

Classroom Google Docs Access



1. Log into student gmail (last name+first initial+middle initial@students.wmlcps.org) account.
2. Click on the Classroom invite email {from Nancy Ristau (Classroom)}.
3. In email click "JOIN".
4. This will direct you to the assignment; click "Open".
5. Directions regarding the assignment will be found above it; to access the document upon which you will type your response or essay, click on the assignment link (your name is in it).
6. This will then open a blank document that is already set with the appropriate font style (Times New Roman) and the font size (12); it is also already set to double-space between the lines of text; thus, you only need to hit "Enter" once between the lines of text.
7. When done with the essay, proofread carefully and then select "Turn In" in the top, right-hand corner.
8. Congratulations! Your essay has now been submitted.
9. If for some reason you realize that you forgot something and you need to recall the essay, you can do this by going back to it and selecting "Unsubmit"; JUST REMEMBER TO SELECT "TURN IN" AGAIN WHEN YOU HAVE MADE YOUR CHANGES.
10. **Remember: Please log-out so that the computer is ready for the next student.**

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Future Access (after accepting the initial invite):

1. Go into your school email and into your Drive & select "Classroom".
2. Go directly to the web address: www.classroom.google.com