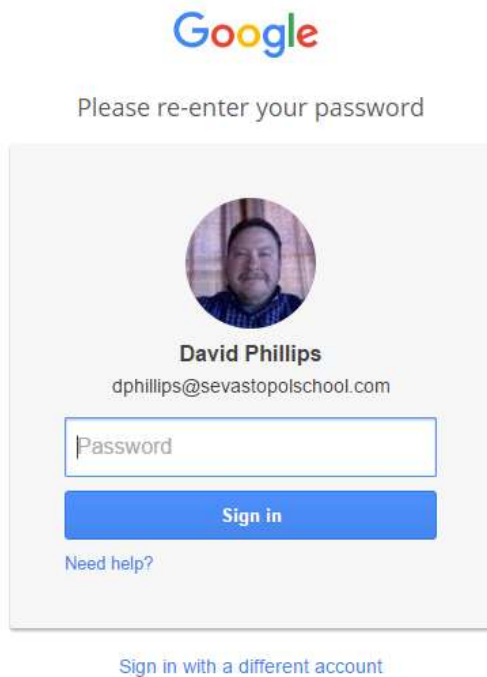
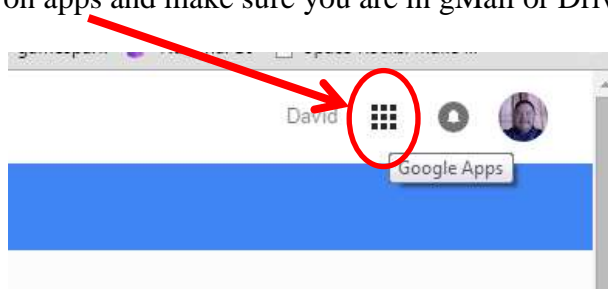


# Google Classroom Instructions for Department Meeting Minutes

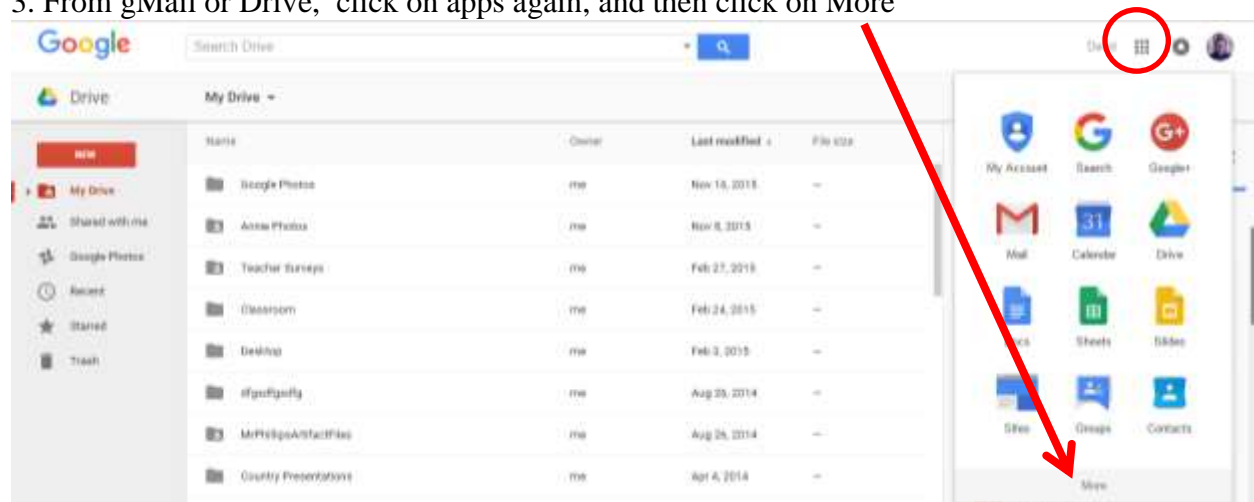
1. Log in to Google Gmail using your @sevastopolschool.com login and password



2. Once logged in, click on apps and make sure you are in gMail or Drive, NOT Search.

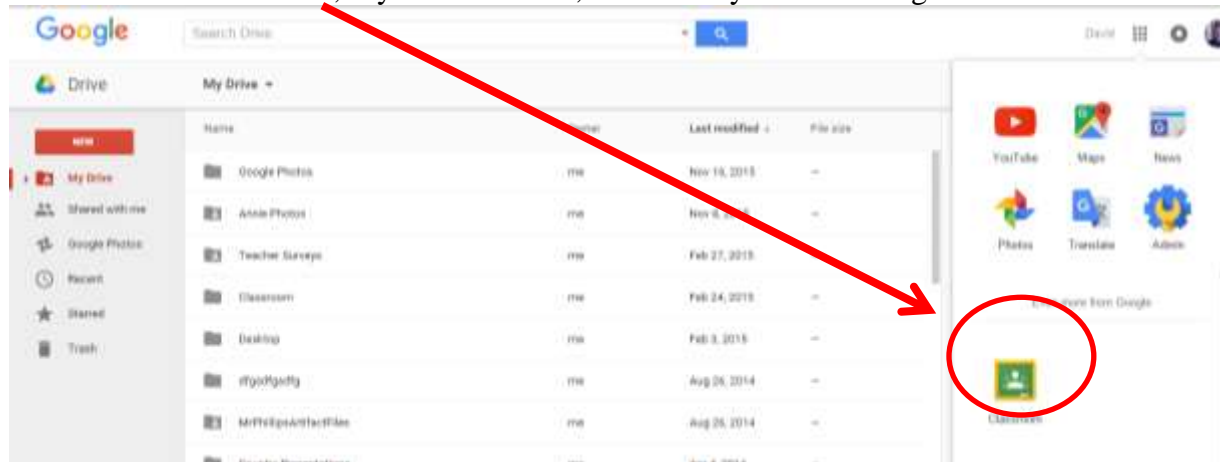


3. From gMail or Drive, click on apps again, and then click on More

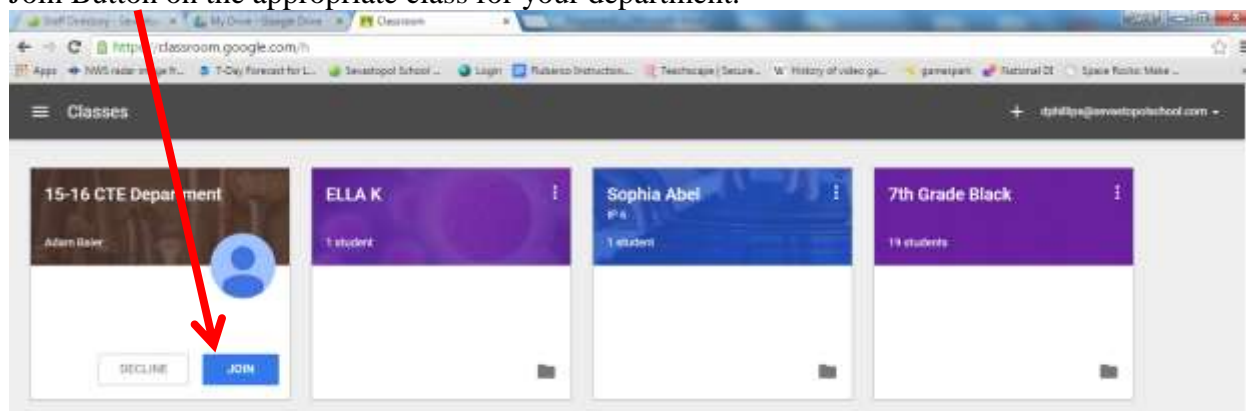


# Google Classroom Instructions for Department Meeting Minutes

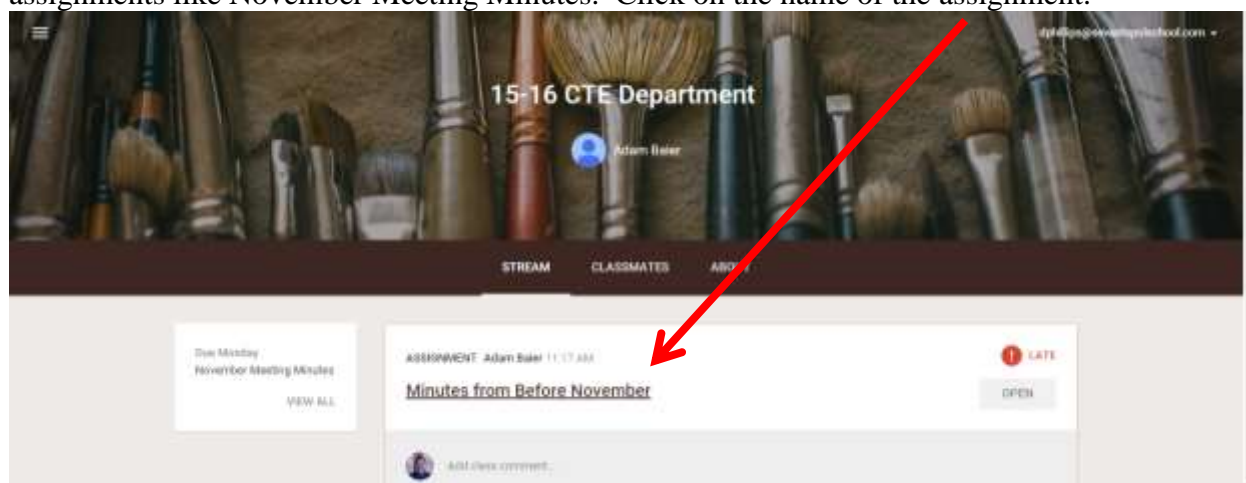
4. Then select Classroom; if you don't see it, make sure you started in gMail or Drive



5. You should now see the classes you are a part of or have been invited to join. Simply click the Join Button on the appropriate class for your department.

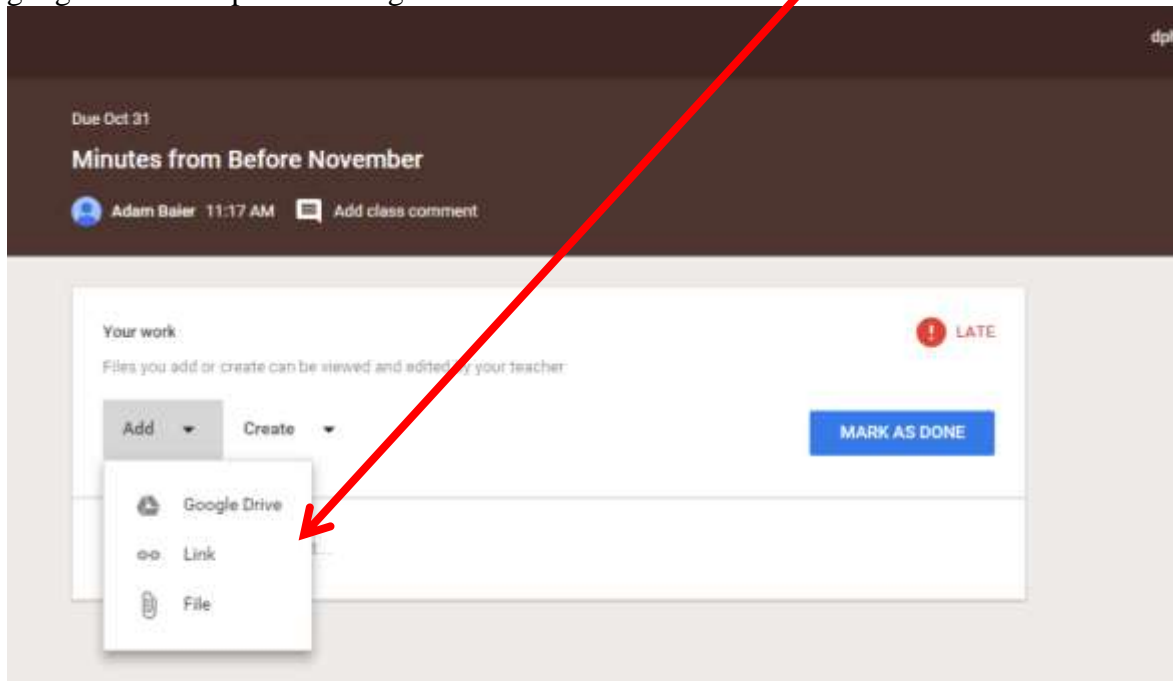


6. At this point you will be looking at the main view for the classroom. You should see assignments like November Meeting Minutes. Click on the name of the assignment.

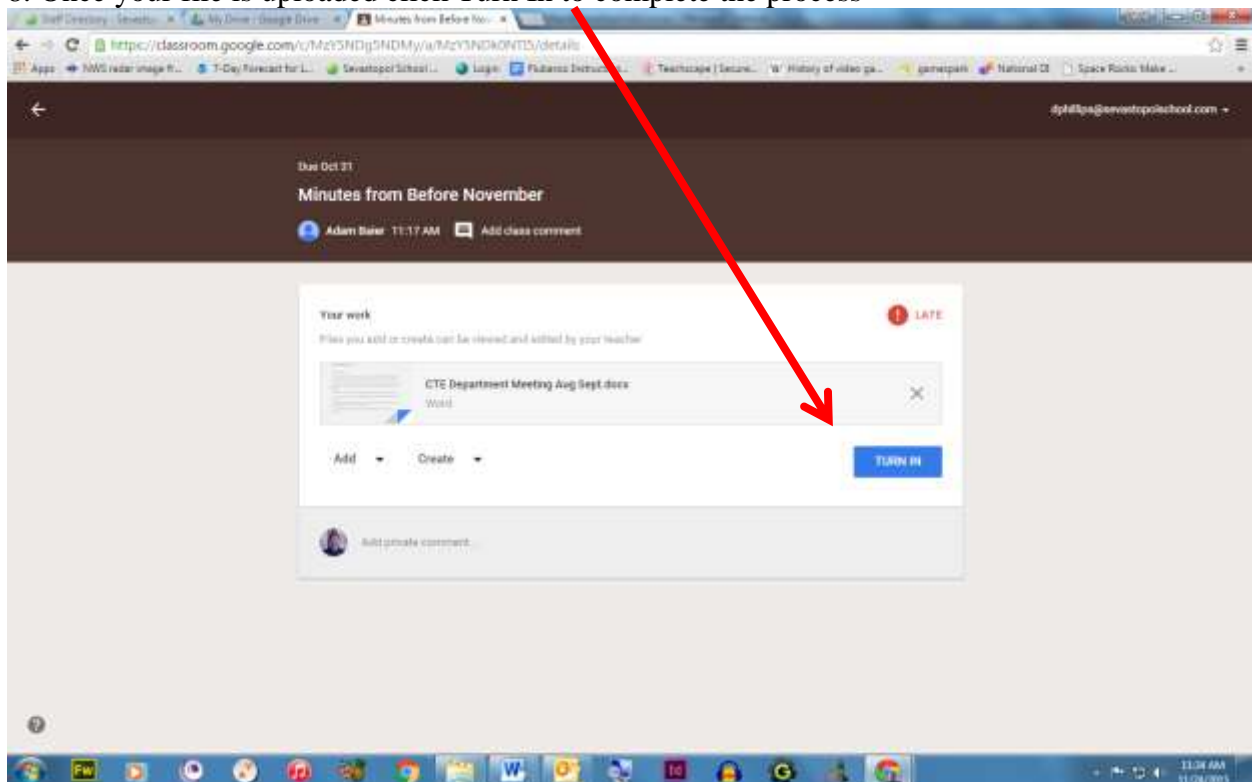


# Google Classroom Instructions for Department Meeting Minutes

7. Then click on Add and select File to upload a word document from your computer, or select google Drive to upload a Google Document.



8. Once your file is uploaded click Turn In to complete the process



# **Google Classroom Instructions for Department Meeting Minutes**