

## **Digital Directions for Google Classroom and Microsoft School**

### **Google Classroom:**

For Google Classroom, you and your students will need a Gmail account (which is free). Once there, you'll log into your SCHOOL Google account (not personal account), open the file and make a copy within your own Google Drive - it's important to save a new copy and edit the copied file. Go to Google classroom and click on "classwork" at the top of the page and then click "create." Then click on the assignment you will be assigning. When you add an assignment, you will be asked to choose a file with your students. Find the file in your Google Drive by clicking on "add" and then "Google Drive." Double click to add the resource to classroom. In the bottom right, you can choose "students can edit the file" or "make a copy for each student." For most activities, you will want to make a copy so students can work on the activity without changing your original document. Click "assign" in the top corner. Boom, done.

### **Microsoft School:**

For Microsoft School, you will use the same Google Classroom lesson we have created to make it accessible via Microsoft School by exporting it as a PPT. Note: Prior to using this product, you will need a Gmail account (which is free). Log into your SCHOOL Google account (not personal account). Click the link below, then click "make a copy" as described above. Once the document is open in Google, go to "file", "download" and select "Microsoft PowerPoint". Once converted to a PPT, upload to Microsoft School. The moveable objects and text boxes will transition over and be present. Please note that some GC fonts won't transfer so you may have to change them and/or do some slight reformatting. Hyperlinks will also need to be added to the tabs.