

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: sv11jbrown

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.

Correct for Curric Year Sept 2020 - July 2021

Year	Google Prefix
Y5	sv16
Y6	sv15
Y7	sv14
Y8	sv13
Y9	sv12
Y10	sv11
Y11	sv10
Y12	sv09
Y13	sv08

Smartphones and tablets: download the free Google Classroom app

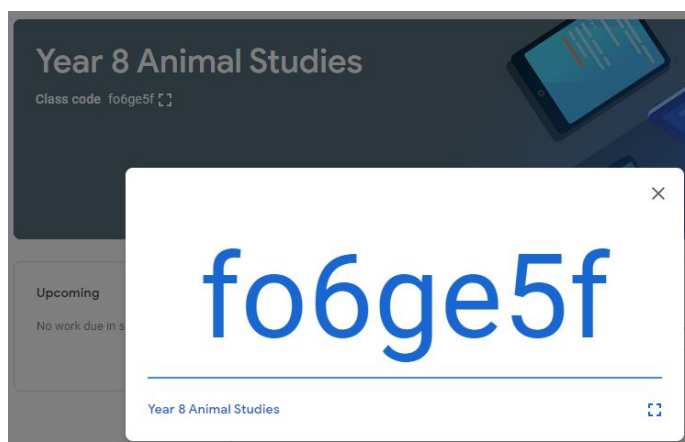
Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">• Open the Play Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Install'	<ul style="list-style-type: none">• Open the App Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Get'

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.

The screenshot shows the Classroom Stream interface for a class named "Year 8 Animal Studies". At the top, there are three tabs: "Stream", "Classwork", and "People", with "Stream" being the active tab. Below the tabs is a header banner with the text "Year 8 Animal Studies" and an illustration of a laptop, tablet, and smartphone. The main content area is divided into two columns. On the left, there is a "Upcoming" section with the text "Woohoo, no work due in soon!" and a "View all" button. On the right, there is a "Share something with your class..." input field. Below this, there are four posts from "Matty Kiddell" dated "16 Mar":

- A post with a document icon: "Matty Kiddell posted a new material: Steve Irwin (the crocodile hunter) Video".
- A post with a question mark icon: "Matty Kiddell posted a new question: What is the biggest lizard in the world?".
- A post with a document icon: "Matty Kiddell posted a new assignment: What makes a tiger good at hunting?".
- A post with a profile picture: "Hi everyone, welcome to the classroom! Watch this video if you want to get a feel for what we will be covering this year. Mr K". Below this post is a video thumbnail for "Sir David Attenborough ()..." with a duration of "58 minutes".

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.

The screenshot shows the 'Classwork' tab selected in a navigation bar with 'Stream' and 'People' options. Below the navigation bar, there are three main sections: 'View your work' with a clipboard icon, 'Google Calendar' with a calendar icon, and 'Class Drive folder' with a folder icon. The main content area is titled 'Unit 1: Big Cats' with a vertical ellipsis menu icon on the right. Below this, a single assignment is listed: 'What makes a tiger good at hunting?' with a due date of 'Due 25 Mar, 11:00'.

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

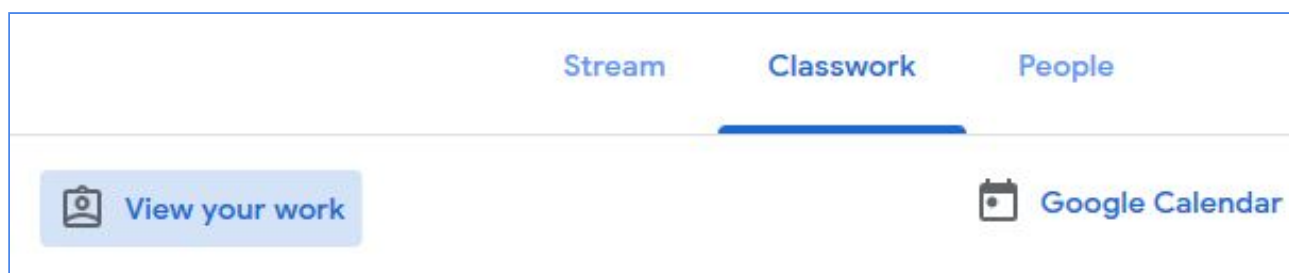
The screenshot shows the details of the assignment 'What makes a tiger good at hunting?' with a due date of 'Due 25 Mar, 11:00'. The assignment was posted at 11:47 and is marked as 'Assigned'. The instructions state: 'Use this google doc to write a paragraph about why a tiger is good at hunting its prey. Use the attached website link to help with your research.' There are two attachments: a website link titled 'Tiger Predators - Tiger Fa...' with the URL 'https://www.tigers-world.co...' and a Google Docs document titled 'Test Student - What mak...'. At the bottom of the page, there is a blue button labeled 'View assignment'.

- 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.

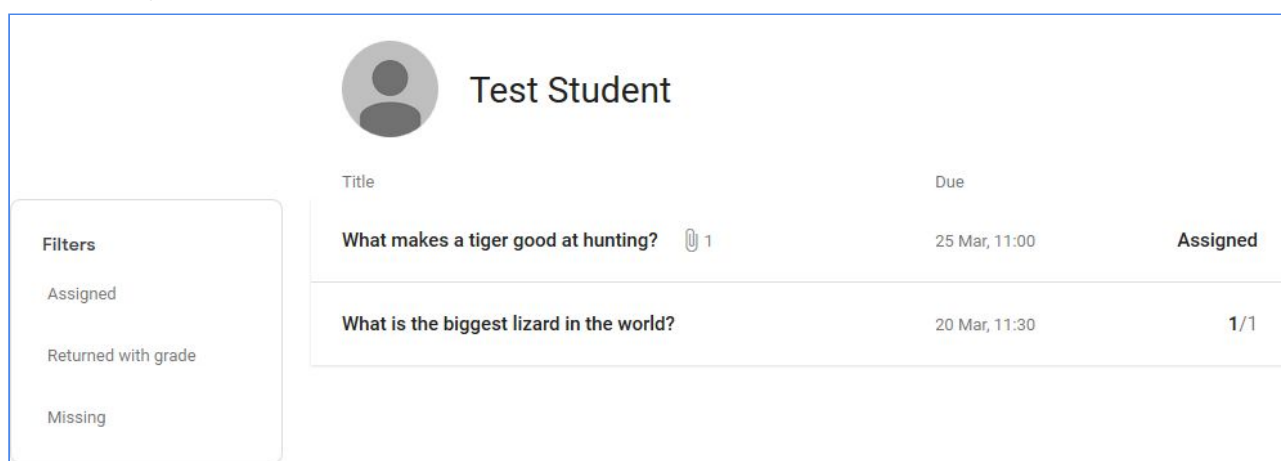
- I can use this template to do my work. When I'm happy with it, I need to click 'Turn in' at the top right corner.

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

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



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



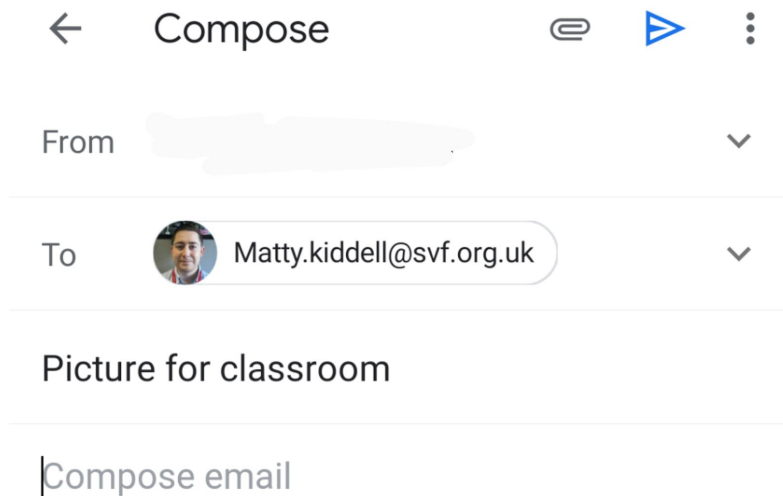
How to hand in work (mobile devices – Android or iOS)

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- Once you've finished, tap 'Hand in', then 'Hand in' again to confirm

Made a mistake? Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

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.



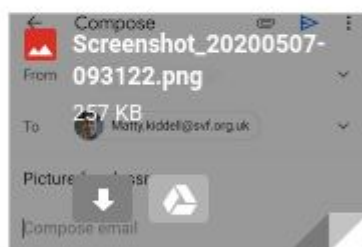
- Click the paperclip to add your picture(s).
- On the device that you use for classroom, go to Gmail and open the email you sent yourself. Hover over your picture and click the Drive Icon. Choose where in drive you want it to be saved.



Picture for classroom Inbox x

Matty Kiddell

to Matty.kiddell ▾



← Reply

➔ Forward

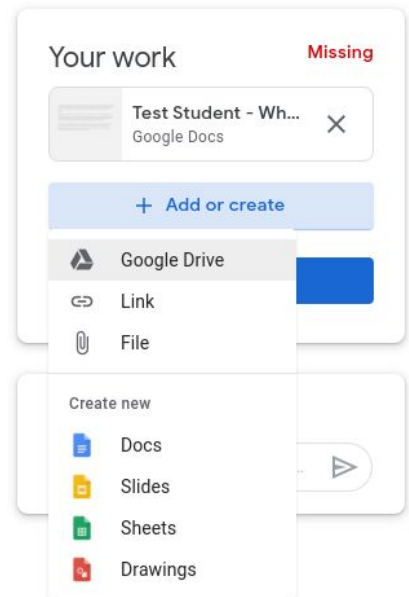
- Go to Google Classroom, find the assignment you need to add your photo to. Click 'add or create'. Then click 'Google Drive'.

tiger good at hunting?

100 points

Graph about why a tiger is good at hunting its prey. Use the attached website link to help with your

ators - Tiger Facts...
tigers-world.com/tig...



- 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.

Teachers



Matty Kiddell

