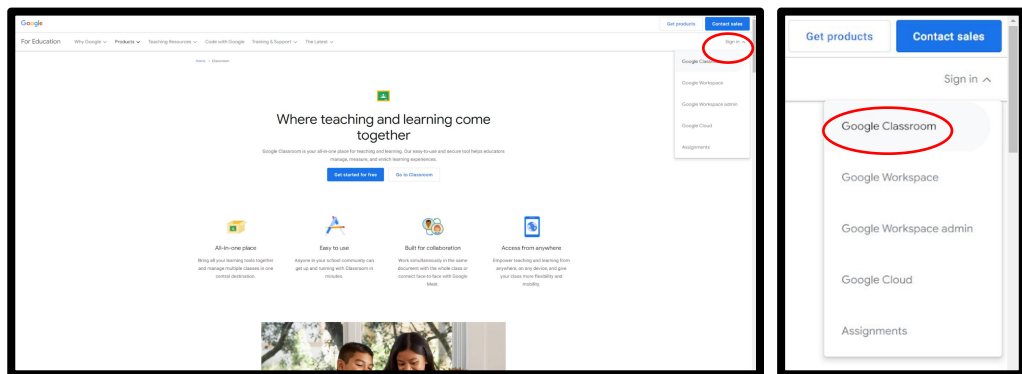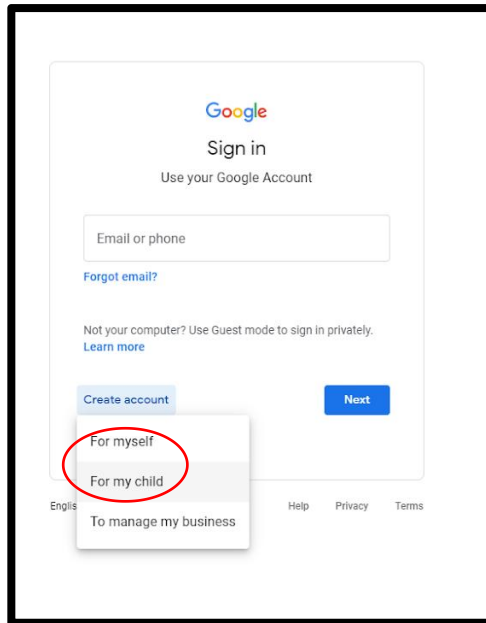# How to setup a Google Classroom Account
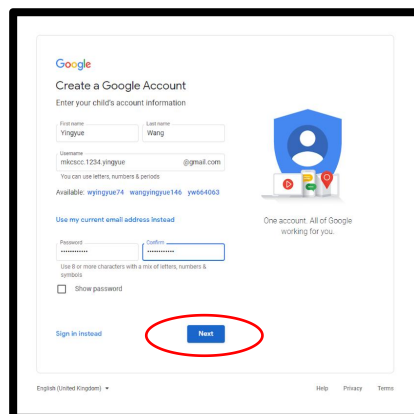
and join your Chinese lesson classroom

1. **You need to set up a Google Classroom Gmail account.** Some of you may already have a Google account because of your personal phone. Please do not use your child's day school account nor your personal account to access Google Classroom for the Chinese class.

2. To create a new one, go to https://classroom.google.com, then on the top right, go to <u>Sign in</u> and select **Google Classroom**.
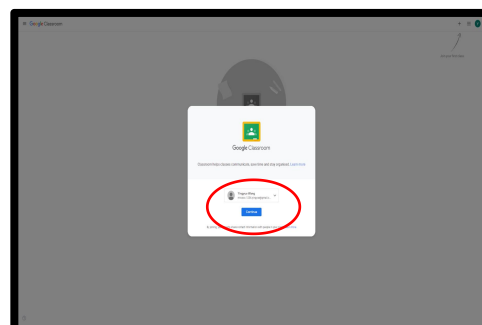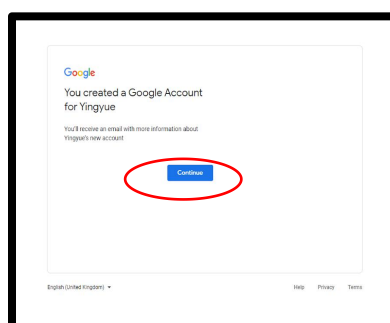

3. To create a new account for your child, go to <u>Create account</u>, then select **For my child** (for under 13, and they require your <u>Gmail account</u>) or **For myself** (for aged 13 or above, and they require a <u>mobile number</u>).
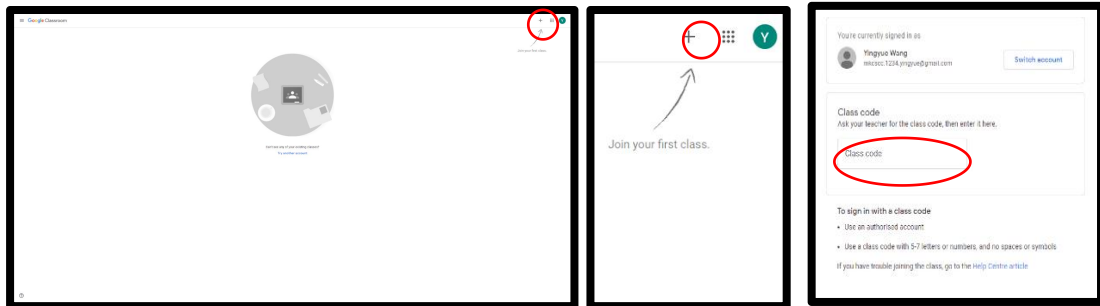
4. **IMPORTANT !!!** Please use the email in the format that suggested by chinese school, to create a Google Classroom Gmail account for your child.
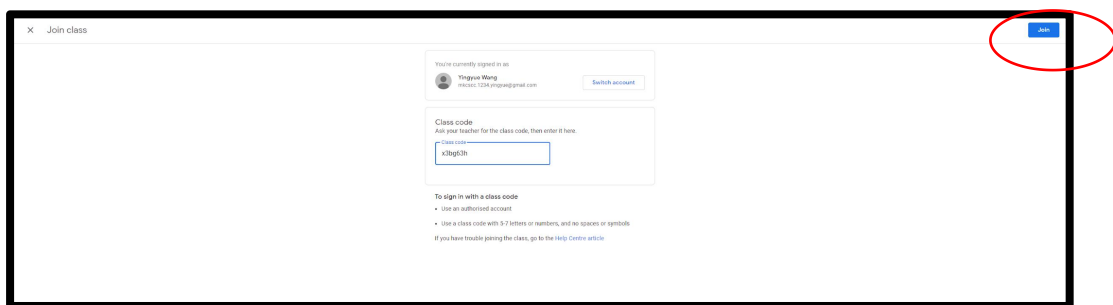

5. Then follow the on-screen instruction to complete the creation of the account. During one stage of the creating process, it will ask for **your Gmail account** (if the child is under 13) or ask for **the mobile number** (if the child is 13 or above).

6. After the account has been created, please **Continue** with Google Classroom open.
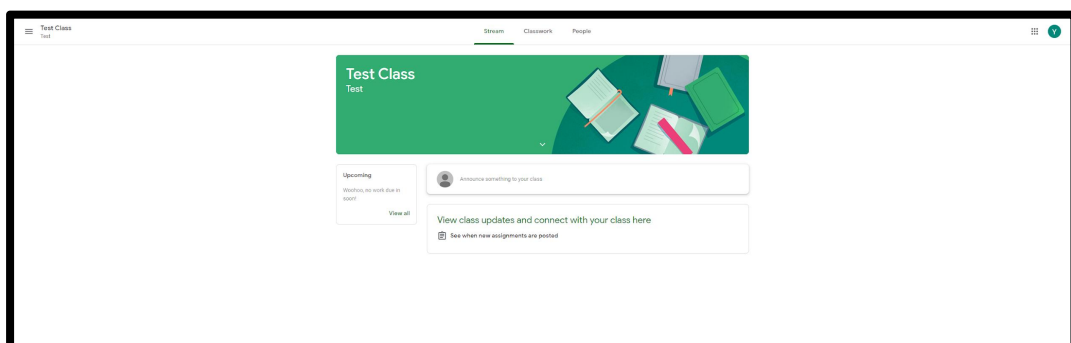
7. You will see the interface in the picture below, go to the "+" sign, and select **Join Class**. Fill in the **Class code** that the school has given to you and join the classroom that you have assigned (The Class code should be found on the same email with the Google Classroom Gmail that sent by the school).

8. Click **Join** after filling in the Class code in the box. Then you will be prompted to a new page with Stream, Classwork, and People Tabs.
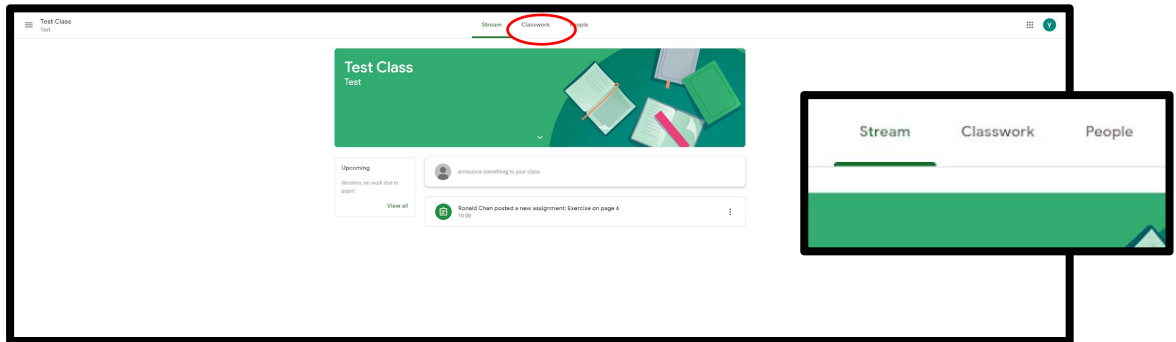

9. Your exercise in class, homework, and communication with your teacher will mainly be on Google Classroom, please check regularly.
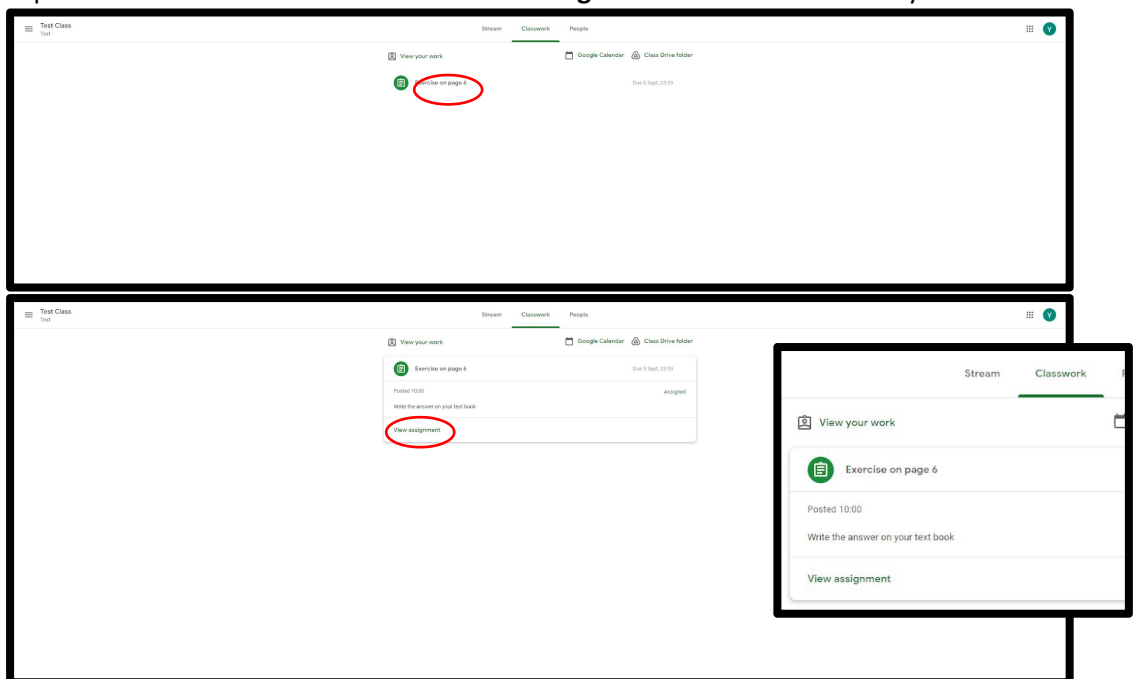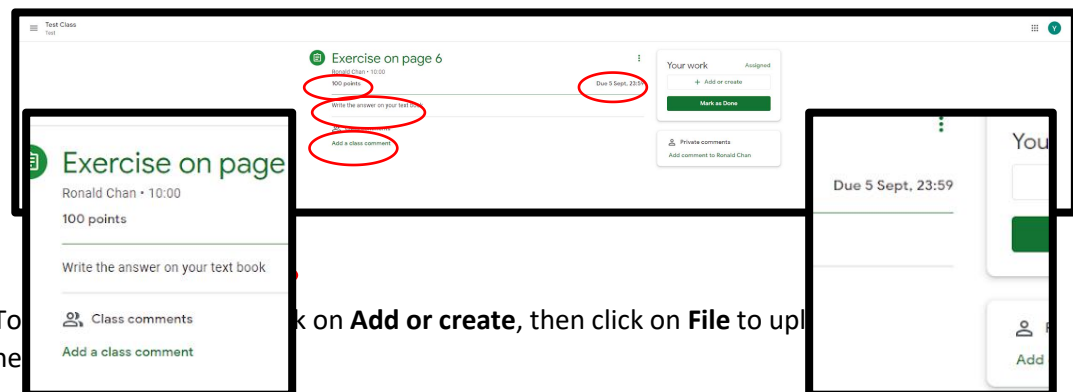
How to submit your homework in Google Classroom

1. Go to https://classroom.google.com and sign in using your Google Classroom Gmail account.
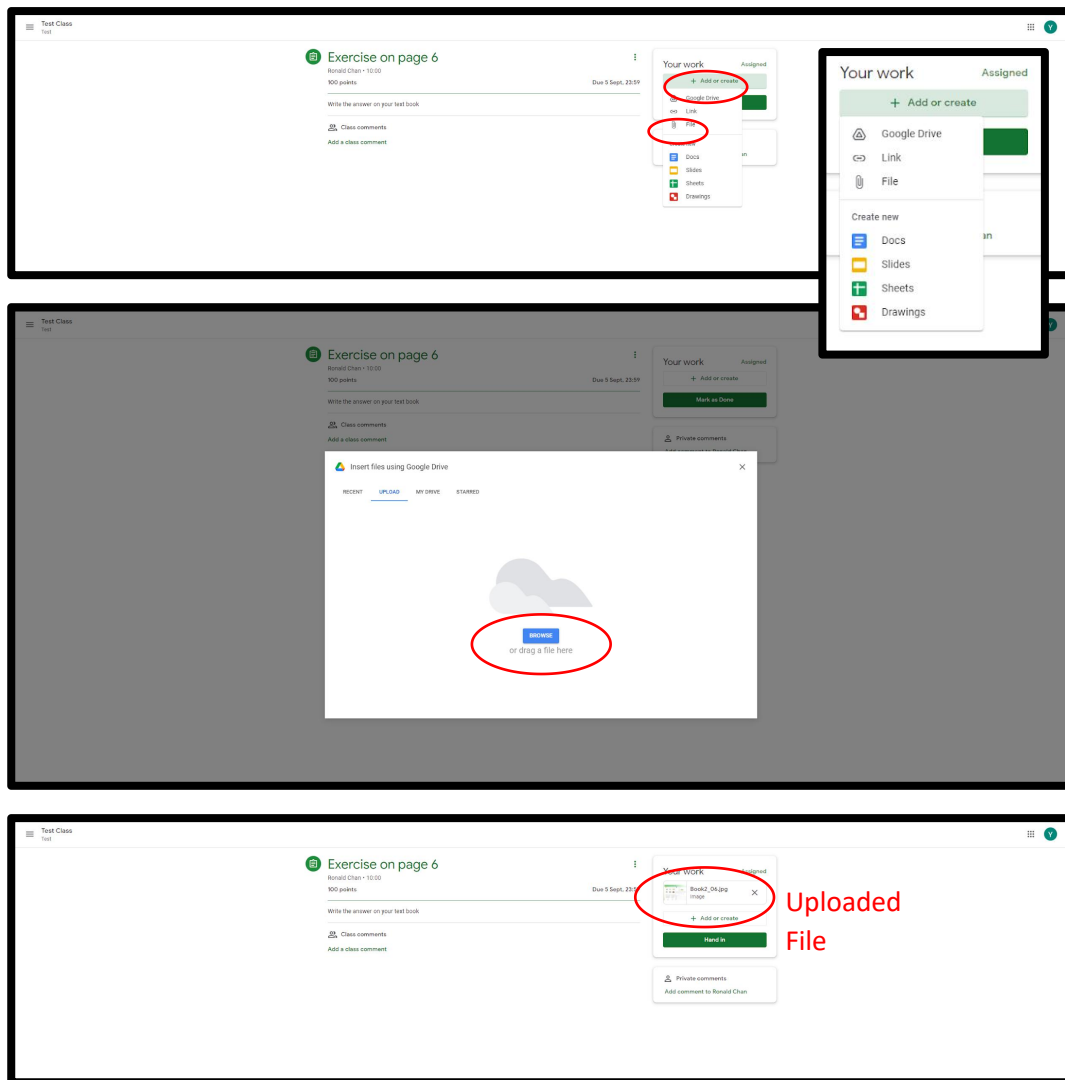

2. Go to the second tap on the top, **Classwork**. You will find all the homework, classwork, materials for the lessons that are set by the teacher. Click on the item you want and it will expand to show more details. Click on **View assignment** to show the action you need to do.
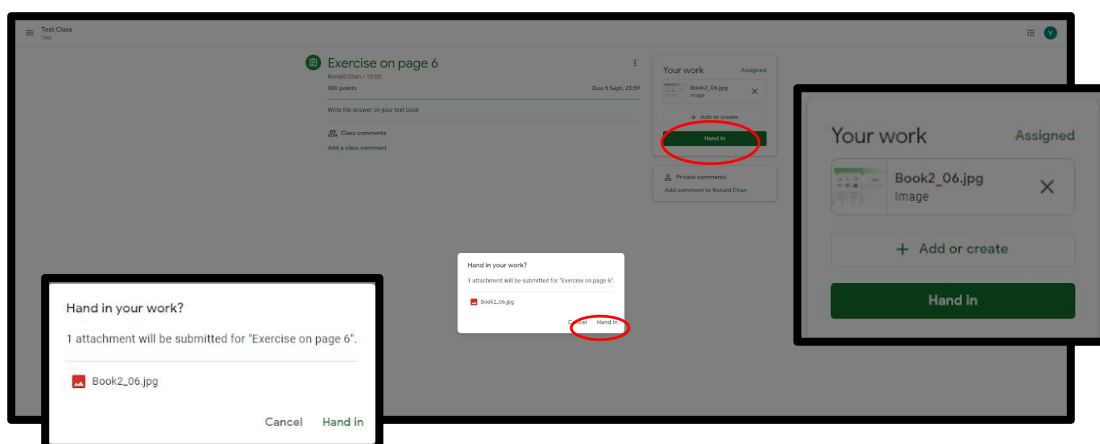

3. You will find the instruction and due date of this task, as well as the score of it. You can also ask your teacher for further instructions by clicking **Add a class comment**.
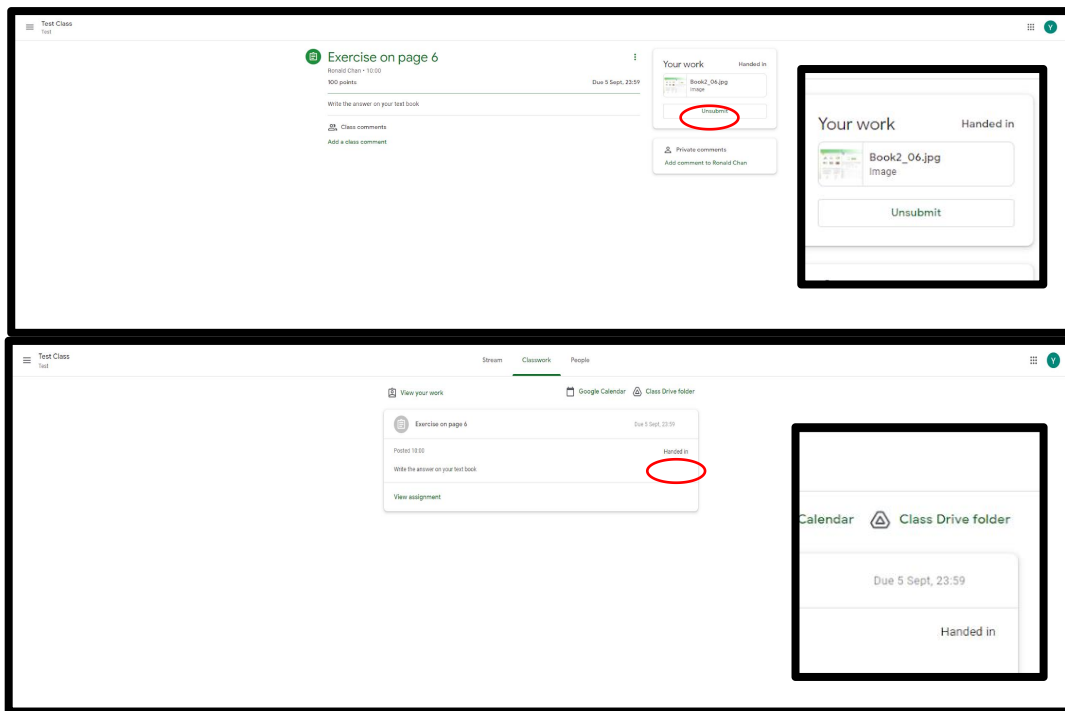

4. To   k on **Add or create**, then click on **File** to upl
   ne

5. If you have already completed the task, you can submit your work by clicking **Hand in**. It will prompt you to confirm again.
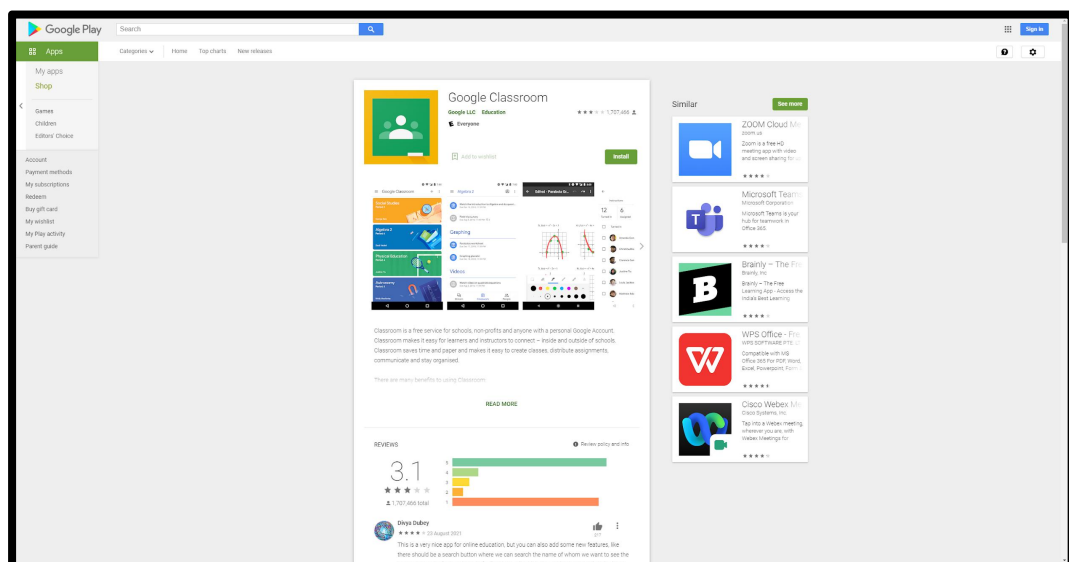

6. After the submission, the Hand in button will change to the Unsubmit button. You can also notice it in the Classroom Tab.
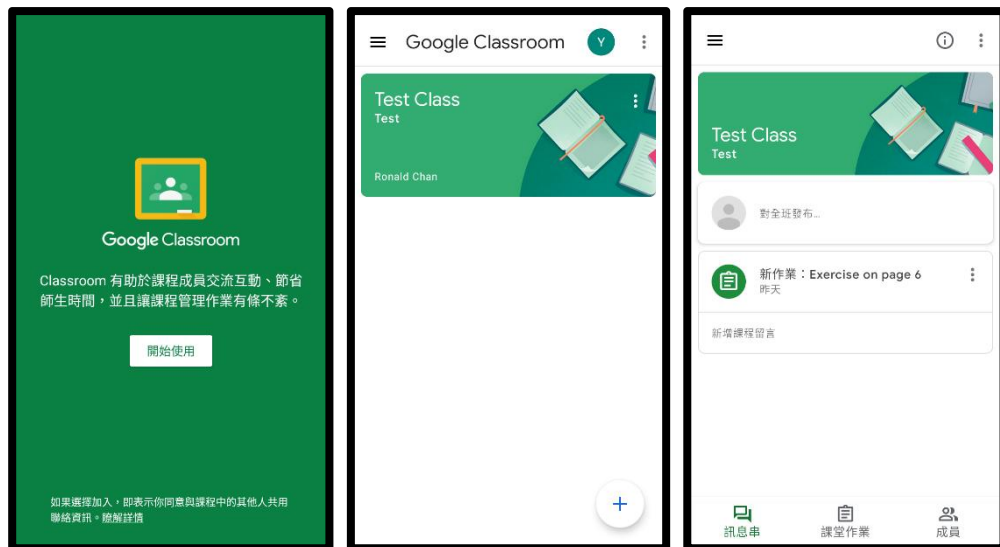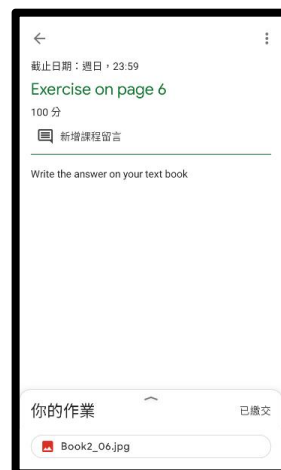
Submit by Phone

7. If you think submitting via computer is difficult, you can choose to submit your work via mobile phone. Install the Google Classroom App in Google Play or Appstore.
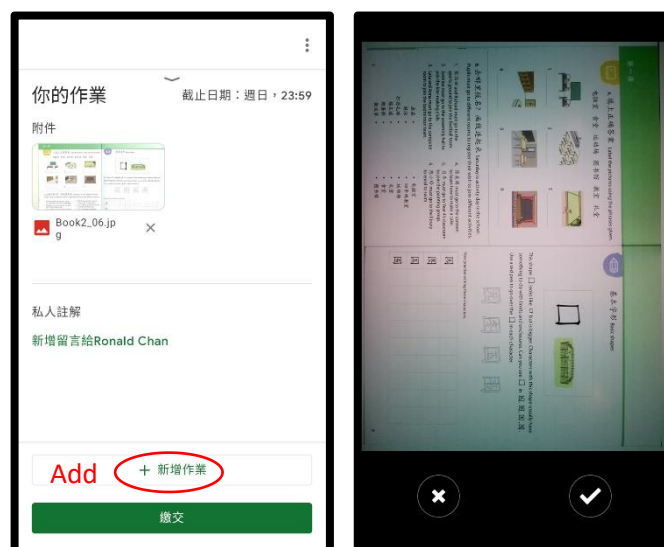

8. After installation, log in using the Google Classroom Gmail account.

9. Tab on **Classwork** on your phone, you will find your work there. Tap on the task that you need to submit. Then it will expand to show more details on a new page as shown below.

10. Tap on **Add** to take a photo of your work for submission.

11. If you have already completed the task, you can submit your work by taping **Hand in**. It will prompt you to confirm again. After the submission, the <u>Hand in</u> button will change to the <u>Unsubmit</u> button.