

Tips for Google Classroom

1. Always check the stream! See if any announcements or assignments have been posted.
2. Check to see if there are any attached readings that go with the assignment.
3. Make sure you are working on the document that was assigned to you, do not make a copy of the assignment because then I cannot see your work.
4. Sometimes you might have to add an attachment to your assignment, to do this, click Add or Create below "Your Work". Find your assignment on your drive, then upload it.
5. ALWAYS< ALWAYS! Click Mark as Done or Turn In once you are done with the assignment. Do NOT wait till the day it's due because you might forget. Otherwise, it will not be graded.
6. Please know that I can/will use a program called Draft Back, which can show who is working on the document and if large chunks of text is pasted into the document.
7. I will also be using a program that checks for plagiarism. Your document will be scanned and it will search Google for any copied text.
8. Please email with any questions you have. Don't put your question in the comment section, because I will not see it until you have turned it in. I respond the quickest to emails.