Google Classroom Instructions

Google Classroom is an exciting new technology that will allow assignments and assessments to be completed outside the classroom, which will make class time to be more productive. There is an app in the Apple App Store, the Chrome Webstore, or you can simply google search "Google Classroom" and it will be one of the first links.

1. Login into Google Classroom with your Livonia student email
   - E-Mail: username@student.livoniapublicschools.org
   - Password: Same as school account.
2. Scroll down to "Get started using Classroom" and select "Student"
3. You will come to a screen that reads "Welcome to Classroom" - click on the "+" in the upper right corner of the screen to join a class.
4. Enter the code for the class (obtained from your teacher)
5. If you are new to Google Classroom, it would be a good idea to select "Start Tour" at the prompt.
6. You can then choose a class to view. Select the class and you will find a screen with any new assignments.

TO SUBMIT AN ASSIGNMENT
There are several ways assignments can be submitted.

1. As a link
2. As a file (.pdf, videos, pictures, etc.)
3. From your Google Drive

Most assignments turned in will be a link from musictheory.net.

UPLOADING A LINK
1. Once the assignment has been completed on musictheory.net, click on the "i" in the upper right corner of the screen (on the musictheory.net site) to locate your progress report.
2. After signing your progress report, a verification code will be appear.
3. Right click on the verification code to copy the link address.
4. Log into the assignment in Google Classroom.
5. Click on the link symbol *(shown above)*
6. Paste the verification code link address saved in step 3.
7. Submit the assignment by clicking the "Turn In" button.

UPLOADING A FILE 📎 or ▲

File types (.pdf, videos, pictures, etc.). There are two ways to submit a file. Be sure you've clicked on the correct assignment.

- To submit from your computer- Select ADD at the top left. In the drop down menu select "upload file" and select the file from your computer.
- To submit from your student Google Drive- Select ADD at the top left. In the drop down menu select "Google Drive" and select the file from your Drive.

Once the file is attached to the assignment, select "Turn In" in the blue box. If the box says "Mark As Done", nothing has been attached to the assignment.

Important Note:

You have the option to comment on some screens when turning in the assignment. You can delete these comments from your screen, but they are not deleted on the teacher's screen. Once a comment is entered, it cannot be removed. Similarly, there is an option to "Unsubmit" an assignment. This does not delete the assignment from the teacher's file, it only allows you to make changes and resubmit the assignment. The teacher can see that you have unsubmit the assignment, but he/she can still view the old assignment as well as the new assignment once it is uploaded.