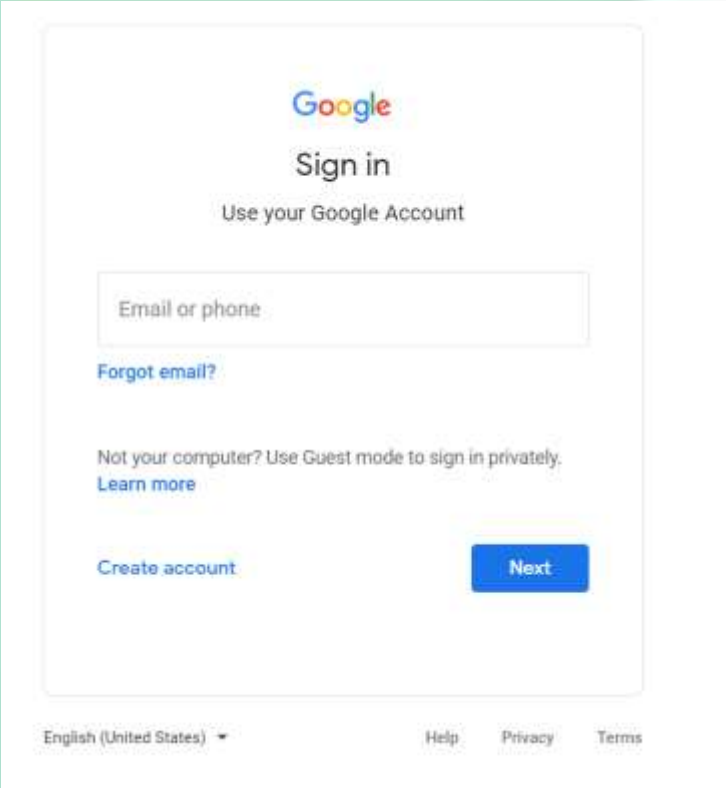
Google Classroom

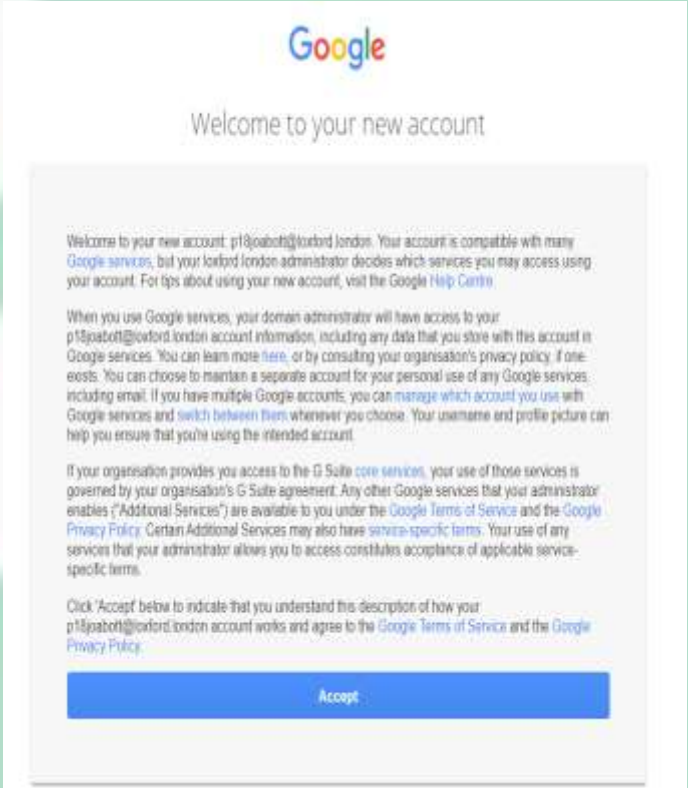
A how to guide for students and parents

How to set up your account

Step 1

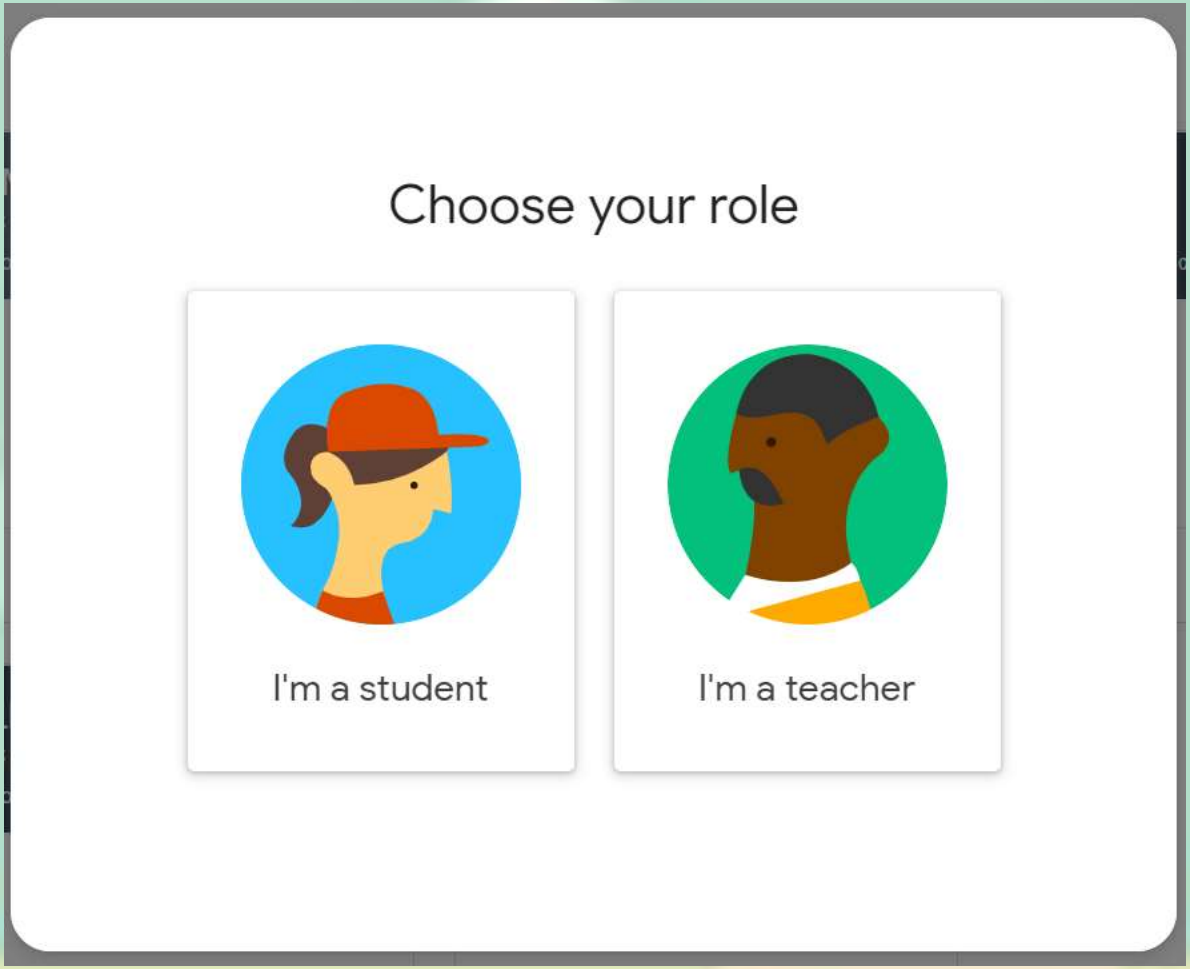
Sign in using the log in details provided then accept the terms and conditions.





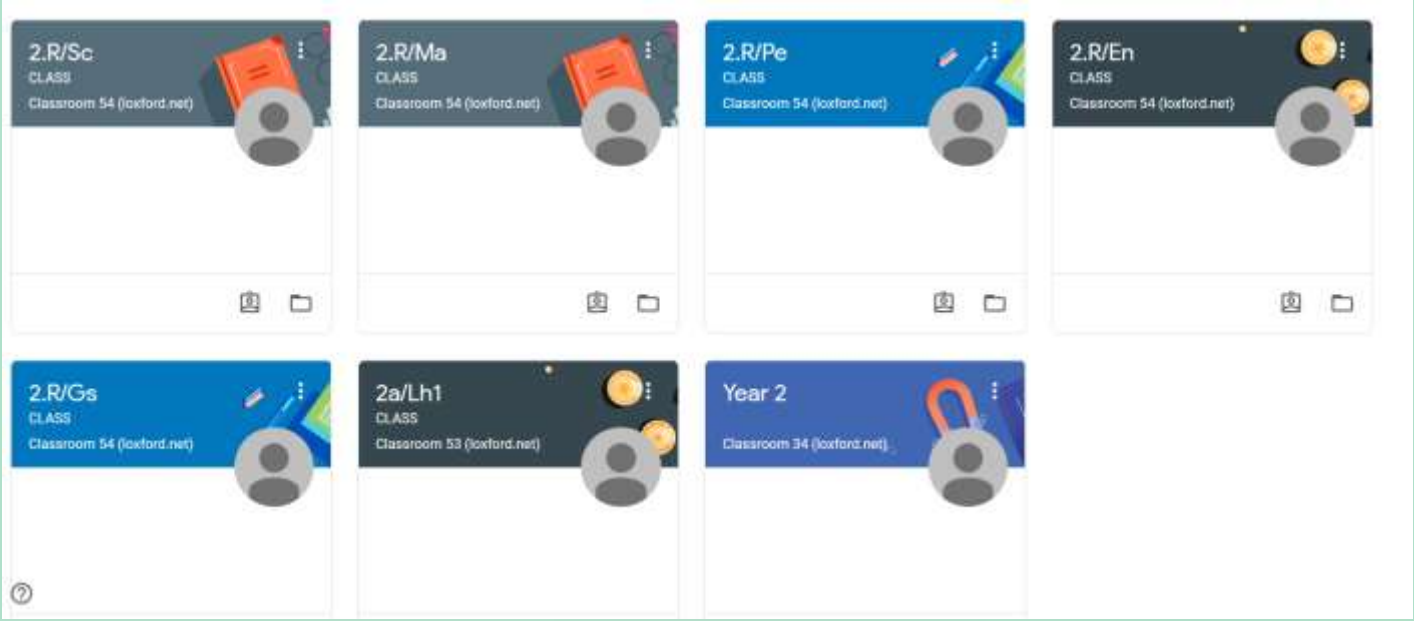
Step 2

Select the ‘I’m a student’ role.



Step 3

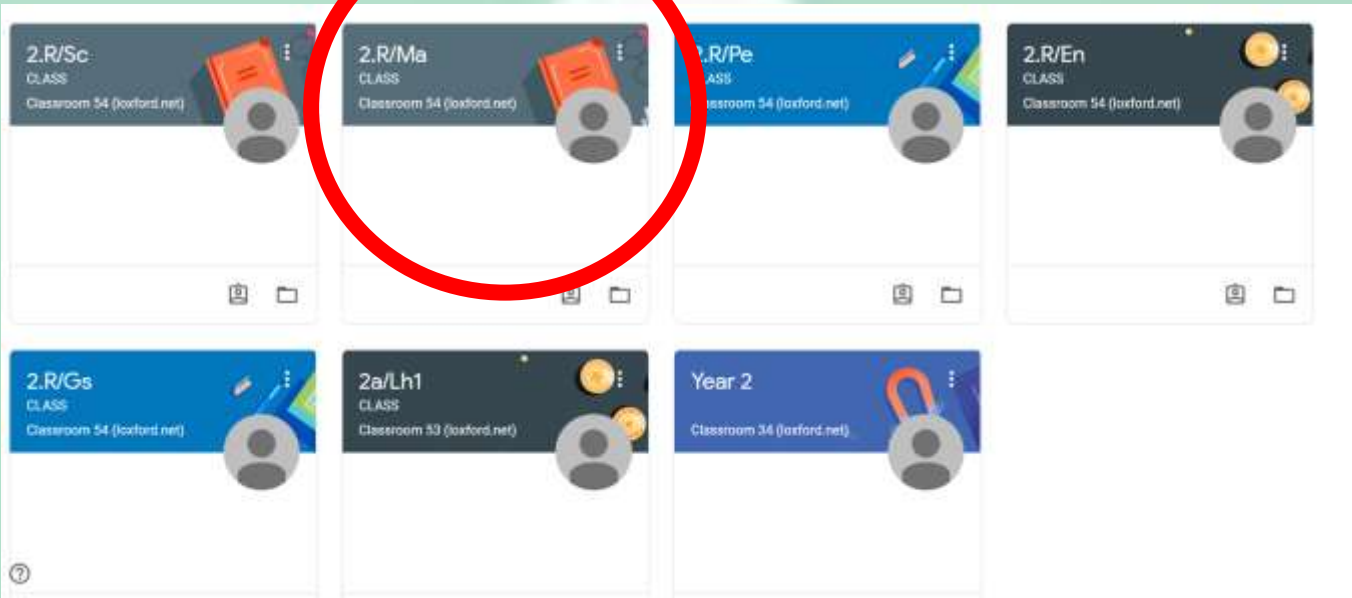
You will then be logged on and see all of the classes you are a part of in your year group.



How to navigate within the classroom

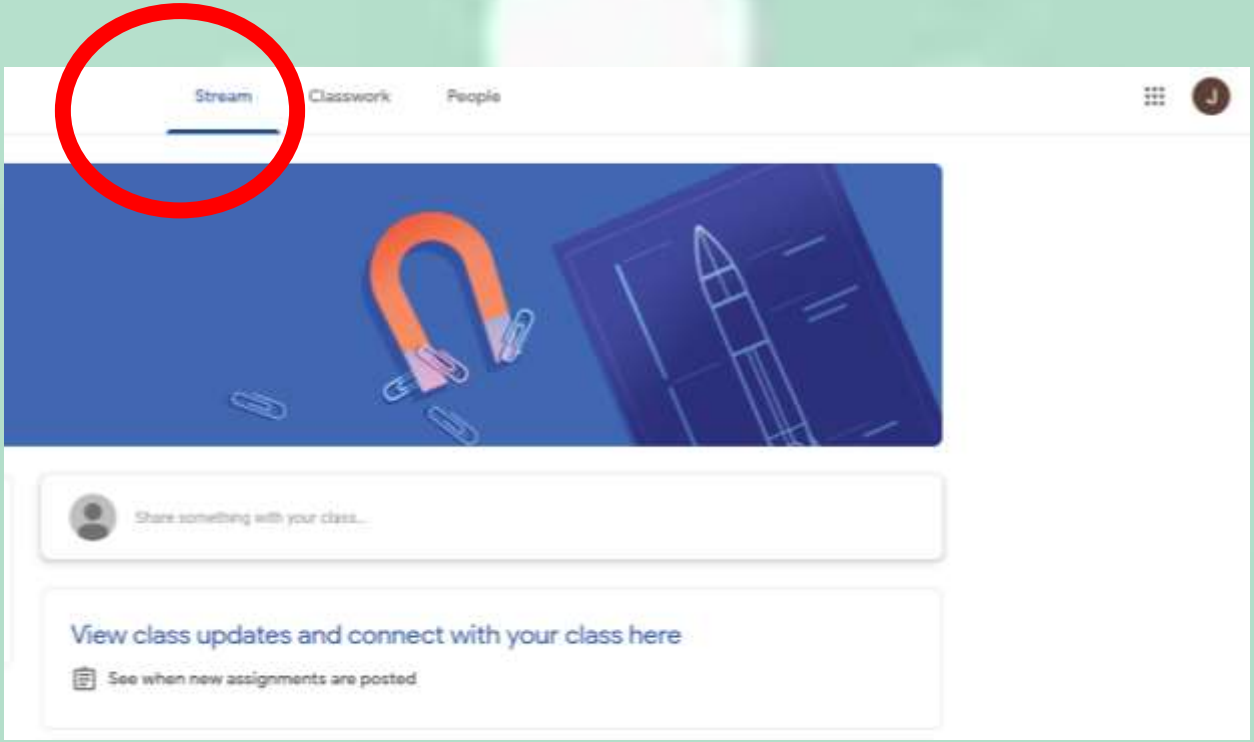
Step 4

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



Step 5

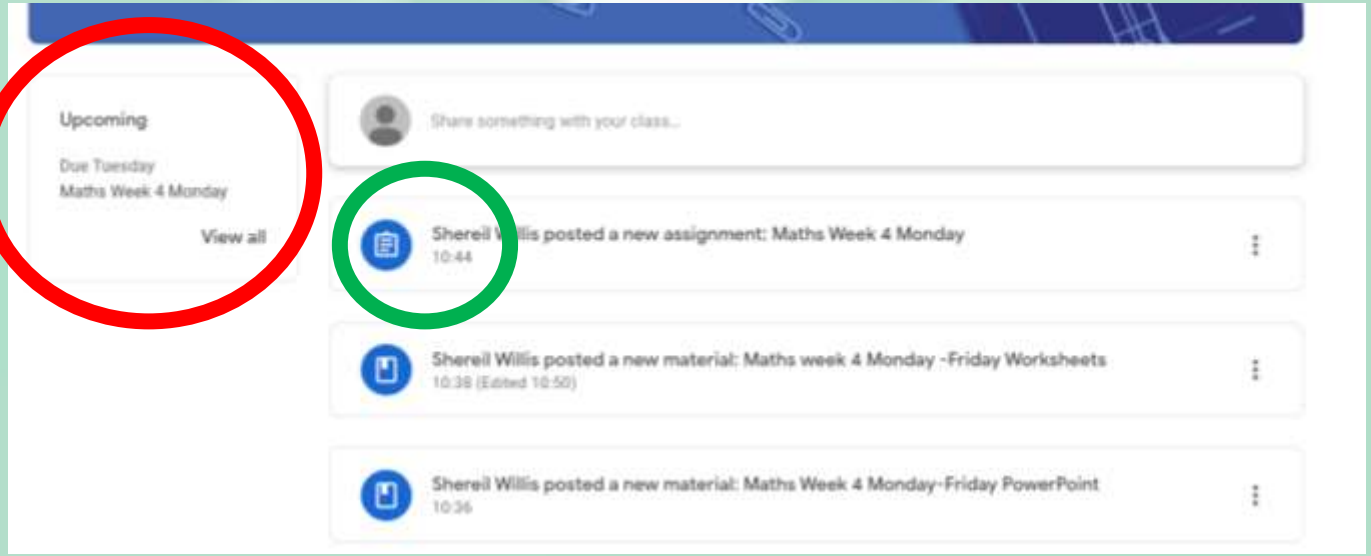
Within the class, the STREAM is where you will see what the teacher has posted to the page, any assignments and teacher comments.



Step 6

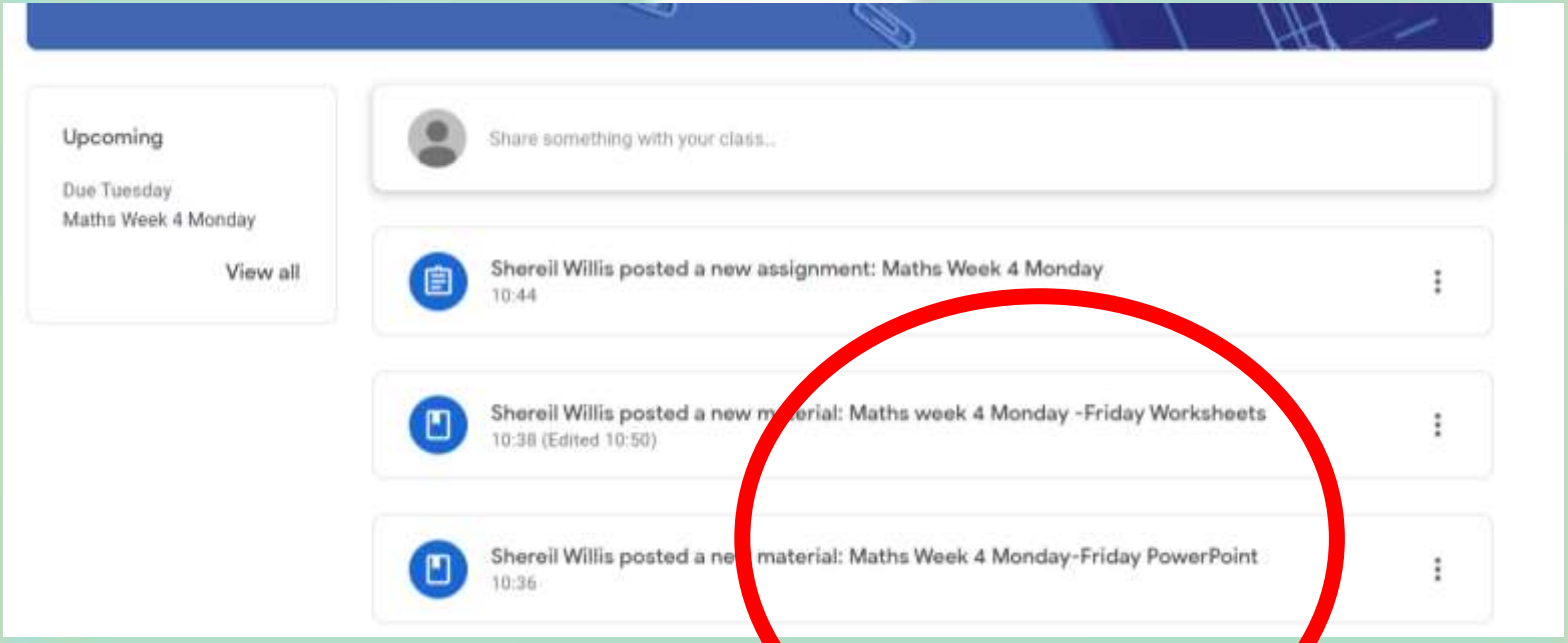
The STREAM- On the left, you will see where you have assignments due as a reminder and you can view them all.

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



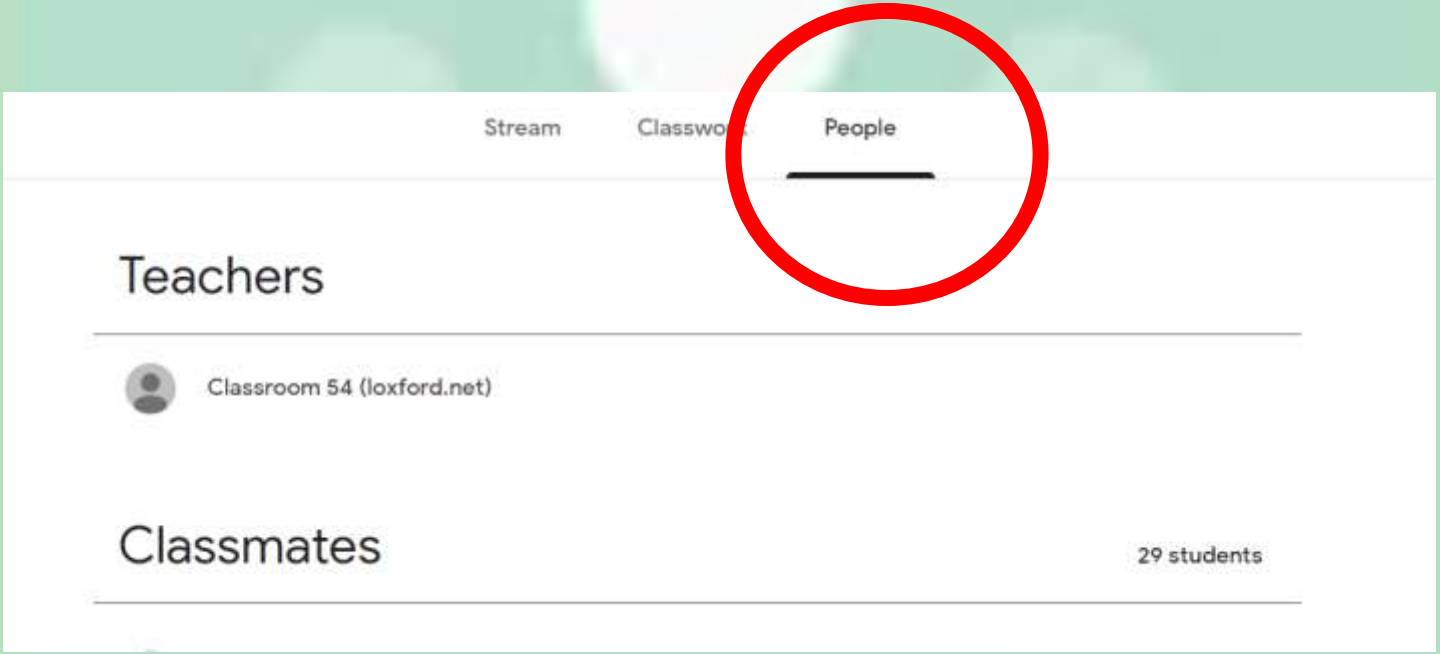
Step 7

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



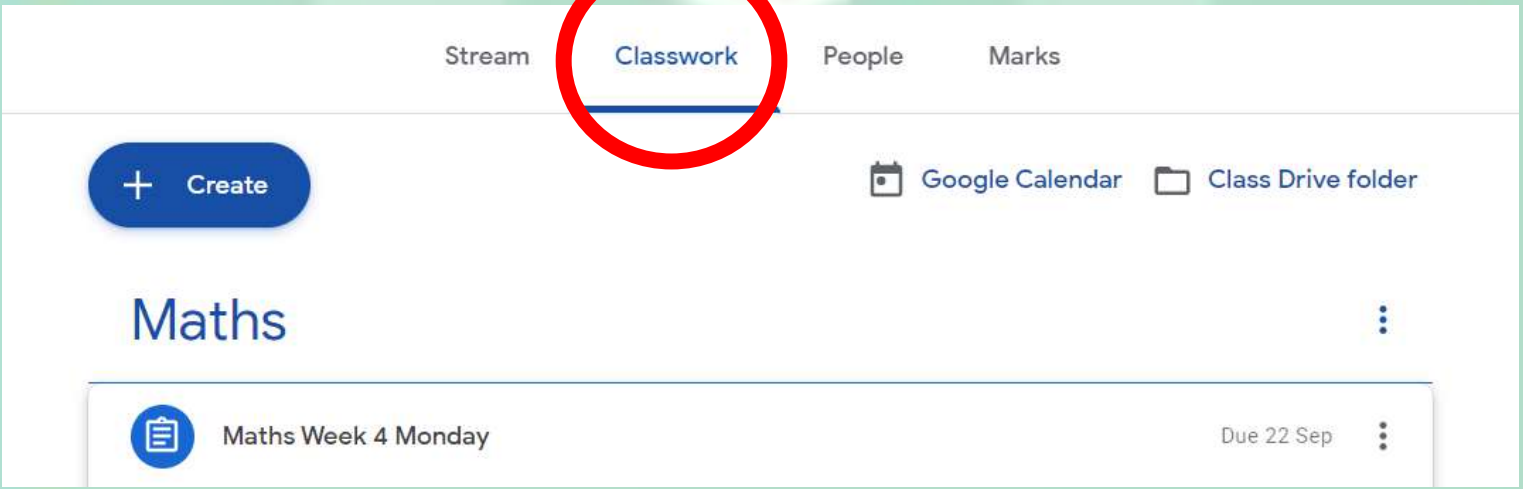
Step 8

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



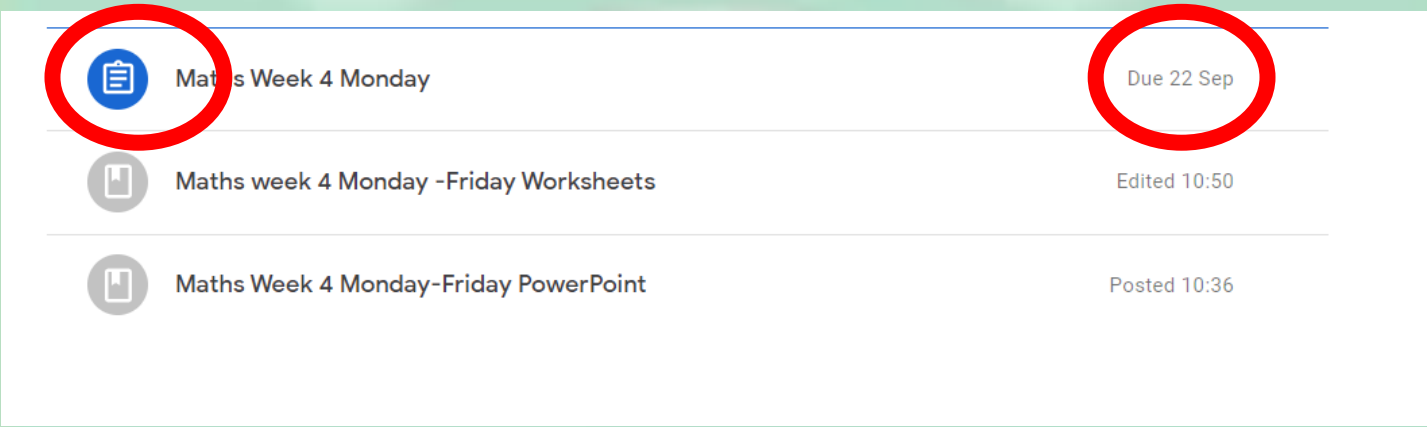
Step 9

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



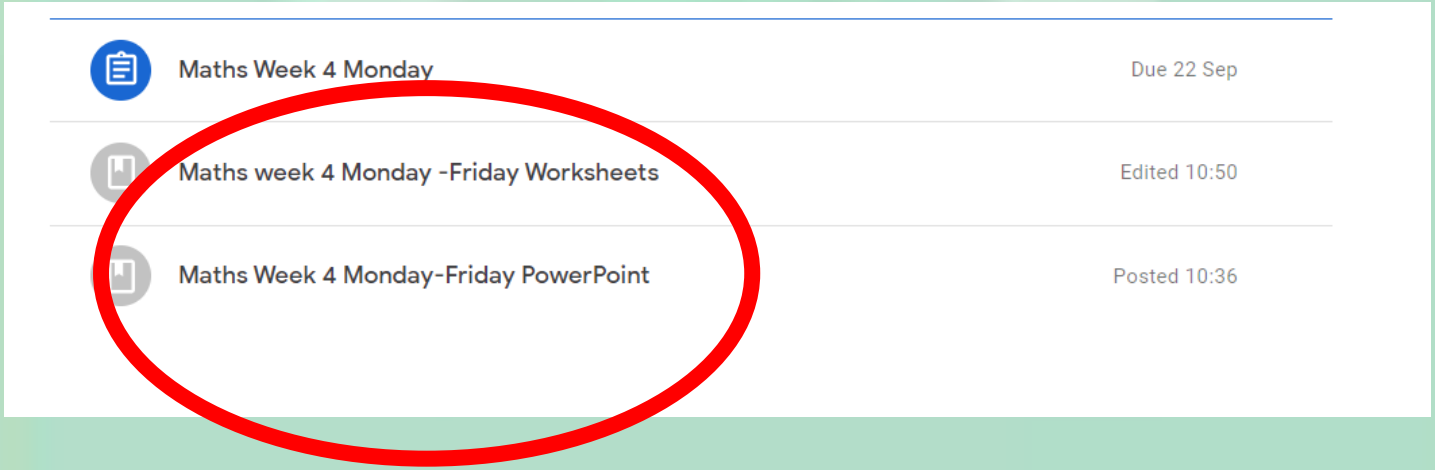
Step 10

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.



Step 11

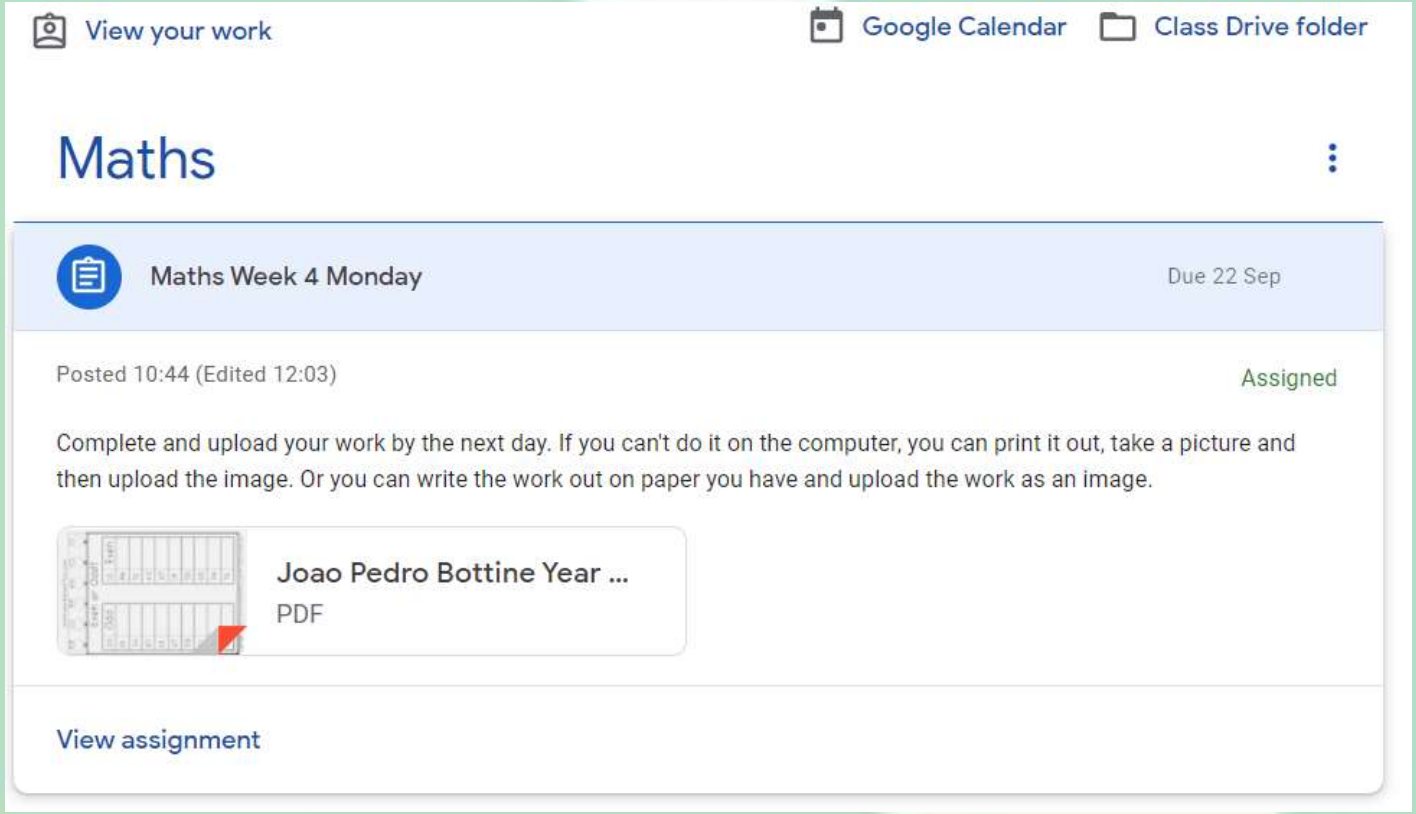
CLASSWORK- All of the materials the teacher posts in order for you to complete work and learn from is also shown here. It could be worksheets, PowerPoints or even links to videos on YouTube.



How to post assignments

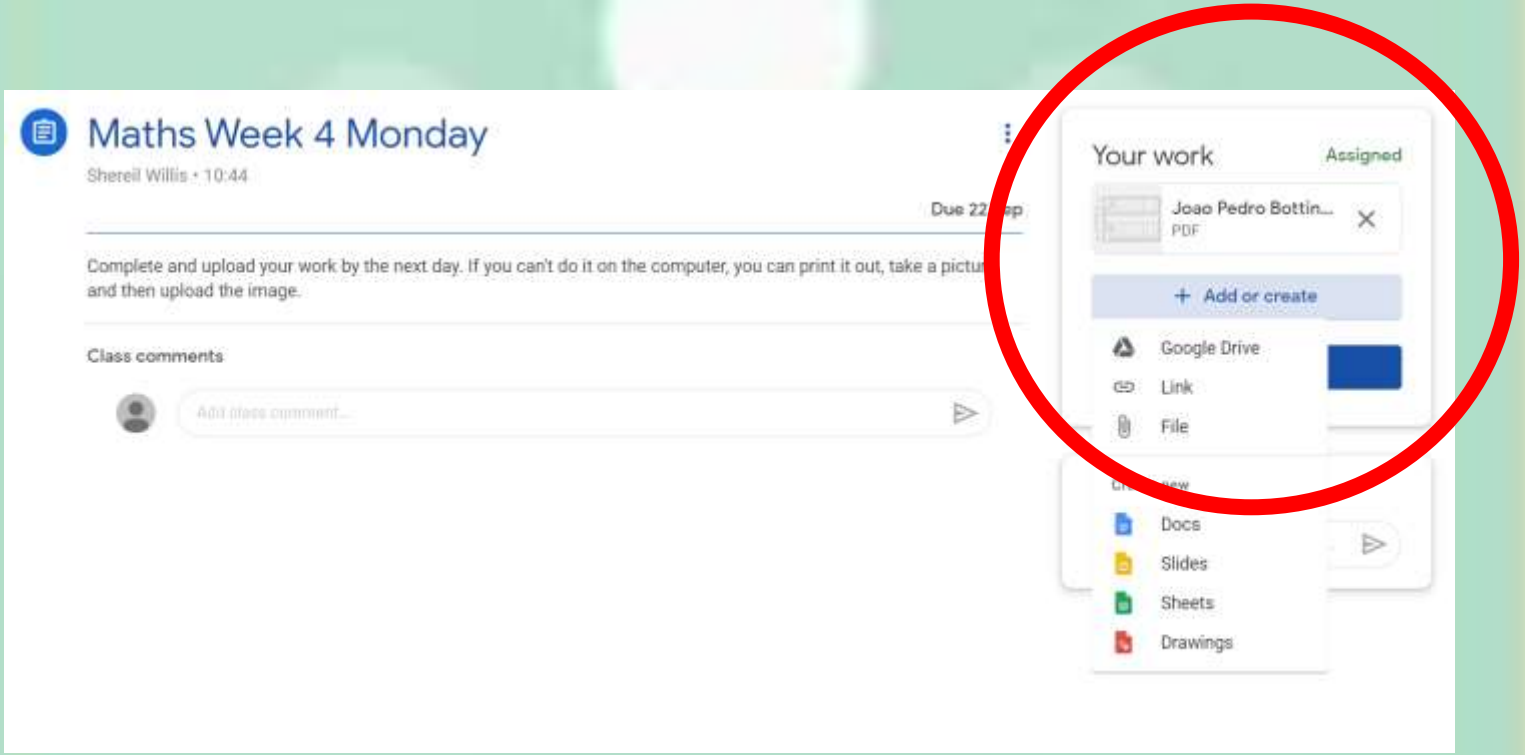
Step 12

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



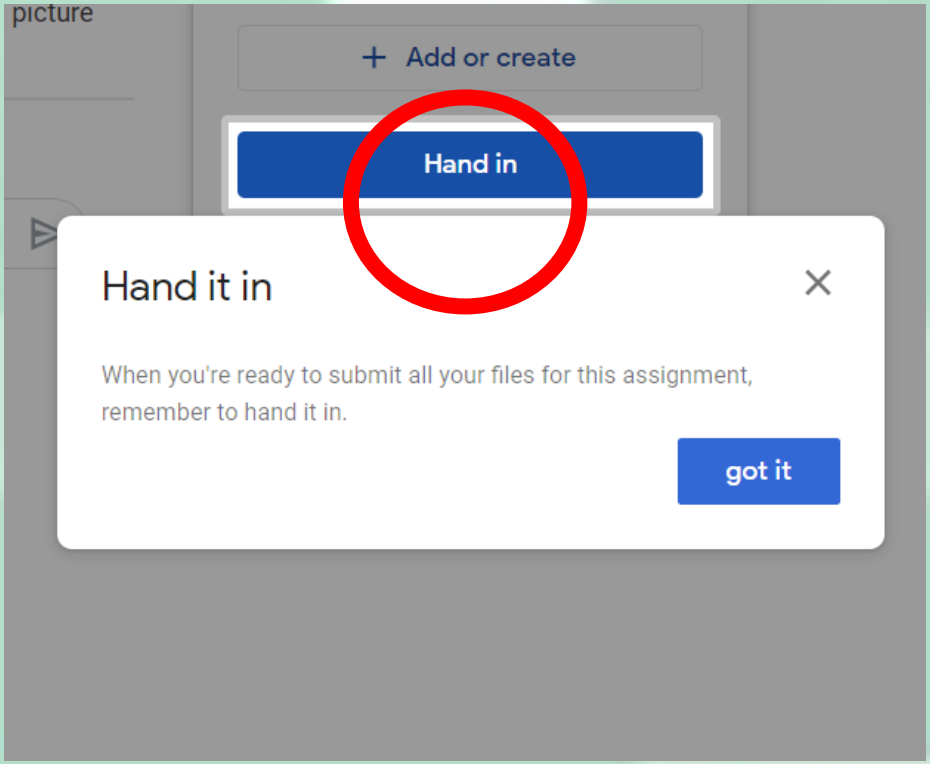
Step 13

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.



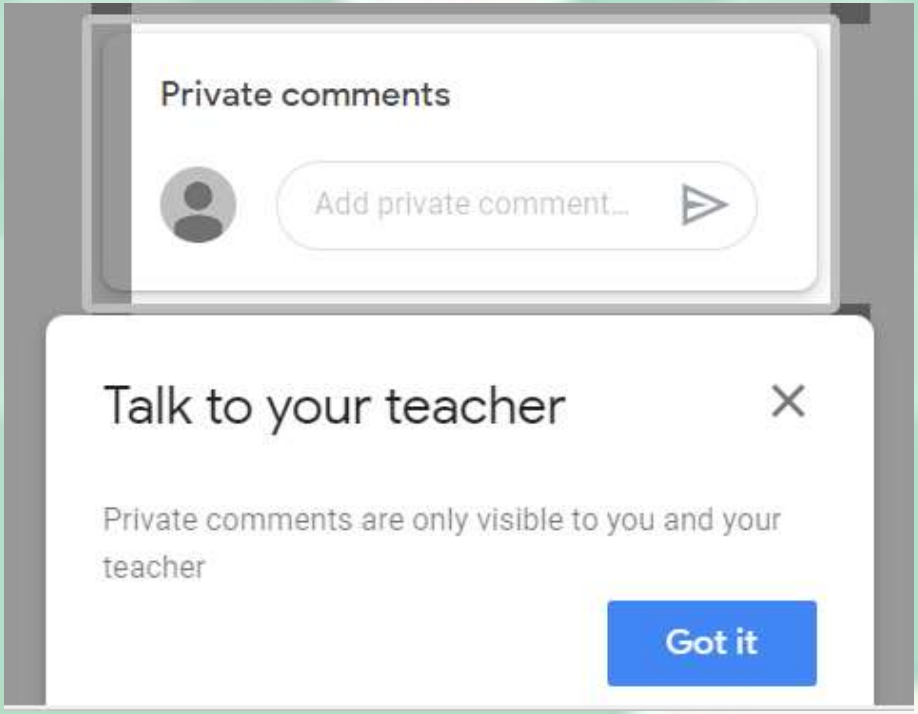
Step 14

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



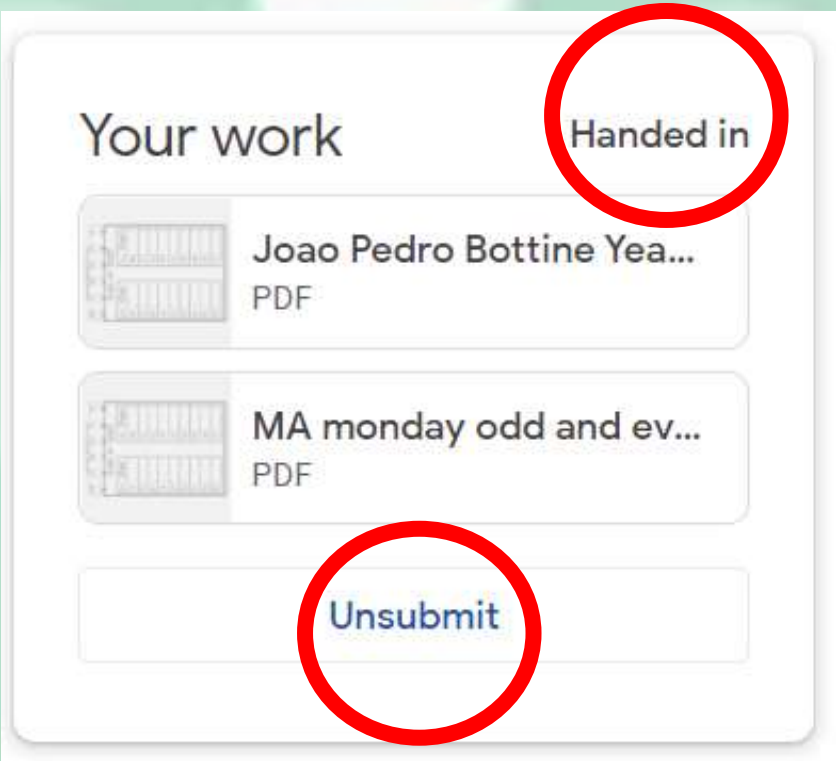
Step 15

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.



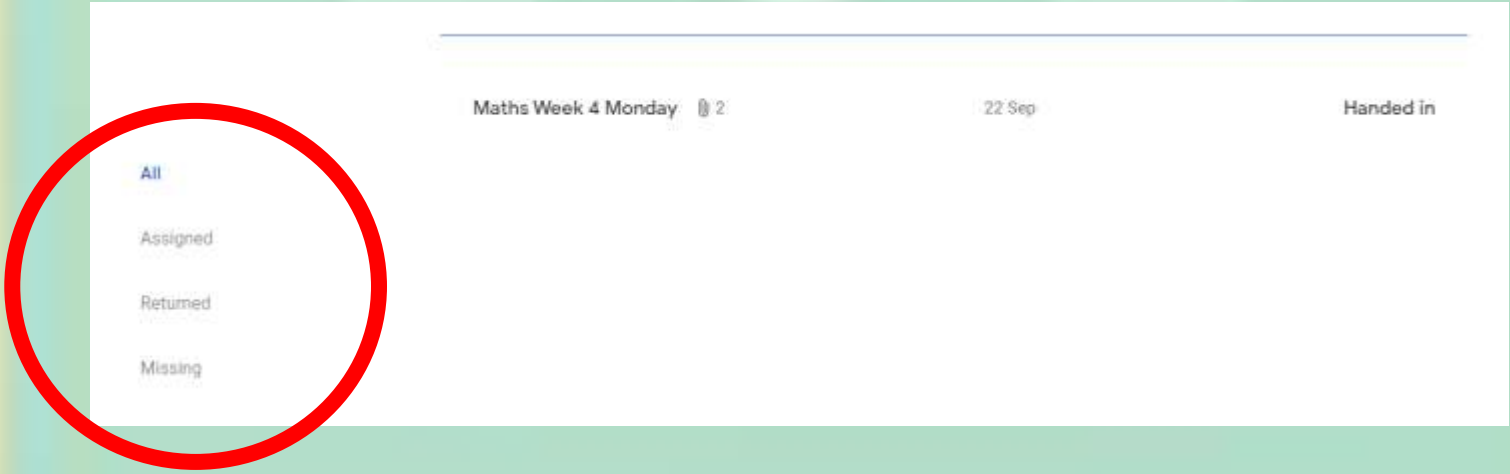
Step 16

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.



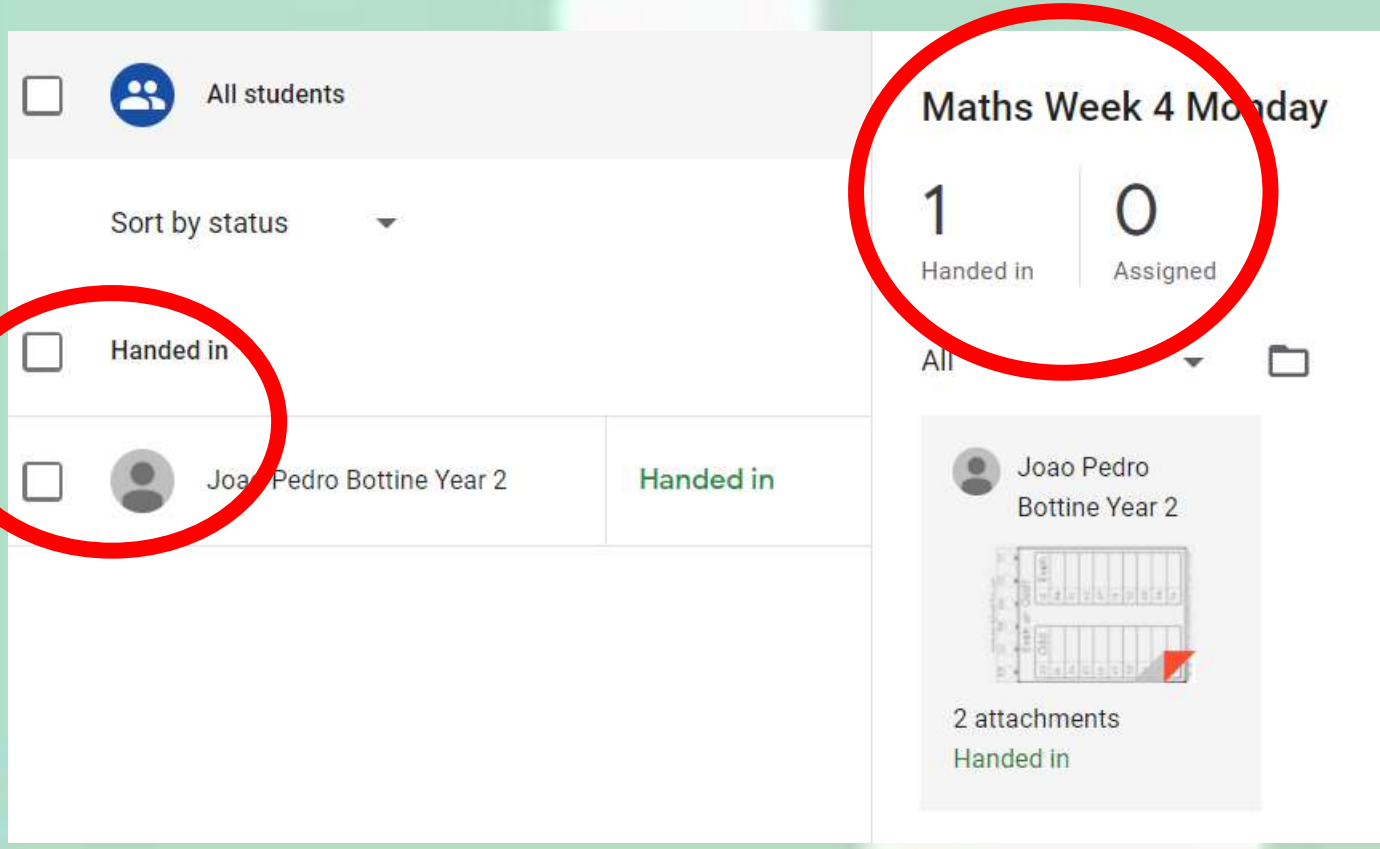
Step 17

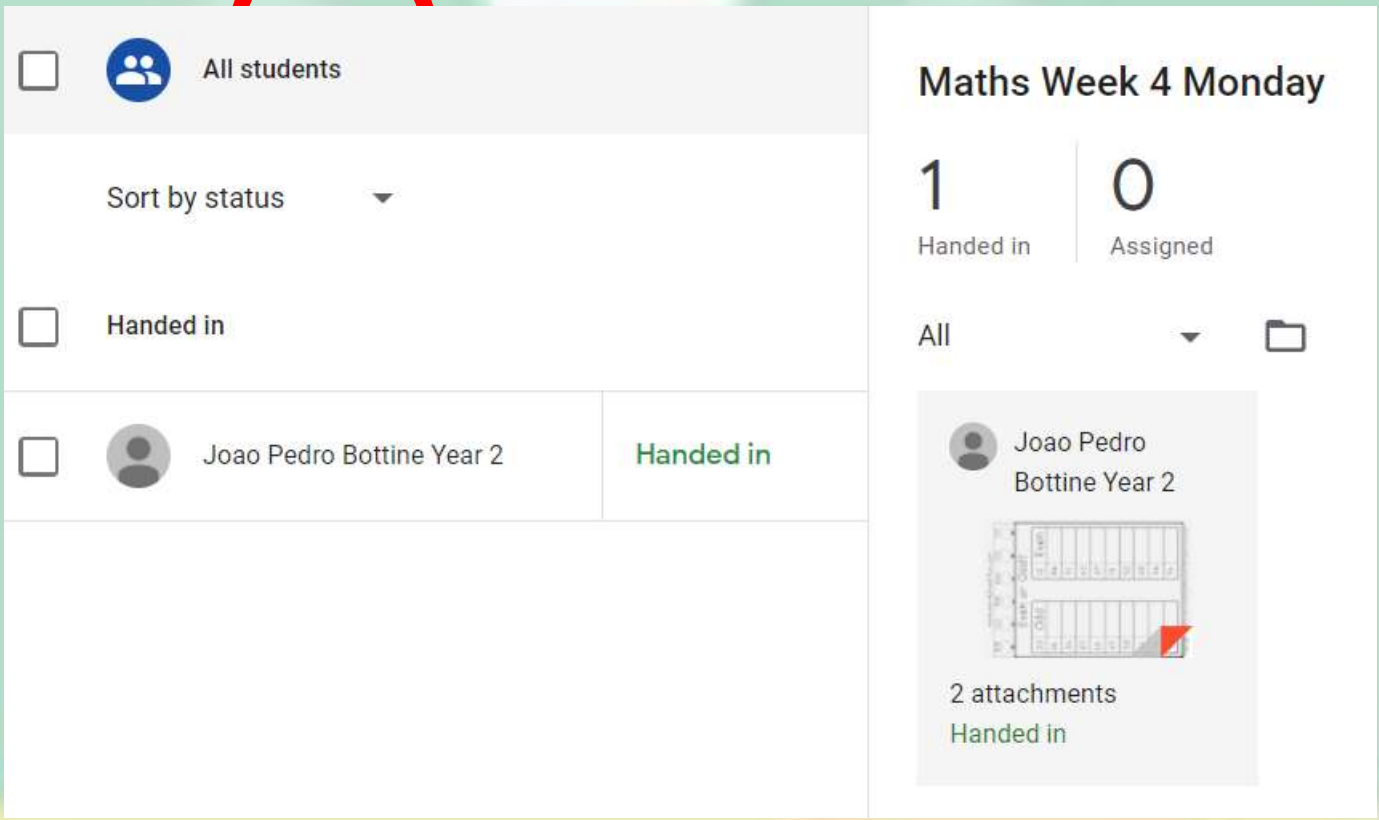
CLASSWORK- You will be able to see work you have handed in, work that is still assigned, work that the teacher has marked and returned and any work that is missing (missed the deadline date).



Step 18

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



Step 19

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