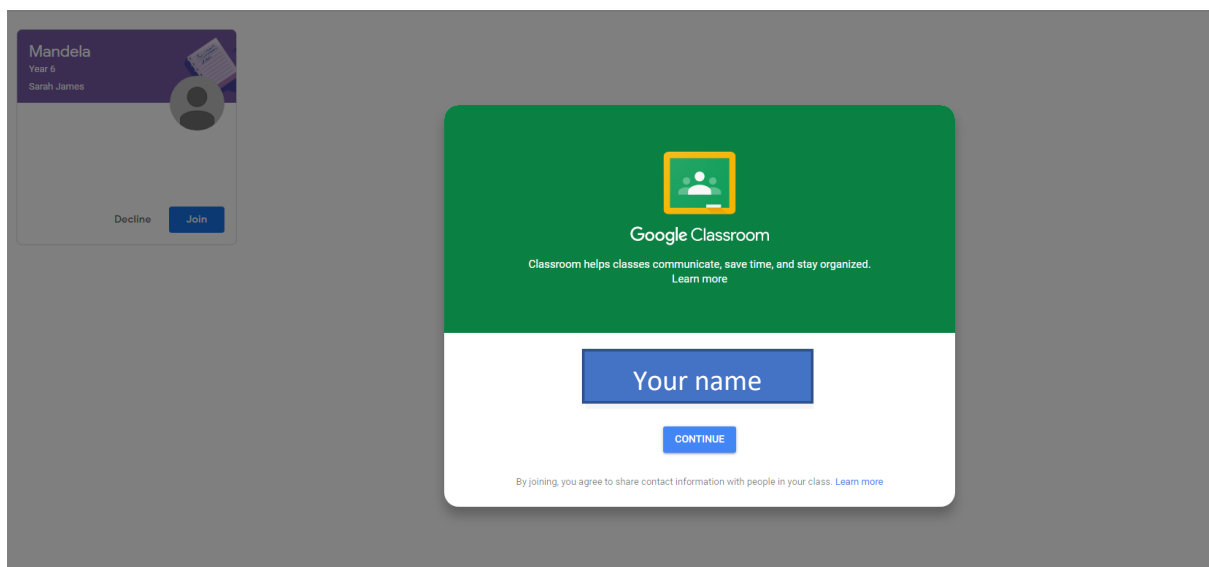


## Student set up for google classroom

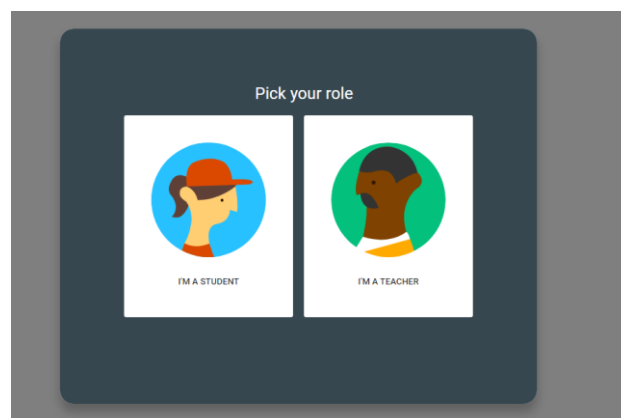
**Step 1:** Type into your browser <http://classroom.google.com>

**Step 2:** Enter your username and password – you will find this on the sticker label on the front of your hard copy activity pack that was given out today. Keep these details safe.

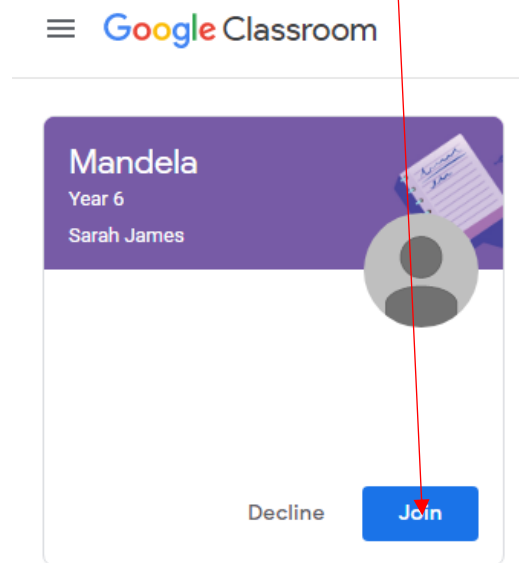
**Step 3:** When you login you will see this screen – click continue



**Step 4:** Pick your role – 'I'm a student' (If you click 'I'm a teacher' you will not be able to see anything that a teacher sees and we will know that you've attempted to login as a teacher!)



**Step 5:** Click the Join button for your classroom



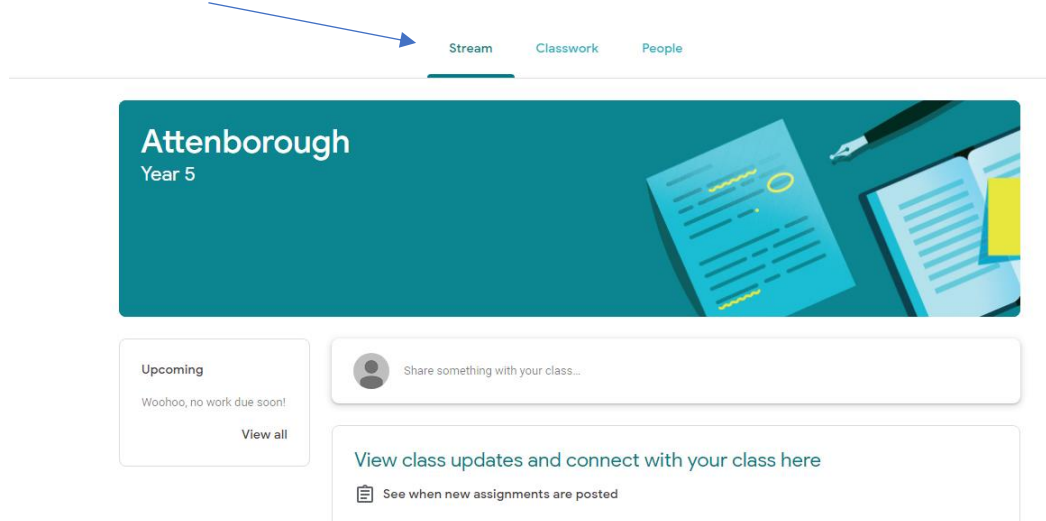
**Step 6:**

There are 3 areas to each classroom

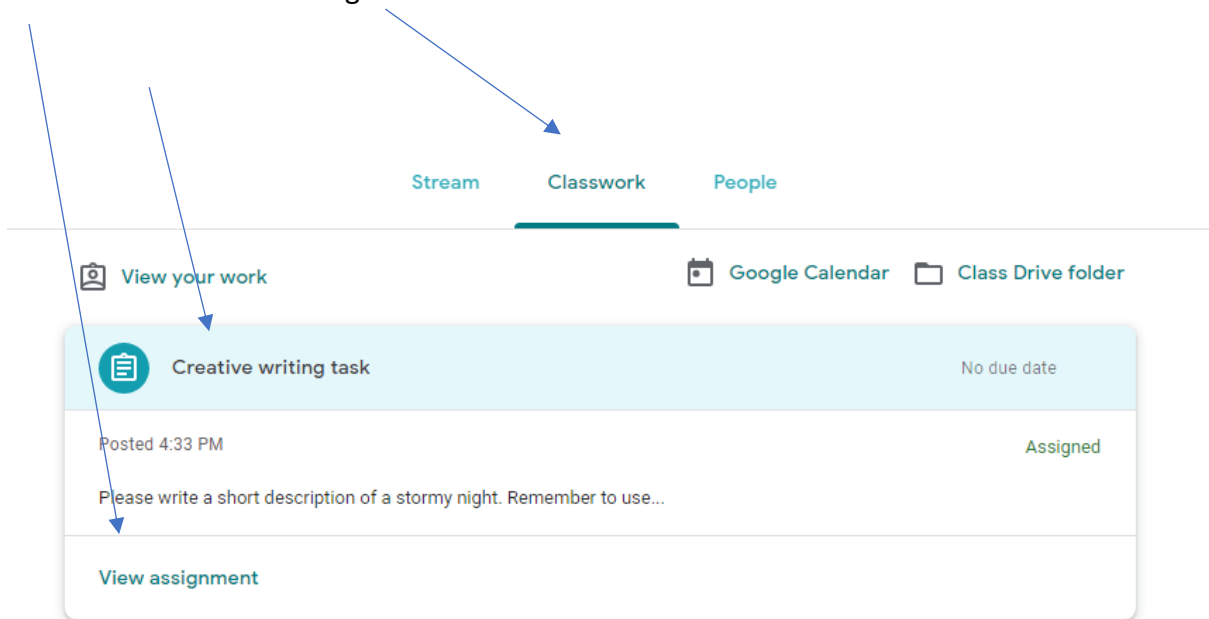


This is what your virtual classroom will look like – in here your teacher will be posting work and sharing items.

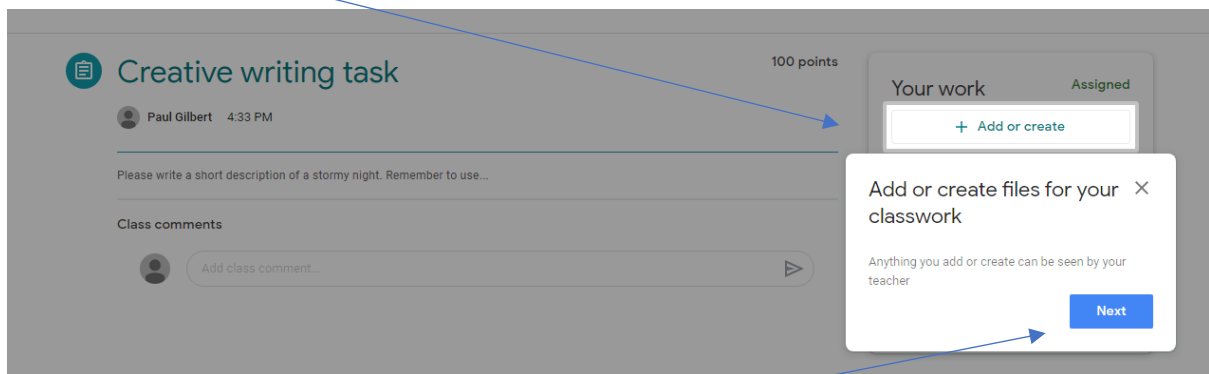
In this area: Stream, you can post comments to your teacher and your class.



**Step 7:** The next area is Classwork – in here you will find your work assignments set by your teacher. Click on view assignment.

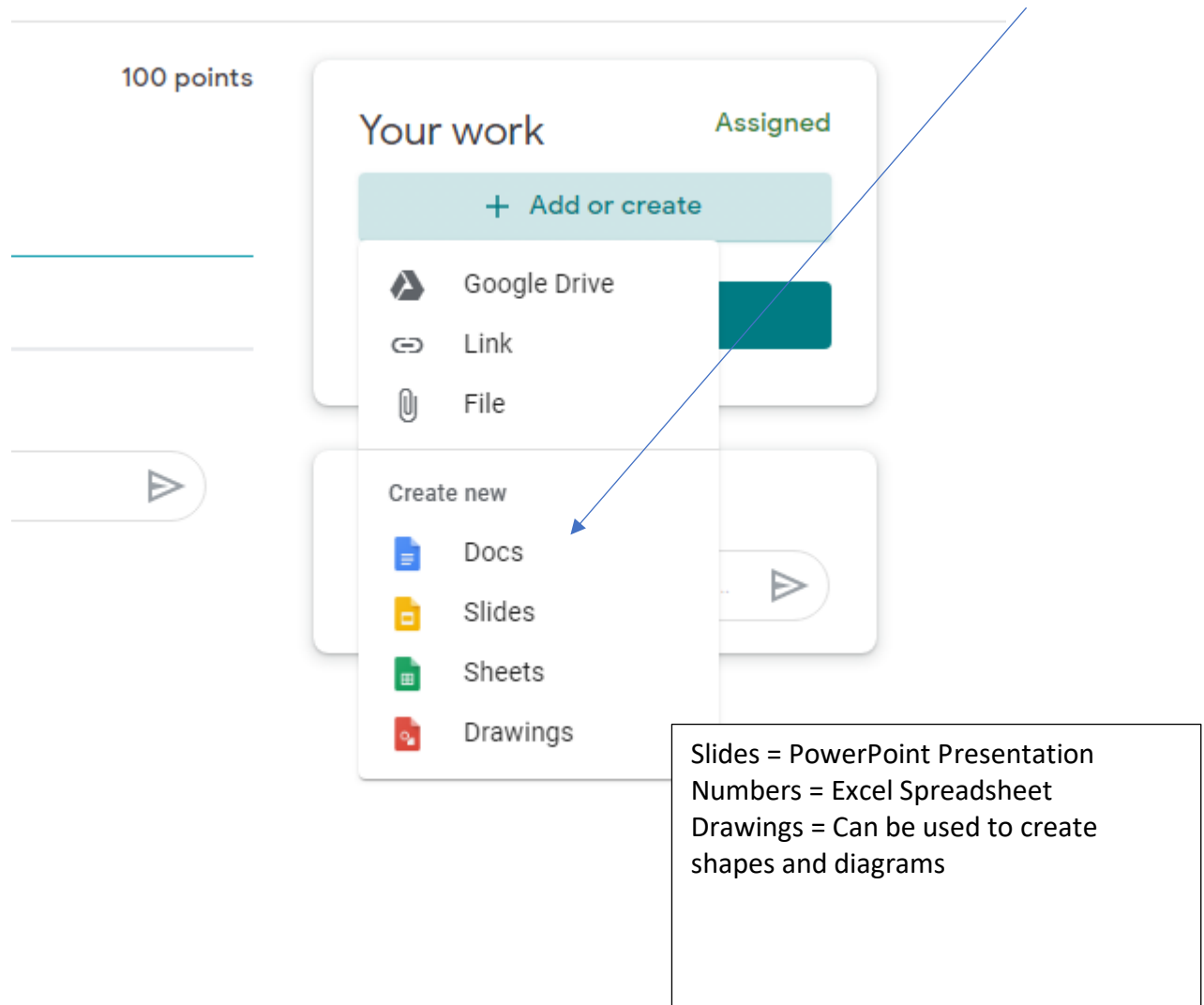


**Step 8:** Creating your piece of work – once you've clicked on view assignment you will enter your work space area this creates a right-hand side block on the page which is known as a 'work bubble'



Click on the next button

A selection of apps will show in a list like below – for most exercises you will use the **'docs'** application this is Google's version of Word.



100 points

Your work Assigned

+ Add or create

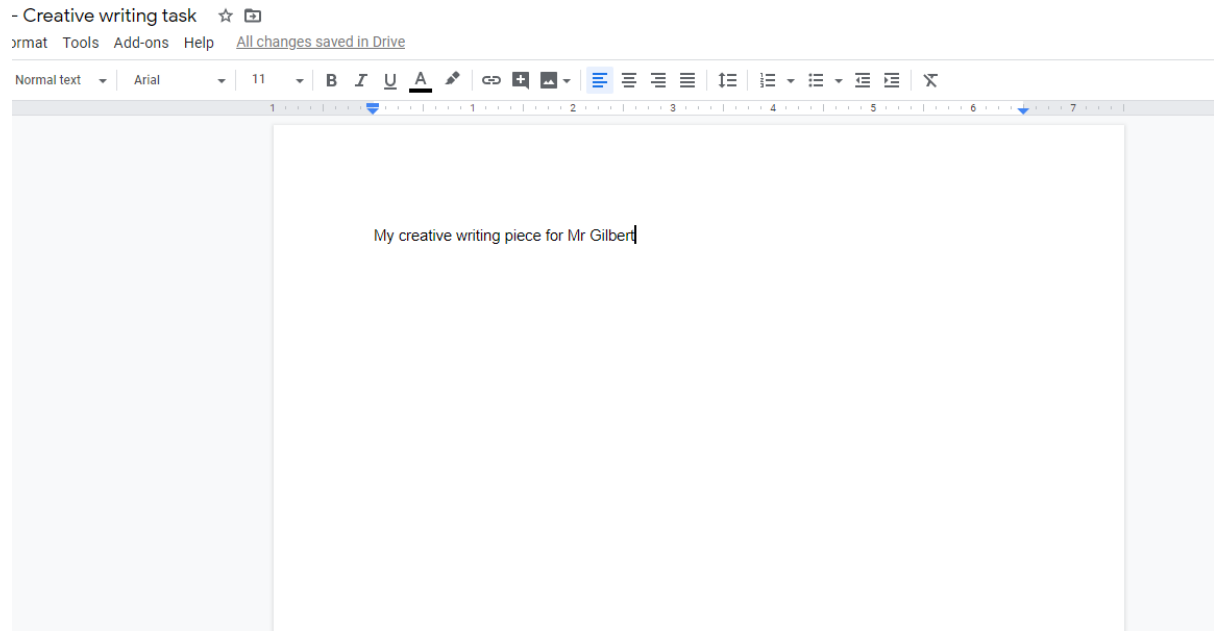
- Google Drive
- Link
- File

Create new

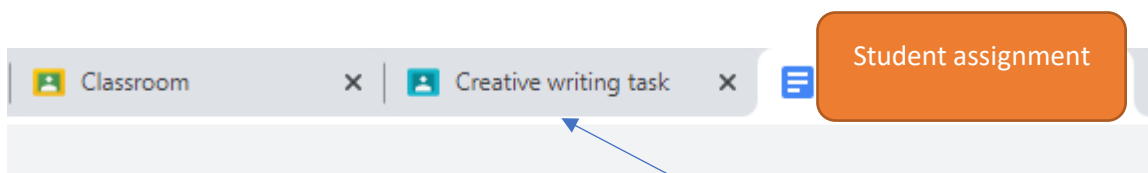
- Docs
- Slides
- Sheets
- Drawings

Slides = PowerPoint Presentation  
Numbers = Excel Spreadsheet  
Drawings = Can be used to create shapes and diagrams

When you click docs a new window will open with a blank page document for you to use to write your piece of work on. This document auto saves constantly and will save automatically as your piece of work.

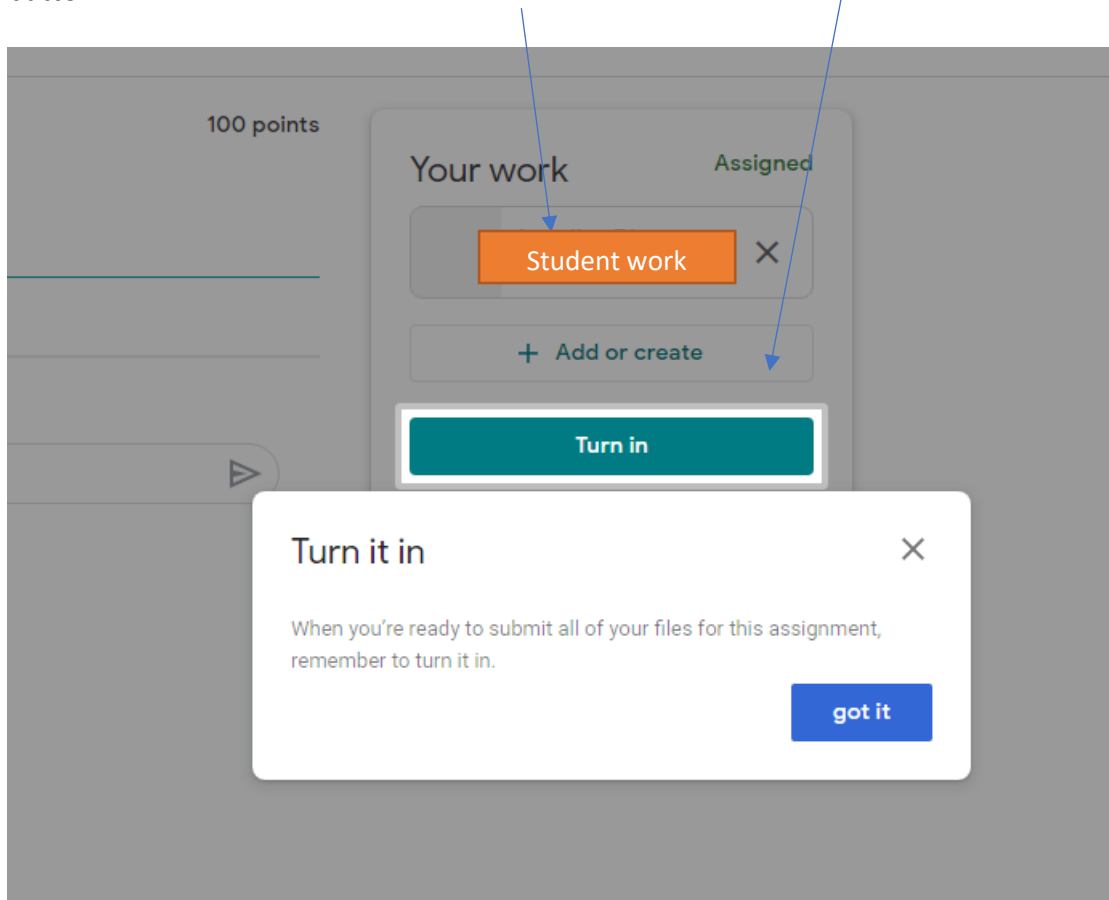


You will now have 3 tabs open as below

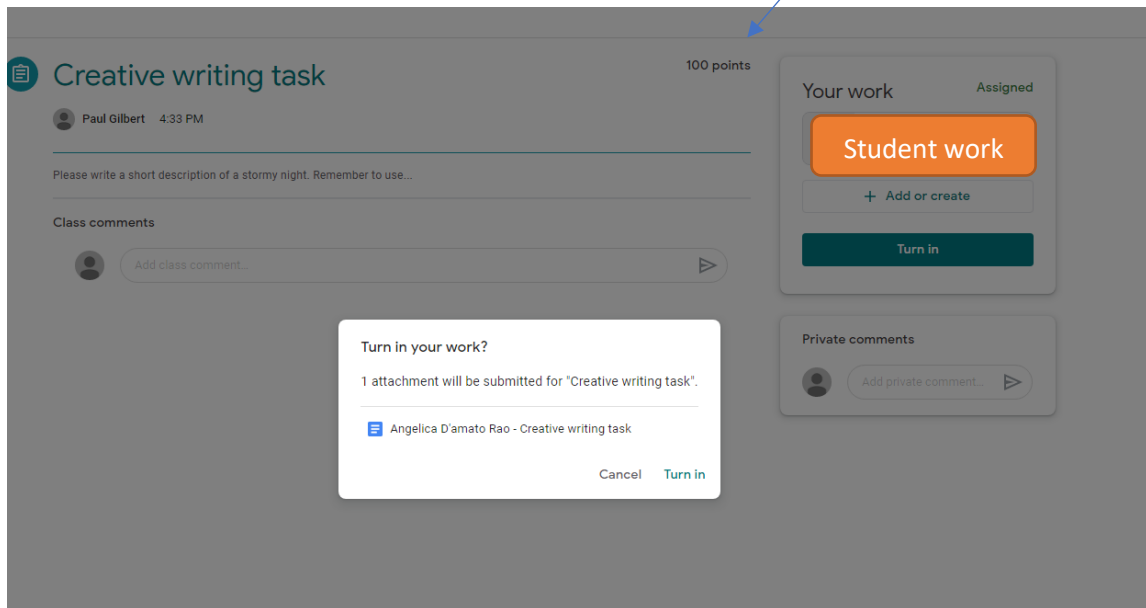


When you have completed your assignment click back to the task tab to submit your work.

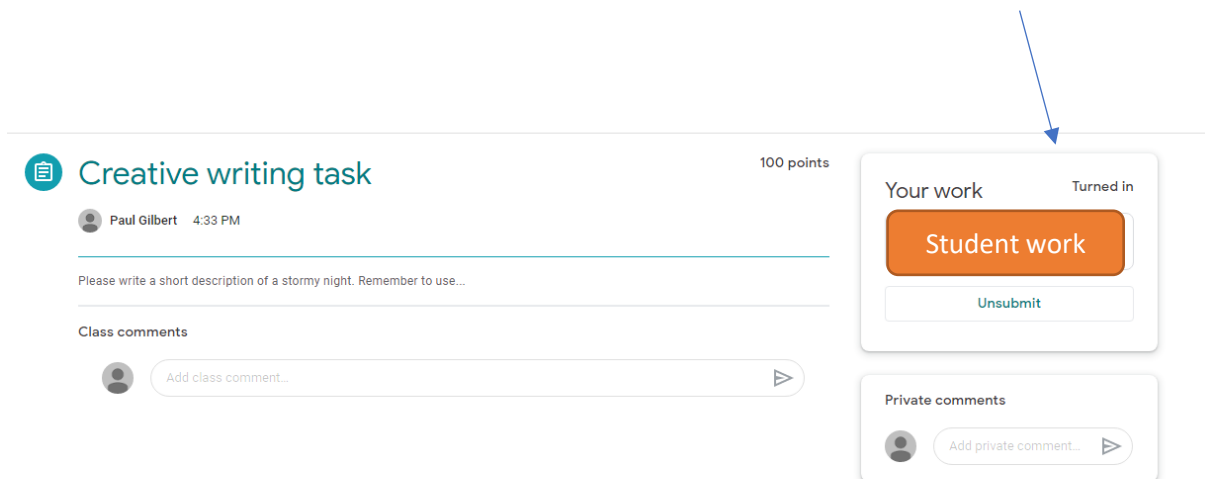
**Step 9:** Turning in your completed assignment – once back in the classwork area that has your assignment in you will see your piece in here ready to 'Turn In'. Click the 'Turn In' button.



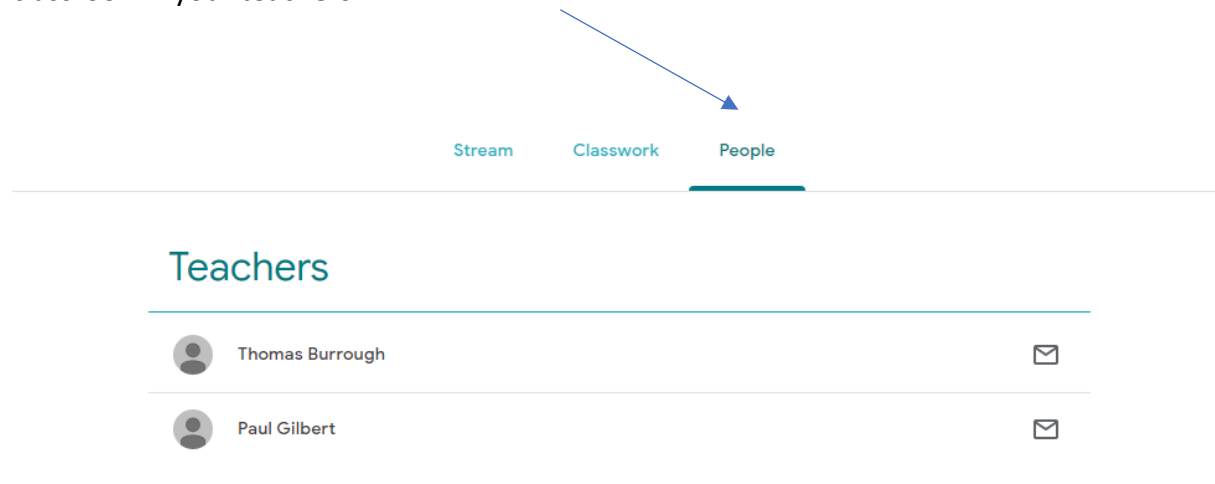
A second box will appear confirming you want to turn in your assignment. Click 'Turn in'



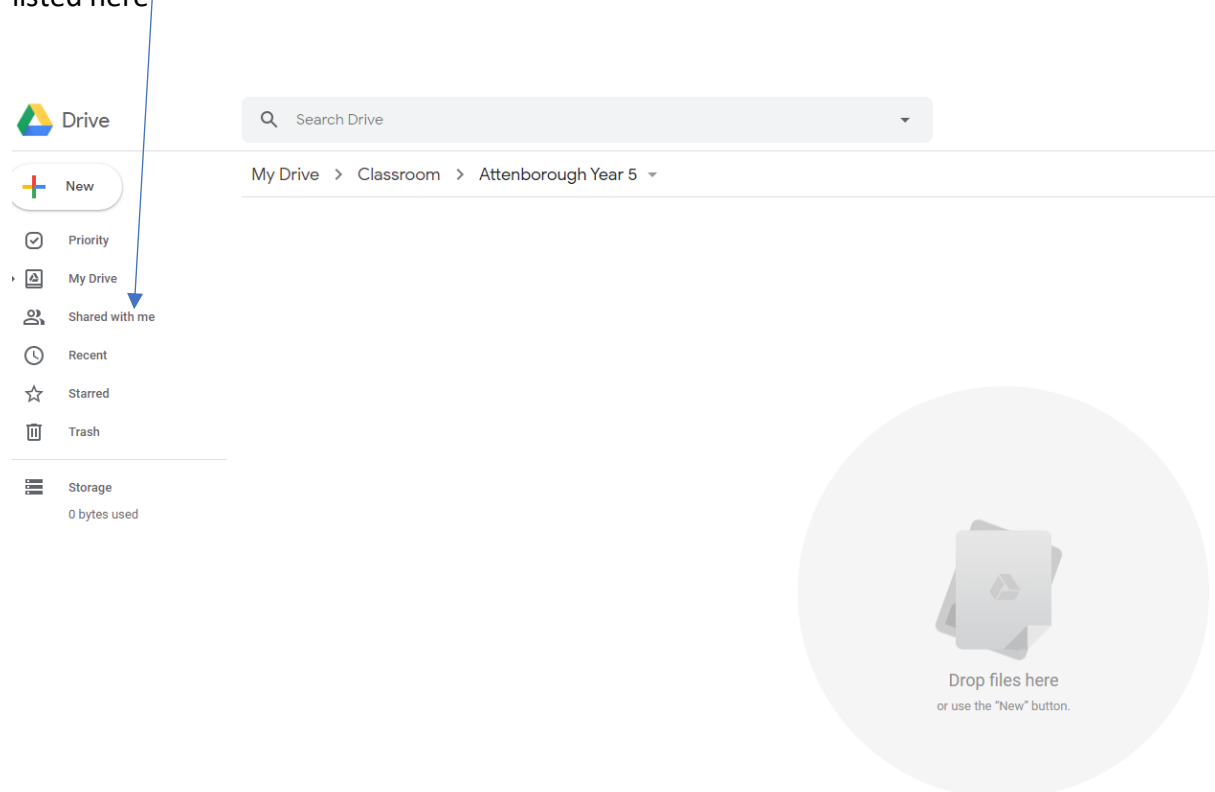
Once you've submitted your work your work bubble will change to say 'Turned In'



**Step 9:** Your last tab within your classroom is people – this will be people set up within your classroom – your teachers



**Step 10:** Your google classroom drive – this is a storage area for files that the teacher will share with you -if you click the 'shared with me' area everything shared with you will be listed here





## At a glance guide



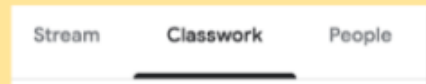
# Student Quick Guide to Google Classroom

Join at [classroom.google.com](https://classroom.google.com)

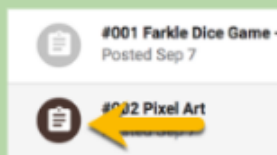


Click plus icon in upper left

Go to Classwork Tab



Uncompleted work has a dark icon. Completed work is greyed.

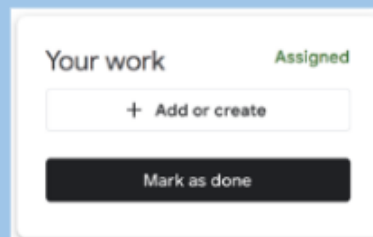


Click on assignment stripe with dark icon to expand assignment preview.

Click on View Assignment

VIEW ASSIGNMENT

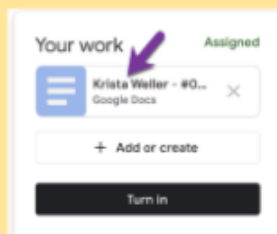
Find "Your Work" Bubble



Click + Add or Create

+ Add or create

Click on Attachment Title to Edit



Mark as Done or Turn In

Turn in

View Your Work

View your work

On Classwork Page