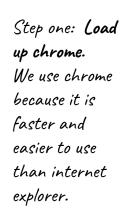
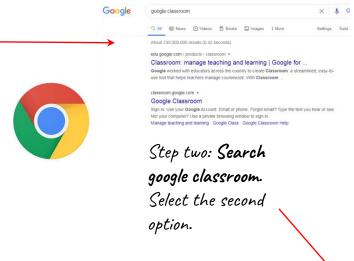
## Google classroom explained... (We hope this helps)



By Rose Szymanski, Emily Oddy and Neve Snelgrove

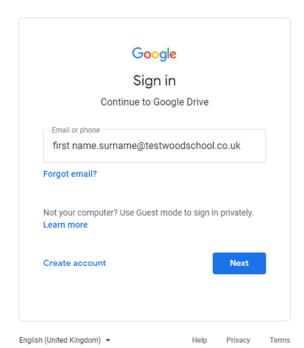




How to log in?

Step four: It should now take you to your classes and you can start your work. More about this is explained in the next slides.





Step three: It will take you to the image above and ask you to enter your email. Enter it as i have above.

Once you have done that press next and enter your password.

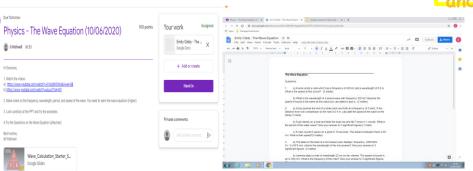
## How to access your work and hand it in

Step 1: once you have joined your class your teachers can set your work and it will appear as a task on the class. Click on the task or you may have to physically open the class to access your work

Step 2: now click on the black text (like in the previous photo) and it should take you to your most recent task. Now you can do your task by clicking on the file icon and read your teachers feedback Step 3: click on the task or link that your teacher has given you. it should appear in the main summary or on the right hand side. You can then type and edit this document to complete your task

Step 4: once you have done all the task set in that subject click the turn in button and it should return you back to the task page for you to press hand in . that's all you have to do to hand it in and don't worry about saving it as it does that automatically. That's all and I hope this helped







## How to add documents and comments

When your teacher ask you to create a document to write on and complete your task they will most likely identify which type of document you need to use. For example a Doc, Slides, Sheets or drawina To add these you will need to open the task that was set so you get Wednesday 10th June (Lesson 1 - Ethics Revision) Rose Szymanski - ... G Mabey 08:04 Google Slides this. 4 Add or create Then if you press on the + Add or create button you will be given the option on which doc to create Class comments To add a private Assigned Your work comment all you need Finally when you click on the doc to do is type in the Your work Assigned Rose Szymanski - ... you want to create it should pop Google Slides private comment box Rose Szymanski - ... X up underneath 'Your Work' and Google Slides + Add or create and press the arrow then you will be able to click on it to send it to your Google Drive Rose Szymanski - ... and it will open. Google Docs teacher and only they can see it. Rose Szymanski - Wednesday 10th June (I Create new Hand in Private comments

Drawings