STARTER

- Log on to a computer and check that you have an internet connection

- Check that either Google Chrome or Internet Explorer are working for you

- Any issues, report it to your teacher immediately

- When have you done the above, do not do anything else on the computer

GETTING STARTED WITH GOOGLE CLASSROOM

For Students

BEFORE YOU GET STARTED

You will need to make sure you have the following sorted before we can begin:

- Your google email – this will be in the following format

  - If you have any issues, go and see the teacher – they can give you your email

The year you started this school

Your last name

16jdoe@bremer.waltham.sch.uk

First letter of your first name

The rest of the email (the domain)

- Your password:

  - You will have changed this at some point in the year. Please contact the school if you have any issues logging on

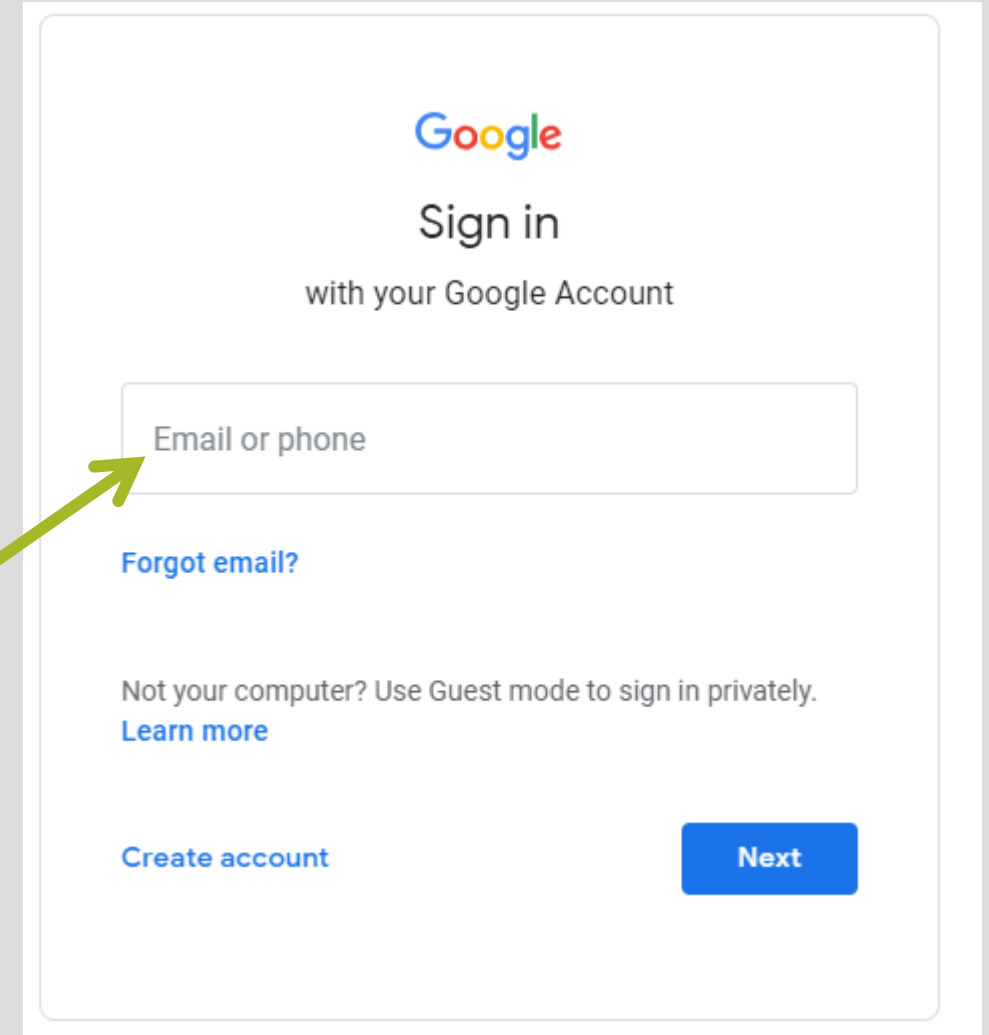(If Google Chrome isn't working, use internet explorer or the other way round)

GETTING ONTO GOOGLE CLASSROOM

Open up Google Chrome (ideally, but if it isn't working, Internet Explorer)

Go to the following website:

www.classroom.google.com
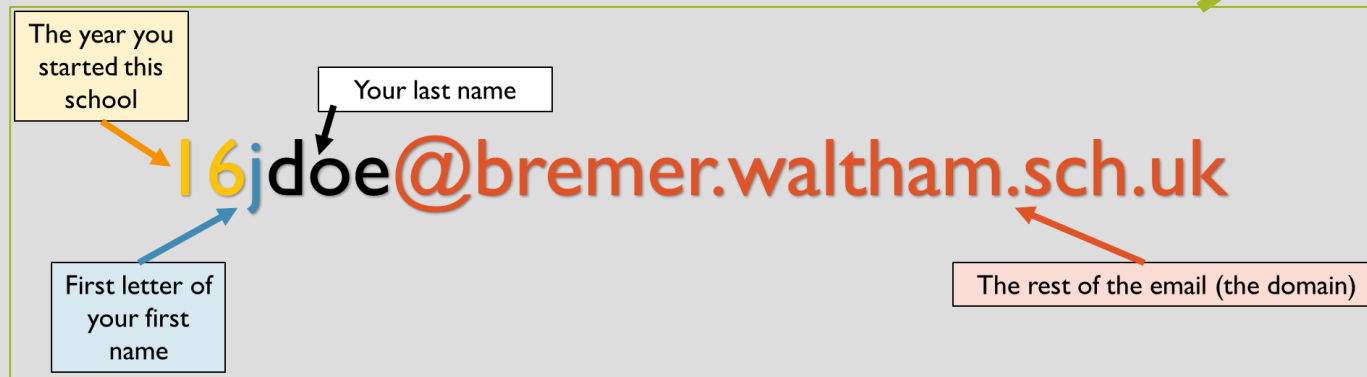
Login with your email and the password

The year you started this school

Your last name

16jdoe@bremer.waltham.sch.uk

First letter of your first name

The rest of the email (the domain)

Google

Sign in

with your Google Account

Email or phone
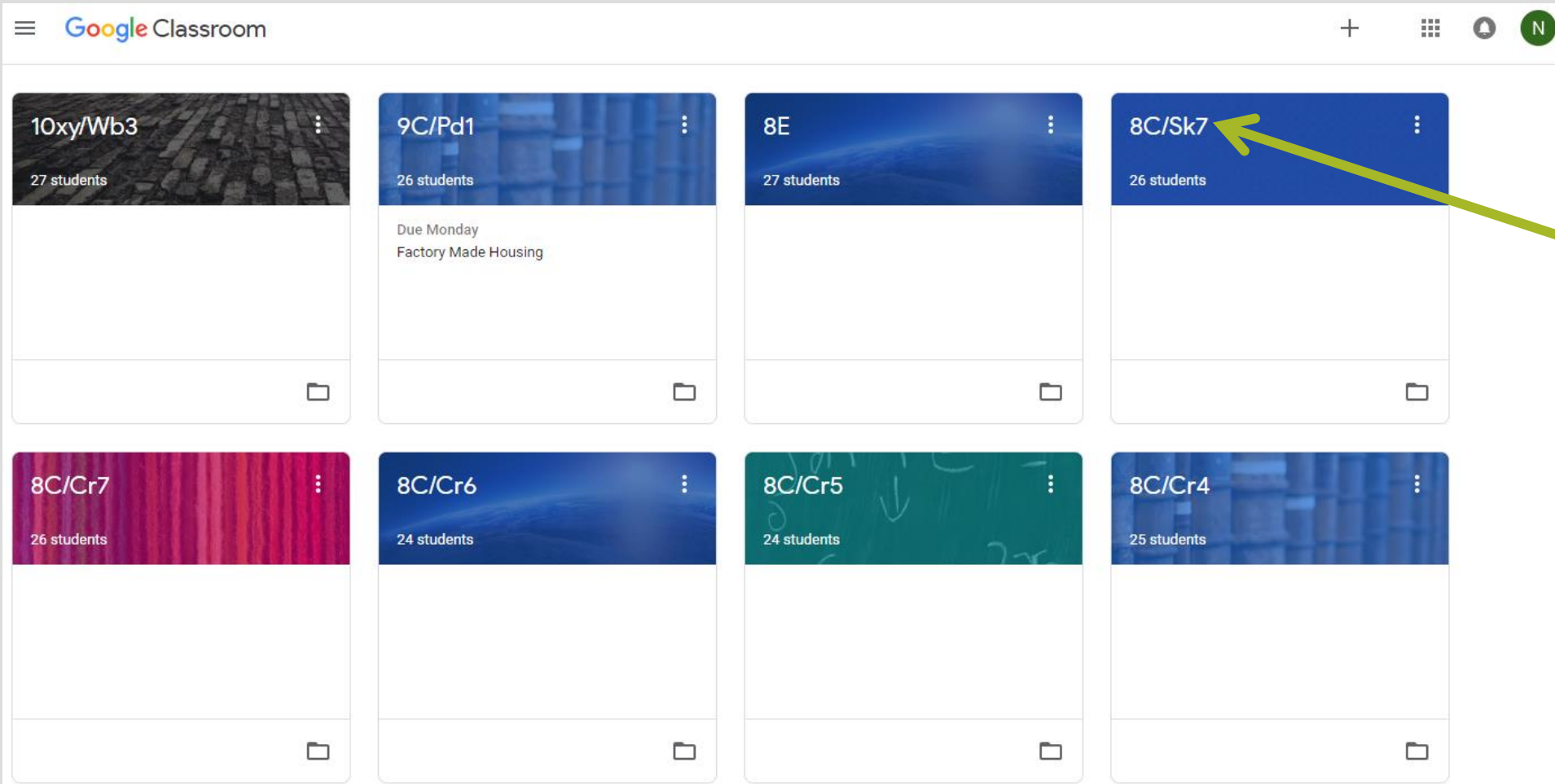
Forgot email?

Not your computer? Use Guest mode to sign in privately. Learn more

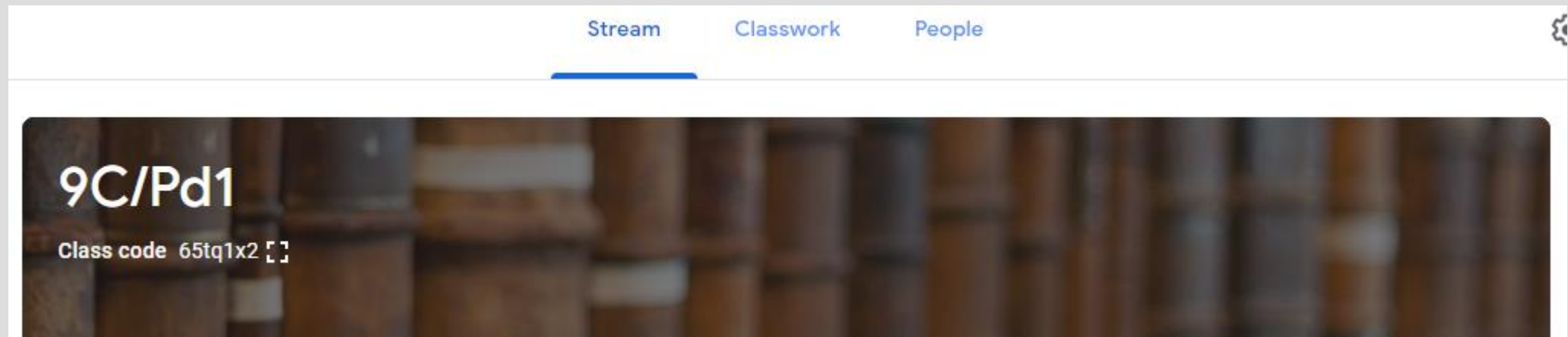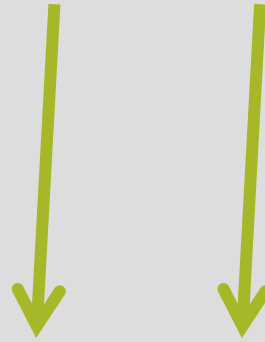Create account

Next

NAVIGATING GOOGLE CLASSROOM

All of your classrooms are shown on this screen

Click on one to access the classroom

NAVIGATING GOOGLE CLASSROOM

This is called the navigation bar

There are two main areas you
need to know

Stream   Classwork   People

9C/Pd1

Class code 65tq1x2

STREAM

The stream is like a news feed for your classroom. You can see posts by your teacher and other students on here.

Your teacher will leave important messages on here as well as anything they might want to share with you related to the topic. This could be news articles or videos, for example.
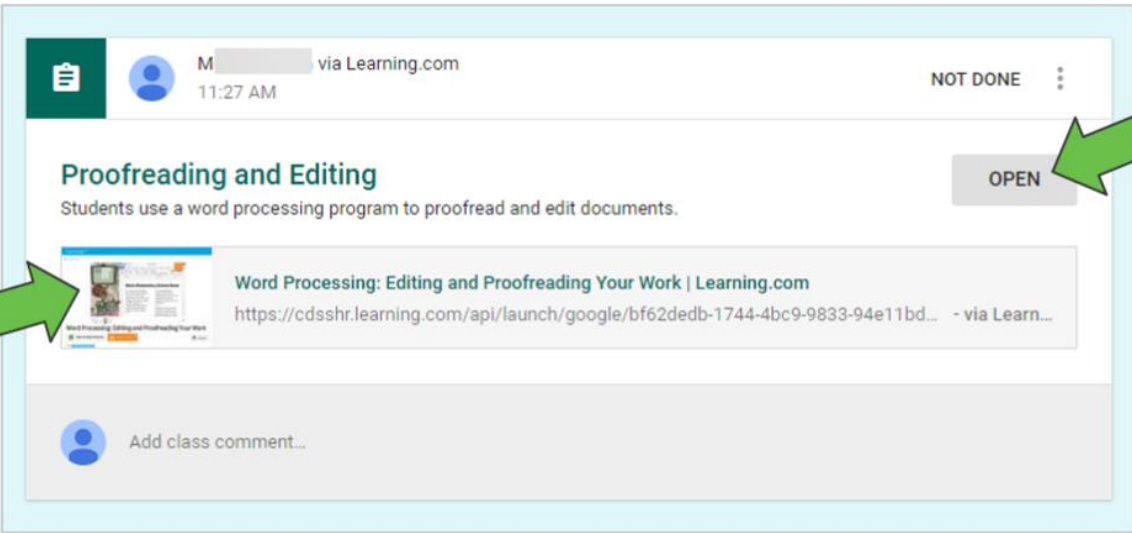
VIEWING CLASSWORK
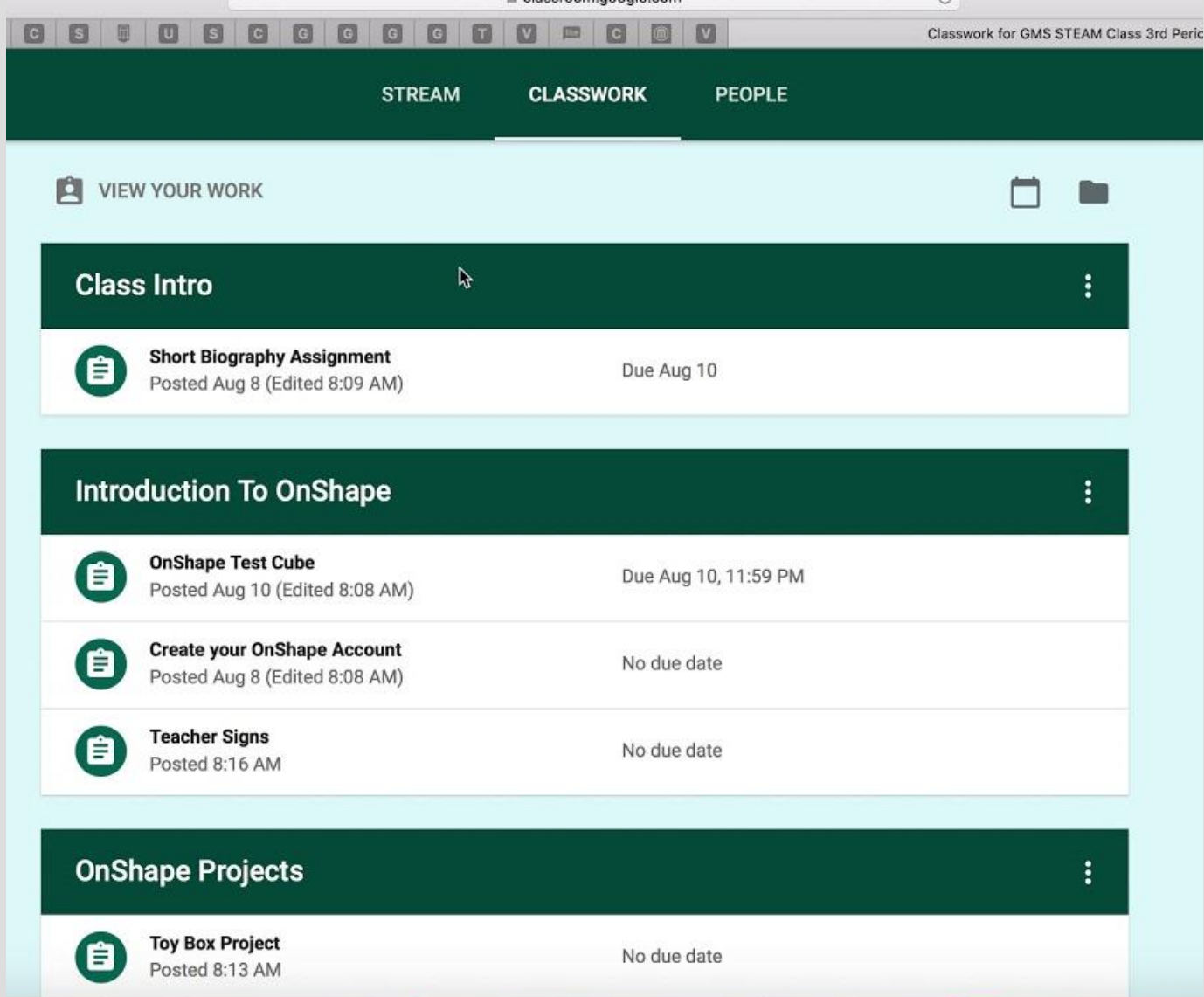
If you click on the classwork tab, you can see all the work your teacher has set.

Click on each one to find out the details of the work and to submit your work online.
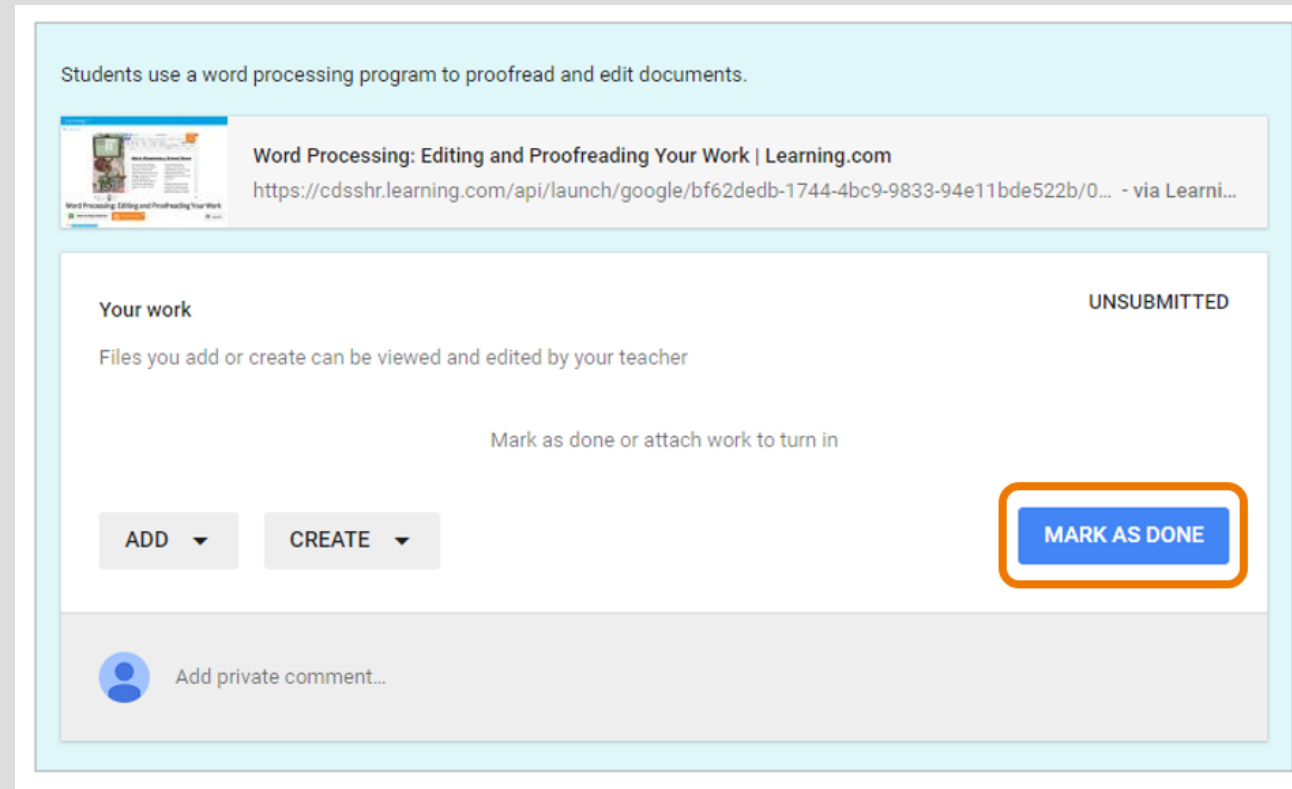
You can also leave a private comment in each task to your teacher.

SUBMIT CLASSWORK ONLINE

Clicking on the classwork tab and then on the assignment allows you to submit work online

Once you've opened an assignment, ('View Assignment') scroll down to see the comment and submission section

SUBMIT CLASSWORK ONLINE

Click on '**Add**' to attach any files or create to use one of the other Google tools to create your work

The page will tell you if your work is missing or late.

Click on '**Turn in**' to submit your work.

If you don't need to submit work online because you've done it on paper or in your book, this button will say '**Mark as done**'. Click on that instead

Click on OPEN

Students use a word processing program to proofread and edit documents.

Word Processing: Editing and Proofreading Your Work | Learning.com
https://cdsshr.learning.com/api/launch/google/bf62dedb-1744-4bc9-9833-94e11bde522b/0... - via Learni...

Your work   UNSUBMITTED

Files you add or create can be viewed and edited by your teacher

Mark as done or attach work to turn in
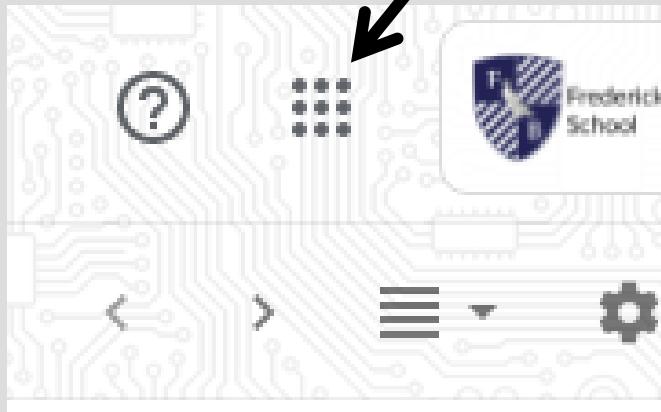
ADD ▾   CREATE ▾   MARK AS DONE

Add private comment...

THE G SUITE TOOLS

You can use any of the G Suite Tools (things that can help you with your learning) by clicking on the ==Google Waffle== icon in the top right corner.

GOOGLE DRIVE

This is a fantastic tool that you can use for saving your work! It saves it on the **cloud**, which means you can open it at home and do you work at home as well.

You don't need to use a USB stick anymore!
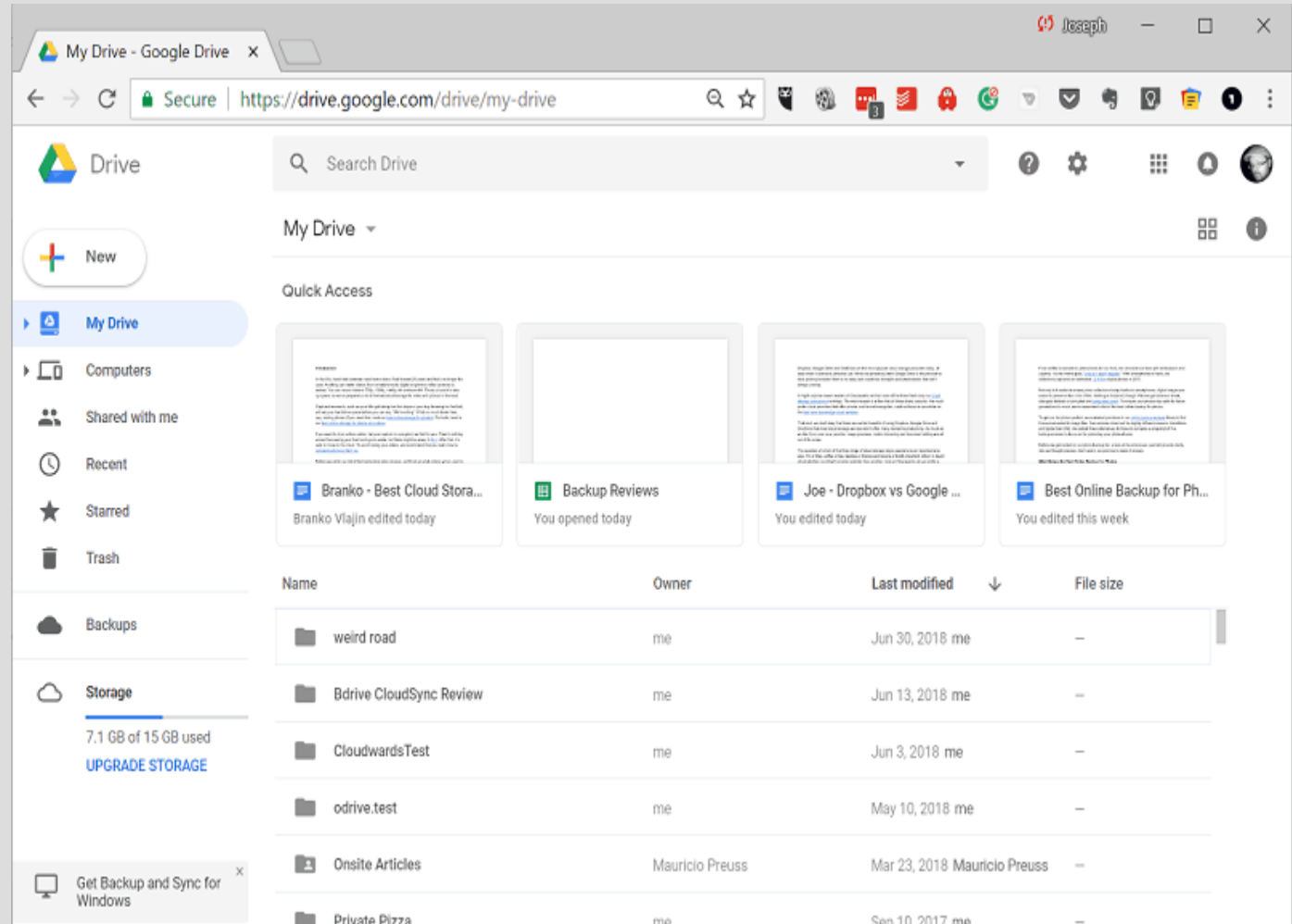
ADDING FILES AND FOLDERS

It works just like the shared area, but online.

Click on '**NEW**' to add new folders and to upload any files to the Drive