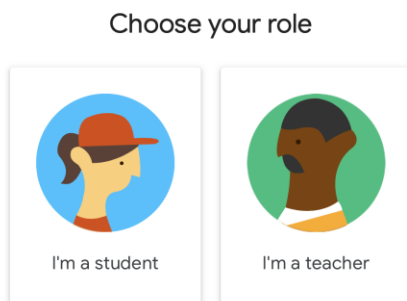


USING GOOGLE CLASSROOM

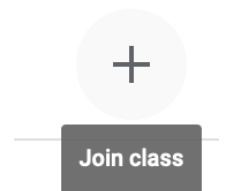
LOGIN

1. Go to classroom.google.com **OR** use the app.
2. Click **Go to Classroom** button if it's the first-time you have logged in.
3. Enter the email and password when prompted.
4. Click **Continue**.
5. Click **I'm a student**. This is the only time it needs to be done, so the correct role needs to be selected.



JOINING THE CLASS

1. Click on the **+** (near the top right of the page) and select **Join class**.



2. Enter the class code and click



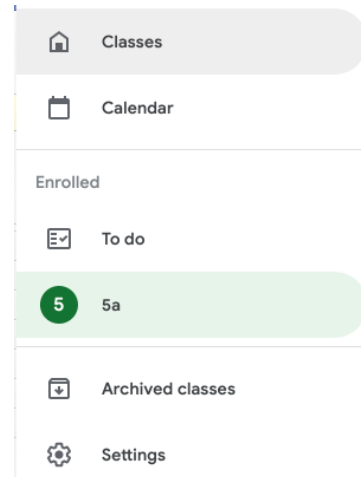
Class code

Ask your teacher for the class code, then enter it here.

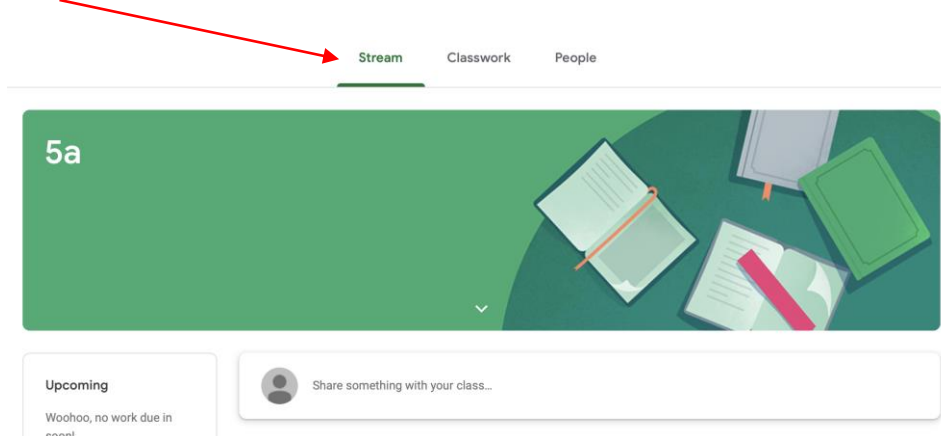
Class code

NAVIGATION – Finding your way around

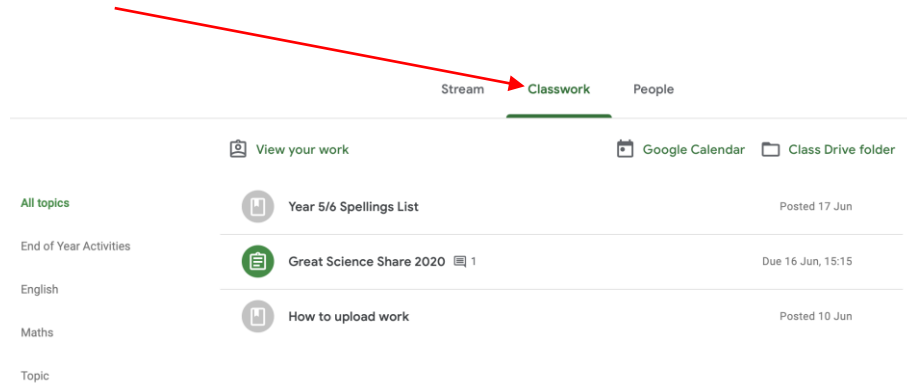
1. **Main Menu** (top left hand of the page):



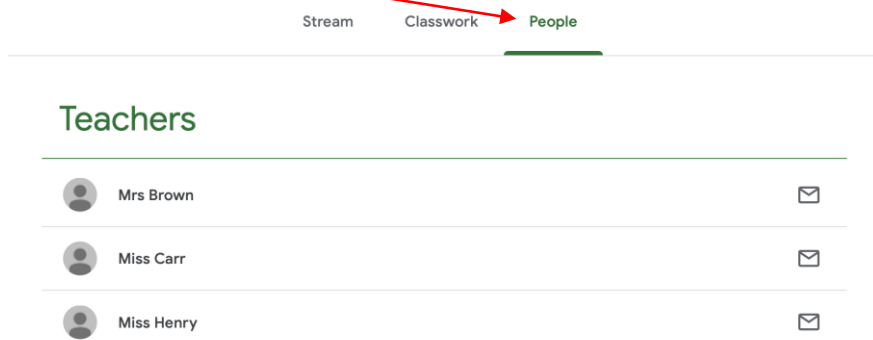
2. **Stream:** announcements, deadlines, comments



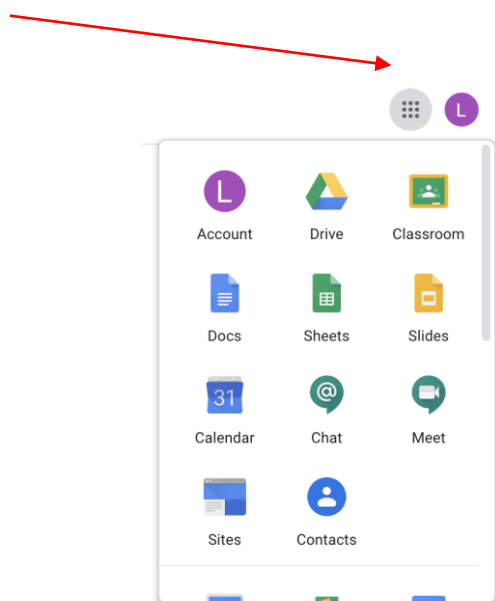
3. **Classwork:** Tasks and resources



4. **People:** Email teachers and others in the class



5. **APPS:** (Top right of the page)



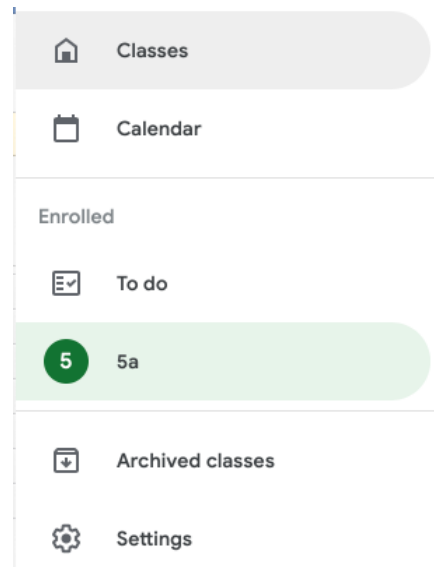
MAIN MENU



Work to be completed 

Your class 

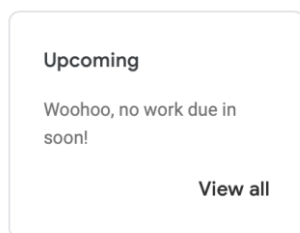
Google Classroom settings. You can Turn on/off notifications 



STREAM

Teacher comments can be found here. You can also post and comment here.

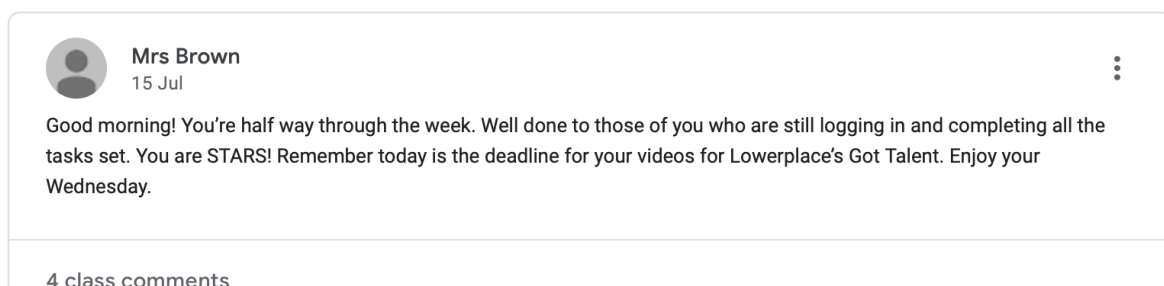
1. Work to be completed will appear in a box on the left.



2. Click in the box to share something with the class. Make sure it is appropriate.



3. Teachers can also post announcements.



4. Teachers also post work to be completed here.

Mrs Brown
25 Jun

Hi again. Just one more thing. I have posted a link to an assembly for you to watch at 11am. Open the link at 11 o'clock and join in. Thank you.

Dinosaurs - Assemblies - ...
<https://classroom.thenational...>

Add class comment...

CLASSWORK

All work and resources are found here.

1. You can look at work, hand in work and to find when work is due.
2. The calendar shows when work is due.
3. This shows all work that has been posted.
4. Work is organised in subject areas. Click on a topic to see all the work for that subject.

4 All topics

End of Year Activities

English

Maths

1 View your work

2 Google Calendar

3 Class Drive folder

1 Year 5/6 Spellings List Posted 17 Jun

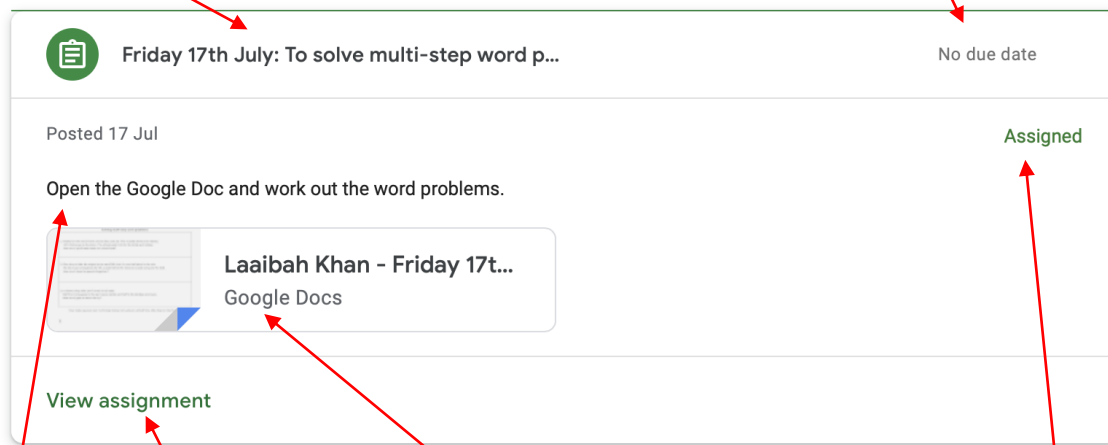
1 Great Science Share 2020 Due 16 Jun, 15:15

1 How to upload work Posted 10 Jun

Work that has been posted will appear on the **Classwork** page.

Date and title of task

Due date



Instructions

Task to be complete

Status of task

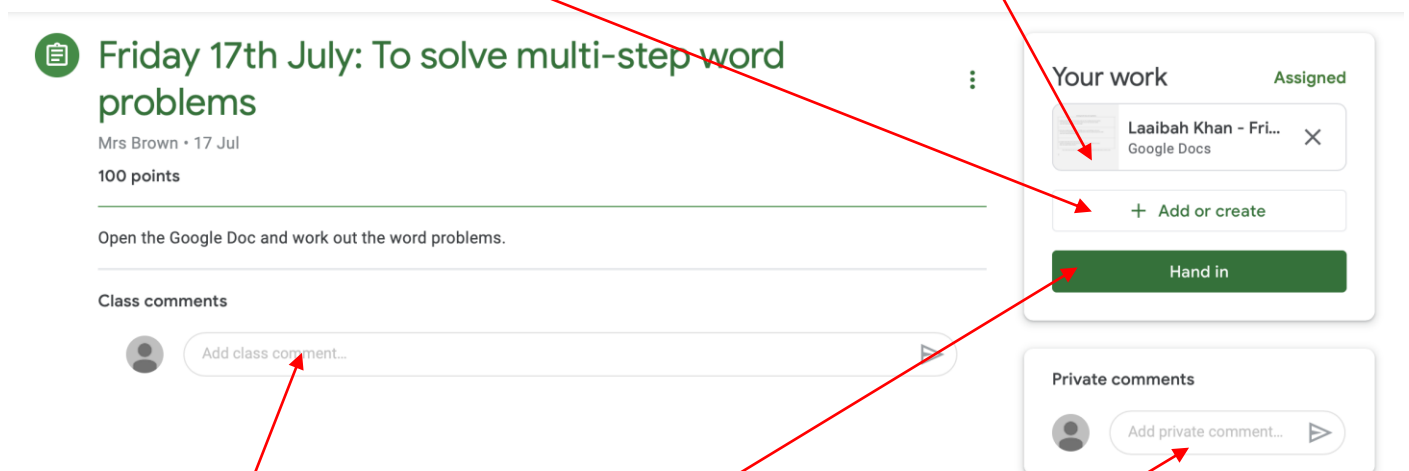
Click here to open the task

WORK PAGE

This page will appear when 'View assignment' from the Classwork page is clicked.

Click this button create or attach new files you have created for the task.

Click here to open the task



Click here to hand in your work

You can write comments here for the whole class to see

Private comments and questions for only the teacher to see

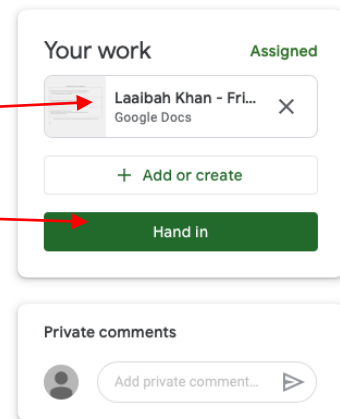
COMPLETING WORK AND HANDING IN WORK

Click on **View Assignment**.

There are three different ways to complete your work, depending on the task:

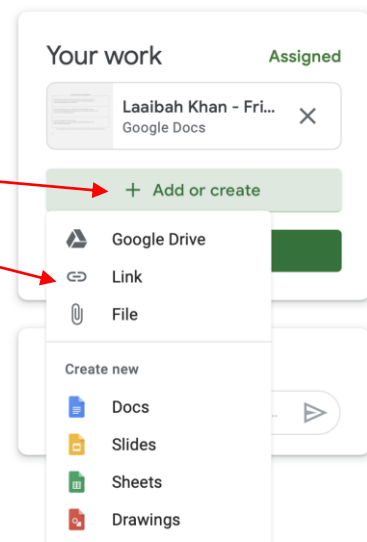
1. Using the file set attached by the teacher:

- Open the attachment.
- Complete the work on the document.
- Click **Hand in**.



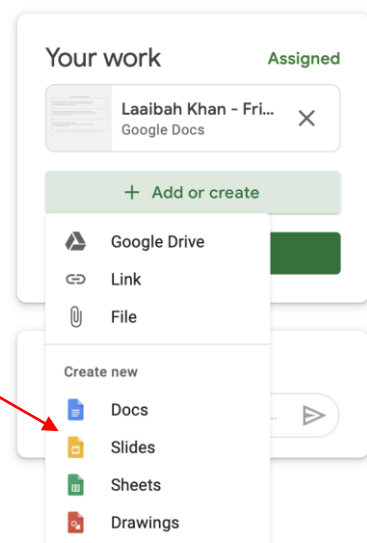
2. Attach a file that has already been created:

- Click **Add or create**.
- Select *Google Drive, Link or File*.
- Choose a file and click **insert/add**.
- Or upload a file by dragging the selected file to the middle of the page.
- Enter or copy and paste the URL for a link. Then click **Add link**.
- Click **Hand in**.

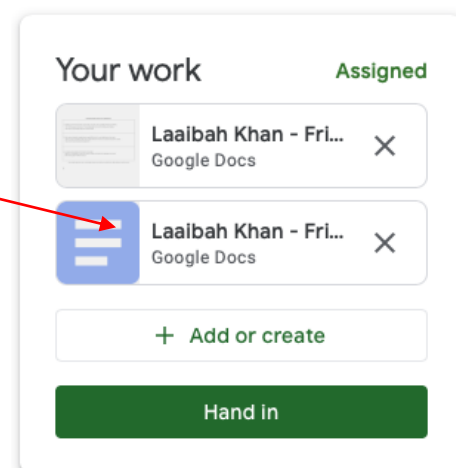


3. To attach and create a new file:

- Click **Add or create** then select **Docs, slides, Sheets or Drawings**.

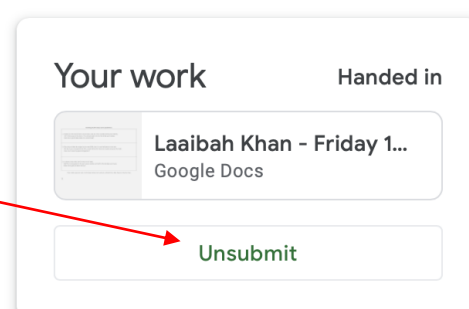


- A new file attaches to your work. This will appear in the box **Your work**.
- Click on the file to open it.
- Enter your information (work) on the file.
- You can create more than one file.
- To remove an attachment/file, click on the **X** next to it.
- Click **Hand in**.

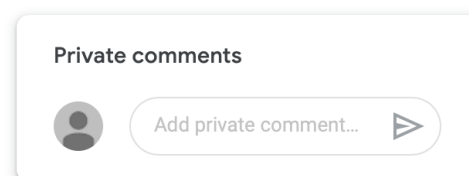


UNSUBMIT A TASK – To get your work back.

After you have handed in a task, you will see the option **Unsubmit**. This means that you can get your work back and make changes to it.



1. Go to the **Classwork** page and click **View Assignment**.
2. Click **Unsubmit** and confirm.
3. Remember to hand it back in by clicking **Hand in** after you have made your changes.



TO DO – see all your work

Click on **To do** to see all your work in one place.



To do

Assigned

Missing

Done

-
1. **Assigned:** You can see all work that needs to be completed.
 2. **Missing:** You can see all work that has not been completed.
 3. **Done:** You can see all the work that you have handed in.