

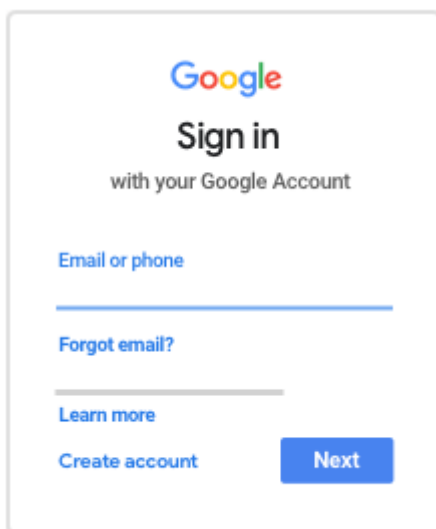
Getting started on Google Classroom

Step 1:

Go to classroom.google.com and click **Go to Classroom**.

Step 2:

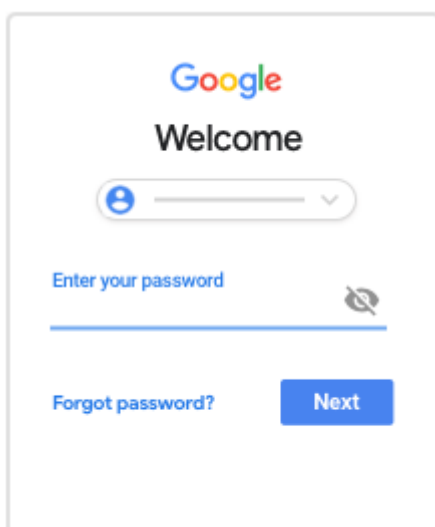
Enter the **student's username** (usually a letter and number combination denoting their year, this will be provided to you) followed by @longbenton.org.uk. I.E g5fakename@longbenton.org.uk



The image shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in with your Google Account". Below this is a text input field labeled "Email or phone". Underneath the input field are three links: "Forgot email?", "Learn more", and "Create account". To the right of the "Create account" link is a blue button labeled "Next".

Then

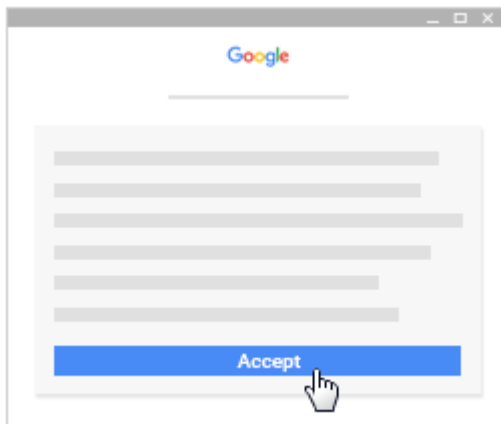
Enter the password. To start with, the student's password is **password**, once this has been put in it will automatically prompt you to set a new password. Please write this down!



The image shows the Google welcome screen. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu with a person icon and a downward arrow. Underneath is a text input field labeled "Enter your password" with a password visibility icon (an eye with a slash) to its right. At the bottom left is a link "Forgot password?" and at the bottom right is a blue button labeled "Next".

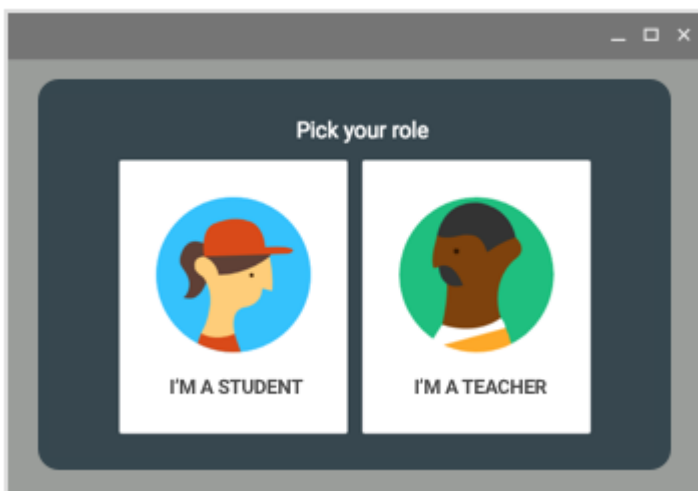
Step 3:

There is usually a welcome message of some kind, click accept



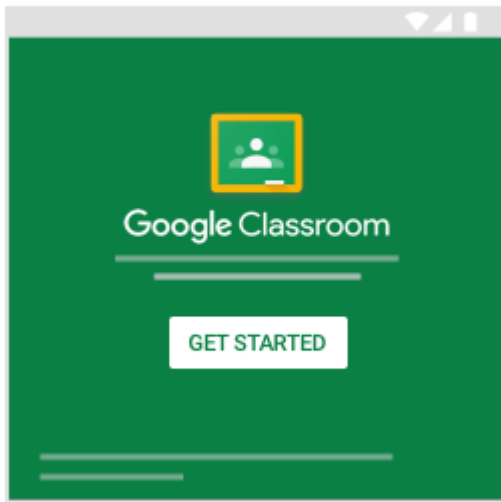
Step 4:

It will give you the option of being a “student” or a “teacher”, click “student”.



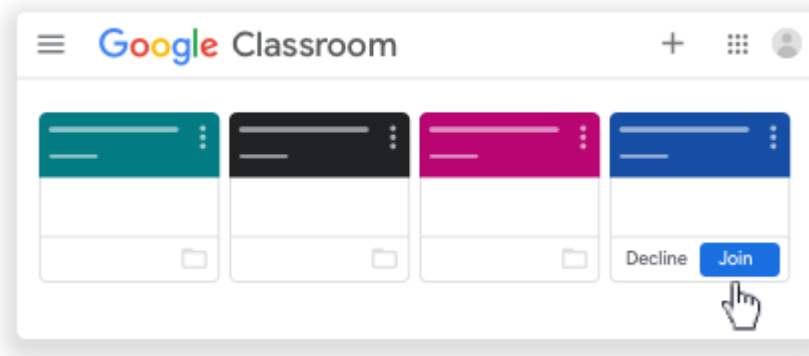
Then

If it gives you the option, click Get Started to the below message



Step 5:

The student's teachers and learning support staff should have set up "classrooms" which are individual to the student. These can either relate to subjects and teachers or be linked to a support staff member who can provide assistance. Join these



If there is an issue with Google Classrooms, such as forgotten password or you are generally unsure of how to do something. Please feel free to contact the Longbenton High School IT support team by e-mail: aw@longbenton.org.uk