Google Classroom Flo Chart

Teacher

Log into Google Drive

Choose or create a folder to save your new document.

Create New Document

Go to Google Classroom and open class

Click Assignment to Create a New Assignment

Title, Date, and Click the Google Drive symbol to prepare to attach the Newly Create Document

Navigate to your document, highlight, click “ADD”

Click on **Students can view** - Change to “**Make a copy for each student**”

Click: Assign

Student

Log into Google Drive

Click on the 9 squares, Click More, Click Google Classroom

Open your classroom

Open the Assignment

Open the Document

Click “Turn In” when document is complete.

Turn In