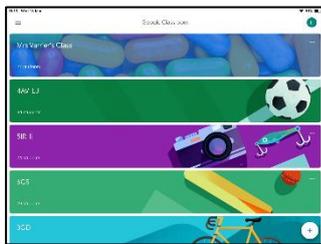


How to use Google Classroom at home



1. With your adult's help, install the free apps: **Google Classroom, Google Docs, Google Mail and Google Drive.** (You may also want to install Google Slides.)
2. Open Google Classroom and follow the 'GET STARTED' instructions until you get to the login screen.
3. Login with your email – the name you use on the school Chromebooks **plus @brixworth.org.uk** (for example natasha.jones@brixworth.org.uk) your password is exactly the same for example: **brixworth000** (no capital letters or spaces).
4. Click on the class your teacher has told you to use.

The classes screen and the next screen may look different on your home devices but they still work in the same way.



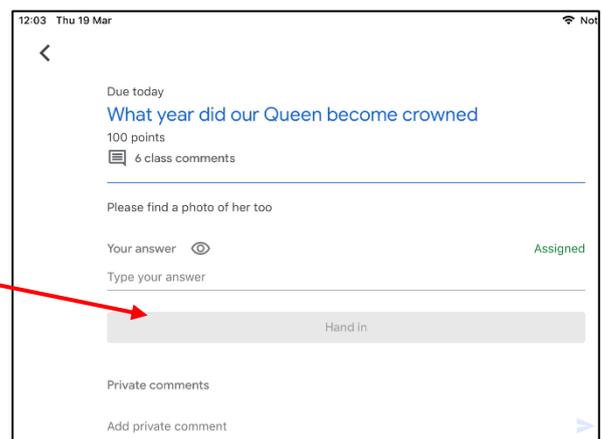
Notice the tabs are at the bottom.

5. Google Classroom always opens on the Streaming Tab so you can see the tasks or new messages your teacher has sent to you, check that first then **click the Classwork tab.**
6. Click on the task you are going to do:



Some tasks are an online form and can be answered directly from this screen.

Click **Hand in** when you have finished.

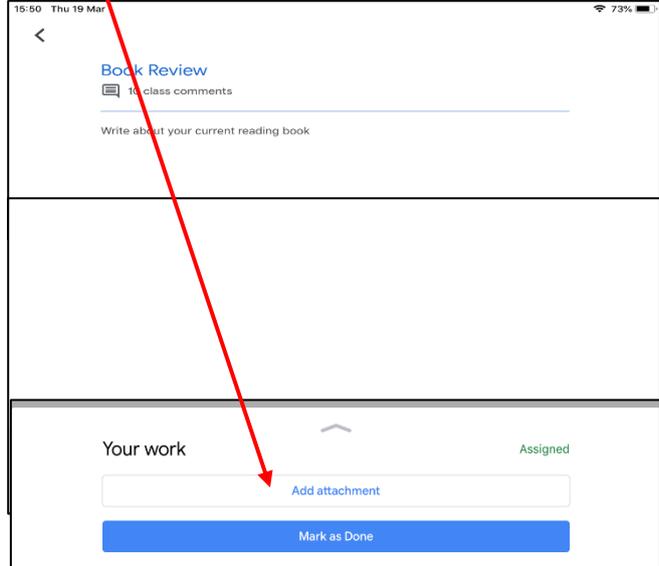
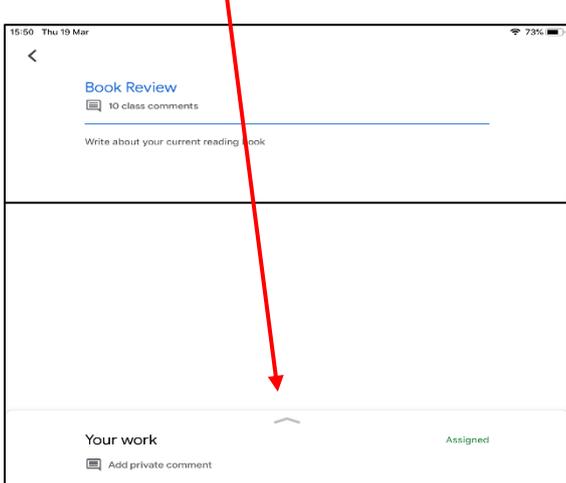


How to use Google Classroom at home

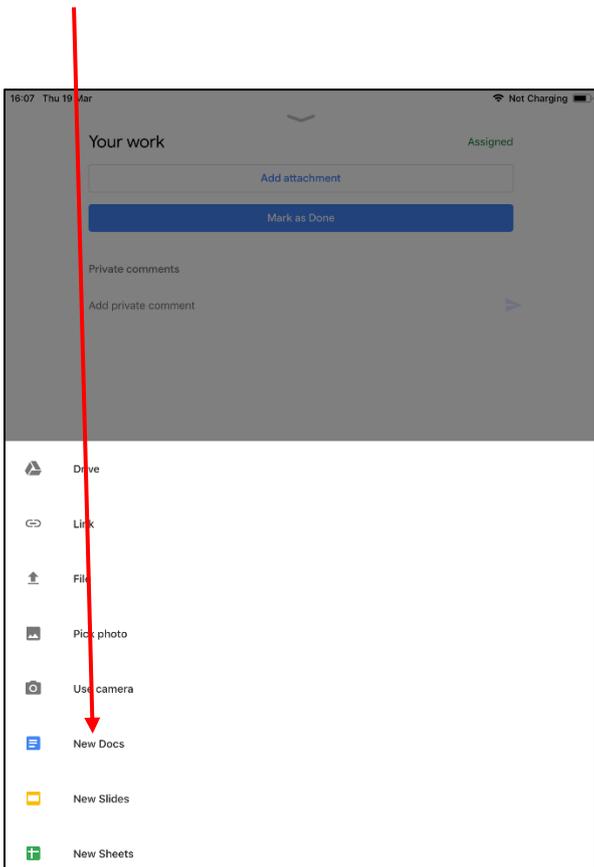


If you can't edit a task. Close it and try opening it in a new Window or Tab – this should be another option for opening files.

7. Some tasks may need more detail. If your teacher has given one of these click on the task. Then click on this arrow and finally **Add attachment**.



9. This gives you a list of options, click on **New Docs**.



IMPORTANT this next part takes a little while to load and several things go through on your screen. **WAIT** until you see something like this.

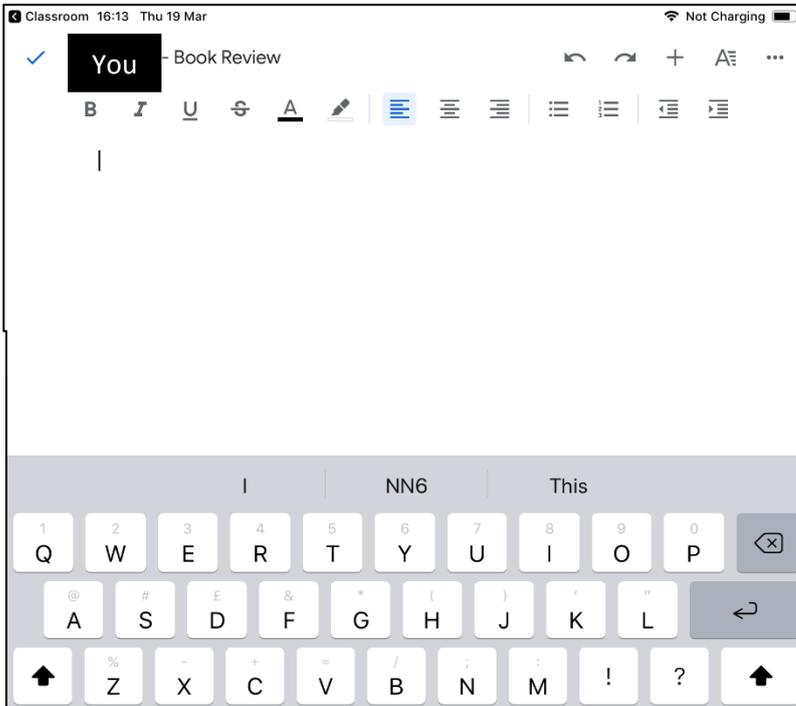


Make sure the edit symbol is there.

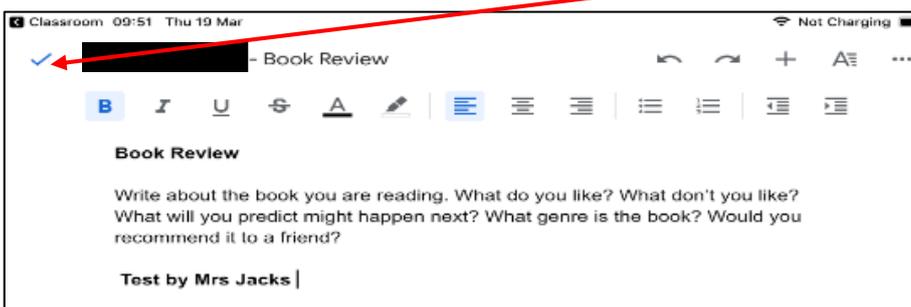
How to use Google Classroom at home



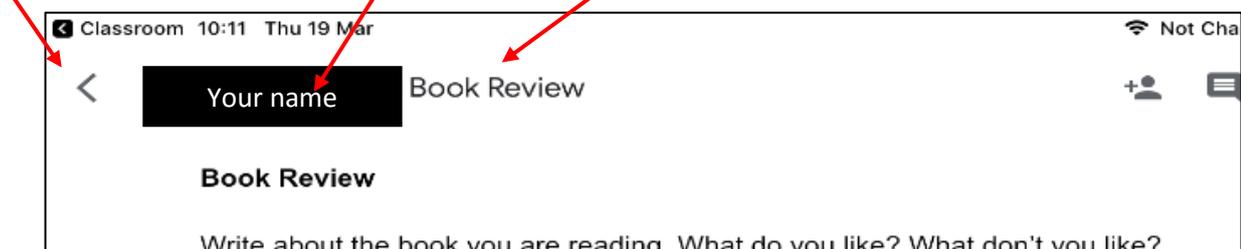
9. (continued) Tap to open the keyboard and type your answer.



10. Google Docs automatically saves as you work. When you have finished click the tick in the top left corner.



11. You should now see your name and the task title at the top. Next click the back arrow.

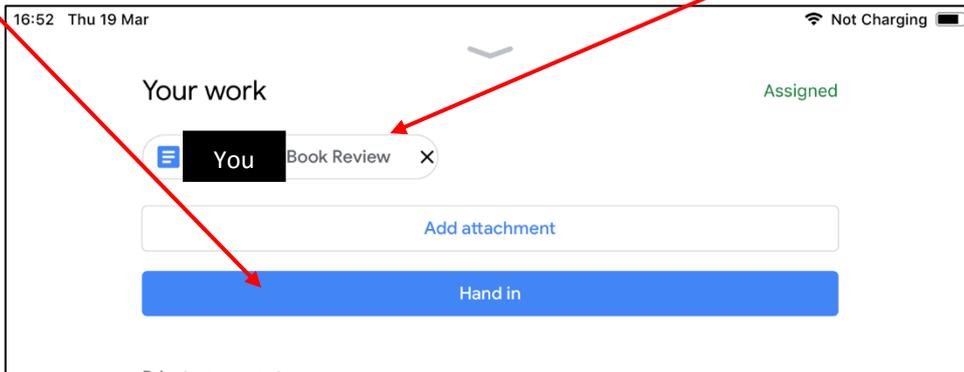


How to use Google Classroom at home



12. Switch back to Google Classroom you should see the file you've just created.

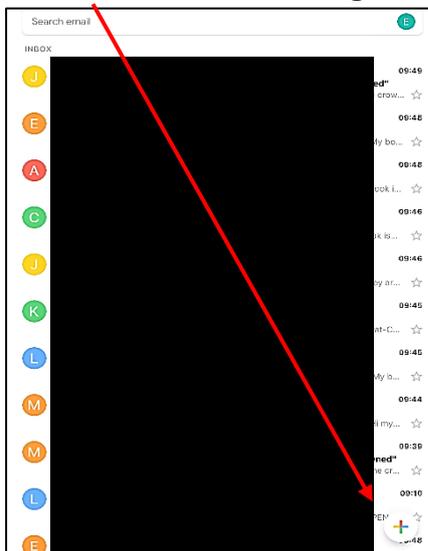
Click **Hand in** to finish the task.



Finally, if you or your adults have any queries email your teacher using the Google Mail. Open the app.  Your inbox appears (*where your message arrive.*)

Gmail

13. Click the + in the bottom right of the screen to open a new message.



14. Type in your **teacher's email address**.
Fill in a subject for example: **Book Review**.
Type in your message and then click the **Send icon**.

