

How to log on to Google Classroom

Step 1

Sign in to your google account by typing in www.google.com into your web browser and clicking the blue sign in button in the upper right corner of the screen.

Your childs login is:

Your childs password is:



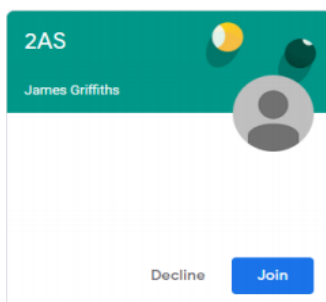
*If you are having trouble logging in from home, make sure all other Google accounts are signed out. If they are not, you will not be able to log in.

Step 2: Go to the Google Classroom by typing "Google Classroom"



Step 3: You will have an invite for your class which you need to accept by agreeing to join.

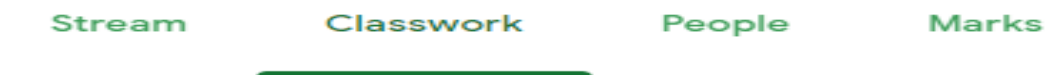
Press the blue join button.



Step 4: You will now be able to see messages and activities set by your child's teacher. You can open them by clicking on links the teacher will post.

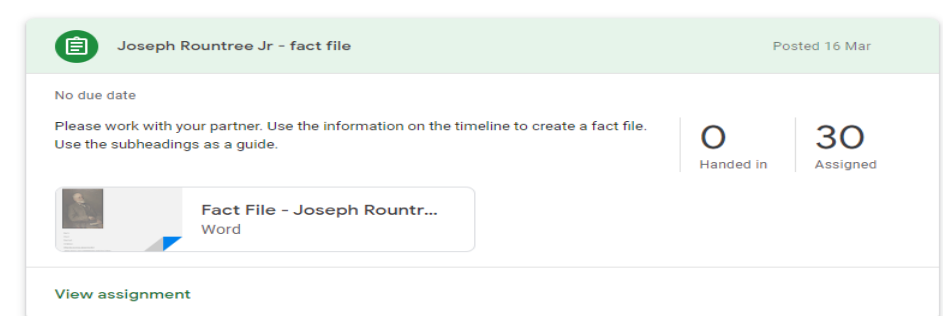
How to edit/work on a word document on Google Classroom

Step 1 Once you are in the Google Classroom select the classwork tab at the top of the screen.



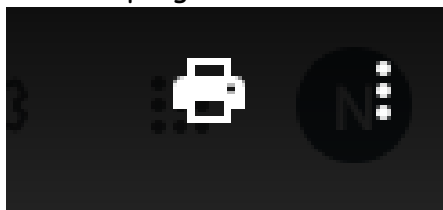
You should then see a list of the work set by your teachers.

Step 2 Click on the item in the list that you intend to work on and the instructions and attached document will appear. It should look similar to this example.



Step 3 After clicking the attachment it will appear on the screen with a black background.

In the top right corner there are 3 white dots (next to the printer symbol).



Click here and choose the 'open in new window' option.

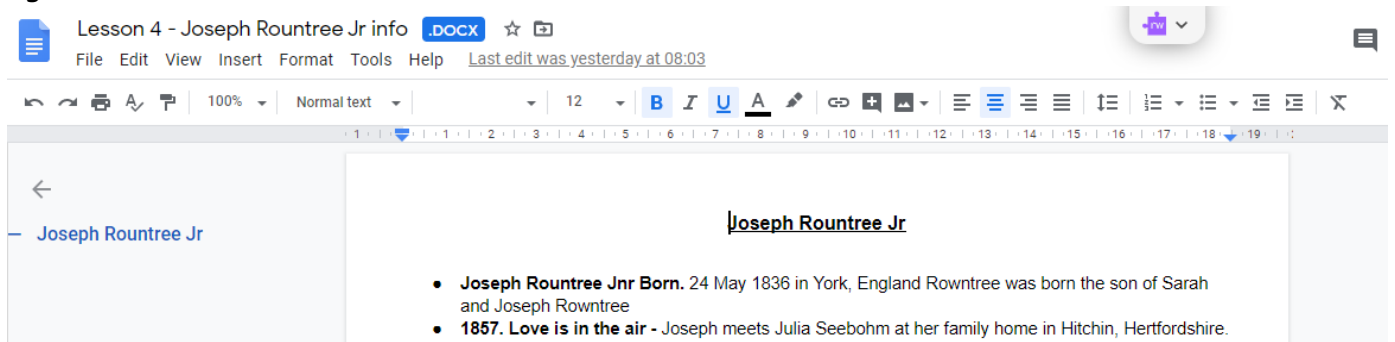
Step 4 The new tab will look similar to the previous one but will have this key feature at the top of the document.



Click 'Open with Google Docs' (use the dropdown menu to choose Google Docs if the bar shows a different option)

Step 6 The tab will change to something that looks more like a regular word document. From this point you can edit and add information to the document. You will not need to save your progress as this is done automatically.

e.g It will look like this...



Step 6

When you have finished,
go back to classwork,
click on the lesson you are handing in,
click view assignment and then click 'hand in.'

Please only 'hand in' when the work is complete, otherwise you will not be able to access it again unless the teacher returns it to you.