This is a basic guide to Google classroom. For a comprehensive guide, check out the help section on the google support website here

Accessing Google Classroom

Open your Internet browser (Google Chrome works best!)

Go to: smartlogin.realsmart.co.uk and choose your school to get started.

Usernames are in the format: sv11jsmith

Use the table below to see what your prefix is. Don't use any symbols - For example, Emma O'Grady-Smith in Y7 will be: SV13EOGradySmith

If you don't know what your password is, it could be: password

If you are still not sure what your username/password is, ask your teacher.

At the home page you can select Classroom.

Year	Google Prefix
Y5	sv15
Y6	sv14
Y7	sv13
Y8	sv12
Y9	sv11
Y10	sv10
Y11	sv09
Y12	sv08
Y13	sv07
Y14 (resit)	sv06

Join a Classroom

Most of the time, your classes will already be set up for you! Your classes will appear on your homepage and all you have to do is click on it to access each classroom.

Sometimes you might need to join an extra classroom. If you do, click the Plus button on the classroom homepage and choose 'Join Class'. Your teacher will give you a code to type in.

Using the Classroom

The classroom is split into 3 sections: Stream, Classwork and People.

Stream

Stream is the homepage of a classroom. When your teacher shares something like classwork or a message, it will appear here.

Classwork

- Classwork is where you can see the work your teacher has set. You can answer questions and see when work is due (if your teacher has set a due date). When you have completed an assignment or viewed material, the box will be greyed out.
- Here, I can see that my teacher has set an assignment. I can see that it needs to be returned by the 25th March at 11:00.

- If I click on the assignment, I can then click on 'view assignment' to take me to the work.

- From here, I can see the instructions and anything that has been attached to help me (like this website link). I can also send a private comment to my teacher (right side) in case I'm stuck or have any questions about the assignment.
- Under 'Your work' there is a file with my name on. Click it to start doing your work.

Due 25 Mar, 11:00

What makes a tiger good at hunting?

100 points

Matty Kiddell   11:47

Use this google doc to write a paragraph about why a tiger is good at hunting its prey. Use the attached website link to help with your research.

Tiger Predators - Tiger Facts...
https://www.tigers-world.com/tig...

Class comments

Add class comment...

Your work   Assigned

Test Student - Wh...
Google Docs   ✕

+ Add or create

Hand in

Private comments

Add private comment...

- I can use this template to do my work. When I'm happy with it, I need to click 'Turn in' at the top right corner.

Test Student - What makes a tiger good at hunting?   ☆ ▣

File   Edit   View   Insert   Format   Tools   Add-ons   Help   All changes saved in Drive

TURN IN   Share

100%   Normal text   Arial   11   B   I   U   A   ✐   Editing

What makes a tiger good at hunting?

Both the legs and the shoulder regions of tigers are extremely muscular and powerful, which gives them the ability to subdue various types of prey instantly. They also have paws which help them to climb and to grasp things being the ones of males larger than those of the females.

Interestingly, they have the hind legs longer than the front legs which also help to increase the jumping ability. In the latter they have long retractable claws attached to the five fingers; The back legs only have four fingers. The four legs have pads similar to those of domestic cats, which allow them to stalk their prey silently. White tigers have pink pads.

Their claws are extremely sharp. From the five claws they have on each front foot, the first one never touches the ground. Each of these claws has a cover so that they don't get exposed and worn out when they don't need to use them. They sometimes scratch their claws against the trees probably to keep them sharp.

- On the next screen I need to confirm that I'm definitely happy to hand in this assignment.

Hand in your work?

1 attachment will be submitted for "What makes a tiger good at hunting?".

Test Student - What makes a tiger good at hunting?
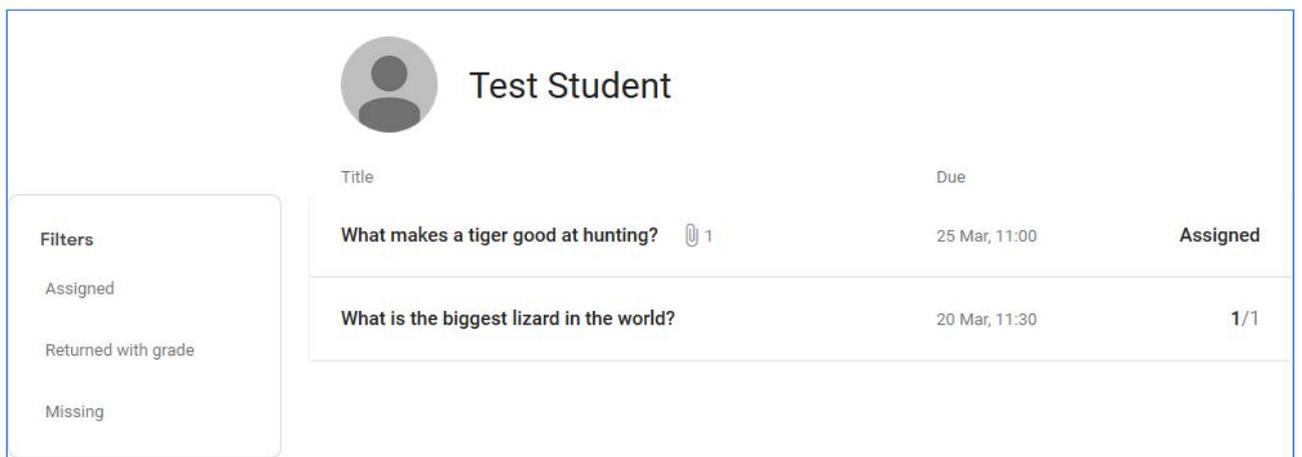
Cancel   Hand in

- In the classwork section, I can click 'view my work' to see a list of my work for this classroom.
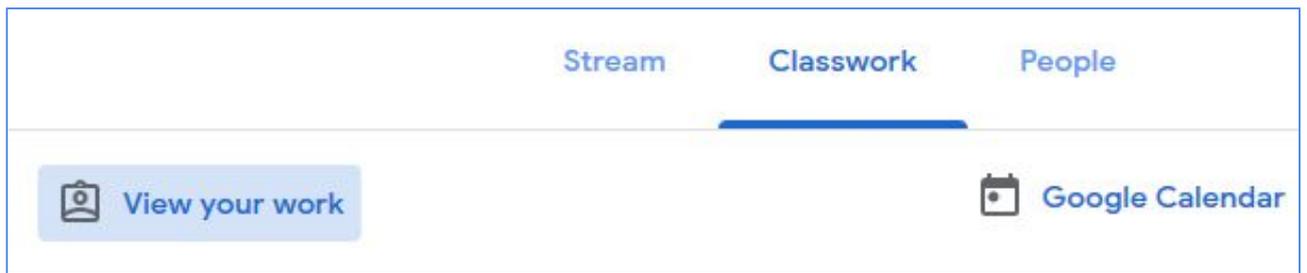
Stream   **Classwork**   People

View your work   Google Calendar

- Next to each assignment, I can see whether I still have to hand in the work (assigned) or if my teacher has marked it.

Test Student

Title		Due	
What makes a tiger good at hunting? 📎 1		25 Mar, 11:00	**Assigned**
What is the biggest lizard in the world?		20 Mar, 11:30	1/1

Filters

Assigned

Returned with grade

Missing

Uploading Photos to Classroom

- Sometimes you will need to add photos to your assignments. To begin, take the picture on the device you will use to upload the picture.
- Go to Gmail and start a new email. Add your own email address in the 'to' box.
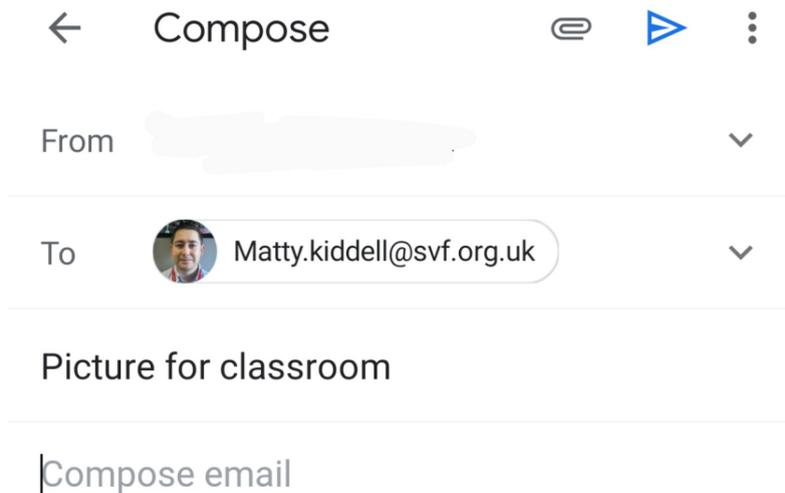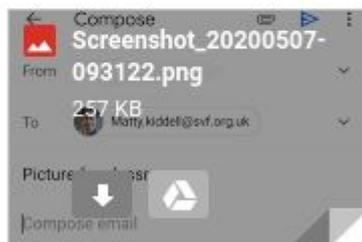

- Click the paperclip to add your picture(s).
- On the device that you use for classroom, go to Gmail and open the email you sent yourself. Hover over your picture and click the Drive Icon. Choose where in drive you want it to be saved.
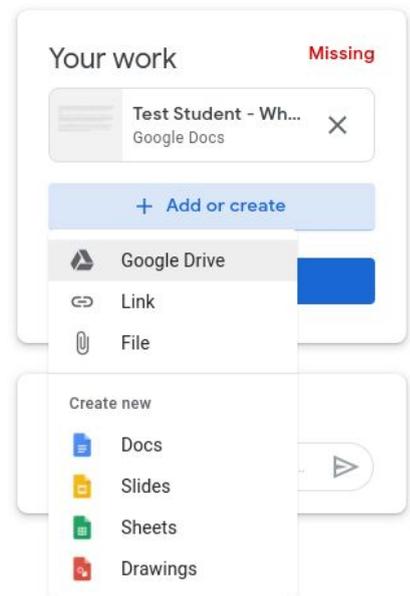
- Go to Google Classroom, find the assignment you need to add your photo to. Click 'add or create'. Then click 'Google Drive'.

- Find the photo you uploaded and then click 'add'. When you hand in your work, your teacher will be able to access your photo.

People

- The people section lists the teachers in my class.
- I can use the letter symbol to send an email to my teacher.