

# Mrs Bartlett's guide to Google Classroom

## How to log in

Go to [www.classroom.google.com](http://www.classroom.google.com)

To sign in, students must enter their school login credentials. This is their school e-mail address and password.



Sign in

Use your Google Account

Email or phone

example.student@hayeswoodfirstschool.net

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next

Google

Welcome

@hayeswoodfirstschool.net

Enter your password

Forgot password?

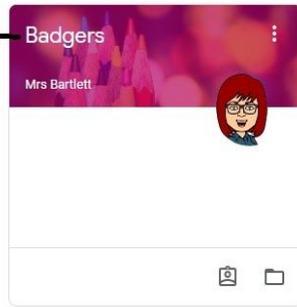
Next

Then you will see this page:

Click here to join a new class  
(Your teacher will give you the code)

Click here to enter the classroom

Google Classroom



## Welcome to your classroom:

Badgers



Stream

Classwork

People



Badgers

Upcoming

Woohoo, no work due soon!

View all



Share something with your class...



Mrs Bartlett

Mar 12 (Edited 9:14 AM)

<https://www.khanacademy.org/computing/hour-of-code/hour-of-html/v/making-webpages-intro>



### The "Stream" Page

The stream works similarly to a social network page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Each post will be associated with the subject that the student is learning with that teacher. When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what the student has to do and possibly associated resources where possible. It will also have a due date for when the work needs to be completed by. Students will be guided by their teacher on whether they complete their work online using Google Classroom or offline in another way.

## Reading activity

Mrs Bartlett 10:52 AM

Read your reading book for 10 minutes and then answer these questions.

Class comments



Add class comment...



Your work

Assigned



+ Add or create

Turn in

Private comments



Add private comment...



### **Completing/Submitting Work Online**

If students have to complete their work online, they will need to click on the name of the assignment followed by "Add +". A drop-down menu will appear where they can choose to create a Google document or upload a file from their computer or their online storage Google Drive. Or they can open a template created by the teacher. This will appear above the add button.

Having added their chosen document, it will appear in the white box just above the "Add +" button.

If a student has chosen to create a new document from the "Create" section, then they simply need to click on the file and then they can start their work. The file will open in a separate tab and will save automatically until closed. The student can go back to this document to work on it as many times as they wish until they need to submit it.

**After the work has been completed or added to the assignment, then the student will need to press the "Hand In" button. See image below.**

### **Completing work offline**

Students who have been asked to complete the homework offline, will only need to access the information on Google Classroom. Once they have finished the homework, they will need to click on the assignment but then, just click "Mark As Done". This will notify their teacher that they have completed their work in time for the deadline.

Your work

Assigned



+ Add or create

Turn in

A horizontal navigation bar with three tabs: 'Stream', 'Classwork', and 'People'. The 'People' tab is currently selected, indicated by a thick red underline beneath it.

Stream

Classwork

People

**Classwork tab-** Shows all previously create and current assignments

**People tab-** Shows teachers and other classmates

## Mobile Apps

Students have the opportunity to download Google Apps for their handheld device. They are free but they must remember to use their school login details as mentioned at the top of the page as opposed to any other Google account that they use at home. Inside each app, they will give the user the choice on which to use. The recommended apps are the following:

- Google Classroom
- Google Drive
- Google Docs (free alternative to MS Word)
- Google Slides (free alternative to MS PowerPoint)
- Google Sheets (free alternative to MS Excel)