



# INSTRUCTIONS ON HOW TO LOG INTO GOOGLE CLASSROOMS

## PUPIL GUIDE

### Logging In

1. Go to <https://classroom.google.com> and click on the "Sign In" button.
2. Having got to Google Classroom, to sign in, students must enter their school login details. This is the start of your child's email address and password. This is located in their home school book. If your child is unsure, please explain to them that it is the same login as they use to login to the computer at school in the LRC.

3. It will appear in this format: alamy.319

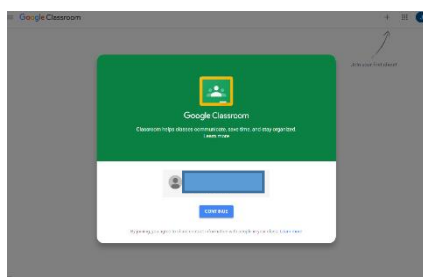
HOWEVER...when signing into google they must leave off the .319 and add @spjs.co.uk

e.g. [alamy@spjs.co.uk](mailto:alamy@spjs.co.uk)

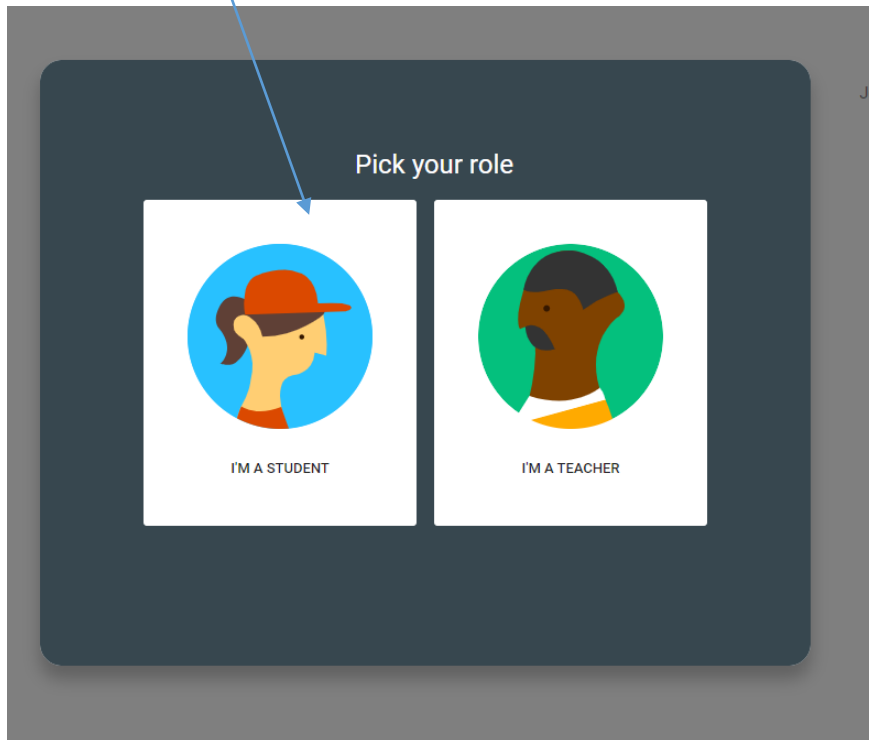
When prompted, add the password (this is the same as they use to log in on the LRC computers).

4. You will see the 'Welcome to Google new account' - click Accept

5. You will now see the following screen and press continue:

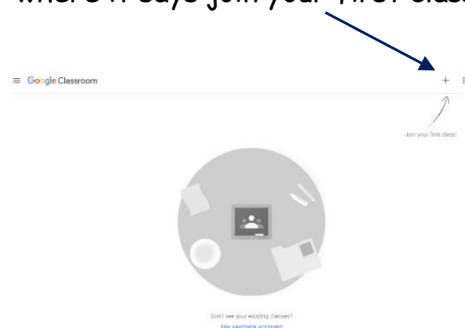


6. You must now see this screen below  
Click 'student'.



You are logged into Google Classrooms and will now need to add yourself to a classroom

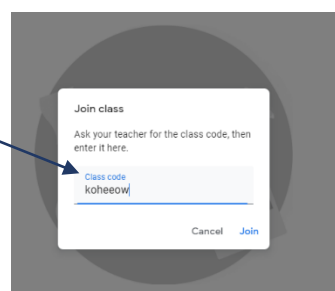
7. Click on the + where it says join your first class!



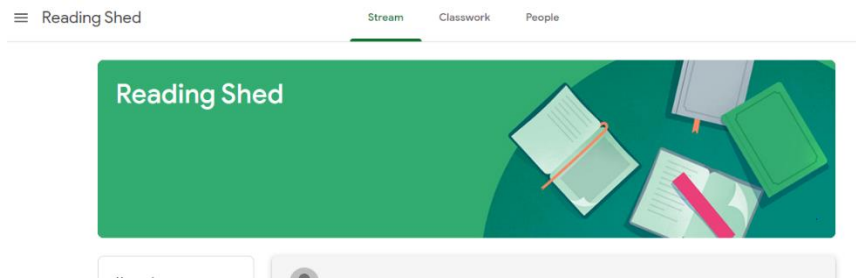
8. You will be emailed the codes to the rooms that you have access to. Please do not share these codes with anyone else.

To access the 'Reading Shed' you will need to type in the following code **'koheow'** in the class code box

Then click join



9. You will then see the following:



You are now a member of the reading shed (classroom)!

## WORKING IN GOOGLE CLASSROOM

At the top of the page you will see three icons: Stream    Classwork    People

### **STREAM**

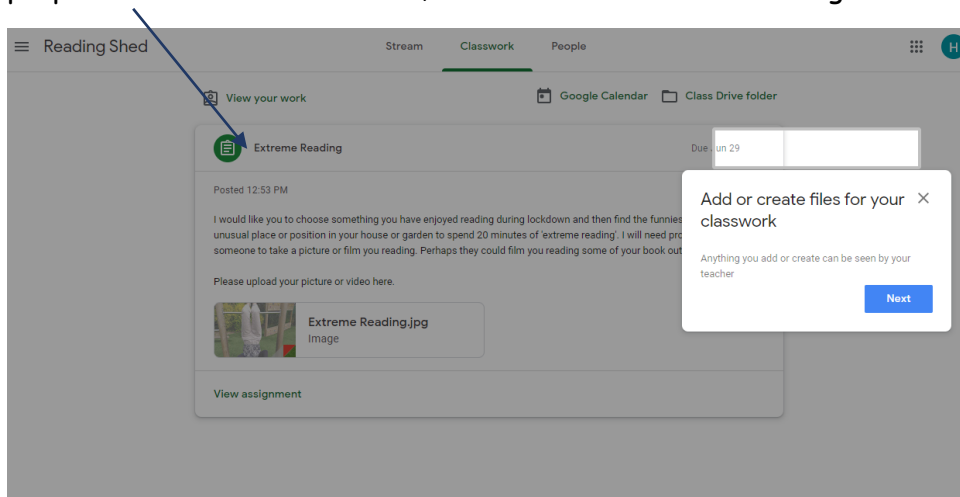
On the stream you will be able to post comments/ask questions for other people to comment on. Remember to keep yourself safe and **only talk about things related to the room that you are in**. Remember to be kind! This is a bit like having a conversation with people in real life but virtually. Remind yourself about how to keep safe online by reading p11-12 of your home/school book.

If work is posted onto the stream, teachers will not provide individual feedback about the work as it will be public. All work should be submitted under the classwork tab.

### **CLASSWORK**

When you click on classwork, you will see an assignment that has been set for you. As you can see there is an 'Extreme Reading Assignment'.

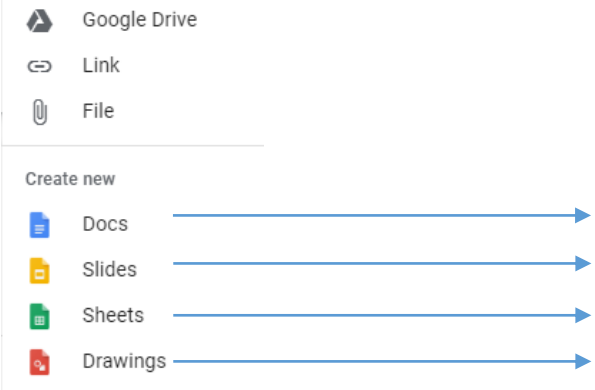
1. Click on the learning you would like to complete to open the assignment. For the purpose of this demonstration, we will click 'Extreme Reading'.



2. Now you will see an explanation of the Extreme Reading task. If images have been attached or if there is additional information to look at, you will see a file that you can click on at the bottom of the assignment.

3. Click on 'View Assignment' at the bottom of the page

4. You will now see at the top of the page 'add or create' files for your classwork. Here you can upload files like the menu below. e.g. for a picture you would click on the paperclip

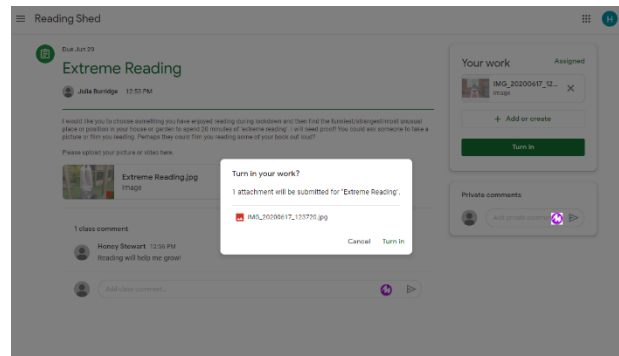
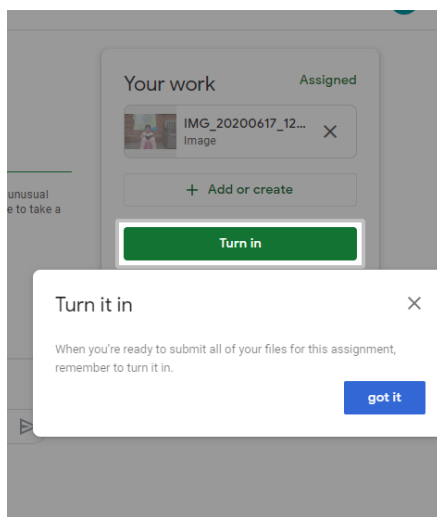


The screenshot shows the 'Create new' menu in Google Drive. It includes options for 'Google Drive', 'Link', and 'File'. Under 'Create new', there are four options: 'Docs', 'Slides', 'Sheets', and 'Drawings'. Blue arrows point from each of these options to a text box on the right.

'Docs' allows you to create a Word Document  
'Slides' allows you to create a Powerpoint.  
'Sheets' allows you to create an Excel spreadsheet  
'Drawings' allows you to create a drawing.

If you are creating a piece of work in Docs, slides, sheets or drawings, your work is automatically saved.

5. When you have finished, you click on the green button that reads 'Turn In'



If you upload your work to the stream, teachers

A member of staff will now receive your learning/assignment to see how you have got on. If they provide you with a comment you will see it when you next login.

