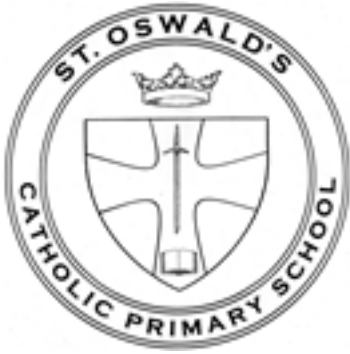


Distance Learning



**A guide to google classroom
for pupils and parents**

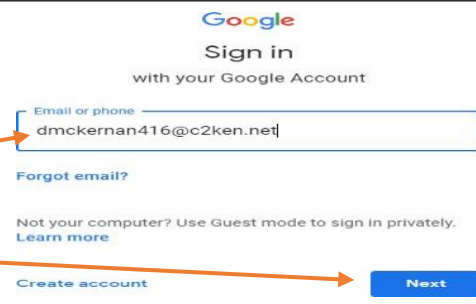
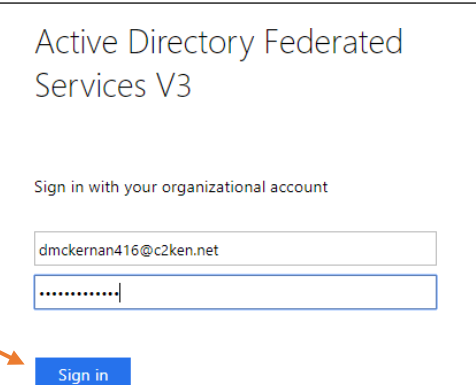
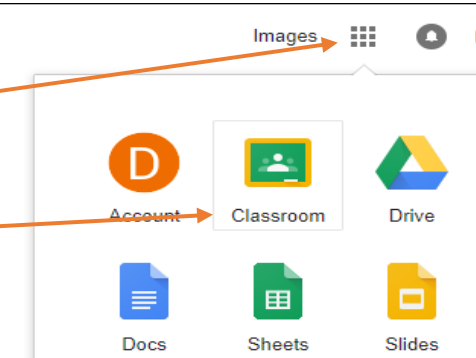



Logging into Google Classroom

DESKTOP VERSION



<p>1. Go to the google homepage. Look at the top right corner.</p> <p>You will see either “sign in” or a “letter”.</p> <p>if you see a “letter”, go to step 2.</p> <p>If you see “sign in”, go to step 3.</p>	
<p>2. If there is an initial there instead of “sign in”, it means someone else is already logged into google on the device.</p> <p>Click the initial and check the account.</p> <p>If it is not your schoolusername@stoswaldsschool.com account. You need to either switch accounts by clicking your own from the list or choose “Add account”.</p> <p>Go to step 3</p>	
<p>3. Click ‘sign in’. When you click ‘sign in’, the login screen will appear. You may see another account listed here if someone else in your family uses their google account on the device.</p> <p>In this instance, click use another account option.</p> <p>Go to step 4</p>	

<p>4. Use your school username and school password to login.</p> <p>Add @c2ken.net to the end of your username e.g. schoolusername@stoswaldsschool.com</p> <p>Click next</p>	 <p>The screenshot shows the Google sign-in page. At the top is the Google logo and the text 'Sign in with your Google Account'. Below this is a text box labeled 'Email or phone' containing the email 'dmckernan416@c2ken.net'. To the left of the text box are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom are two buttons: 'Create account' and 'Next'. An orange arrow points from the text 'Add @c2ken.net...' to the email text box. Another orange arrow points from 'Click next' to the 'Next' button.</p>
<p>5. Re-enter your schoolusername@stoswaldsschool.com and school password</p> <p>Click sign-in</p>	 <p>The screenshot shows the 'Active Directory Federated Services V3' sign-in page. It has the heading 'Sign in with your organizational account'. Below this are two text boxes: the first contains the email 'dmckernan416@c2ken.net' and the second contains a masked password '.....'. At the bottom is a blue 'Sign in' button. An orange arrow points from 'Click sign-in' to the 'Sign in' button.</p>
<p>6. You will now see a letter at the top right of your screen.</p> <p>Click the “waffle” icon</p> <p>and choose google classroom.</p>	 <p>The screenshot shows the Google app launcher menu. At the top right, there is a grid icon (the 'waffle' icon) and a profile icon with the letter 'D'. Below these is a menu with icons for 'Account', 'Classroom', 'Drive', 'Docs', 'Sheets', and 'Slides'. An orange arrow points from the text 'Click the “waffle” icon' to the grid icon. Another orange arrow points from 'and choose google classroom.' to the 'Classroom' icon.</p>
<p>7. Your classroom dashboard will appear. Any classes you have been invited to will appear here. Click the join button on these classes.</p> <p>If the dashboard is empty, it means you have not enrolled in any classes yet.</p>	 <p>The screenshot shows the Google Classroom dashboard. At the top is a hamburger menu icon, the text 'Google Classroom', and a profile icon with the letter 'D'. Below this is a large green card for a class titled 'Year 13 Software Development'. At the bottom of the card are two buttons: 'JOIN' and 'DECLINE'. An orange arrow points from 'Click the join button on these classes.' to the 'JOIN' button.</p>

[Type here]



Enrolling in Classes in Google Classroom

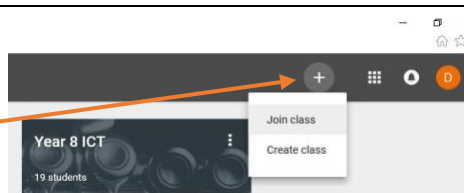
DESKTOP VERSION



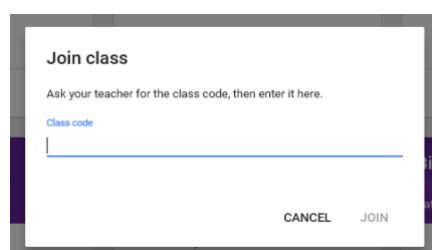
1. Log into google classroom ([see previous section](#)).

At the top right, you will see a + icon.

Click this icon and choose **join class**.

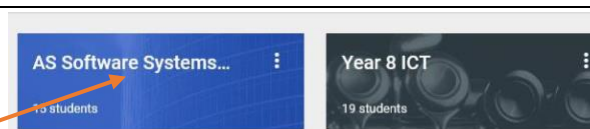


2. You will be prompted to enter a code, enter the code supplied by your teacher and click join.



3. You will now see the classroom tile in your dashboard.

Click the subject name to enter the class.



[Type here]

[Type here]



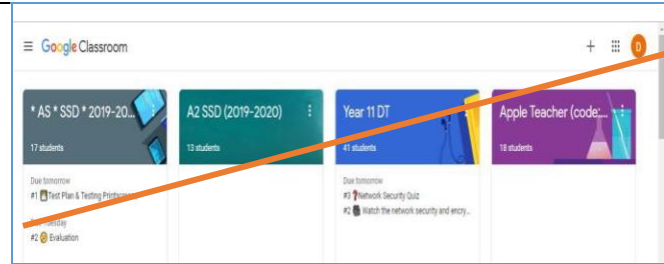
Completing Assignments set by Teachers

DESKTOP VERSION



1. Go to the main google classroom dashboard, where all your classroom tiles can be seen.

Check the account is definitely your **schoolusername@stoswalds.school.com** account



2. You will see options along the top.

Stream

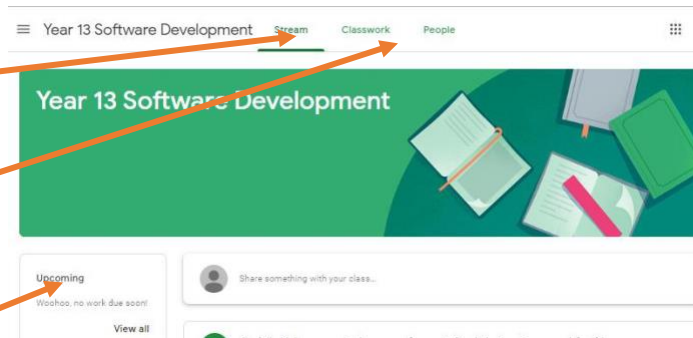
- announcements are posted here and if the teacher permits, you can comment

Classwork

- Click here to see your assignments.

Upcoming

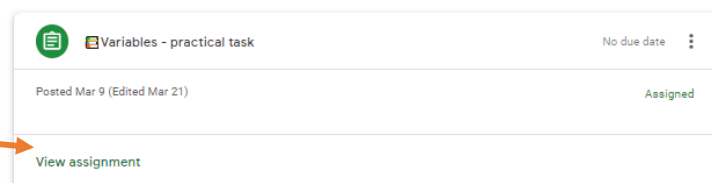
- Deadlines for work due



3. Click the classwork tab and click the assignment to be completed.

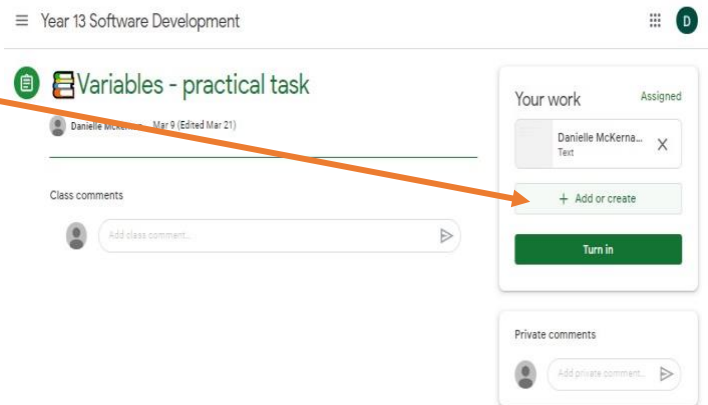
Click view assignment and read the task instructions carefully.

[Continued next page....]



4. To return work to your teacher,

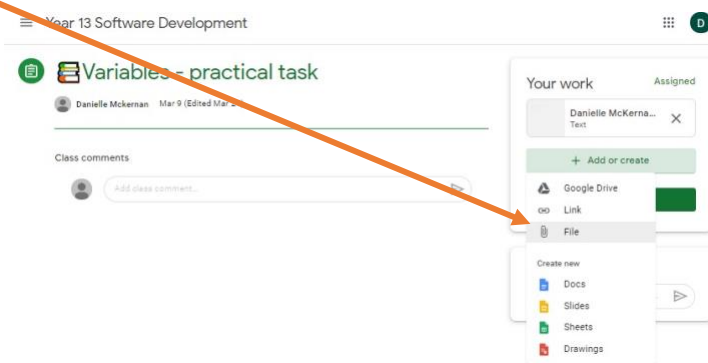
click the 'add or create' option.



5. Choose the location of the file. If the file is on your computer, choose file upload.

If you need to send photos of your work, you will need to capture these first with your phone and then

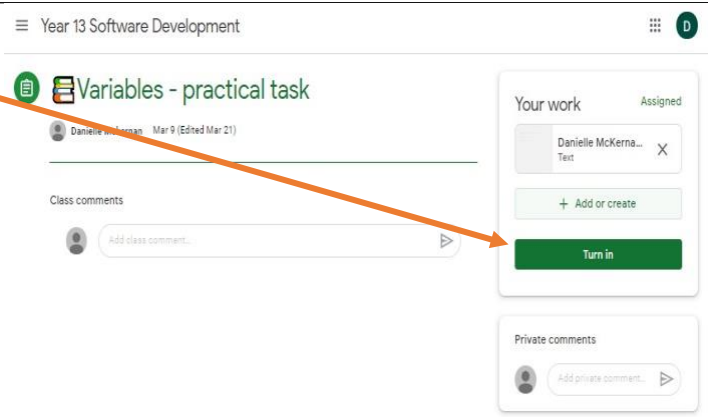
- *either upload to google drive or*
- *transfer to your computer.*
- *You could email the photos to yourself and then open on our computer. (It is much easier to upload photos using the mobile app. See the mobile instructions if you need to upload photos)*



6. When you have attached your work, click "turn in".

You can also add a private comment to your teacher.

If work is returned to you from your teacher, it will be available here and your teacher may also leave you a comment.

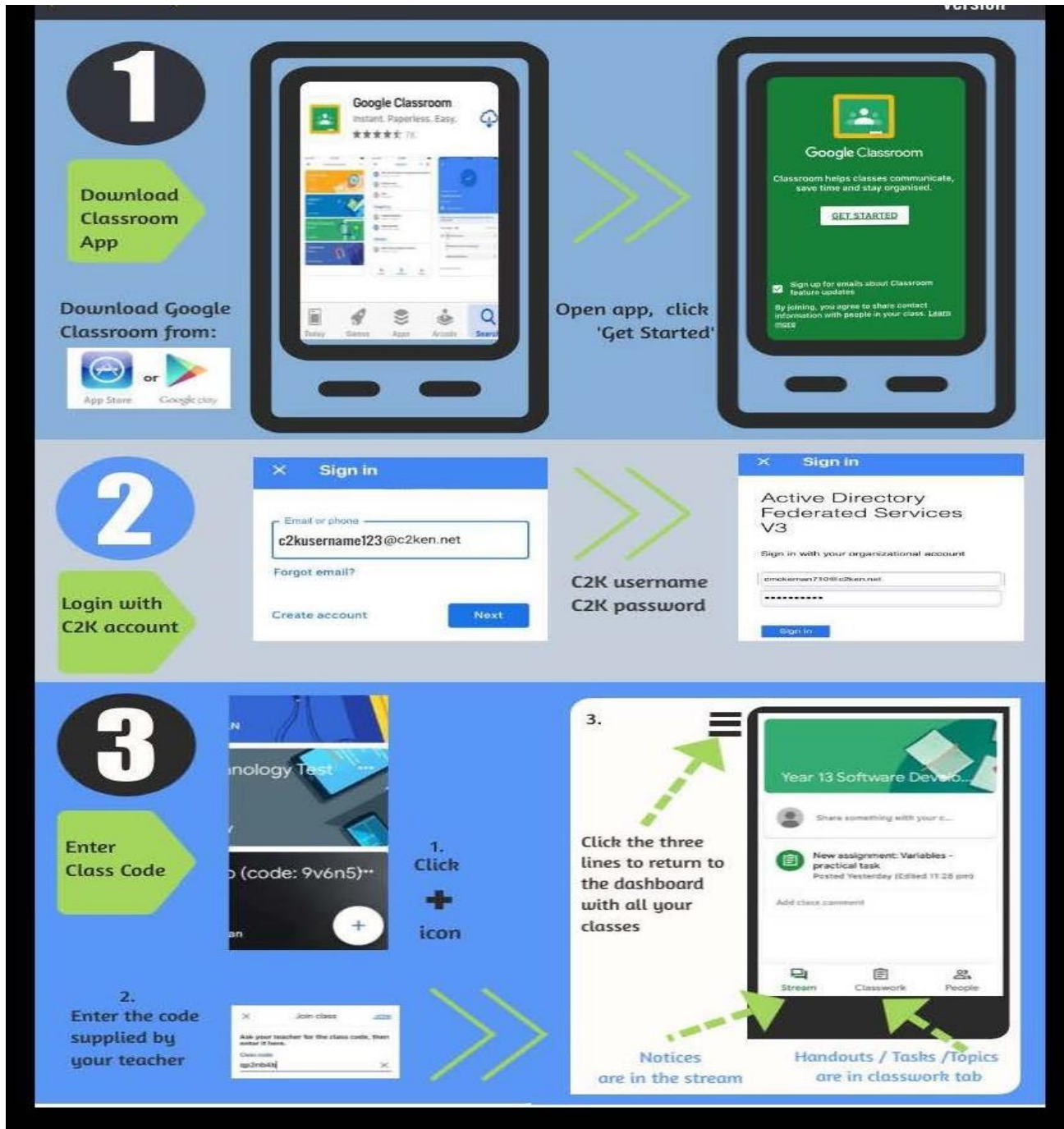




Logging into Google Classroom Enrolling in classes & accepting invitations



MOBILE VERSION



You may also see subjects with a “join” button. These are invitations from your teacher. You do not need the code for these classes. Click “join” to accept





Completing Assignments set by Teachers

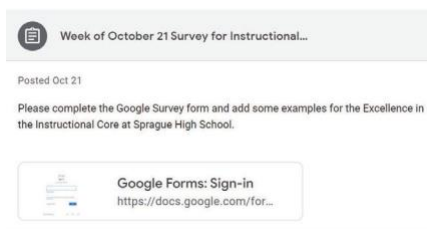
MOBILE VERSION



<p>1. Take a photo of your handwritten work. If you have multiple pages, take multiple photos.</p> <p>Tap your assignment.</p> <p>Look at the option "Your work".</p> <p>Tap the arrow.</p>	
<p>2. Click 'Add attachment'</p>	
<p>3. Pick photo</p> <p>Select the photo from your saved photos in camera roll</p>	
<p>4. You will see the progress bar showing the work being uploaded.</p> <p>Repeat [click add attachment, pick photo] for any other photos you wish to upload.</p>	
<p>5. Click hand-in</p>	
<p>5. Your teacher's comments will come back to you as an Edited version of your photo.</p> <p>Tap on the Edited photo to view the feedback.</p>	

If there's a form (like a survey or quiz) attached to the assignment:

Example:



1. Click the form and answer the questions. Click Submit.



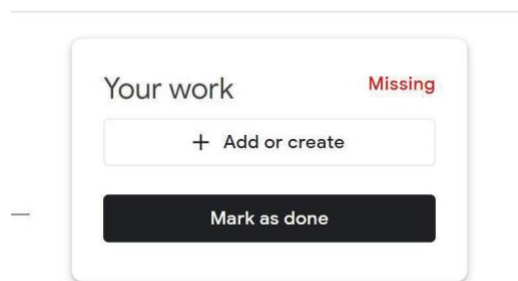
☐ Send me a copy of my responses.

SUBMIT

Never submit passwords through Google Forms.

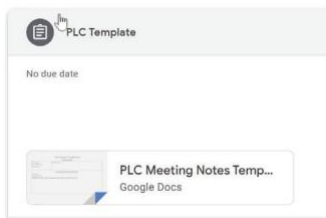
2. Mark as done and confirm.

If the form is the only work, your assignment is marked Turned in.



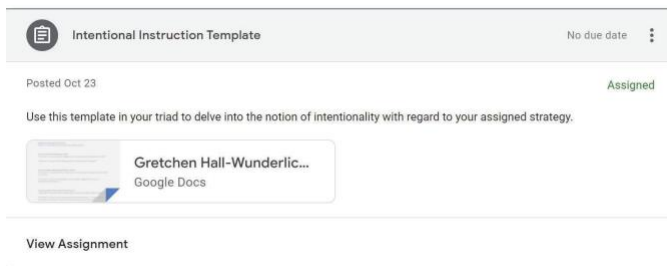
If there's a document with your name attached to the assignment:

Example:

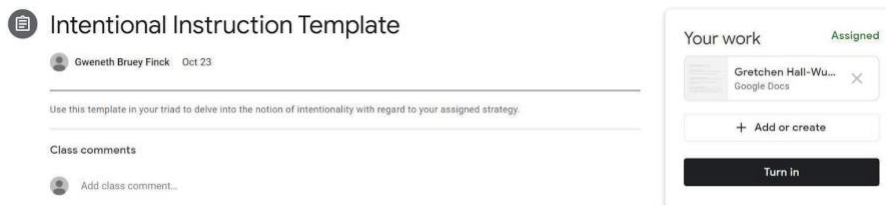


This is your personal copy to review, edit and complete.. As you work on it, your teacher (and anyone you shared it with) can review your progress before you click Turn in.

1. Click the thumbnail to open and review the document.



2. Complete the assignment.
3. Click Turn In and confirm.

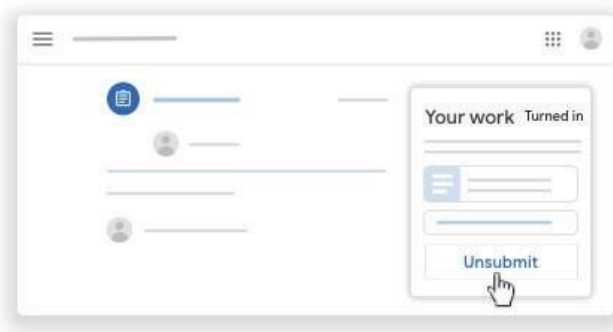


When you turn in the assignment, your teacher sees the document labeled with your name.

~~Edit your assignment after turning in or marking done:~~

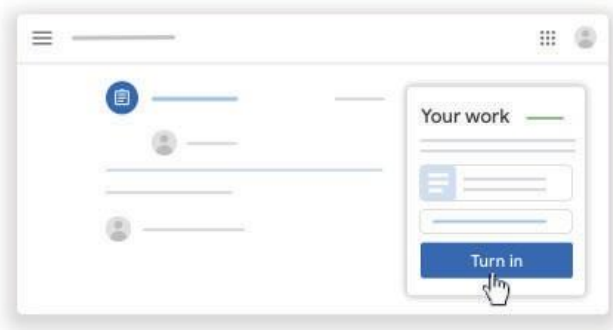
If you turn in any of your assignments but you want to edit them, follow these directions:

1. Go to classroom.google.com.
2. Click the class and then click the assignment.
3. Click Unsubmit and confirm.



This assignment is now unsubmitted.

4. Make any changes.
5. (Optional) Attach any new files or links.
6. Click Turn In and confirm.






The status of the assignment changes to Turned in.

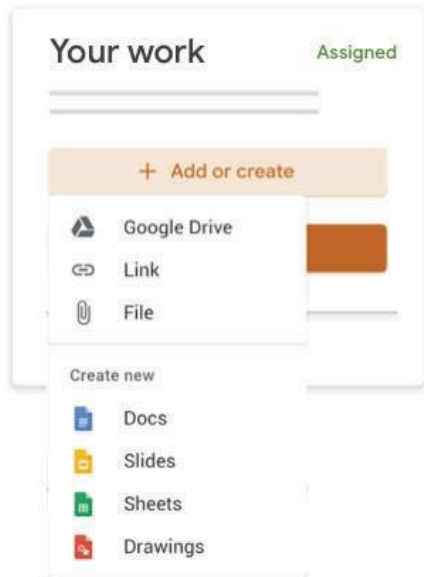
Attach or create items for your assignment:

Example: You want to add other documents (like a picture or video) to an assignment.

To attach an item:

- Under Your work, click + Add or create > Drive , Link , or File .
- Select the attachment or enter the URL for a link and click Add.


Note: You can't attach a file you don't own. (have to be in your own Google Drive, not a shared drive)



2. To create a new attachment:

- Under Your work, click + Add or create > under Create new, select the file type. Under Your work, a new file appears.
- Click the file and enter your information.

Note: You can attach or create more than one file.

3. To remove an attachment, click Remove .
4. Click Turn In and confirm.



The status of the assignment changes to Turned in.

