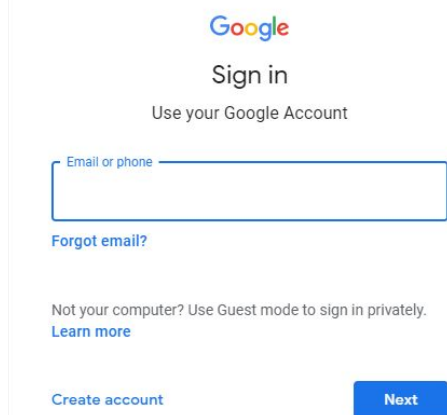




A guide to Google Classroom

Getting started

Access **classroom.google.com** and sign in using your Gmail account. Clicking **next** after you have typed your password will take you to the google Classroom home page.



Tip: Try to use the same account for your Google Classroom, Google drive and Gmail.



Google Drive

You can access your Google Drive account directly from Google classroom. This will allow you to create folders for your subjects, create and save documents, and to share documents with your teachers.

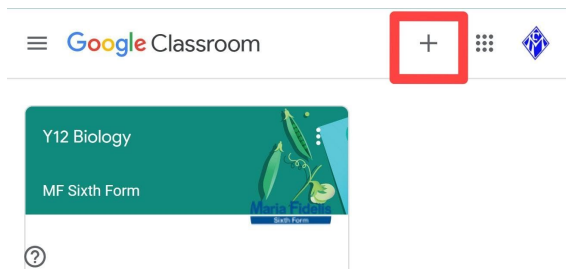
Joining a class

You can join a class in two different ways:

If your teacher has given you a code, join using a **class code**

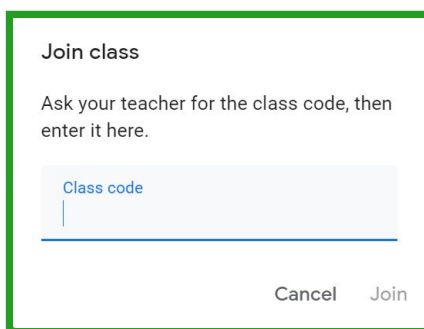
If your teacher has sent you an email, join via **teacher invitation**

Using a class code



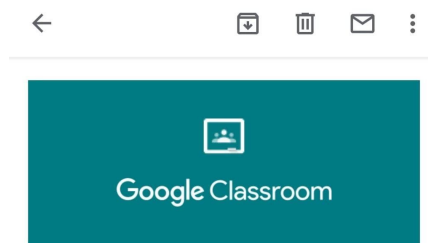
Once you have signed in, click on the **plus** sign appearing on the **top right corner** of your screen.

Then, click on **join class**.



Type in here, the class code your teacher has given your class and click **Join**.

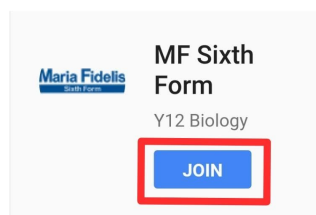
Via teacher invitation



Your teacher will invite you via email.

Hello,

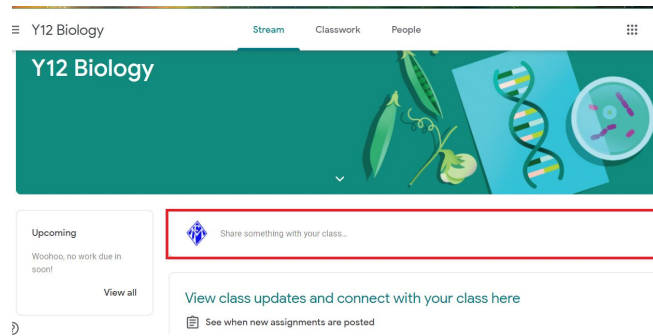
MF Sixth Form
(mfsixthform@gmail.com) invited you to the class Y12 Biology.



Once you have opened the email, click on **Join** and you will be taken to the **class stream** on Google Classroom.

Stream page

This page allows you to see any comments made by your teachers and classmates, shows you your upcoming assignments on the left corner and allows you to share resources, ideas and questions with your class by typing into the **say something** box.



Comments made on the **stream page** are public and can be seen by both your teachers and your classmates.

Finding your Assignments

You can find your assignments in three different places on Google Classroom: at the **classes page**, using the **your classroom** icon, or at the **class stream**.

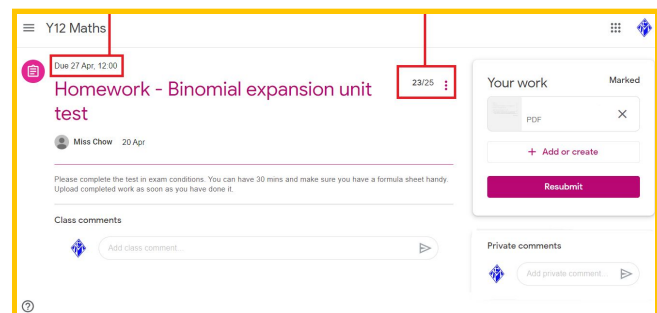


Once you have found your assignment you can just click on the assignment or on **View details** to see the teacher's instructions and any files attached.

Assignment page

The **due date** for the assignment. **Ps** - Assignments handed in late will still be sent to your teachers.

After your teacher has marked your work your **marks** will display here.



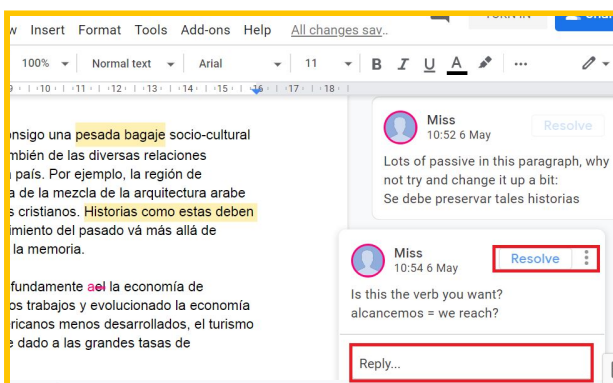
Your Work

Files that are already showing on **your work**, are what your teacher has assigned to you. You can either **edit** this document, **add or create** a new one.

By typing a message in the **private comments** icon, you can make a private comment to your teacher about your work.

Marked work

When you receive marked work on Google Docs, you can see **teachers comments** on the **right side** and **highlighted text** to indicate what the comment refers to. You may choose click **Resolve** (comment disappears) or to click **Reply** (to send a message to your teacher about the comment).



+ Add or create

To attach one of your existing files, click on add and create and then on one of the **top three icons**.

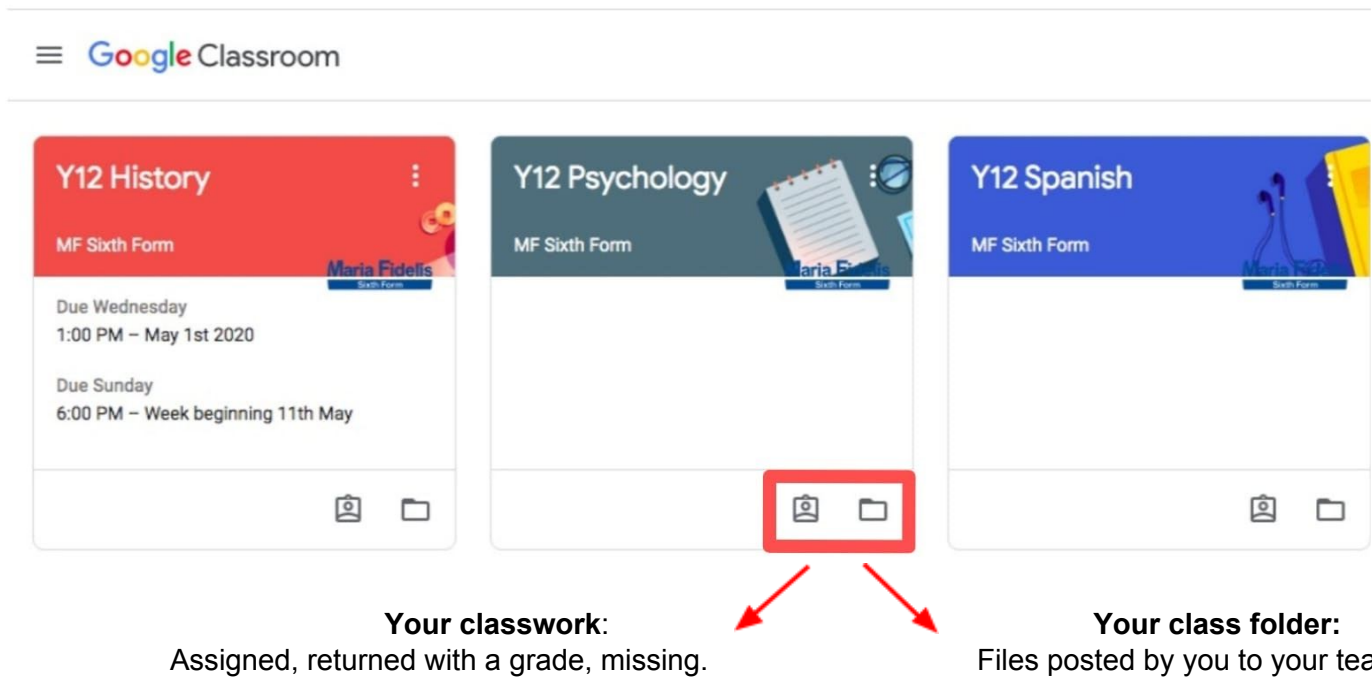
Google drive: Select files from your drive
Link: Send a link to your document.
File: Select a document from your device.

You can **create a new document** using any of the tools shown below the **create new** icon. The document you create will be attached automatically to your assignment.

Once you have attached your completed assignment, just click **Submit** to send it to your teacher. Once your work has been **marked**, your teacher will return it to you and you will have the option to **resubmit** it.

Keeping track of your work

Google Classroom



Y12 History
MF Sixth Form
Due Wednesday
1:00 PM – May 1st 2020
Due Sunday
6:00 PM – Week beginning 11th May

Y12 Psychology
MF Sixth Form

Y12 Spanish
MF Sixth Form

Your classwork:
Assigned, returned with a grade, missing.

Your class folder:
Files posted by you to your teachers.

By clicking on the **three bars** at the **top left corner** and then clicking on **Calendar**, you will be able to view all your assignments and keep track of your weekly tasks.

Calendar

All classes ▾

< May 4-May 10, 2020 >

Mon	Tue	Wed	Thu	Fri
4	5	6	7	8
Assignment: Mechanics homework 2 13:00		Assignment: Tradiciones y costumbres: B		
Assignment: Mechanics homework 1 13:00		Assignment: Los sitios históricos		
		Assignment: Homework - unit 2 -3 test 08:00		

Using the same icon (the **three bars**) you can also access a **To do list** of all your subjects. This includes upcoming assignments, assignments with no due date and missing assignments.

You can also find a list of all assignments that you have already completed by clicking on **Done**.

To do Done

All classes ▾

- All classes
- Y12 Biology
- Y12 Chemistry
- Y12 Maths
- Y12 Spanish

No due date

- ¡Feliç Sant Jordi!
Y12 Spanish
- AQA Spanish Grammar & Translation workbook
Y12 Spanish

