## 'How To' Guide to Accessing Learning on Google Classroom

For access to the Google Classroom platform, students will need to use their school gmail account. If your child does not have their gmail address or password they should ask their form tutor in the first instance. Alternatively, you can contact <u>emailrequest@unity.fcat.org.uk</u> and these will be sent out to you.

Once a student is on the Google Classroom platform they can request to join each of their classrooms using the plus (+) sign on the right hand side of the screen. Once they have clicked on this they can add the code to join the classroom. A list of codes for your child has been included with this letter.

Once they have joined all of their classrooms, the view that they have will look something like this:

≡ Google Classroom					+ 🏽 🚺
To do To review Calendar	Year 11 Geography	11X History S T O : F Carol Stable	Unity Year 11 Science Cemma Moon Due today Seneca Assignment 2 Due tomorrow SENECA Inheritance assignment	Y11 Foundation Tier ( Rebaces Lemar	
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Y11 Higher Tier 2020	Year 11 English Langu	Year 11 English Litera	Google Classroom : General	Accelerated Reader :	
	~ □	~ □	~ □	~ □	

When they click onto the subject classroom they will be taken directly to the 'stream' that records all posts and uploads to the classroom. These are ordered chronologically from the bottom up:



Access to the general work completed in the classroom is on the 'stream'. Should there be a specific assignment set that needs submitting to the teacher, this will be located under the 'classwork' tab:



Students can only see topics with published posts