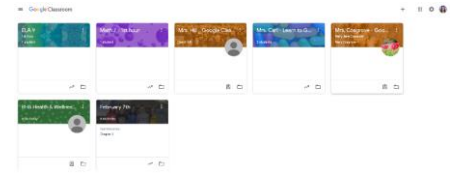# Google Classroom – Student Quick Start

How to Join a Class in Google Classroom

1. Navigate to https://classroom.google.com
2. If this is your first time using Google Classroom, choose the *I am a Student* option.
3. Click the **+** sign in the top right-hand corner, select **Join Class**.
4. Enter the Class Code that was given to you by your teacher. Class code: _____

Classwork Tab

When your teacher assigns something to the class, you will need to open the assignment to complete it.

1. Open the Assignment
2. If your teacher has attached any documents to the assignment, you can open and complete them.
3. If no documents were attached, then you should either Add or Create your own document to turn in.
   - When you add a file, you can choose which file to add from your Google Drive or your computer.
   - When you Create a file, you can choose which kind of Google file you'd like to create (Docs, Slides, Sheets or Drawings)
4. Once you have completed your assignment, click the TURN IN button (next to the share button in the upper right corner) to submit your assignment to your teacher.
5. Your teacher will be notified that you have turned in your assignment. You will no longer be able to edit your assignment.
6. If you do need to edit your assignment, you may click the UNSUBMIT button. This will return the file so you can edit again.
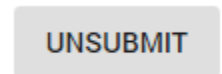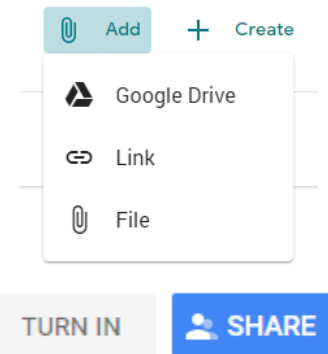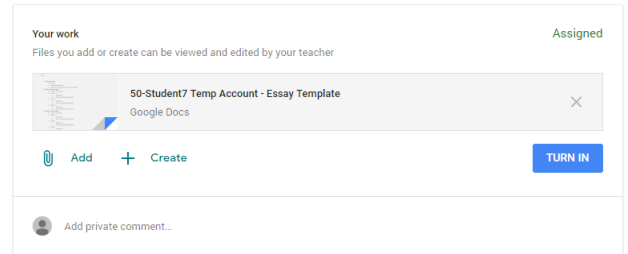
NOTE: Even if you turn in a file on time, if you unsubmit it and turn it in again after the due date, the assignment will be marked Late.

People Tab

See a list of teachers and students enrolled in the class.

Stream Tab

This tab holds all the information about a class. You can view any work that is due soon, a summary of assignments, and any messages that your teacher has posted.