

Accessing Assignments on Google Classroom

First letter navigation: typing the first letter of whatever button, text, app, etc. you are trying to find. Easier way to find stuff. I will provide everything with the first letter navigation key, but you can always use thumb keys if you are unsure of what the letter would be. If there are multiple apps, files, buttons, etc. with the same letter, you may need to type the letter multiple times

Thumb keys: are the first (previous) and last (next) thumb keys located on the front of the device. Good thing to use if you don't know the contents of the screen

Triangle back button: this button will go back one page, similar to on a phone

To get into Google classroom

1. A for all applications
2. enter
3. C for classroom
4. enter

Note: Google Classroom will open with a list of all enrolled classes as a list. Each class should have a name and then a "more options" button.

To open an assignment from a class in Google Classroom app

1. O for open main menu
 - a. If you have a notification, you can try "n" for new notification and that will open the main menu
2. Enter
3. T for to do
4. Enter
5. F for filter
6. enter
7. Choose class
 - a. First letter navigate or thumb keys
8. Enter

Note: This will show you all of the assignments for that specific class. You can choose not to filter, and it would just list assignments for all classes.

To access or submit file on assignment

Once the assignment screen is open..you can thumb key through to hear about the assignment and access and file, link, or video that was provided.

If it's a google doc, you can thumb key until you hear the name of the file and open it. It will open in google docs app where you can edit. Some teachers require you to "make a copy" before you edit.

Once you are done editing, wait for it to save automatically, and go back to google classroom. There will be a "turn in" button that you can click to turn in the assignment. A dialog box should pop up asking if you would like to turn in the google docs for that assignment. You can hit "t" for turn in.

If it's a question, you can thumb key until you hear "type your answer edit box". Select it using a cursor router key or the enter key. You should hear a ding indicating that you are read to type. To get out of the edit box, hit the next thumb key. To turn in, use the next thumb key or first letter navigation to find the "turn in" button.

If it's a link: you can thumb key until you hear the link and select it. It will open in the browser.

If you need to add an attachment

1. A for "add attachment"
2. Enter
3. Choose desired location of file
 - a. Create, drive, link, file, take photo, record video, new docs, new slides, new sheets, new pdf
4. Enter
5. Find file
6. Enter
7. You will need to find the "mark as done" button, "turn in" button, or "submit" button.