

Google Classroom

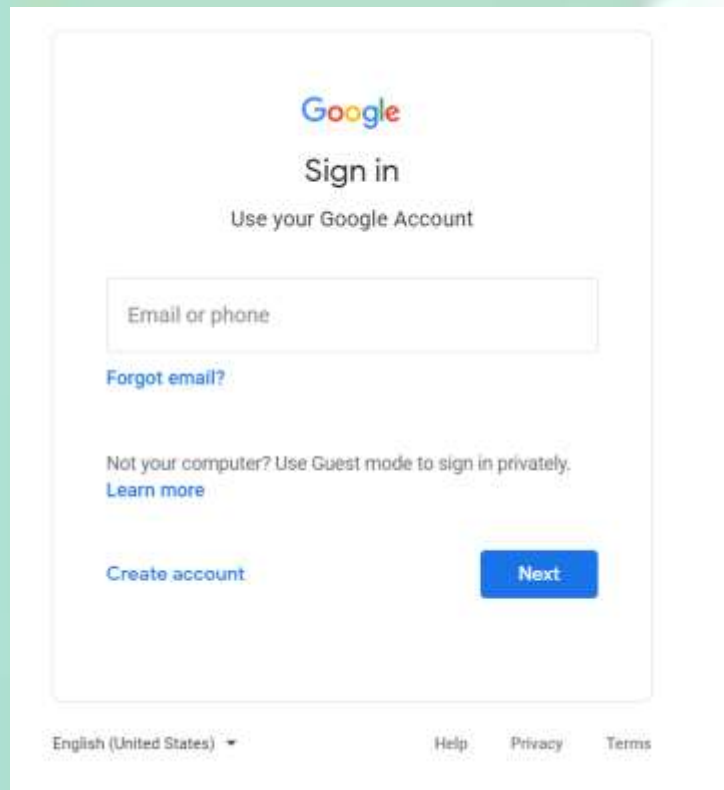
A how to guide for
students and parents



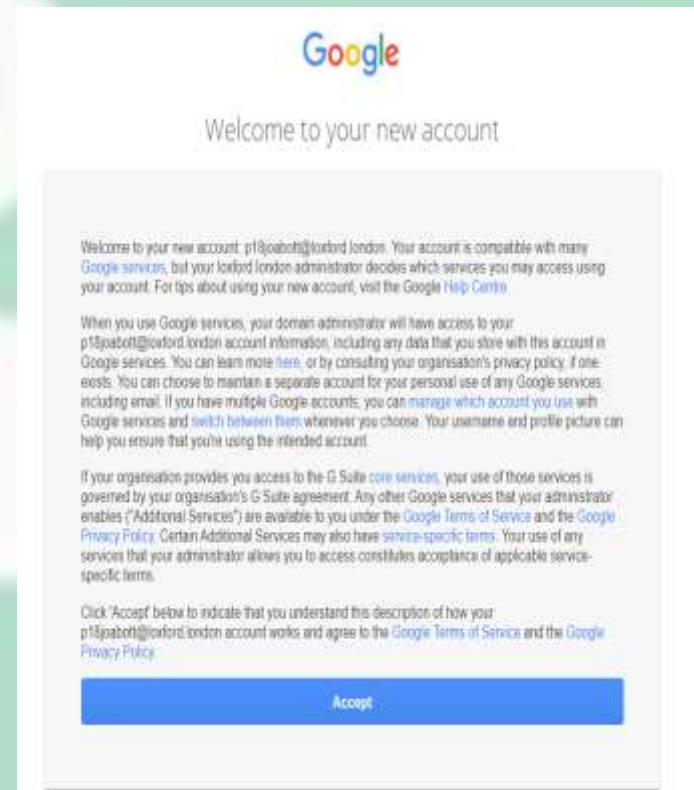
How to set up your account

Step 1

Sign in using the log in details provided then accept the terms and conditions.



The image shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". To the left of the input field are links for "Forgot email?" and "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link for "Create account" and at the bottom right is a blue "Next" button. At the very bottom of the page are links for "English (United States)", "Help", "Privacy", and "Terms".



The image shows the "Welcome to your new account" screen. At the top is the Google logo, followed by the text "Welcome to your new account". Below this is a grey box containing several paragraphs of text. The first paragraph welcomes the user to their new account and mentions compatibility with Google services. The second paragraph explains that the domain administrator will have access to account information and provides links for more information. The third paragraph discusses how to manage multiple accounts. The fourth paragraph explains that G Suite core services are governed by the organization's agreement, while other services are governed by Google's terms and service-specific terms. The fifth paragraph asks the user to click "Accept" to indicate they understand the terms. At the bottom of the grey box is a blue "Accept" button.

Step 2

Select the 'I'm a student' role.

Choose your role



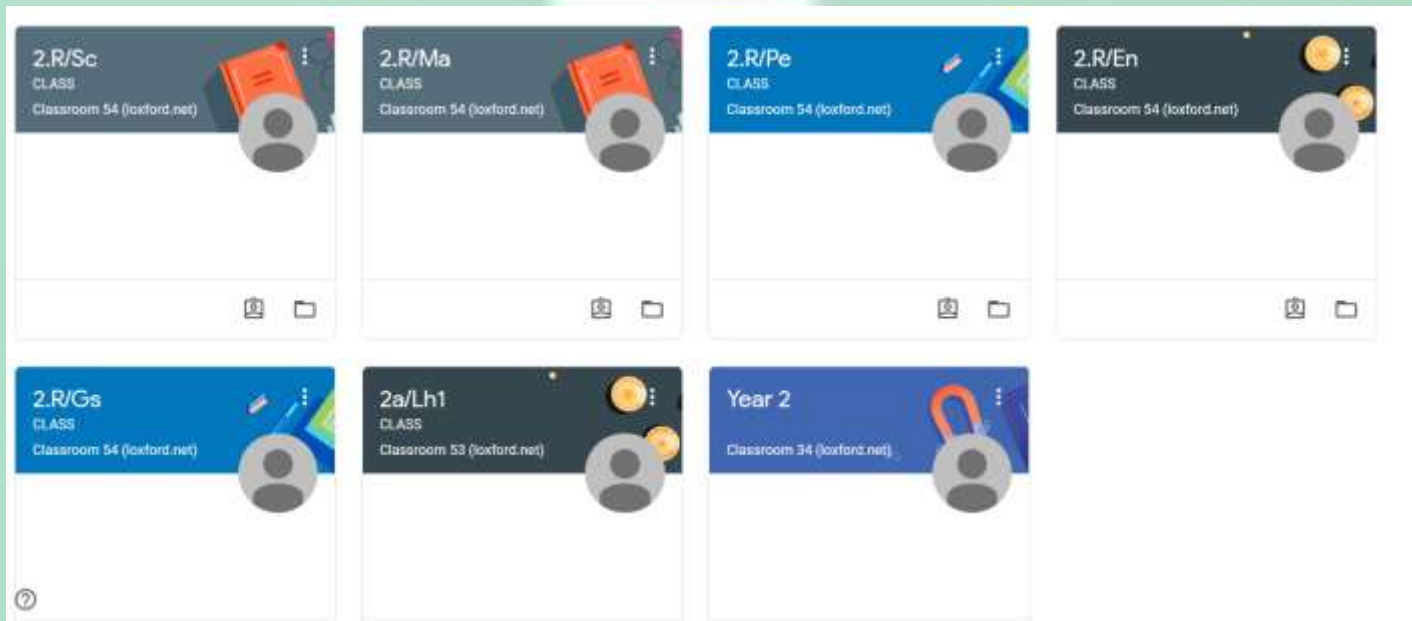
I'm a student



I'm a teacher

Step 3

You will then be logged on and see all of the classes you are a part of in your year group.

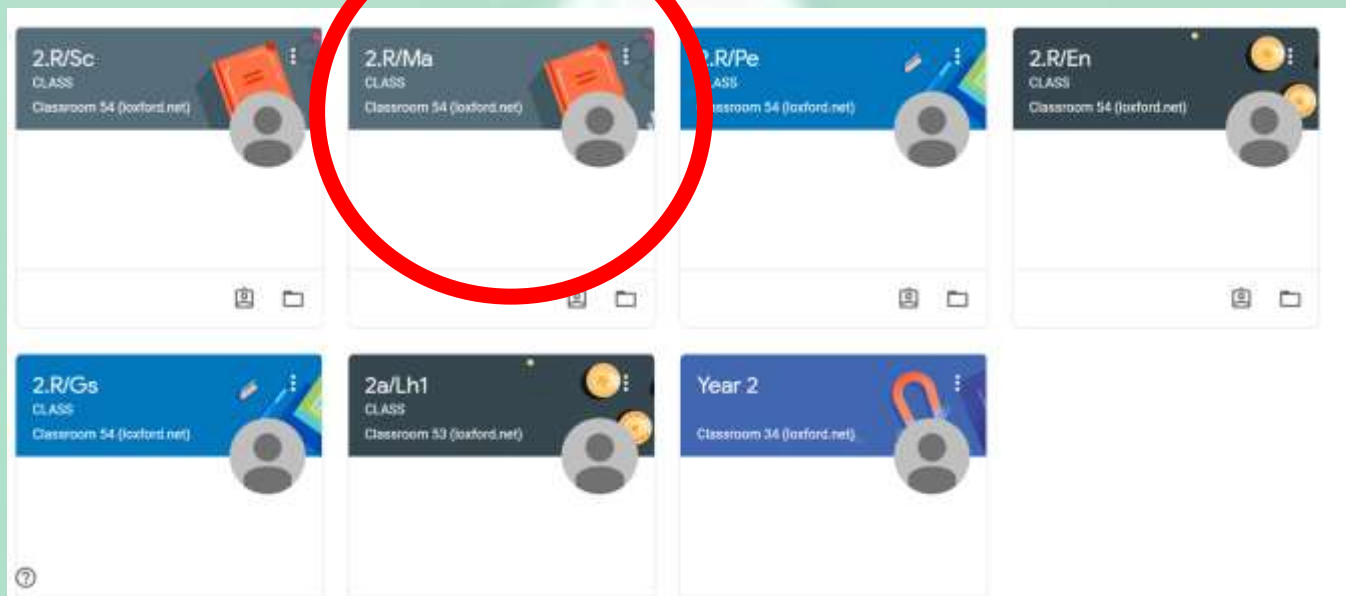




How to navigate within the classroom

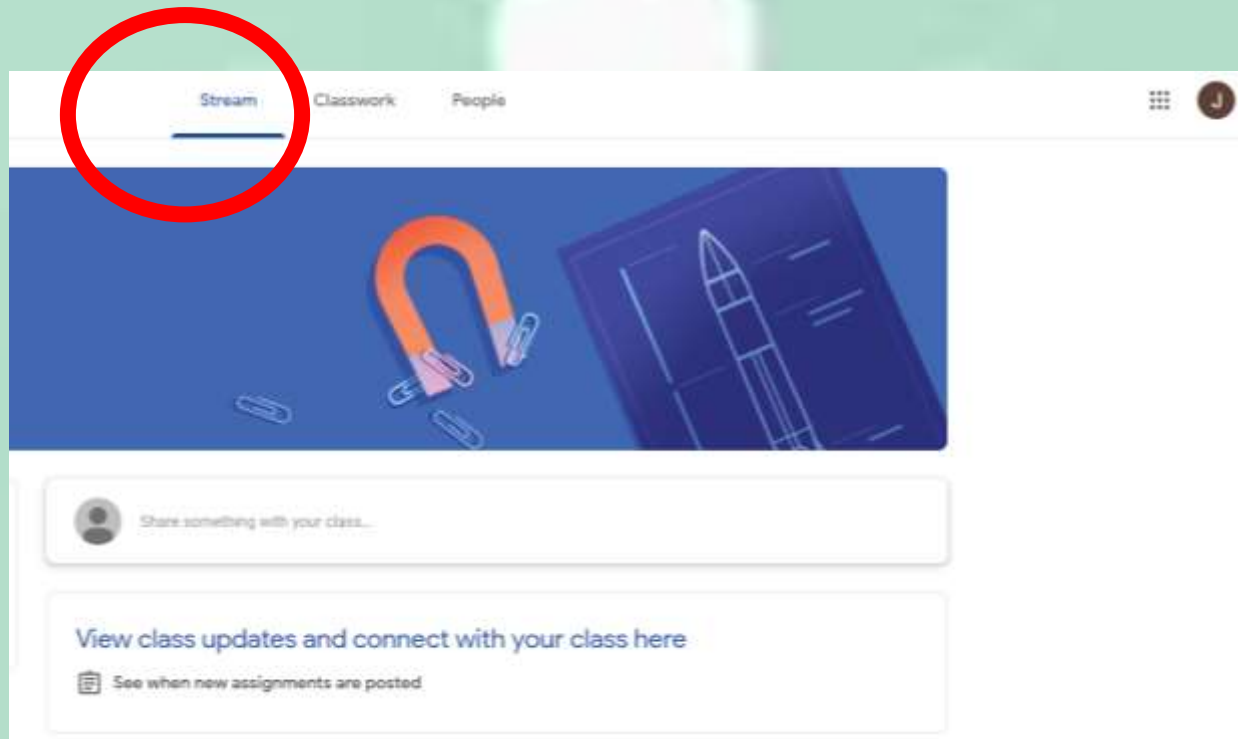
Step 4

Select the chosen subject to see the work available.
For example: Ma- Maths



Step 5

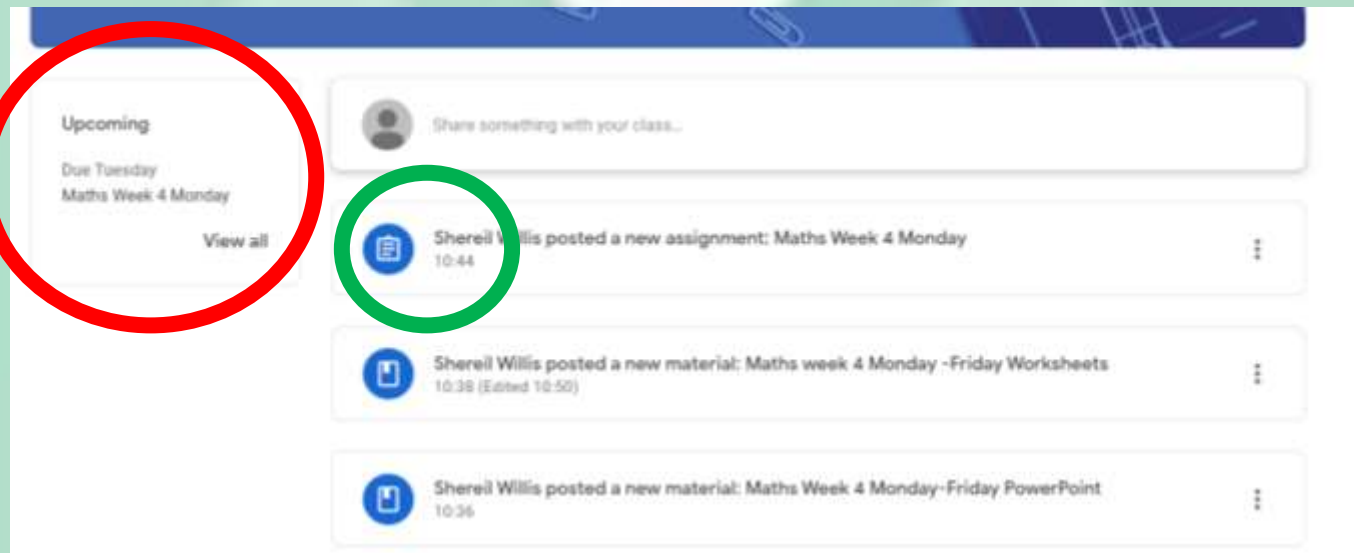
Within the class, the **STREAM** is where you will see what the teacher has posted to the page, any assignments and teacher comments.



Step 6

The STREAM- On the left, you will see where you have assignments due as a reminder and you can view them all.

You can also see the icon on the stream when a new assignment has been posted.



Step 7

The STREAM- Below, you will see that the teacher has posted work materials and other relevant messages.

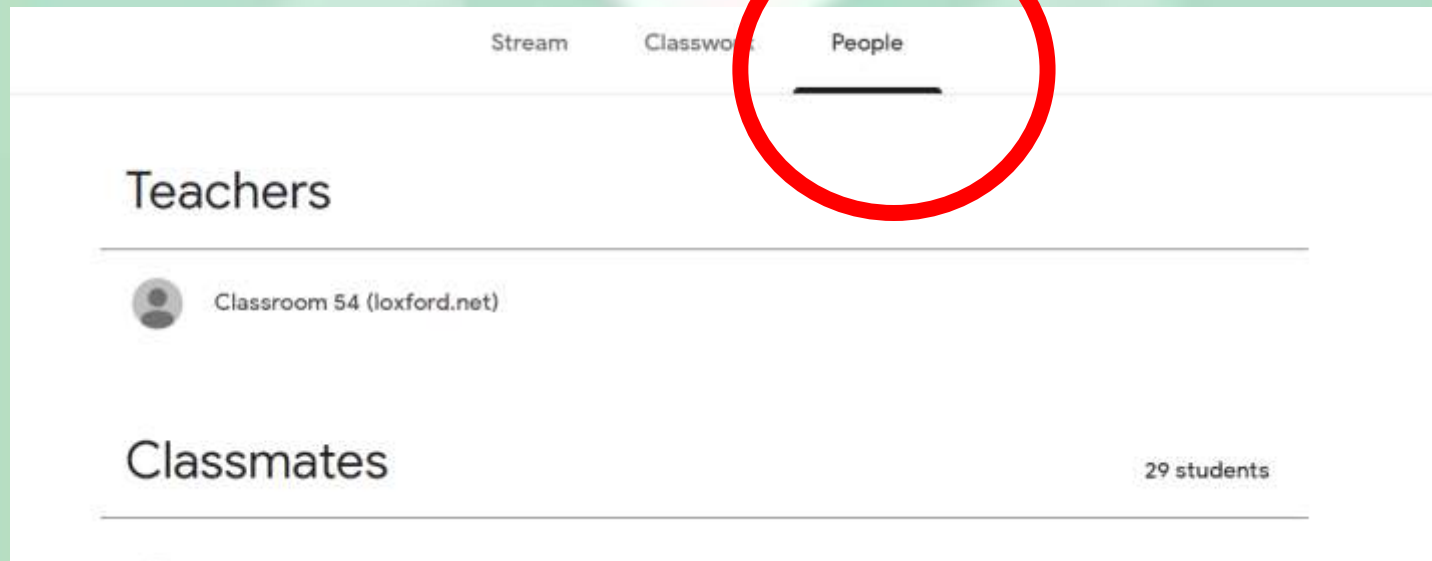
The screenshot displays a classroom stream interface. On the left, there is a sidebar with the heading "Upcoming" and a sub-heading "Due Tuesday Maths Week 4 Monday", with a "View all" link below. The main stream area contains a search bar at the top with the placeholder text "Share something with your class...". Below the search bar are three posts by "Shereil Willis":

- 1. "Shereil Willis posted a new assignment: Maths Week 4 Monday" at 10:44.
- 2. "Shereil Willis posted a new material: Maths week 4 Monday -Friday Worksheets" at 10:38 (Edited 10:50).
- 3. "Shereil Willis posted a new material: Maths Week 4 Monday-Friday PowerPoint" at 10:36.

A large red circle is drawn around the second and third posts, highlighting the materials posted.

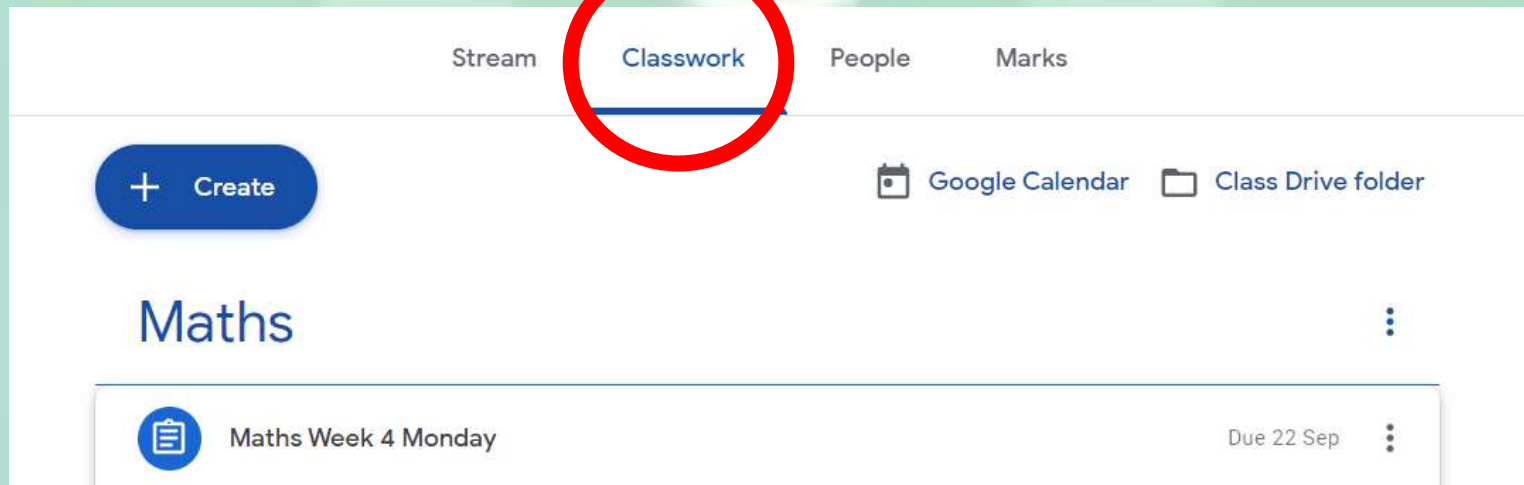
Step 8

PEOPLE- This area shows you the teachers who are in the class with you and your classmates.



Step 9




CLASSWORK is where you will see the work material available from the teacher and your assignments.



Step 10




CLASSWORK- Your assignments will appear in blue on the left when they are set and the date it is due will be on the right so you know how long you have to complete it.

The screenshot displays a list of assignments in a classroom management system. The first row is highlighted in blue, indicating it is a newly set assignment. A red circle highlights the blue assignment icon on the left and the due date 'Due 22 Sep' on the right. Below it are two other assignments, each with a grey icon and no due date listed.

	Maths Week 4 Monday	Due 22 Sep
	Maths week 4 Monday -Friday Worksheets	Edited 10:50
	Maths Week 4 Monday-Friday PowerPoint	Posted 10:36

Step 11

CLASSWORK- All of the materials the teacher posts in order for you to complete work and learn from is also shown here. It could be worksheets, PowerPoints or even links to videos on YouTube.

	Maths Week 4 Monday	Due 22 Sep
	Maths week 4 Monday -Friday Worksheets	Edited 10:50
	Maths Week 4 Monday-Friday PowerPoint	Posted 10:36



How to post assignments

Step 12

CLASSWORK is where you will see your assignments that the teacher has set with possible instructions might be included if needed.

The screenshot shows a Google Classroom interface. At the top, there are navigation links: 'View your work' with a person icon, 'Google Calendar' with a calendar icon, and 'Class Drive folder' with a folder icon. Below these is the subject name 'Maths' in blue text, followed by a vertical ellipsis menu icon. The main content area features a blue header bar for the assignment 'Maths Week 4 Monday' with a clipboard icon on the left and 'Due 22 Sep' on the right. Below the header, it shows 'Posted 10:44 (Edited 12:03)' on the left and 'Assigned' on the right. The assignment instructions read: 'Complete and upload your work by the next day. If you can't do it on the computer, you can print it out, take a picture and then upload the image. Or you can write the work out on paper you have and upload the work as an image.' Below the text is a PDF attachment titled 'Joao Pedro Bottine Year ...' with a thumbnail image of a worksheet. At the bottom of the assignment card is a blue link that says 'View assignment'.

Step 13

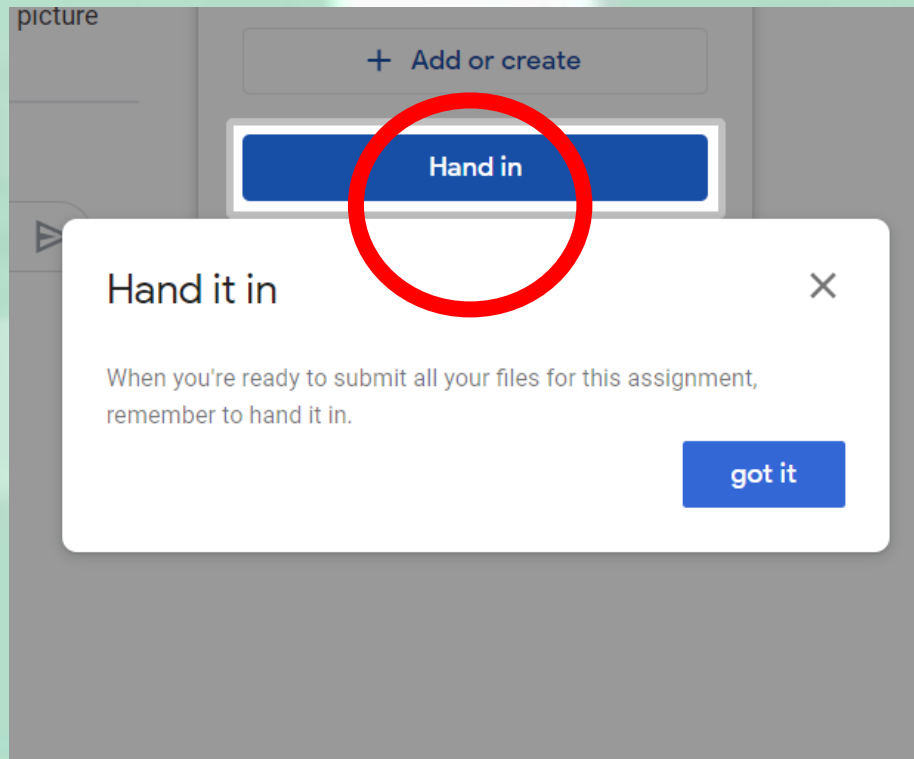
CLASSWORK- You will be able to +add your work as a file whether you have done it online, taken a picture of work that was completed on paper or printed sheets.

The screenshot shows a Google Classroom assignment page titled "Maths Week 4 Monday" by Shereil Willis, posted at 10:44. The assignment is due on Tuesday, September 22nd. The instructions state: "Complete and upload your work by the next day. If you can't do it on the computer, you can print it out, take a picture and then upload the image." Below the instructions is a "Class comments" section with a text input field labeled "Add class comment...".

A red circle highlights the "Your work" upload menu on the right side of the page. The menu is titled "Your work" and "Assigned". It shows a list of uploaded files, including one by "Joao Pedro Bottin..." (PDF). Below the list is a blue button labeled "+ Add or create". Underneath this button are several options for where to upload the work: "Google Drive" (with a blue button), "Link", "File", "New" (with a dropdown arrow), "Docs", "Slides", "Sheets", and "Drawings".

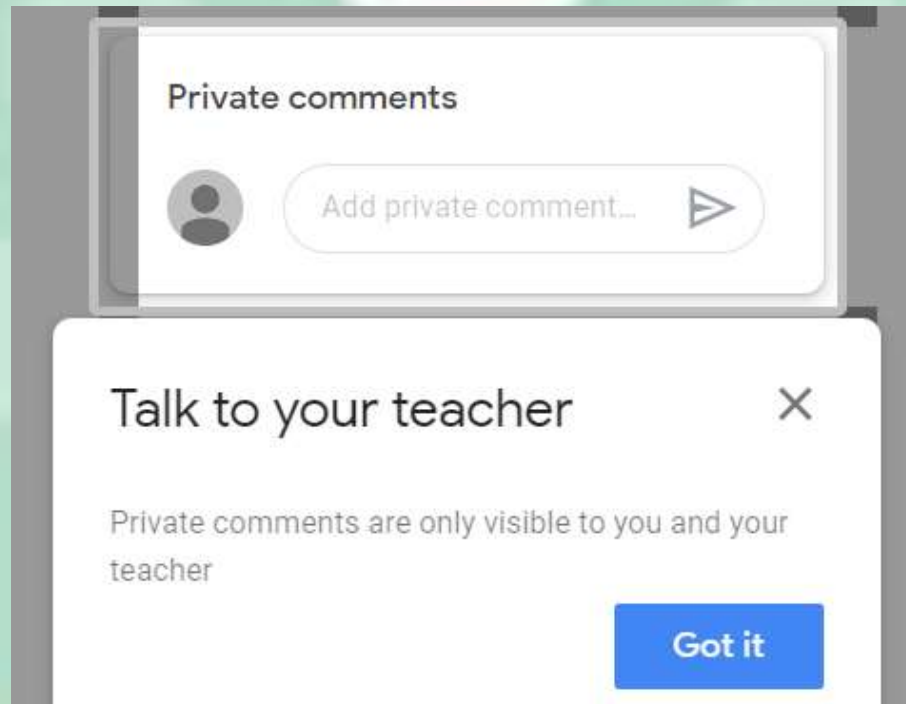
Step 14

CLASSWORK- Once the file has uploaded, you must select the hand in button to ensure your work is posted.



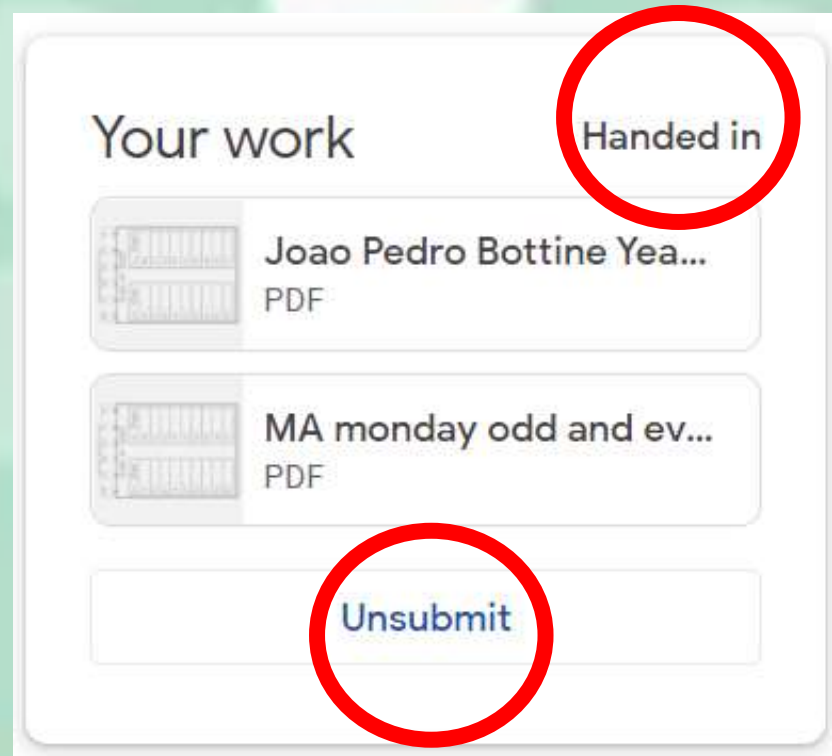
Step 15

CLASSWORK- You can type any comments about the work to the teacher using the **private comments**. Messages types here will only be seen by the teacher and student.



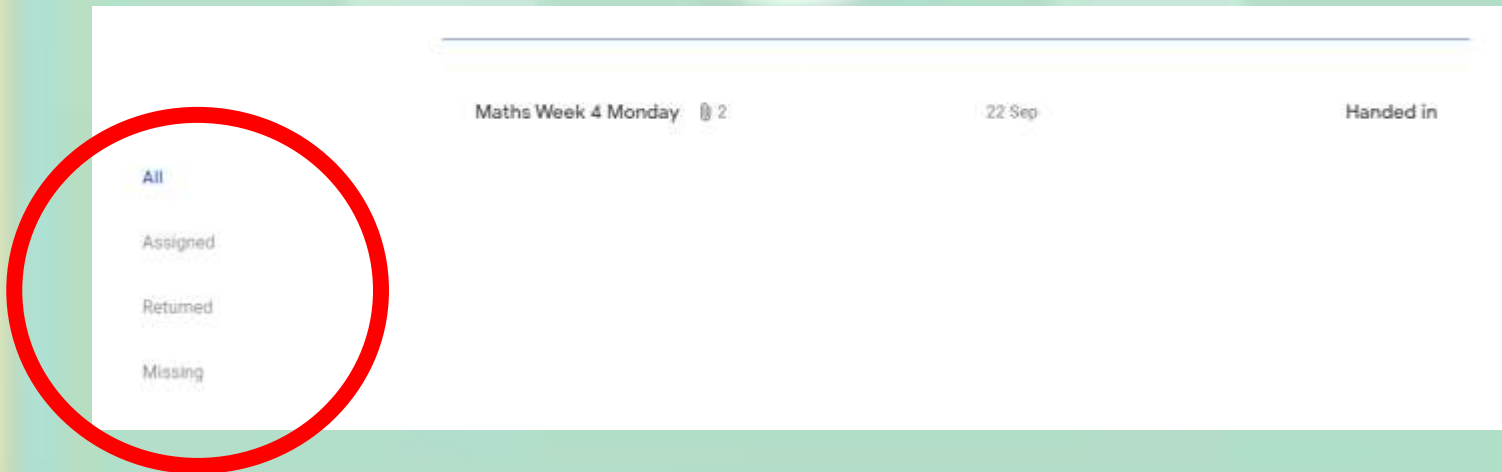
Step 16

CLASSWORK- It will tell you it is **handed in** once it is completely uploaded. You will have the option to **unsubmit** any work if you have made a mistake or you wish to hand in more files later.



Step 17

CLASSWORK- You will be able to see work you have **handed in**, work that is still **assigned**, work that the teacher has marked and **returned** and any work that is **missing** (missed the deadline date).



Step 18

CLASSWORK- The teacher will be able to see which students have handed in work and who has yet to do so.

The screenshot displays a classroom management interface. At the top left, there is a tab labeled 'All students' with a checkbox. Below this, a 'Sort by status' dropdown menu is visible. On the right side, a summary for 'Maths Week 4 Monday' shows '1 Handed in' and '0 Assigned', both circled in red. Below the summary, a list of students is shown. The first student, 'Joao Pedro Bottine Year 2', has a checkbox circled in red and a green 'Handed in' status label. On the right side, a detailed view for 'Joao Pedro Bottine Year 2' shows a grid of work and '2 attachments Handed in'.

Student	Status
Joao Pedro Bottine Year 2	Handed in

Step 19

The CLASSWORK is where you will see the work material available from the teacher and your assignments.

The screenshot displays a classroom management interface. On the left, a list of students is shown with checkboxes and status indicators. A red circle highlights the 'All students' header. The right side shows details for a specific assignment, 'Maths Week 4 Monday', including counts for 'Handed in' and 'Assigned' work, and a preview of a student's submission.

Student	Status
<input type="checkbox"/> All students	
<input type="checkbox"/> Handed in	
<input type="checkbox"/> Joao Pedro Bottine Year 2	Handed in

Maths Week 4 Monday

1 Handed in | 0 Assigned

All [Folder Icon]

Joao Pedro Bottine Year 2

2 attachments
Handed in

