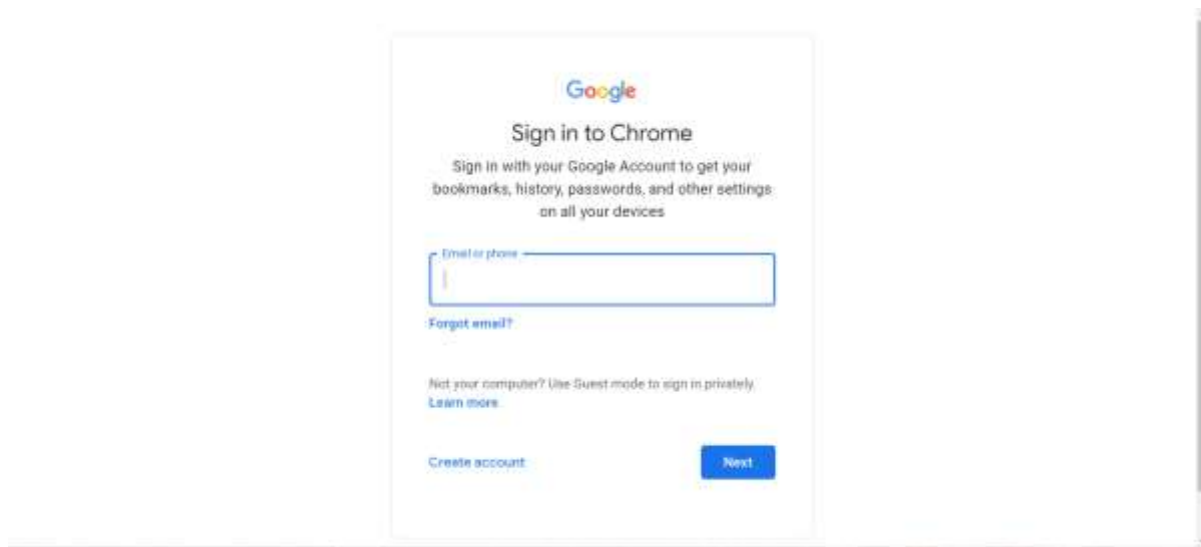


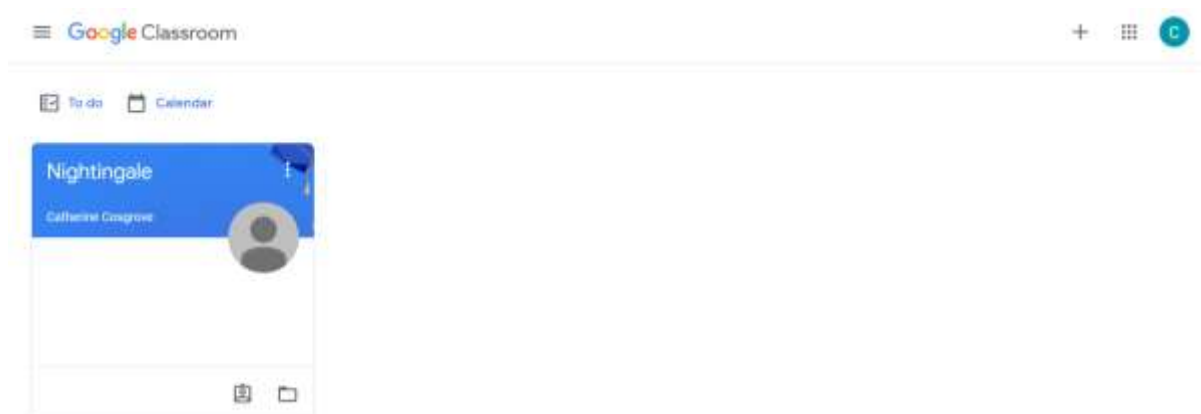
## How to use Google Classroom

St. Mary's CofE Junior School

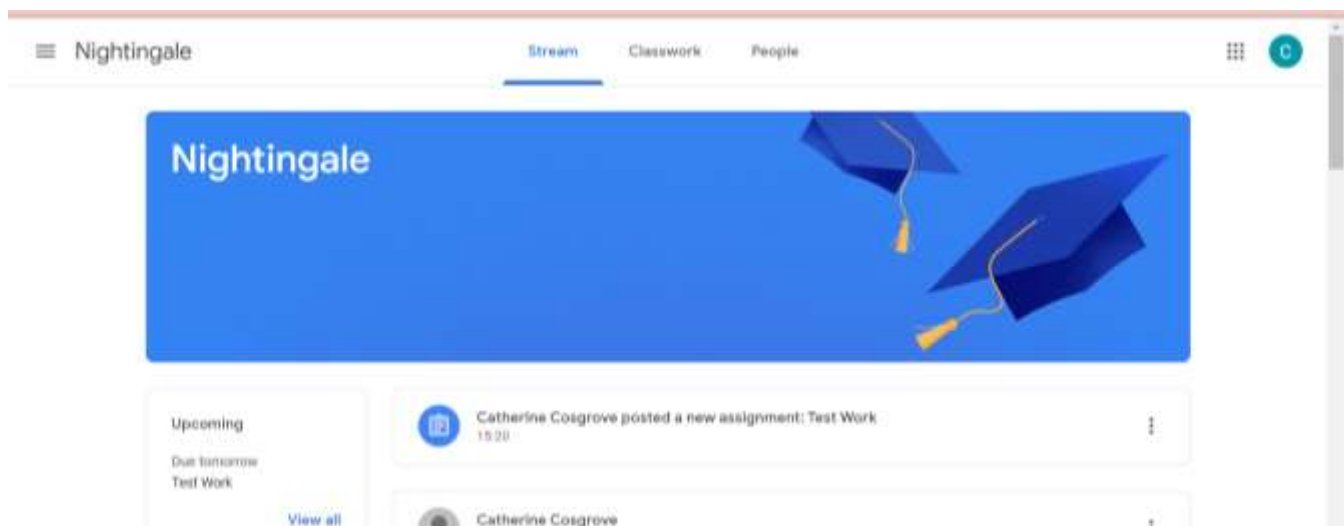
Google Classroom is accessible in all internet browsers. Naturally, it is primed for Google Chrome. Visit the following link to access Google Classroom <https://classroom.google.com/>



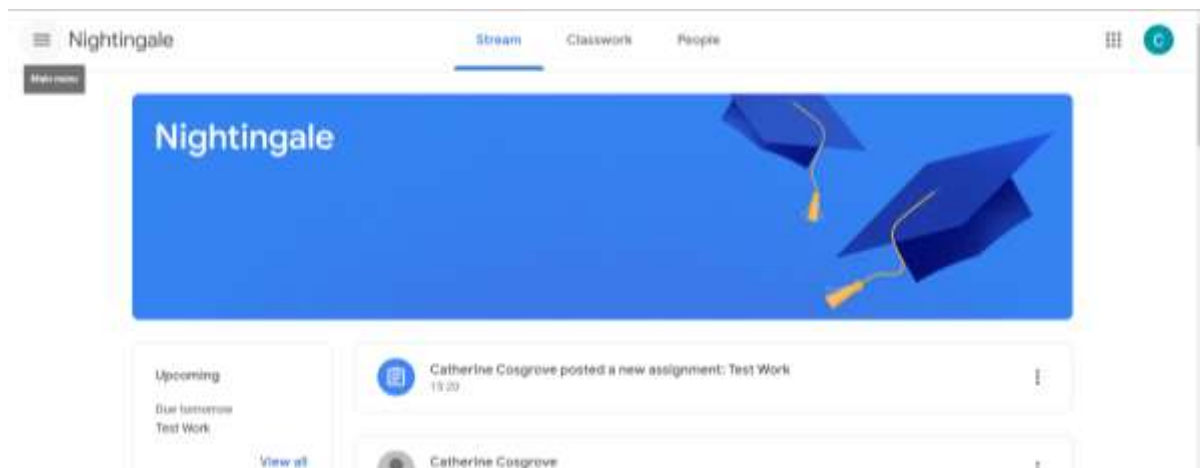
Once signed in, click on your class.



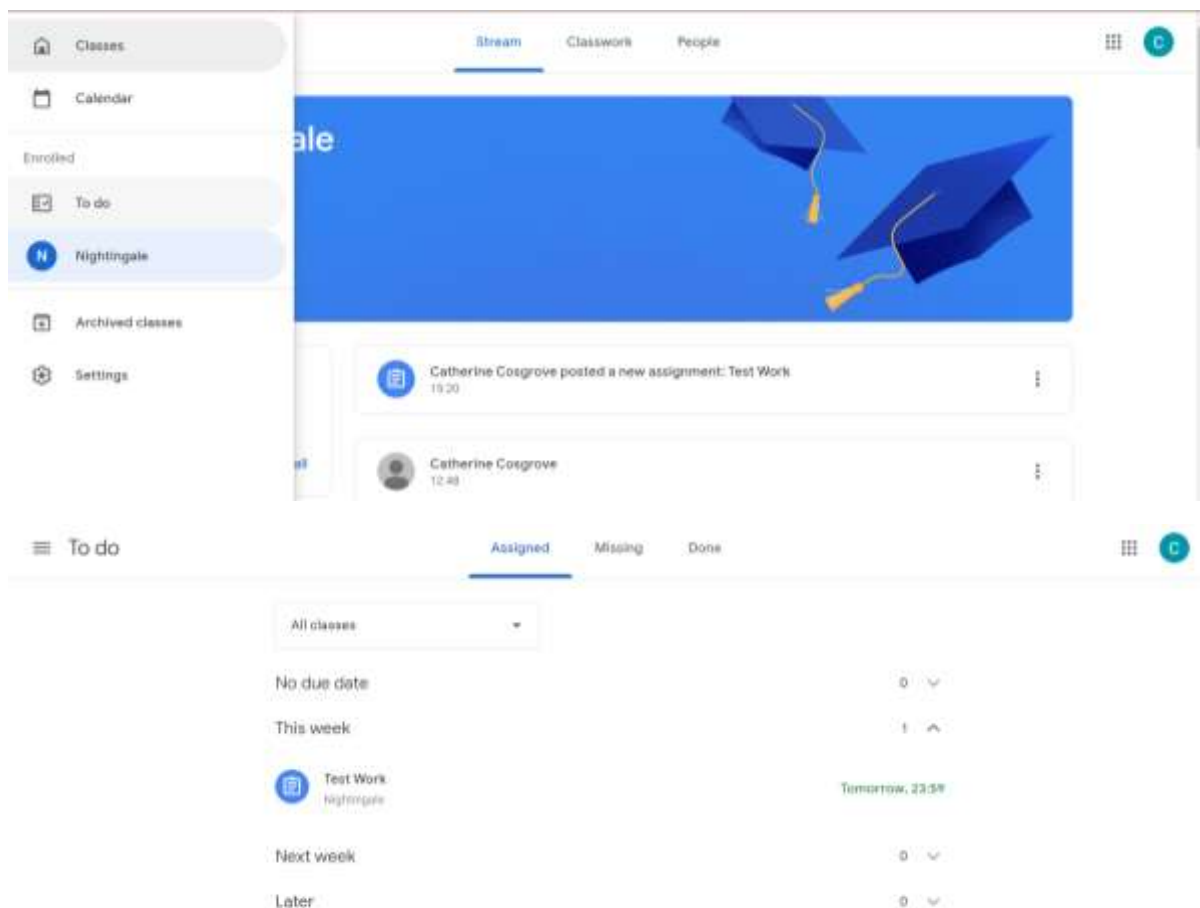
You will be taken to your Class Stream. Your teacher may post messages here and you will be able to see any work that has been assigned to you.



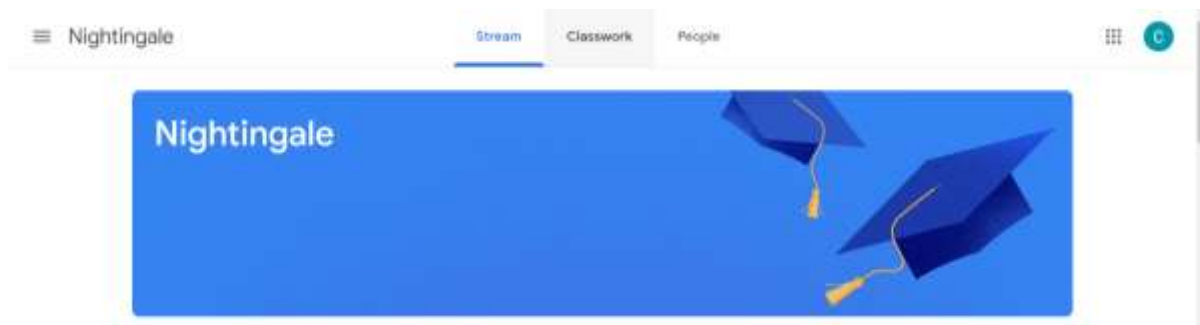
If you click on the symbol in the top left of the page, it will take you to the main menu.



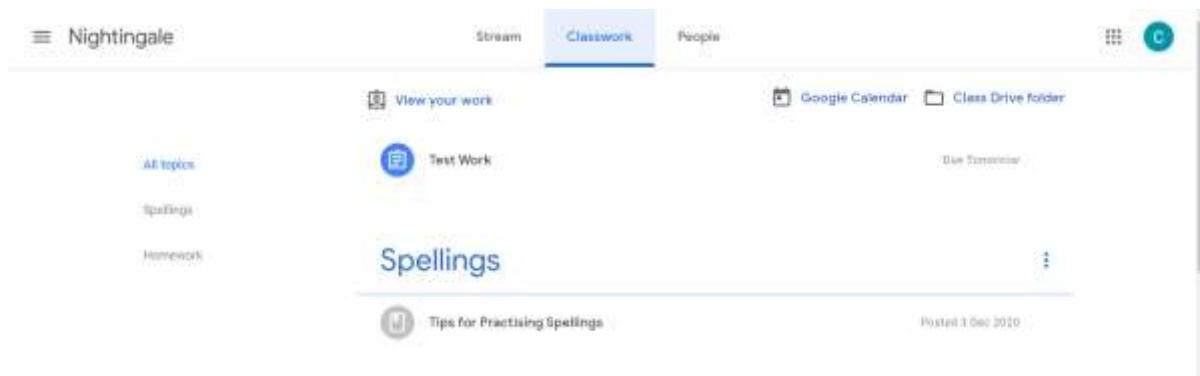
In the main menu, you will find your 'To do' list. All work assigned to you can be accessed here.



Alternatively, you can access your work in the 'Classwork' tab.



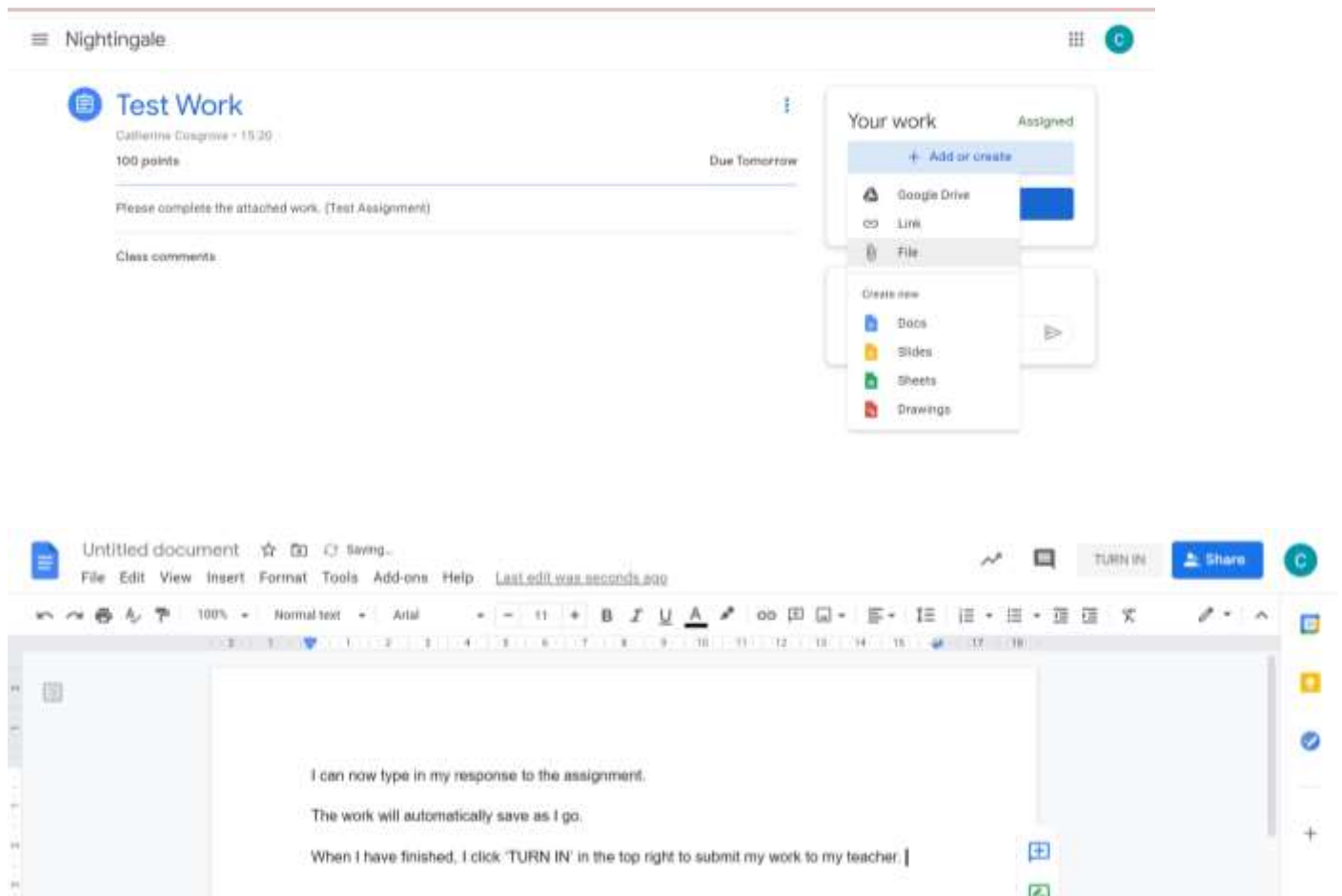
Once in Classwork, you will be able to access your assignments.



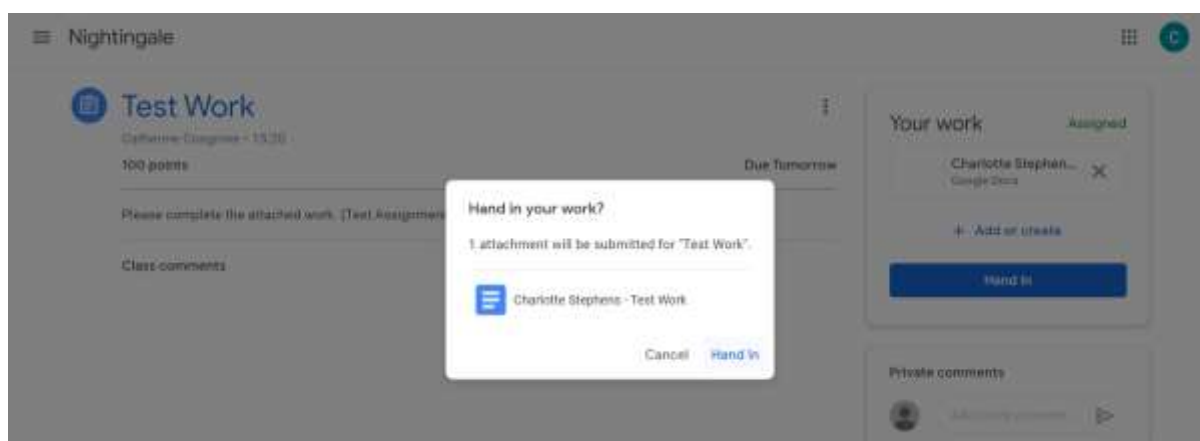
Once in the assignment, click on '+ Add or create'



Here you will be able to upload a file to submit or create a file on G Suite to submit. Any files created in G Suite (Docs, Slides, Sheets and Drawings) will be saved in the Google Drive, not your own computer.



Once you hit 'TURN IN', you will be asked to Hand in your work. Your teacher will mark and give feedback on this.



You can unsubmit your work for further editing anytime or your teacher may return it to you for further editing. You can also leave private comments to your teacher with any queries or comments about the work.

