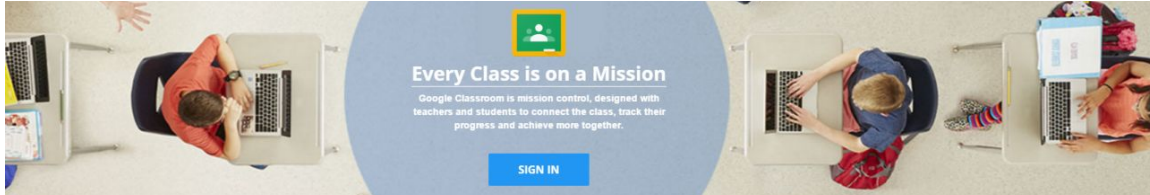


# GOOGLE CLASSROOM CHEAT SHEET



## 1. LOGIN TO GOOGLE CLASSROOM



- Navigate using your web browser to [classroom.google.com](https://classroom.google.com) & sign in using your [email@missioncisd.org](mailto:email@missioncisd.org) and your **password** (same as computer login)

## 2. JOIN YOUR CLASS



- Click the + sign to join your respective Department Class
- A window pop-up to “**Enter class code to join**” appears
- Enter your department class code and click “**join**”

<b>DEPARTMENT</b>	<b>CODE</b>	<b>DEPARTMENT</b>	<b>CODE</b>
Foreign Language	y3k3c8	Electives	eepkxb3
Special Education	jttitj0	PE/Health	rr9uz2
CTE	fprmmu	Social Studies	86af9x4
Science	k5uyoa	Math	5v3iqgt
ELA	66dmo2		

# GOOGLE CLASSROOM CHEAT SHEET

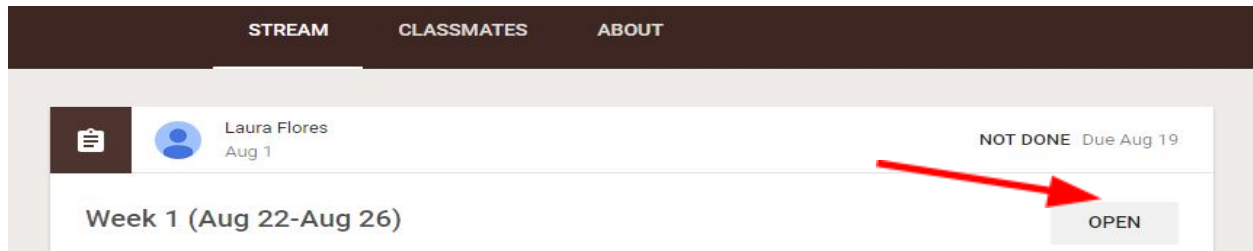


## 3. **UPLOAD YOUR FIRST ASSIGNMENT (LESSON PLAN)**

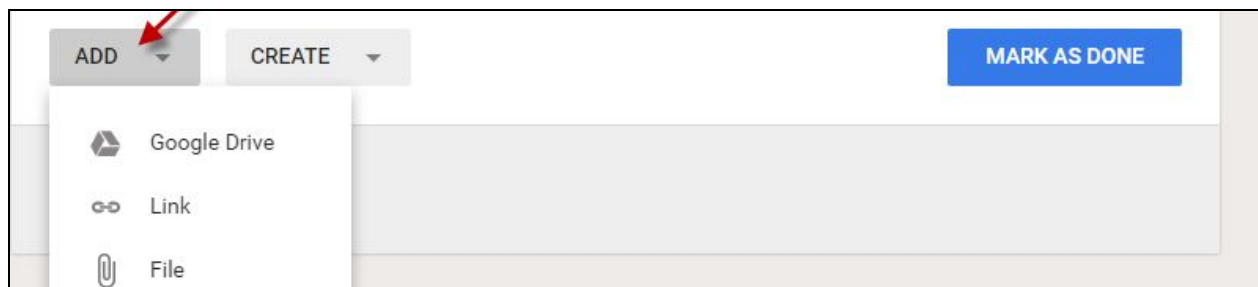
Lesson plans will be uploaded by week.

**All subjects taught will be on the same document.**

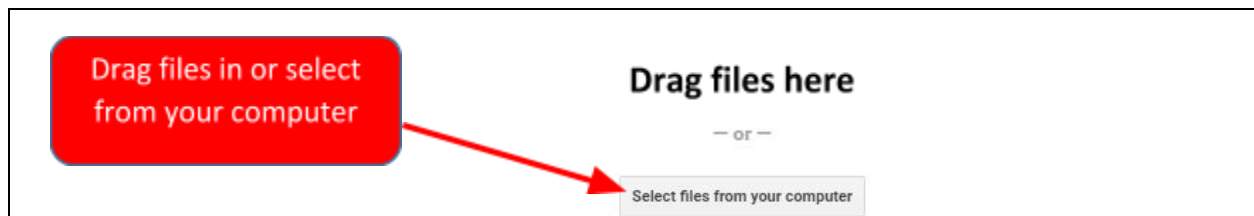
Do not upload any additional weeks in the assignment.



- In the **STREAM** tab, locate the first assignment and click **open**



- Click **add** to submit the file (lesson plan). The document can be uploaded via your **Google Drive**, a **web link**, or a **file** from your computer. save your lesson plan file names as a similar format. For example: **001\_LP\_Wk#\_FirstNameLastName\_2016-17**



- **Drag your file in** or **select it from your computer**
- Then click **Upload**