

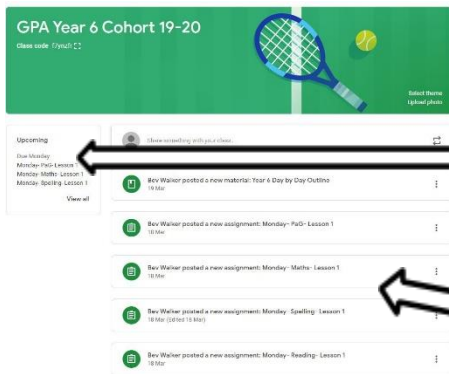
# How to access Google Classroom

## Step 1:

Sign into Google Classroom [www.classroom.google.com](http://www.classroom.google.com) using your child's email and password which you will find on the cover of their reading book.

On the right hand side of the screen click on the + symbol and select join a class. You will then be asked for a code which can also be found on the inside cover of their reading book.

## Step 2:



This tells you when your tasks are due in. Your teacher will be alerted if you miss the deadline. If you are struggling, your teacher may send you a message offering support.

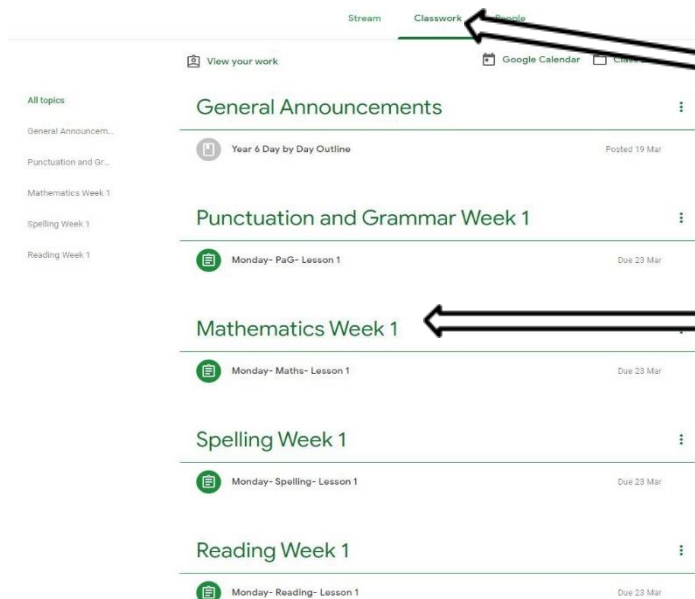
This is your front page as you click on the classroom. It will tell you which tasks you need to do or may give you some important messages.

Your assignments will show on the overview page titled 'stream'.

On the left of the screen will be your outstanding tasks and the deadline in which they are due.

## Step 3:

Click on 'classwork' and you'll see several folders appear based on the subjects you do in school. The task that needs to be done will appear in there.



Click the classwork tab to get to this page.

These are the subjects you learn in school and your task will be underneath. Click on the task to open it.

## Step 4:

When you click on one of the tasks underneath the subject, it will take you to a page which tells you what you need to do.

The screenshot shows a Google Classroom assignment titled "Monday- Reading- Lesson 1" due on 23 Mar, worth 100 points, assigned by Bev Walker on 18 Mar. The assignment text includes a reading task and instructions. The "Your work" section shows three Google Docs files for "Ashton Martin Tim...". A green "Hand in" button is visible. A callout box points to the "Hand in" button with the text: "Click the 'hand in' button when work has been completed then your teacher will be alerted and will mark it." Another callout box points to the list of Google Docs with the text: "These are the resources and activities that you need to complete. Some will require typing onto a Google Doc and some will direct you to a website." A third callout box points to the assignment title with the text: "Due date for the work to be done." A fourth callout box points to the "Class comments" section with the text: "Comment from the teacher."

The screenshot shows a Google Classroom assignment titled "Monday- PaG- Lesson 1" due on 23 Mar, worth 100 points, assigned by Bev Walker on 18 Mar. The assignment text includes instructions to log into SPAG.com. A link to "SPAG Tests Online - Practice..." is provided. The "Your work" section shows a green "Mark as Done" button. A callout box points to the link with the text: "This link here will take you to a website which requires you to complete it online using one of your specific logins." Another callout box points to the "Mark as Done" button with the text: "Mark as done when you have completed it. When you have marked it as done, the teacher will logon to the website to see how you did. They may then send you a message via the Google Classroom or email."