



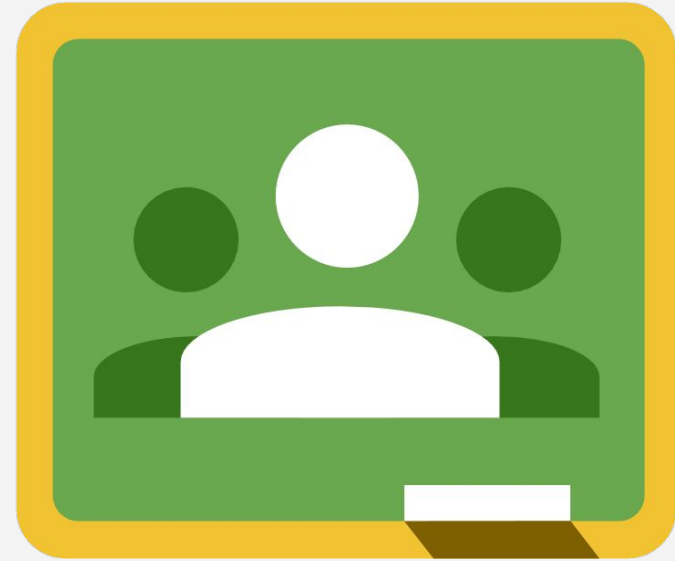
# **GOOGLE CLASSROOM**

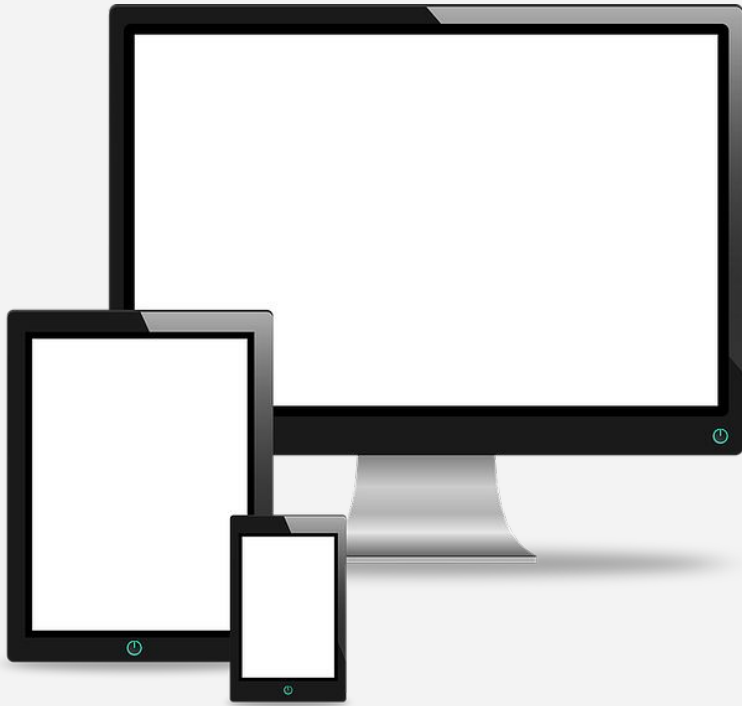
**'HOW TO' GUIDE**

Google Classroom is used by teachers to support learning in and out of school.

Teachers can share useful learning resources with pupils and parents, post assignments to be completed or quizzes to fill in.

You can access Google Classroom on any device with internet.





All KS2 children have been issued a login and password that is unique to them.

These details are regularly shared with them to ensure they can access their digital classroom.

If you cannot find your child's details, please speak with their class teacher.

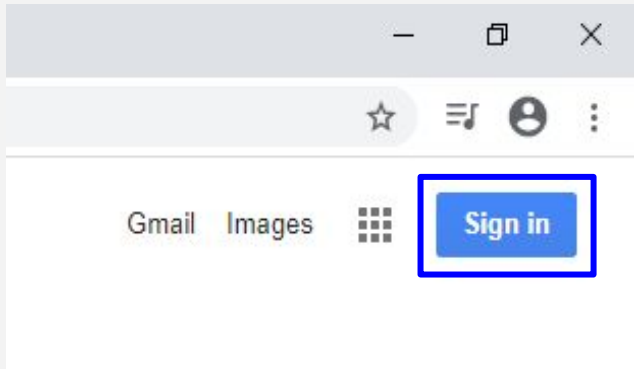
**LOGGING IN:**

**1.**



Either use Google  
Chrome, or  
search for **Google**  
on a web  
browser.

# 2.



Look at the top right hand corner of the screen. Click on 'Sign in'.

# 3.

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#)

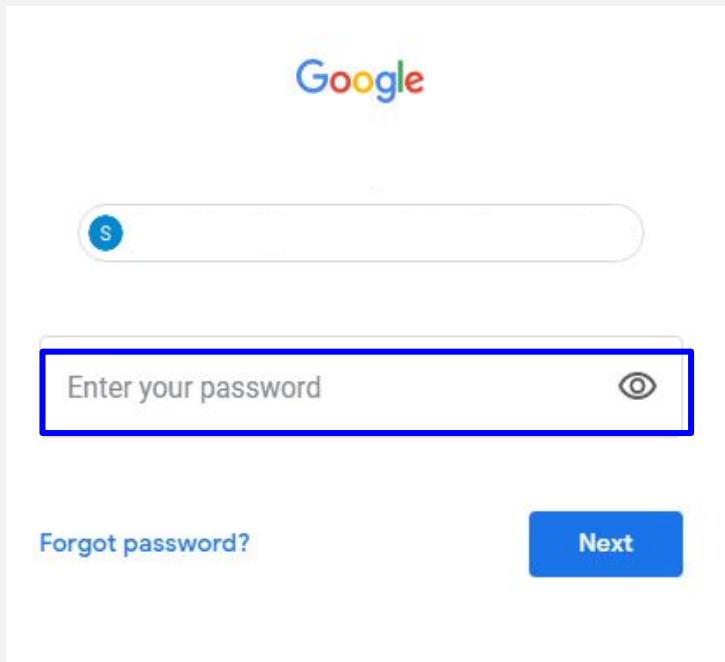
Next

Enter your email  
address.

\_\_\_\_\_ [@gbprimary.co.uk](#)

Click 'Next'.

# 4.



Enter your  
password.

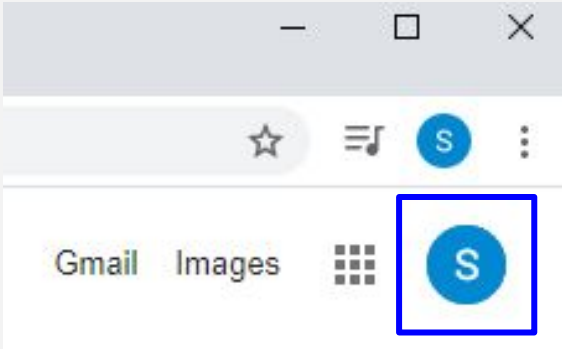
**g00g13.** \_\_\_\_\_

Click 'Next'.

# 5.

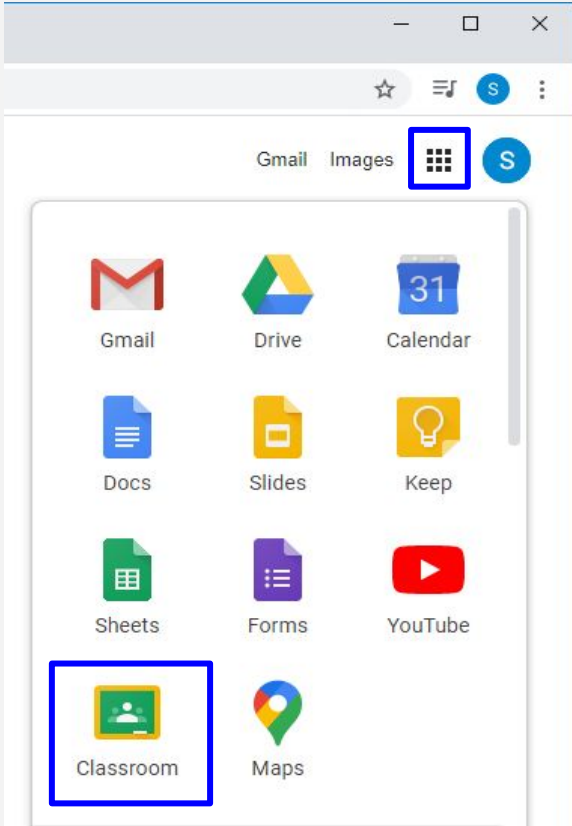
You will now see  
you are signed in.

It may be a letter or  
an image.



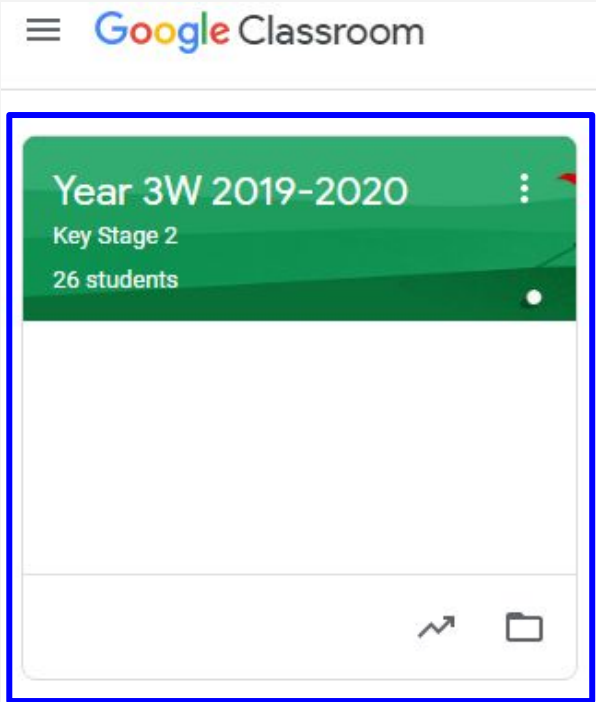


# 6.



Press on the **grid** icon.

Select **Google Classroom**. You may need to scroll to find the icon.



You will now see  
the classes you are  
a part of.

Press on the **class**.

# WHAT YOU SEE :

Year 3W 2019-2020  
Key Stage 2

Stream Classwork People

Year 3W 2019-2020  
Key Stage 2

Upcoming

Woohoo, no work due in soon!

View all

Richard Dowling  
13 Jan

Dear parents/carers,

1. Menu of Classes
2. Current class being viewed
3. Announcements page
4. Assignments set by teachers
5. Teachers/pupils in the class
6. Grid icon to access other Google apps
7. Your account
8. Upcoming assignments due
9. Stream of updates from your teacher

**2**  View your work

**3**  Google Calendar  Class Drive folder

All topics **4**


 Pupil Voice: Environments

No due date ⋮

Maths

**5** Maths

⋮

**6**  Y3 Addition and Subtraction Assessment of ...

**7** Due 11 Dec 2019 ⋮

Posted 10 Dec 2019

**8** Missing

Complete this quiz. For any questions you are stuck on, input '1' and return to these later.

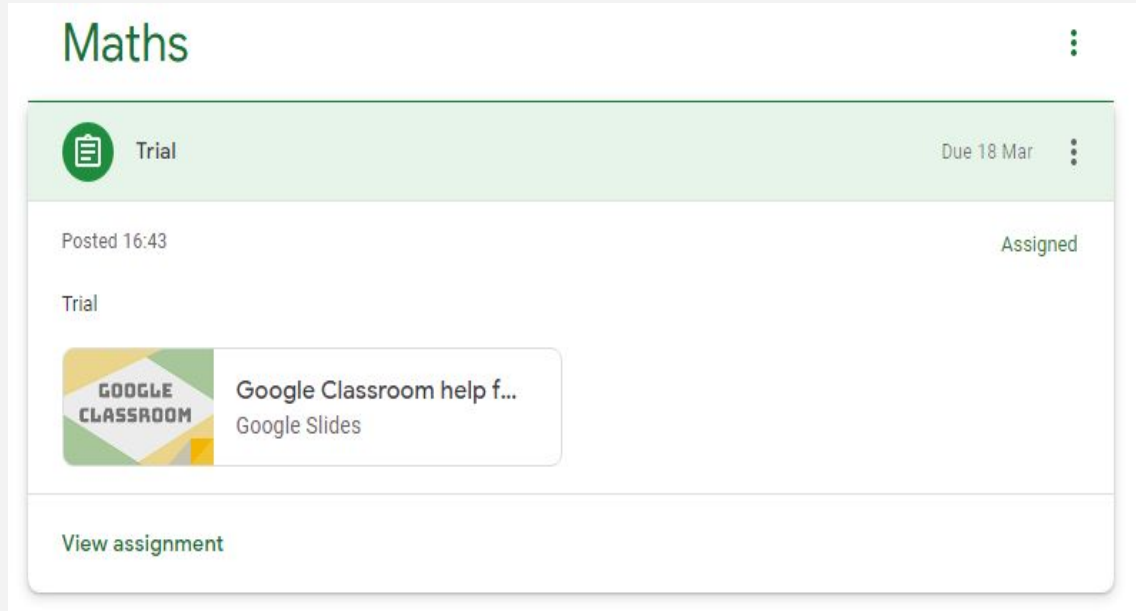
**9**  Addition and Subtraction  
Google Forms

**10** View assignment

- |  |                         |                              |
|--|-------------------------|------------------------------|
| 1. Classwork tab                               | 4. All Topics available | 8. Assignment status         |
| 2. View your work/files                        | 5. Topic heading        | 9. Attached files/links      |
| 3. See assignment due dates on Google Calendar | 6. Assignment heading   | 10. Click to view assignment |
|  | 7. Assignment due date  |                              |

# HOW TO SUBMIT COMPLETED WORK :

Select  
'View  
assignment'.



The screenshot shows a Google Classroom interface. At the top, the subject 'Maths' is displayed in green. Below it is an assignment card for 'Trial' with a due date of 'Due 18 Mar'. The card includes a 'Posted 16:43' timestamp and an 'Assigned' status. A link to 'Google Classroom help f...' is provided, with 'Google Slides' listed below it. At the bottom of the card, there is a 'View assignment' button.

# HOW TO SUBMIT COMPLETED WORK :

Press on the  
file or link to  
view it.

Year 3W 2019-2020  
Key Stage 2


Due 18 Mar

## Trial

Sophie Medhurst 16:43

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Trial

 Google Classroom help for p...  
Google Slides

Class comments

# HOW TO SUBMIT COMPLETED WORK :

The screenshot shows a Google Classroom interface. At the top, it displays 'Year 3W 2019-2020' and 'Key Stage 2'. The assignment is titled 'Trial' and is due on '18 Mar'. It was assigned by 'Sophie Medhurst' at '16:43'. Below the assignment title, there is a link to 'Google Classroom help for p... Google Slides'. The 'Your work' section is highlighted with a blue box, showing a '+ Add or create' button and a 'Mark as Done' button. A dropdown menu is open from the '+ Add or create' button, listing options: 'Google Drive', 'Link', 'File', 'Create new', 'Docs', 'Slides', 'Sheets', and 'Drawings'. The 'Class comments' section is visible at the bottom.

Select **'Add or create'**.

You can choose from a range of options to upload your work (Docs, Slides, Sheets or an image.)

# HOW TO SUBMIT COMPLETED WORK :

The screenshot shows a Google Classroom interface. At the top left, it says 'Year 3W 2019-2020' and 'Key Stage 2'. The assignment is titled 'Trial' and is due on '18 Mar'. It was assigned by 'Sophie Medhurst' at '16:43'. Below the assignment title, there is a link for 'Google Classroom help for p... Google Slides'. On the right side, under the heading 'Your work', there is a list of submitted work. One item is 'Angel Wright - Trial Google Docs'. Below this list are two buttons: '+ Add or create' and 'Hand in', both of which are highlighted with a blue border in the image.

You can ‘[Add or create](#)’ multiple pieces of work.  
When you are finished, select ‘[Hand In](#)’.