

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.

Correct as at 2 Sept 2020

Year	Google Prefix
Y5	sv16
Y6	sv15
Y7	sv14
Y8	sv13
Y9	sv12
Y10	sv11
Y11	sv10
Y12	sv09
Y13	sv08
Y14 (resit)	sv07

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.

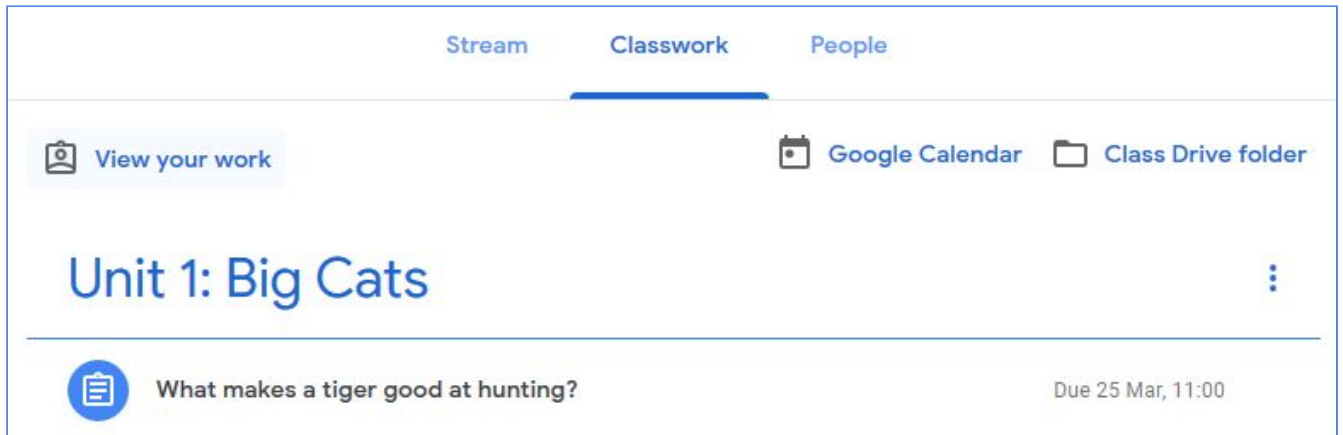
Stream

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 interface for a class named "Year 8 Animal Studies". At the top, there are three tabs: "Stream" (selected), "Classwork", and "People". Below the tabs is a header banner with the class name and an illustration of a laptop, tablet, and smartphone. The main content area is divided into two columns. The left column has an "Upcoming" section with the text "Woohoo, no work due in soon!" and a "View all" link. The right column contains a "Share something with your class..." input field and a list of posts. The first post is a video by "Matty Kiddell" titled "Steve Irwin (the crocodile hunter) Video" dated "16 Mar". The second post is a question by "Matty Kiddell" titled "What is the biggest lizard in the world?" dated "16 Mar". The third post is an assignment by "Matty Kiddell" titled "What makes a tiger good at hunting?" dated "16 Mar (Edited 09:47)". The fourth post is a message by "Matty Kiddell" dated "16 Mar" with the text "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 the message is a video thumbnail for "Sir David Attenborough ()..." with a duration of "58 minutes".

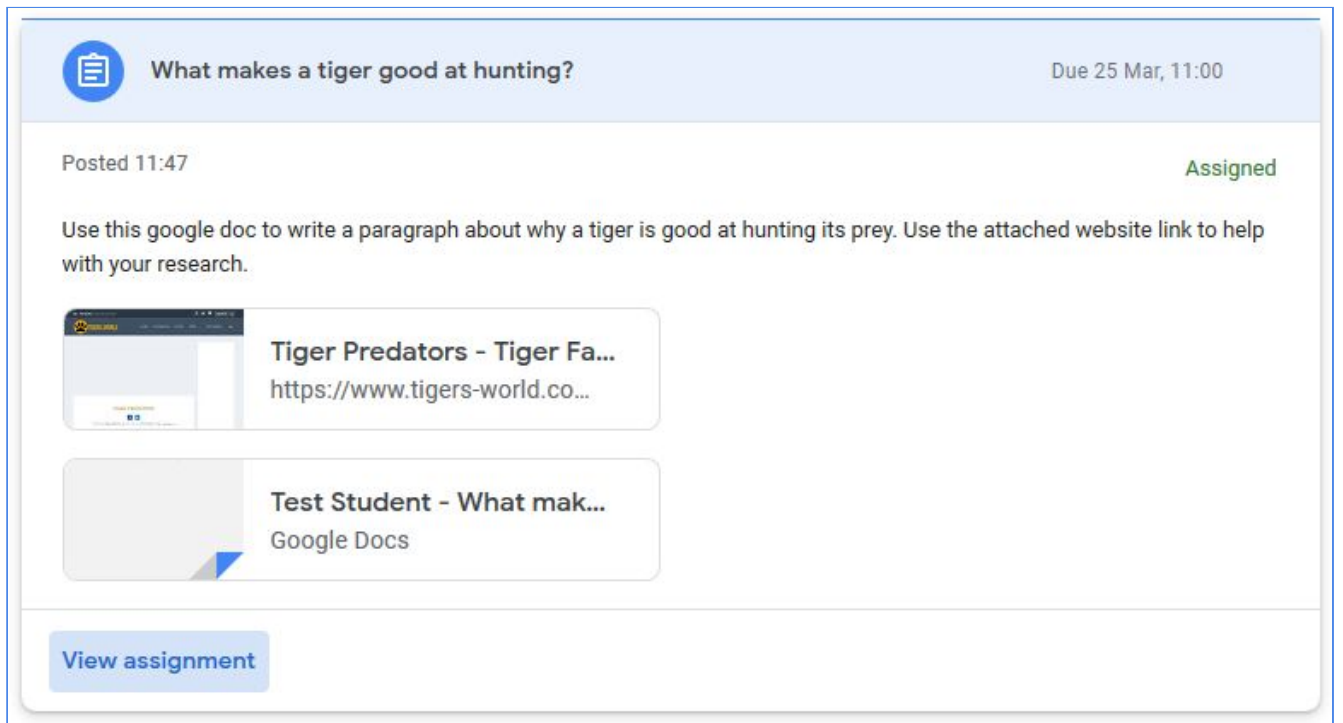
Classwork

- 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 utility links: '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 document icon on the left and 'Due 25 Mar, 11:00' on the right.

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



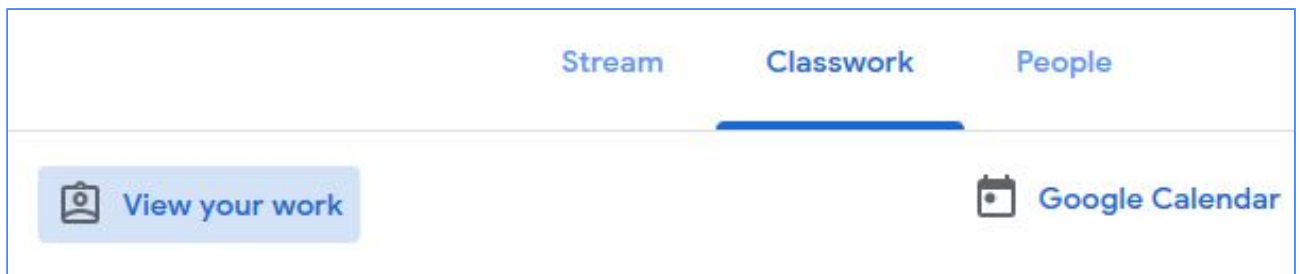
The screenshot shows the details for the assignment 'What makes a tiger good at hunting?'. At the top, it shows the assignment title and 'Due 25 Mar, 11:00'. Below this, it indicates 'Posted 11:47' and 'Assigned' in green text. The main text of the assignment reads: 'Use this google doc to write a paragraph 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.

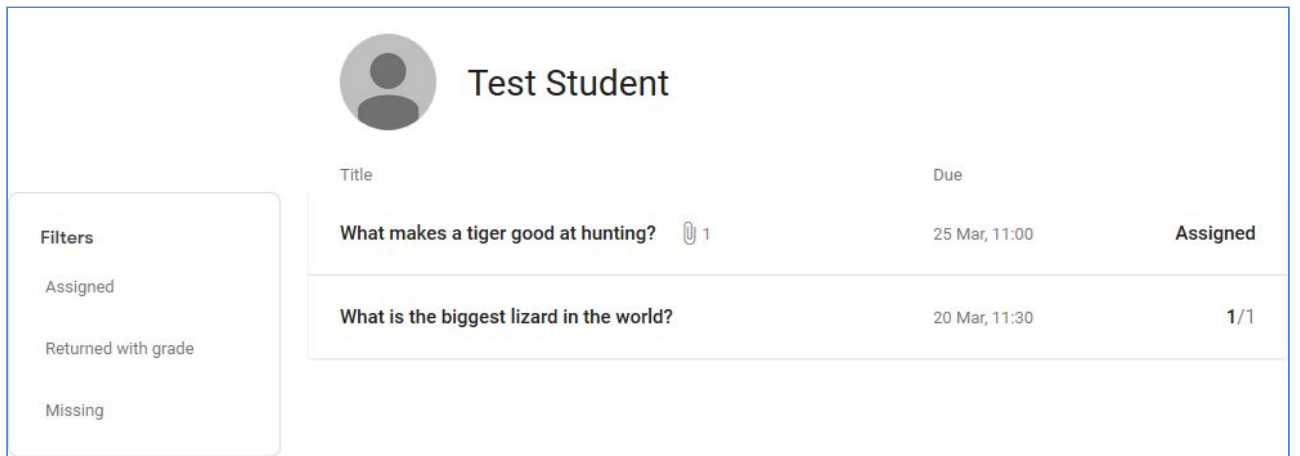
- In the classwork section, I can click 'view my work' to see a list of my work for this classroom.





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**

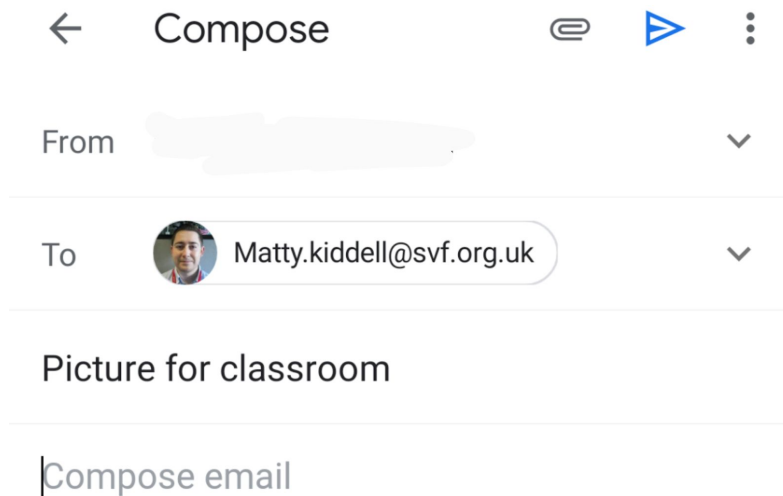
Title	Due	
What makes a tiger good at hunting?  1	25 Mar, 11:00	Assigned
What is the biggest lizard in the world?	20 Mar, 11:30	1/1

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.



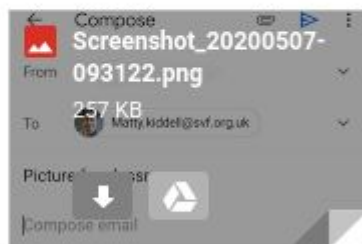
- Click the paperclip to add your picture(s).
- On the device that you use for classroom, go to Gmail and open the email you sent yourself. Hover over your picture and click the Drive Icon. Choose where in drive you want it to be saved.



Picture for classroom Inbox x

Matty Kiddell

to Matty.kiddell ▾



← Reply

➔ Forward

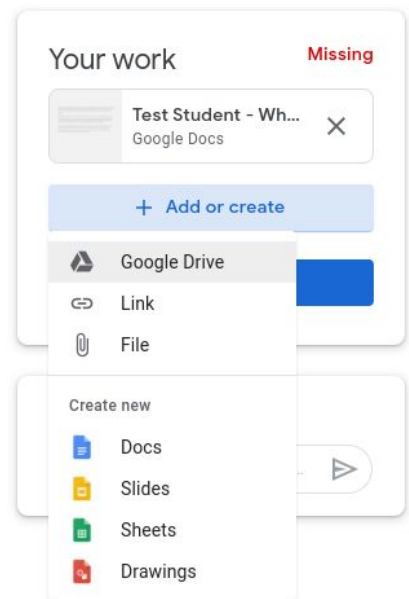
- Go to Google Classroom, find the assignment you need to add your photo to. Click 'add or create'. Then click 'Google Drive'.

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

