

Google Classroom & iPad

How To's

Clarinda Jr. Sr. High School



Welcome! 🎉

Today, we'll learn the main digital tools you'll use here at Clarinda.

- We'll cover:
- ✓ Google Classroom
- ✓ JMC Learning Platform
- ✓ GoodNotes + Google Classroom
- ✓ Emailing Teachers
- ✓ iPad Apps for Success

Google Classroom



Completing Work in Google Apps 🖋️

- Google Docs → essays, short answers
- Google Slides → presentations, group projects
- Google Sheets → data tables, math/graph assignments
- **Tips:**
 - Work auto-saves (no need to hit save).
 - Use the Turn In button inside Classroom when finished.

Navigating Google Classroom 📁

- Stream Tab: Announcements & updates
- Classwork Tab: Assignments, materials, due dates
- People Tab: See classmates & teacher contacts
- Calendar Integration: Helps track due dates
- **Pro Tip:** Turn on notifications so you don't miss deadlines.

Google Classroom

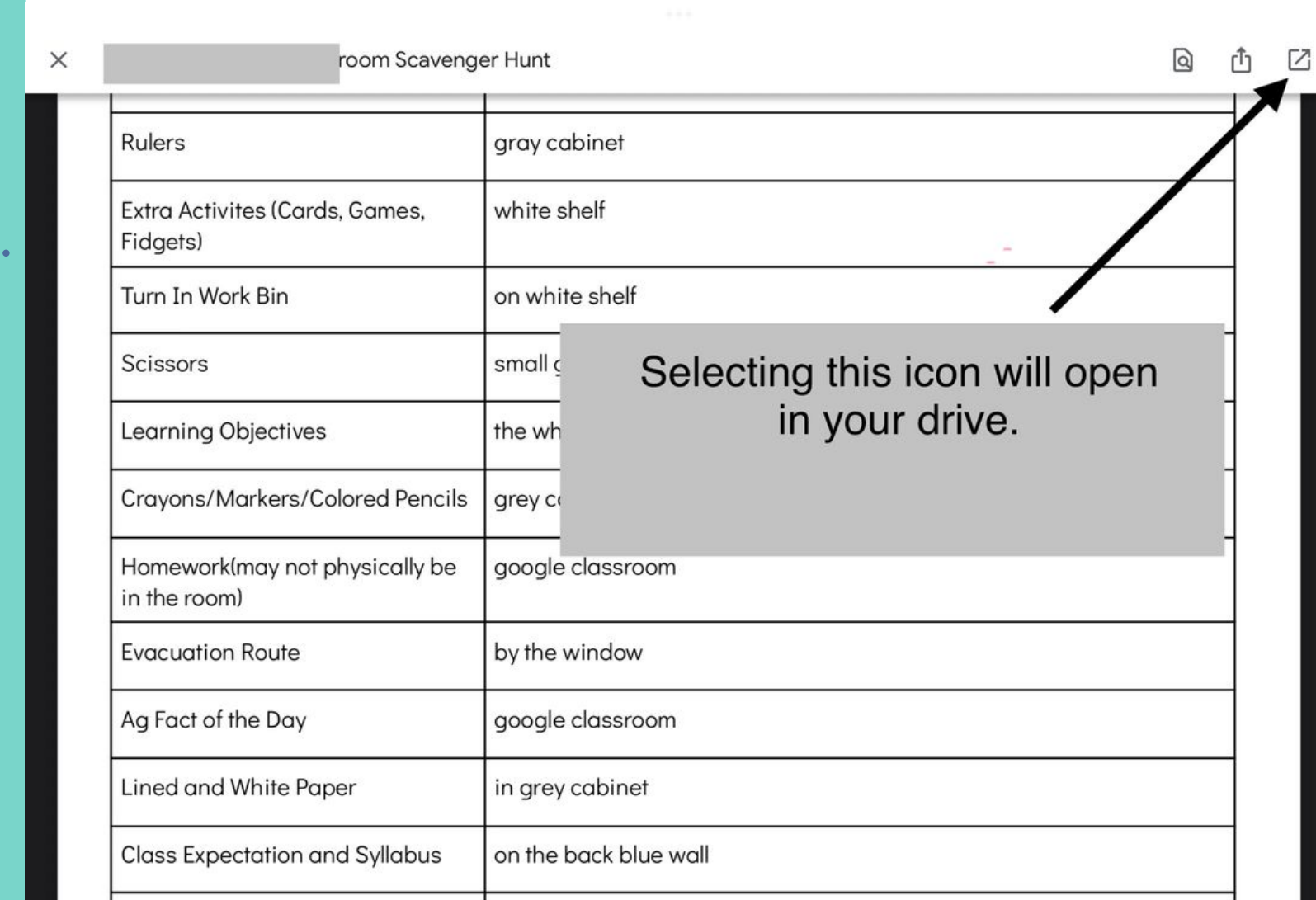
Opening Assignments in Google Classroom

- Go to Classwork Tab → select your assignment.
- Click "View Assignment."
- If the teacher attached a Google Doc/Slide/Sheet, click to open it.
- The file will automatically save in your Google Drive.

Submitting Assignments in Google Classroom

- Go to the assignment page.
- Check your attached work under "Your Work."
- If finished, click Turn In.
- You can always unsubmit to fix something (before due date).

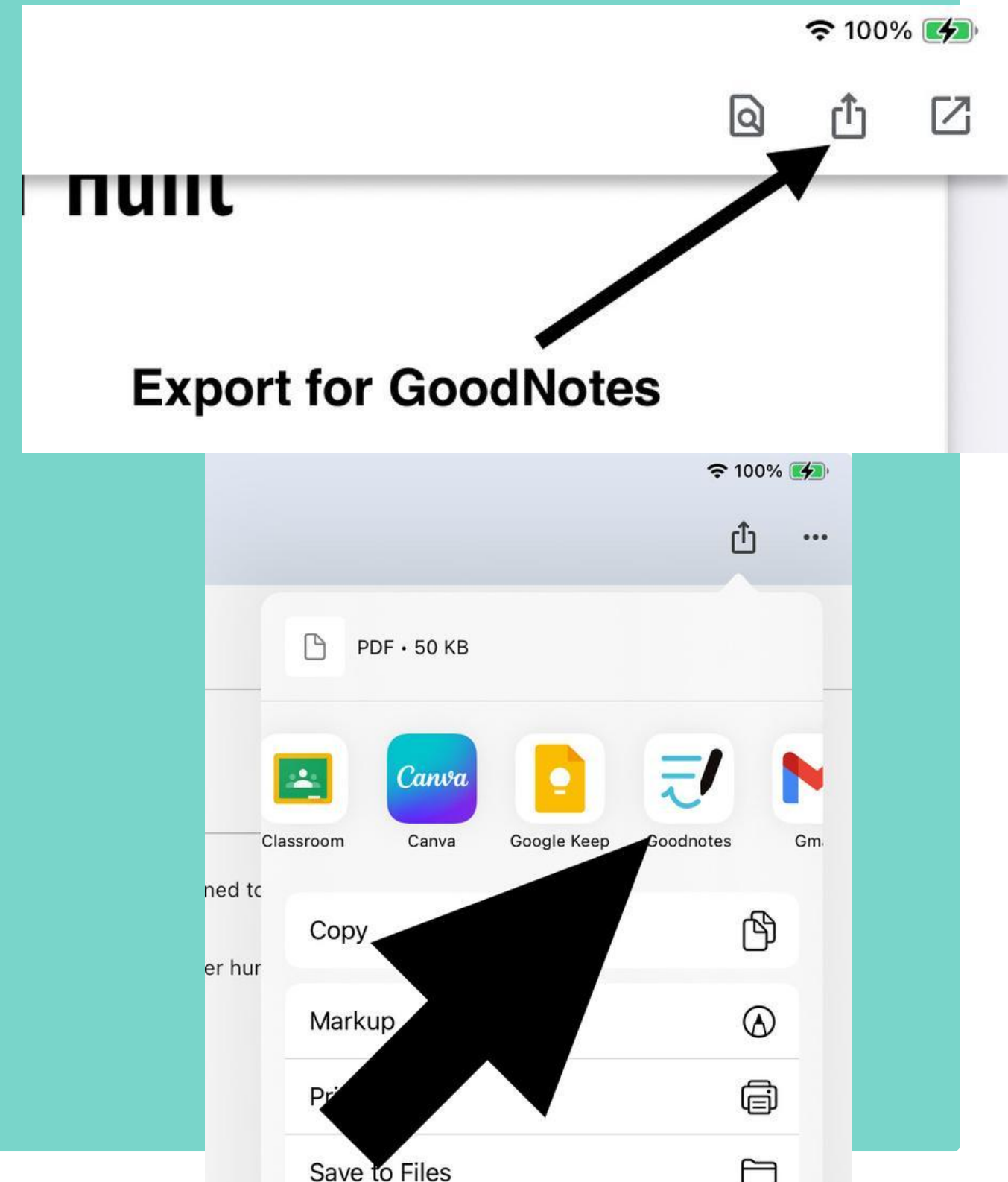
✓ IF USING GOOGLE APPS, OPEN THEM UP IN GOOGLE. USE THE ICON IN THE PICTURE!



GoodNotes

Using GoodNotes for Assignments

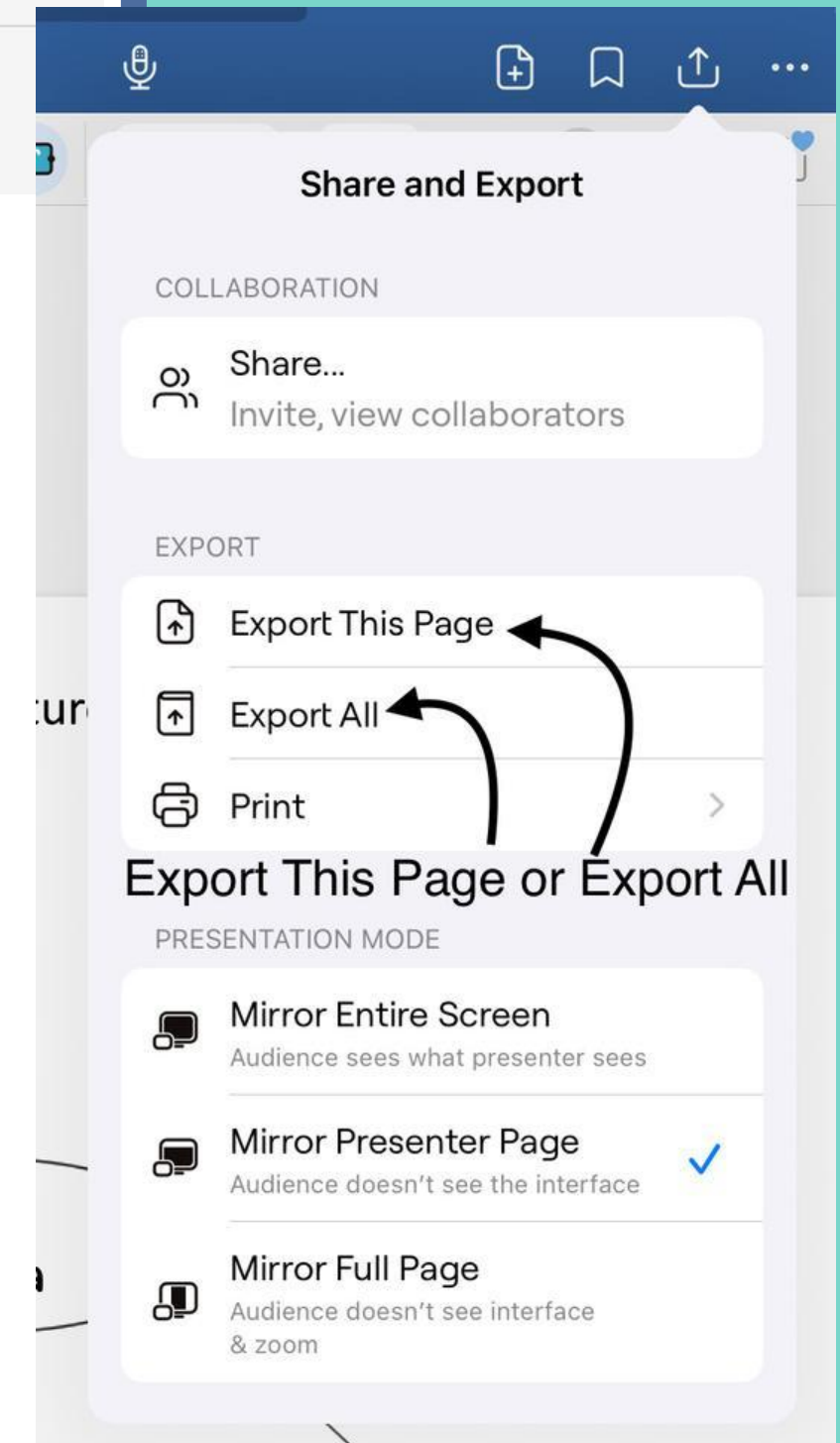
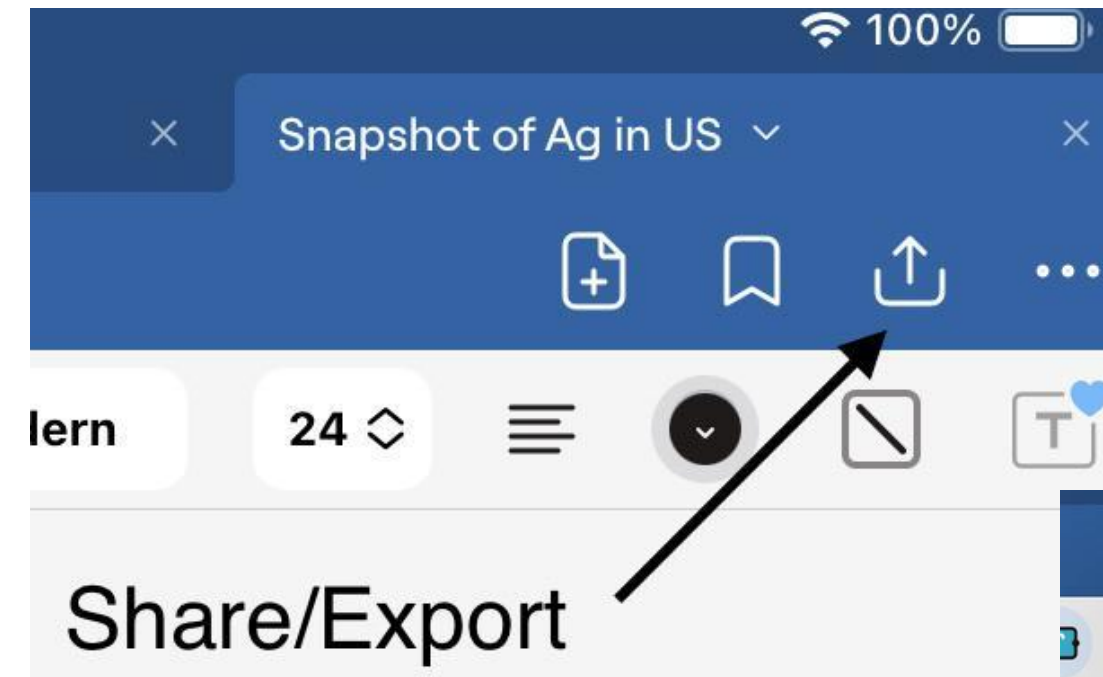
- Best for worksheets, PDFs, math problems, and annotating text.
- To open a Classroom file in GoodNotes:
- Open the assignment in classroom → Share Button (PDF, Doc, etc.).
- Tap Share / Open In... → GoodNotes.
- Import as New Document → Choose Document Location
- Write directly on the file.
- **Pro Tip: If it doesn't import the first time in GoodNotes, go back and try again.**
- **Pro Tip: When using Google Classroom and opening a PDF, USE GOODNOTES TO EDIT.**



GoodNotes

Exporting from GoodNotes to Classroom

- In GoodNotes, tap the Share/Export icon.
- Choose "Export This Page" or "Export All"
- Choose PDF → Export.
- Select Open in Google Classroom. Select the Google Classroom Icon.
- Select the class the assignment is for.
- Attach your work to the correct assignment.
- Tap Turn In. ✓



JMC

What it is: The school's grade & schedule system.

Use it for:

- Checking grades & missing work
- Viewing your class schedule

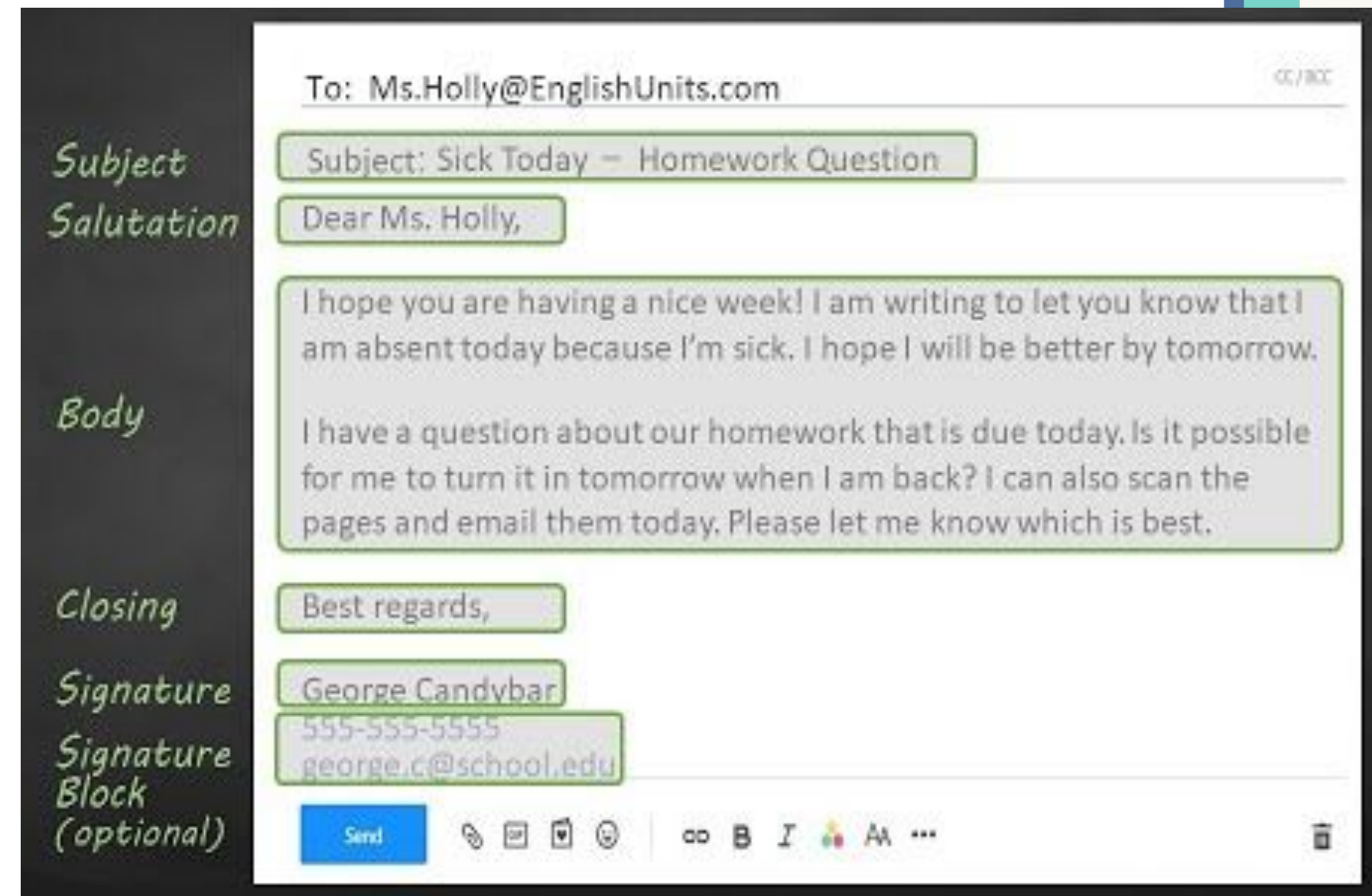
Navigating JMC

- Progress Monitoring
- Schedules
- Transcripts
- Absences



Emailing Teachers

- Use your school email (professional communication).
- Tips:
 - Subject line: Clear & short (ex. "Question about Homework 3")
 - Greeting: "Hi Mrs. Smith,"
 - Be polite & direct.
 - Sign off: "Thank you, [Your Name]."
 - Do not: Use slang, emojis, or leave subject blank.



To: Ms.Holly@EnglishUnits.com CC/BCC

Subject Subject: Sick Today – Homework Question

Salutation Dear Ms. Holly,










Body
I hope you are having a nice week! I am writing to let you know that I am absent today because I'm sick. I hope I will be better by tomorrow.

I have a question about our homework that is due today. Is it possible for me to turn it in tomorrow when I am back? I can also scan the pages and email them today. Please let me know which is best.

Closing Best regards,

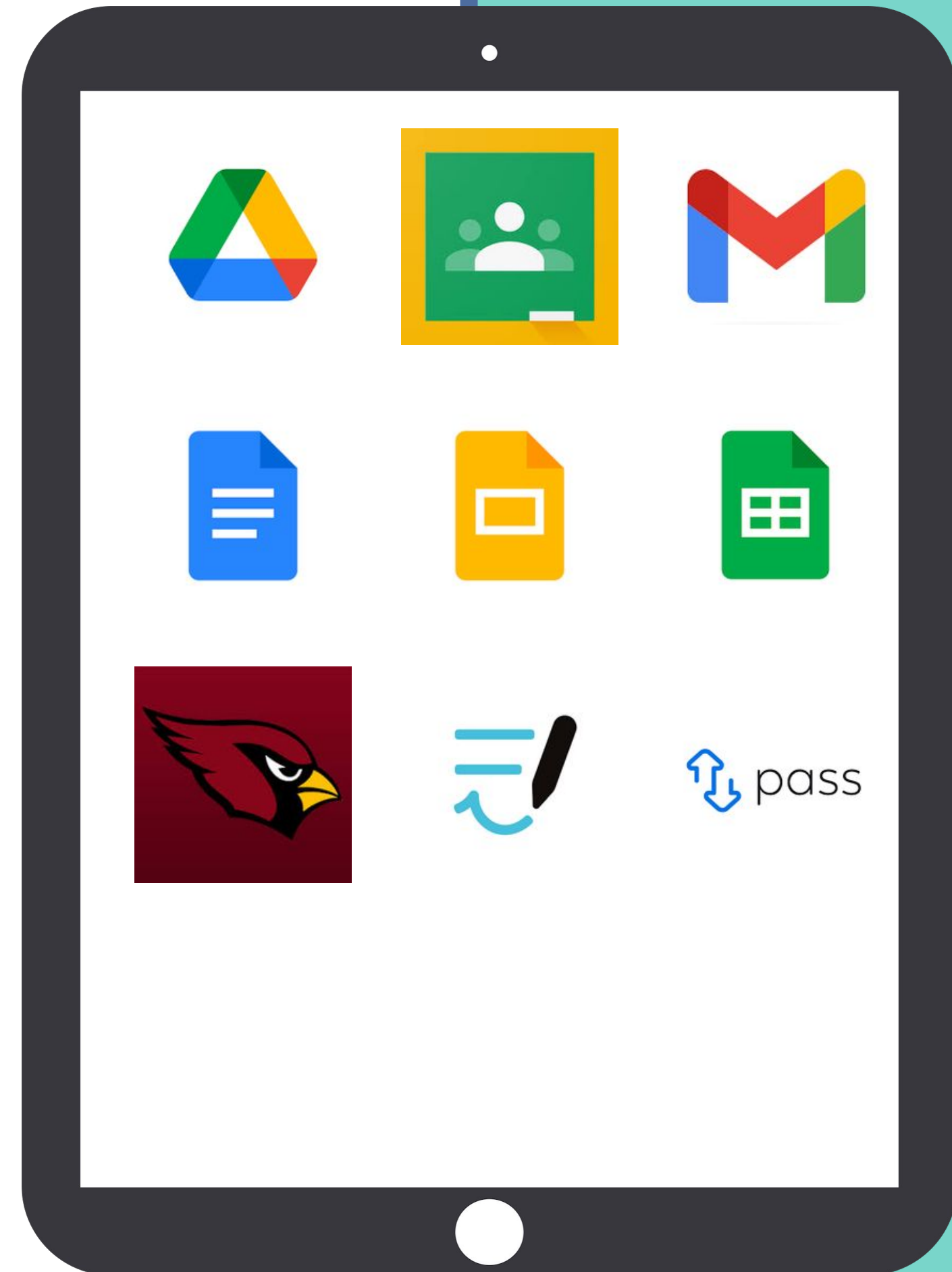
Signature George Candybar

Signature Block (optional) 555-555-5555
george.c@school.edu

Send         

Useful iPad Apps

- **Google Drive** → Save all files in one place.
- **Google Applications (Google Classroom, Docs, Slides, & Sheets)** → Open/Complete assignments
- **Gmail** → Checking & Composing Emails
- **GoodNotes** → Editing PDFs & Turning in on Google Classroom
- **Clarinda CSD** → Access necessary school information (News, Calendar, JMC, Website, etc.)
- **E-Hall** → School Passes



Final Reminders

- Check Classroom + email every day.
- Stay organized in Drive + GoodNotes.
- Always double-check files before turning in.
- Ask your teacher if you need help logging in.
- Remember: Learning the tools takes practice.

