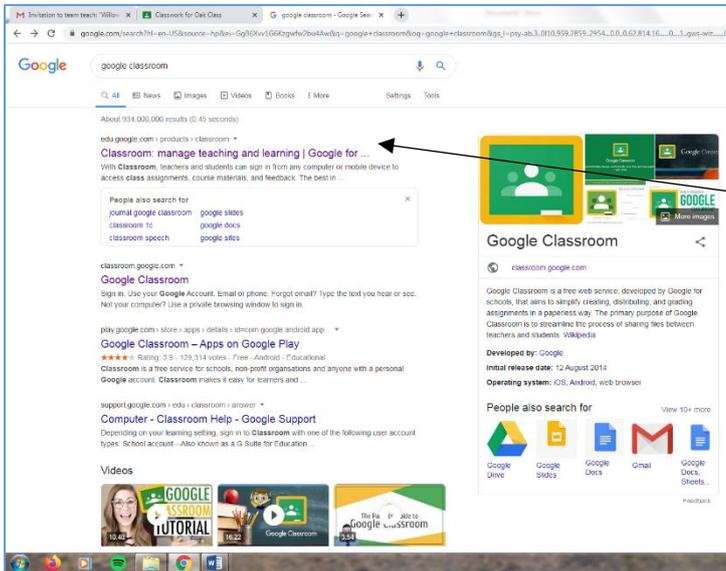# Bredbury St Mark's – Google Classroom

Student help sheet

Over the coming weeks your teacher will be setting you some tasks to complete at home to support your learning. This will be done through 'Google classroom'. This help sheet will guide you in joining your class and how to complete the work. Google classroom is available as an app, however this guidance will give computer instructions.
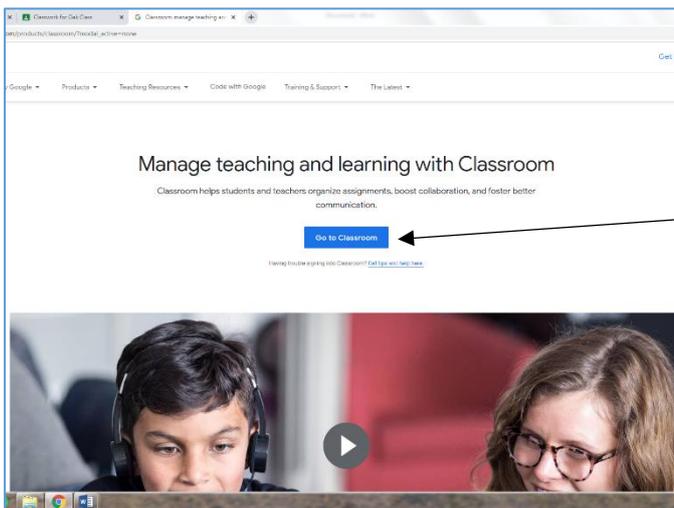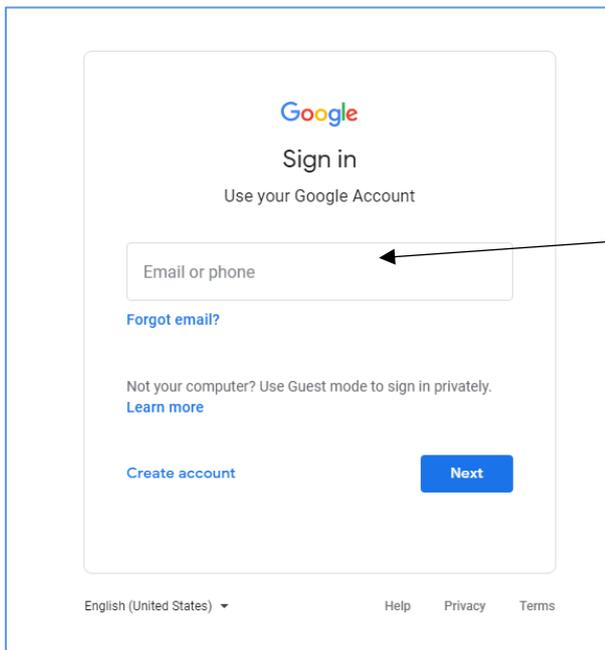
Joining my class

1)

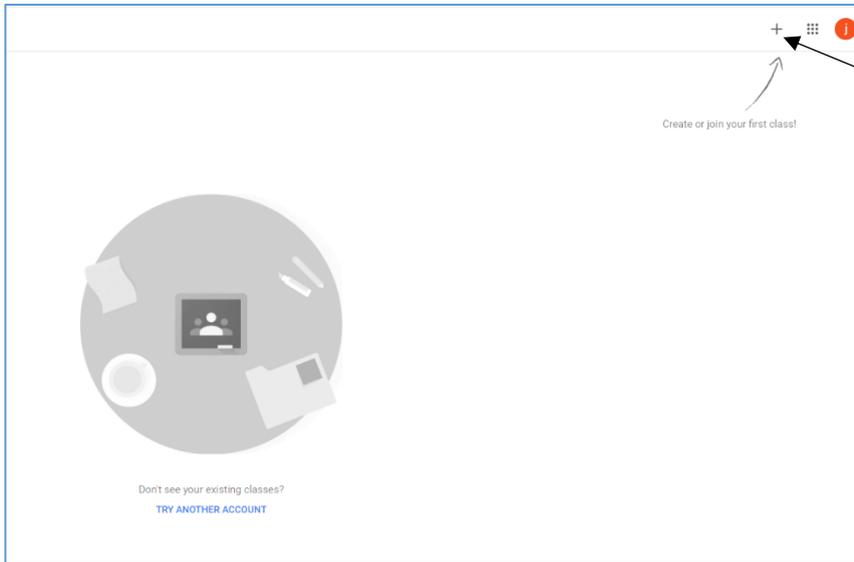Search 'Google classroom' and click on the top search.

2)

Select **'Go to classroom'**

3)

You then need to sign into your google account. Use the email and password that school have provided you with.
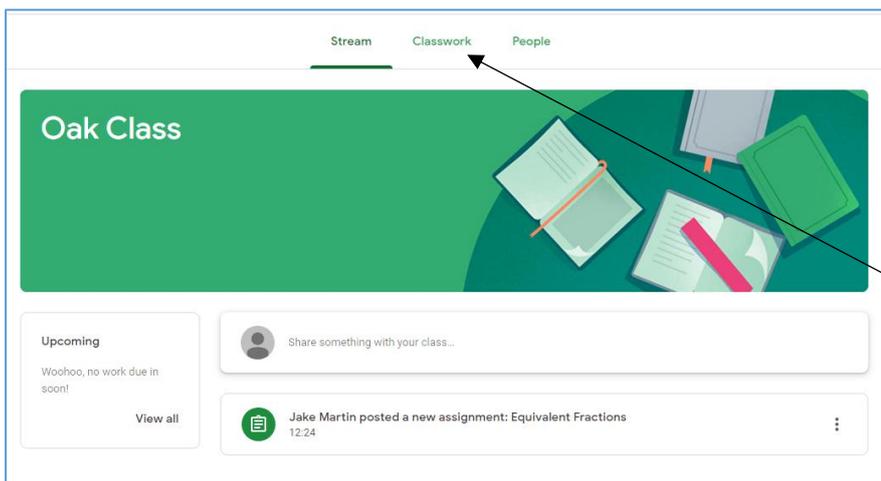
4)

This is where you join your class. Enter the **'class code'** that you have been given. Make sure you click **'student'** when asked what your role is.
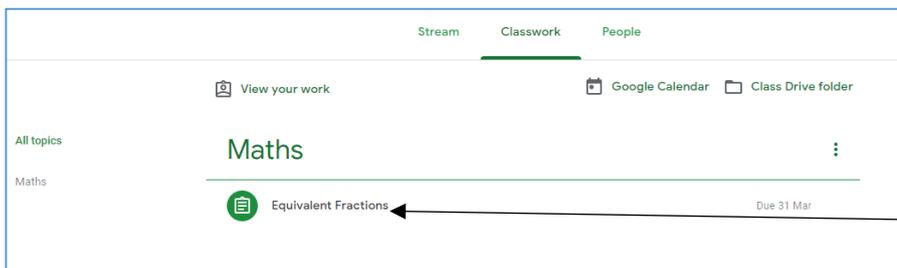
Finding my work

1)

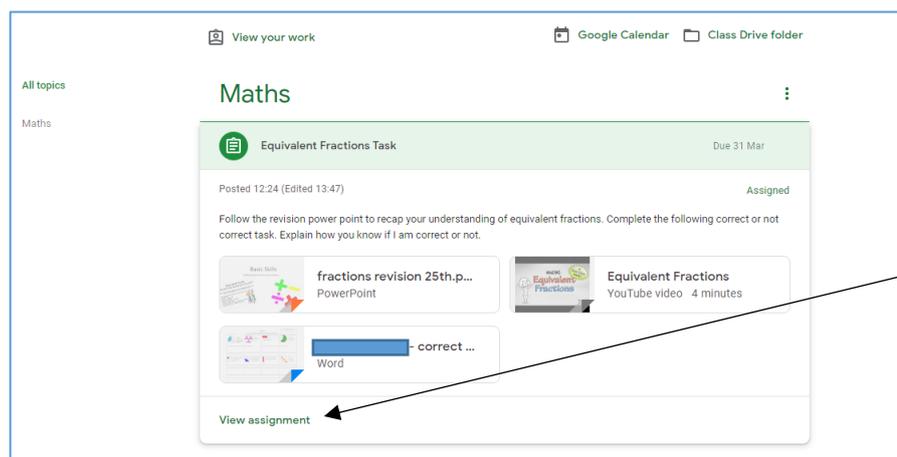You will then be taken to your class page.

Teachers may leave messages for you.

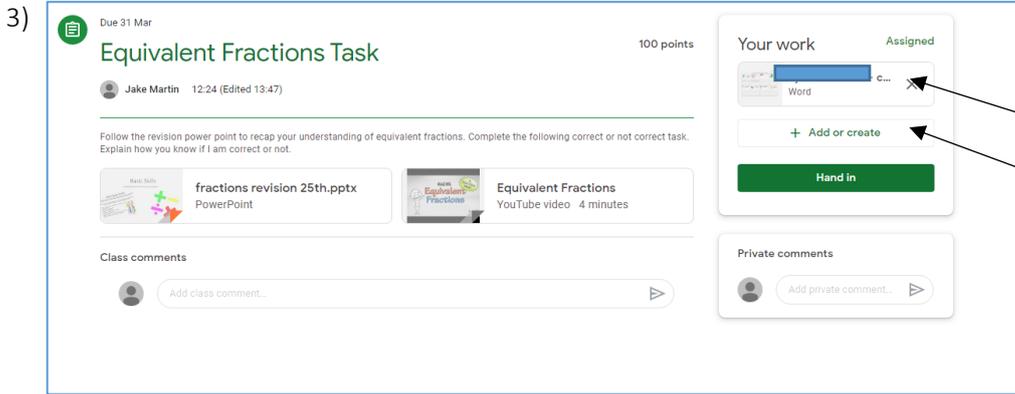To see what work needs completing click on **Classwork.**

2)

When on **Classwork** you will see the tasks your teacher has set for you. Click on the task you wish to complete. It will then show you all the files that your teacher has given you to help you complete the task.
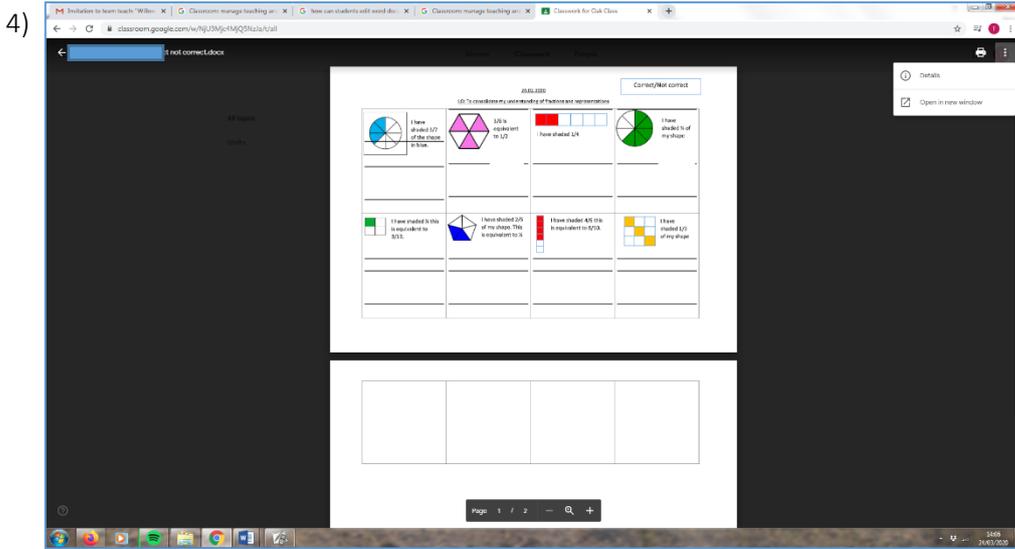

This is what you will see. Click **view assignment**

3)

To open the task and edit it on a word document click on the document with your name in, under **your work.**
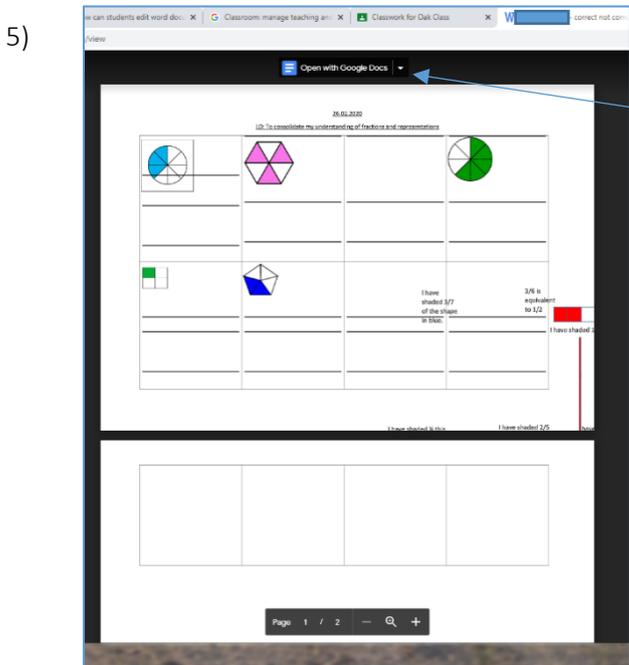
Alternatively you could do the work on some paper and photograph it. Upload the photo through add or create.

Click on the file option and then find the photo on your device.
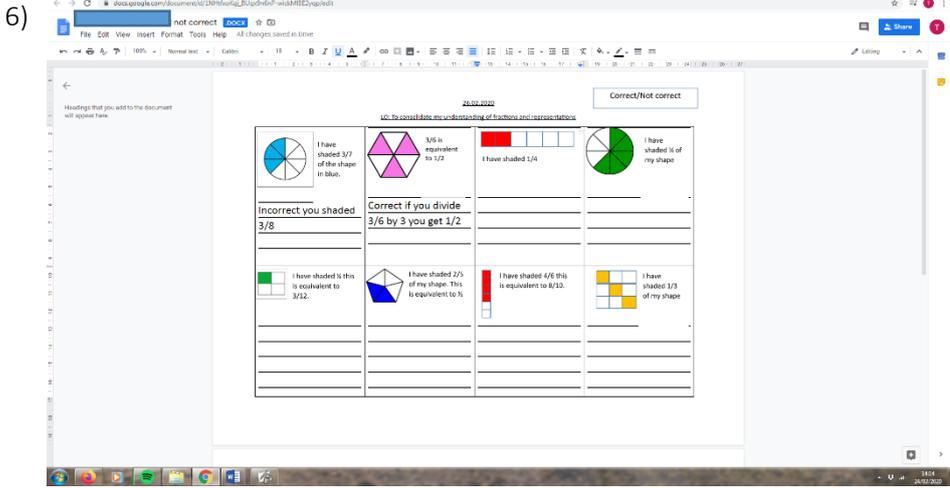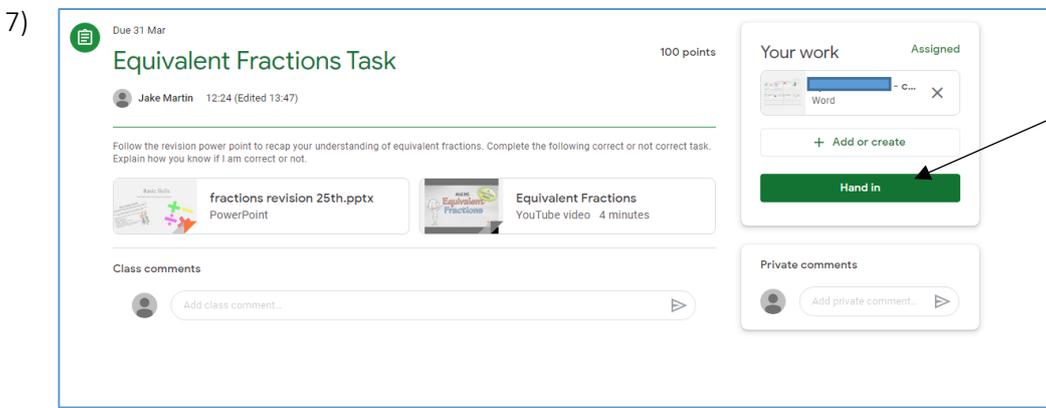
4)

Click on the task.

It will open, you then need to click the three dots and **open in new window.**

5)

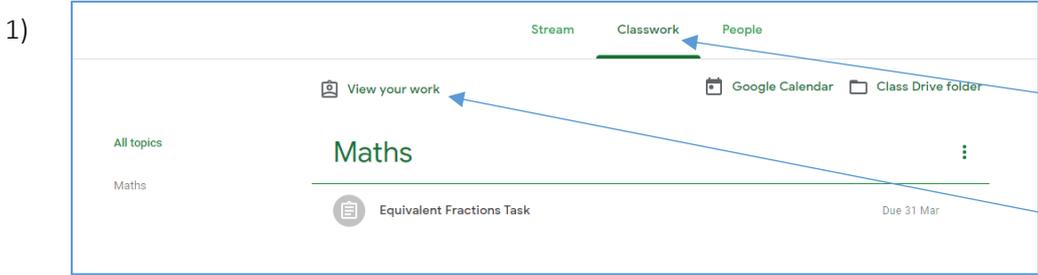When it reopens click **open with google docs** so you can edit your work.

6)

Edit and complete the task set for you. Once finished close your google doc tab. You do not need to save, it does this for you!
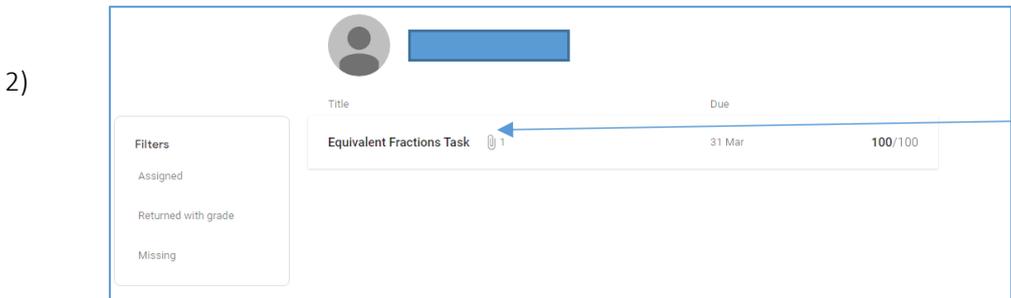
7)

You should then be back to your task homepage. When you are happy with your work click hand in so your teacher can see it.

Getting feedback

1)

To see your marked work, click on **classroom** at the top.

Then click on **view your work.**

2)

Click on the work you want to view.

Then click on the **three dots and open in new window**, just like when you created your work. This will let you see your teachers comment.