Pupil and parent guide to Google Classroom

Google Classroom

Students First
OUTWOOD
ACADEMY SHAFTON

1. Download and login

Google Classroom is available for download from **Google Store** or the **Apple App** store. **We** would also recommend downloading **Google Slides and Docs** - these are free to download. Once **GC** has been downloaded, you can login with the student account. This will be similar to **S0000@student.outwood.com** and will be found on a sticker in their planner, along with their password. Please contact the academy for if you require these details.

2. Joining a classroom

The student has been invited to a number of classes by their teachers. These will appear and look like the ones in this image. The student will have to accept this invite to the classroom.
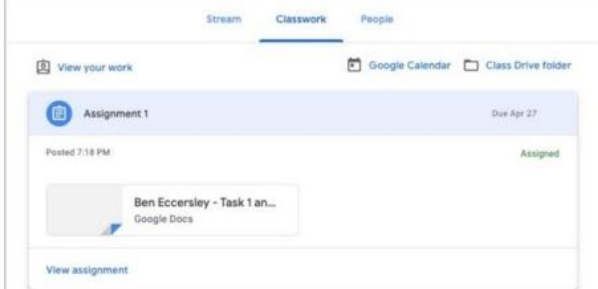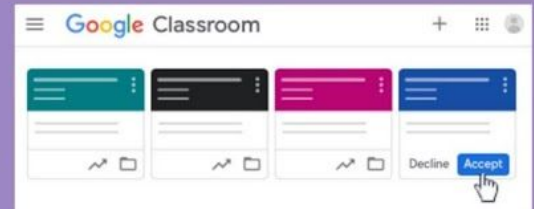
3. Viewing set work

Once the student has gained access to the classroom, there are 3 tabs available at the top of the page: **Stream**, **Classwork** and **People**.

All tasks the student has been set will be found in the **Classwork** tab as shown here.

4. Completing work

Most work being set by teachers will comprise of a short presentation, reading activity or instruction sheet – pupils should not need to write on these. Anything pupils are required to write on, will be editable on their device (if **Google Slides & Docs** have been downloaded).

To edit a **Google Docs** sheet, pupils simply click on the task as highlighted below, type directly on the sheet then close, as all changes are saved automatically by **Google**.

If the student needs help at this stage, they can send them a private comment here and not via personal email addresses.
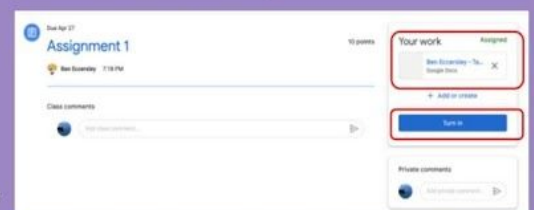
5. Submitting work

Once the student has finished the work set, they need to submit this work (or **Turn In**) for their teacher to see this work. Students can then resubmit work if teachers have made comments and the student has amended their work.

Some pupils are choosing to handwrite their work on paper instead of editing documents. If this is the case, they can take a photo of their work and submit this by selecting '**+ Add or Create**' as shown above.

6. Help and support

Hopefully this simple 5 step guide to Google Classroom helps to get students logged on and working on their Google Classroom work.

If you have any further issues, please use the Google help page at the link below, or contact the academy directly. https://support.google.com/edu/classroom/answer/6315899