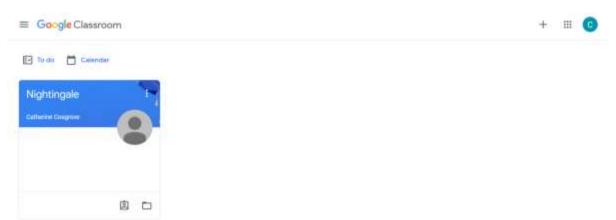
## How to use Google Classroom

St. Mary's CofE Junior School

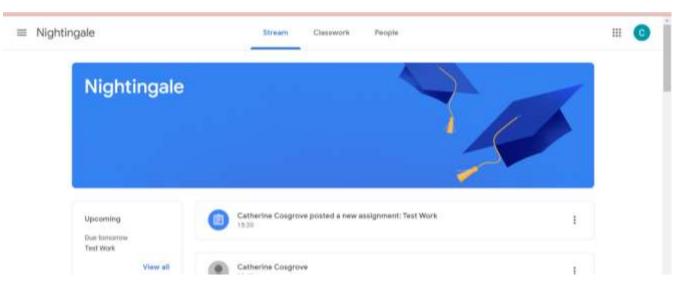
Google Classroom is accessible in all internet browsers. Naturally, it is primed for Google Chrome. Visit the following link to access Google Classroom <u>https://classroom.google.com/</u>

|   | Google   |  |
|---|--|--|
|   | Sign in to Chrome  |  |
|   | Sign in with your Google Account to get your<br>poolomarks, history, passwords, and other setting<br>on all your devices |  |
| [ | Dinal la phone   |  |
| Ŧ | orgot email?   |  |
|   | at your computer? Use Suest mode to sign in privately<br>awn more.   |  |
| 2 | reste account  |  |
|   |  |  |

Once signed in, click on your class.



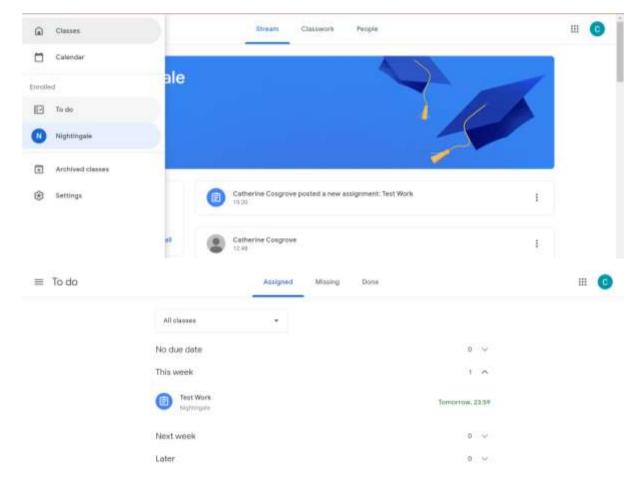
You will be taken to your Class Stream. Your teacher may post messages here and you will be able to see any work that has been assigned to you.



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

| ≡ Nighti | ngale                     | Stream Classwork People                               | ш 🕜 |
|----------|---------------------------|---|-----|
|          | Nightingale               |   |     |
|          | Upcoming<br>Bue turnersee | Catherine Cosgrove posted a new assignment: Test Work | E   |
|          | Test Work View will       | Catherine Cosgrave                                    | E.  |

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.

| Nightingale | Stream Classwork People |     |
|-------------|-------------------------|-----|
| Nightingale |                         |     |
|             |                         |     |
|             |                         | 251 |

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

| Nightingale   | Stream Classwork Peop  | sim             |                    | Ш | O |
|---------------|--|-----------------|--------------------|---|---|
|               | View your work   | Google Calendar | Class Drive folder |   |   |
| All topics    | Test Work  |                 | Dae Trensiniar     |   |   |
| Spatings.     |  |                 |                    |   |   |
| Homework      | Spellings  |                 | 1                  |   |   |
|               | Tips for Practising Spellings  |                 | Postant & Dec 2010 |   |   |
|               |  |                 |                    |   |   |
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## Once in the assignment, click on '+ Add or create'

| ≡ Nigh | tingale   |                   | ш                                     |
|--------|---|-------------------|---------------------------------------|
| 0      | Test Work<br>Catherine Congrove - 10.00<br>100 points | 1<br>Due Tomorrow | Your work Assigned<br>+ Add or create |
|        | Please complete the attached work. (Test Assignment)  |                   | Mark ex Done                          |
|        | Class comments  |                   |                                       |
|        |   |                   | Private comments                      |
|        |   |                   | ant print convert.                    |

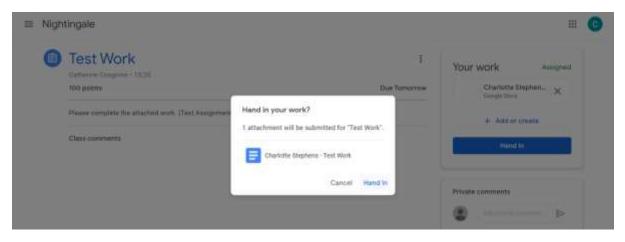
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+

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.

|                 | tingale   |                             |                | ш              | -       |             |
|-----------------|---|-----------------------------|----------------|----------------|---------|-------------|
| 0               | Test Work   | 1                           | Your work      | Assigned       |         |             |
|                 | Catherine Cosprise - 15/29  |                             |                |                |         |             |
|                 | 100 points  | Due Tomorrow                | + Add or o     | reste          |         |             |
|                 | Please complete the attached work. (Test Assignment)              |                             | 🛆 Google Drive |                |         |             |
|                 | Here's compare the manned way. (Then Adaptioned)                  |                             | es Link        |                |         |             |
|                 | Class comments  |                             | 🛞 File         |                |         |             |
|                 |   |                             | Create new     |                |         |             |
|                 |   |                             | Docs           |                |         |             |
|                 |   |                             | Sides          |                |         |             |
|                 |   |                             | 5 Sheets       |                |         |             |
|                 |   |                             | Drawings       |                |         |             |
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|                 | titled document 함 한 다 Swing                                       |                             |                | ~ □            | TURN IN | ≜ Sh        |
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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.

| ≡ Nigh | itingale   |                   | <b>≡ ○</b>          |
|--------|--|-------------------|---------------------|
| 0      | Test Work<br>Catherine Congrove - 15/20<br>100 points                  | 1<br>Due Tomorrow | Your work Handed in |
|        | Please complete the attached work, (Text Assignment)<br>Class comments |                   | Unsubrit            |
|        |  |                   | Private commenta    |