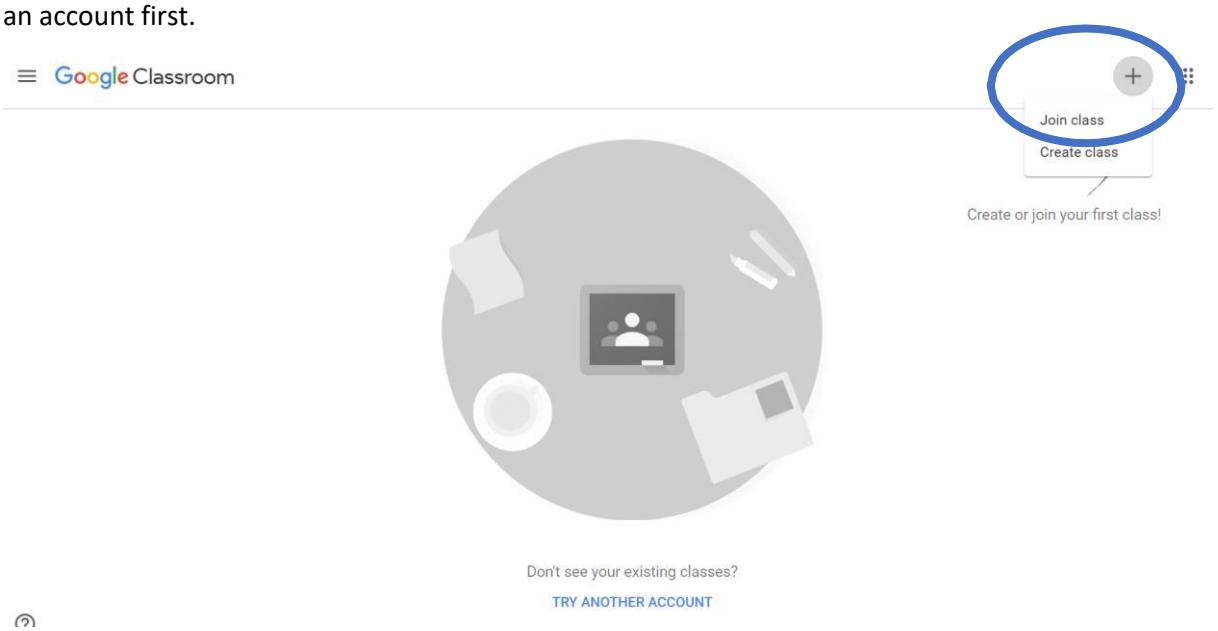
Classroom Google – Portfolio Assignments

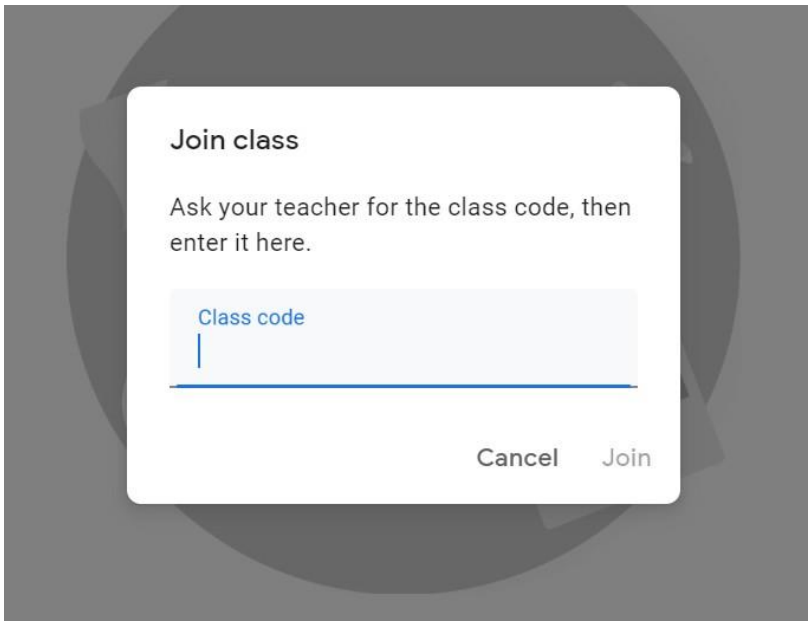
To use Classroom, you need to sign in (…@gmail.com) on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

How to join a class

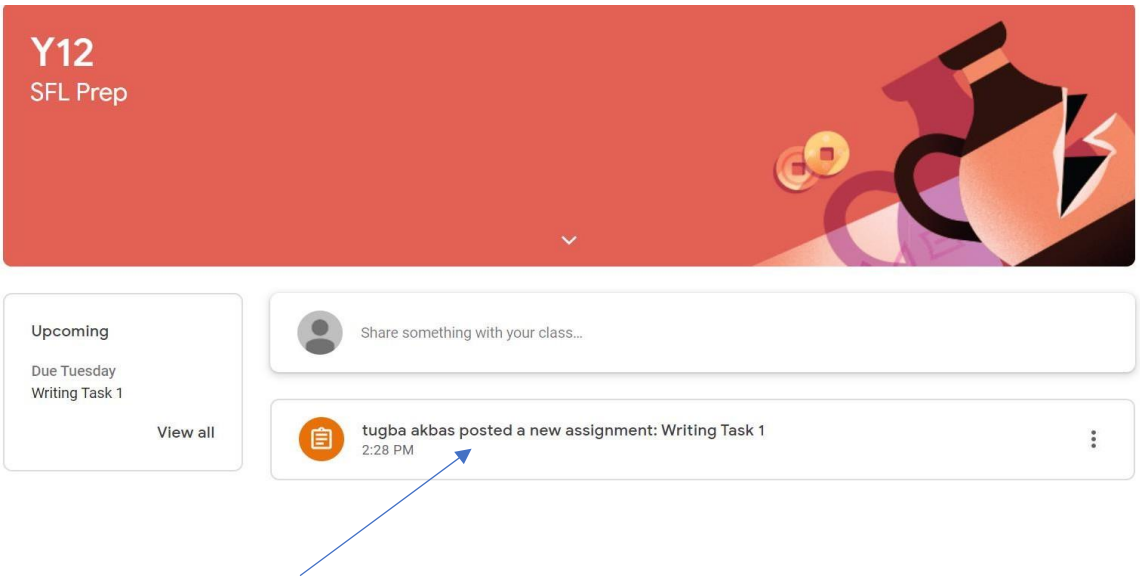
Go to classroom.google.com and sign in with your @gmail.com account. If you don't have one, you need to create an account first.



- Join your class with a class code—use this code to add yourself to the class. Your teacher might give you the code while you're in class. **You can also check sfl.karabuk.edu.tr "announcements", "Summer School Google classroom codes" to find your class code.**

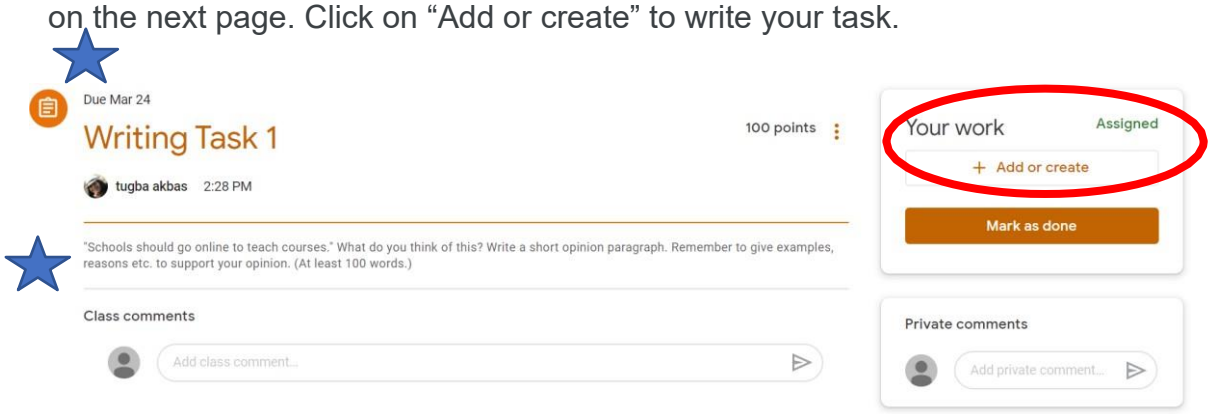


When you have joined your class, you can see a similar screen like the one below. You can see your assignments.

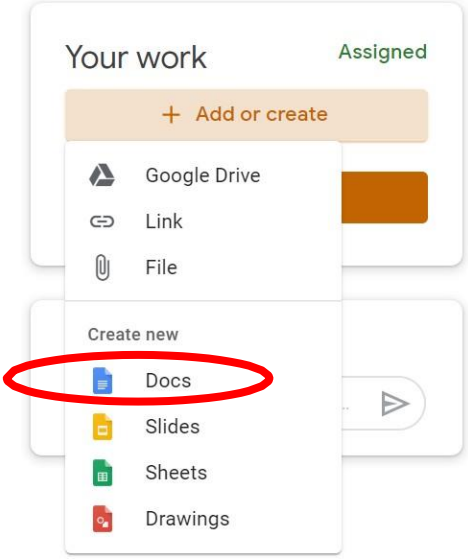


HOW TO WRITE A TASK

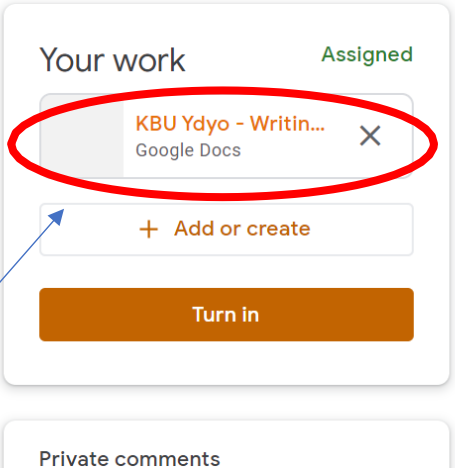
1. Click on the assignment to do your writing task. You will see the instruction and deadline on the next page. Click on “Add or create” to write your task.



2.Select “Docs” and write on google doc online. DON’T ADD FILES FROM YOUR COMPUTER.

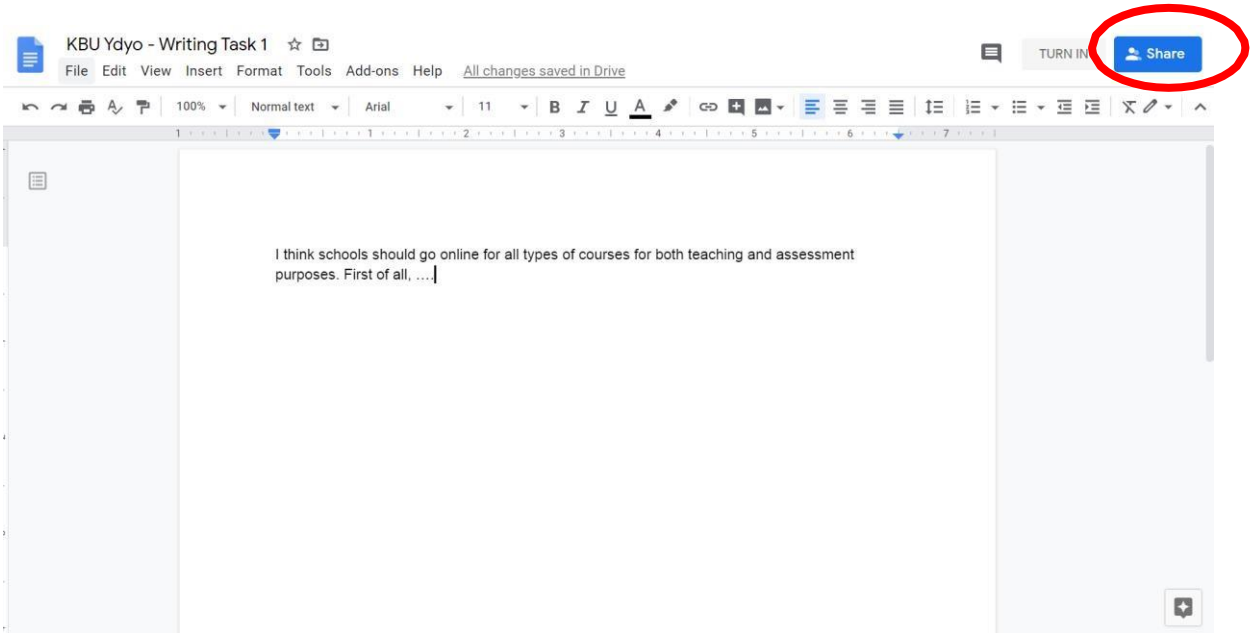


Then click on the doc.

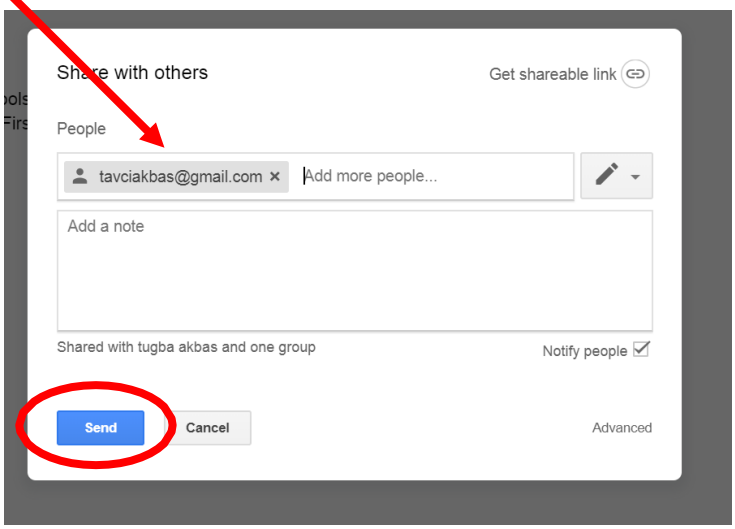


Click on the created file.

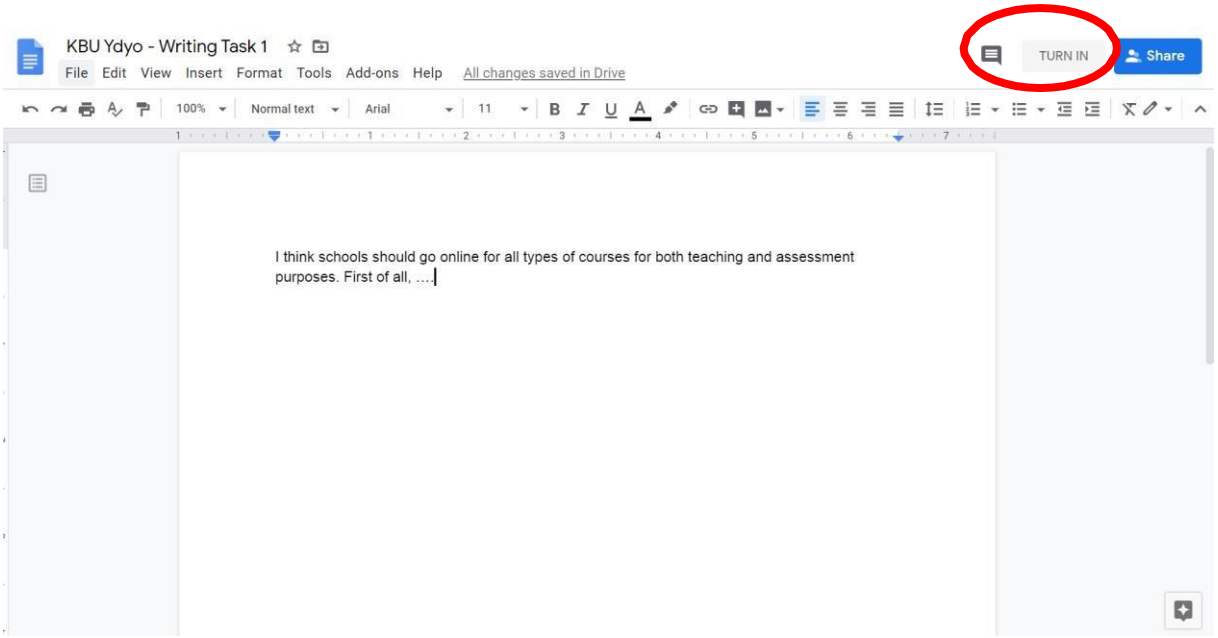
3. The document will open. Now you can write your task. When you finish writing, click on “Share”.



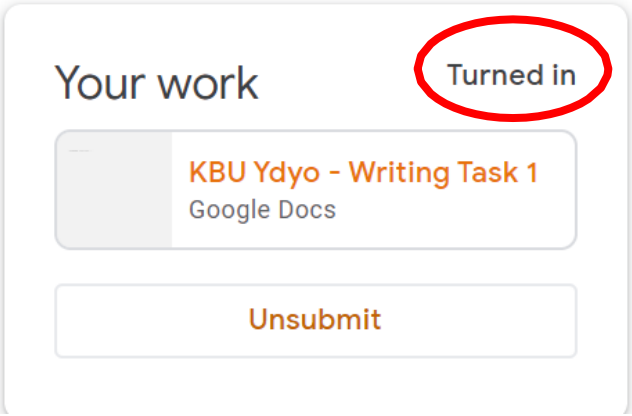
4. Select your teacher’s gmail account and click on “Send”. In that way, your teacher can write notes on your task and give you feedback.



5. Then, click on “Turn in” to send your assignment.

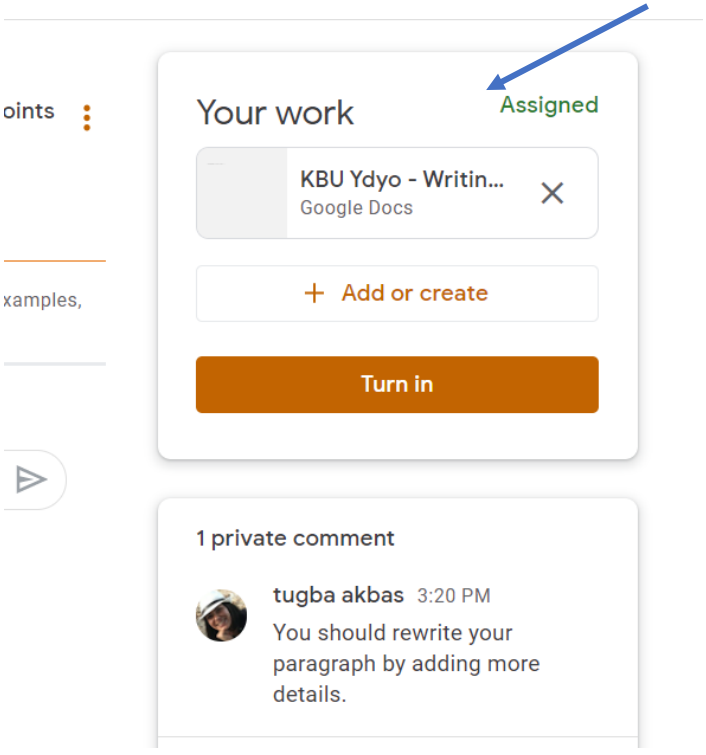


6. You should see that screen: “turned in”.

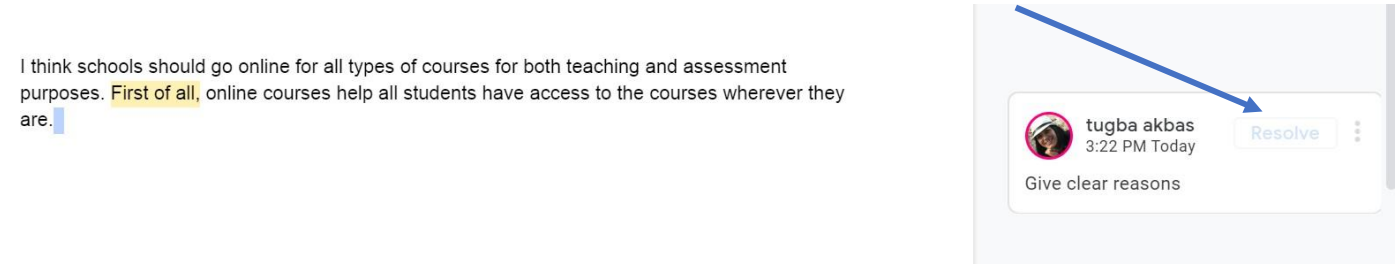


HOW TO WRITE THE FINAL DRAFT AFTER FEEDBACK

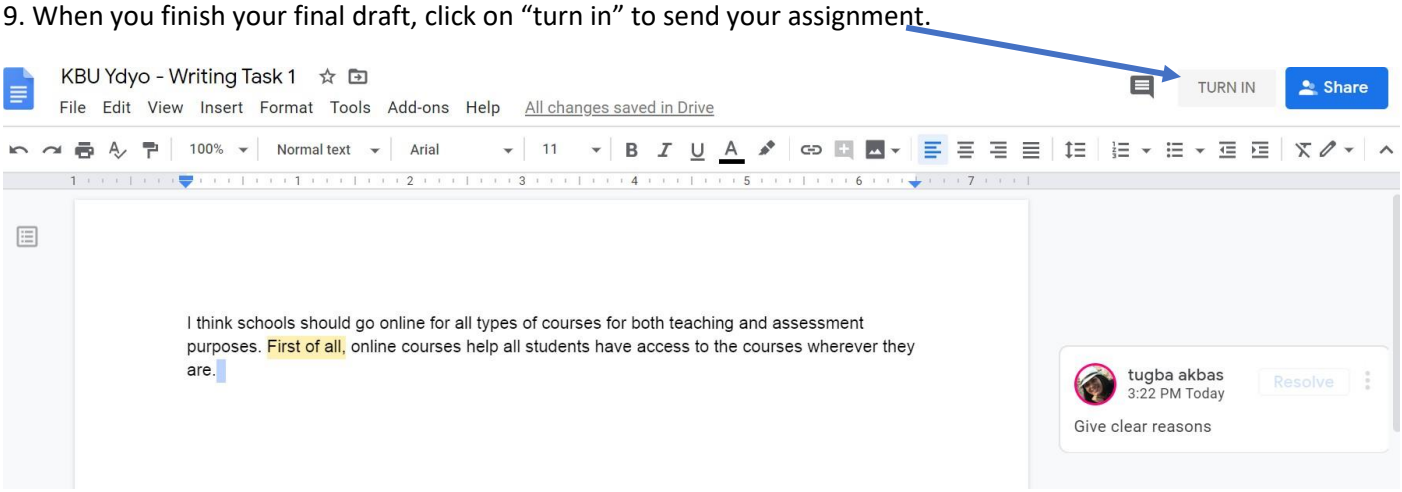
7.Your teacher will give you feedback on your first draft. Click on the doc to view your feedback and rewrite your task.



8. As you edit, you can click on “Resolve” to make sure you make the necessary changes.



9. When you finish your final draft, click on “turn in” to send your assignment.



10. You should see “turned in”. You can also write comments and/or questions in the comment part.

If you have any problems/questions, please ask your teacher via classroom.google or during the online lessons.

-HOW TO SEND VOCABULARY JOURNAL

Your teacher will assign you vocabulary journals in the same way she/he assigns the other tasks. You can write your journals by following the first six steps above. For journals you can also create “sheets” to write in an excel file instead of “docs” a word file.