Google Classroom | Getting started
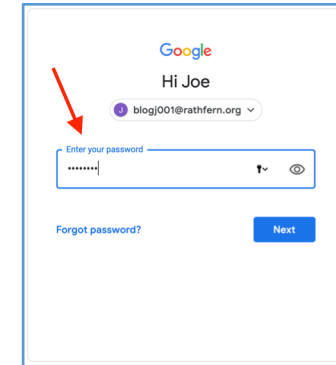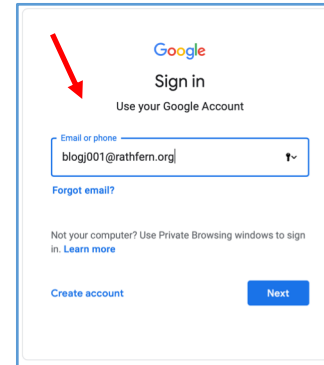
1) On your chosen internet browser, go to www.google.com
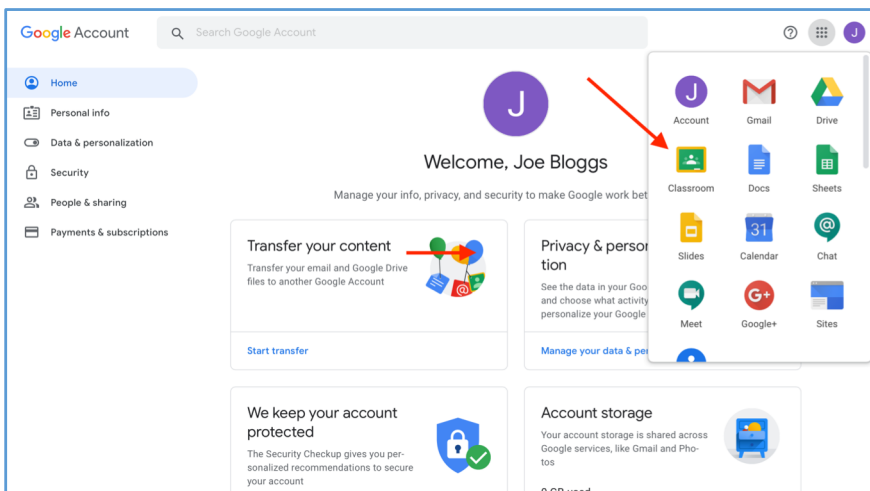
2) Click on the '**Sign in**' tab to access your
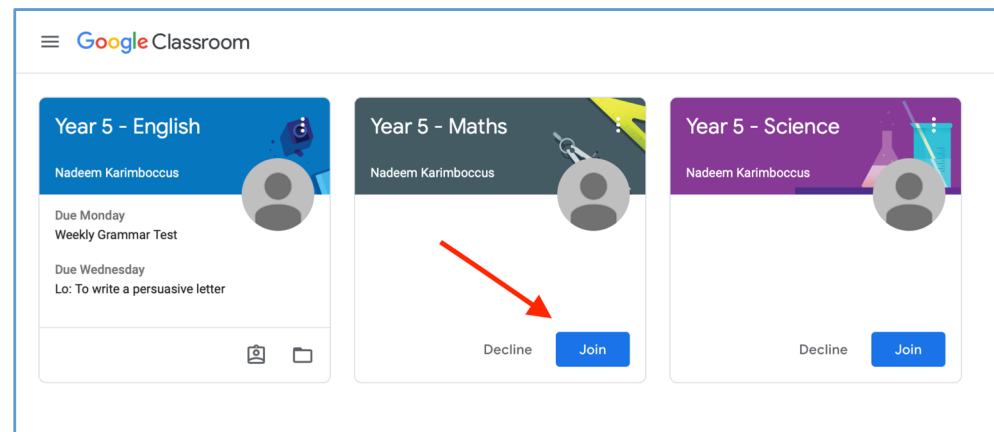

3) Enter your child's unique username and password.

4) On the welcome page, you can manage account settings.

Click on the keypad icon in the top right hand corner of the page.
Then, click on the **Classroom** button.

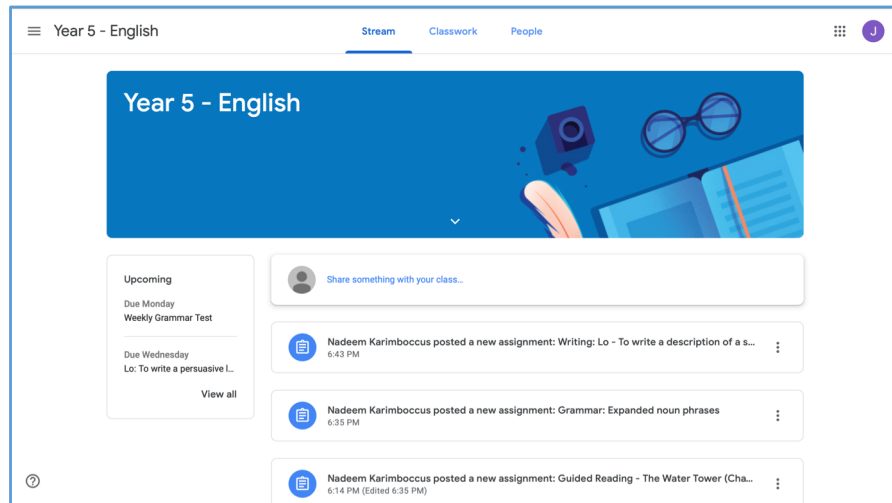You can also access Google Classroom here: classroom.google.com

5) '**Join**' classes that you have been invited to so that you can view and complete assignments.
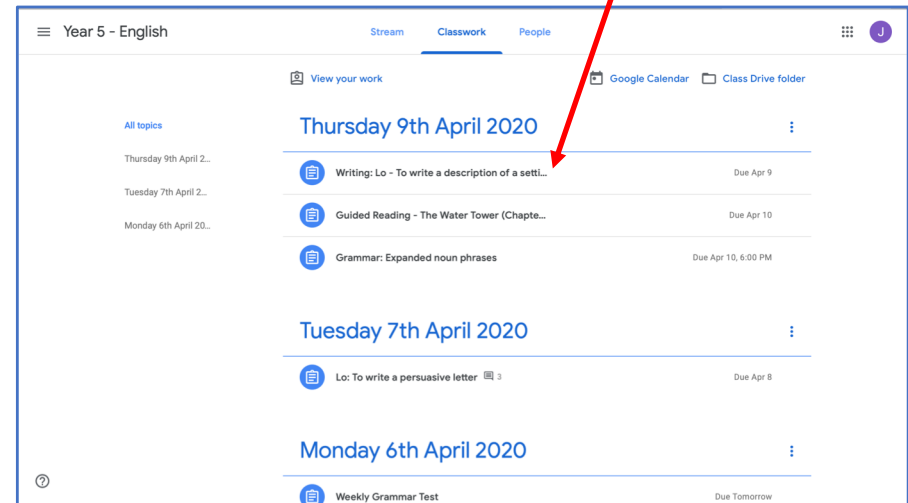
6) '**Stream**' **-** New assignments, comments and materials that have been posted will appear in the stream here.
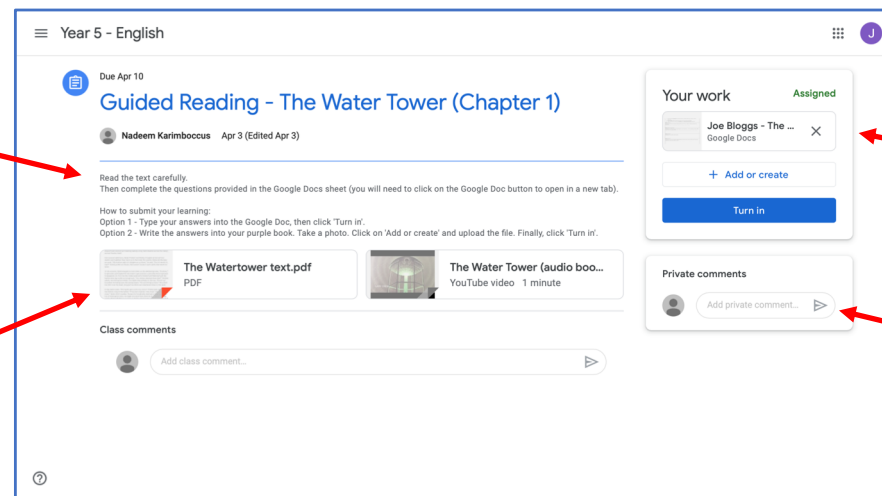Click on the '**Classwork**' tab to view learning that has been set.

7) '**Classwork**' - This is where you can view all of your current or ongoing learning tasks and deadlines. Learning tasks can be viewed by clicking individual assignments

8) '**Assignment**' - Click on the assignment to view the learning task.

Instructions for completing the task can be found here. Be sure to read these carefully. This will also explain how to submit your learning.

Supporting materials, such as texts, images, videos or other useful links may be available to view, prior to and during the learning task. Tests and quizzes (in Google Forms) will also appear here.
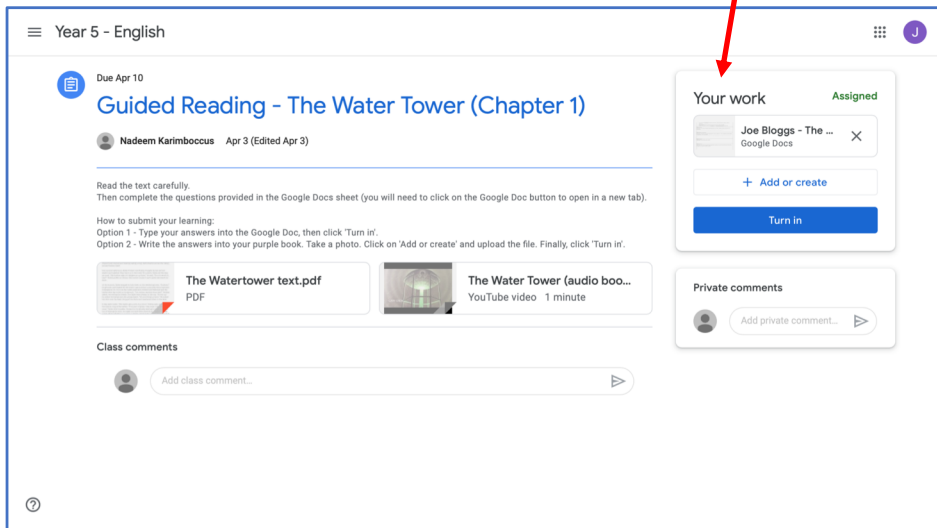

Your work will sometimes come in editable documents which you can click, type on, and send back to your teacher once it has been finished.

You can write '**Private comments**' to your teacher about the learning here.
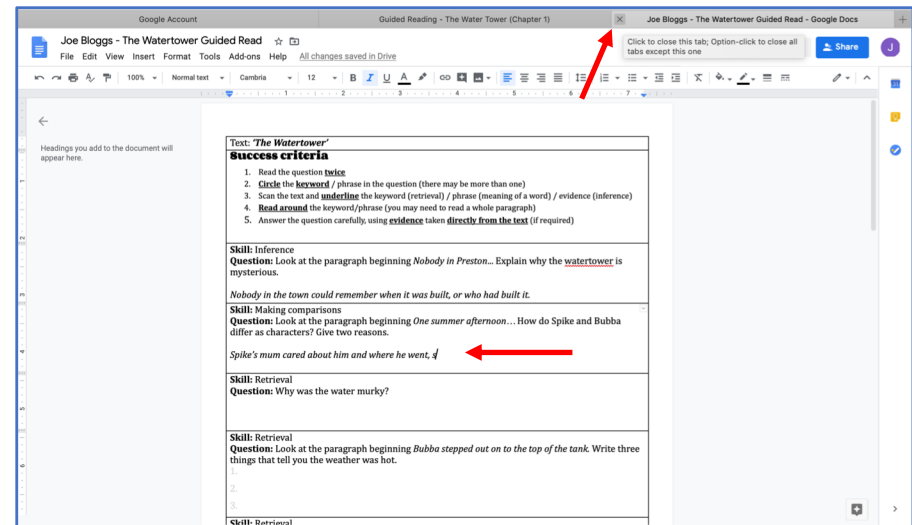
Submitting learning

Learning can be complete and submitted in two ways. Pupils can complete their learning task on a variety of Google apps, such as Docs, Drawings, Forms and Slides. If a pupil is unable to do this, they can take a photo, video or audio of their learning and submit it as a file attachment instead.
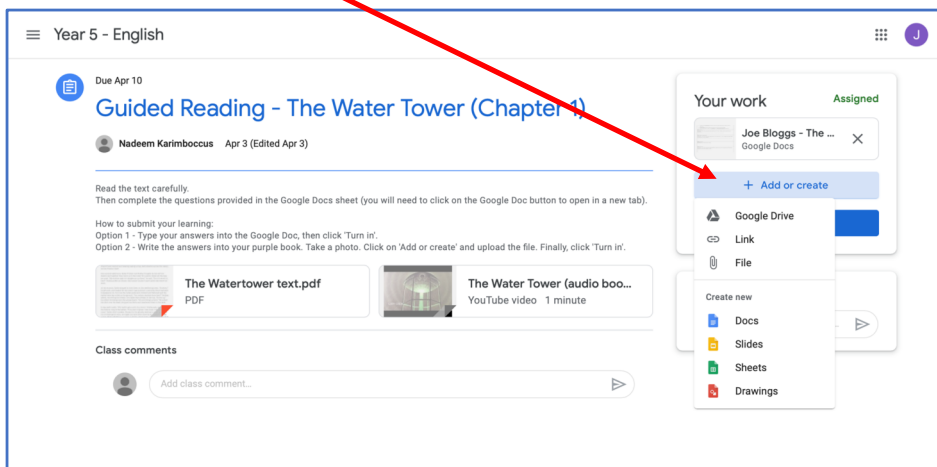
1) To complete a Google app document, click on the file under the section '**Your work**'.
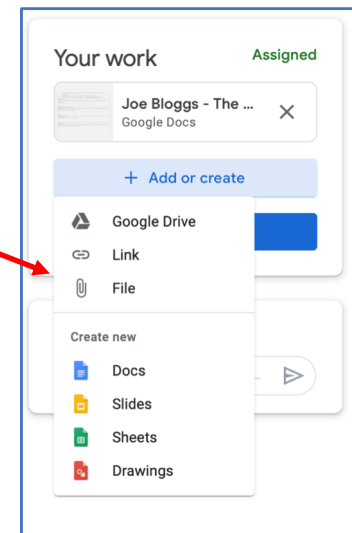
2) Pupils can type straight on to the document and when the have finished they can close the tab in their web browser. There is no need to press *save* if you are connected to the internet as Google files are saved automatically.
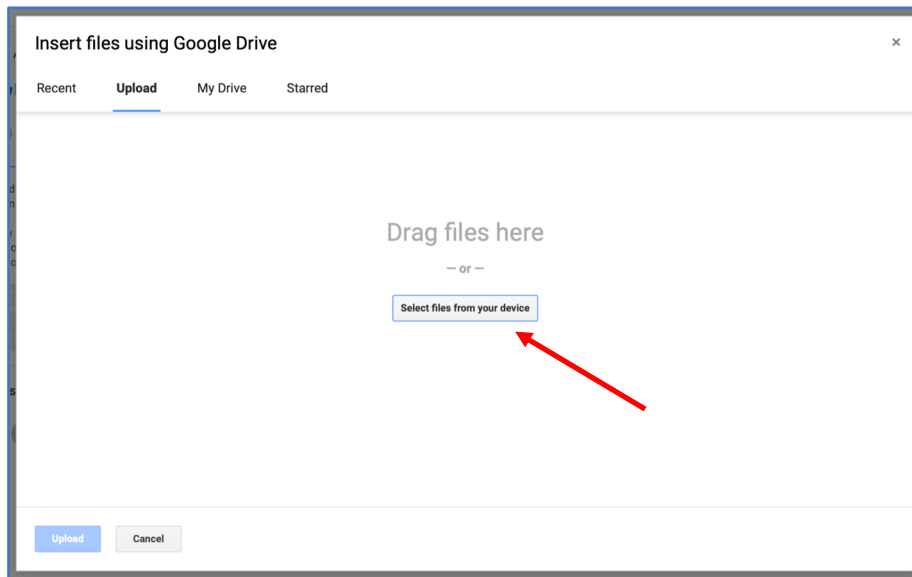

3) If you would prefer to submit a different file (photo, video or audio) containing the learning, click on '**Add or create**'.
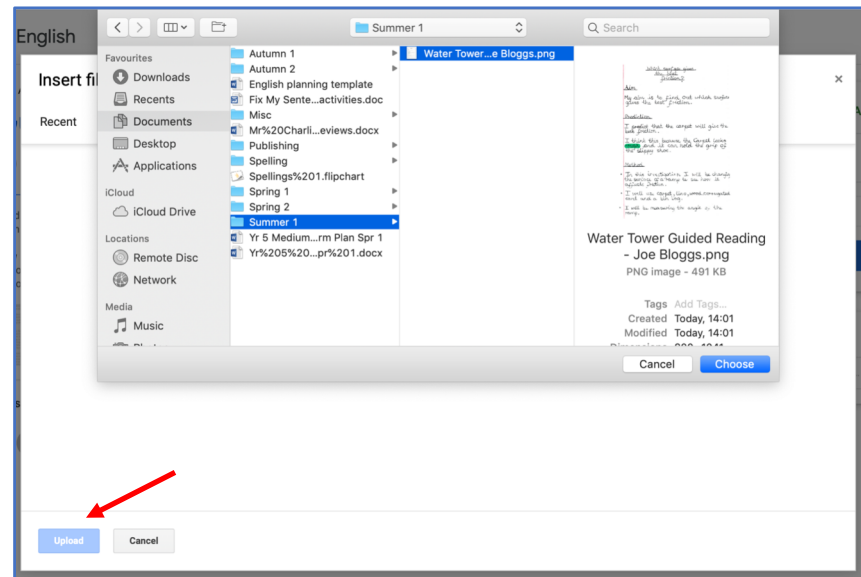
4) There are several options to choose from. If you want to upload a file from your device, click '**File**'.
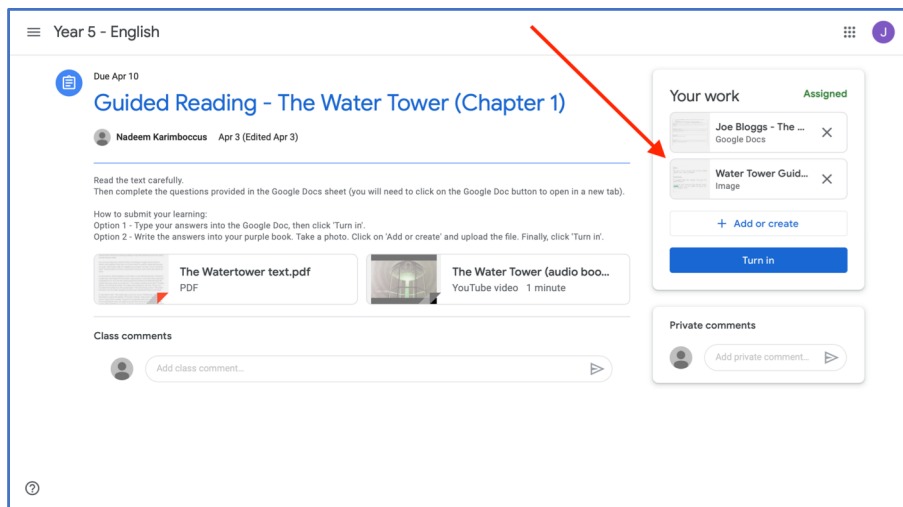
5) Select the upload tab and then click on '**Select files from your device**'.

6) Select the file (containing the learning) that you want to submit. Then click '**Upload**'

7) The file should now appear under '**Your work**'. Click '**Turn in**' to submit learning.

8) If at any time you want to make any changes to your learning, you can click '**Unsubmit**'.