Google Classroom Student Guide

Logging In

**1.** Go to https://classroom.google.com and click on **use another account**
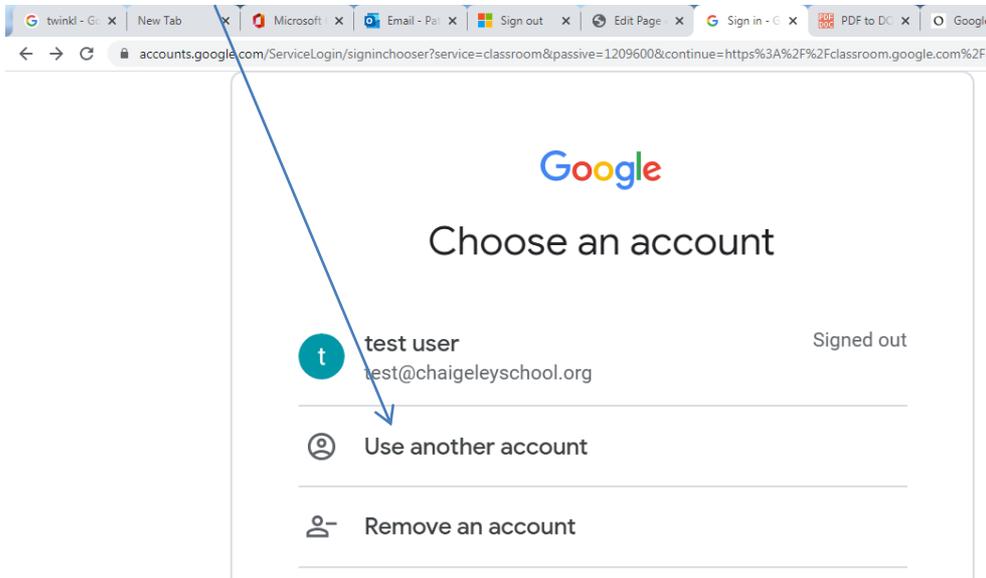

2. Having navigated to Google Classroom, to sign in, students must enter their school login credentials provided on the accompanying letter. They will be asked to change their password.

3. Having logged in, students will be presented with all of the Classrooms that they have been enrolled onto.

Click on your class e.g. 'Chestnut' and select role as 'student'
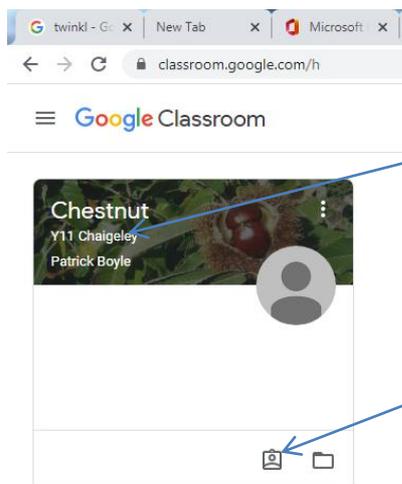
4. You will now get a list of classes you are enrolled in. Either click on the class name to view all the latest streams or posts from teachers, or access the 'my assignment' box for work assigned to your class.
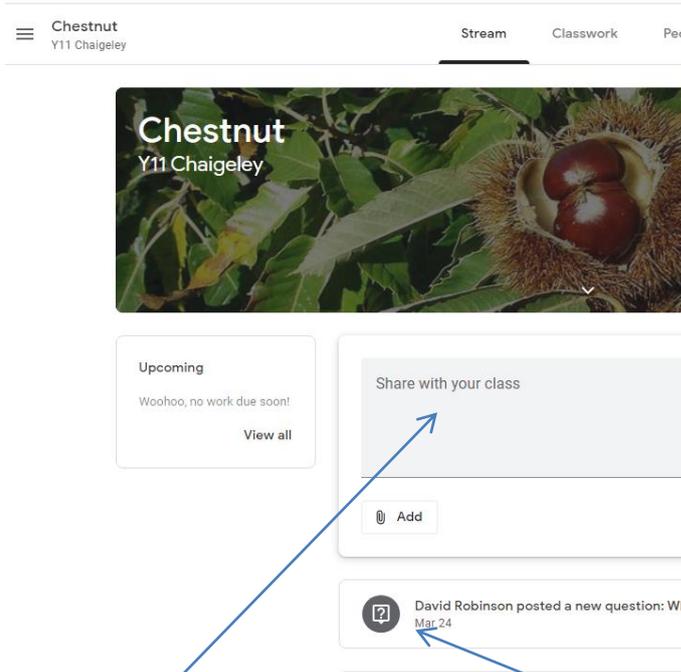
You will see a screen like this one which will have the latest stream of work. There is also a section you can post comments on work.

At the top of the screen, there is a link to Classwork. This is where you access classwork by topic. These can be setup as assignments too, and you can submit your answers online. Your teachers can give you feedback via your account.
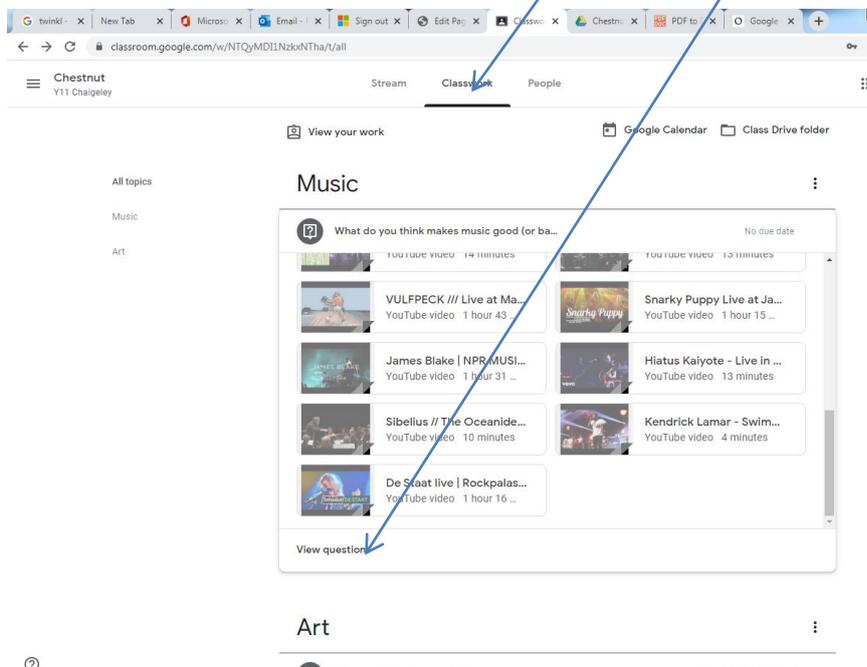
Students completing work
You can request that students complete work and upload to Google Classroom

Completing a set assignment To start completing work within a set assignment you will need to click on the name of the assignment Followed by "+Add or Create". You can aslso click the 'mark as done' button.
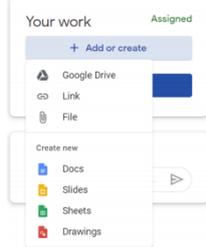

A drop-down menu will appear.

Google Drive - If you have already created your work, then by selecting this you can attach the work directly from your Google Drive.

File- If you have chosen to upload a file from your device you will need to re-upload the file if any changes are made to the file from your device, as these changes will not be saved to the already uploaded document.

Create new - If you have chosen to create a new document from the "Create" section, then simply click on the file and then you can start working. The file will open in a separate tab and will save automatically until closed. You are able to go back to this document to work on it as many times as you wish before submitting it, from your original assignment or Google Drive.

Additional Features
In addition to Google classroom, your new ID gives you access you the **Gsuite** of features including a school Gmail account. This can be used to receive alerts from your teachers or for general mail. You can access any of the Gsuite features by click on the 9 dots in the top right hand corner.
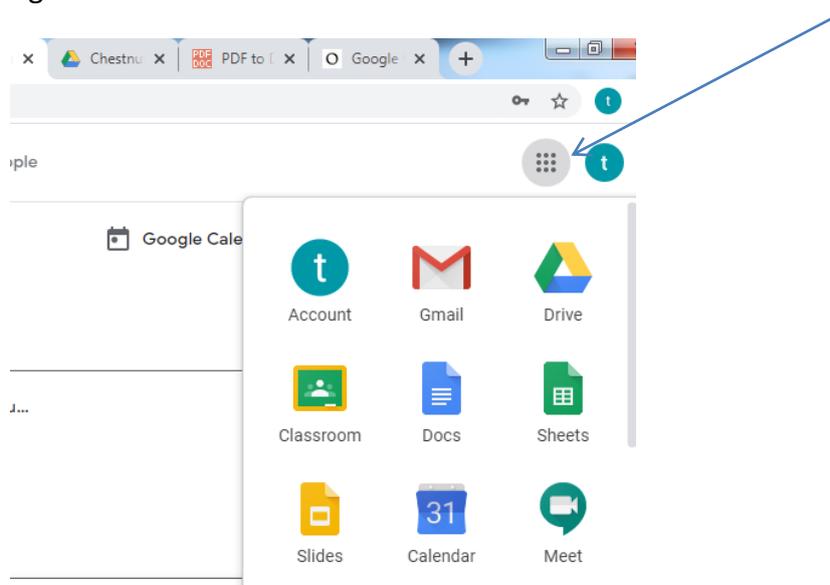
Other features you now have access to include

- Google Drive (document storage)
- Google Docs (free alternative to MS Word)
- Google Slides (free alternative to MS PowerPoint)
- Google Sheets (free alternative to MS Excel)

Mobile Apps

Students have the opportunity to download Google Apps for their handheld device. 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.