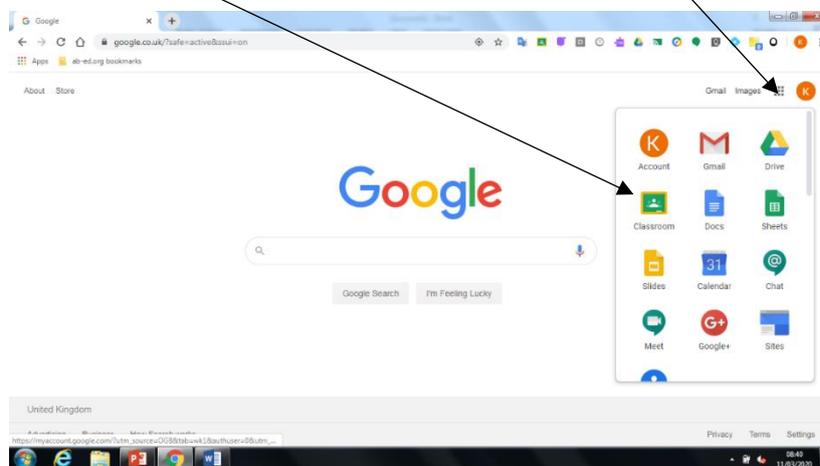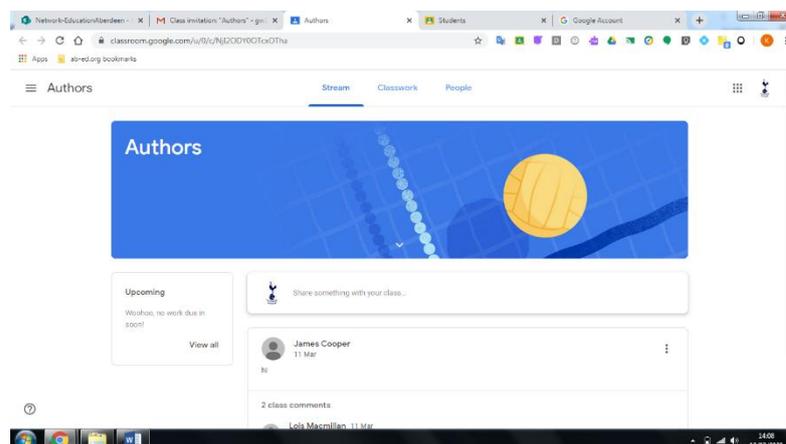# Accessing Google Classroom

Most of our pupils are part of a Google Classroom. You can access this by logging in to their Google account with the login provided by the class teacher. If you need help with this: https://vimeo.com/398538912
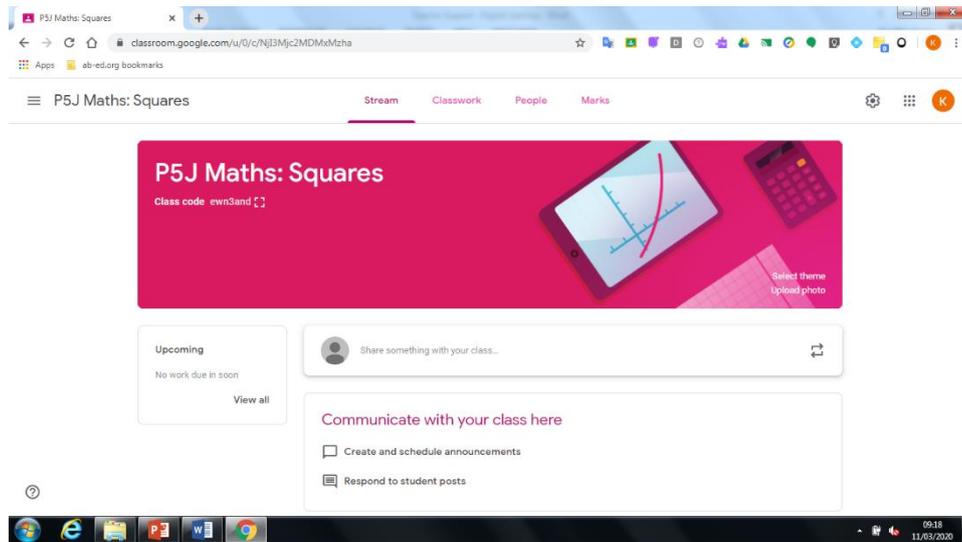
To access Google Classroom

1. Go to Google homepage and click on the waffle (9 dots).
2. Click on Google Classroom icon.

3. If pupils haven't previously joined their class they will see an invite to join.
4. Once you see this screen, click on the '+' sign in the top right corner of webpage. Then 'Join class.'
5. After, you have clicked join, you should automatically be taken to the homepage of that classroom (which looks like below).
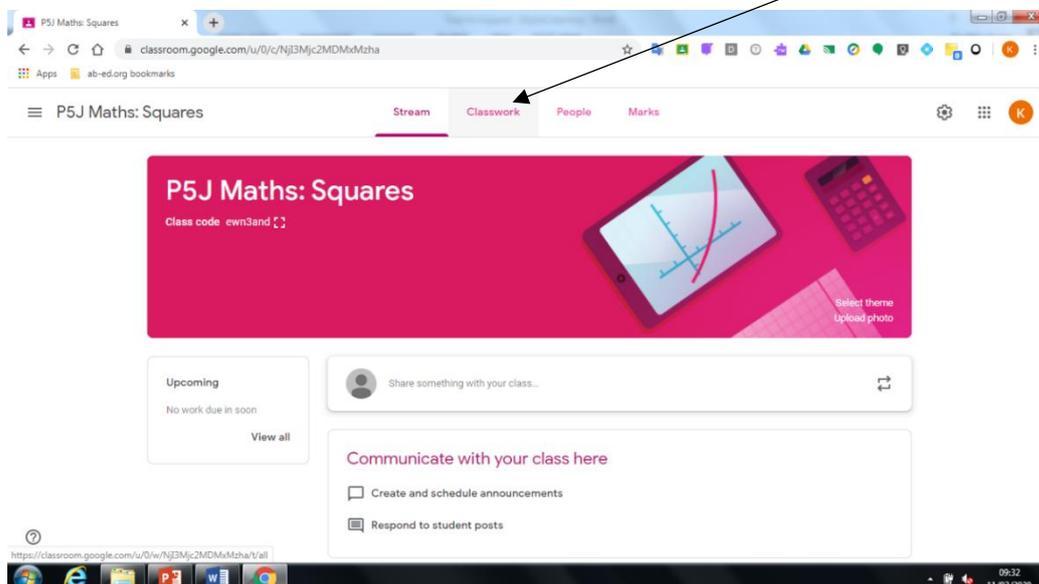
6. This is where you will access the work given to you by teachers. The 'Stream' is your class' homepage which you can use to see work that has been assigned and to ask your teacher questions:
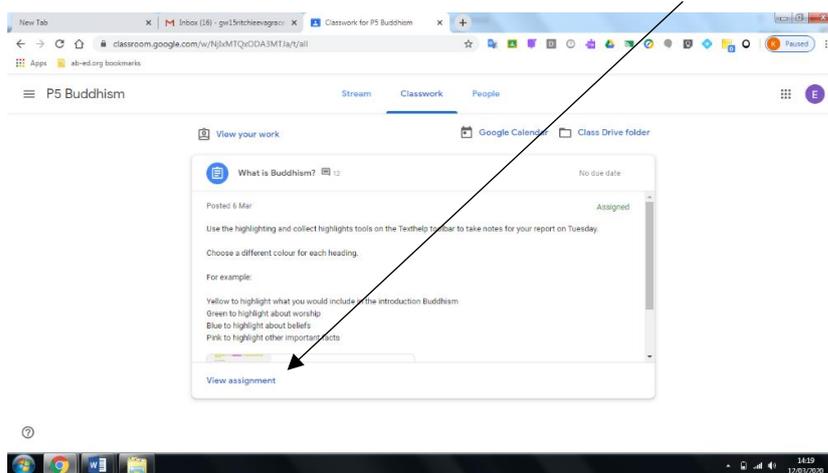

NOTE: if you are accessing Google Classroom from a mobile device, the tabs for Stream, Classwork and People might appear in a different place. You should be able to access the class that your child has been added to, within the homescreen of the app.
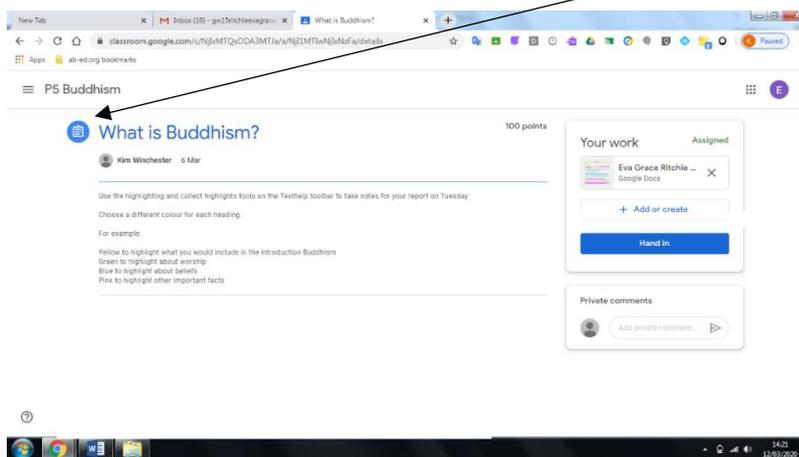
Accessing Google Assignments

1. Go into the Google Classroom using the waffle.
2. Click on the Classroom that you will be completing the assignment for.
3. When the Classroom homepage/Stream appears, you can check the stream for your assignments or alternatively click on the 'Classwork' tab along the top.
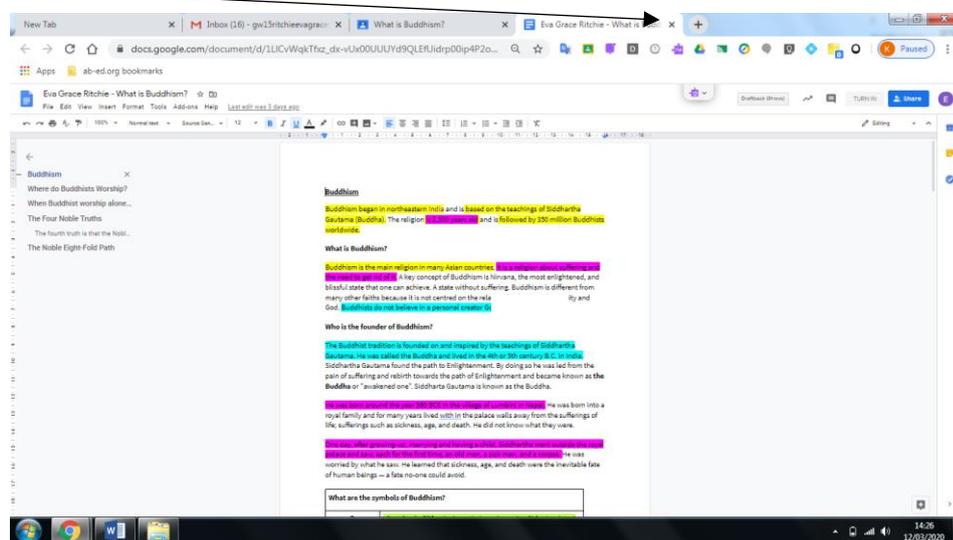
4. Then you will see assignments that have been posted. Select the assignment to work on and click on 'View assignment.'
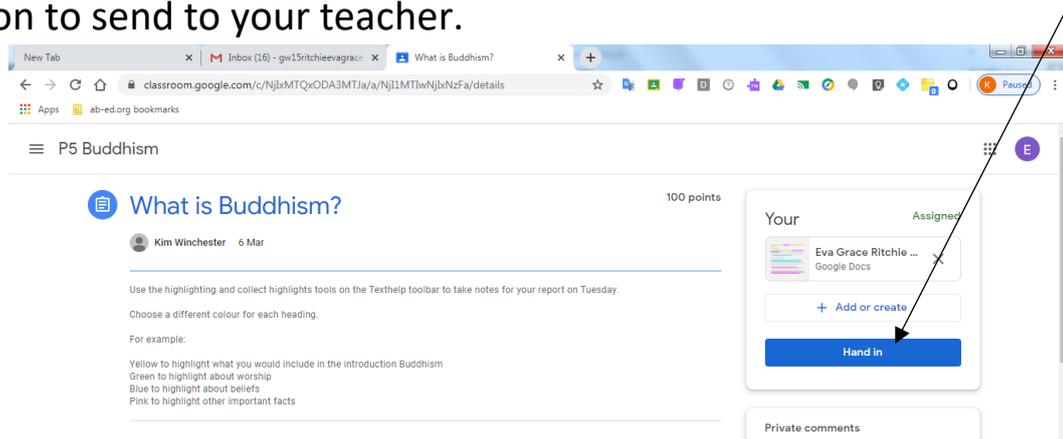

5. Then you will see this screen, which shows the full details/instructions of the assignment. Click on the document which has been assigned and it will open in a new window ready for you to work on.

6. Once you have completed, you can close the tab using the cross (you do not need to save each document as it will automatically be saved in your drive)
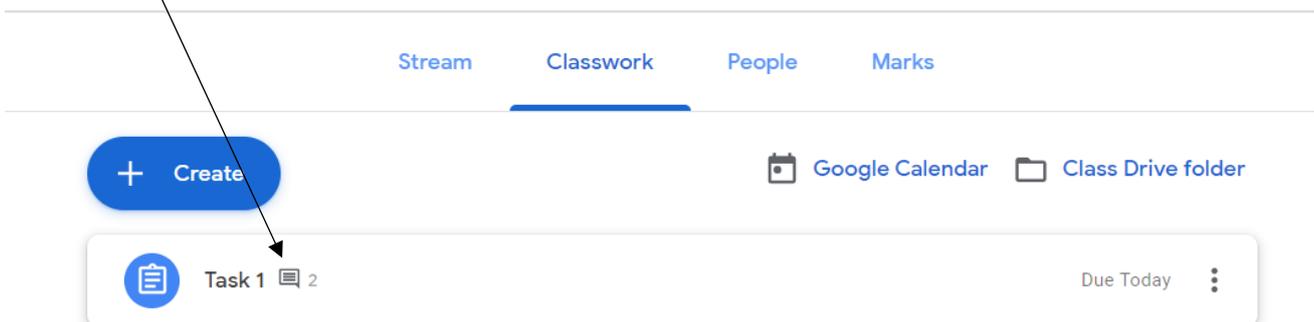
7. You will be taken back to the page shown below then click on the 'Hand in' button to send to your teacher.

8. Most of your main assignments will be given in this format.
9. **Please make sure you check the 'Stream' of your classrooms daily too as teachers may post links for websites to use in research tasks or links to games that can be played.**

Teachers will give feedback on completed assignments. Pupils will see a speech bubble next to the completed task showing that they have received a score or comment.

NOTE: if you are accessing Google Classroom from a mobile device:

1. **You will be able to access assignments by clicking on the 'Classwork' tab. Here you will see what work has been set and the instructions given.**
2. **To find your task to complete, slide up in direction of the arrow 'Your Work' then click on the document.**
3. **Click on the box with the arrow (top right) this will take you to the appropriate application to edit the document.**
4. **Click on the tick in the top left once completed.**
5. **Exit the document using the cross in top left corner (do not worry about saving as it is done automatically).**
6. **Click on 'Hand In' within the classroom.**