



# Google Classrooms

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# Monday 20<sup>th</sup> April

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From **Monday 20<sup>th</sup> 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.

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# Browsers

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You can use whatever Browser you want (eg Microsoft Explorer or Google Chrome). But it is advised you choose Google Chrome. Google has special software built in!



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# Sign in

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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](mailto: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](mailto:jbond@archbishoholgates.org)

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# Sign in

## 2. Now visit 'Outlook'

The screenshot shows a Google Chrome browser window with the Microsoft Office 365 home page. The address bar shows a URL ending in '?auth=2'. The page header includes 'Office 365' and a search bar. The main content area displays a 'Good morning' greeting and an 'Install Office' button. Below this is a grid of application tiles. A large red arrow points to the Outlook tile, which is the second tile in the first row. The tiles include: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, and Sway in the first row; and Forms, Admin, Planner, Kaizala, Yammer, and All apps in the second row.



# Sign in

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If you are still stuck, you either:

Phone: 01904 411341

Email: [reception@archbishopholgates.org](mailto:reception@archbishopholgates.org)

They can give you your google username and password.

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# Now open up 'Google' and sign in

The screenshot shows the Google homepage in a web browser. The browser's address bar shows the URL [https://www.google.co.uk/?gws\\_rd=ssl](https://www.google.co.uk/?gws_rd=ssl). The page features the Google logo with a shopping cart icon, a search bar, and buttons for "Google Search" and "I'm Feeling Lucky". In the top right corner, there is a "Sign in" button. A red arrow points from a red text box below to this "Sign in" button.

**Sign in using your school 'Google Account'.**

**Do NOT use your own personal account.**

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# Signing in

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You can now sign in. Use your username and password that school has provided.

Google  
Sign in  
Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use InPrivate windows to sign in.  
[Learn more](#)

[Create account](#) [Next](#)

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

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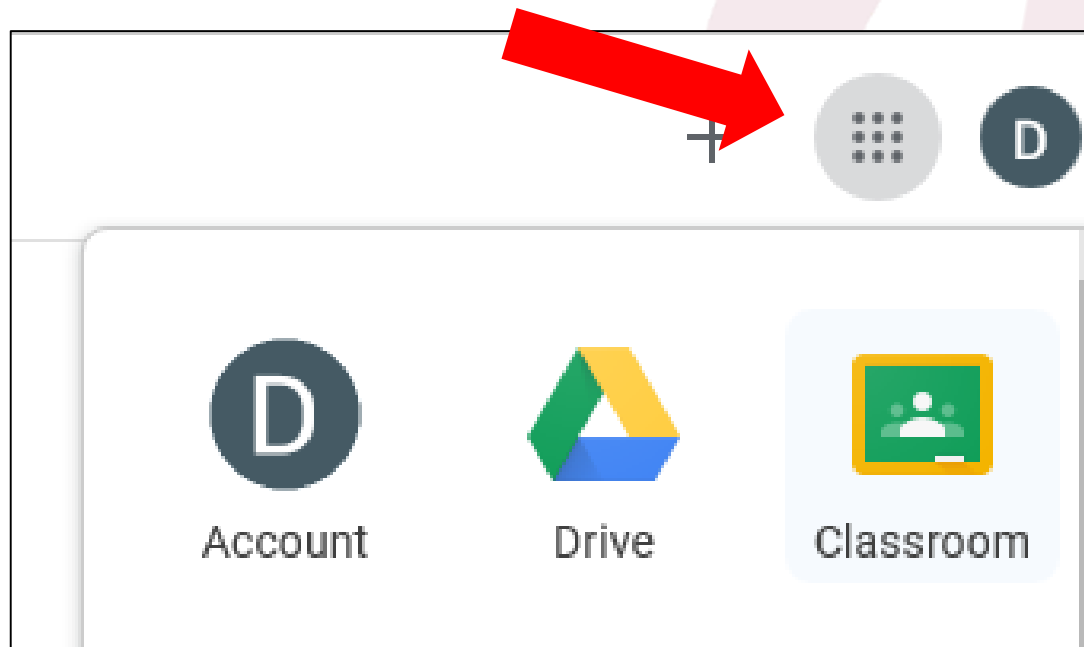


# Getting started

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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)



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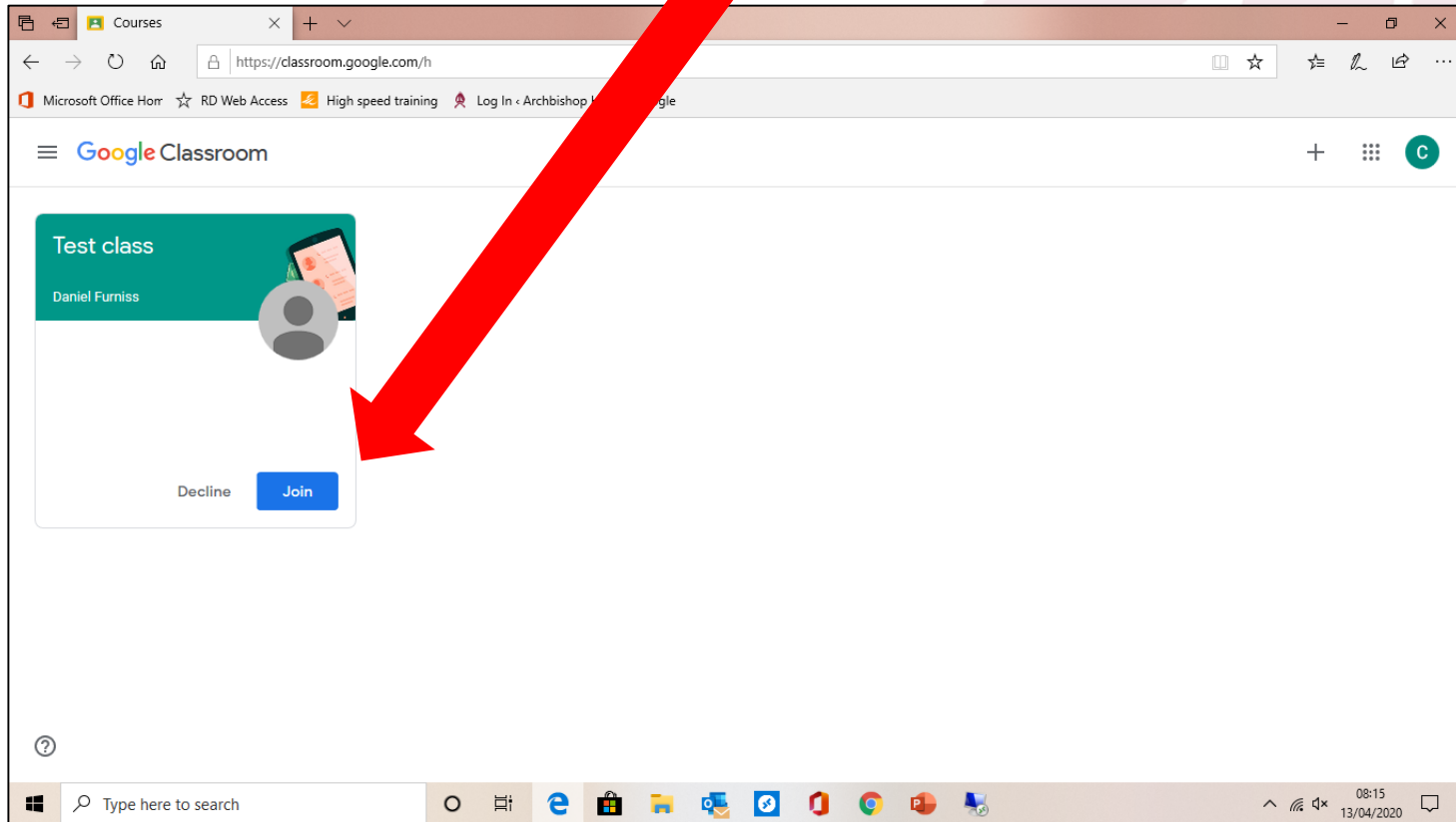
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# Your classes

You will be able to see your classes. Click Join



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# Work in each class

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

Test class

Stream Classwork People

Test class

Share something with your class...

Daniel Furniss posted a new assignment: Test 1 08:14

Upcoming

Due tomorrow  
Test 1

View all

Type here to search

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

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# 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**

The screenshot shows a Microsoft Teams assignment page for 'Test 4' due tomorrow, assigned by Daniel Furniss. The assignment is worth 100 points. The instructions are to complete a word document after watching a 10-minute YouTube video titled 'Getting Started with Google ...'. The page includes a 'Your work' section with a 'Hand in' button, a 'Private comments' section, and a 'Class comments' section at the bottom. A red callout box points to the instructions, another to the 'Your work' section, a purple one to the 'Hand in' button, a red one to the video resource, and another red one to the 'Private comments' section.

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# Completing your work

The screenshot shows a Google Classroom interface for a 'Test 4' assignment. The assignment is due tomorrow, assigned by Daniel Furniss at 08:30, and is worth 100 points. The assignment description includes a video titled 'Getting Started' and a progress bar showing 'Excellent' with a score of 5/5. A red box with the text 'If you have a google doc here, it means click it on it and then...' and a red arrow points from the assignment details to the 'Your work' section. The 'Your work' section shows a 'Google Docs' document and a 'Hand in' button. The 'Private comments' section is also visible.

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# Completing your work

Do your work and then  
hand in here

My answer is

Test answers

Write in the your answers below

1. My answer is|

TURN IN Share

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# Seeing feedback

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

The screenshot shows a Google Classroom page for a student named Daniel Furniss. The page title is 'Test 4' and the score is 100/100. The student's work is marked as 'Excellent' with a score of 5/5. A red arrow points from the text 'See your grade' to the score '100/100'. Another red arrow points from the text 'See your teachers comments' to the '2 private comments' section, which contains two comments from Daniel Furniss: 'Well Done, keep up the hard work' and 'Good Effort'. The interface also shows a 'Your work' section with a 'Resubmit' button and a 'Getting Started with Google ...' YouTube video.

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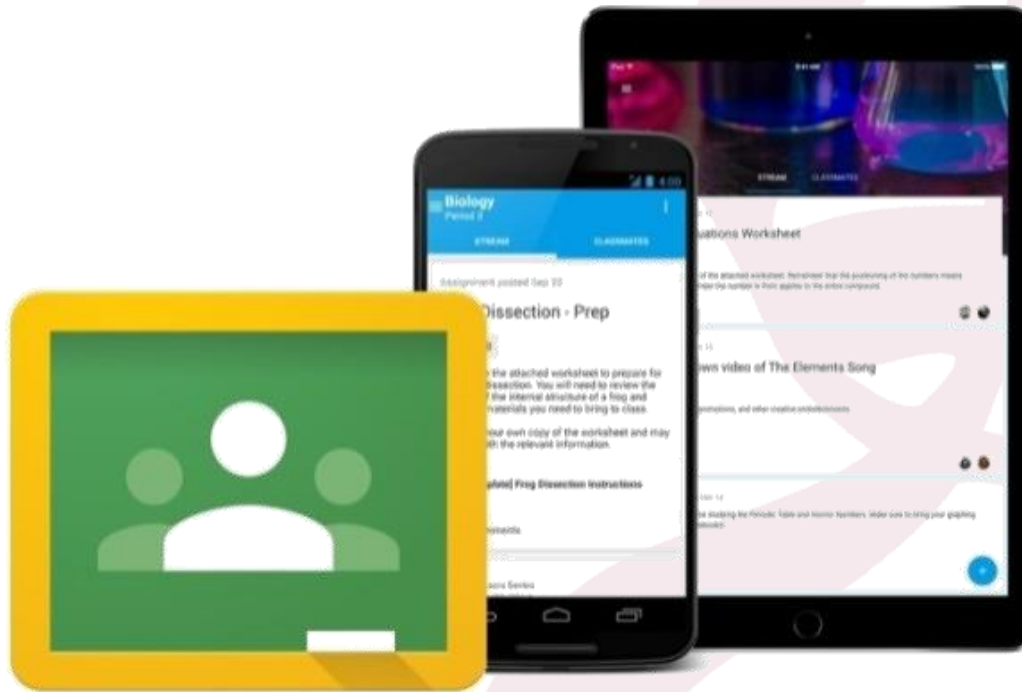


# Google classrooms on your phone

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Google classrooms is available as an app for phones and tablets.

Download from your app store.



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# Well Done

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Well Done

If you have any questions please:

Phone: 01904 411341

Email: [reception@archbishopholgates.org](mailto:reception@archbishopholgates.org)

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