Google Classrooms
From **Monday 20th April**, all your school work will be set using Google Classrooms (unless you are already using ‘Teams’ with your teacher).

**The reason for this is:**

- We need to be able to start to mark work and give you feedback. This has to be done in a safe environment.
- You need to be able to ask for help. Google classrooms allows this to happen.

**Why ‘Google Classrooms’?**

- It is easy to use.
- Hopefully you already know how to use it.
- Lots of you are using Chrome books.
Browsers

You can use whatever Browser you want (e.g., Microsoft Explorer or Google Chrome). But it is advised you choose Google Chrome. Google has special software built in!
2. You need to sign into Google. You will have received an email last week to your school email account with your username and password.

How do I access my emails?
- Visit https://www.office.com/
- Sign in using your:
  - school network username@archbishopholgates.org
  - Your network password

For example if you are called James Bond.
- Your network username would be Jbond.
- Therefore your email address would be: jbond@archbishoholgates.org
2. Now visit ‘Outlook’
If you are still stuck, you either:

Phone: 01904 411341

Email: reception@archbishopholgates.org

They can give you your google username and password.
Now open up ‘Google’ and sign in

Sign in using your school ‘Google Account’.

Do NOT use your own personal account.
You can now sign in. Use your username and password that school has provided.

- Accept the terms and conditions
- Create yourself a new password (that you can remember)
Getting started

1. Open google and either:
   - Google ‘Google Classrooms’ or
   - IN the top right hand corner there are 9 small squares. Click on it and choose ‘Google Classrooms’ (you might need to scroll down)
Your classes

You will be able to see your classes. Click Join
Work in each class

Enter each class you have, to see the work you have.

Go back to your classes here

See the work you have been set and others in your class here

CLICK HERE to see your work
Completing your work

Read the instructions here

Attach work here, or click on the document here to do the work

Hand in work here

Access resources here

Ask your teachers questions here

Archbishop Holgate’s School
A Church of England Academy – Founded 1546
VALUES - CARE - ACHIEVEMENT
Completing your work

If you have a google doc here, it means click it on it and then...
Completing your work

Do your work and then hand in here

Test answers

Write in your answers below

1. My answer is
Seeing feedback

Once you have given your teacher time to mark your work, you can then go back and see the feedback.

- See your grade
- See your teachers comments
Google classrooms is available as an app for phones and tablets.

Download from your app store.
Well Done

I you have any questions please:

Phone: 01904 411341

Email: reception@archbishopholgates.org