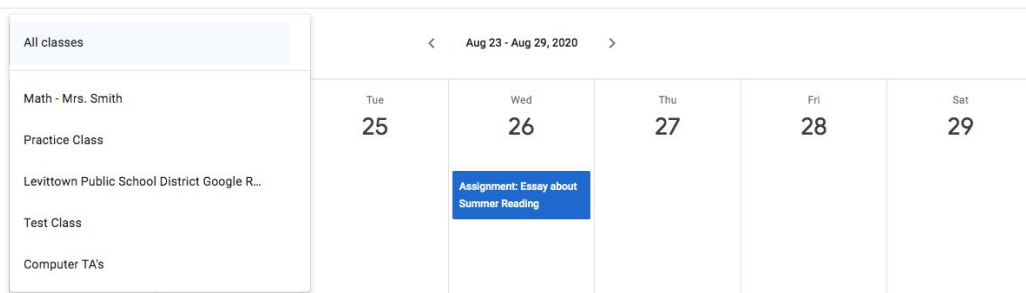


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# Google Calendar

1. To access the Google Calendar go to the Menu (three lines) in the top left corner.
2. Click on Calendar
  - if you want to access a specific class calendar you can click on it from the classwork page
3. Inside the calendar are all class assignment due dates, each assignment is automatically added.
4. Use the filter drop down menu to select show all or 1 class at a time.
5. Student and teachers can also view an assignment straight from the calendar
6. If you need to add an event to the calendar the teacher can manually add it in the calendar page.



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# Google Drive Classroom Folders

Google Classroom automatically creates a class folder for each of your classes.

1. Google Classroom organizes all the class folders in a 1 folder on your drive labeled “CLASSROOMS.”
2. Inside the “CLASSROOMS” folder is a folder for each class (labeled by the title of the class) all students and documents for assignments are stored here. DO NOT DELETE!
3. Each assignment will have its own folder inside the classroom folder.
4. Inside the classroom folder is also a templates folder for any templates that the teacher has shared with students in their assignments.

***TIP: Do not touch or move these folders!***

