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)
● Open the Play Store app ● Search for 'Google Classroom' ● Tap 'Google Classroom' ● Tap 'Install'	● 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.
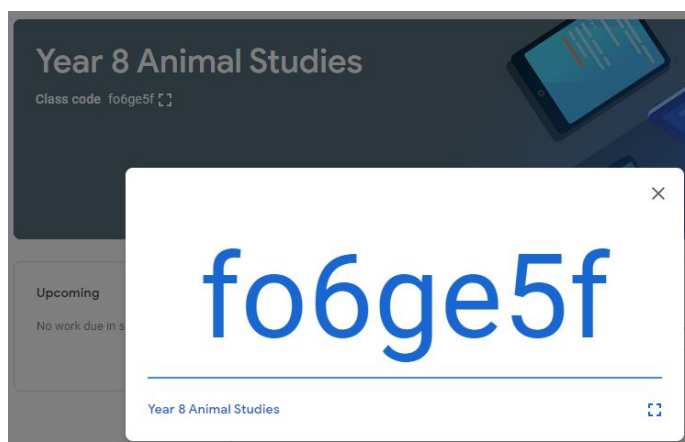
Using the Classroom

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.

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.


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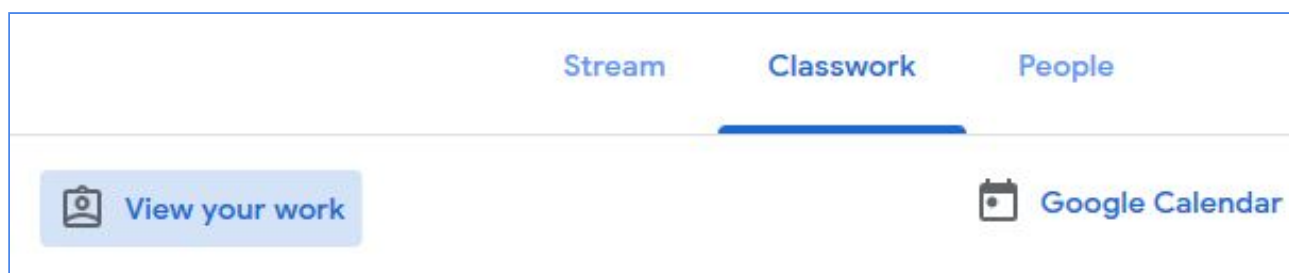
- Next to each assignment, I can see whether I still have to hand in the work (assigned) or if my teacher has marked it.
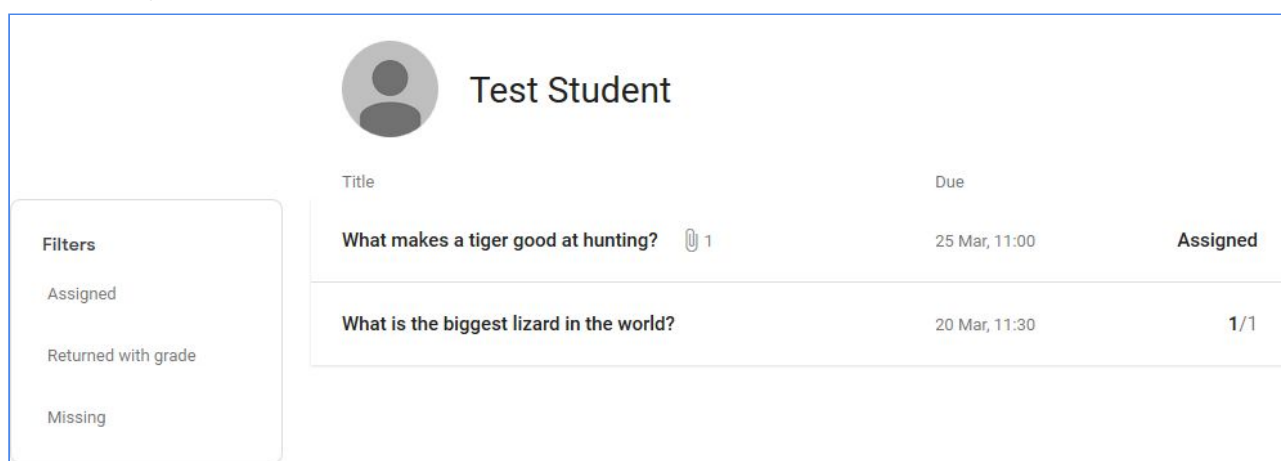

How to hand in work (mobile devices – Android or iOS)

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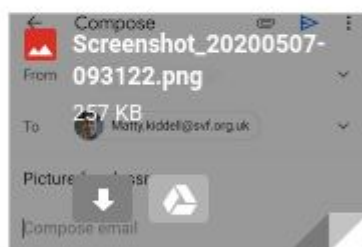- Go to Gmail and start a new email. Add your own email address in the 'to' box.
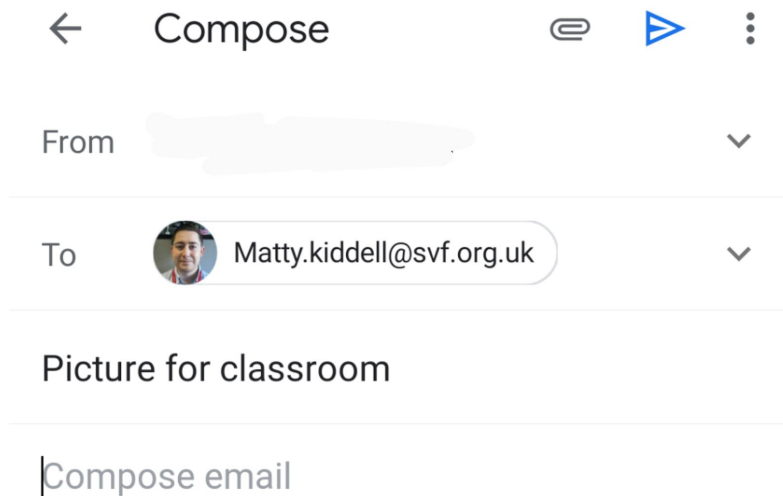
- Click the paperclip to add your picture(s).
- On the device that you use for classroom, go to Gmail and open the email you sent yourself. Hover over your picture and click the Drive Icon. Choose where in drive you want it to be saved.
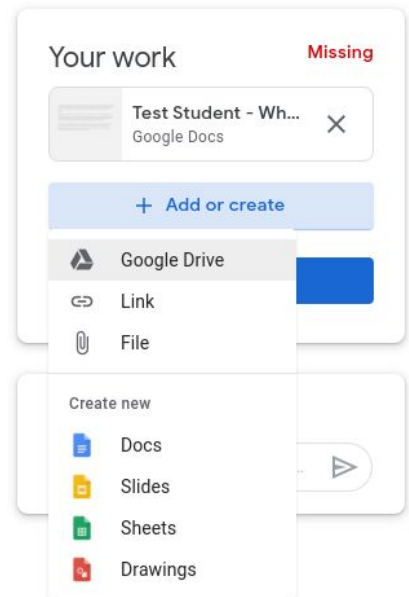
- Go to Google Classroom, find the assignment you need to add your photo to. Click 'add or create'. Then click 'Google Drive'.

- 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.