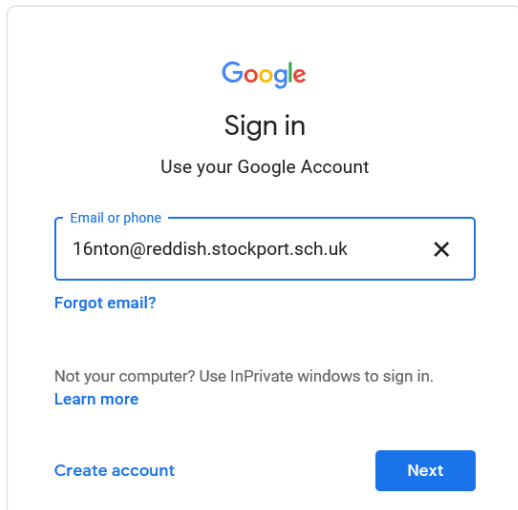


Google Classroom Student Guide

Signing in:

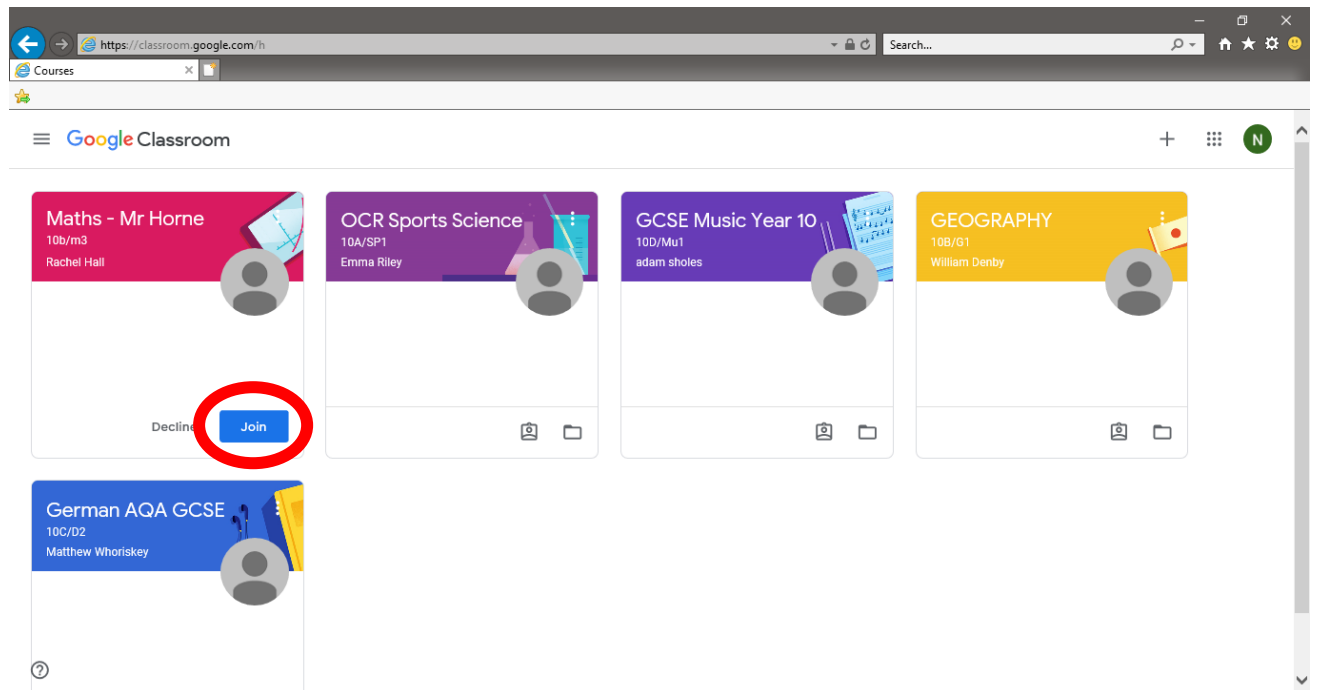
You will need to navigate to <https://classroom.google.com> and click on go to classroom.

Your user name will be the same as your school network login (the one you use to access a school computer) but entered as an email address. For example, for Mr Power in year 11 his computer log in is '15mpow'. To access Google Classroom he will enter '15mpow@reddish.stockport.sch.uk'.



When you click next you will be asked to enter your password. This is the same as the password you enter to log on to a school computer.

Once you submit your password you will see your Google Classroom homepage like in the image below

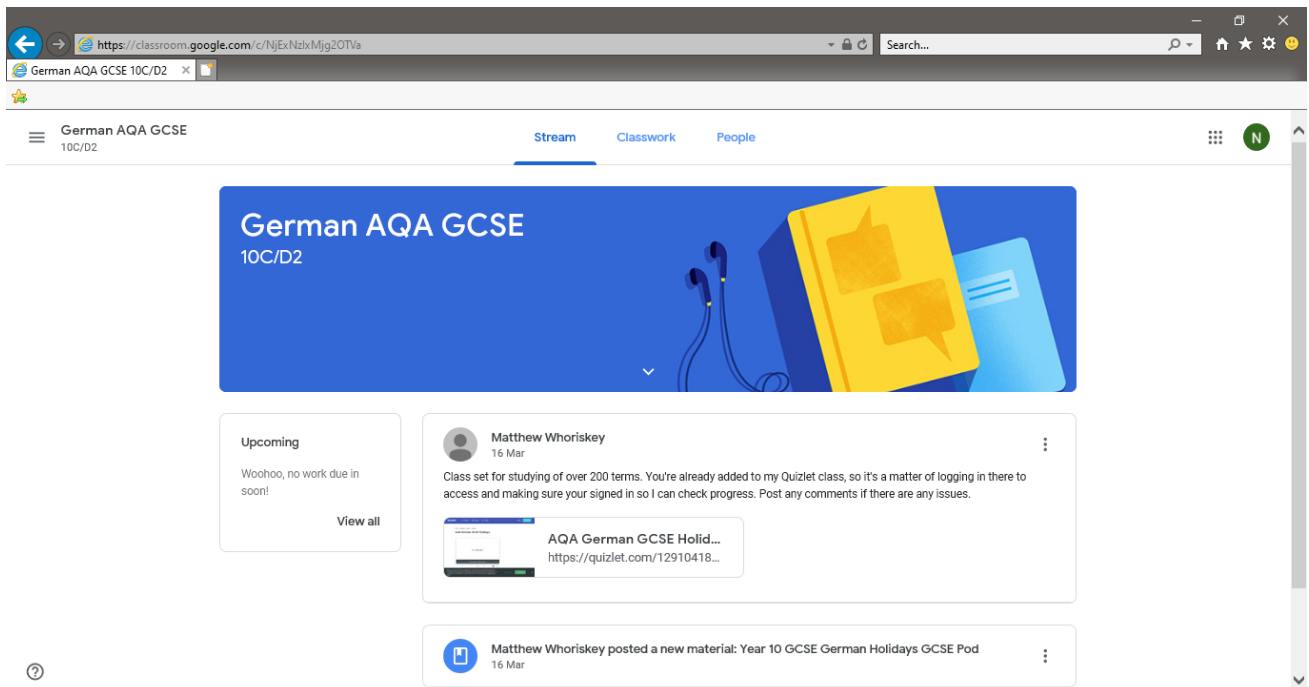


The first time you access Google Classroom you will need to press the 'Join' button on each class to be able to access your work.

Once you have joined, you can click each subject and enter each classroom to access work and assignments.

Inside your classroom

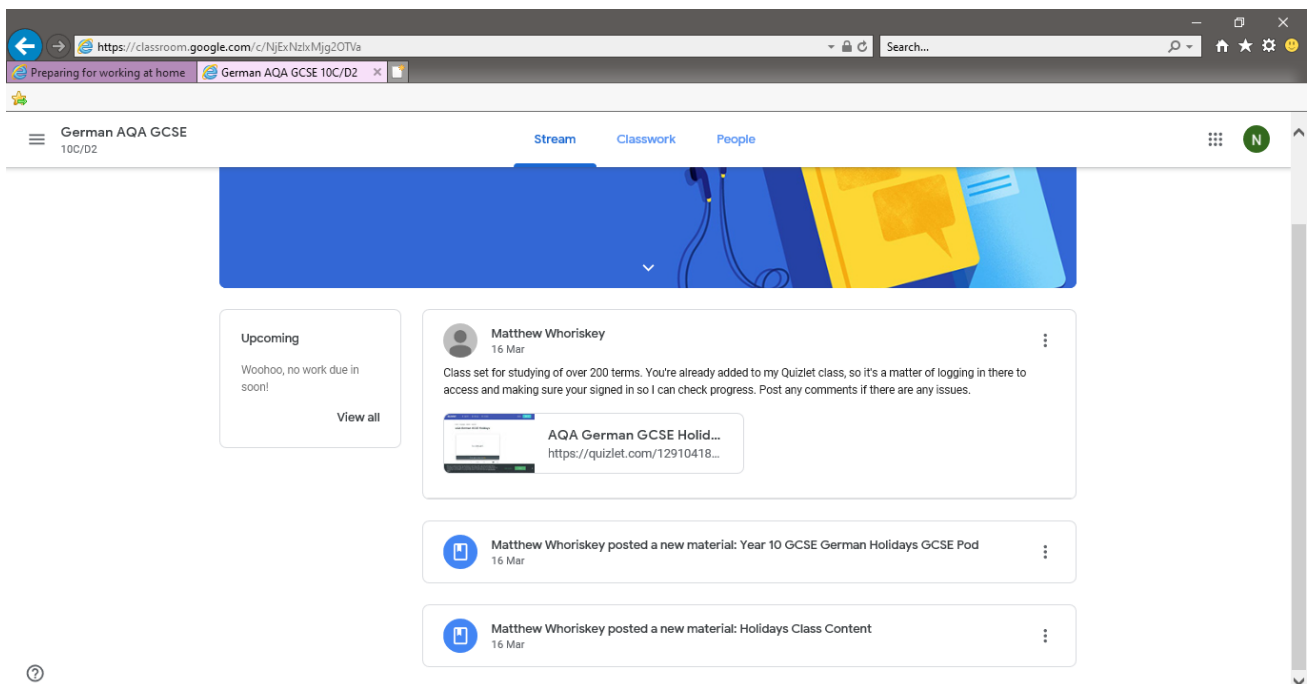
The first page you see when you click on a subject is called the 'stream'. This is where your teacher will post any messages, lesson resources or links to your assignments.



Accessing resources

Where your teacher has uploaded any resources for you to access you simply need to click on them on the 'stream' and it will open within your web browser.

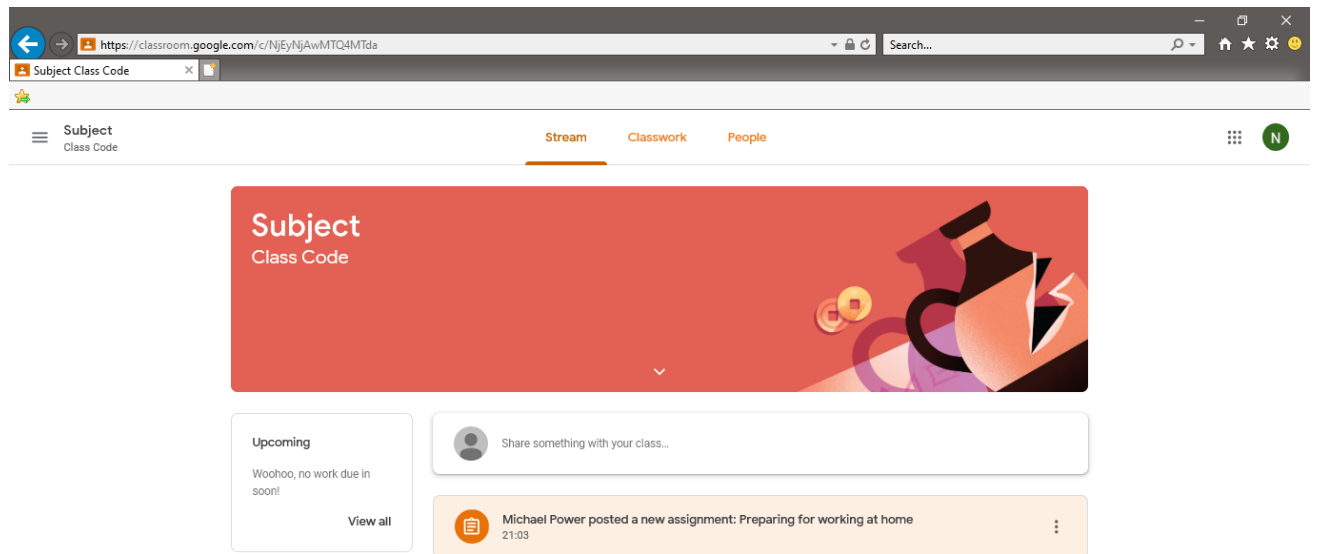
You can chose to also download the documents to your personal computer.



Sometimes your teachers will share links to videos or other websites that will help you with your work, these can all be clicked on and will open in a new tab on your browser.

Completing an assignment

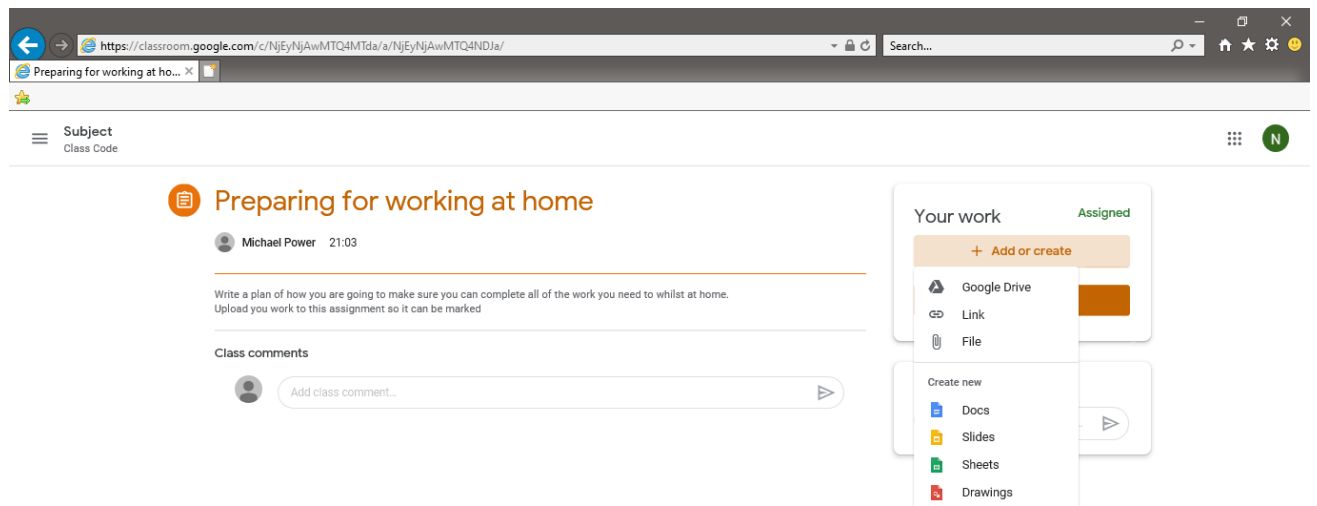
As part of using Google Classroom your teachers will set you assignments which allows you to submit work back to your teacher to show them what you have learnt whilst studying at home. To access the instructions for each assignment you need to click it from the 'stream'.



Once you click on the assignment you will be presented with the instructions for the task in the centre of the page.

To the right hand side of the page is the 'add or create' button which allows you to submit work back to your teacher.

When you click this button you have an option to attach a file you have created on your computer or to create a new document using the Google software.

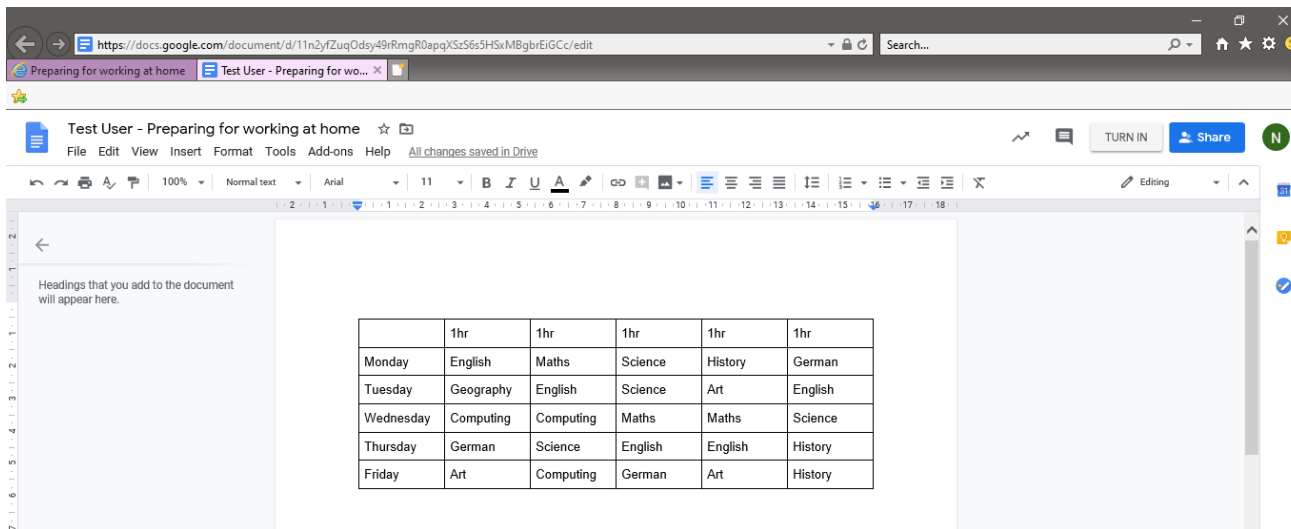


Both Microsoft Office and the Google programmes are able to do the same things and you are able to switch between the two if you need to.

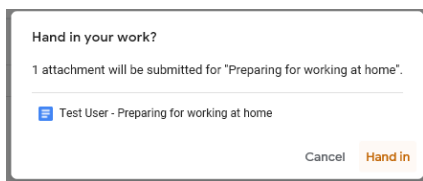
Microsoft Office	Google Alternative
Word	Docs
PowerPoint	Slides
Excel	Sheets
Paint	Drawing

If you use the Google software you are able to directly submit work back to your teacher. When you have completed your work you need to press the 'Turn in' button which will save your work and submit it to your teacher.

Remember to submit your work or your teacher will not be able to see it.



When you press 'turn in' you will be given a confirmation message where you need to press 'Hand in'.



Once you press 'Hand in' your teacher will be able to view your work and can then provide you with comments on your work to help you improve it.

What to do if you have any issues with using Google Classroom:

If you are struggling to log in to Google Classroom you can email Googleclassroom@reddish.stockport.sch.uk