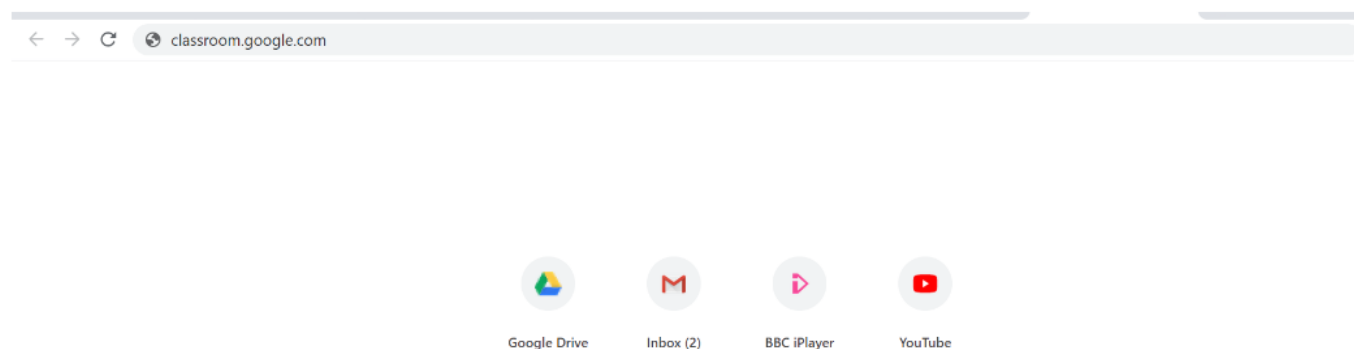


How to find your assignments on Google Classroom:

The easiest way to use all the functions of Google Classroom is on a computer or laptop.

1. Open the internet browser and type in: classroom.google.com



2. Log in to Google Classroom using the login details your teacher has given you. This will be your school email address and a password.

accounts.google.com/signin/v2/sl/pwd?service=classroom&passive=1209600&continue=https%3A%2F%2Fclassroom.google.com%2F&followup=https%3A%...

A screenshot of the Google login form. At the top is the Google logo and the word 'Welcome'. Below this is a dropdown menu showing the email address 'firstname.lastname@park.newham.sch.uk'. Underneath is a password field with the placeholder text 'Enter your password' and a toggle icon for visibility. At the bottom left is a link for 'Forgot password?' and at the bottom right is a blue 'Next' button.

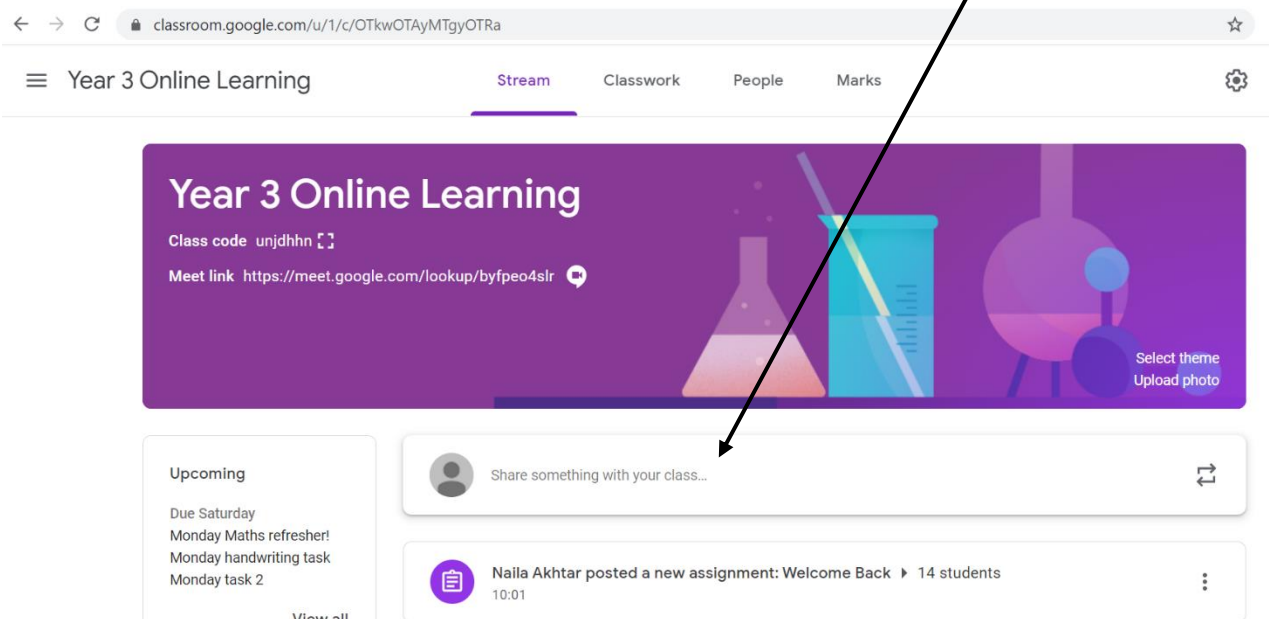
3. You will then see your year group classroom. Click on this.

≡ Google Classroom

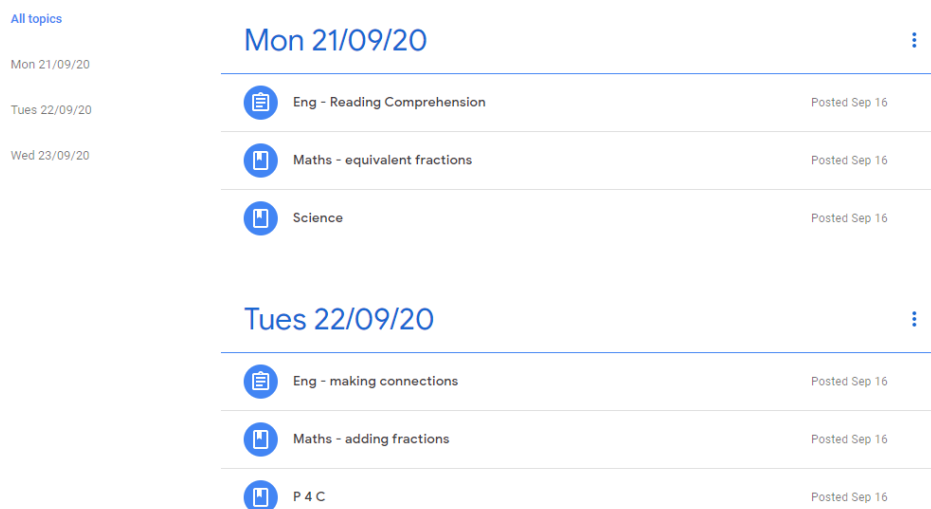
📅 To review 📅 Calendar

<div>Year 3 Online Learning</div> <div>87 students</div> <div>Due Saturday Monday Maths refresher! Monday handwriting task Monday task 2</div>	<div>Year 2</div> <div>85 students</div> <div></div>	<div>Year 5</div> <div>72 students</div> <div>Due Friday Time capsule letter</div>
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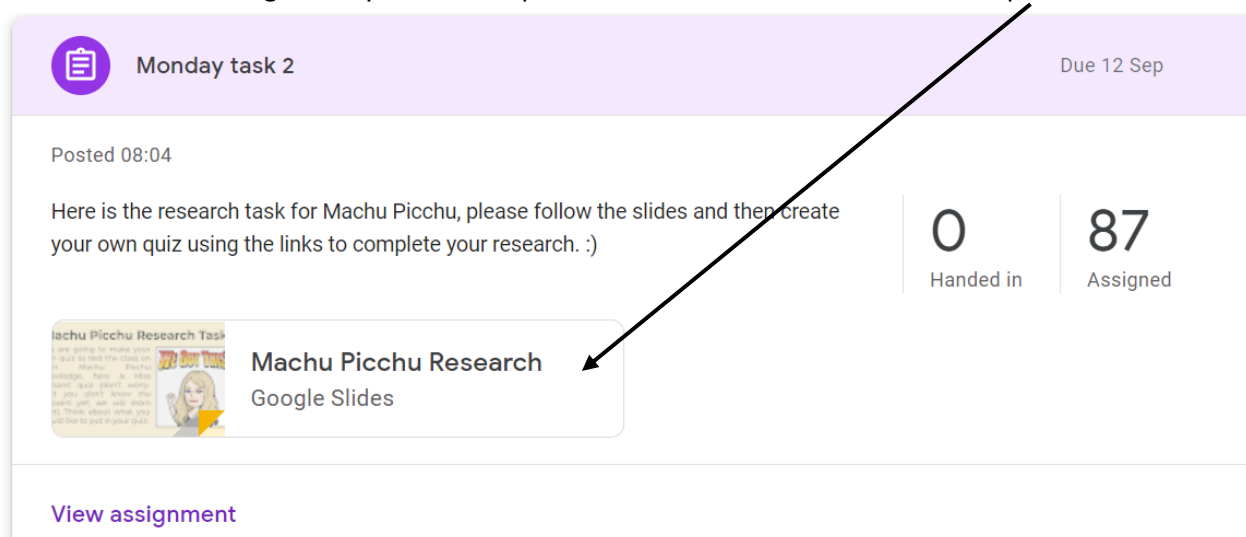
4. You will mainly use the 'Stream' and the 'Classwork' sections of Google Classroom. The stream allows you to leave comments for your teachers and classmates to see. You will also be able to read messages and updates from others here too. If you want to say something or ask a question, write it here. Remember all comments should be learning-related and appropriate.



5. In the 'Classwork' section you will see all the assignments that your teachers have created for you to complete. It will be separated by days of the week - you will find all the online lessons listed for that day. You can find previous learning down the left-hand side.



6. Click on the assignment you wish to open and then click on the thumbnail to open it.



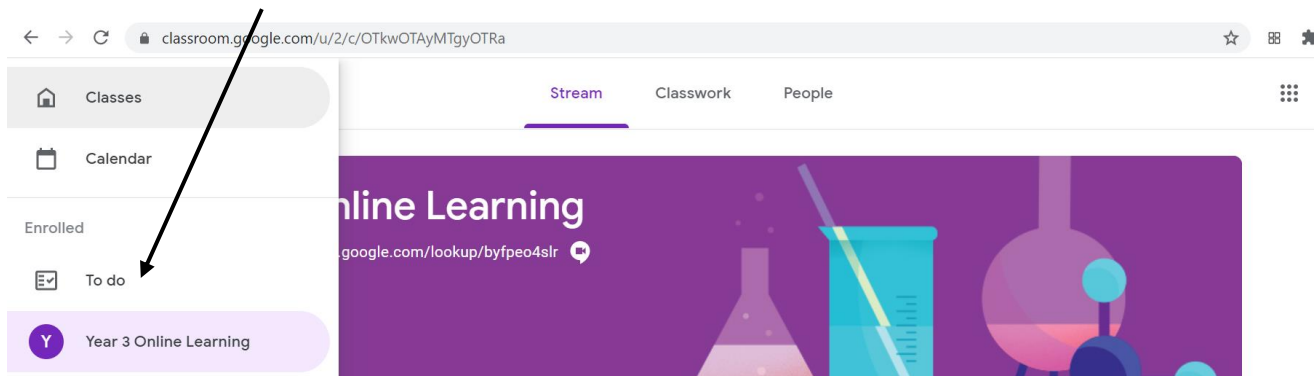
How to find your to-do list:

Google Classroom also creates a to-do list for you so that you can see all the assignments that you need to complete in the near future.

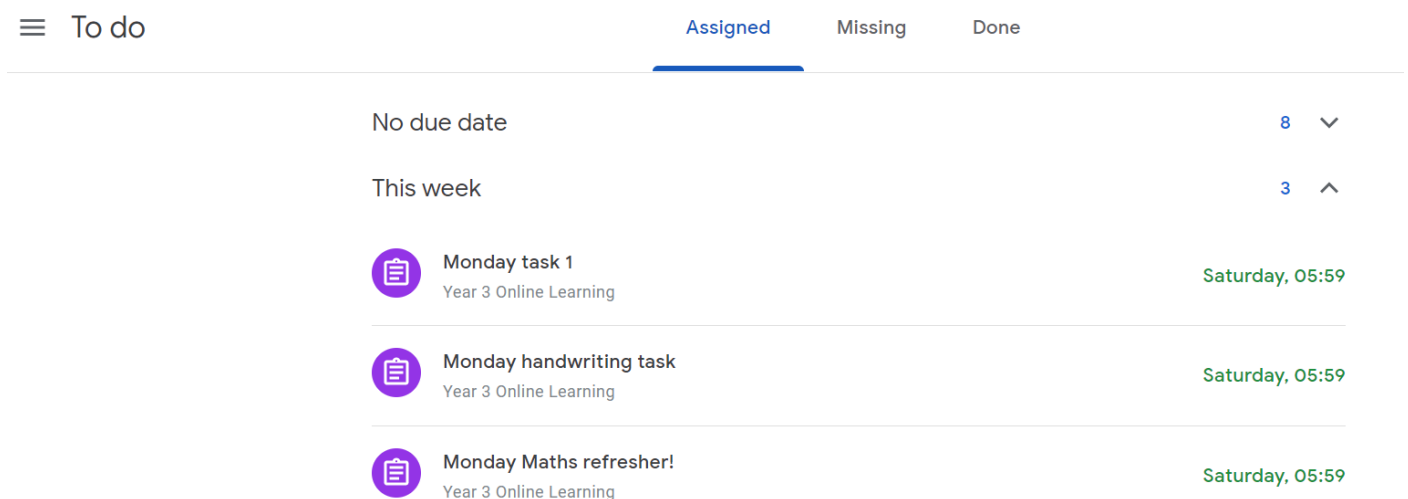
1. Click on the 3 horizontal lines in the top left-hand corner.



2. Click on 'To do'.



3. Here you can see all the work you've been assigned, you haven't yet completed and any assignments you have already submitted. You can also see their due dates on the right-hand side. For example, these 3 assignments need to be completed and submitted by Saturday morning at 5.59am!

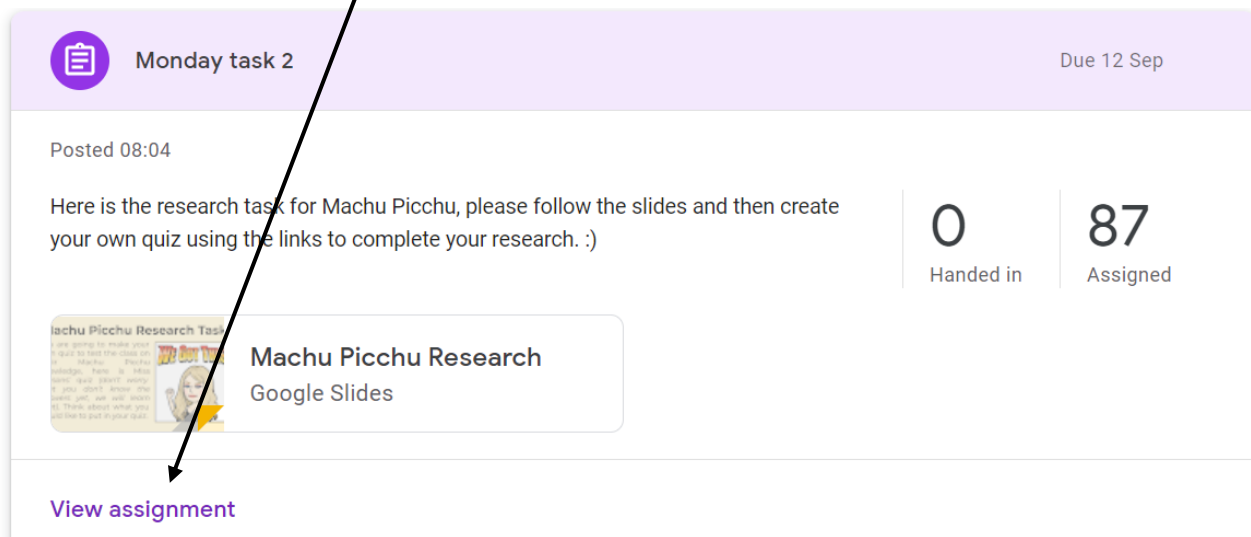


You can then click on these assignments, complete them and submit them using the instructions below.

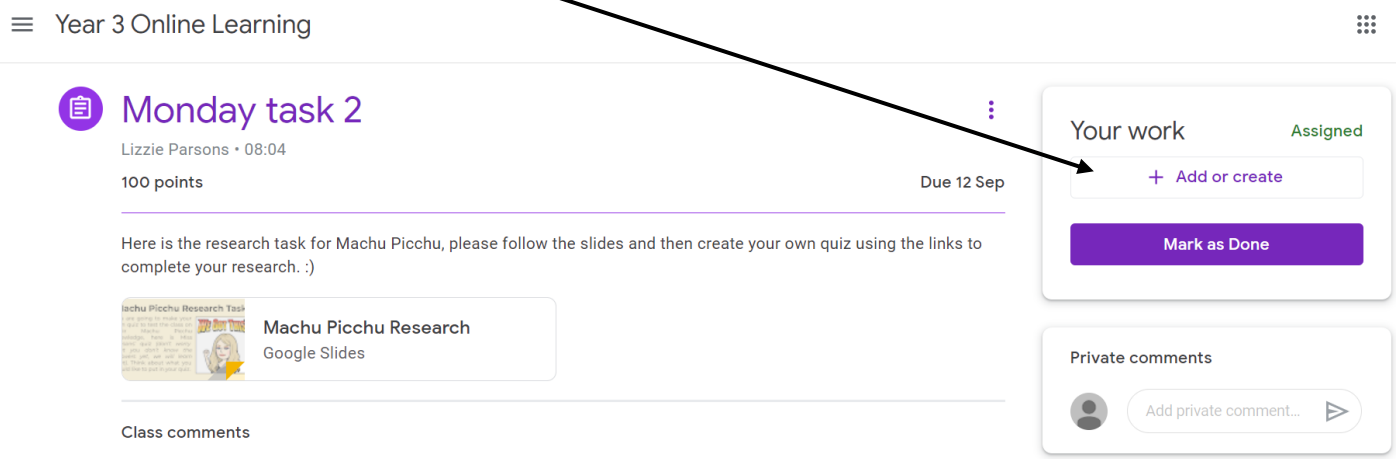
How to submit an assignment on Google Classroom:

It is important that you submit your finished learning on Google Classroom so that your teachers can review it and give you feedback.

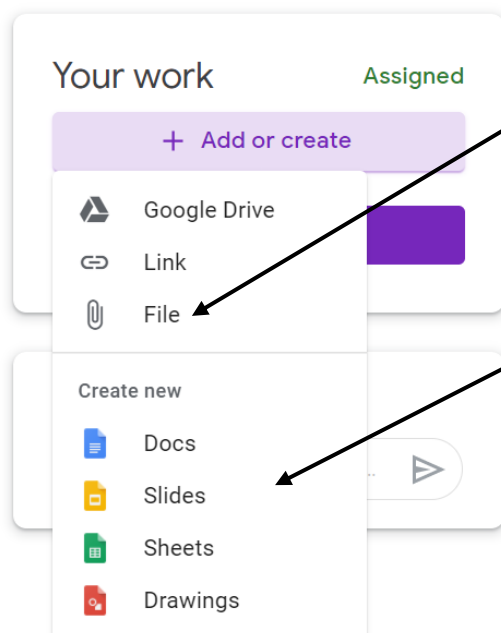
1. Click on 'View assignment'.



2. Next, click on '+ Add or create'.

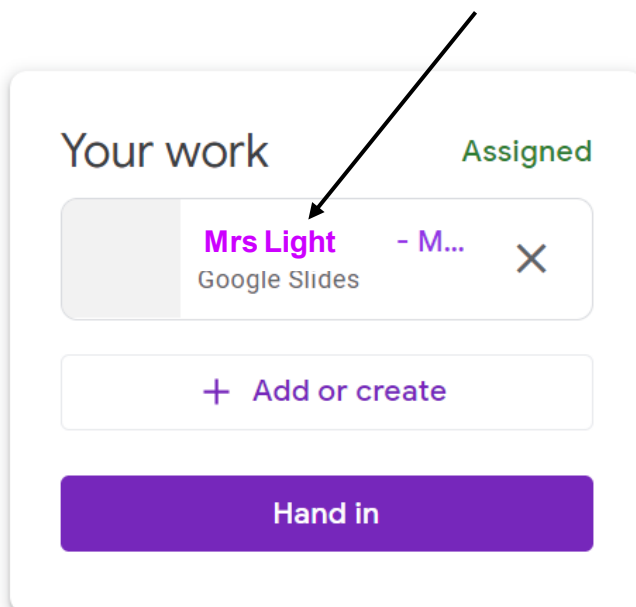


3. There are different ways you can submit your learning.

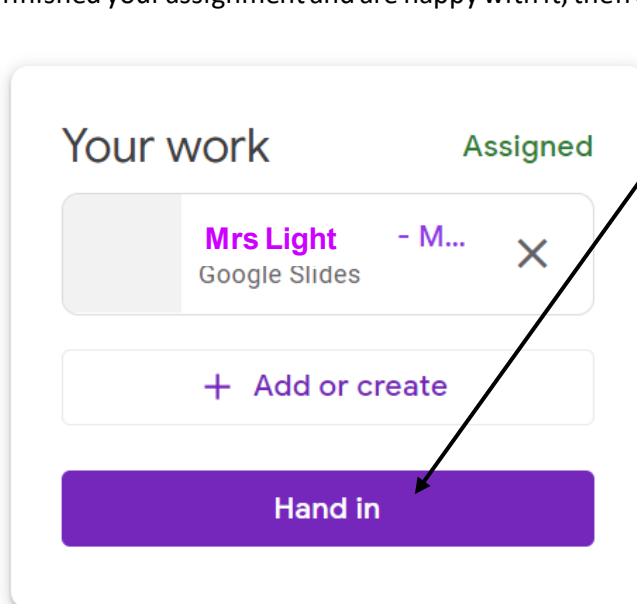


1. You can upload a photo of something you have written, drawn or made. Simply take a photo and then save it on your device. Upload it onto Google Classroom by clicking on 'File'.
2. You can create a new document, presentation or spreadsheet by clicking on the relevant icon here.

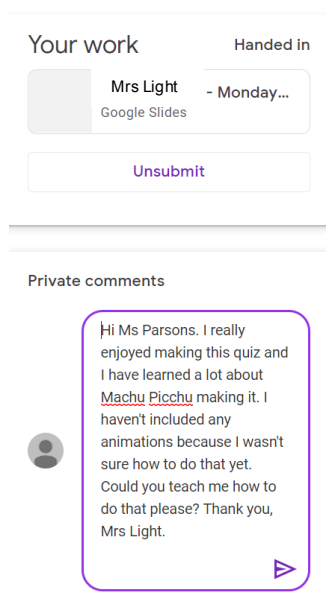
4. Click on the thumbnail of your new document to edit and complete it:



5. Once you have finished your assignment and are happy with it, then click 'Hand in'.



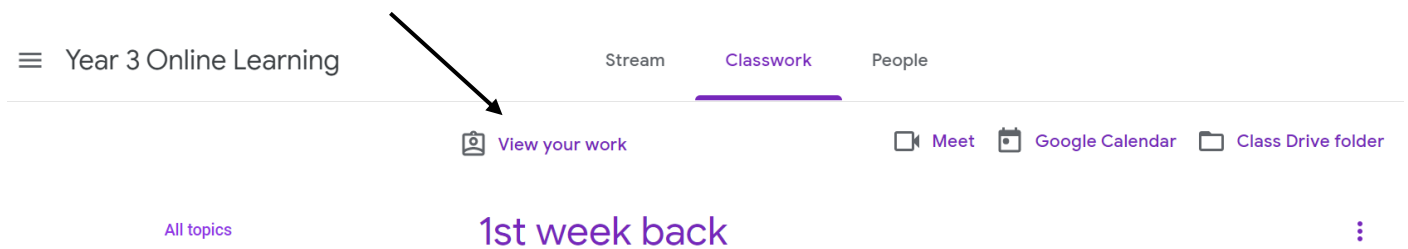
6. You can now see that your assignment has been handed in. You can also write a private comment about the assignment for your teacher if you wish to.



How to view your teachers' comments:

Your teachers can review your learning, comment and return it to you. You will receive a notification when a piece of learning is returned.

1. Click on 'View your work'.



2. Click on 'Returned' to see assignments your teachers have marked and returned to you.

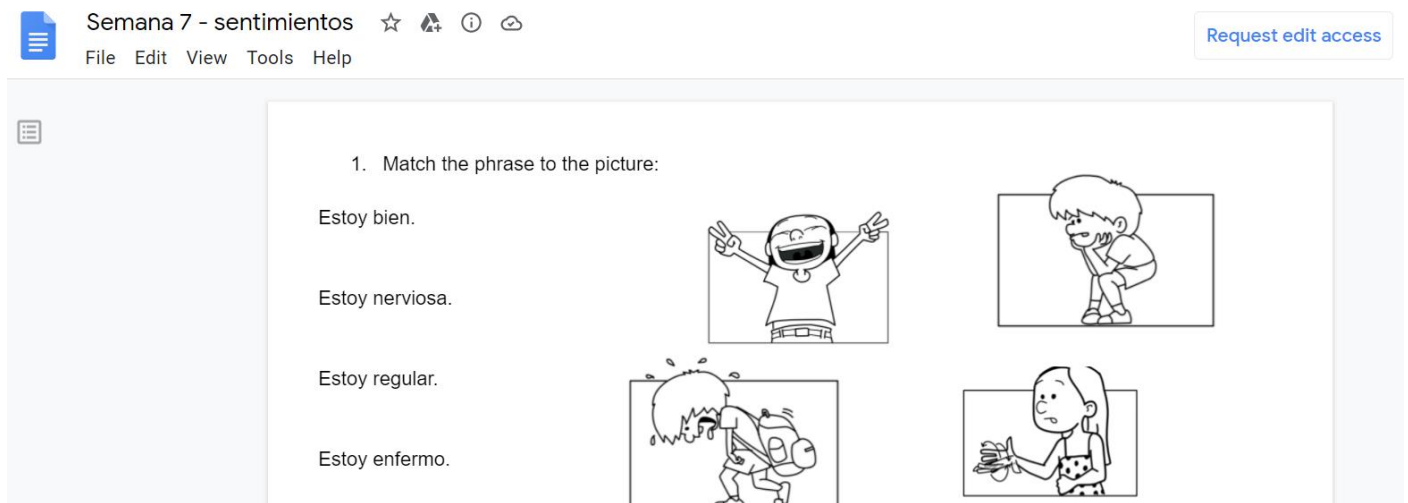


3. Click on the task to view your teacher's feedback.



How to create a copy of a document your teacher has created:

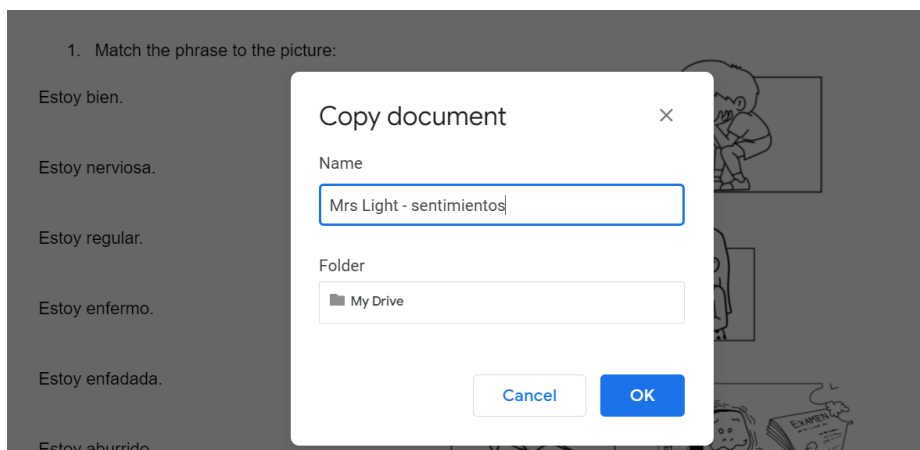
Sometimes it might be helpful to make a copy of the document your teacher has created so that you can edit it for your home assignment, like in this example:



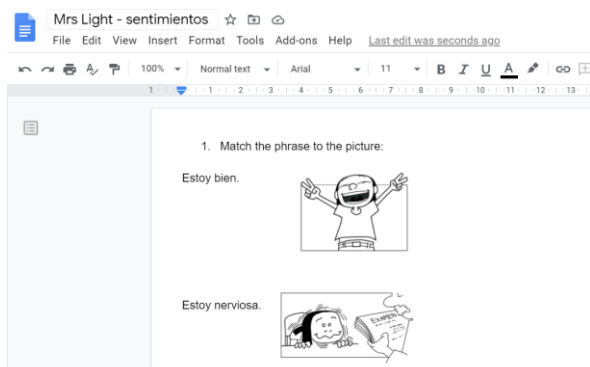
1. Click on 'File' and then 'Make a copy'.



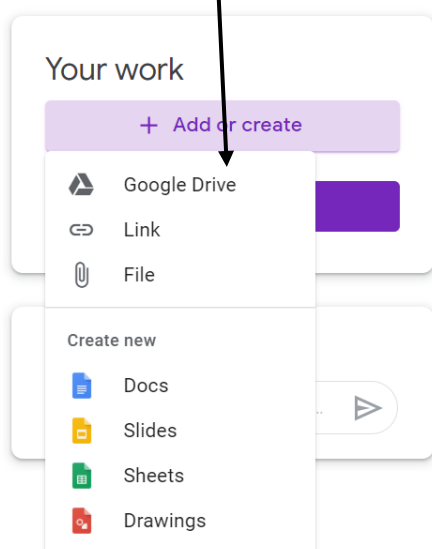
2. Give the document a sensible name that you and your teacher will recognise. This document will then be saved in your Google Drive.



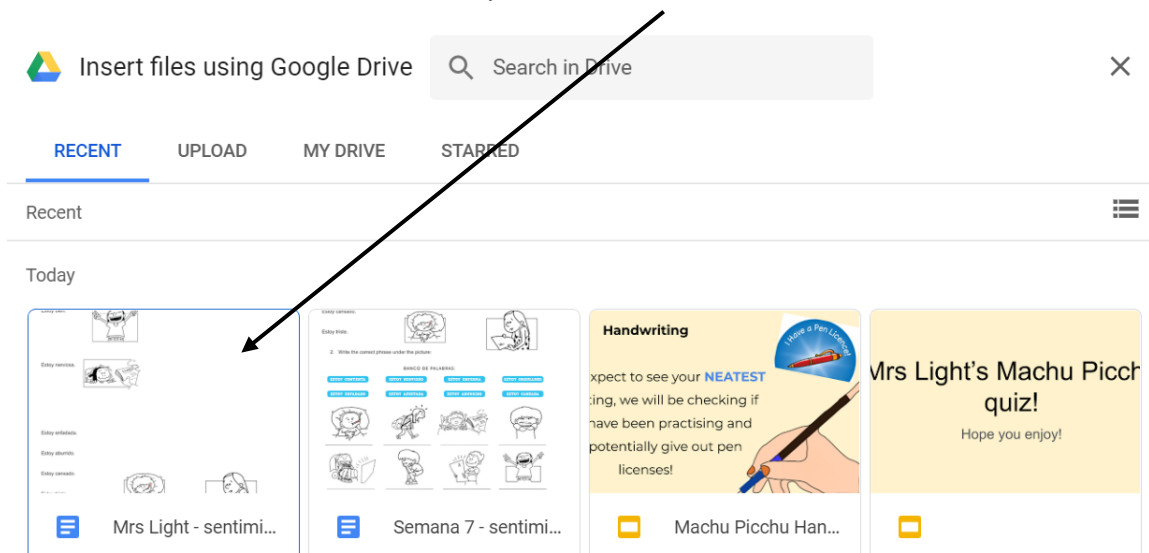
3. Complete the assignment. Google Docs will save it automatically.



4. You can then submit your completed document for your teacher to see. Click on '+ Add or create' and then 'Google Drive'.



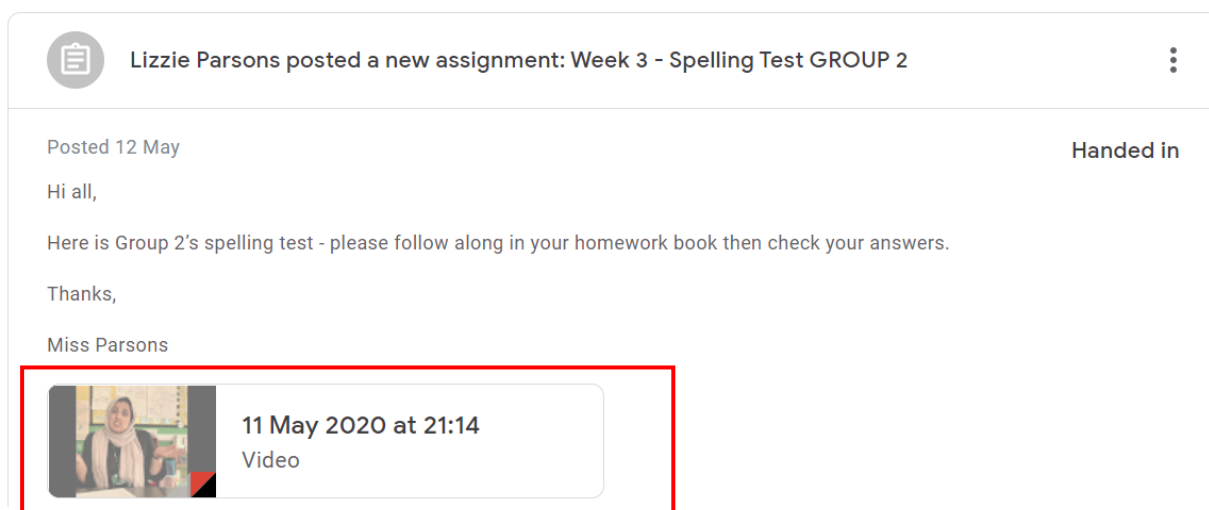
5. Find and click on the document you wish to submit.



6. And then click 'Hand in', just as shown before!

Videos

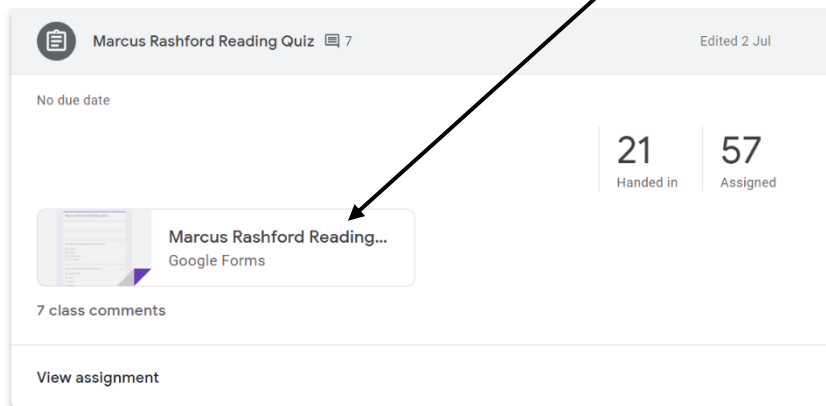
Some lessons will be uploaded as videos. It is important you watch these carefully. You can watch them as many times as you want to.



How to complete a Google Form:

Sometimes teachers may create a quiz for you to complete on Google Forms.

1. As always, click on the thumbnail to open it



2. Read and answer each question. Once finished, click 'Submit'.

A screenshot of a Google Form. The question is 'Do you think that Marcus is a good role model? Explain your answer'. Below the question, there is a text area with the answer: 'I believe Marcus is a good role model because he has worked hard to ensure every child receives the food they need. He has shown lots of empathy for others.' Below the text area, there is a toggle switch labeled 'Send me a copy of my responses.' which is currently turned off. At the bottom left, there is a purple button labeled 'Submit'. An arrow points from the second step of the instructions to the 'Submit' button.

Not on a laptop or computer?

If you are accessing Google Classroom on an iPad, phone or tablet, you will need to download the following apps to be able to access all the content your teachers post:



Google Classroom



Google Slides



Google Docs



Google Sheets



Google Forms



Google Meet

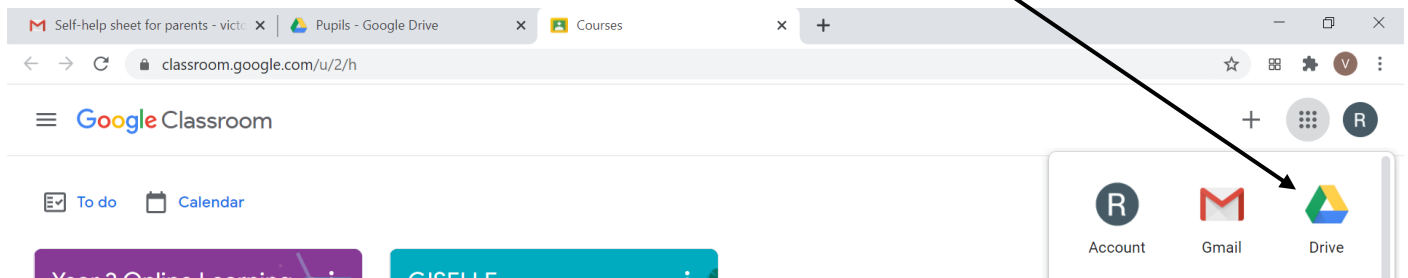


Google Drive

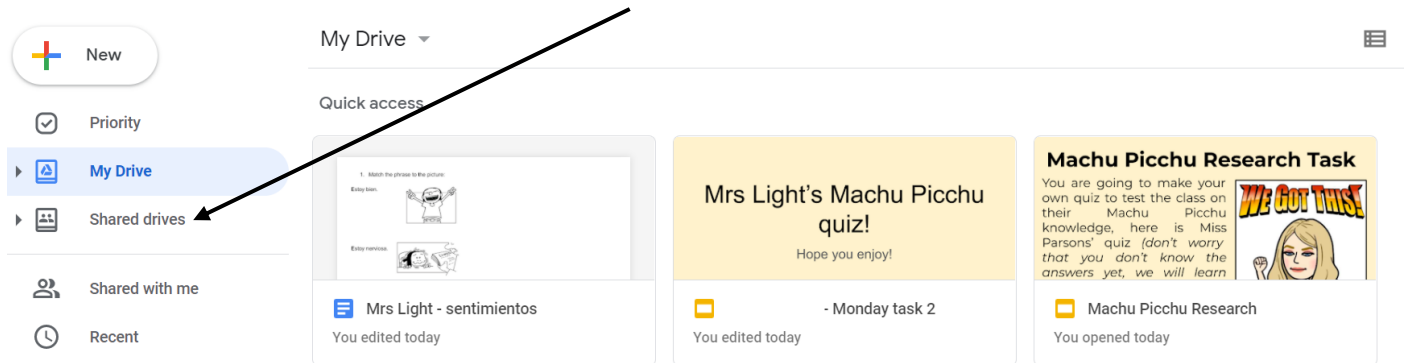
How to log on to your Google Drive

You may also sometimes need to access files saved on Google Drive.

1. Click on the waffle in the top right-hand corner and then click on 'Drive'.

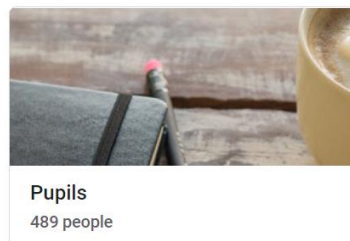


2. It will take you to 'My Drive' where you can find your most-recent documents and anything you have saved. You can also then access the 'Pupil Drive' where your teachers may have saved documents you need to find. To find the 'Pupil Drive', click on 'Shared Drives' on the left-hand side.

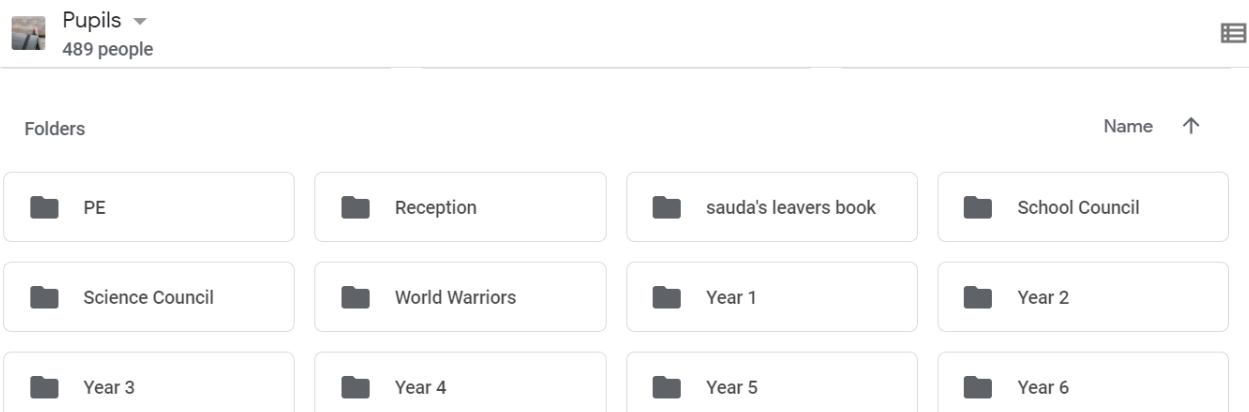


3. Click on 'Pupils'.

Shared drives

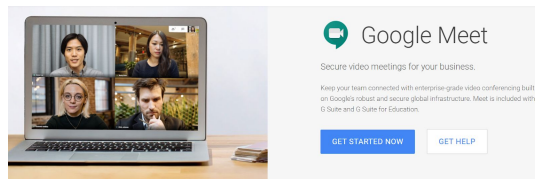


4. You will then see a range of folders. Click on your year group to find the files you're looking for.



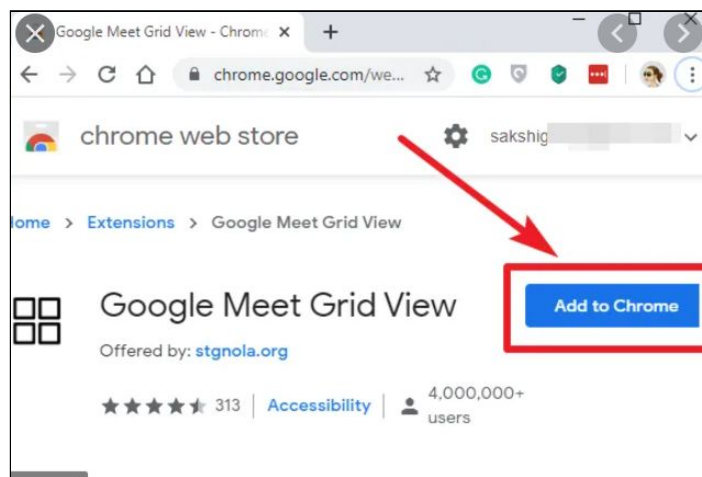
Step 1: On google search engine, type in Google Meet download or click the link below.

<https://meet.google.com/>

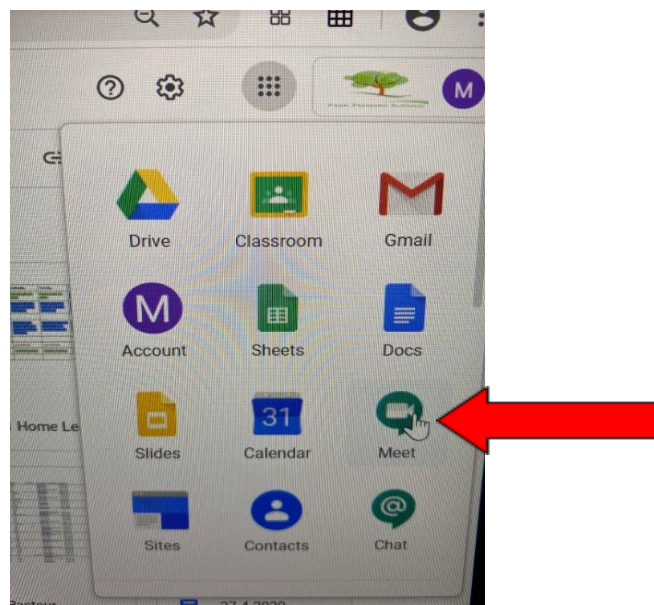


Step 2: Then download 'Google Meet Grid View' so that you can see all your friends at the same time.

<https://chrome.google.com/webstore/detail/google-meet-grid-view/bjkegbgpgfpikgkfidhchihflbjgfi>



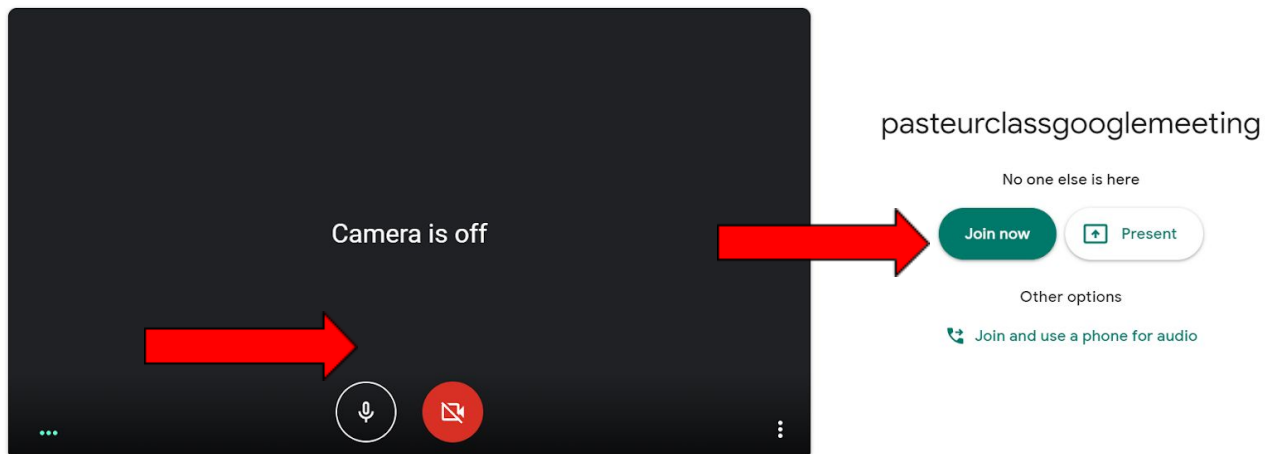
Step 3: Log on to google classroom, find the waffle again. You will see the 'Google Meet' icon. Click it!



Step 4: Click 'Join now' at the given date and time suggested by your teacher.
You can click to switch the camera on and the mic using the small icons at the bottom.
Sometimes we might even send you a special code to join.

Meet

Switch account



Step 5: Click grid at the top of page so that you can see everyone in the meeting.

