

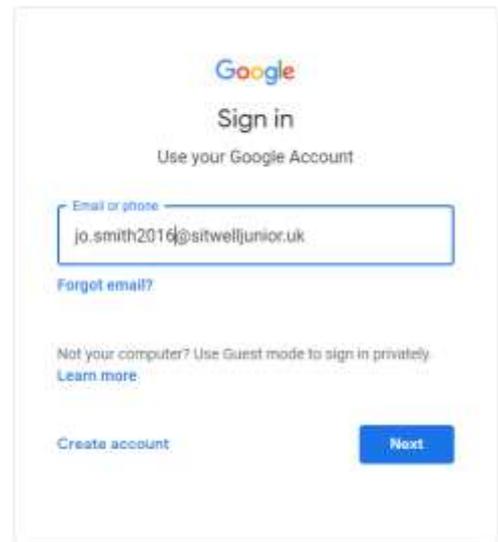
Username:	
Password:	
Class Code(s):	

### Guide to logging into Google Classroom

You can access Google Classroom from any device that can access the internet. This includes iPads, Chromebooks, laptops and phones.

#### **Signing into Google:**

1. On your device, go to <https://www.google.co.uk/> (Google homepage)
2. In the top right hand corner click on the  box
3. In the 'Sign in' box (see below) enter your email address. This is the first 2 initials of your first name, full stop, your surname, followed by the year you started Sitwell Junior School, then @sitwelljunior.uk (Y6 - 2017, Y5 - 2018, Y4 - 2019, Y3 - 2020). For example, jo.smith2016@sitwelljunior.uk



The screenshot shows the Google Sign in page. At the top is the Google logo and the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone' containing the email address 'jo.smith2016@sitwelljunior.uk'. There are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately Learn more'. At the bottom are two buttons: 'Create account' and 'Next'.

4. Then click 
5. In the 'Welcome' box (see below) enter the password 'Sitwell1'. The password is the same for all pupils, and cannot be changed, so that staff can monitor and manage all pupil accounts.
6. This will sign you into Google and then you can access Google Classrooms.



The screenshot shows the Google Welcome page. At the top is the Google logo and the text 'Welcome'. Below this is a dropdown menu showing a smiley face icon. There is a text input field labeled 'Enter your password' which is currently empty. There are links for 'Forgot password?' and a 'Next' button.

#### **Accessing Google Classroom:**

1. Google Classroom can be accessed through the internet, using your Google login details, or an app can be downloaded from Google Play or the Apple App Store. This works well on phones, Ipads, tablets and chromebooks.

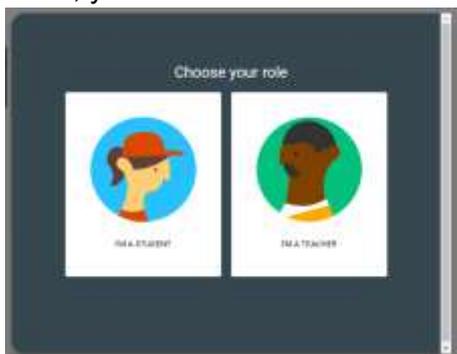
2. If accessing through the internet on a laptop, click on the waffle  (9 tiny squares) in the top right and corner of the page.

3. Click on the 'Classroom' symbol.  If the 'Classroom' icon does not appear, click on 'more from Google' at the bottom of the list, scroll to the bottom of the page and click on the 'Classroom' icon. If this does not appear on your device then simply Google 'Google Classroom' and this will take you to Google Classroom.

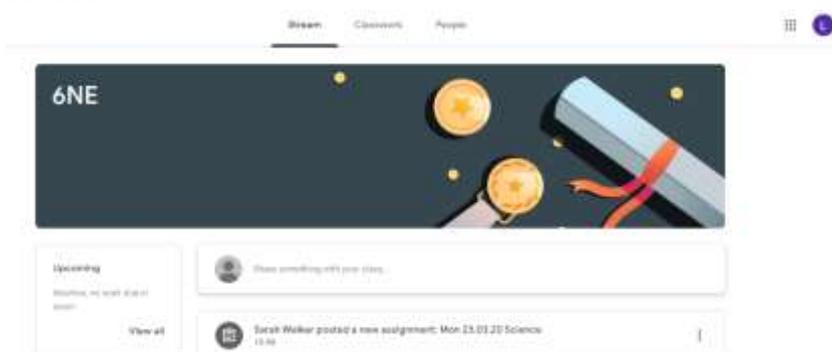
4. When you open 'Classroom' for the first time, you will see the box below. Click 'Continue'.



5. Then, you will be asked to choose your role. Make sure you choose 'I'm a Student'



6. You will then see the class you have been assigned to, for example 'Class 2019-6NE'. Click on this class to open your 'Stream' (see below). Here you will need to add the class code. See box above.



7. Here you will find any assignments/work that has been set and any messages from your teacher.

8. If you click on the 'Classwork' tab, you will be able to view all work set by your class teacher.

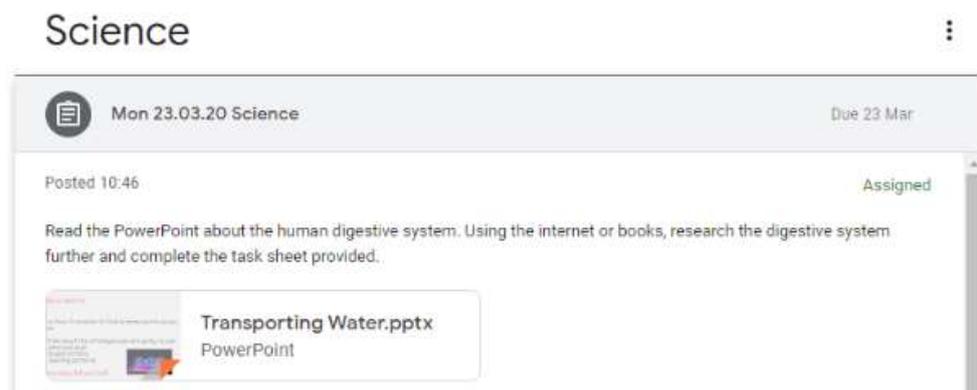
9. The 'People' tab is just a list of the teachers assigned to your class.

10. You can either view by 'All topics' or click in the individual topics on the left hand side.

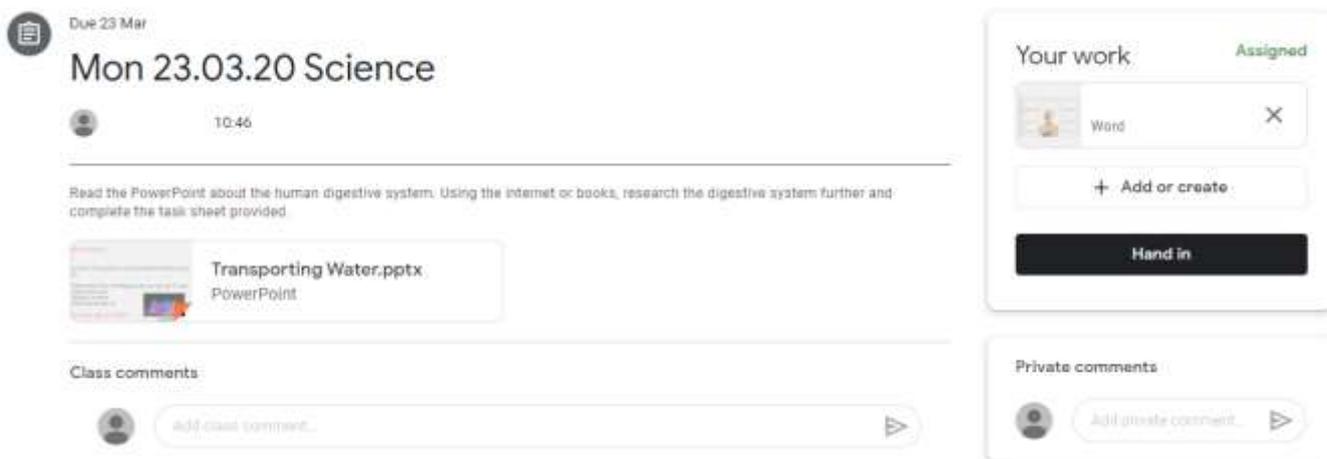
11. The work set will be listed by date and subject 'e.g. Mon 23.03.20 Science'.



12. To view and complete any work set, click on the work in the list and then click on 'View assignment'.



13. Here you will be able to view any instructions from your class teacher and any documents they have attached. Some may be documents for you to read and others activities for you to complete. See the example below:



14. Activities to complete can be found in the 'Your work' section. Click on the document to open it (note: once opened, if the document is a Microsoft Word document, you will need to click on the bar at the top of the page to 'open with Google Docs' in order to edit and complete it). If this

option does not appear, click on the three dots  in the right hand corner, then 'open in a new window' and the 'open as Google Docs' option will then be available.

15. Once you have completed the activity, close it and then click on 'Hand in' in the 'Your work' section.

16. Once you have clicked on 'Hand in' your teacher can view your completed work, check it and add any comments. It will either be marked with the school marking symbols (NA/PA/OA) and/or with

a developmental comment. This will appear in the 'Private comments' box underneath the 'Your work' box for each assignment.

17. If you have the facility to print at home, you may want to print out any work set by your class teacher, complete it and bring it into school on your return.

**Please Note:**

Please be aware that, when accessing Google Classroom at home, you **MUST** follow the Acceptable Use Policy, which you have read through with your class teacher and signed. Inspire Trust IT department can access all pupil files and folders and these are monitored regularly. If you break the Acceptable Use Policy agreement in any way, action will be taken by the school and your Google account may be disabled.