

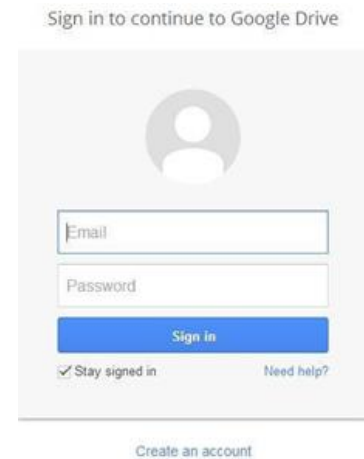
Logging on to Google Classroom:

Step 1: Sign in to your Google account by typing/clicking on <http://classroom.google.com> into your web browser and clicking the **sign-in button** in the upper right corner of the screen.

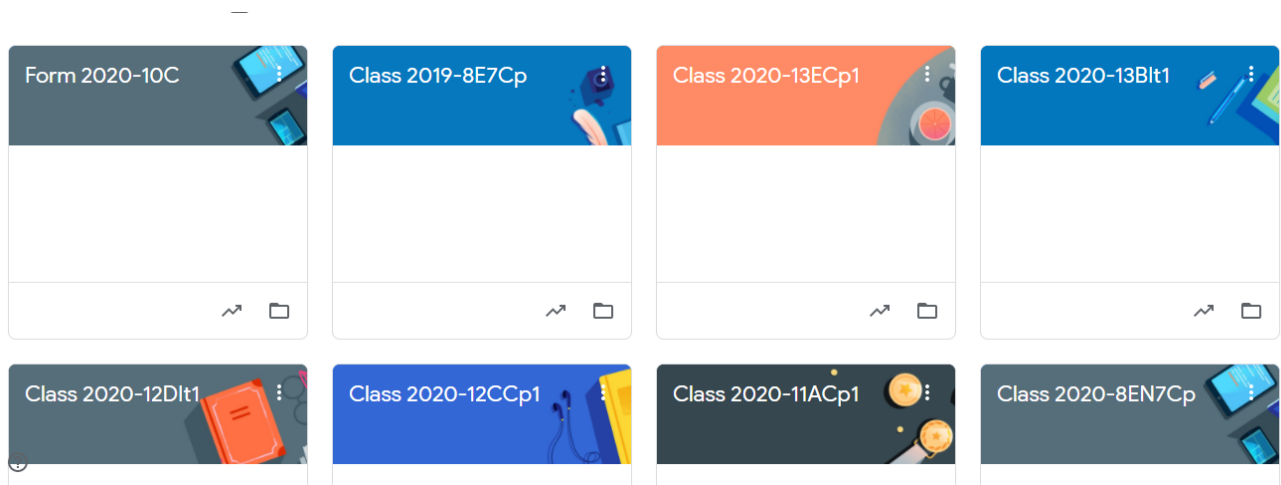
Your login is: 19(last name)(first initial)@vyersschool.org.uk

example: 19kaurs@vynersschool.org.uk

*Note: *If you are having trouble logging in from home, make sure all other Google accounts are signed out before you login in. If they aren't, you won't be able to log in.*



Step 2: You now will be entered into the class and will view the class home page. Something like this:

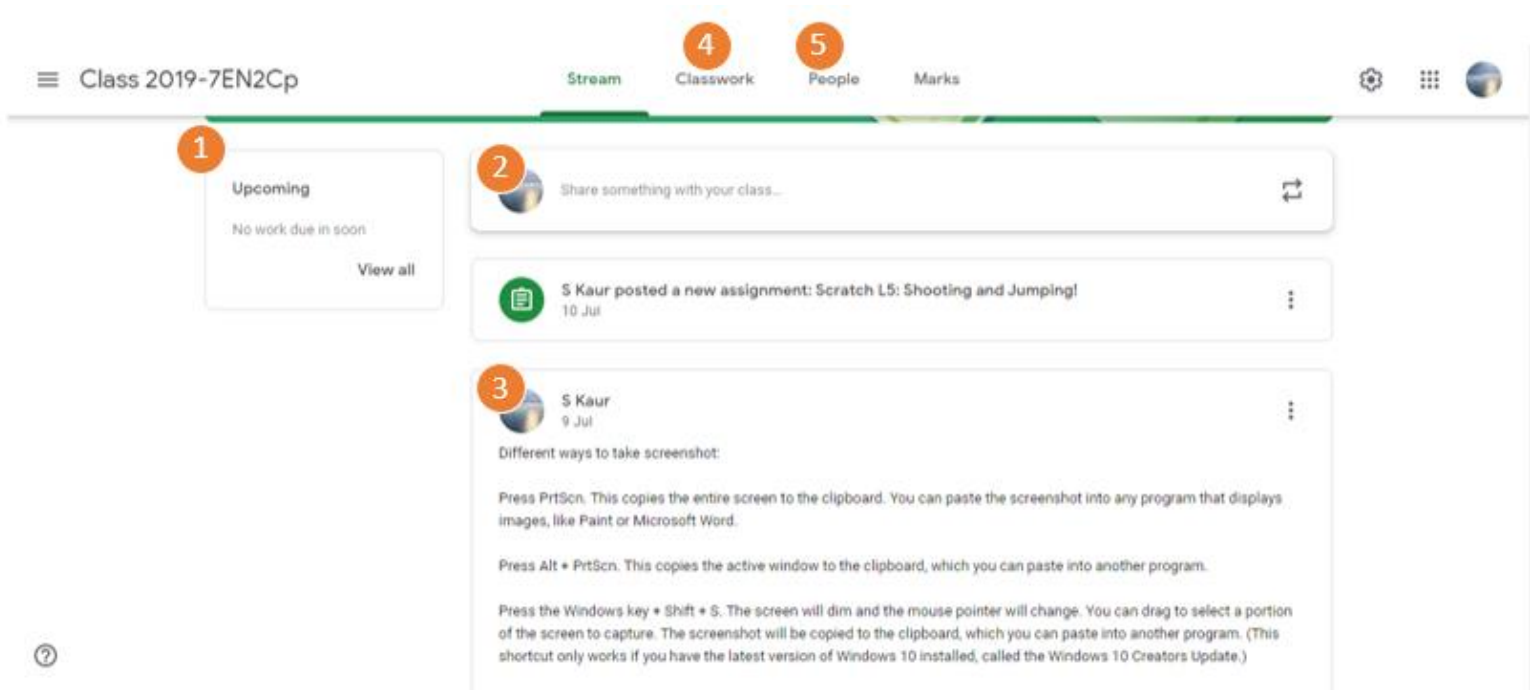


Step 3: Select one class: for example, **Class 2020-8EN7cp**

Layout of Google Classroom

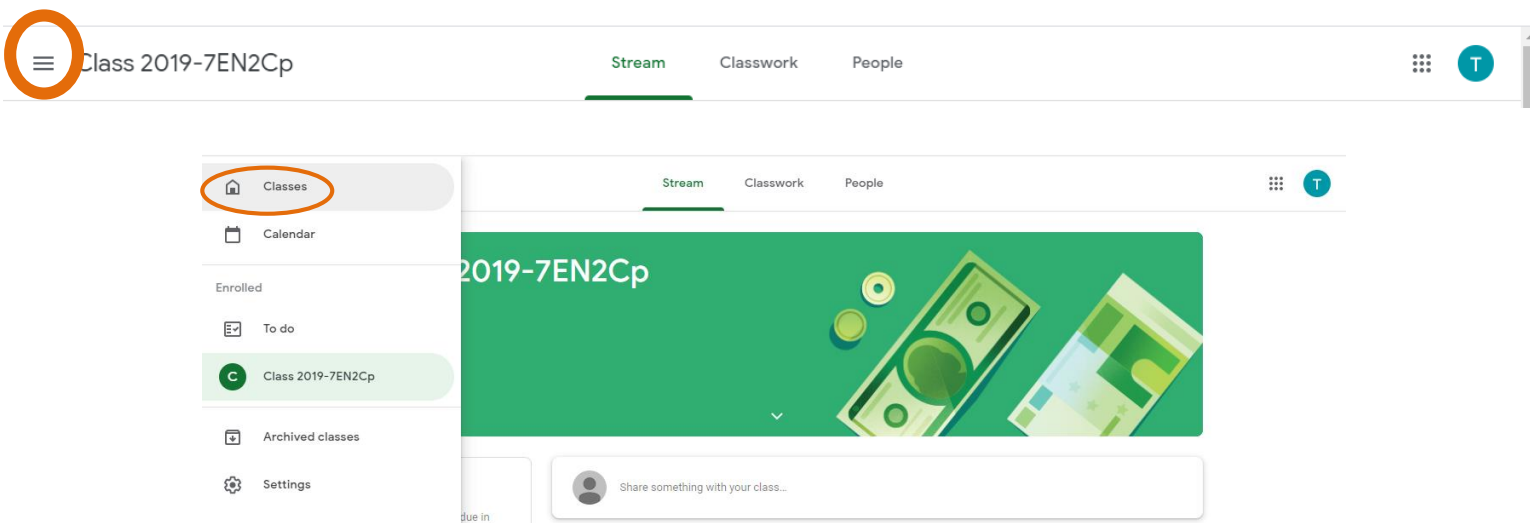
The first page of Google Classroom is called the Stream Page. On this page you will be able to:

1. Navigate to other classes
2. Create posts to share with your classmates and the teacher
3. View announcements
4. View assignments/classwork
5. Navigate to see who else is in your class (People)
6. Read about the class (About)



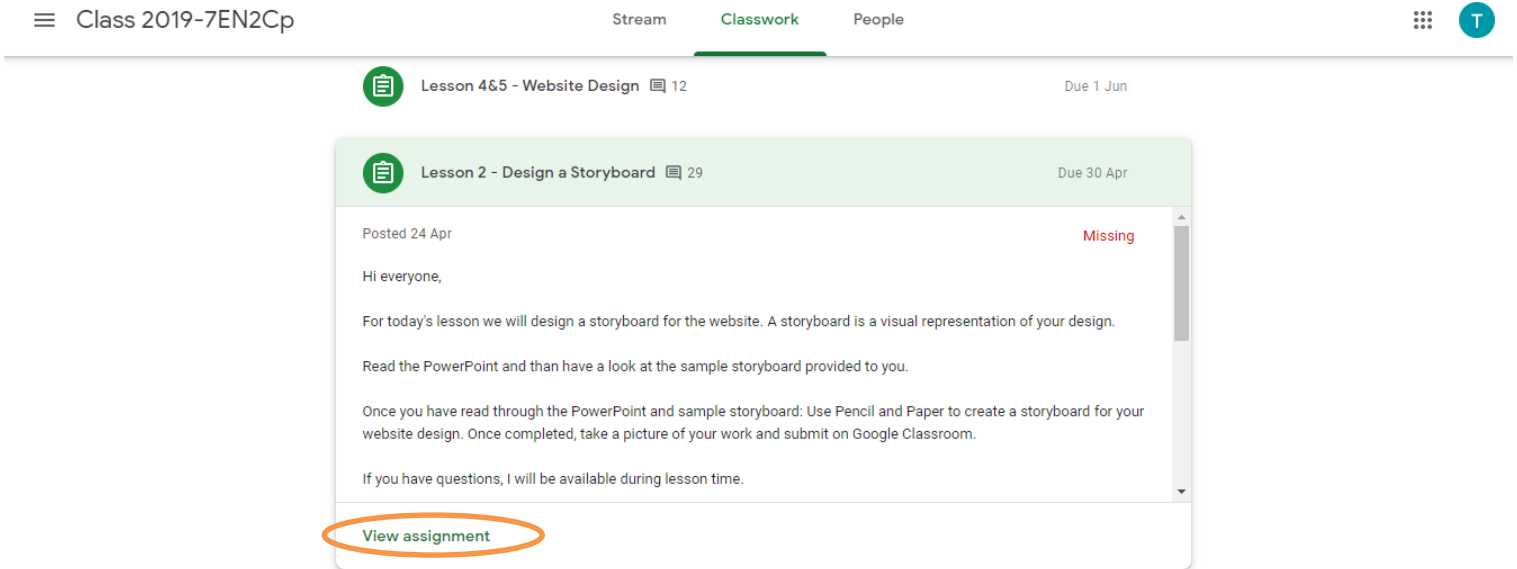
Classes View

To view your other classes, click the three lines in the upper left corner.



Assignments

Always read your teacher's posts under Assignments. Follow the directions that your teacher typed. You will need to click on the assignments for further details.



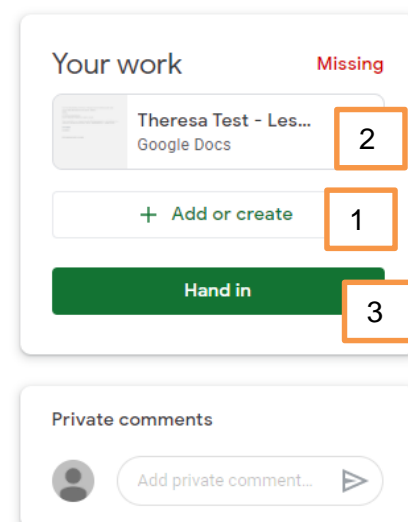
The screenshot shows a Google Classroom interface. At the top, there is a navigation bar with 'Class 2019-7EN2Cp', 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected. Below the navigation bar, there are two assignment cards. The first card is titled 'Lesson 4&5 - Website Design' with 12 comments and is due on '1 Jun'. The second card is titled 'Lesson 2 - Design a Storyboard' with 29 comments and is due on '30 Apr'. This second card is expanded to show the assignment details. The post text includes: 'Posted 24 Apr', 'Hi everyone,', 'For today's lesson we will design a storyboard for the website. A storyboard is a visual representation of your design.', 'Read the PowerPoint and then have a look at the sample storyboard provided to you.', 'Once you have read through the PowerPoint and sample storyboard: Use Pencil and Paper to create a storyboard for your website design. Once completed, take a picture of your work and submit on Google Classroom.', and 'If you have questions, I will be available during lesson time.' At the bottom of the post, there is a 'View assignment' button, which is circled in orange.

When you click on the assignment, you will be taken to a page where you can:

1. Add a document from Google Drive, an internet link or an uploaded file.
2. Edit the document given by teacher
3. Hand in your Assignment.

Note: Most of the time you will edit the document given by teacher.

*When you are ready to Hand In your assignment to your teacher, **Click Hand In.**

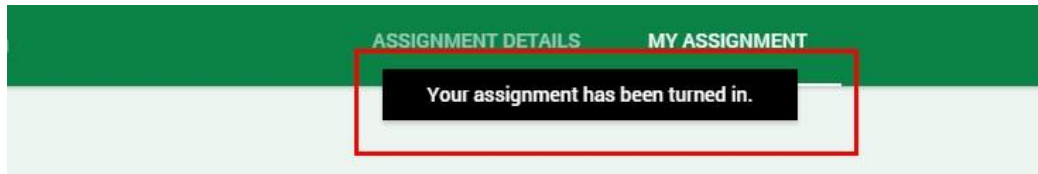


The screenshot shows the 'Your work' section of a Google Classroom assignment. The status is 'Missing'. There is a list of documents, with one document titled 'Theresa Test - Les...' from 'Google Docs' having a '2' next to it. Below the list is a '+ Add or create' button with a '1' next to it. At the bottom of the section is a green 'Hand in' button with a '3' next to it. Below the 'Your work' section is a 'Private comments' section with a text input field and a send button.

****Note: Once you click on TURN IN, you will not be able to make any more changes to your assignment or add any other files, or links to your assignment.***

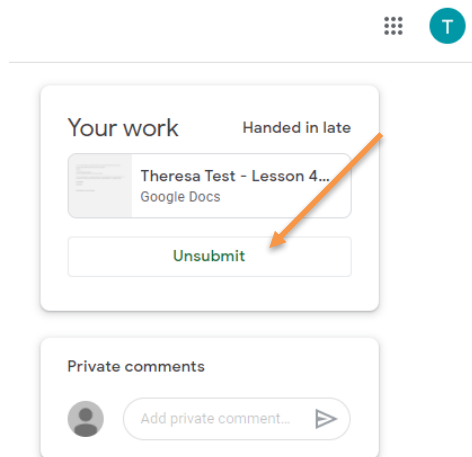
Your teacher will be able to view your assignments in your classroom folder.

Once you TURN IN your Assignment, you will see the following message so you know that the assignment has been submitted and your teacher can view your assignment.



Unsubmit

If you change your mind about something you wrote on your assignment after you clicked Hand IN, you can click on the UNSUBMIT button to make changes. Click UNSUBMIT.



Notice: If your assignment was handed in after the due date, it will be marked late.

In order to get a grade or credit for an assignment, you will need to hand in the assignment. To hand in the assignment once you have made necessary changes, click HAND IN again.