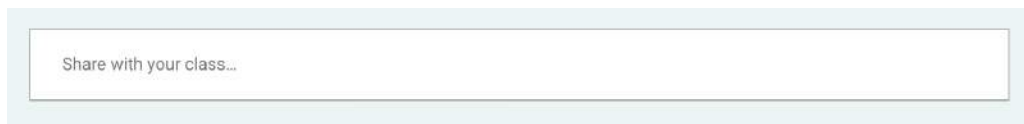


How to Write a Post on Google Classroom

- 1) Log in to your google account e.g. example@my.westlakegirls.school.nz
- 2) Search Google Classroom on the google search engine **or** follow this link: classroom.google.com
- 3) Select a class from your homepage
- 4) Type in the box shown below. It should be found near the top of the page

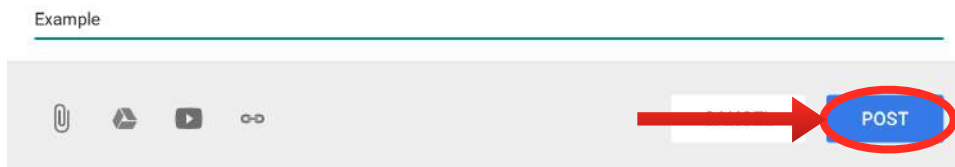


Share with your class...

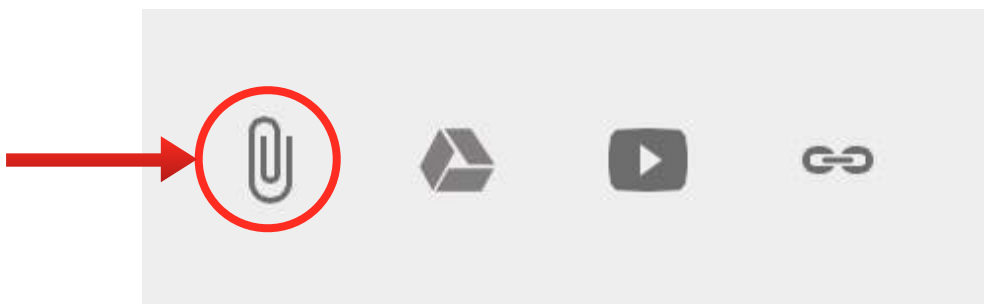
- 5) Type in what you want to post

Note: For attachments such as links, Google Drive documents, YouTube videos etc. please go to step 7

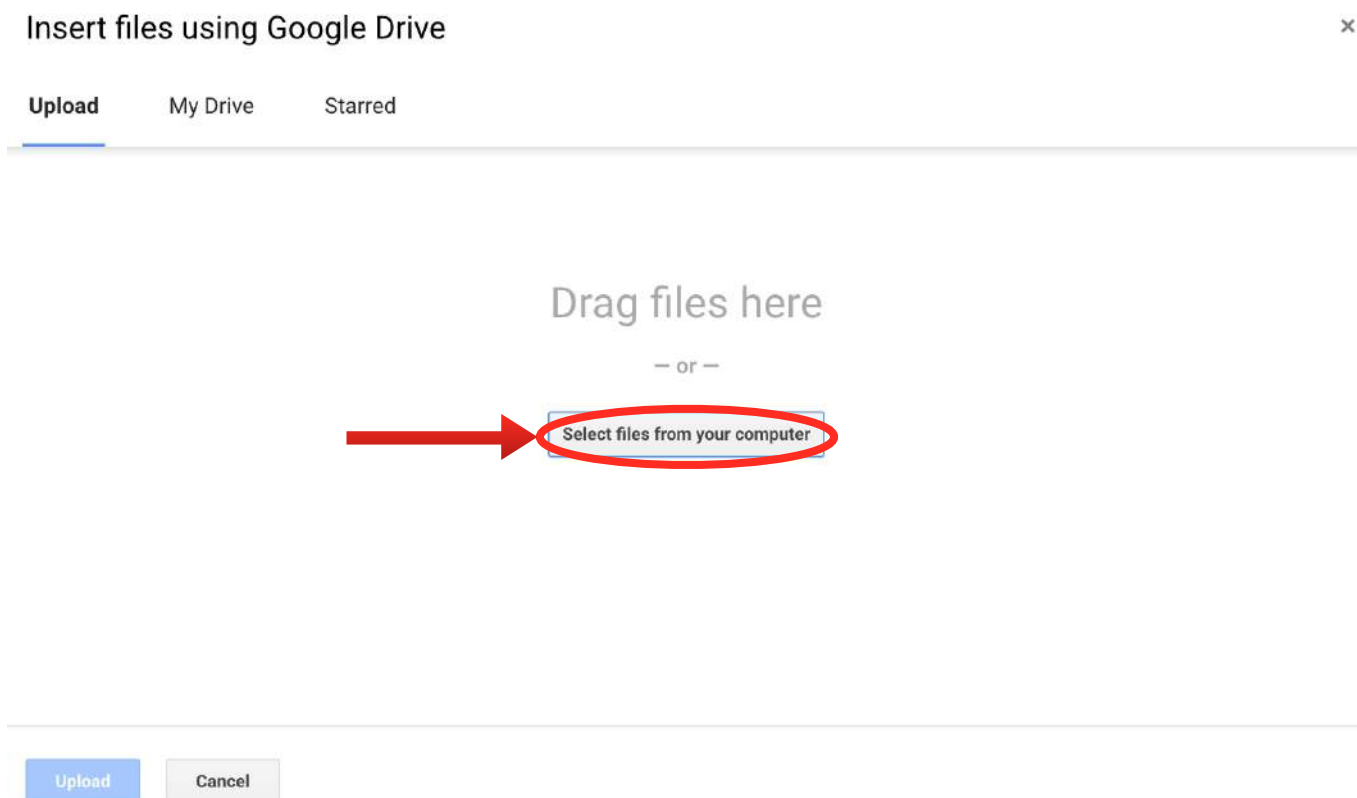
- 6) Click “Post”



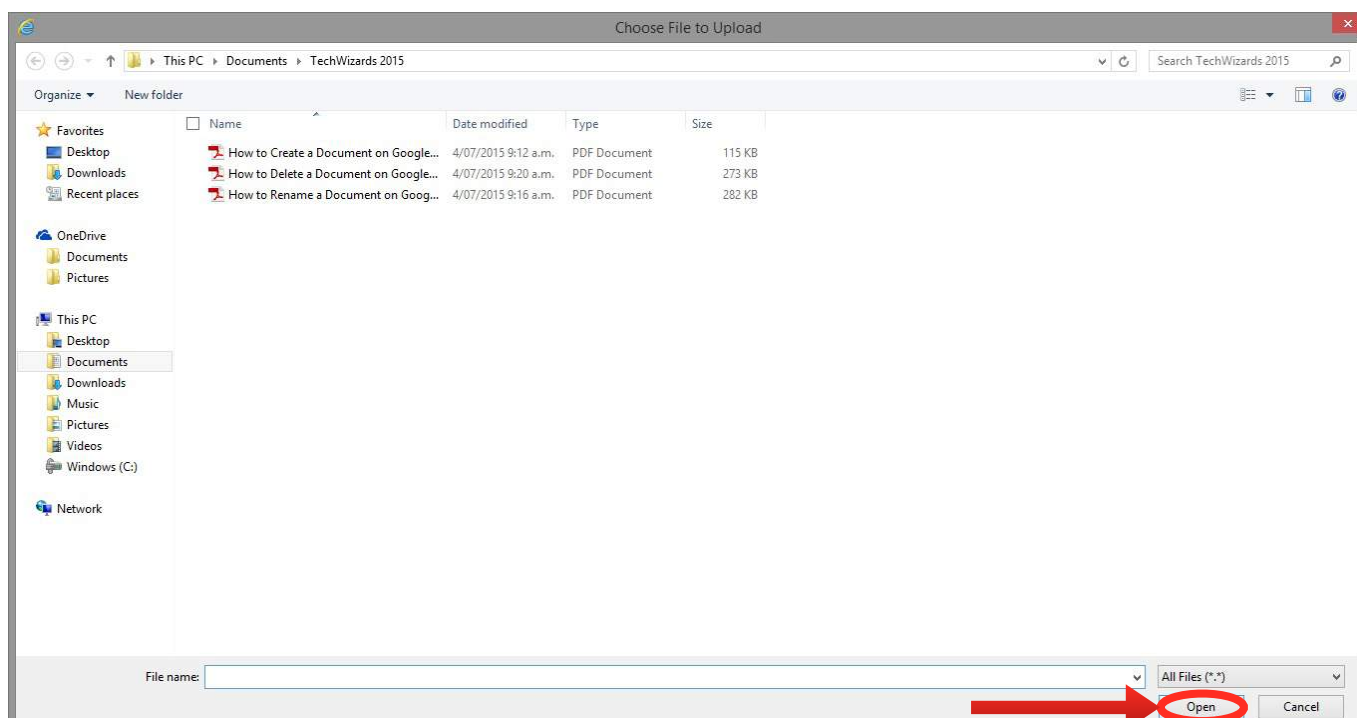
- 7) To attach a file from your computer please click on the 'paper clip icon' shown below



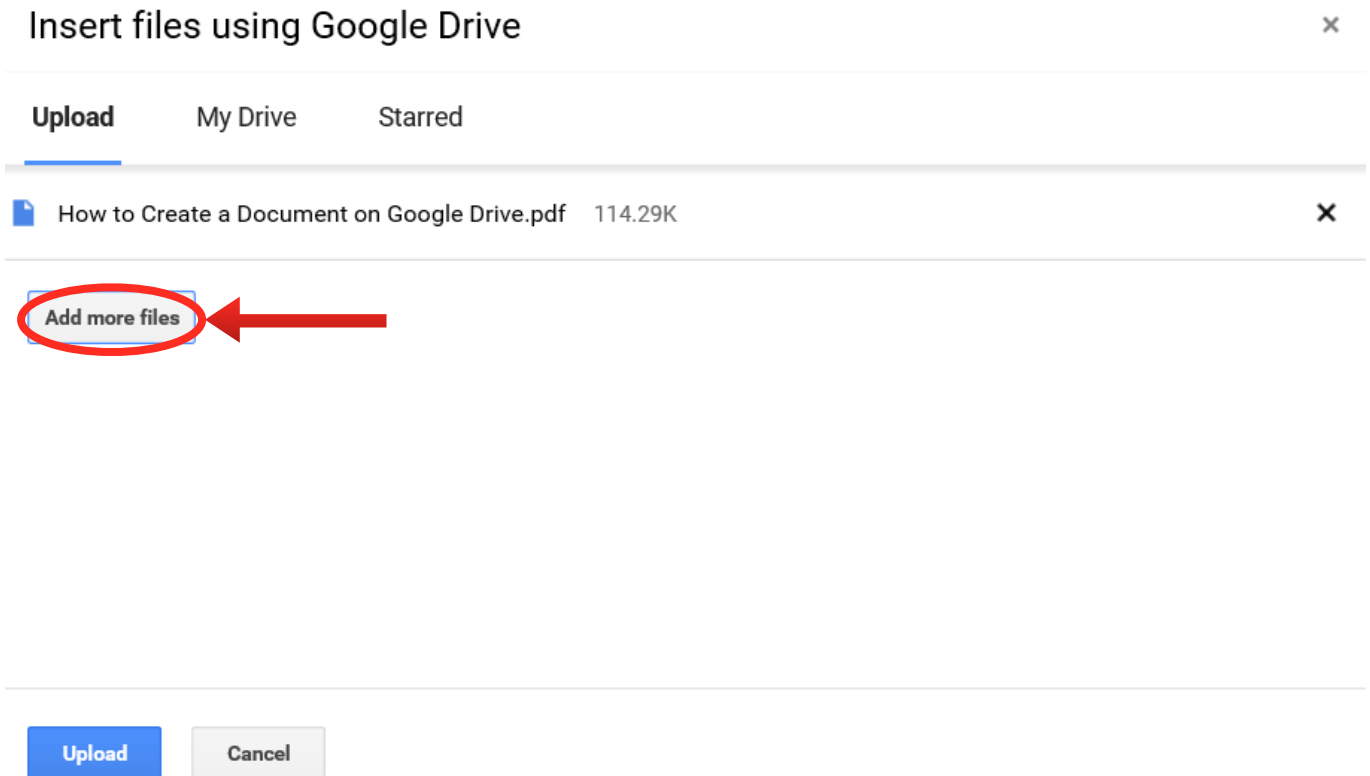
8) Click '**select files from your computer**'



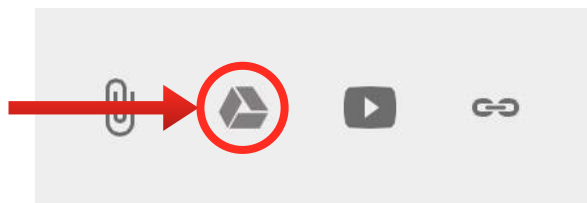
9) Select your file and then click '**open**'



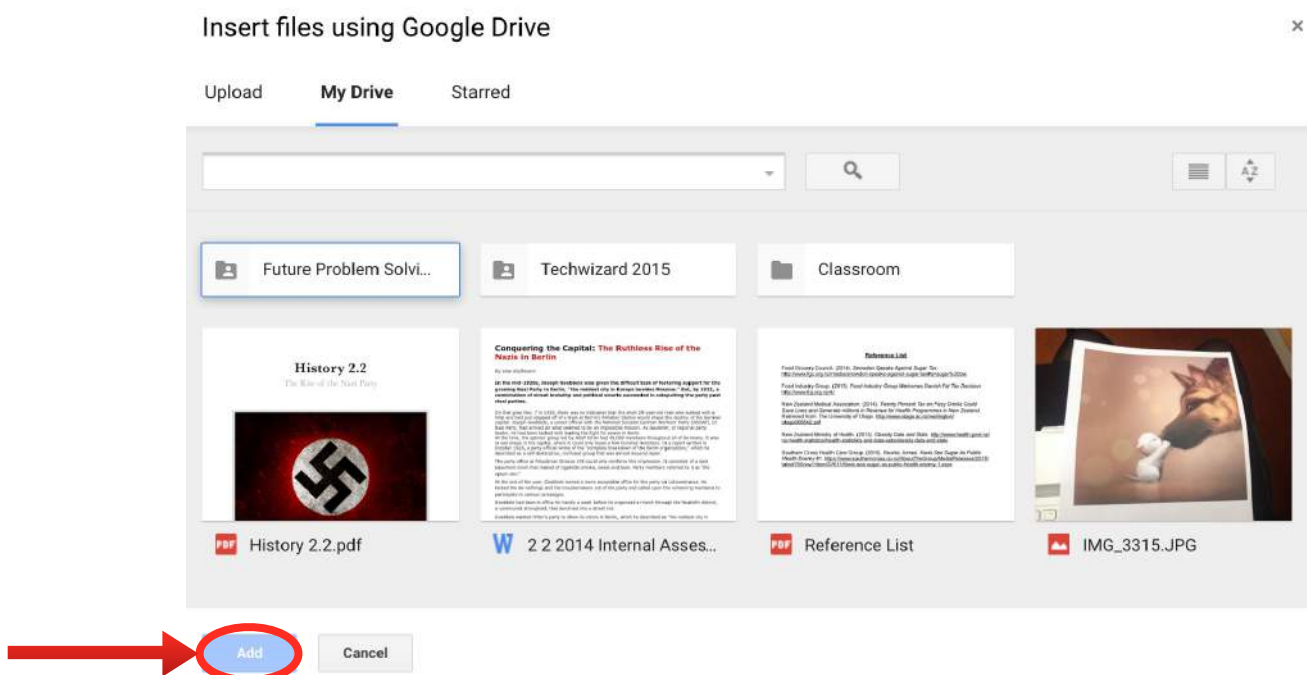
10) Click **'add more files'** if you wish to attach another document



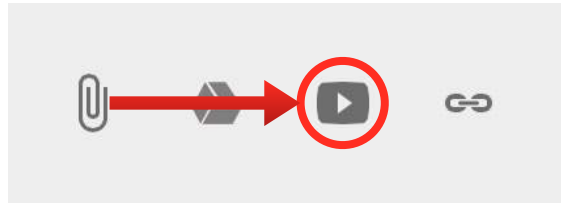
11) To attach a file from Google drive, please click the icon shown below



12) Select the file and click **'Add'**



13) To attach a YouTube video, please click the icon shown below

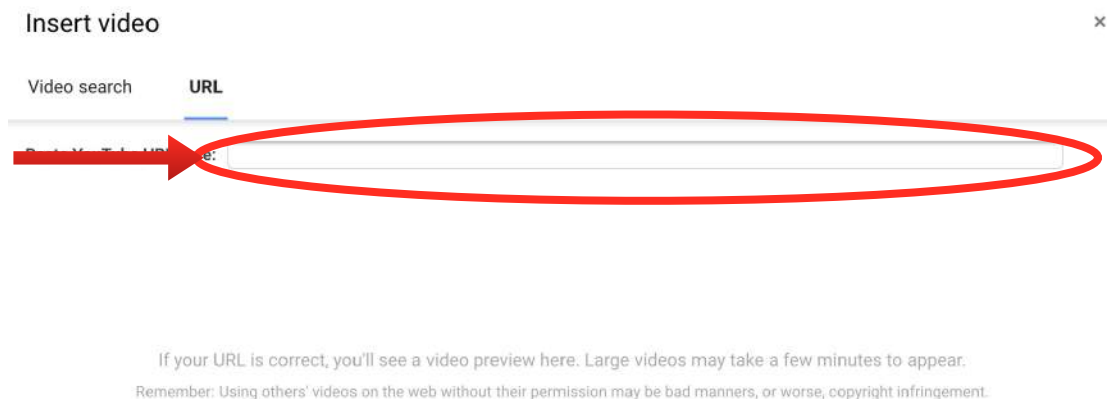


14) Search for the video in the search box before clicking '**Add**'

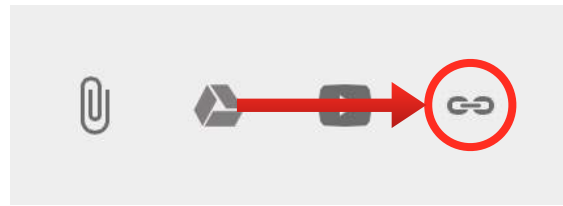


Or alternatively...

15) Copy and paste the URL into the box and click '**Add**'



16) To attach a link of a website or other URL, please click the icon shown below



17) Copy and paste the URL into the box, before clicking '**Add**'

