



students

Google Classroom How-To

HOW TO LOG INTO YOUR GOOGLE CLASSROOM ACCOUNT

1. Go to the Google Classroom website: <https://classroom.google.com>.
2. Enter your assigned school email as username (he19jobloggs@huishepiscopi.net)
3. Enter the password you use to log in at school

HOW TO FIND HOMEWORK

1. Once you are logged into Google Classroom, click on the class you need then "Classwork".
2. You can also look in your "To Do" section
3. Click on the assignment to see the instructions and all relevant files.

HOW TO UPLOAD A DOCUMENT

1. Go to the assignment and click on "Add or Create" beneath "Your Work".
2. Choose a file from your Drive or create a new one.
3. Remember to click "Hand in"!

HOW TO UPLOAD WORK DONE IN YOUR BOOK (ON PAPER)

1. Take a picture of the paper assignment using either a phone, tablet, or your computer.
2. On the right side of your screen in the assignment folder beneath "Your Work", click "Add or Create".
3. Upload the photo as a file from your device, or select "Google Drive" to find and upload the photo if you saved the photo in your Google Drive.

HANDY TIPS

- Look at your "To Do" area for a handy list of all the work you need to complete
- Look at your calendar to see your work due in a whole week.
- Once you've uploaded your work, click "Hand in" so your teacher can see your work.
- Check back to see your marks and feedback.
- Do not resubmit once marked.

If you would like to see more of google classroom and get a basic introduction, please have a look at this video:

https://www.loom.com/share/247f004a790a478f90227f6479e77a61?share_dAppSource=personal_library

**Always remember
to check your to-do list and click
"Turn in"!**



Parents

Google Classroom How-Tos

GUARDIAN EMAILS

1. When you receive your email invitation, click on "Accept".
2. You can then set up how often you want email updates (daily or weekly)
3. These emails keep you informed of how your student is keeping up with work, but not their results or feedback.

HOW TO SEE WHAT WORK IS ASSIGNED

1. Your emails will highlight what work is missing, due or coming up.
2. You can also log in to google classroom with your student and check their "to do" list

WANT A TOUR?

If you would like to see more of google classroom and get a basic introduction for students and parents, please have a look at these videos:

Parent video:

https://www.loom.com/share/cea86dff32c44edcbf09fedf74be031d?sharedAppSource=personal_library

Student video:

https://www.loom.com/share/247f004a790a478f90227f6479e77a61?sharedAppSource=personal_library

KEY WORDS

- stream
 - the main page of the class where you can see all work, materials and announcements
- classwork
 - the tab where you can see all the work assigned and materials given
- assignment
 - homework your student needs to complete
- material
 - resources the teacher wants your student to have access to (notes, power points, etc.)
- Google Drive
 - the online document storage where your student can save their work before they upload it
- upload work
 - students can attach documents, files or photographs to show the teacher their work.

**If you aren't receiving Guardian emails,
contact your student's tutor.
This way you will be kept in the loop!**