

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

Students Accessing Google Classroom

Open your Internet browser (Google Chrome works best!)

Go to: svf.org.uk > Click 'School Email' at the bottom of the page

Depending on your school, email addresses are in the format:

ACHS: sv20jbrown@**achs**.svf.org.uk

SSMS: sv19jbrown@**ssms**.svf.org.uk

WMS: sv17jbrown@**wms**.svf.org.uk

Use the table below to see what your prefix is. Don't use any symbols - For example, Sam O'Grady-Smith in Y7 will be: SV18SOGradySmith

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

At the home page you can select Classroom.

Correct for Curric Year Sept 2024 - August 2025

Year	Google Prefix
Y5	sv20
Y6	sv19
Y7	sv18
Y8	sv17
Y9	sv16
Y10	sv15
Y11	sv14
Y12	sv13
Y13	sv12

Parents/Guardians Accessing Google Classroom

If you have been invited to a Google Classroom as a parent, accepting the invite means that you will receive summaries of your child's classroom activity.

You do not gain access to your child's Google classroom itself.

You can choose to get either daily or weekly summaries, which contain the below information:

- Missing work: Work not turned in when the summary was sent.
- Upcoming work: Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities: Announcements, assignments, and questions recently posted by teachers.

You will not receive a summary if there is no activity to report, or you accept the invitation but chose not to receive summaries.

You can manage your settings within any of your Google Classroom Guardian Emails (at the bottom of the email under 'Settings') or (if you have a Google Account) by going to: classroom.google.com/gs

[Check out the comprehensive Google Classroom for Guardians Guide here.](#)

Smartphones and tablets: download the free Google Classroom app

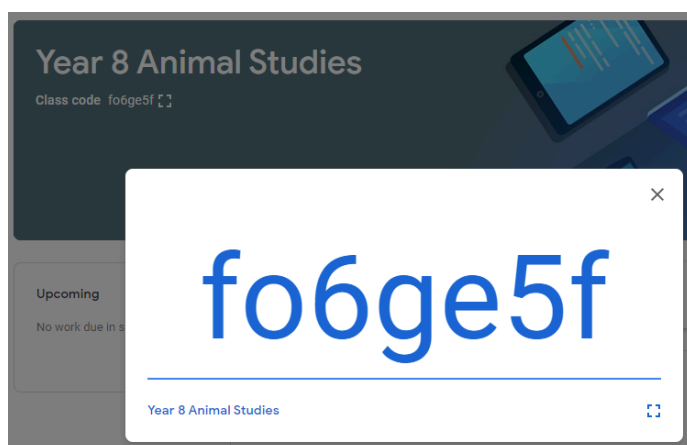
Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">• Open the Play Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Install'	<ul style="list-style-type: none">• Open the App Store app• Search for 'Google Classroom'• Tap 'Google Classroom'•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

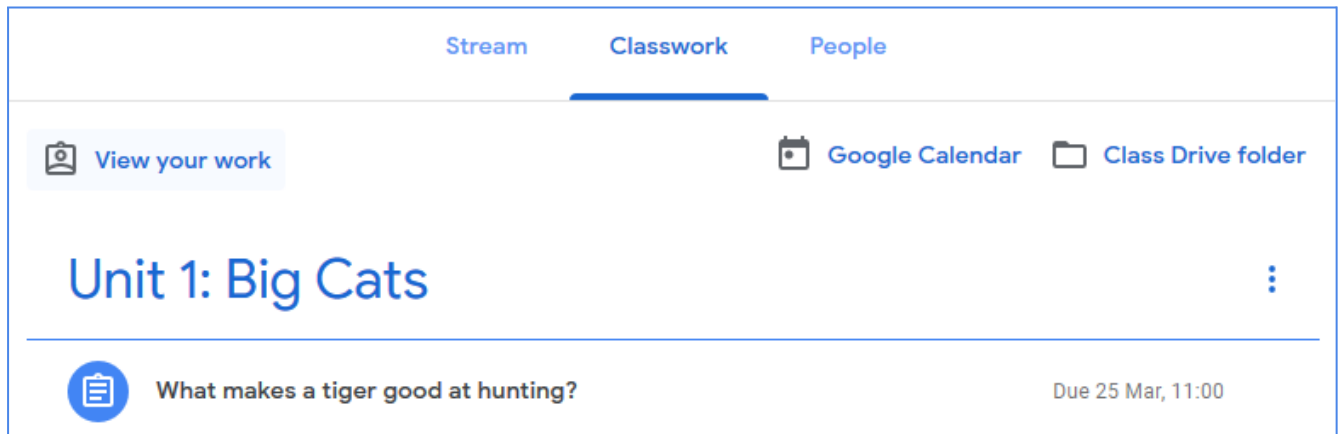
Stream is the homepage of a classroom. When your teacher shares something like classwork or a message, it will appear here.

The screenshot shows the Classroom Stream interface for a class titled "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 displays a list of updates:

- Upcoming:** "Woohoo, no work due in soon!" with a "View all" link.
- Share something with your class...** (input field)
- Matty Kiddell posted a new material: Steve Irwin (the crocodile hunter) Video** (16 Mar)
- Matty Kiddell posted a new question: What is the biggest lizard in the world?** (16 Mar)
- Matty Kiddell posted a new assignment: What makes a tiger good at hunting?** (16 Mar (Edited 09:47))
- Matty Kiddell** (16 Mar): "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" (includes a video thumbnail for "Sir David Attenborough ()... YouTube video 58 minutes")

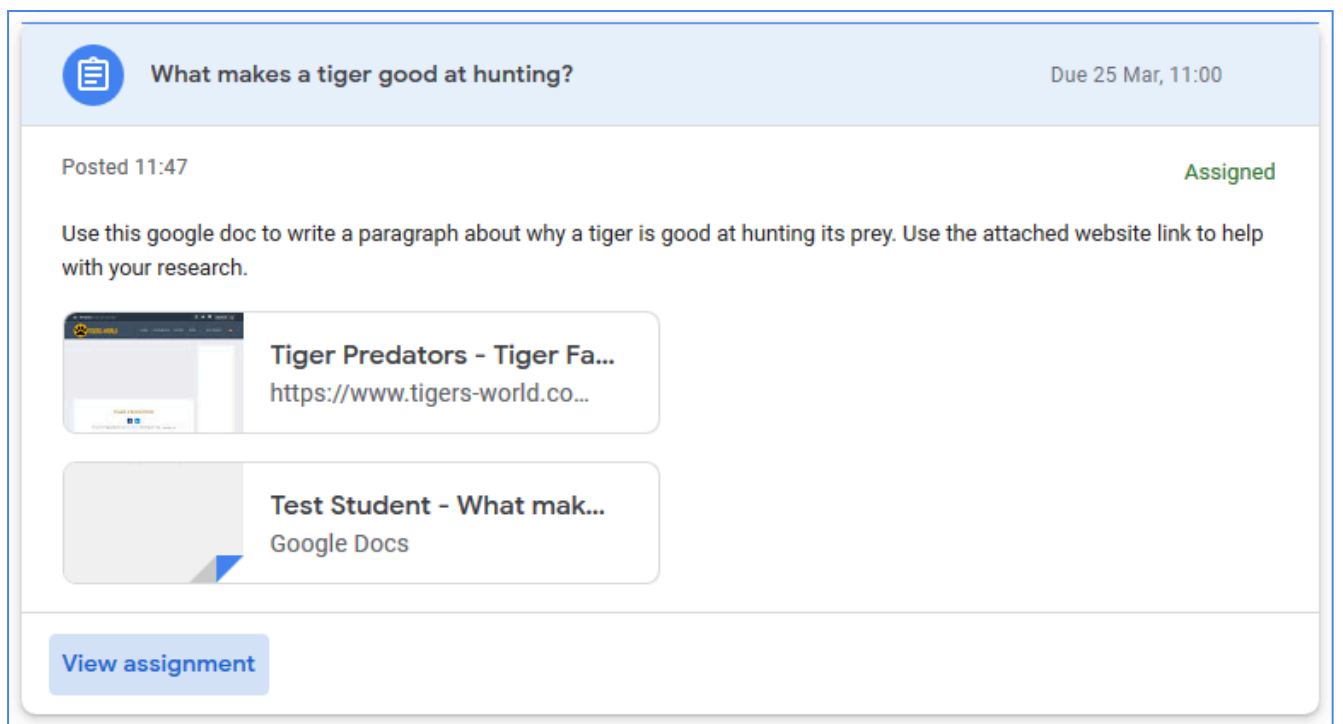
Classwork

- 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 learning management system. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. Below the tabs, 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, there is an assignment card titled '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.



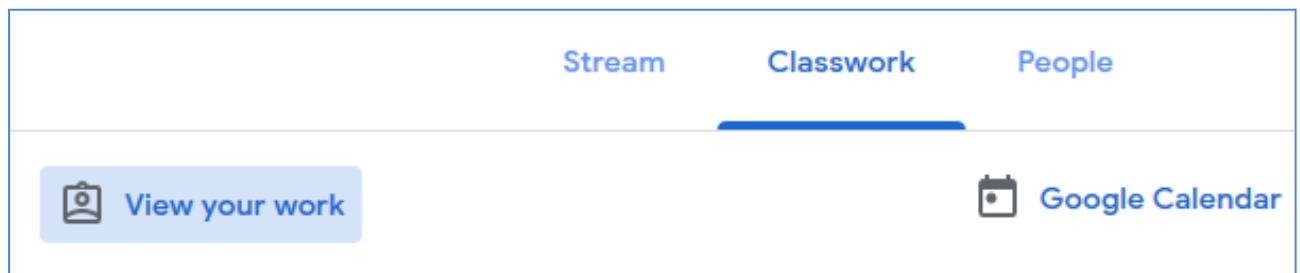
The screenshot shows the details of the assignment 'What makes a tiger good at hunting?'. At the top, there is a header with the assignment title and the due date 'Due 25 Mar, 11:00'. Below the header, there is a section for 'Posted 11:47' and a status indicator 'Assigned'. The main content area contains the following text: '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.' Below this text, 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.

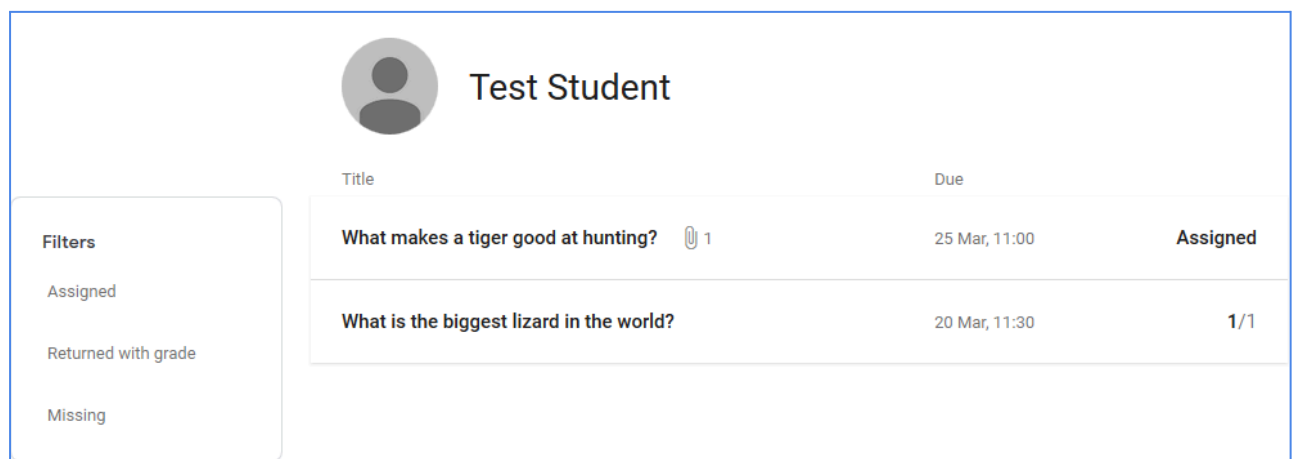
- I can use this template to do my work. When I'm happy with it, I need to click 'Turn in' at the top right corner.

- 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.



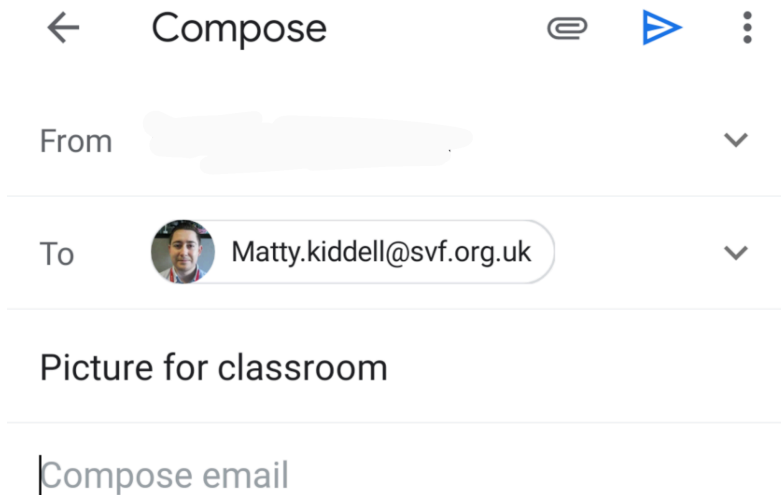
How to hand in work (mobile devices – Android or iOS)

- 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

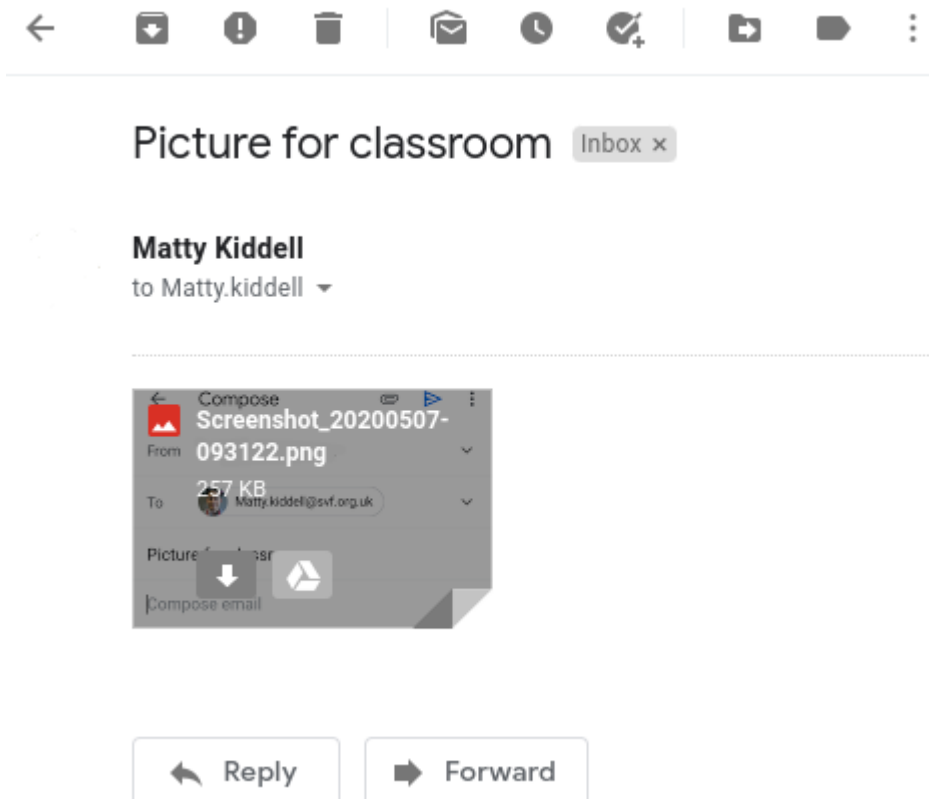
Made a mistake? Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

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.



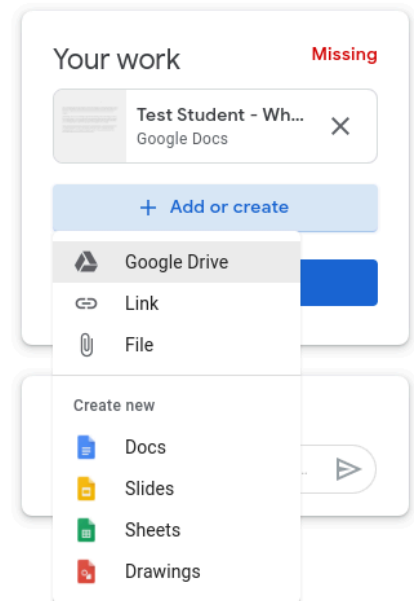
- Go to Google Classroom, find the assignment you need to add your photo to. Click 'add or create'. Then click 'Google Drive'.

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

