MN Guild Google Classroom Submission Guide

Each year the MN Guild collects a number of submissions from schools in order to fulfill various statutory and contractual obligations. This is done via the Google Classroom platform. Originally designed as a way for teachers to assign and collect assignments from students, Google Classroom provides an efficient tool for making authorizer submissions as well.

In this guide you will find a step-by-step explanation of how to make submissions in Google Classroom. If you have any questions, run into any roadblocks, or just need clarification on anything, please contact buddy.ferrari@guildschools.org.

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Quick Submission Guide

1. Log into your Google account and click "Classroom" from the nine-dot icon (Google App menu) in the upper right
2. Click the triple-bar icon in the upper left, and click "To-do" in the dropdown menu
3. View upcoming submissions in the "**This Week**," "**Next Week"** and "**Later"** categories. Click on a submission to complete it
4. If it says "**File Submission**," upload the file(s) as specified in the submission instructions, then click "mark as done." If it is a **Checkbox** submission, check the box to verify the statement, then click "turn in"

Detailed Submission Guide

Getting Started

Before submissions can be made, the Guild will need to add your Google account to the "Classroom" for your school. If you already have a Google account, all we need is your email address. You will receive an email notification once your account is added.

If you do not have a Google account, you will need to create one to use Google Classroom: https://support.google.com/accounts/answer/27441?hl=en

Accessing Google Classroom

From your Google account, find the Google App menu at the top right corner (the nine-dot icon). Then scroll down to **Classroom** (green chalkboard icon):
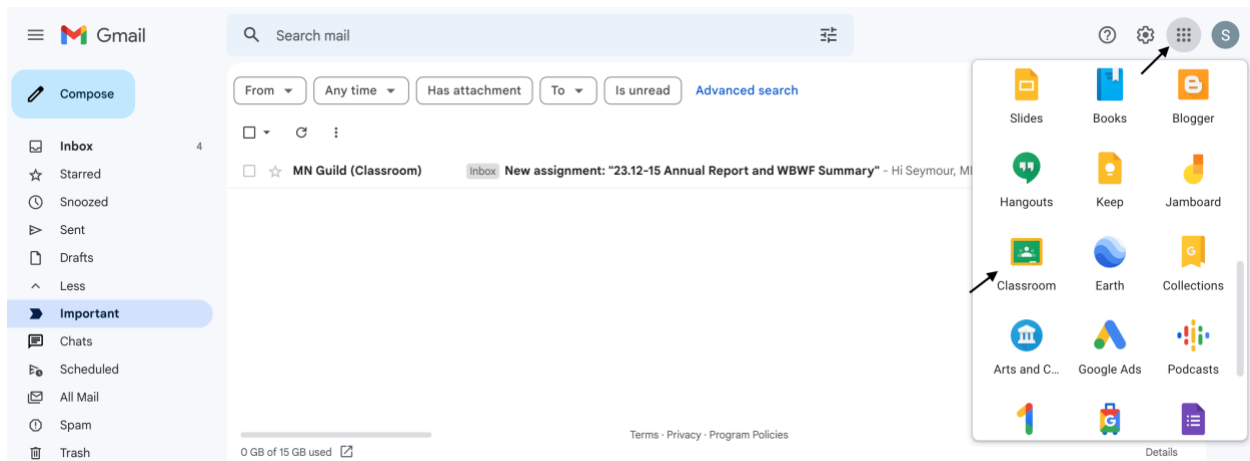

Next, click the triple-bar icon in the upper left corner of the screen to access the main menu. From there, click "**To-do**" to bring up the To-do list:

The To-do List

The To-do list is organized into three tabs: **Assigned**, **Missing** and **Done**. The **Assigned** tab is displayed by default, and shows a list of upcoming submissions.

Important: if your Google account is connected to multiple "classrooms" (e.g. if you use Google classroom for teaching as well), select "MN Guild- [School Name]" under the dropdown menu to display only Guild submissions:
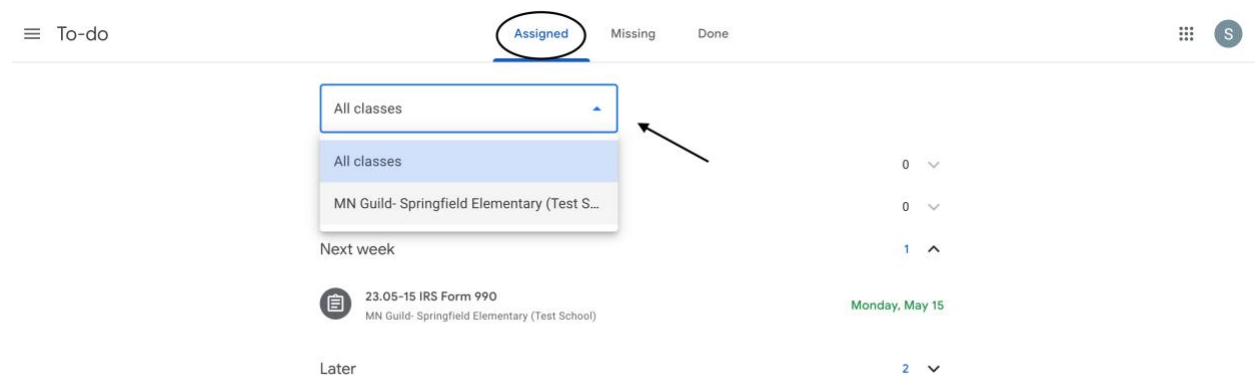
The **Assigned** tab of the To-do list shows submissions with upcoming due dates, separated into **No Due Date**, **This Week**, **Next Week** and **Later.** Clicking on the arrow to the right of each will show the items in that category, along with the date each submission is due.

The **Missing** tab of the To-do list shows any submissions that are missing, i.e., that were not submitted by their due date:

MN Guild- Springfield Elementary (T... ▼

This week	0	⌄
Last week	0	⌄
Earlier	**3**	⌃

⦷	**23.09-01 Checkbox: Charter School Website Compliance** MN Guild- Springfield Elementary (Test School)	**Friday, Apr 21**
⦷	**23.09-01 Checkbox: Secretary of State Registration** MN Guild- Springfield Elementary (Test School)	**Friday, Apr 21**
⦷	**23.09-01 Checkbox: Financial Communication Release** MN Guild- Springfield Elementary (Test School)	**Friday, Apr 21**

It is important to check the **Missing** tab periodically to ensure there are no past-due submissions that may have been missed.

Finally, the **Done** tab shows all items that have already been submitted:

MN Guild- Springfield Elementary (T… ▾

No due date	0	⌄
Done early	0	⌄
This week	0	⌄
Last week	0	⌄
Earlier	**6**	⌃

📋 **23.12-15 Annual Report and WBWF Summary**
MN Guild- Springfield Elementary (Test School)   Turned in

📋 **April Board Meeting Packet (including agenda, minutes and finances)**
MN Guild- Springfield Elementary (Test School)   Turned in

❓ **23.08-23 Checkbox: Board Roster**
MN Guild- Springfield Elementary (Test School)   Turned in

❓ **23.08-23 Checkbox: Board Meeting Schedule Posted to Website**
MN Guild- Springfield Elementary (Test School)   Turned in

The Calendar

You can also view submission due dates via your Google Calendar (accessed through the nine-dot app menu in the upper right-hand corner). Any Google Classroom your account is connected to will have its own calendar in your "my calendars" list on the left-hand side of the calendar screen, under "other calendars." Locate the one titled "MN Guild- [School Name]"; unchecking the box hides those dates/deadlines from your calendar, and checking it will display them again. Hovering over the calendar's name and clicking the three-dot button to its right will open a mini-menu where you can color-code that calendar's entries, or choose to display only that calendar's dates (you can do this with any calendar).
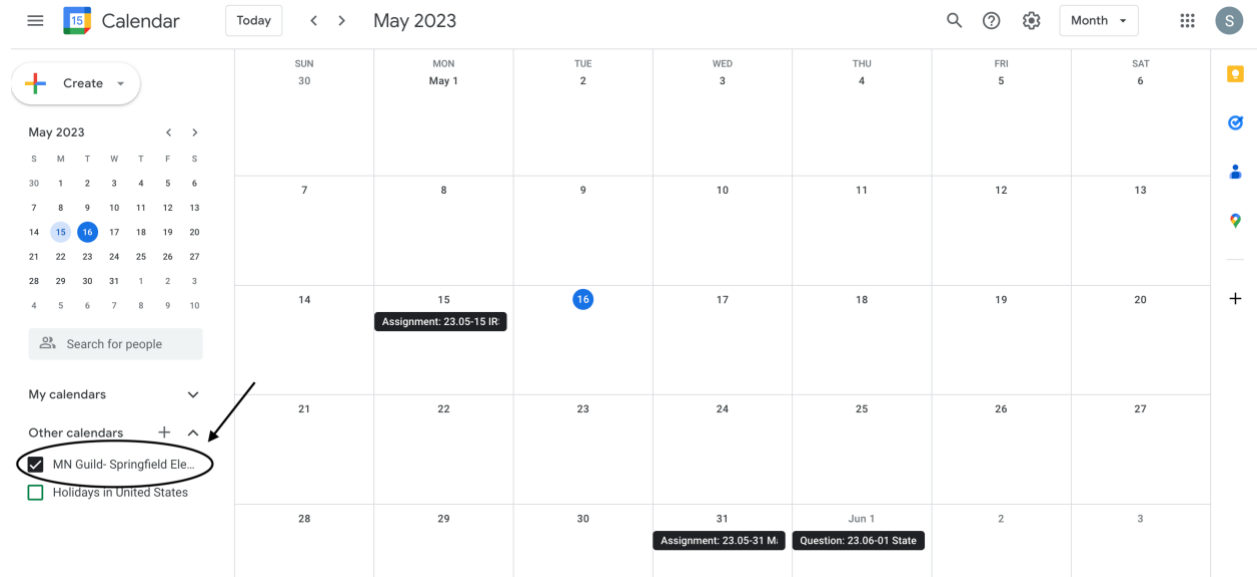
The options at the top of the calendar screen allow you to quickly navigate through the different months, or switch from the default monthly calendar display to a day, week, or year view.

Making Submissions

You can access a submission by clicking on it in the To-do list, or clicking the link at the bottom of its entry in your calendar. On the submission page, please pay close attention to whether the submission is a **File Submission** or a **Checkbox** submission.

 For a **File Submission**, you will need to upload a file; click "**Add or Create**" in the upper right (under "Your work"):

23.05-31 May Board Meeting Packet (including agenda, minutes and finances)

MN Guild • May 11

Due May 31

Due Date: End of Month

File Submission

Description: Necessary for ongoing monitoring and oversight.

Instructions: Please submit the board packet, including all items listed below. If you did not have a board meeting, please notify MN GUILD by uploading a word document stating "there was no board meeting" in place of the packet and we will update the requirement. Please include:
1. Board Meeting Agenda
2. Draft Minutes for Approval (to be approved at that month's meeting)
3. Monthly Financial Statements including:
a. Current and Budgeted ADM/Pupil Units
b. Annual Cash Flow
c. Budget to Actual Comparison
d. Check Register/Bank Reconciliation
4. All Policies being reviewed and/or approved by the board at the meeting.
5. All other documentation reviewed and/or approved at the board meeting

Please also submit the board meeting agenda and packet including financials to MN Guild when sent to the school board **prior to each month's board meeting**. If sending via email, this can be done by CC'ing jim.zacchini@guildschools.org and buddy.ferrari@guildschools.org.

Your work   Assigned

+ Add or create

Mark as done

Private comments
Add comment to MN Guild

This opens a drop-down menu with different options for where to upload the file from. You will most likely be uploading from a folder on your computer; if so, click "File" to choose the file(s) to upload. You can upload multiple files at once. Once you have uploaded all the required files, click "mark as done" in the upper right.

You can also upload files directly from Google Drive by selecting that option. Do not use the "link" option, as actual files are needed for more permanent record-keeping.
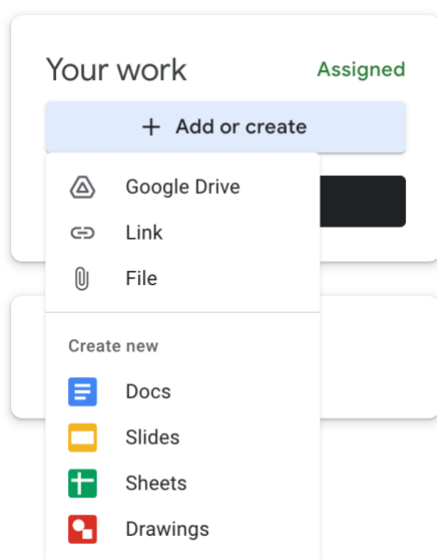
For **Checkbox** submissions no upload is needed. Simply check the box and click "turn in" to verify the statement (e.g. in the image below, the school has verified that its Secretary of State registration is active).