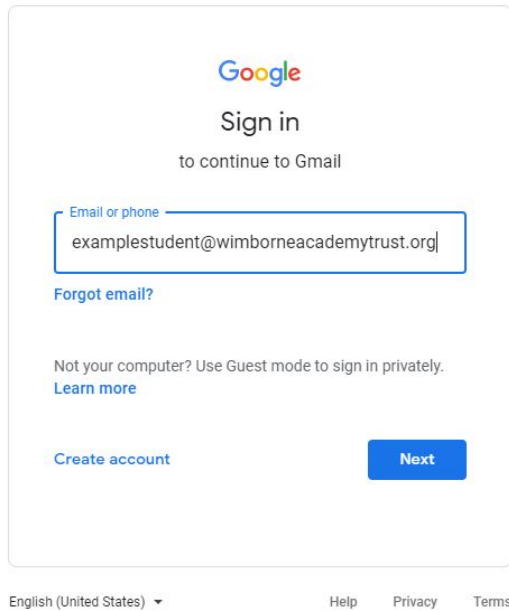
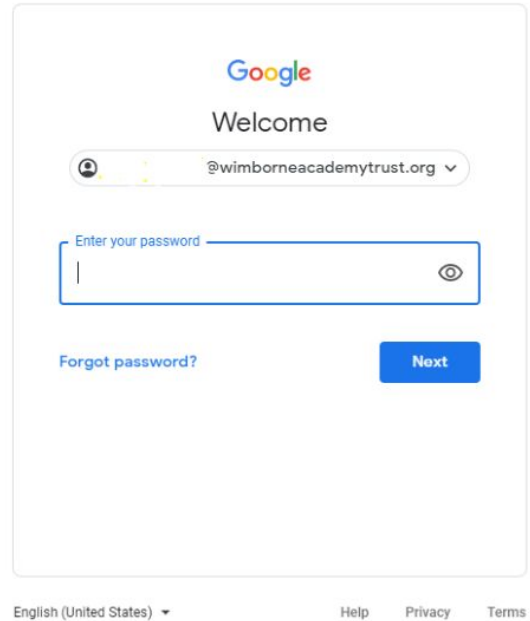


How to log in

Go to www.classroom.google.com To sign in, students must enter their school email address and password.



The image shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the email address "examplestudent@wimborneacademytrust.org". There is a link for "Forgot email?". Below that, it says "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link for "Create account" and at the bottom right is a blue "Next" button. At the very bottom, there are links for "English (United States)", "Help", "Privacy", and "Terms".

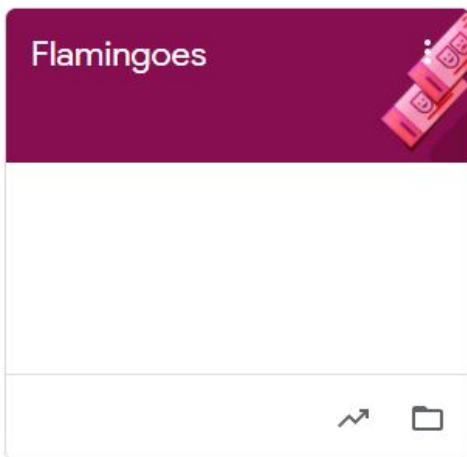


The image shows the Google welcome page. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "@wimborneacademytrust.org". Below that is a text input field labeled "Enter your password" with a password visibility icon. There is a link for "Forgot password?". At the bottom right is a blue "Next" button. At the very bottom, there are links for "English (United States)", "Help", "Privacy", and "Terms".

You will then see

☰ Google Classroom

📅 To review 📅 Calendar

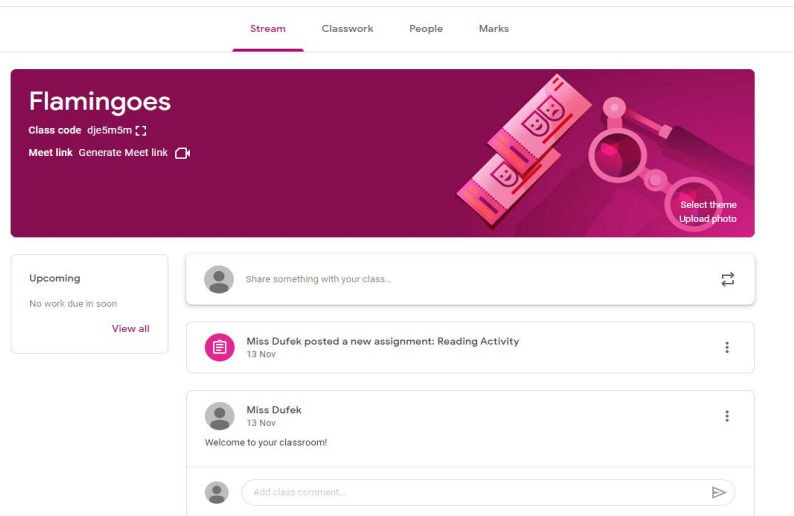


Click here to enter your classroom.



Welcome to your classroom

The 'Stream' Page

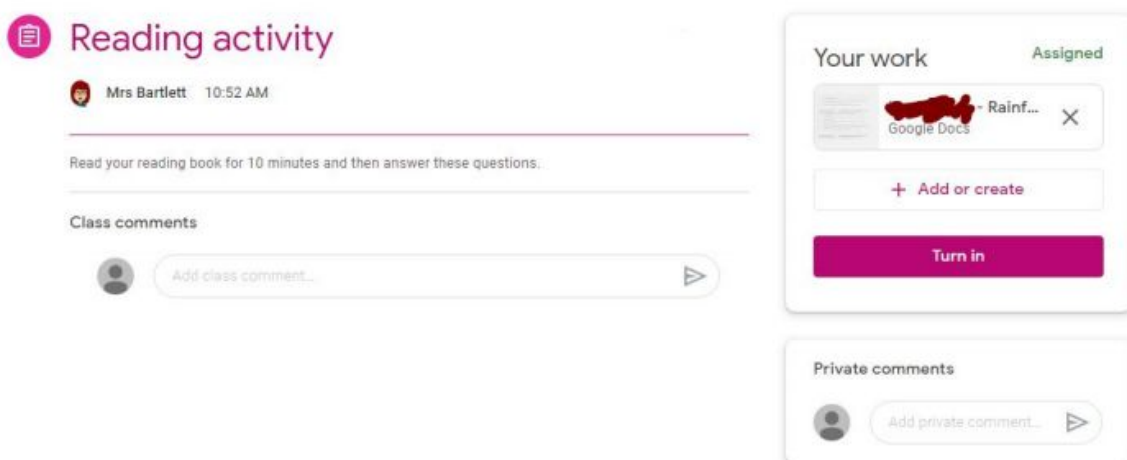


Should your child need to isolate at any time, 'isolation learning' will be placed here every week. (Previously on our website)



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. 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.

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.

Tabs

Classwork tab- Shows all previously create and current assignments

People tab- Shows teachers and other classmates



Mobile/ipad/devices Apps

You have the opportunity to download Google Apps for handheld devices. 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)