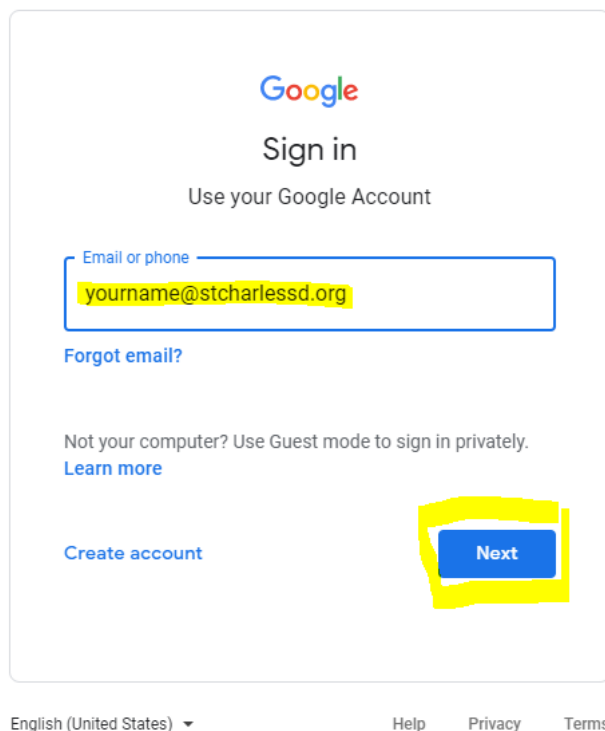


## Google Classroom Instructions (Opening From Gmail)

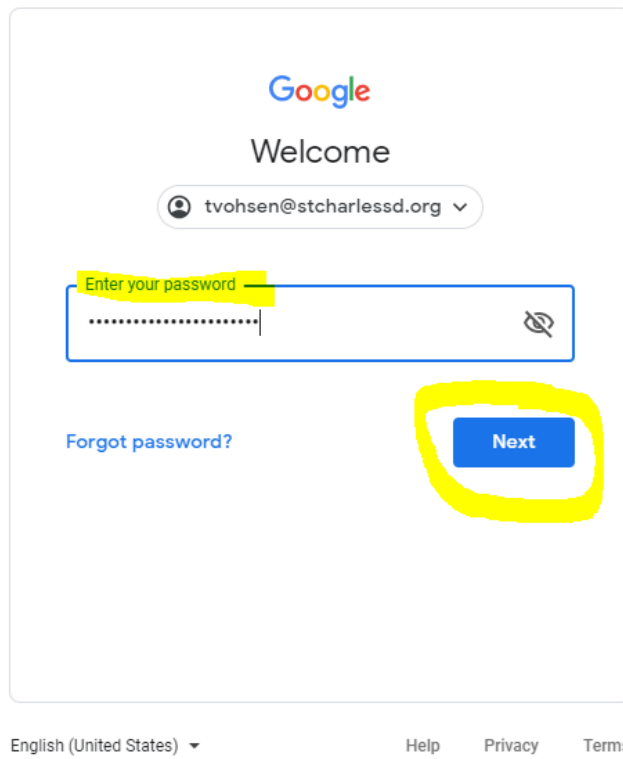
- 1) Log onto the computer either at home or in your classroom that you are subbing for. You should already have your login information that was provided to you by Debbie Wilcox, if you are using the classroom computer.
- 2) Open Google Chrome



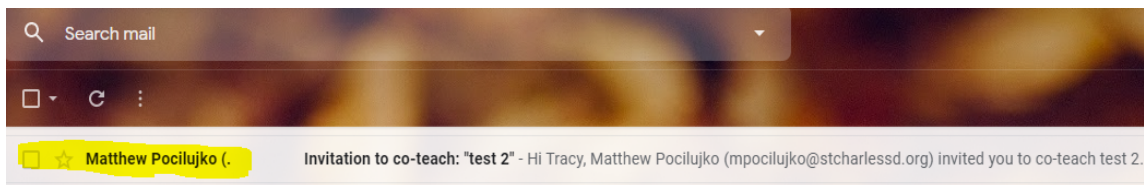
- 3) Go To: gmail.com and then click Sign In
- 4) Sign In and click Next.



- 5) Type in your password and then click next.



6) Open the email from the teacher you are subbing for.



7) Click on Join after opening the email from the teacher.

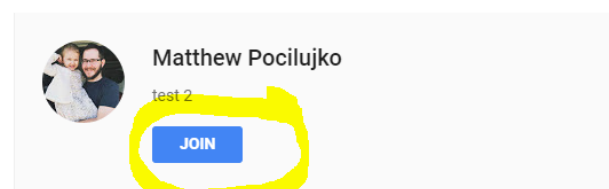
Invitation to co-teach: "test 2" Inbox x

**Matthew Pocilujko (Classroom)** <no-reply+24399c10@classroom.google.com> [Unsubscribe](#)  
to me ▾



Hi Tracy,

Matthew Pocilujko ([mpocilujko@stcharlessd.org](mailto:mpocilujko@stcharlessd.org)) invited you to co-teach [test 2](#).



If you accept, your contact information will be shared with the class members and applications they authorize to use Classroom. [Learn more](#)

8) After clicking Join you will go directly to the teachers Google Classroom.

The screenshot shows a Google Classroom interface for a class named "test 2". At the top, there is a navigation bar with tabs for "Stream", "Classwork", "People", and "Grades". The "Stream" tab is selected. Below the navigation bar is a header section with a blue background. On the left, it says "test 2" and "Class code 1yvb8sx". On the right, there is an illustration of a blue folder, a pen, and a pencil, with the text "Select theme" and "Upload photo" below it. Below the header, there are two main sections. The first is "Upcoming", which says "No work due soon" and has a "View all" link. The second is "Communicate with your class here", which has a "Share something with your class..." input field with a user profile icon and a refresh icon, and two options: "Create and schedule announcements" and "Respond to student posts".