



# Google Classroom - Student Guide

## Logging In

1. Go to <https://classroom.google.com> and click the "Sign In" button. You can also download the app on your phone or tablet (much easier as you will stay signed in).
1. If you are not already signed in, press 'Go to Classroom' To sign in, students must enter their school login credentials. This is their school e-mail address and their network password.

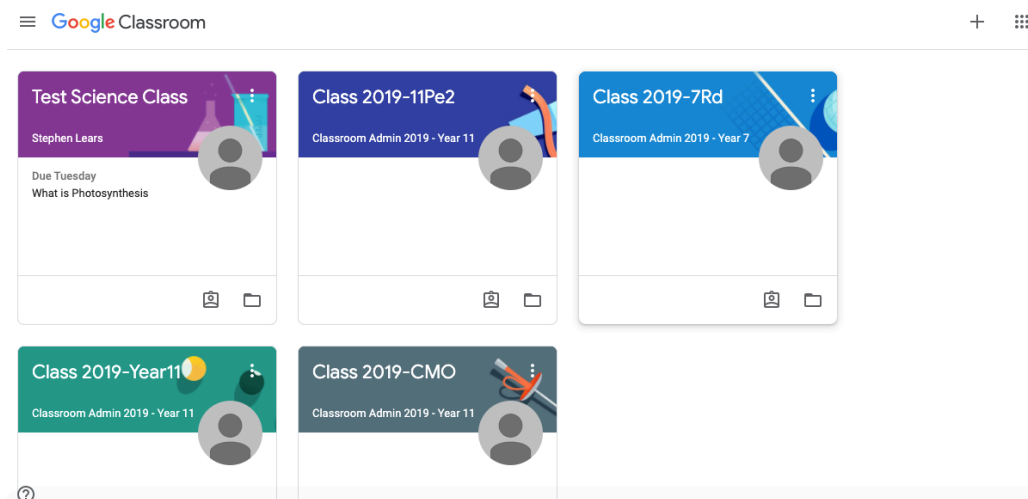
### **Their Google username will be:**

schoolnetworkusername@padgateacademy.co.uk  
e.g. 18bobsmi@padgateacademy.co.uk

### **Their Google password will be:**

Padgate (unless they have changed it)

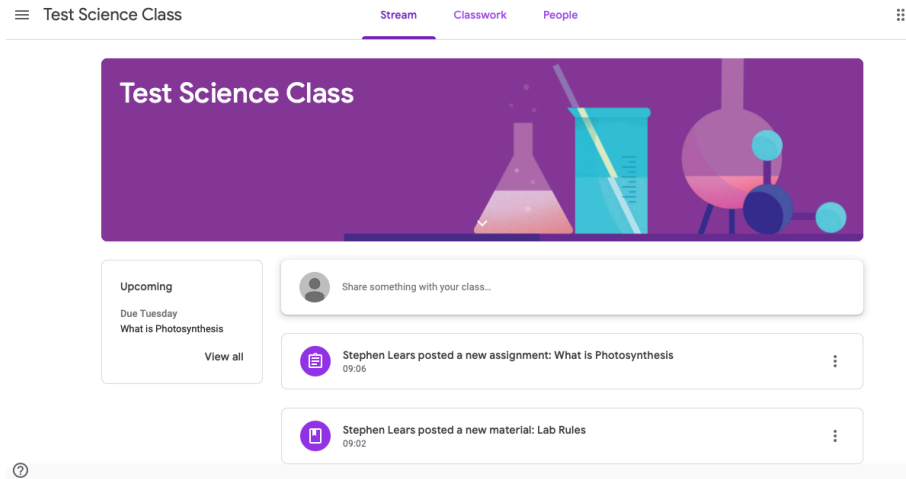
2. When you have logged in, you will see all of your classes (just like the picture below).



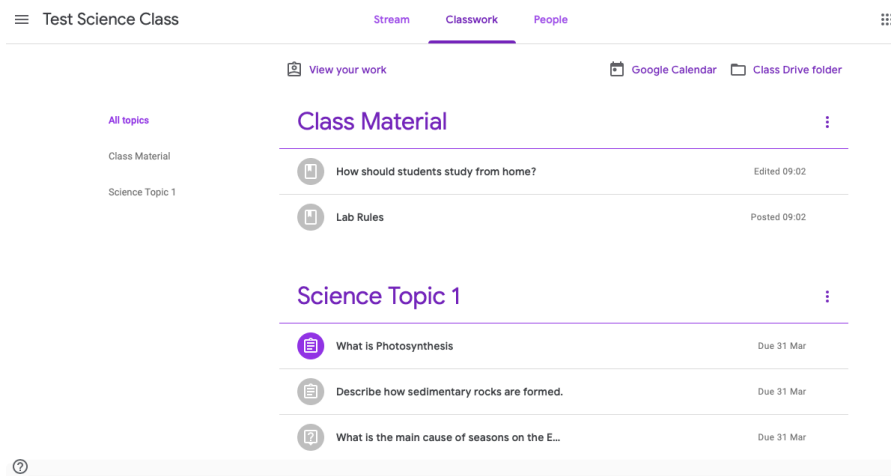
3. If your teacher invites you to another class, they will give you a code. If you click the "+" sign at the top right of the screen, you can choose 'Join Class' and type in the code, this new class will then show in your list of classes. You only need to add a class once.

## Viewing and Accessing Work

1. To view assignments or tasks set, once you have logged into Google Classroom - you just need to click on the class that you wish to view. It will look a little like this:



2. When you are in the class, you need to click on 'Classwork'. You will then see all of the work that you have been assigned.



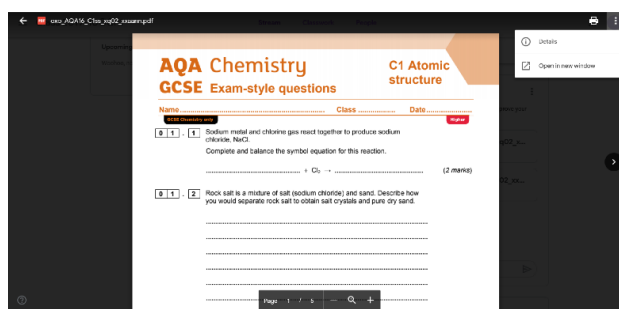
3. If you click on 'View Your Work', you will see a list of all tasks that have been assigned to you. You can click on any of the work that is set to 'Assigned'. Work that you have already finished will have the status of 'Handed in'.

	Title	Due	Status
<b>Filters</b> Assigned Returned with grade Missing	What is Photosynthesis	31 Mar	Assigned
	Describe how sedimentary rocks are formed.  1	31 Mar	Handed in
	What is the main cause of seasons on the Earth?	31 Mar	Handed in

4. If you click on the task that has been assigned to you, you can then click 'View Details'. The task will then show like the picture below:

The screenshot shows a Google Classroom task page. At the top, it says 'Test Science Class' and 'Due 31 Mar'. The task title is 'What is Photosynthesis' with '100 points'. The teacher is 'Stephen Lears' and the time is '09:06'. The instructions are: 'Read the attached worksheet and in your own words, explain the process of Photosynthesis.' There is an attachment for '15\_Photosynthesis.pdf'. On the right, there are buttons for 'Add or create' and 'Mark as Done'. Below that, there is a 'Private comments' section with an 'Add private comment...' button. At the bottom, there is a 'Class comments' section with an 'Add class comment...' button. Red arrows point to these elements: 'Attachment' points to the PDF icon, 'Add work' points to the 'Add or create' button, and 'Message Teacher' points to the 'Add private comment...' button.

5. You should read through the notes that the teacher has left for you so you can complete the piece of work. You have three options now;
- You can click on the attachments to download or print them for reference.
  - You can post a private comment to your teacher if you have a question or if you are stuck. (Be sensible, all comments are recorded).
  - You can click on 'Add or create' to start your work. Choose 'Docs' from the menu that appears, and it will automatically add your document to this task.
6. If you need to open any of the attachments, click the three dots on the top right-hand corner and choose 'Open in New Window'. You can then print or download this sheet to reference.



7. Once you have completed the task, you can click on 'Hand In' at the top right-hand corner. This will let your teacher know that you are finished. They can mark it or return it to you if they think it needs more work.

The screenshot shows a Google Docs document titled 'What is Photosynthesis'. The document content is 'This is my work'. At the top right, there is a 'TURN IN' button. A red arrow points to this button with the text 'Turn in Your Work'. The document is in a standard Google Docs interface with a toolbar and a ruler.