view details and submit.
- 5 View the list of announcements, assignments and class comments in the stream.
- 6 View a list of your classmates.
- 7 The about tab contains information about the class. Possibly links to syllabus, office hours, or a welcome video.

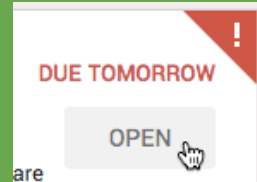
View Assignment Details

From the stream or by clicking on the assignment title you can view assignment directions.

ASSIGNMENT DETAILS MY ASSIGNMENT

Open Templates

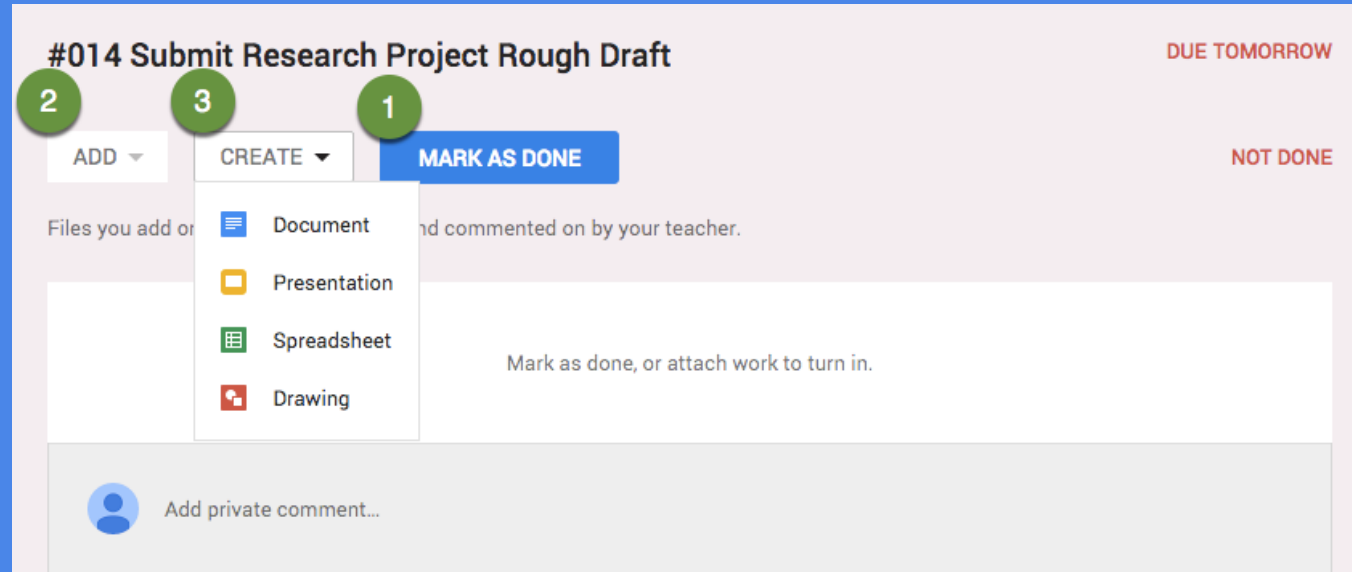
From the stream always click on “OPEN” in an assignment to view templates the teacher has attached.



Comments Posted to the Stream are Viewable to Everyone in the Class

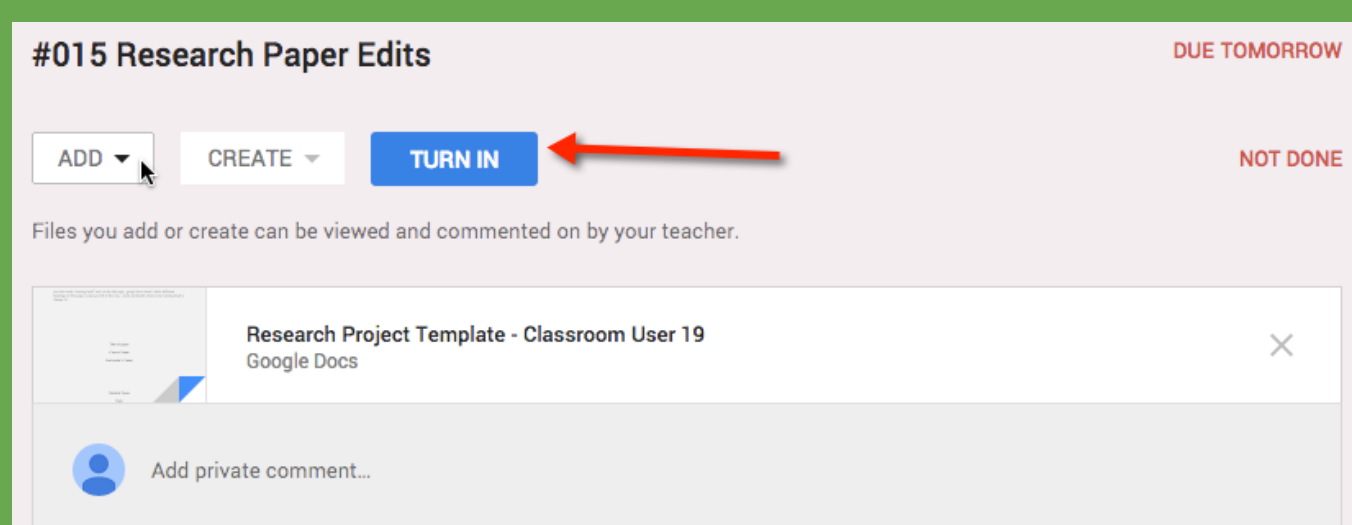
Comments Posted to the ASSIGNMENT are Viewable Only by the Teacher

Assignment Submission Screen



- 1 If the teacher has not attached a template document for you to complete you can simply “Mark as done” by using the blue button if no document submission is needed.
- 2 Submit a collection of Google documents from your Google Drive, video files, links to websites, Office documents or other files. There is not a limit to the number of attachments you can submit for one assignment.
- 3 Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and placed in your Classroom folder in Google Drive.

Turn In Files



If the assignment has files to submit the “Mark as done” button is shown as a “Turn in” button. Additional files can be added or created right in Google Classroom to submit.

Sharing

Turning in files switches ownership of the document to the teacher and prevents student editing.

Unsubmit

After turning in an assignment an unsubmit button appears. Use this to gain back editing rights.

My Assignment

Click on “My Assignment” at the top of the assignment details to view the submission screen.

ASSIGNMENT DETAILS MY ASSIGNMENT

