

Downloading Assignments and Files from Google Classroom

1. Teacher should share the lesson with students.
2. Students should open the lesson in Google Classroom.
3. Students should click on one document in the lesson.
4. Students should click on the three dots in the top right corner of the document (not the three dots on the tool bar) and choose Open in a New Window. A new window will open with the document.
5. Students should click the download icon (it is an arrow pointing down). This will download the document to the Files app on the Chromebook.
6. Follow these steps for each document in the lesson.

To Access the Lessons

1. Students should click on the apps launcher (It is a circle).
2. Students should click on the folder icon.
3. Students should click on Downloads on the left side. All the downloaded files should be seen in the right panel.

To Organize Files

If teachers want to have students organize the files by day or subject, students can create folders in the Files app.

1. Click on the three dots in the top right corner
2. Click on New Folder
3. Name the folder
4. Drag and drop files into the folder

Students can pin the Folder icon by using a two-finger tap on the Files icon and choosing pin from the menu. This will make accessing the files one click faster. If they pin the app, they will not need to use the app launcher.