# Google Classroom Tips for LHUSD Families

Here are some tips and tricks to help you support your student as they work through distance learning. If you are having technology issues, please contact your school directly. They will connect you with tech support!

1) *You have a "To Do" list to help you keep track of all of your Google Classroom assignments. Here's how to find it:*

- *Click on the 3 horizontal lines in the upper left hand corner of any of your Google Classrooms (or even on your Google Classroom home page)*
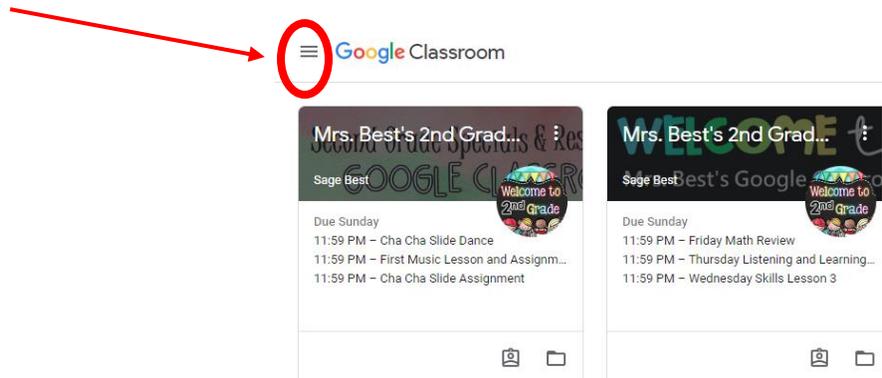
- *Click on "To Do" (at the top of your list of classes--be sure you have completed everything there!! (You may need to "Mark as Done" if it's just an assignment to watch the video lecture for the day.)*
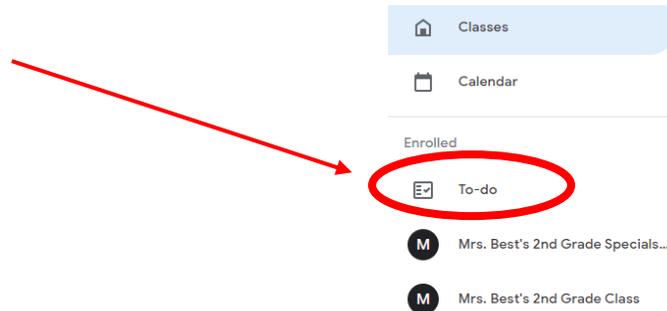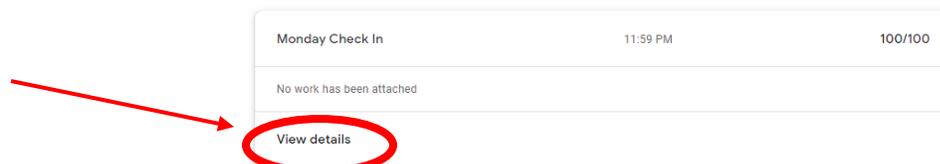
2) *You can see the work that you've already turned in!*

Here's how to find it:

- *Click on the "Classwork" tab in any of your Google Classroom classes*
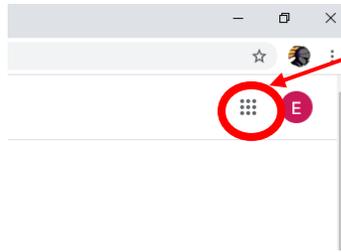- *Click on "View Your Work" (look at the top--slightly left--of your Classwork topics)*
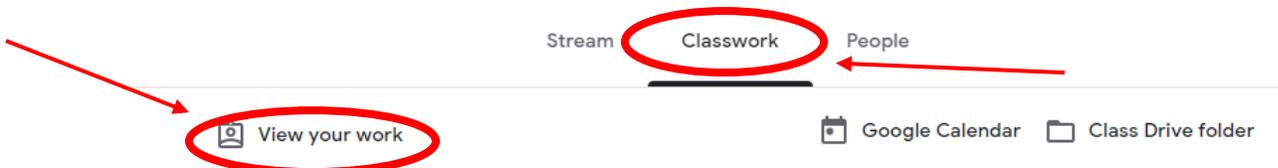
- *Click on any individual assignment and then click "View Details" to see more information!*
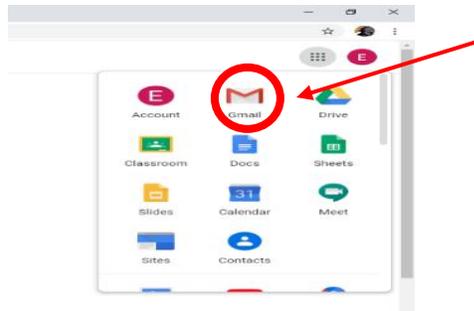
3) You have an EMAIL account with your StudentID#@havasuonline.org account?

- *Click on the 9 dots/waffle in the upper right hand corner of Google Classroom*

- *Click on the "Gmail" icon to open your havasuonline.org Gmail and see all sorts of emails!*

4) If you are receiving lots of emails to your Havasuonline email account and would like to not get an email for everything, you can control that.

- *Go to your main GC page where you see all of your Class Tiles*
- *Click on the 3 horizontal lines in the upper left hand corner*
- *Scroll all of the way down to "Settings"*
- *Leave "Email notifications" toggled ON, but then go in and toggle OFF the things that you don't need to see/be notified about (probably "Work and Posts from other teachers" and possibly some others...personal choice there).*