

Google Classroom Guidance Sheet

Logging in:

1. Type into your Google search bar: classroom.google

You should find a page that looks like this.



Get more time to teach and inspire learners with Classroom

A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.

Get G Suite for free

Go to Classroom

Click 'Go to Classroom'.



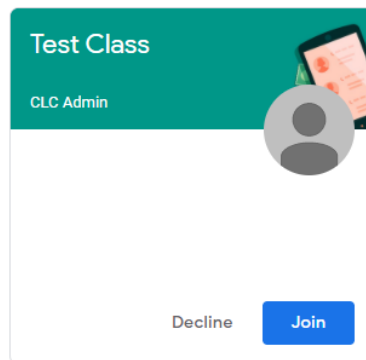
2. Use the username sent/given to you. NB This login is not attached to an email account; it is simply to allow you access to your classroom.

A screenshot of the Google Sign in page. The Google logo is at the top, followed by 'Sign in' and 'Use your Google Account'. Below this is a text input field with the placeholder 'Email or phone' and the text 'testpupil@stjudeslambeth.org'. There is a 'Forgot email?' link below the input field.

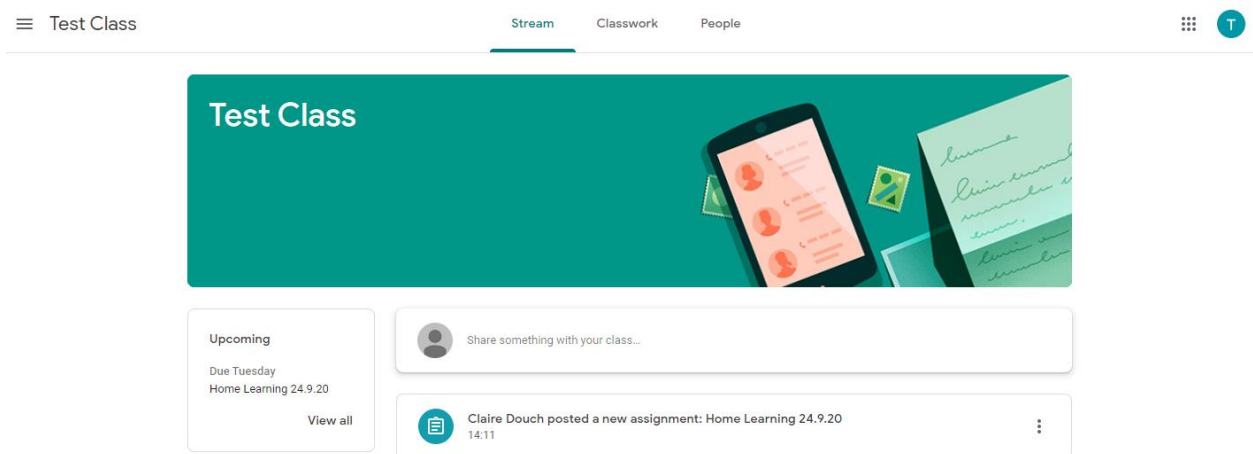
3. Next enter your password.

A screenshot of the Google password entry page. The Google logo is at the top, followed by 'Welcome'. Below this is a dropdown menu showing 'testpupil@stjudeslambeth.org'. There is a text input field with the placeholder 'Enter your password' and a password mask '.....'. There is a 'Forgot password?' link and a 'Next' button below the input field.

- This will take you to a screen with the name of your class. Click the button that says 'Join'.

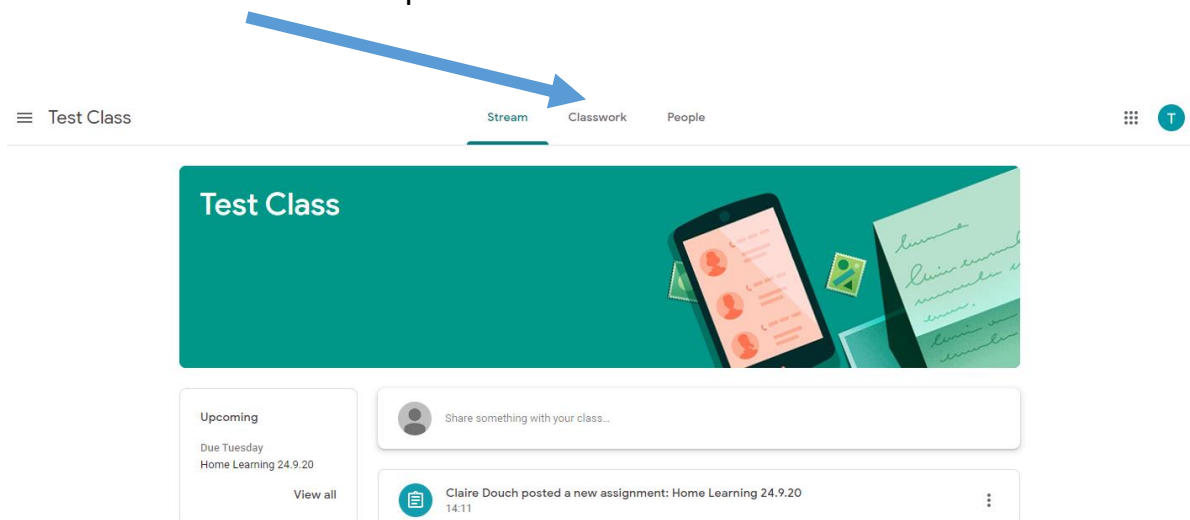


- You will now be taken into your virtual classroom!

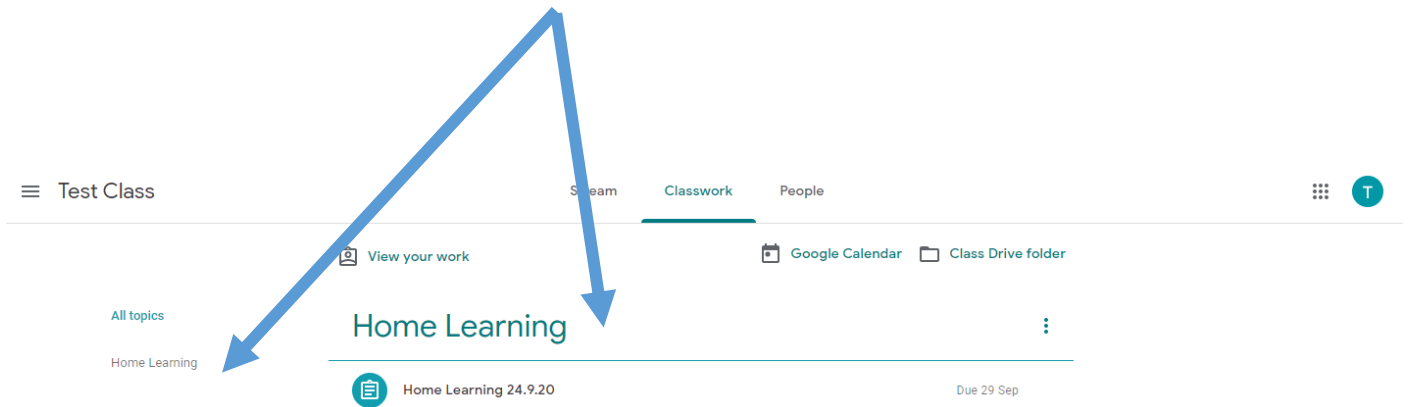


Accessing your Home Learning activities:

- Click on 'Classwork' on the top tool bar.

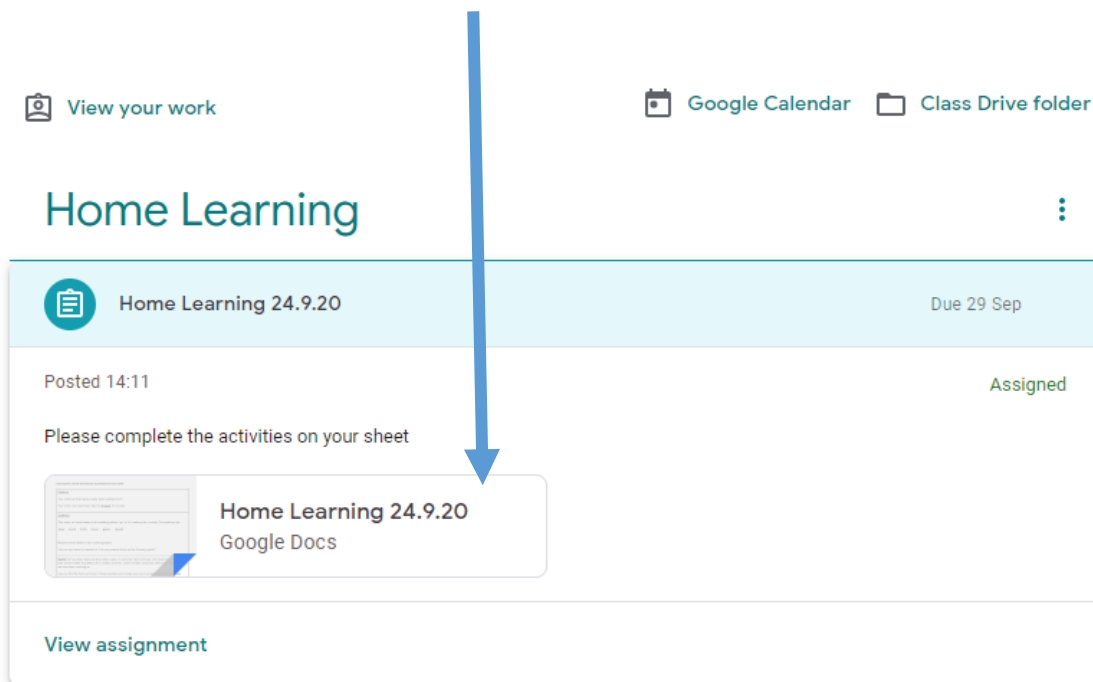


2. Inside 'Classwork', find the folder called 'Home Learning'. This can be found in the middle of the screen, or to the left-hand side.



3. Find the Home Learning with the date for this week and click on it.

4. Click on where it says 'View Assignment'.



5. You should see a Google Doc – click on it.

The screenshot shows a Google Classroom interface. At the top left, there is a hamburger menu icon and the text 'Test Class'. On the right, there is a grid icon and a circular profile icon with the letter 'T'. The main heading is 'Home Learning 24.9.20' with a document icon to its left. Below the heading, it says 'Claire Douch • 14:11' and 'Due 29 Sep'. A blue arrow points from the text '5. You should see a Google Doc – click on it.' to a document icon in the assignment list. The document icon is labeled 'Home Learning 24.9.20 Google Docs'. Below the assignment list, there is a 'Class comments' section with a text input field and a send button. On the right side, there are two panels: 'Your work' with 'Assigned' status, containing '+ Add or create' and 'Mark as Done' buttons; and 'Private comments' with a text input field and a send button.

6. This should take you to your activities sheet.

The screenshot shows a Google Doc titled 'Home Learning' with the subtitle 'Thursday 24th September 2020'. The doc contains a 'homework' logo and a description of homework activities for the week. The activities are divided into 'Reading' and 'Spellings' sections. The 'Reading' section states that the child must read every day for at least 10 minutes. The 'Spellings' section lists the words: knee, knock, knife, know, gnaw, gnash. At the bottom, there is a prompt: 'Please practise them in your spelling books. Can you say them in a sentence? Can you practise them on the Sumdo game?' The doc interface includes a top bar with 'Request edit access' and 'Share' buttons, and a left sidebar with a back arrow and a note about headings.

Once you have completed your Home Learning:

1. Your class teacher might ask you to upload an activity. To do this, click where it says **'Add or create'**.



2. From here you will have the option to upload your activity (perhaps a photo or photo) from either your Google Drive or as a file from your device.
3. To show you have completed your Home Learning, you can click **'Mark as done'** (if you have uploaded something, it will show as **'Hand in'**). This shows your teacher that you have found the activities and completed them.

