

Welcome to Google Classroom

We use google classroom for homework – these instructions should help you with using it, but if you have **any** questions – please just ask!

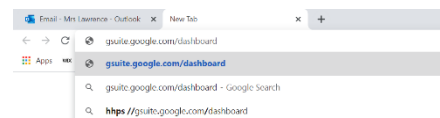
Reminder: Only ever post things online that you'd be happy for your parents and teachers to see – in fact, your parents and teachers WILL see these things! 😊

Steps with stars next to them will only need to be done the first time you log in.



Type in <https://gsuite.google.com/dashboard> into the address bar.

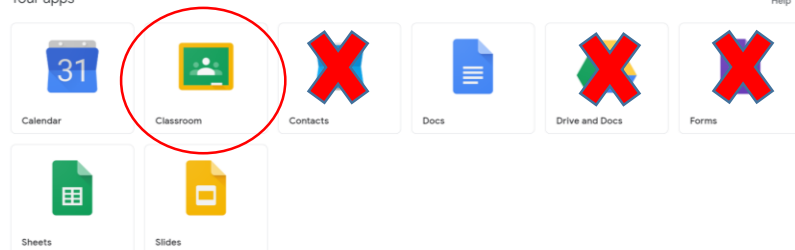
Sign in using your username and password.



Read and accept the new account agreement.

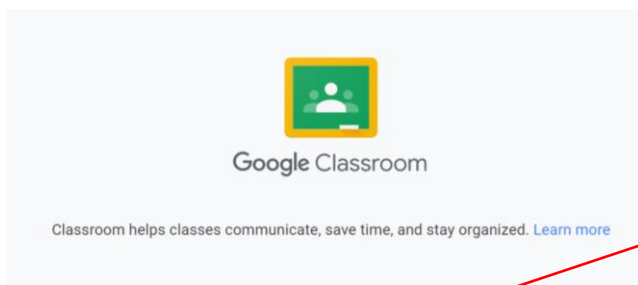


Your apps



Select Classroom.

You don't ever need to use Contacts, Drive or Forms.



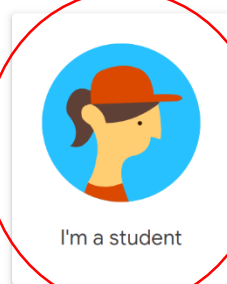
Check it's your username showing here and click continue.



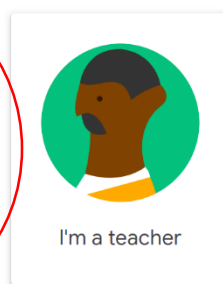
Continue

By joining, you agree to share contact information with people in your class. [Learn more](#)

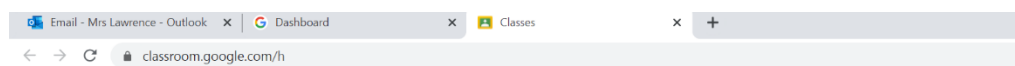
Pick your role



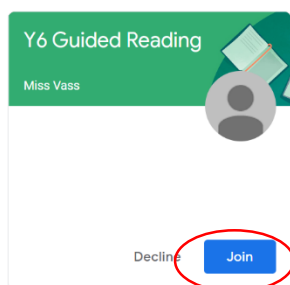
I'm a student



I'm a teacher



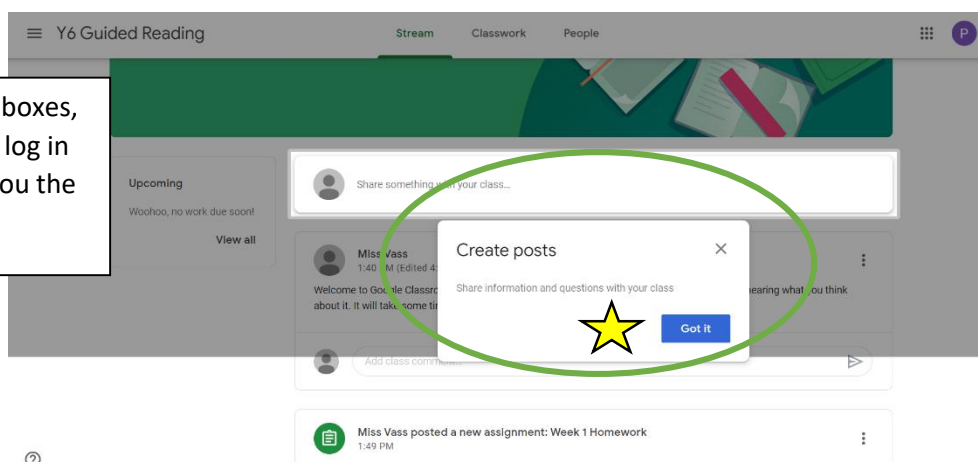
Google Classroom

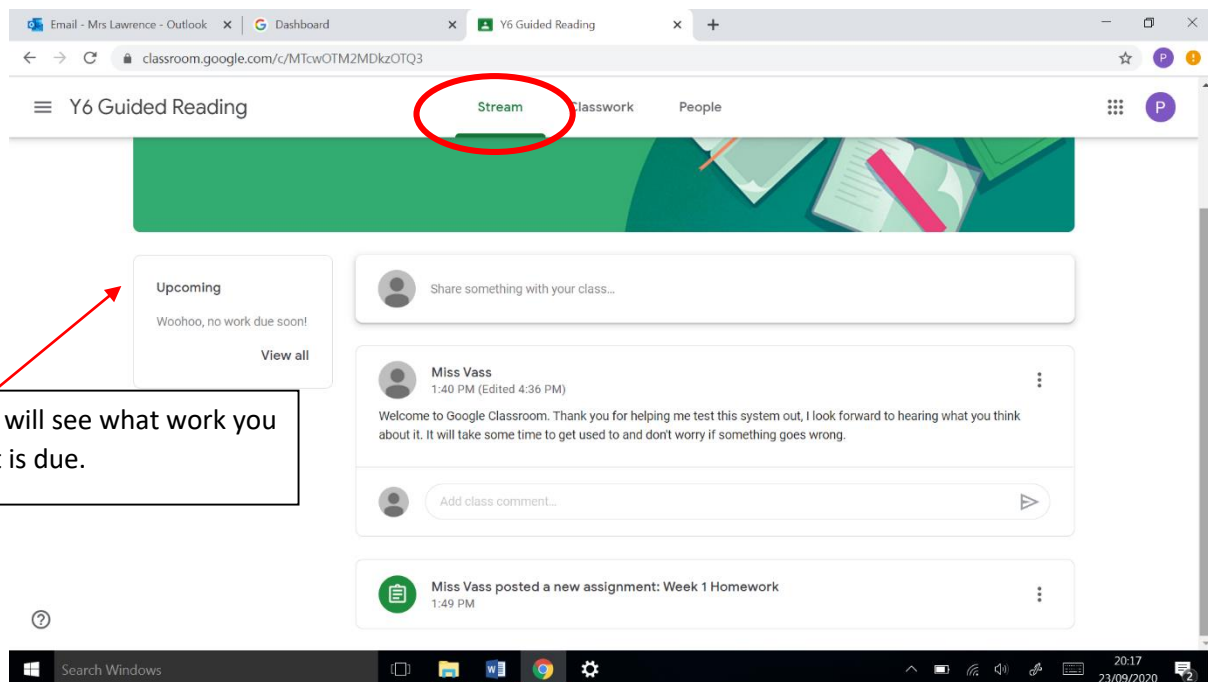


All of the classrooms you are members of will show here.

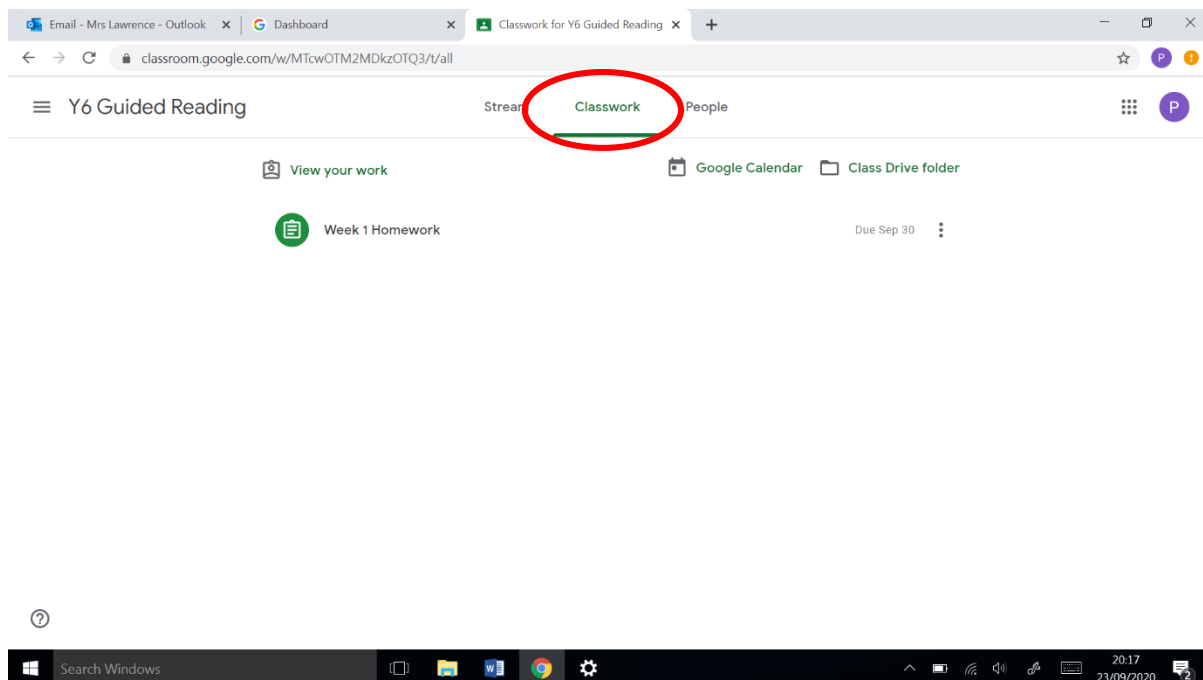
Click Join to be added to the class.

You will see lots of these boxes, just for the first time you log in as Google tries to show you the ropes.





On the 'Stream' you will see notifications of work being set and messages being sent to the whole class/group. You can post messages here that others can see and respond to. Your teacher will see everything you type and can respond.



On the 'Classwork' tab you will find the work you have been set. Here, you can see week 1 homework. Click on the homework.

Browser tabs: Email - Mrs Lawrence - Outlook, Dashboard, Classwork for Y6 Guided Reading

Address bar: classroom.google.com/w/MTcwOTM2MDkzOTQ3/t/all

Page title: Y6 Guided Reading

Stream | **Classwork** | People

View your work | Google Calendar | Class Drive folder

Week 1 Homework

Posted 1:49 PM Assigned

Please open the document below. This contains your instructions and you need to write your answers in the boxes provided. When finished make sure you 'TURN IN' your work so that I can see it and mark it for you. Good luck!

The Adventure of Tom S...
Word

Pupil Lawrence - Week 1...
Google Docs

[View assignment](#)

Click here.

Taskbar: 20:18 23/09/2020

Browser tabs: Email - Mrs Lawrence - Outlook, Dashboard, Week 1 Homework

Address bar: classroom.google.com/c/MTcwOTM2MDkzOTQ3/a/MTQ2MDQ5NzA3OTE0/details

Page title: Y6 Guided Reading

Week 1 Homework

Miss Vass • 1:49 PM

Due Sep 30

Please open the document below. This contains your instructions and you need to write your answers in the boxes provided. When finished make sure you 'TURN IN' your work so that I can see it and mark it for you. Good luck!

The Adventure of Tom Sawy...
Word

Your work Assigned

Pupil Lawrence - ...
Google Docs

[+ Add or create](#)

[Turn in](#)

Class comments

Add class comment...

Private comments

Add private comment...

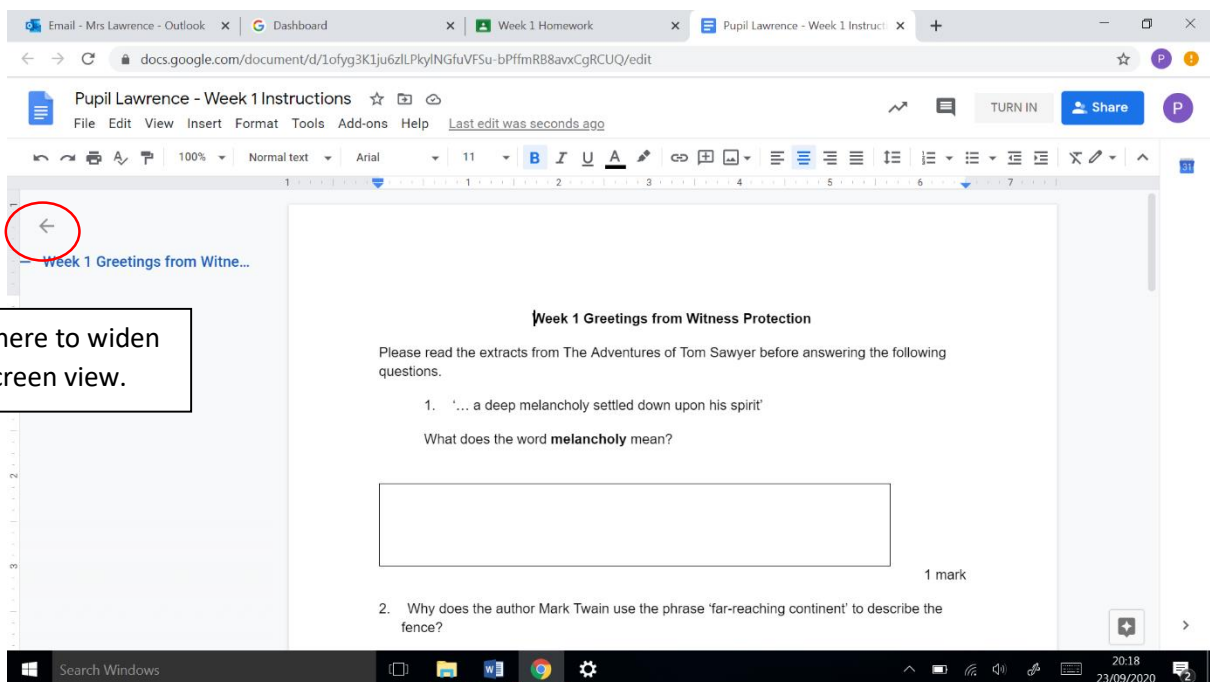
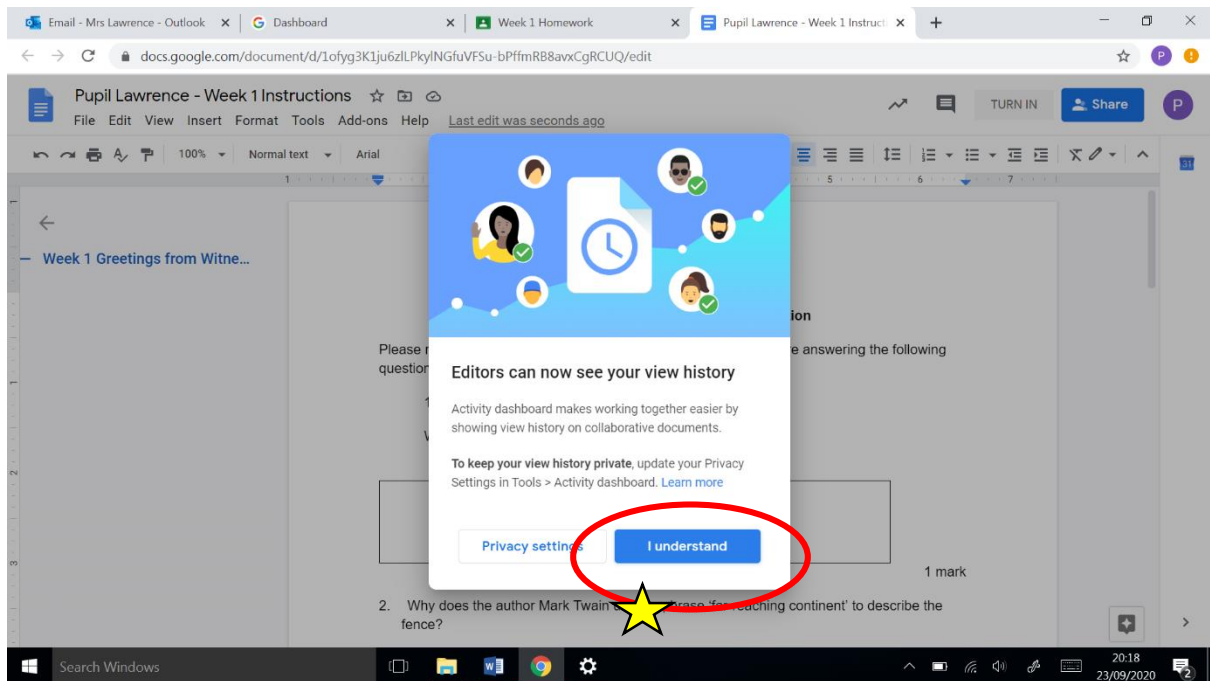
Taskbar: Search Windows, 20:18 23/09/2020

Here you can post comments or questions about the homework. Everyone in the class can see them.

Documents here are support documents (you need to look at them!), they won't be able to be edited.

Here you can message your teacher privately, so no one else in the class can see it.

This is the piece of work to complete – click on it to open. It will open in a new tab.



Now your work is open. You can add text to the document to answer the questions. The Google Docs document works much like a Microsoft Word document and has very similar functions.

You can highlight a section of the work and add a comment for your teacher (hover over the edge of the page and a little plus sign will appear to add the comment).

The screenshot shows a Google Docs interface. The document title is 'Pupil Lawrence - Week 1 Instructions'. The toolbar includes a 'TURN IN' button, which is circled in red. A text box on the right contains the instruction: 'Click here when you have completed your work to send it to your teacher for marking.' The document content includes two questions: '1. ... a deep melancholy settled down upon his spirit' and '2. Why does the author Mark Twain use the phrase 'far-reaching continent' to describe the fence?'. The first question is worth 1 mark, and the second is worth 2 marks. A comment bubble is visible on the right side of the document.

The screenshot shows a Google Classroom assignment page titled 'Week 1 Homework'. The assignment is due on 'Sep 30'. A 'Turn In' button is circled in red. A 'Talk with your teacher' button is circled in green. The page also shows a 'Your work' section with a list of assignments and a 'Private comments' section. A yellow star icon is visible next to the 'Talk with your teacher' button.

The screenshot shows a Google Classroom interface. At the top, there are browser tabs for 'Email - Mrs Lawrence - Outlook', 'Dashboard', 'Week 1 Homework', 'Pupil Lawrence - Week 1 In', and another 'Week 1 Homework'. The address bar shows a Google Classroom URL. The main heading is 'Y6 Guided Reading'. Below it is the assignment 'Week 1 Homework' by Miss Vass, due on Sep 30. The assignment description asks students to open a document and write answers in boxes. A document titled 'The Adventure of Tom Sawyer...' is attached. On the right, the 'Your work' sidebar shows the assignment 'Pupil Lawrence - Week ...' with an 'Unsubmit' button circled in red. Below that, a private comment from Pupil Lawrence is visible, dated 8:21 PM, saying 'Hi Miss Vass, I really enjoyed this homework - thank you!'. At the bottom, there is a Windows taskbar with various icons and the date 23/09/2020.

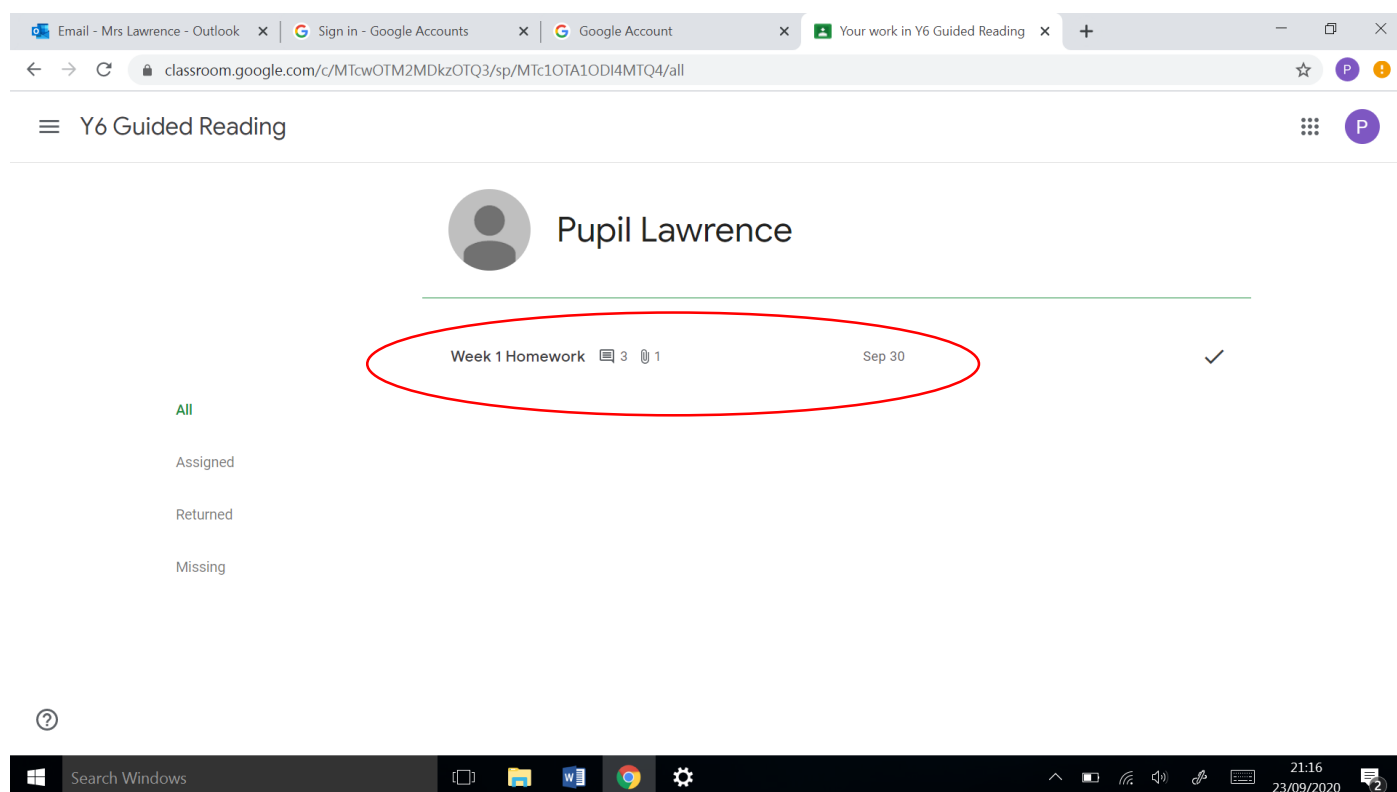
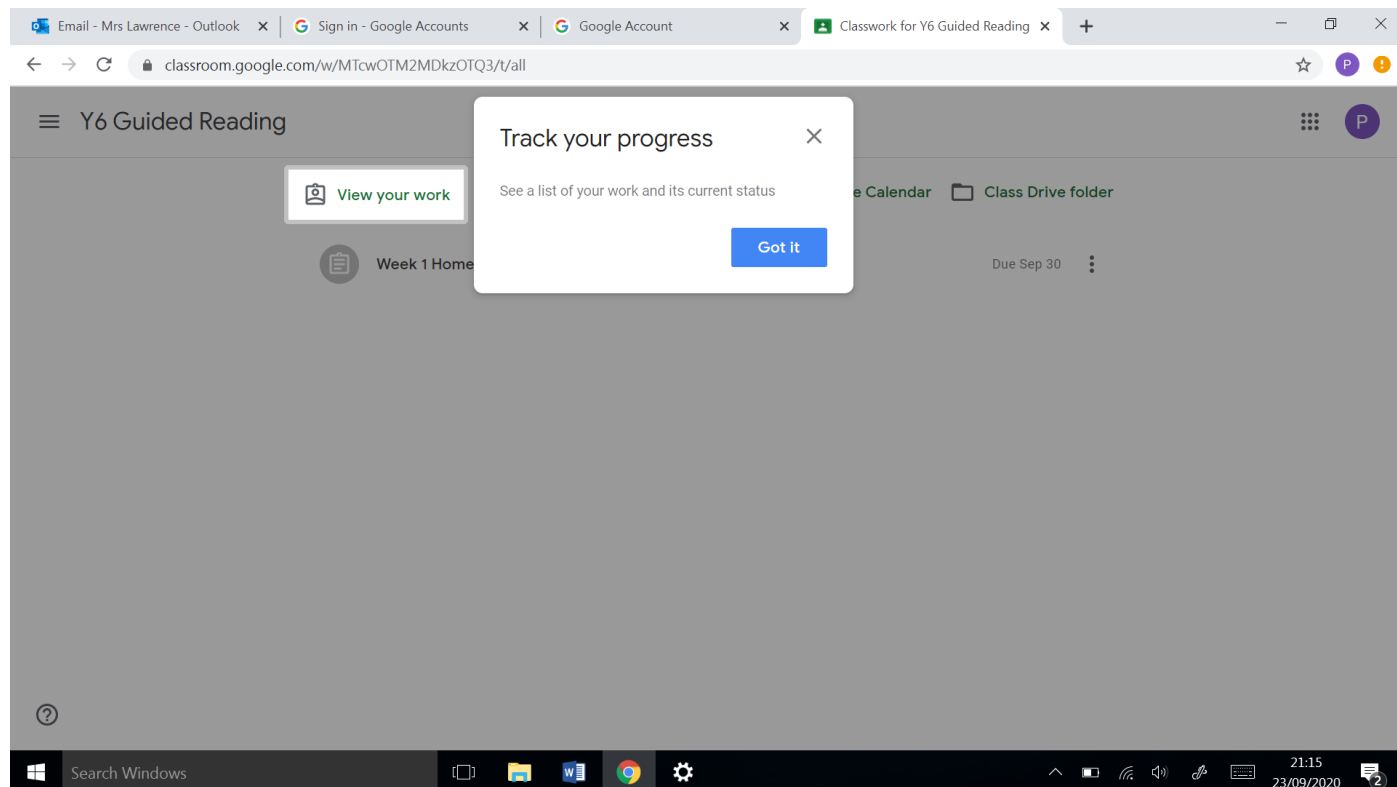
You shouldn't need to use this too often but if you would like to edit your work, you can 'Unsubmit' to make changes and 'Turn in' again.

Your teacher will then give you feedback on your work.

When you log back in, you may be given this page – click 'Classroom'. The other apps have been disabled, so ignore them!

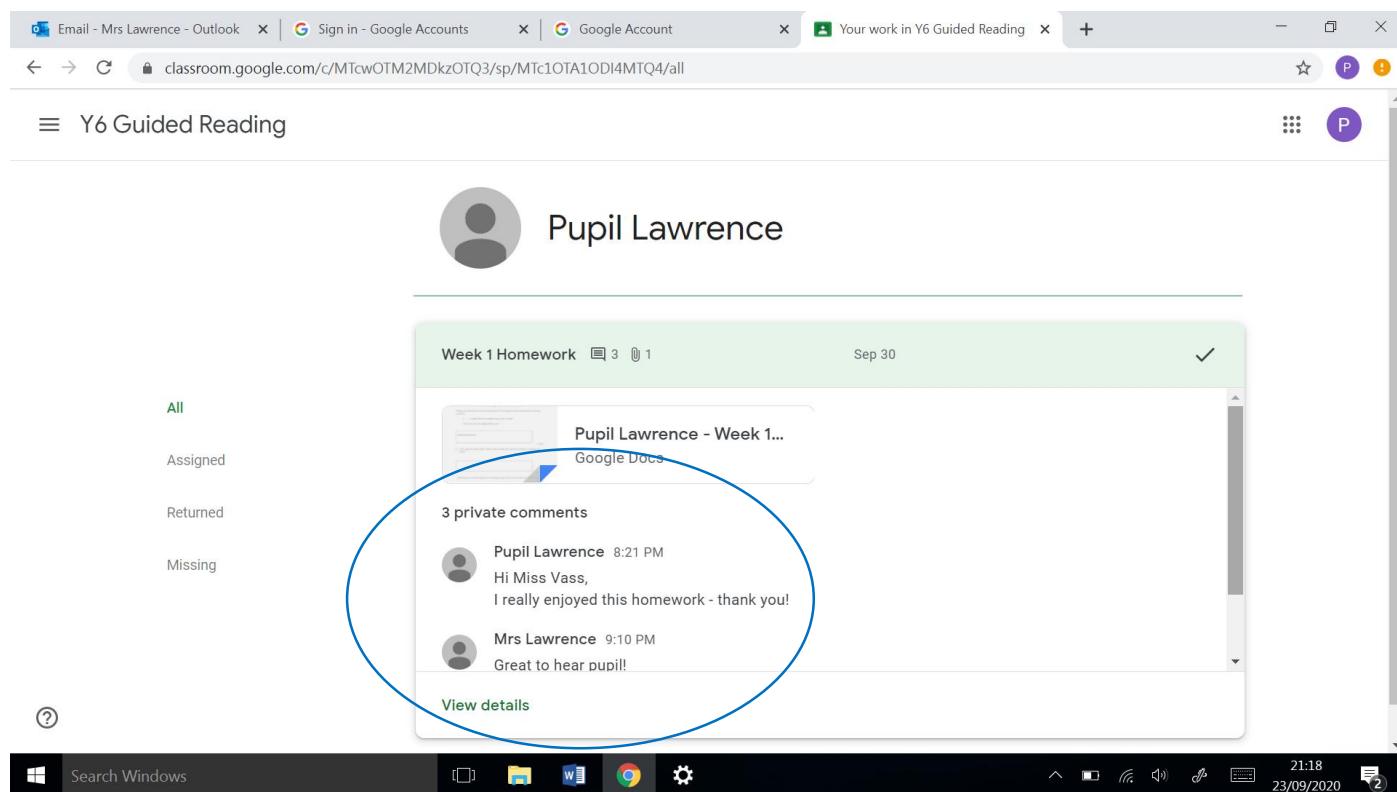
The screenshot shows a Google Account page. The top navigation bar includes 'Email - Mrs Lawrence - Outlook', 'Sign in - Google Accounts', and 'Google Account'. The address bar shows a Google Account URL. The main heading is 'Google Account' with a search bar. On the left, there is a sidebar with links to 'Home', 'Personal info', 'Data & personalization', 'Security', 'People & sharing', 'Payments & subscriptions', and 'About'. The main content area says 'Welcome, Pupil Lawrence' and 'Manage your info, privacy, and security to make Google work better for you'. Below this, there are sections for 'Privacy & personalization' and 'We keep your data protected'. On the right, there is a grid of app icons. The 'Classroom' icon is circled in red, while other icons like 'Account', 'Drive', 'Docs', 'Sheets', 'Slides', 'Calendar', 'Meet', 'Contacts', 'News', 'Forms', and 'Keep' are marked with red X's. At the bottom, there is a Windows taskbar with various icons and the date 23/09/2020.

Go back into the right class to see your work.

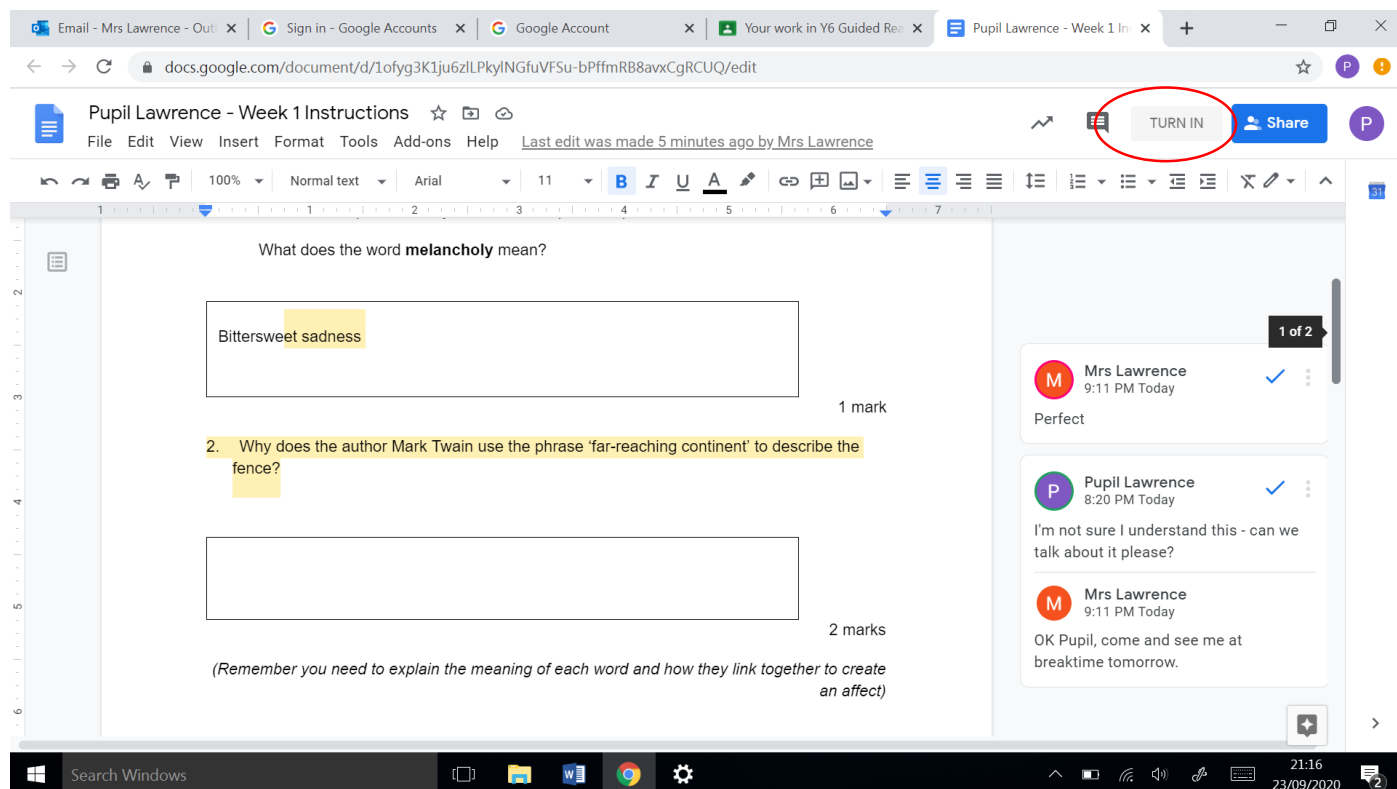


Click on the homework to see your feedback.

You'll need to click onto the document here. You can also see the response to your private comments. Your teacher may also put a general feedback comment here.



When you click on the document, you'll see any comments your teacher has added and any responses to your comments (if you added any – you don't need to!).



If your teacher has asked to do have another go, or add more, you can 'turn in' again and they can mark again.

And there you go - that's a quick introduction to Google Classroom!