

## A Pupil/Parent Guide to Google Classroom

### To log on:

1. Go to ***classroom,google.com***
2. log in with user name and password
3. Click on the + sign, top right (“Join your first class”)
4. Enter the class code given by the teacher (you should only have to do this once)
5. You should enter your class!

### To post a comment or picture on the Stream:

Click on ***Share something with your class***

1. Type in your message and ***enter***
2. If you want to add a photo click on the + sign, select the photo you wish to upload and ***enter***

To complete a piece of work that has been set:

1. Click on ***Classwork*** at the top of the page
2. Click on a task (eg English activity)
3. Click on the resources. There may be a video, powerpoint, worksheet etc
4. To complete a worksheet, click on ***Open With Google Docs*** at the top of the document
5. You can now type into the document (it will autosave)

To Save and send the completed work:

1. Go back to Classwork
2. Click on ***assignment***
3. Click on ***add or create***
4. Click on ***Google Drive***
5. Select the document you have been working on
6. Click on ***hand in***