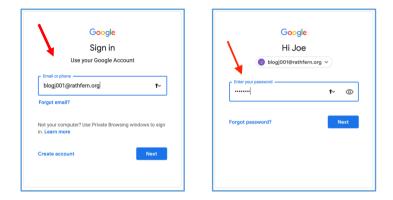
Google Classroom | Getting started

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.



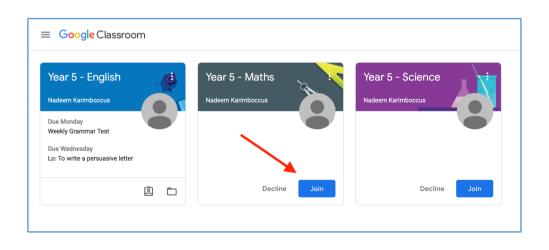
4) On the welcome page, you can manage account settings.

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

Google Account	Q Search Google Account		?	
 Home Personal info Data & personalization Security People & sharing 	Welcome, Joe Bloggs Manage your info, privacy, and security to make Google work bet	Account	Gmail Docs	Drive Drive Sheets
People & sharing	Transfer your content Transfer your email and Google Drive files to another Google Account See the data in your Goo and choose what activity personalize your Google	Slides	31 Calendar G+ Google+	© Chat Sites
	Start transfer Manage your data 5 pe We keep your account protected The Security Checkup gives you per- sonalized recommendations to secure your account Google services, like Gmail ar go]

5) '**Join**' classes that you have been invited to so that you can view and complete assignments.

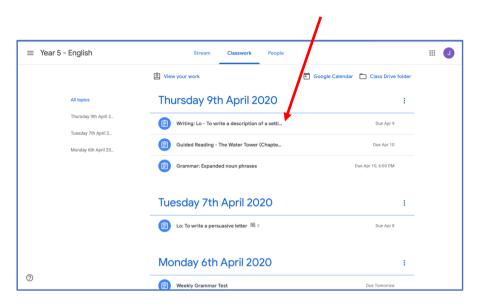


6) 'Stream' - New assignments, comments and materials that have been posted will appear in the stream here.

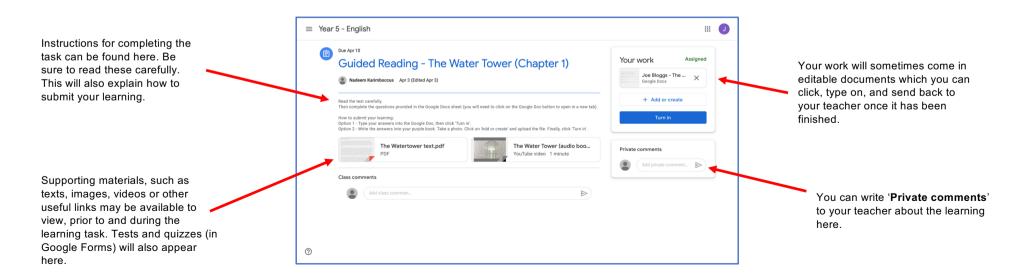
Click on the 'Classwork' tab to view learning that has been set.

≡ Year 5 - English III 🚺 Stream Classwork People Year 5 - English Share something with your class. Upcomina Due Monda Weekly Grammar Test Nadeem Karimboccus posted a new assignment: Writing: Lo - To write a description of a s... Due Wednesday Lo: To write a persuasive l. View all adeem Karimboccus posted a new assignment: Grammar: Expanded noun phrase Nadeem Karimboccus posted a new assignment: Guided Reading - The Water Tower (Cha... 6:14 PM (Edited 6:35 PM) ?

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



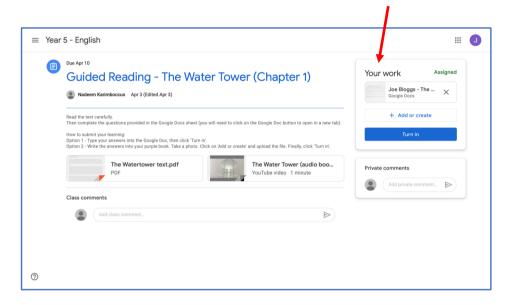
8) 'Assignment' - Click on the assignment to view the learning task.



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.

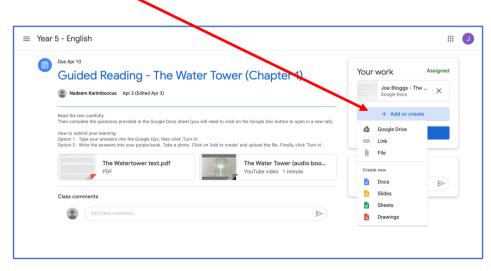
1) To complete a Google app document, click on the file under the section '**Your** work'.

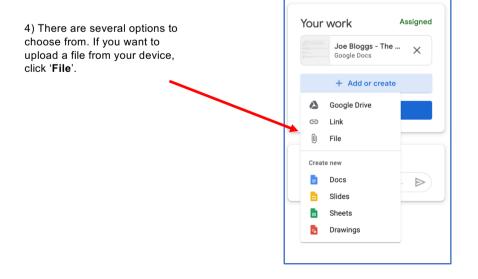


2) Pupils can type straight on to the document and when the have finished they can close the tab in their web browser. There is no need to press *save* if you are connected to the internet as Google files are saved automatically.

Google Account	Guided Reading - The Water Tower (Chapter 1) X Joe Bloggs - The Watertower Guided Read -	Google Docs	+
Joe Bloggs - The Watertower Guide File Edit View Insert Format Tools		🛓 Share	J
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3) If you would prefer to submit a different file (photo, video or audio) containing the learning, click on 'Add or create'.





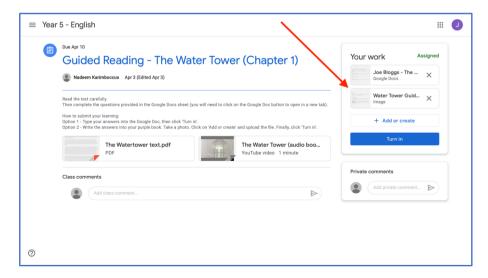
5) Select the upload tab and then click on 'Select files from your device'.

Insert files using Google Drive ×				
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1				
				Drag files here
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				Select files from your device
5				
Upload	Cancel			

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

English	<>		Q Search	
Recent	Favourites Downloads Downloads Recents Downloads Dosktop A applications ICloud Coloud Drive Locations Remote Disc Remote Disc Remote Network Media	Autumn 1 Autumn 2 English planning template Fix My Senteactivities.doc Misc	And a second sec	:
Upload	Media Music		Tags Add Tags Created Today, 14:01 Modified Today, 14:01 Cancel Choose	

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**'.

