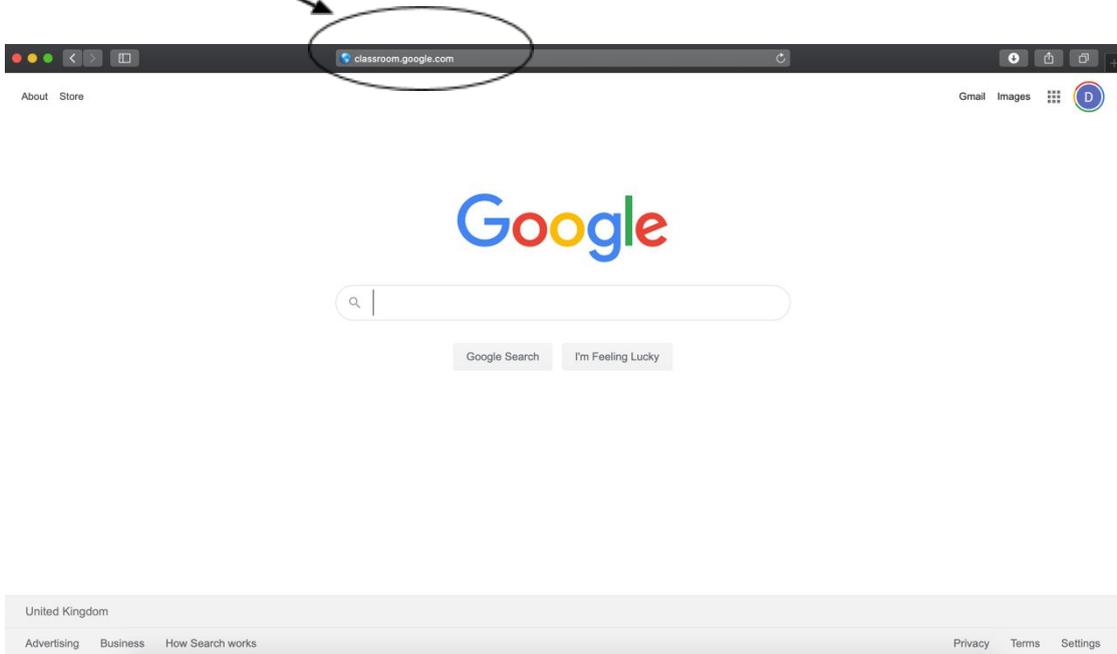


# Werneth School A How-To Guide

## Section 1 – Opening the English Classroom

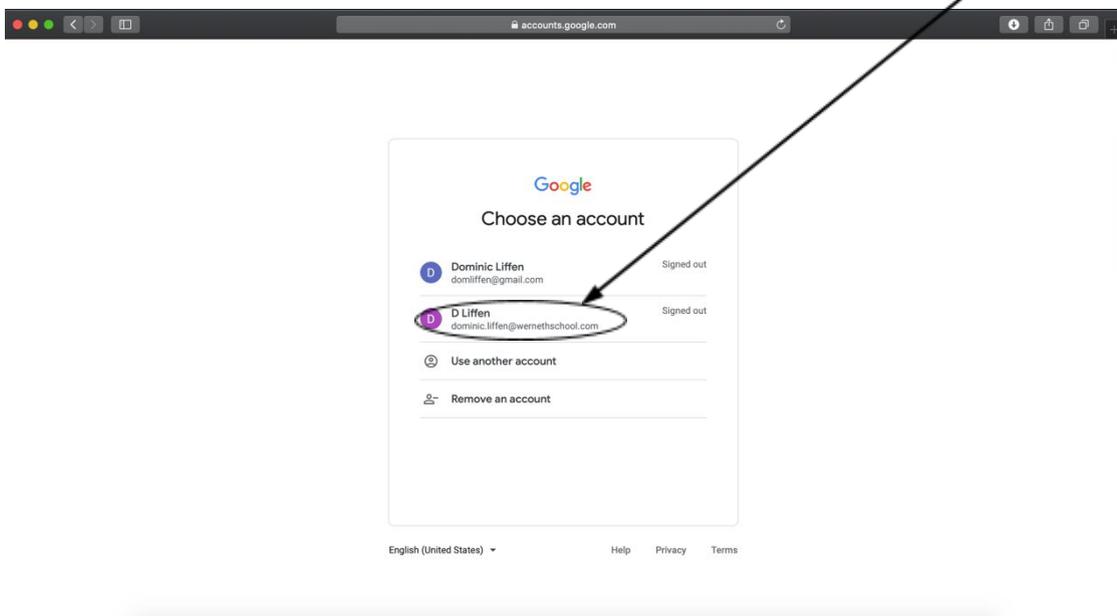
### Step 1:

As we no longer use RUnify, you will need to go directly to the Google Classroom and sign in from there using your @wernethschool.com email account. To do this, open your web browser and navigate to [classroom.google.com](https://classroom.google.com):



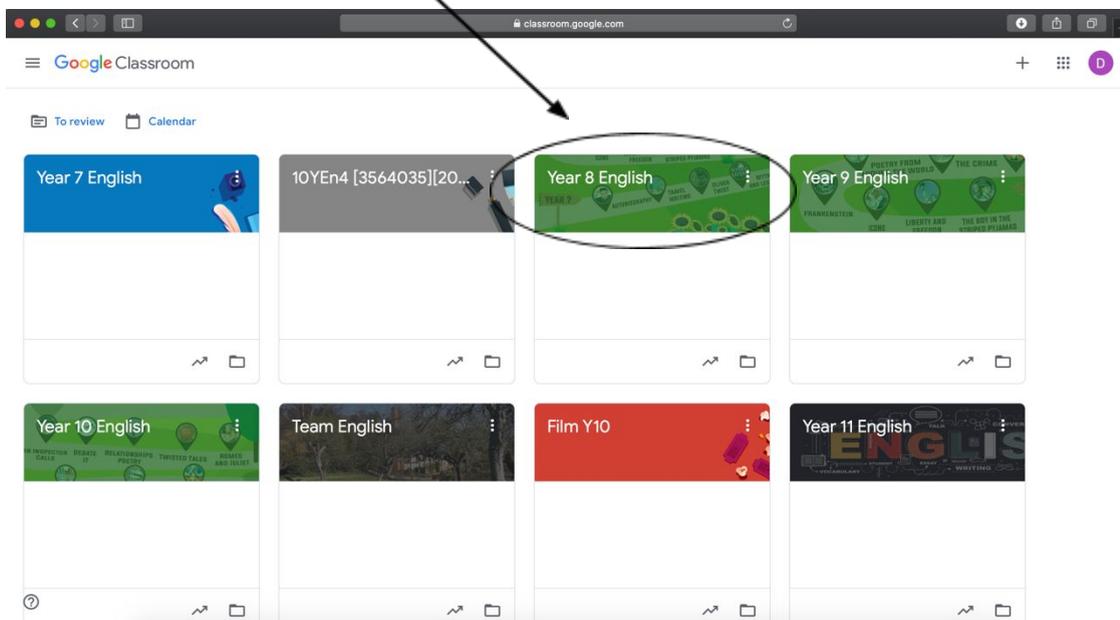
### Step 2:

It will bring you to a page which looks like this, if you are not already signed into a Gmail account. If you use Gmail as your personal email address you will need to make sure you select the @wernethschool.com account in order to sign in:



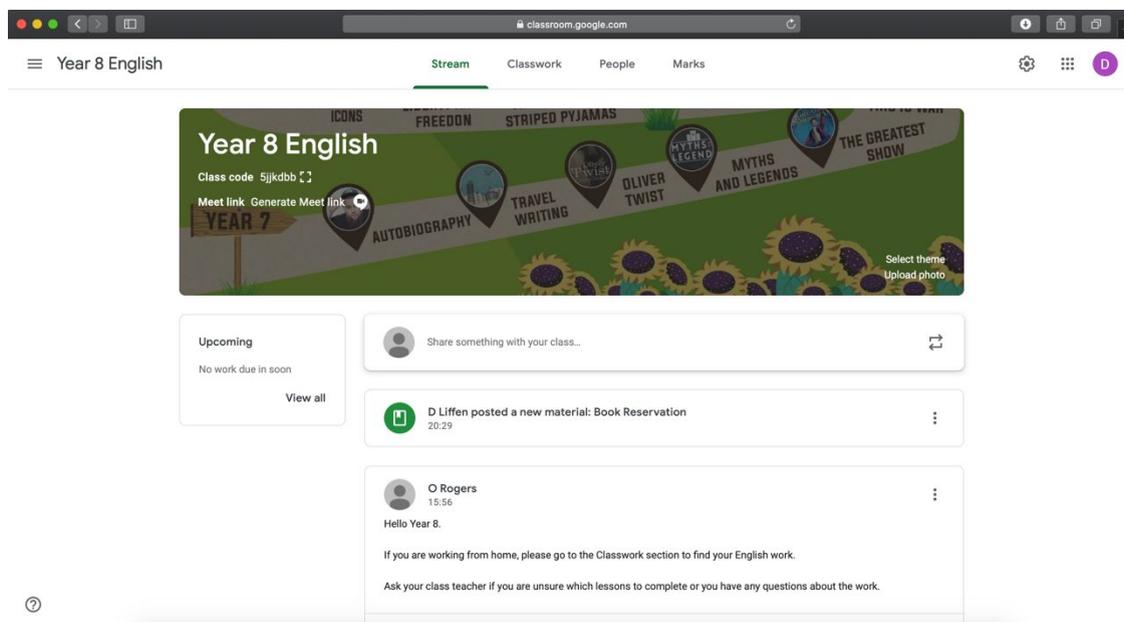
### Step 3:

Once you have signed in, you will see a page with several tiles on – it will not look exactly like the one below, but it will have the tiles for whichever year you are in. You will need to select the ‘English’ tile for whichever year you are in. I will be using the Year 8 tile to demonstrate, but the steps are **exactly the same whichever year you are in**:



#### Step 4:

Once you have clicked on the correct Year tile, you will be taken to that Google Classroom. This is where you come to find your classwork, tips and support. You can comment directly on teachers posts to ask for help, or find their email addresses to speak to them personally. **Every lesson and every piece of work will be in this Classroom – nowhere else.** It will look like this:



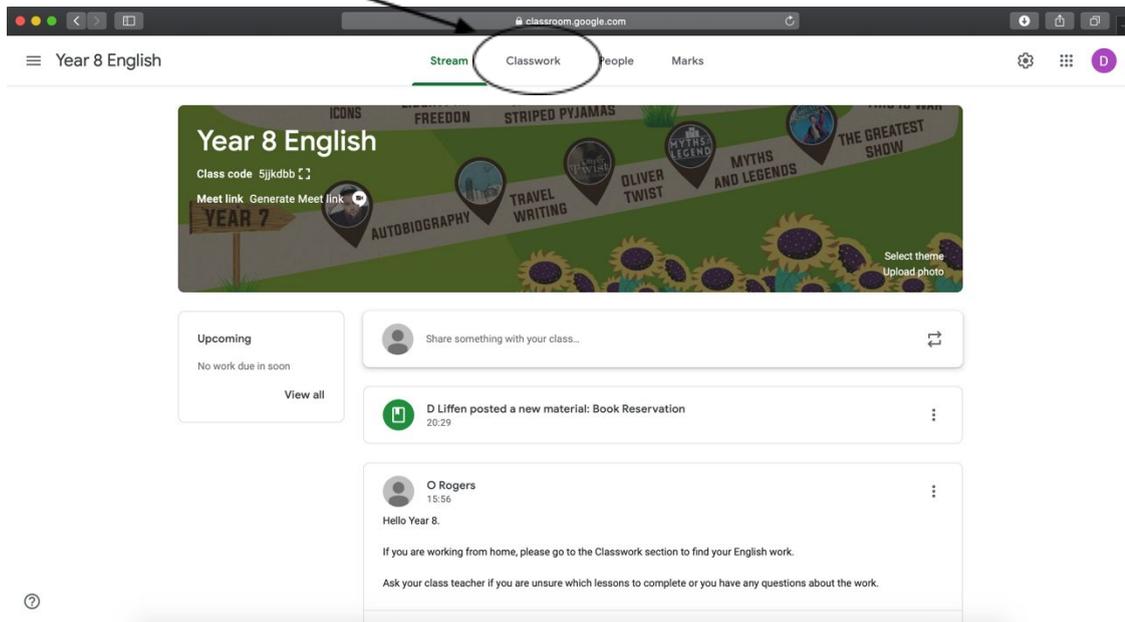
As you can see, Mr Liffen and Miss Rogers have posted work and notices in the Classroom for you to read. The next step will look at finding the correct pieces of work you personally need.

#### Step 5:

At the top of your Google Classroom is a bar with **Stream**, **Classwork**, **People** and **Marks**.

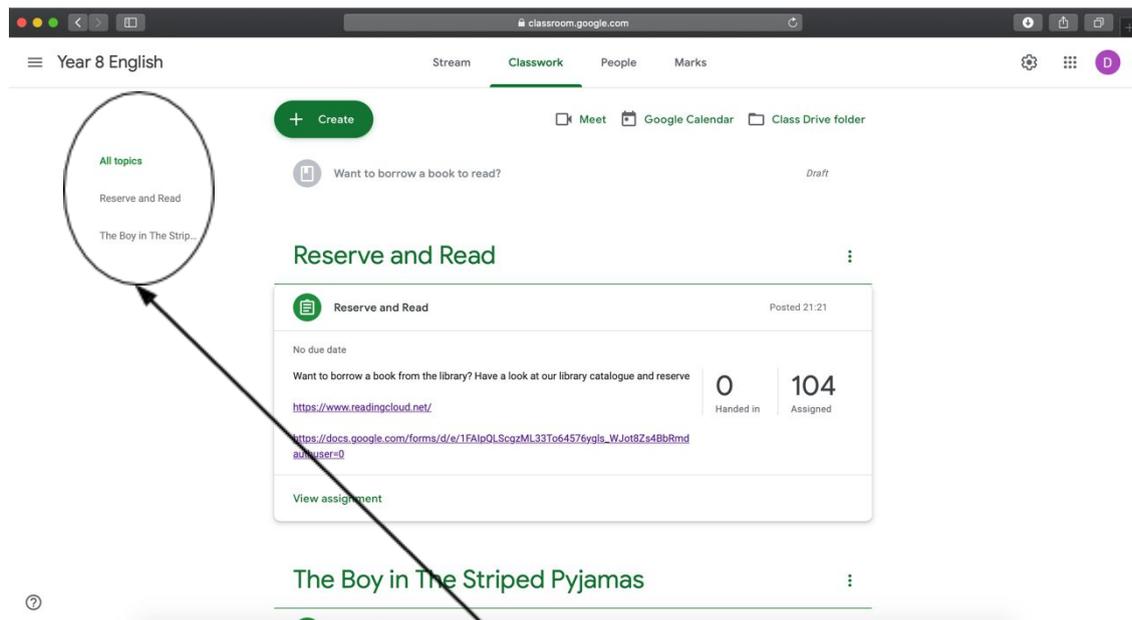
We will use the **Stream** for announcements. Classwork we have posted will also show up here.

The **Classwork** tab will allow you to save time searching for lessons.



### Step 6:

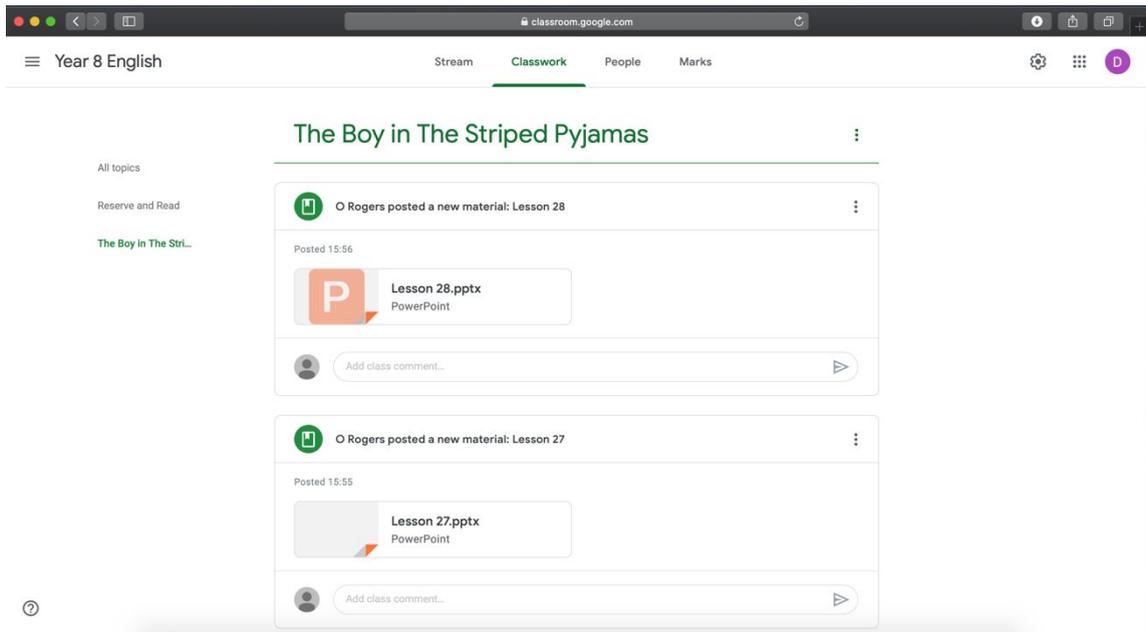
Once you have clicked on **Classroom**, the screen will look like this:



Along the left-hand side, you will see the topics available for you to learn about – **these are exactly the same as the ones we learn about in school**. Click on one of these topics to bring up the lessons available – in this case, *The Boy in the Striped Pyjamas*.

### Step 7:

Once you have clicked on the topic, it will bring up all the lessons in that topic, like this:



All you will need to do is ask your teacher **which lesson you should start on**. Do not assume it will be Lesson 1. Your teacher will have already told you which lesson it is, but if you are unsure then you are always welcome to email and ask.

**Step 8:**

This process will remain the same throughout the year – all you need to do if you are off is follow this guide to find out what you need to do!