To get to Google Classroom from the APW website, you will need to do the following:

If you are already logged into any Google Accounts, it is advisable to log out of other accounts before logging into your APW account.

Log into your APW Google Account

1. In your Internet Browser (Google Chrome preferred), please go to https://google.com.

2. Click the blue Sign in button.
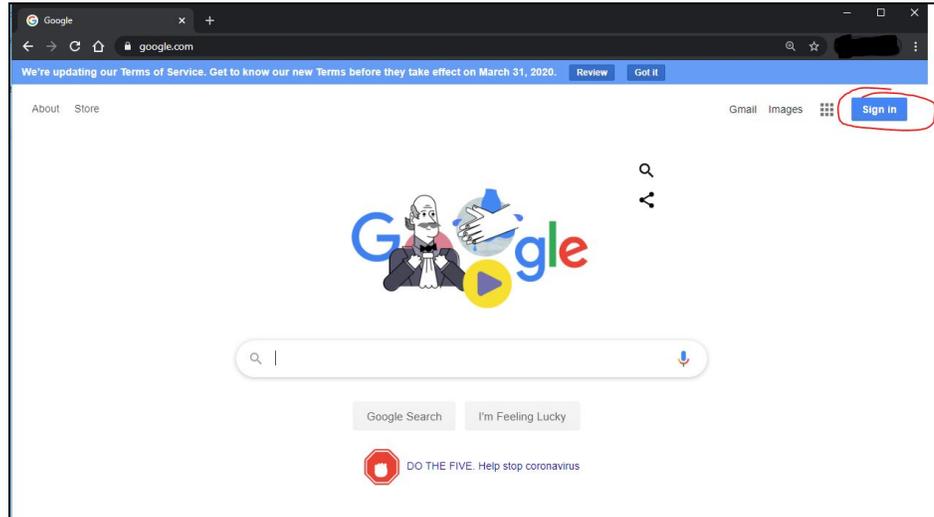
3. Please enter your APW username (it looks like an email address). For most people, it will be *firstinitiallastname@ apw.cnyric.org*

Then click the blue Next button.

4. Enter your APW Computer/Chromebook password.
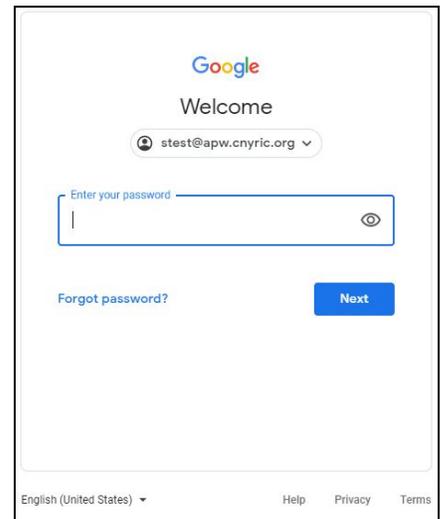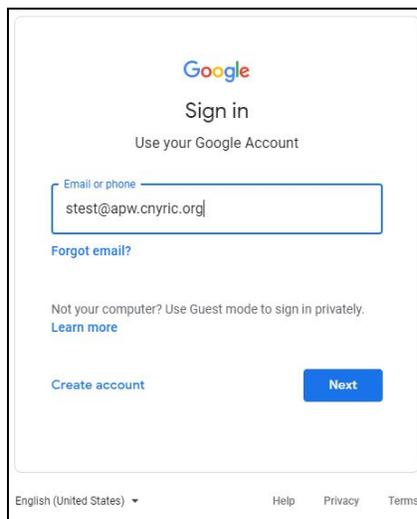
Then click the blue Next button.

5. Congratulations, you are now logged in!

Go to Google Classroom:

1. Click on the "Waffle" icon near your Initial or Profile picture.

2. Select the Classroom icon
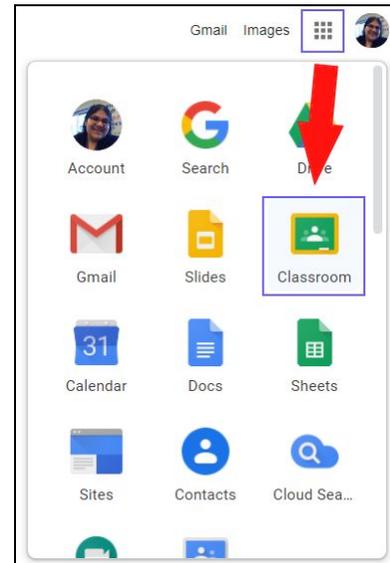
Joining Your Course:

Depending on your teacher's choices, you may have to do one of two things:

1. *Your teacher may have invited you to their class.* If this is the case, you'll see the class listed with the options to "Join" and "Decline." Choose "Join" to be added to the course.

2. *Your teacher may have given you a code to join their course* (it should look like a 7 character combination of digits and numbers, such as 2o5x6gb). Click on the "+" in the upper right-hand corner, select "Join a Class," and enter the code.
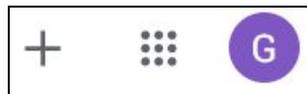
   a. If your code does not work, please ask your teacher to manually invite you to their course

3. The first time that you join, you will be automatically brought to the course's Stream. The next time that you sign in, you will have to click on the title of the course from the Classes page.
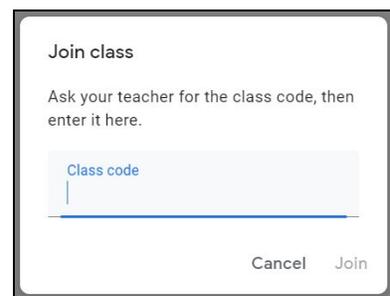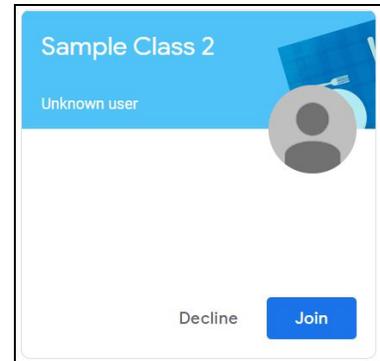
Viewing Assignments

1. Click on your class on the main page.

2. It should automatically open to the "Stream" page, where you'll see all of your announcements, assignments, and materials. Click on the assignment that you wish to view.

3. You'll see the description/ directions, a comment section (which may be disabled by your teacher), and any links, documents, or videos that go with the assignment. Follow the directions given by your teacher.

If you click the item open, you will see more information.
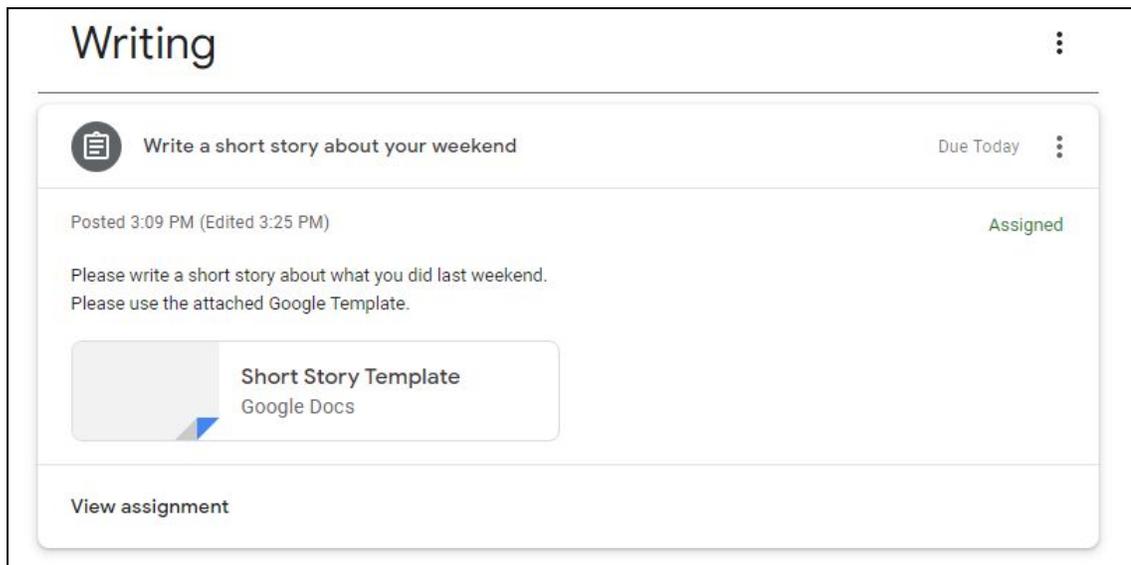
If you click on View assignment, you will have the ability to submit items to the teacher.

Submitting Assignments

1. Go back to the assignment's page (if you left it).

2. If you need to add your work or create new work, click on "+ Add or Create." You'll be given the option to add files from your Google Drive, to upload them from your device, or to create them and automatically tie them to the assignment.

3. When you're finished with the assignment, click on "Mark as Done."

4. If your assignment has successfully been submitted, you will see it marked as "Turned In."