

How to Submit Video Assignments for Band via Google Classroom

This PowerPoint will be divided into two sections:

1. How to submit assignments on your computer

2. How to submit assignments on your phone

Follow the Green Circles!



Step “0”: Make sure you’re logged into your school email!

- ▶ Make sure you are logged into your student.okaloosaschools.com account.
- ▶ You may need to log out of a personal gmail account first.
- ▶ Information for your account can be located within Parent Portal or PAWS (gradebook).

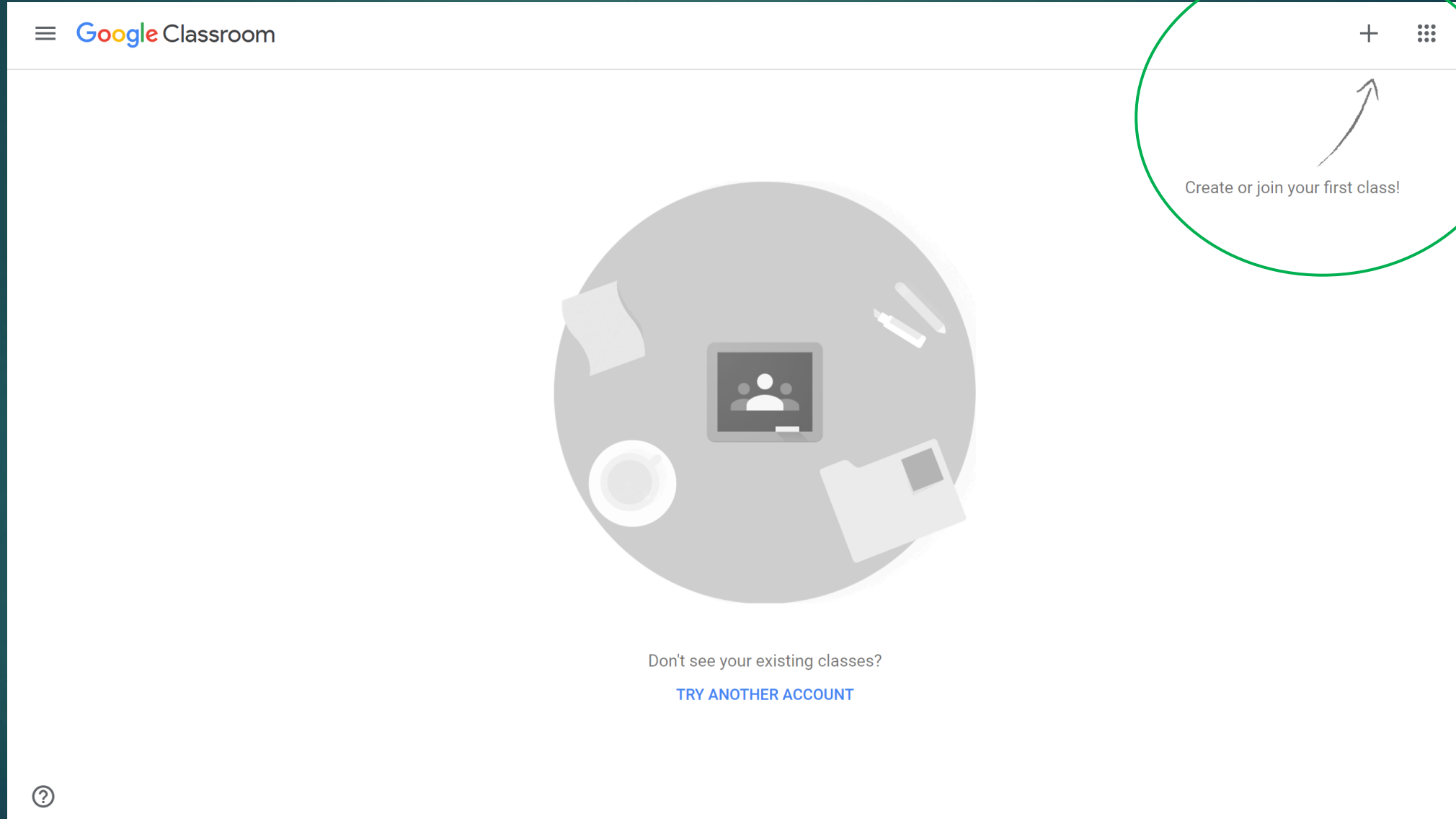


How to Submit Assignments via Computer

1. Go to Google Classroom

- ▶ [Classroom.Google.com](https://classroom.google.com)

2. Join your "Class"



The screenshot shows the Google Classroom interface. At the top left, there is a hamburger menu icon followed by the text "Google Classroom". In the top right corner, there is a plus sign (+) and a grid icon (three dots in a square). A green circle highlights this top right area. Below the navigation bar, the main content area features a large circular illustration of a desk with a laptop, a coffee cup, a folder, and a pen. Below the illustration, the text "Don't see your existing classes?" is displayed, followed by a blue link that says "TRY ANOTHER ACCOUNT". In the bottom left corner, there is a small question mark icon. A red vertical bar is visible on the right edge of the slide.

Google Classroom

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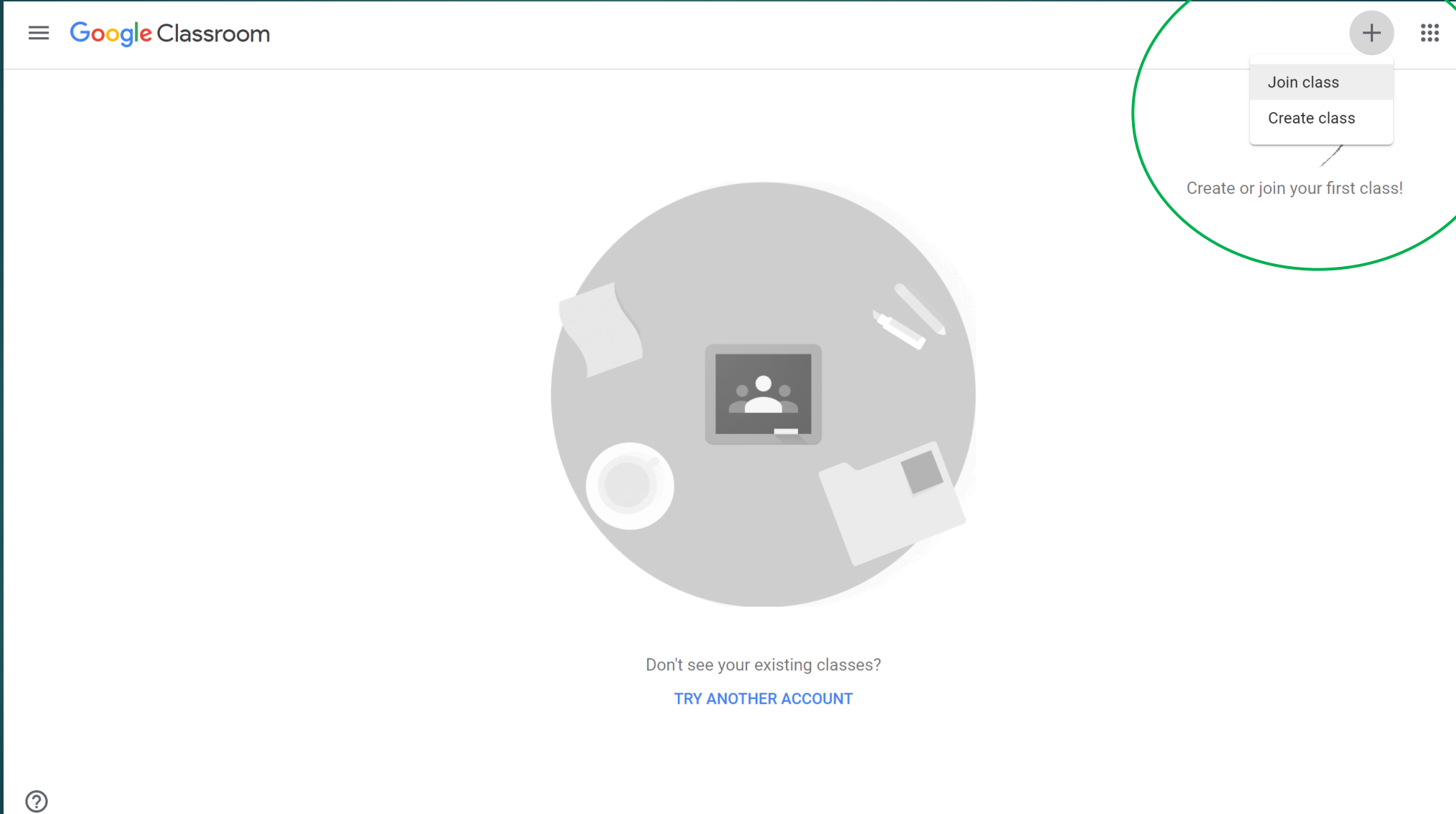
Create or join your first class!

Don't see your existing classes?

[TRY ANOTHER ACCOUNT](#)

?

2. Join your "Class"



3. Enter in your Code for your Class

Google Classroom

For 8th Graders/New Students to Niceville, your code is **4zwhxhe**

Create or join your first class!

Join class

Ask your teacher for the class code, then enter it here.

Class code

Cancel Join

Don't see your existing classes?
[TRY ANOTHER ACCOUNT](#)

For those currently at NHS, your code is on the Band Website!

4. You're in! This is the Classroom. Click "Classwork" at the top.

The screenshot displays the Microsoft Teams interface for a classroom named "Concert Band Woodwinds 02". At the top, there is a navigation bar with tabs for "Stream", "Classwork", "People", and "Grades". The "Classwork" tab is circled in green. To the right of the navigation bar are icons for settings, a grid, and a profile picture labeled "M".

The main header area features a banner image of woodwind instruments. Text on the banner includes the class name "Concert Band Woodwinds 02", the class code "k5kixun", and a "Meet link" with a "Generate Meet link" button. There are also options to "Select theme" and "Upload photo".

Below the banner, there are two main sections:

- Upcoming:** A section titled "Upcoming" showing "Due tomorrow" and "First Week Assignment" with a "View all" link.
- Activity Feed:** A section for sharing and activity. It starts with a "Share something with your class..." prompt. Below that, a post by "Matthew Tenore" is shown: "Matthew Tenore posted a new assignment: First Week Assignment" dated "Aug 30 (Edited Aug 31)".

A help icon (?) is visible in the bottom left corner.

5. Select the assignment you need to turn in (Your Assignment will be called something like **NHS Band Audition (current year)**)

The screenshot shows a Google Classroom interface with the 'Classwork' tab selected. At the top, there are navigation options for 'Stream', 'Classwork', and 'People'. Below the navigation, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. On the left side, there is a sidebar with 'All topics' and 'Video Assignments'. The main content area displays a list of video assignments under the heading 'Video Assignments'. The first item, 'Week 1 Assignment', is highlighted with a green circle. Each assignment entry includes a document icon, the assignment name, and the due date and time. A help icon is visible in the bottom left corner.

Assignment Name	Due Date and Time
Week 1 Assignment	Due Apr 5, 11:59 PM
Week 2 Assignment	Due Apr 12, 11:59 PM
Week 3 Assignment	Due Apr 19, 11:59 PM
Week 4 Assignment	Due Apr 26, 11:59 PM
Week 5 Assignment	Due May 3, 11:59 PM
Week 6 Assignment	Due May 10, 11:59 PM
Week 7 Assignment	Due May 17, 11:59 PM
Week 8 Assignment	Due May 24, 11:59 PM

6. Select “View Assignment”

The screenshot displays the Google Classroom interface for a class named "Concert Band Woodwinds 02". The top navigation bar includes "Stream", "Classwork", "People", and "Grades", with "Classwork" selected. A "Create" button is visible on the left, and "Meet", "Google Calendar", and "Class Drive folder" options are on the right. The main content area shows an assignment card titled "First Week Assignment" with a due date of "Due Tomorrow". The card text reads: "Posted Aug 30 (Edited Aug 31)", "This assignment is just to make sure you know how to navigate Google Classroom and how to upload a video.", and "- Upload and submit a video with you saying your name, what instrument you play, and what your favorite hobby is!". To the right of the text, there are two columns: "18 Turned in" and "10 Assigned". At the bottom of the card, a "View assignment" button is highlighted with a green circle. A help icon (?) is located in the bottom left corner of the interface.

7. Select “Add or Create” under “Your Work”

The screenshot shows a user interface for an assignment. At the top left, there is a hamburger menu icon. The assignment title is "Week 1 Assignment" with a due date of "Due Apr 5, 11:59 PM" and a value of "11 points". A red box highlights the text: "Information about your assignment will be located in this area!". On the right side, there is a "Your work" section with a green circle around the "+ Add or create" button and a "Mark as done" button. Below that is a "Private comments" section with an "Add private comment..." button. At the bottom left, there is a "Class comments" section with an "Add class comment..." button. A question mark icon is visible in the bottom left corner.

Due Apr 5, 11:59 PM

Week 1 Assignment

11 points

Information about your assignment will be located in this area!

Your work Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

Class comments

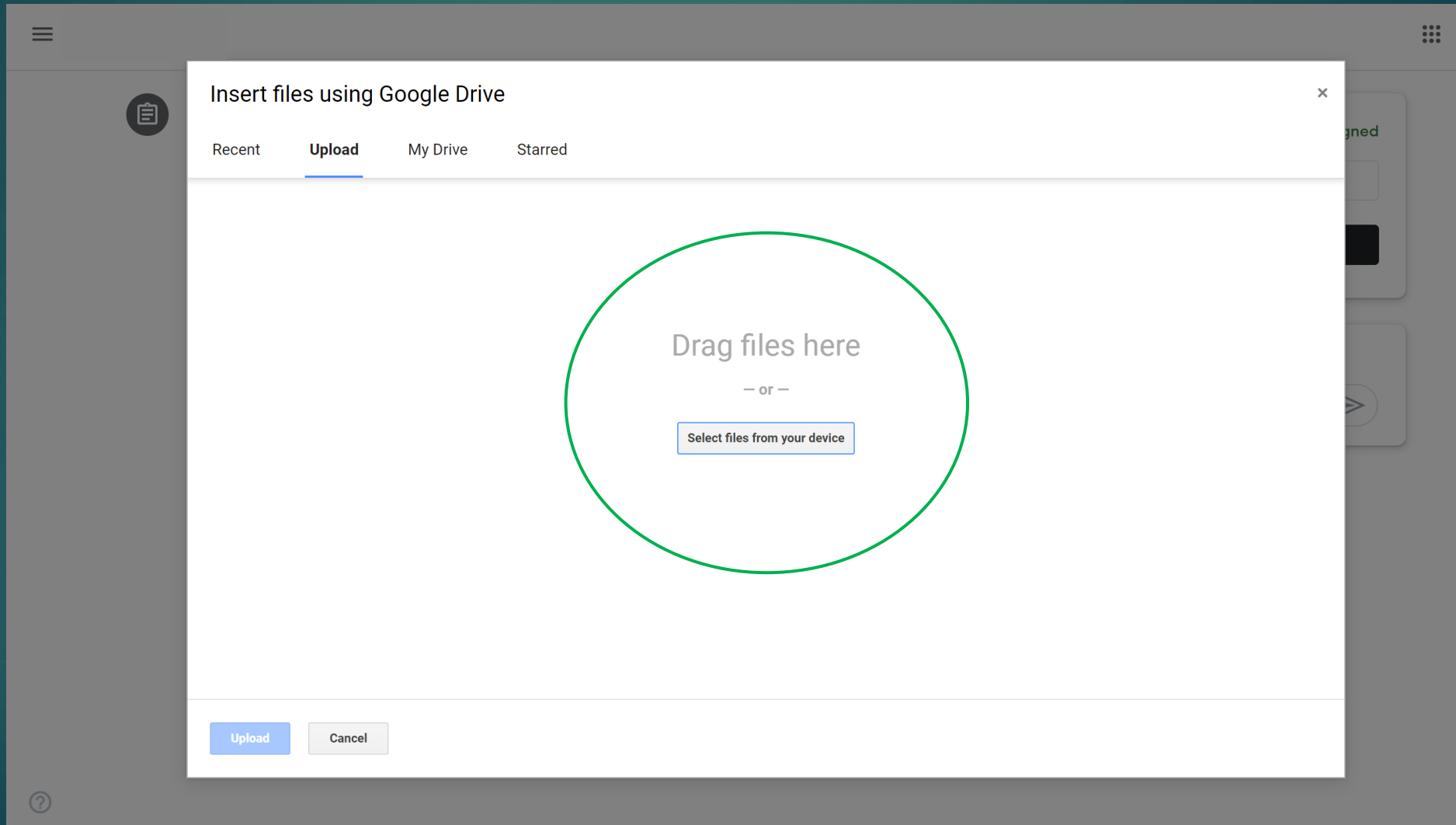
Add class comment...

?

8. Select “File”

The screenshot shows a Google Classroom assignment page. At the top left, there is a hamburger menu icon. The assignment title is "Week 1 Assignment" with a due date of "Due Apr 5, 11:59 PM" and a value of "11 points". A red box highlights the text: "Information about your assignment will be located in this area!". Below this is a "Class comments" section with a text input field labeled "Add class comment..." and a submit button. On the right, the "Your work" menu is open, showing options: "Add or create", "Google Drive", "Link", "File" (circled in green), "Create new", "Docs", "Slides", "Sheets", and "Drawings". A question mark icon is in the bottom left corner.

9. You can either upload the video straight from your computer, or via Google Drive



10. Once uploaded, click “Mark as done”

The screenshot shows a user interface for an assignment. At the top left, there is a menu icon and a notification icon. The assignment title is "Week 1 Assignment" with a due date of "Due Apr 5, 11:59 PM" and a value of "11 points". A red box highlights the text: "Information about your assignment will be located in this area!". To the right, under the heading "Your work" (with "Assigned" in green), there is a "+ Add or create" button and a prominent "Mark as done" button, which is circled in green. Below this is a "Private comments" section with a profile picture and a text input field "Add private comment...". At the bottom left, there is a "Class comments" section with a profile picture and a text input field "Add class comment...". A help icon (?) is located in the bottom left corner.

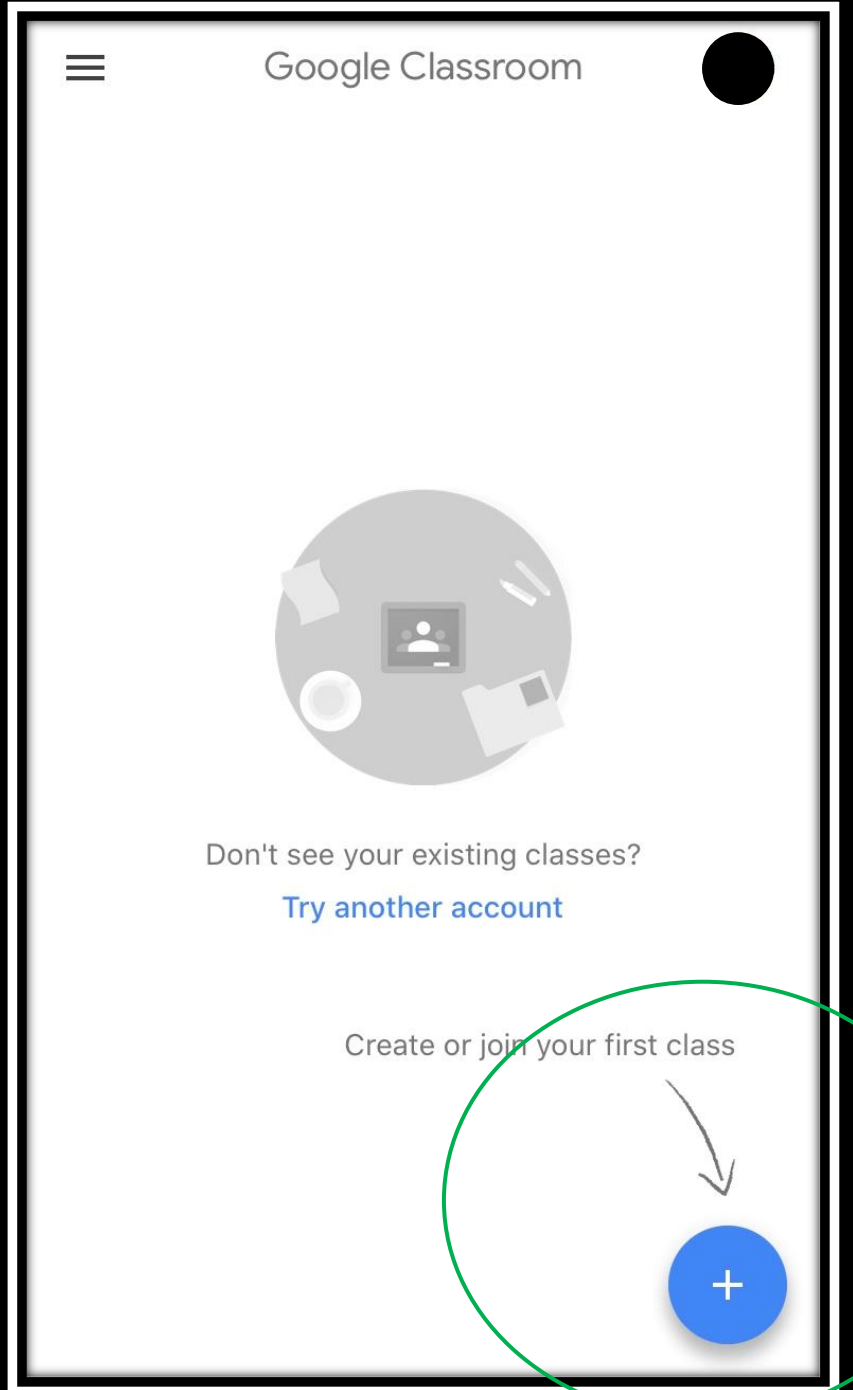


That's it! You're Done!

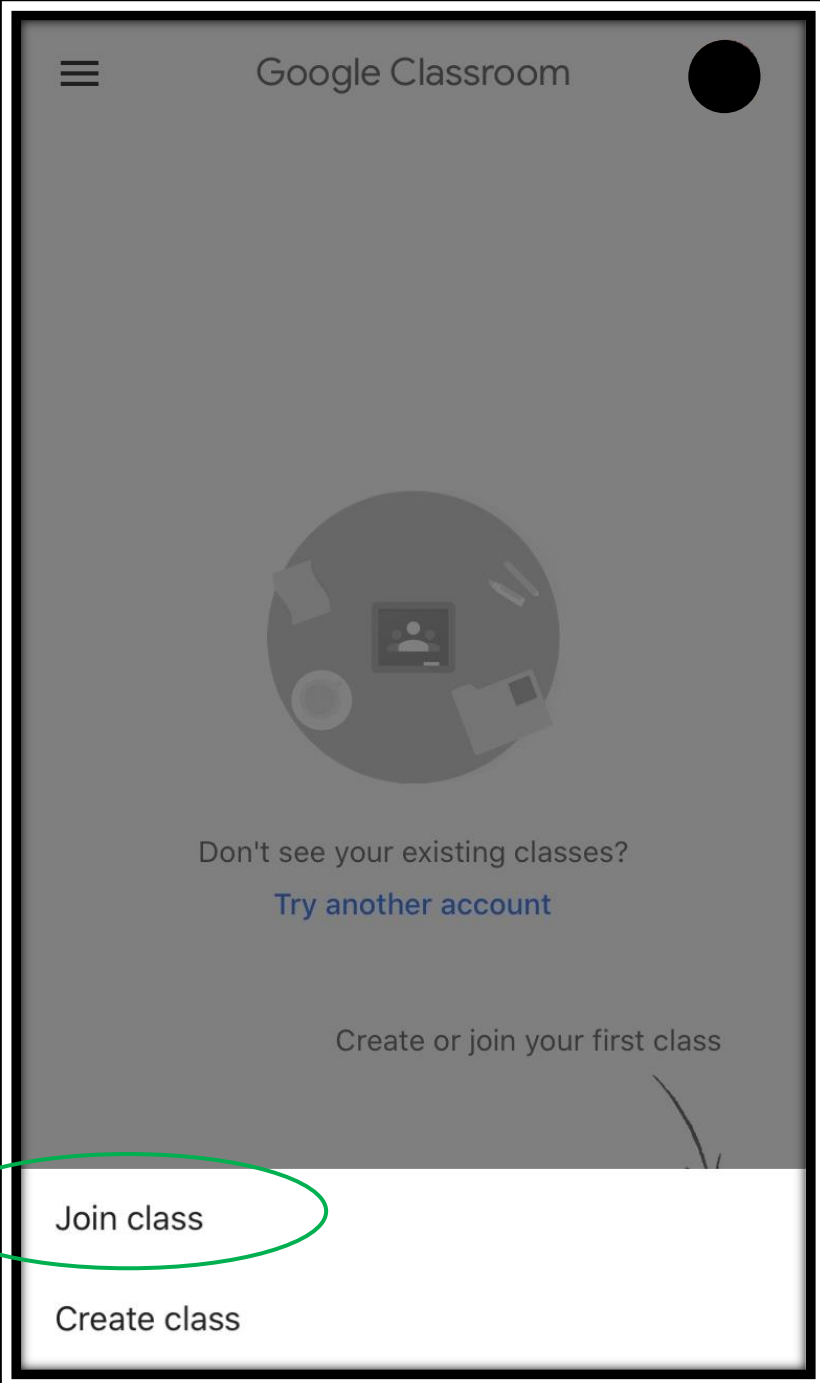
(THE NEXT SET OF SIDES WILL BE FOR MOBILE USERS)

How to Submit Assignments via mobile device

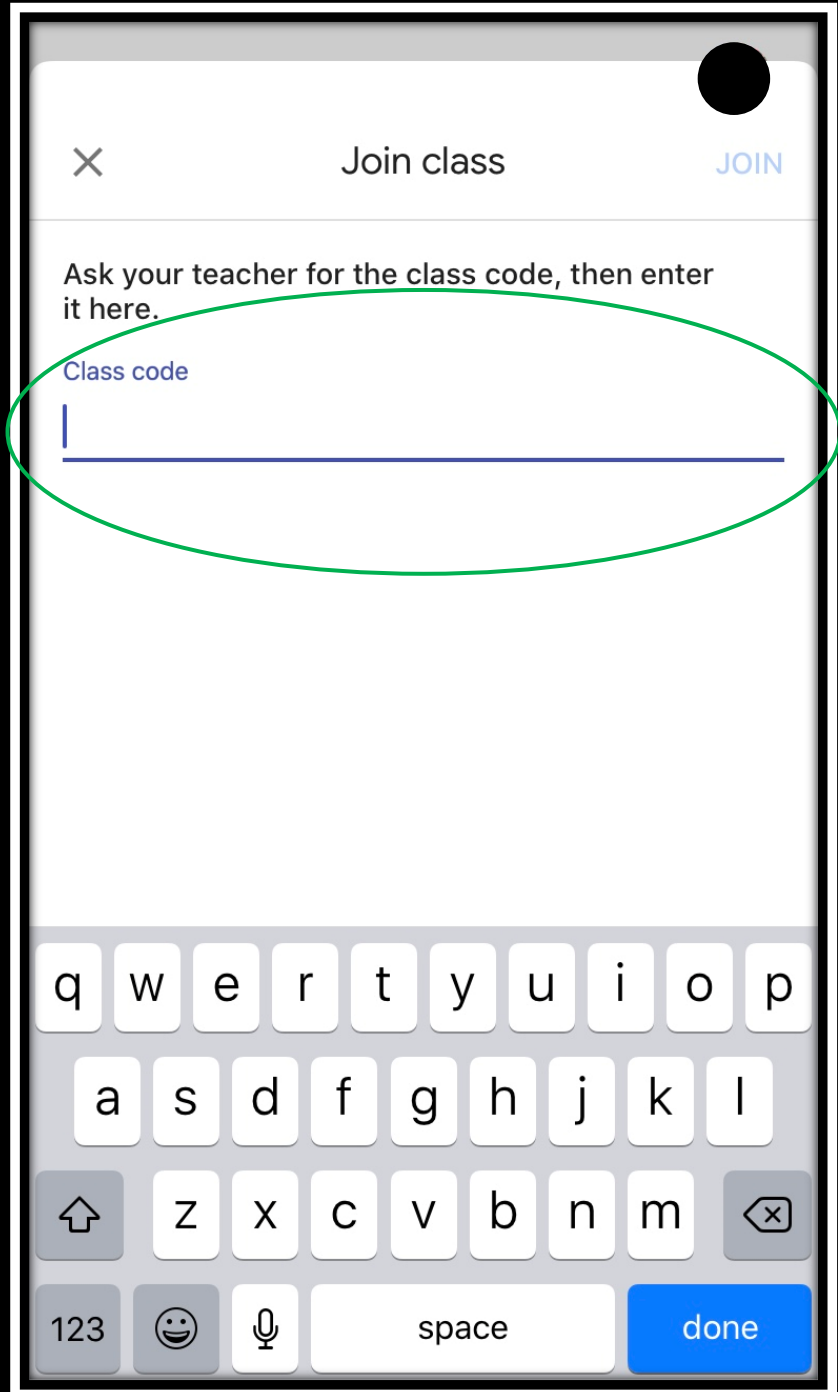
(NOTE: PHONE TYPE FEATURED WILL BE AN IOS DEVICE, BUT ANDROID
USERS SHOULD BE ABLE TO FOLLOW THE SAME STEPS)



1. Tap
“Create or
join your
first class”



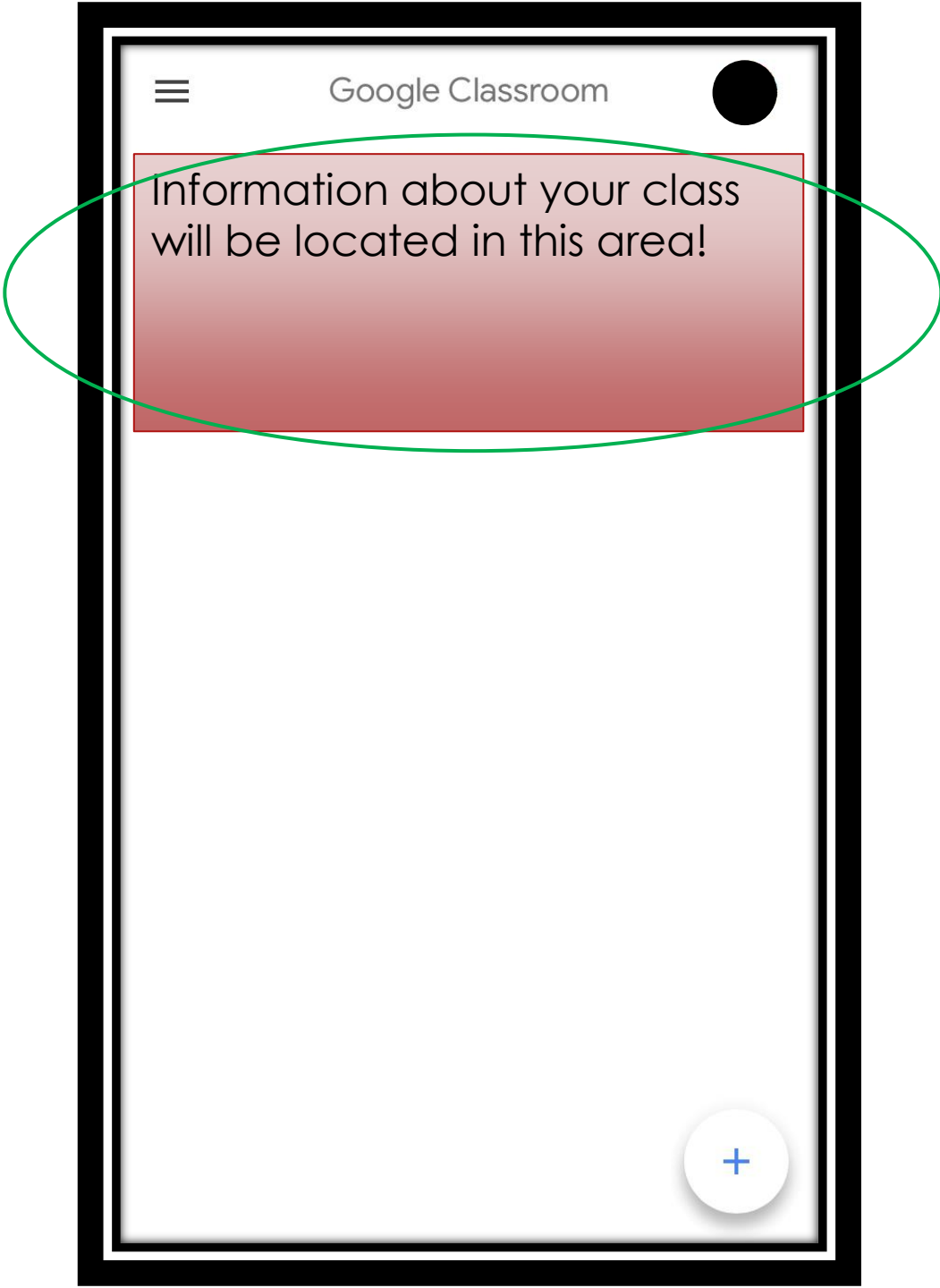
2. Tap
"Join Class"



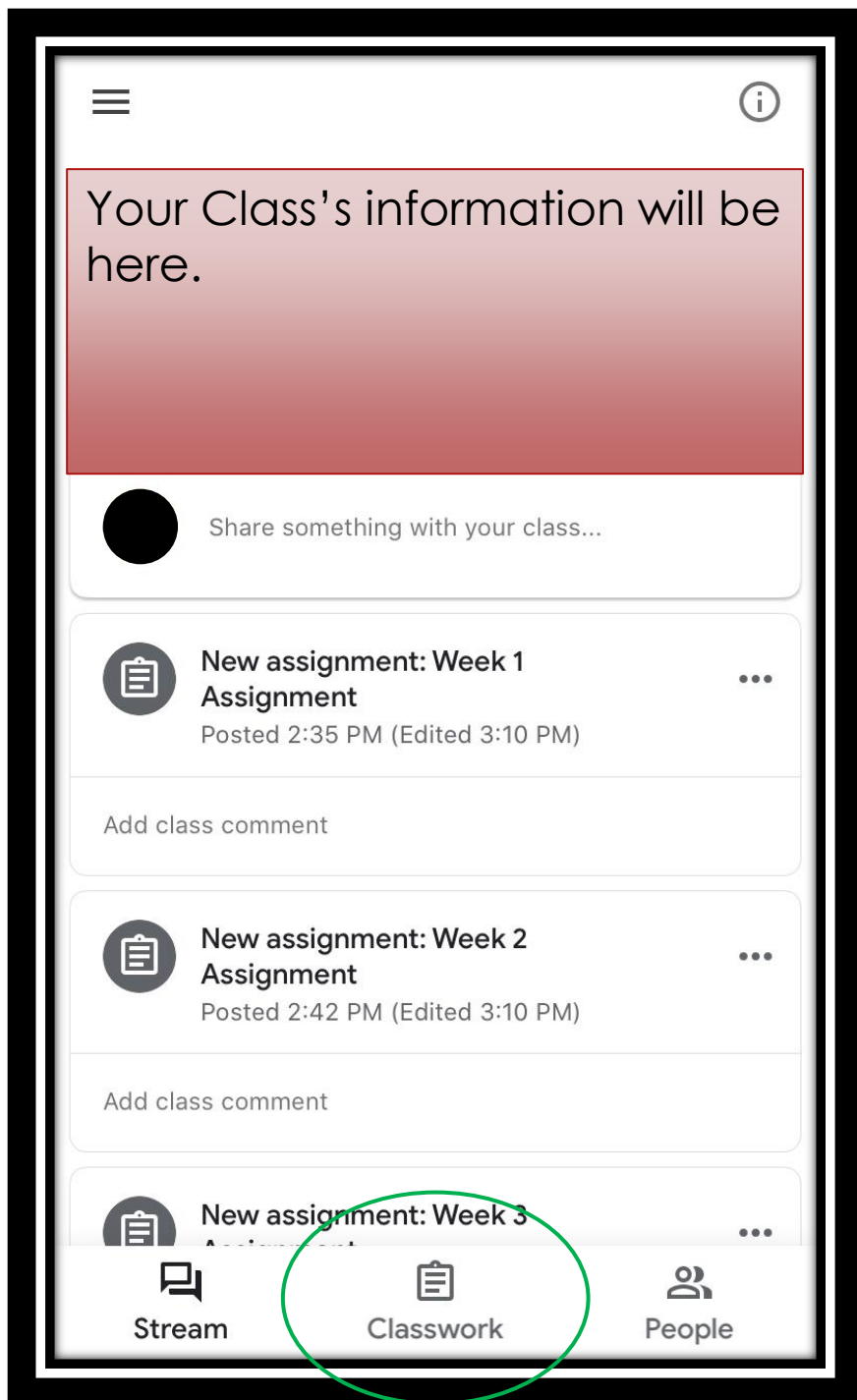
4. Type in your Class Code

For 8th Graders/New Students to Niceville, your code is **4zwhxhe**

If you are already at NHS, your code is on the Band Website!



5. You're in!
Tap the
class on the
top of your
screen



6. This is the main page.

Tap
"Classwork"
at the
bottom



Video Assignments



Week 1 Assignment

Due Apr 5, 11:59 PM



Week 2 Assignment

Due Apr 12, 11:59 PM



Week 3 Assignment

Due Apr 19, 11:59 PM



Week 4 Assignment

Due Apr 26, 11:59 PM



Week 5 Assignment

Due May 3, 11:59 PM



Week 6 Assignment

Due May 10, 11:59 PM



Week 7 Assignment

Due May 17, 11:59 PM



Week 8 Assignment



Stream



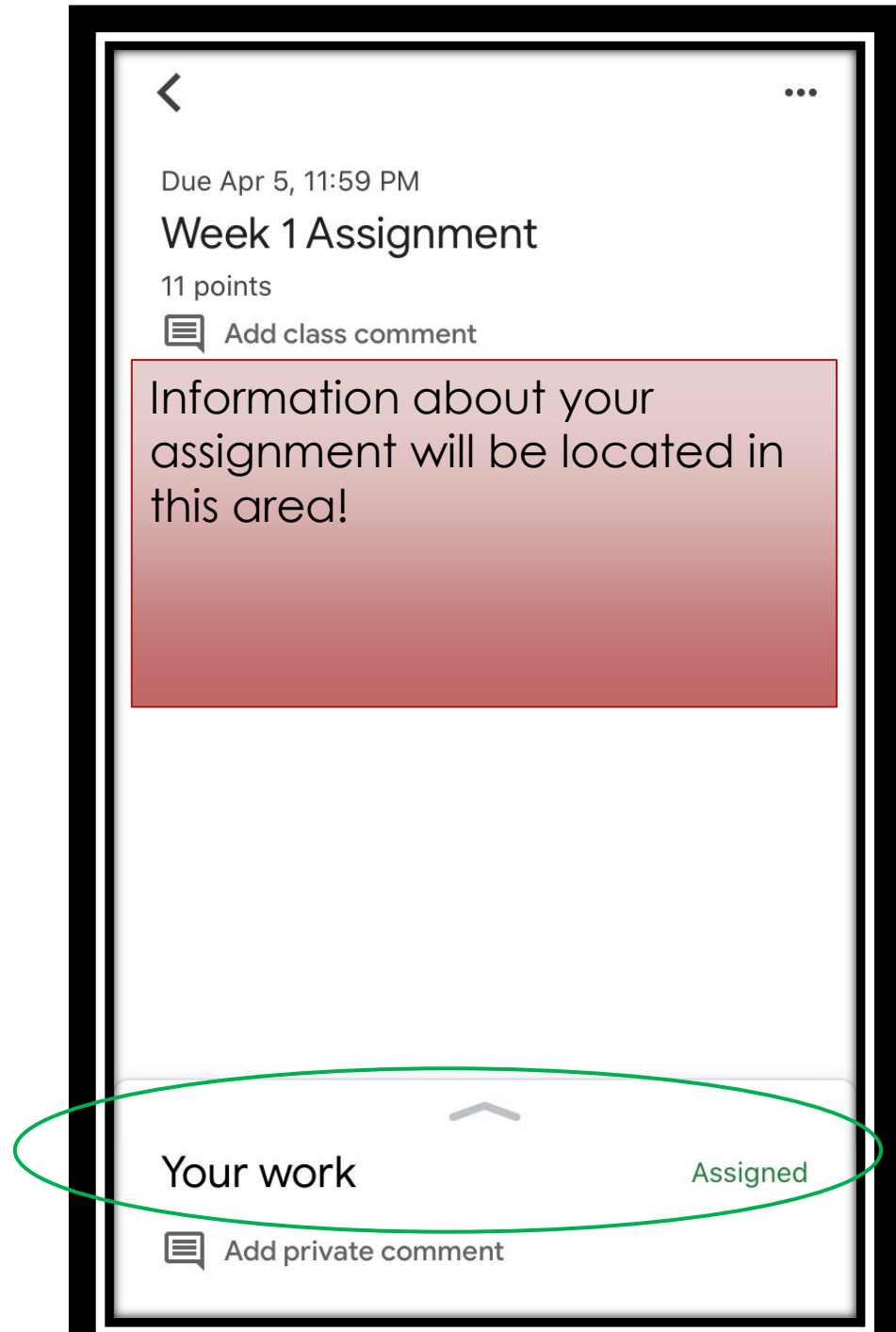
Classwork



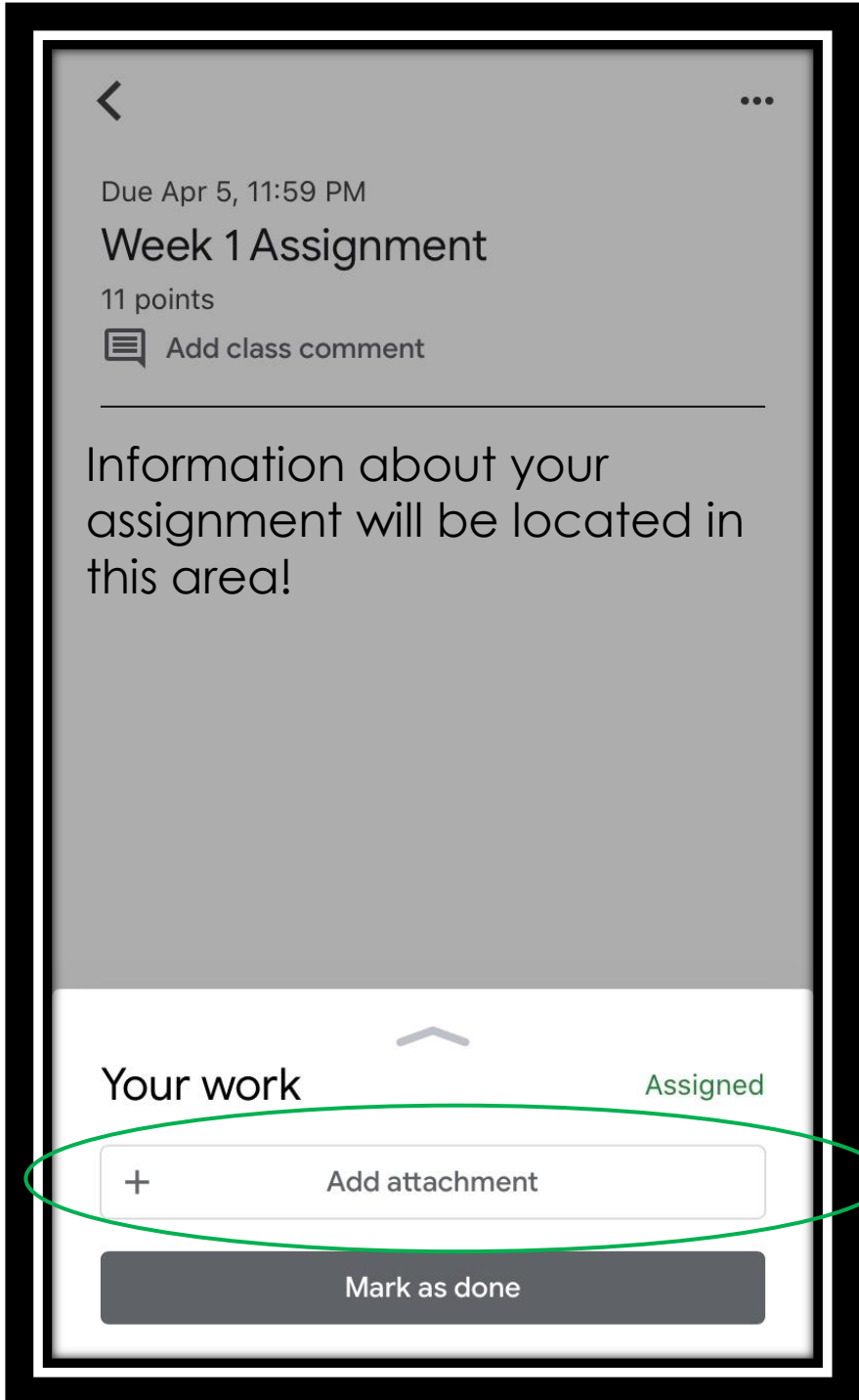
People

7. Tap the assignment you need to submit

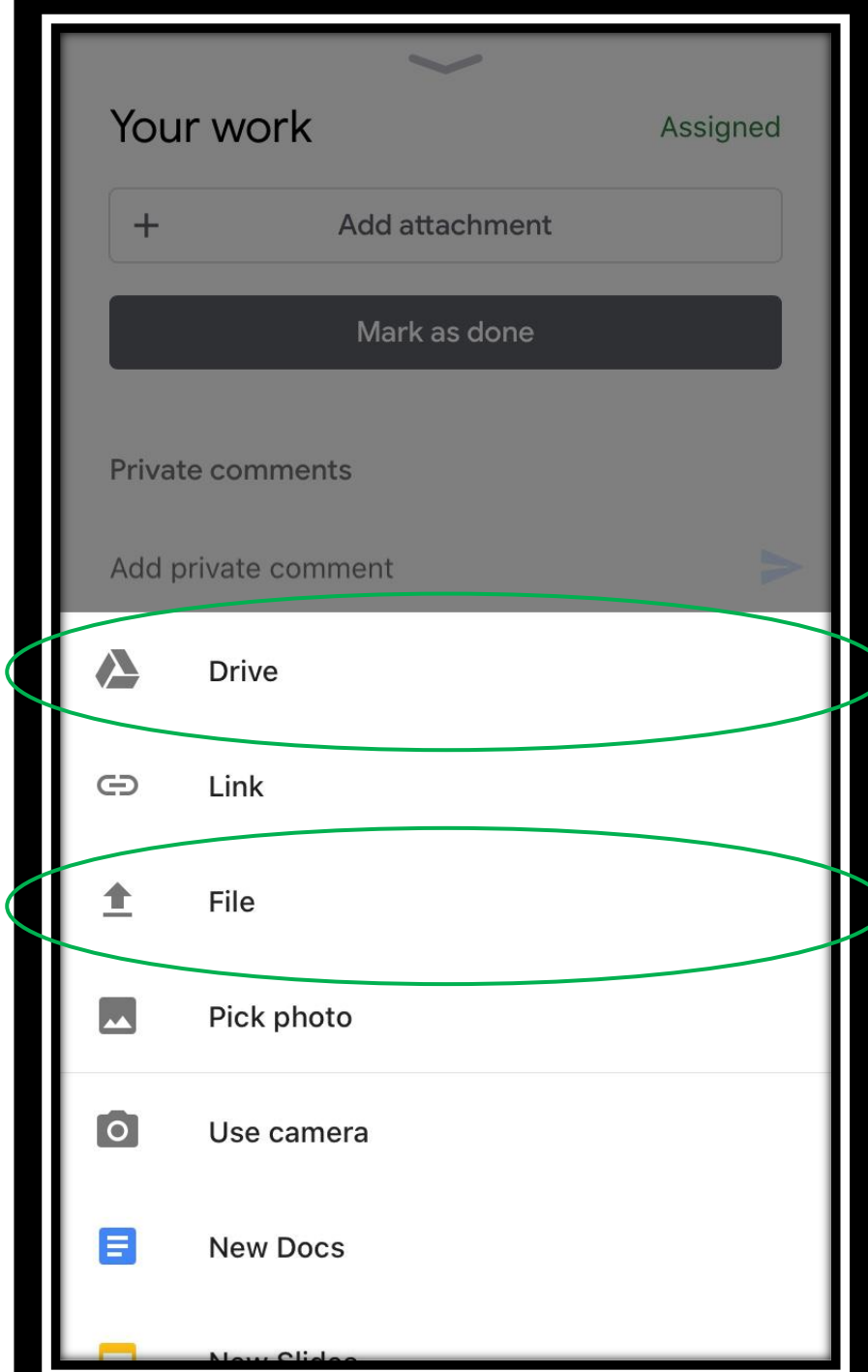
(Your assignment will be titled something like **NHS Band Audition (current year)**)



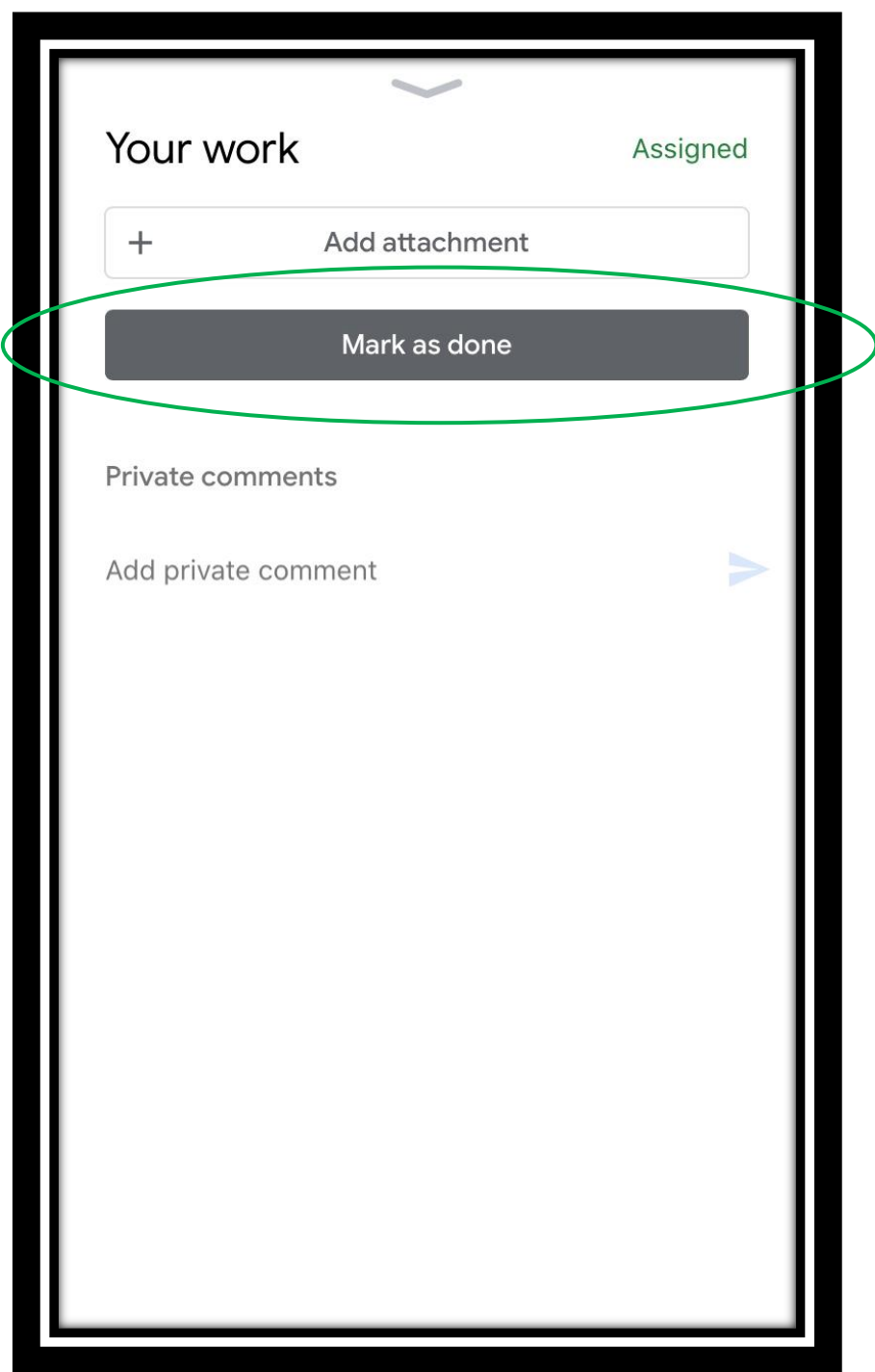
8. Tap “Your Work” on the bottom of the screen



9. Tap “Add attachment”



10. Choose either "file" or "Drive" if you've uploaded it to your Google Drive already



11. Once you've uploaded your video, tap "Mark as Done"

That's it! You're Done!



End of PowerPoint.

Please email Mr. Tenore (Matt.Tenore@okaloosaschools.com) if you have any questions.