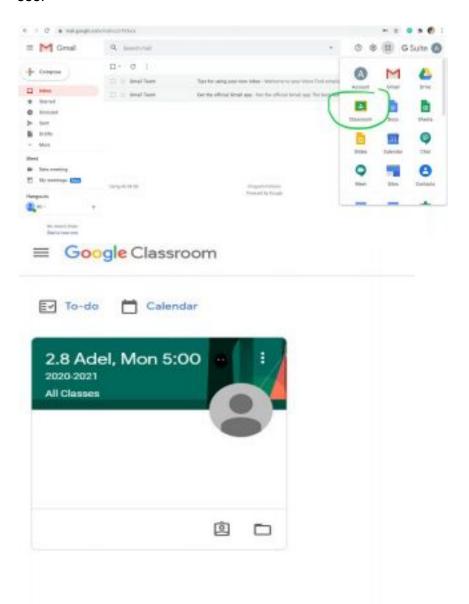
Dear Parents,

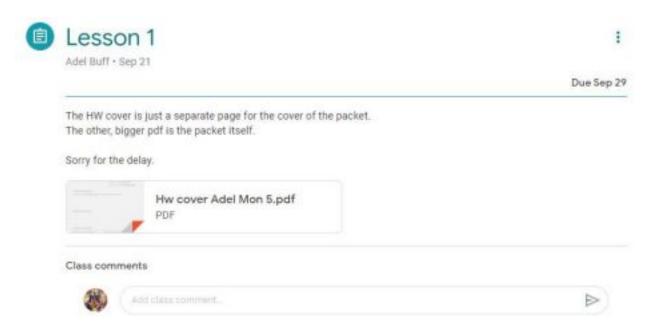
Please find a step-by-step manual on how to use Google Classroom for your child's class below.

To get access to Google classroom Parents must have **Gmail accounts**.

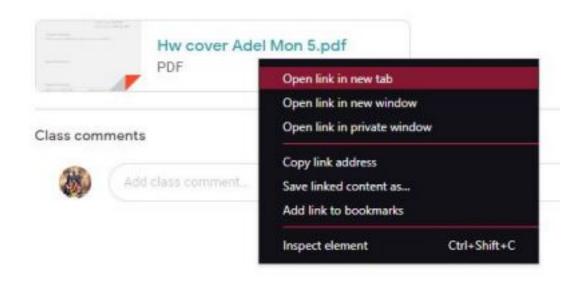
First, open Google Classroom on your device and sign in. This is roughly what you should see:



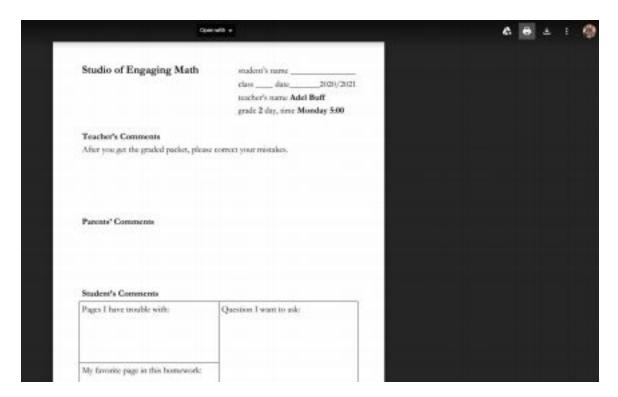
Next, click to Classwork on the top of the page to open up the assignment for the upcoming lesson. Remember you need to have your classwork printed out before the class.



Next, to print out your assignment right click on the pdf and open it in a new tab.



Then, click the print button in the upper right hand corner or Ctrl+P.



If you want to download the file press the download button on the right of the print button.



To upload your homework you will need a scanner or you can use a scanner app on your phone. We recommend you use Genius Scan, which is available both for Android and IOS. Please submit HW as a one whole file.



Next, lay your homework on a flat surface. Open the genius scan app and press the blue camera button in the bottom right corner.

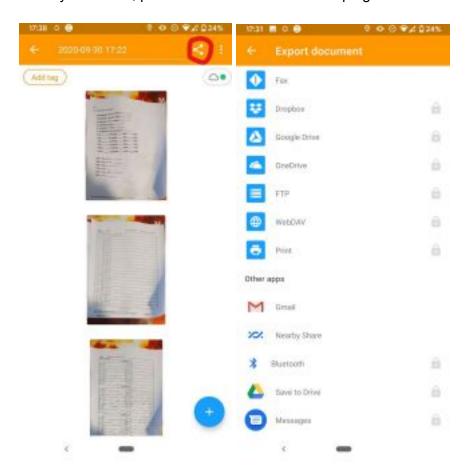


Make sure the entirety of the page you're trying to scan is inside the orange rectangle and then press the orange button at the bottom of your screen.

Repeat this process for every page of your homework. Once you scan every page, press the check mark in the bottom right corner of your screen.



When you do that, press the share button in the top right corner and select Gmail.



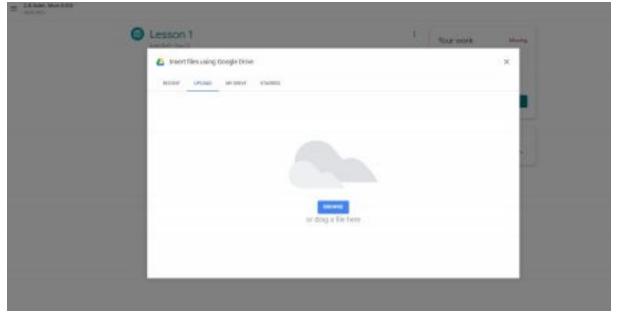
Please check the quality of the copy before submitting it. For better quality, you, also, can try to use a free version of CamScanner App.

Now you can download the scanned file to your cell phone and upload to Google classroom directly from your cell phone. Or you could mail the file to yourself and download it on your computer.

Go back to the Google Classroom assignment and press the Add or Create button.

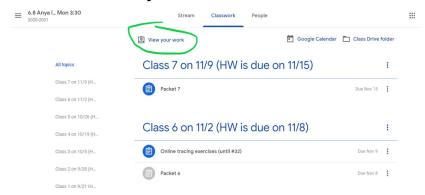


Then, go to Upload and press Browse. Then, select the file you downloaded and press open. It should now be uploaded. All you have left to do is to press submit.



How to get access to teacher's comments in graded homework

- Log in to your child classroom with the account that you use to submit homework.
- Go to the Classwork tub.
- Click to View your work



 You will see all materials that you submitted. Click on the homework that you are working with. You will see a grade and a teacher's overall comment.



• To see mistakes and specific comments about them, open homework in a new tab (click on the pdf file using the right mouse button, and pick the Open link in new tab).

