



Google Classroom



Access Instructions Laptops and Desktops

Opening Google Classroom



We would recommend using **Chrome** as your browser as it allows better file access for classroom.

Google **GOOGLE CLASSROOM**, and the first result will be the right link.



Whilst in Google check in the top right corner that you are either signed in as your school account, or at least that you are not signed in to your personal google accounts (for Gmail etc.)

When you then click on the hub link (above) you will be asked to log in to the school systems. Please ensure you use your **email address**, not just your username in the format:

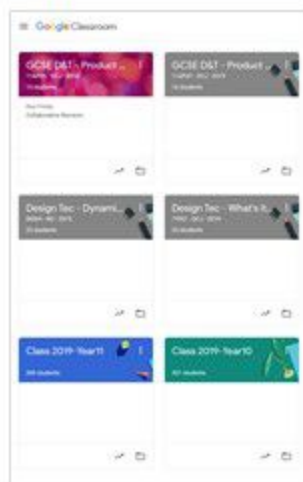
19smithj@hambleton.fact.org.uk

Your password is your normal school network password.

You will now have access to all the school online resources without needing to sign in to each.

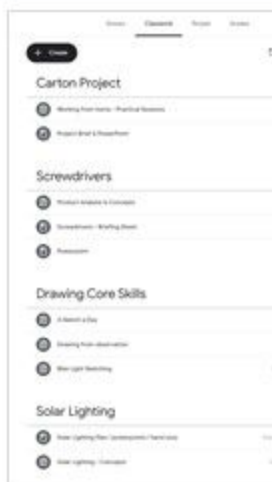
To access Google Classroom click on the link above, and it will take you to your class page.

Using Google Classroom



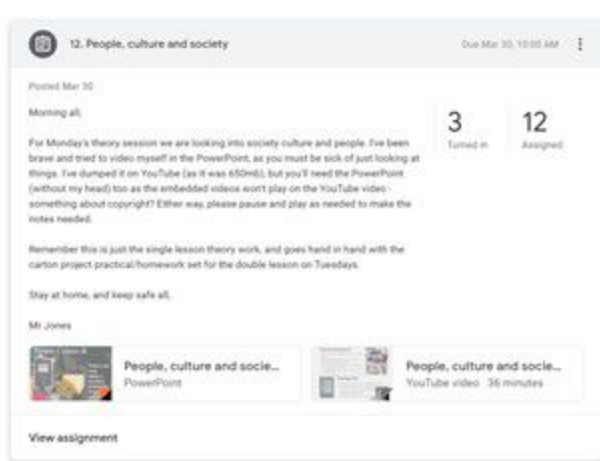
Your home screen will automatically show all of your classes, with imminently due tasks popping up under the class.

You will also see any other classes set up for clubs and teams you may be involved in.



Inside a class.
Stream – Will show you a feed of comments, materials and tasks.

Classwork – Will show you each assignment categorised by topics. You will see all work set, including past assignments and course materials.



When you click on any task/materials you will then see the full instructions along with additional files and links. You will also see a due date and how many marks the work is worth (if the teacher has set some). You initially get a preview, but you need to click again to access the submission page.



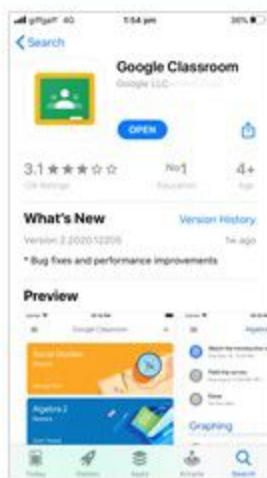
Remember to **Turn In** or **Mark As Done** each task so that your teacher knows it's complete.



Access Instructions

Mobile Devices

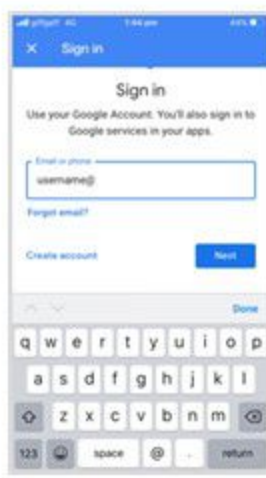
Installing the app



You can download Google Classroom from the app store (Apple/Android) for free. It even works on a Kindle.

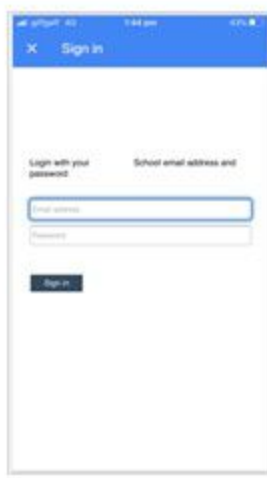


You must ensure that you sign in with **YOUR SCHOOL EMAIL ADDRESS**, not a personal Gmail address.



Your email for school would be in this format:

19j.smith@pupils.yourschool.org.uk

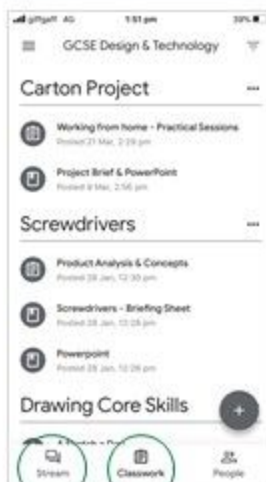


Once signed in, you will be redirected to the school, and will be asked for your email address again, and also your school password.

Using Google Classroom



Your home screen will automatically show all of your classes, with imminently due tasks popping up under the class



Inside a class.
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When you click on any task/materials you will then see the full instructions along with additional files and links. You will also see a due date and how many marks the work is worth (if the teacher has set some).



A useful way of keeping abreast of work due is by clicking on **To do** on the side menu, which will summarise all tasks yet to be marked as done.



Remember to **Turn In** or **Mark As Done** each task so that your teacher knows it's complete.

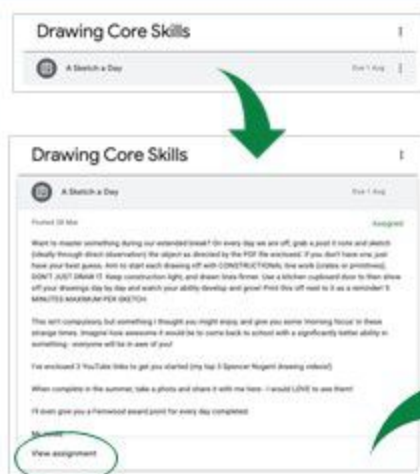


Google Classroom Help

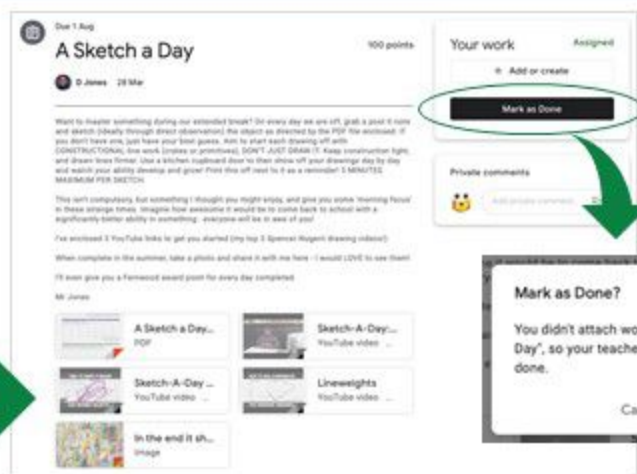
Mark as Done / Handing in work

Google Classroom

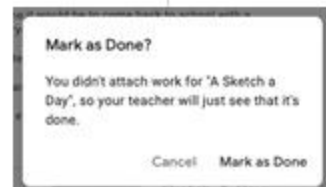
Mark as Done



You can find your assignments (work to do) either from the stream or the classwork tab. Click on them once to get a preview, or click the 'View assignment' button to then enter into the full assignment, and see any resources.

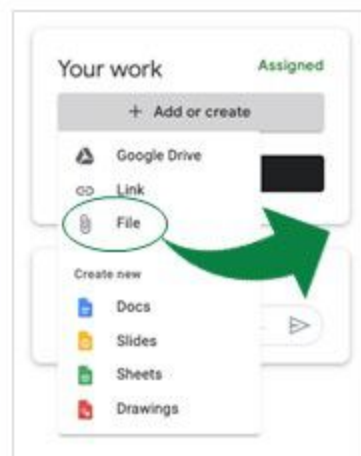


If the assignment will result in work that you hand in physically, or it is work that will not produce anything tangible (i.e. directed reading), just click 'Mark as Done' and the assignment will disappear from the to do list, and will not feature on the parental emails as being incomplete.



Google will double check you meant to press the button.

Uploading files



On a laptop / desktop:

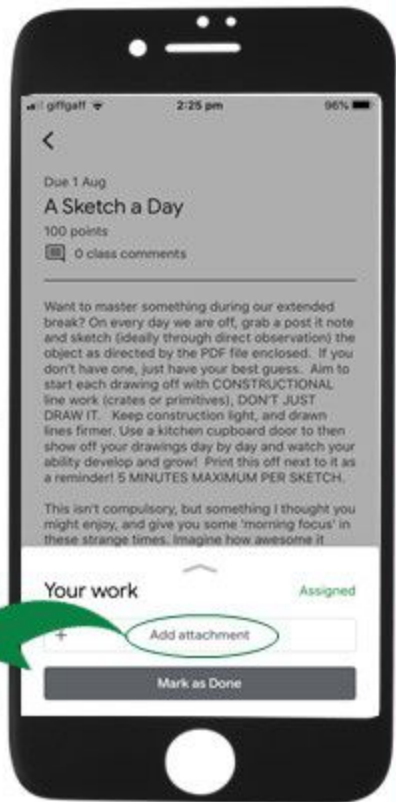
Click on + Add or create on the assignment screen and you can either create a new file via google docs (similar to Word/PowerPoint/Excel), or upload a file that is already on your computer through the File option (paperclip).

On a mobile device:

Swipe up / pressthe foot of the screen, and the same options appear. On a mobile device you will also be able to use the camera to instantly photograph and submit work.



When using the file upload function we recommend using Google Chrome as your internet browser as it tends to work more reliably.



If you need help with a task, firstly get someone else to read through the instructions and check to see if they understand. If not, please speak to another child in the class to see if they can help. If all else fails and you need to communicate with your busy teachers, please use their email addresses rather than the private comment function within Google Classroom. Staff will check their emails far more regularly. Their email addresses can be found in the directory (press To: in your email), in the format j.smith@schoolemailaddress.co.uk