How to sign in to Google Classroom
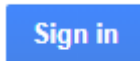
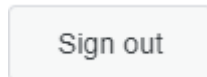1) From your web browser (preferably Google Chrome), type in www.google.co.uk

 - Google Chrome Icon

2) In the top right corner, there should be a blue sign in button. Click on this.
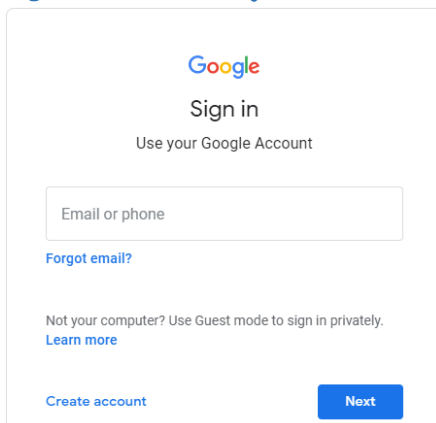
 - Sign in button.

You may already have a different icon (like below) in the top right corner. If you do, click on the icon and click on the sign out button.

3) After clicking on sign in, you will be brought to a Google Sign in page (as seen below).
Your email address is the first letter of your first name and your surname followed by @standrewsjun.co.uk

E.g. John Smith – jsmith@standrewsjun.co.uk

If your surname is double-barrelled then just type in the first part of your surname.

E.g. John Pollard-Smith – jpollard@standrewsjun.co.uk

Once you have typed in your email address, click on next.

4) It will ask for a password. If you have not used it before, your password will be 'standrews'. It is advised that you go into your settings and change this once you have logged in for the first time. When you have typed in the password, click next.

5) A page of terms and conditions will appear. Read these before clicking on 'Accept'.

Google

Welcome to your new account

6) You will now be on your Google Account. To access Google Classroom, click on the icon in the top right corner that is a series of 9 dots. This will be next to your account icon, which is the first letter of your first name. Once you have clicked on the 9 dots, click on the Classroom icon.

9 Dots (Apps) icon.

Google Classroom Icon
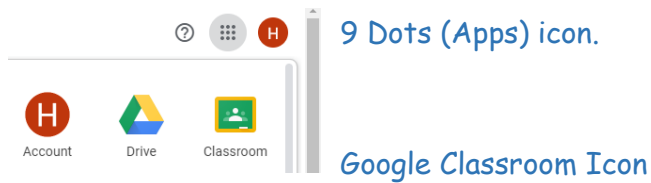
7) A Google Classroom pop-up will appear with your name and emil address. Click on the continue button.

8) It will ask you if you are a student or a teacher. Click on the appropriate box.

Choose your role

I'M A STUDENT

I'M A TEACHER
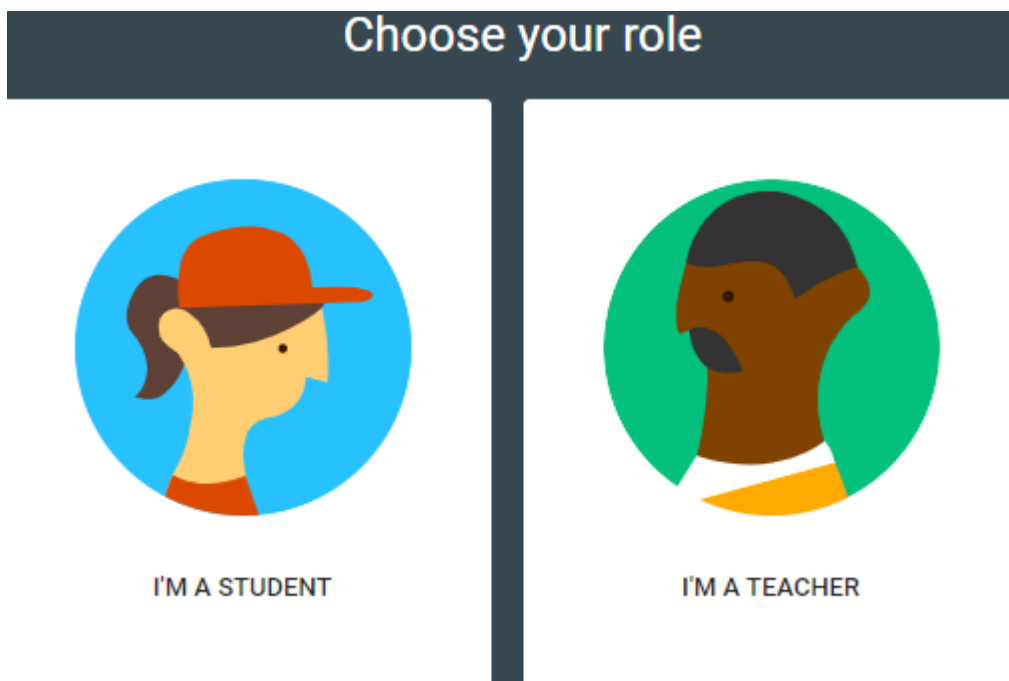
9) You will then be shown an invite to your class. Click on 'Join'.
10) You have now signed on to Google Classroom.
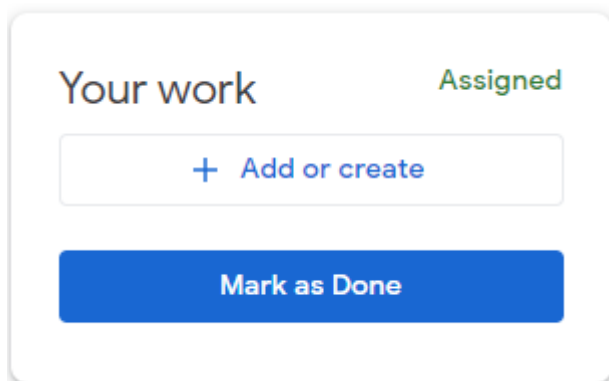
How to use Google Classroom

Stream

The stream shows recent posts by your class teacher. This could be a little message or a task they have set.

Classwork

By clicking on the Classwork tab at the top of the screen, you can access all the tasks that your teacher has set you. Click on an individual task to see it in more detail.

To have a go at the task, click on 'View Assignment'.

In the top right corner, you will see your work. Sometimes you may be given a document or a PowerPoint to click on and complete.

Other times, you can 'Add' a document or picture of your own.

You can also 'Create' your own word document or PowerPoint to show your work to your teacher.

When you have finished, click 'Mark as Done' to show the teacher you have finished.

Questions for the teacher

When you view an assignment, there is a private comments box. Anything that you type in here will be sent to the teacher and no one else can see it.

You can type in this box if you have any questions about anything.