

Google Classroom FAQ

[Click here to view our Google Classroom Guide 2020](#)

How do I log in?

Access the [Chantry website](#) and log in with your normal school login and password.

E.g. logins for each year group

Year 5: 19joe.bloggs

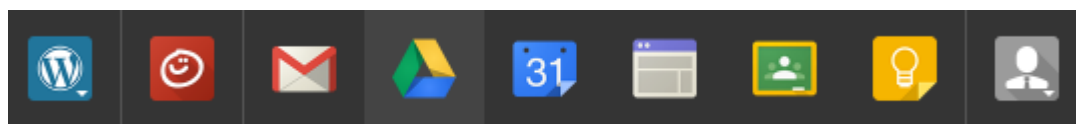
Year 6: 18joe.bloggs



Year 7: 17joe.bloggs

Year 8: 16joe.bloggs

Your password is the same password that you use in school (this is usually 8 characters long).

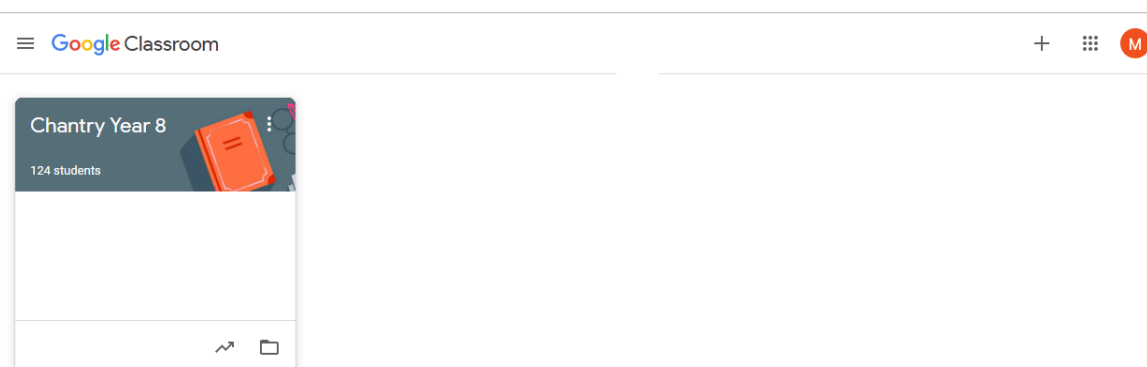
From here you can access all the Google apps from the top of the screen.



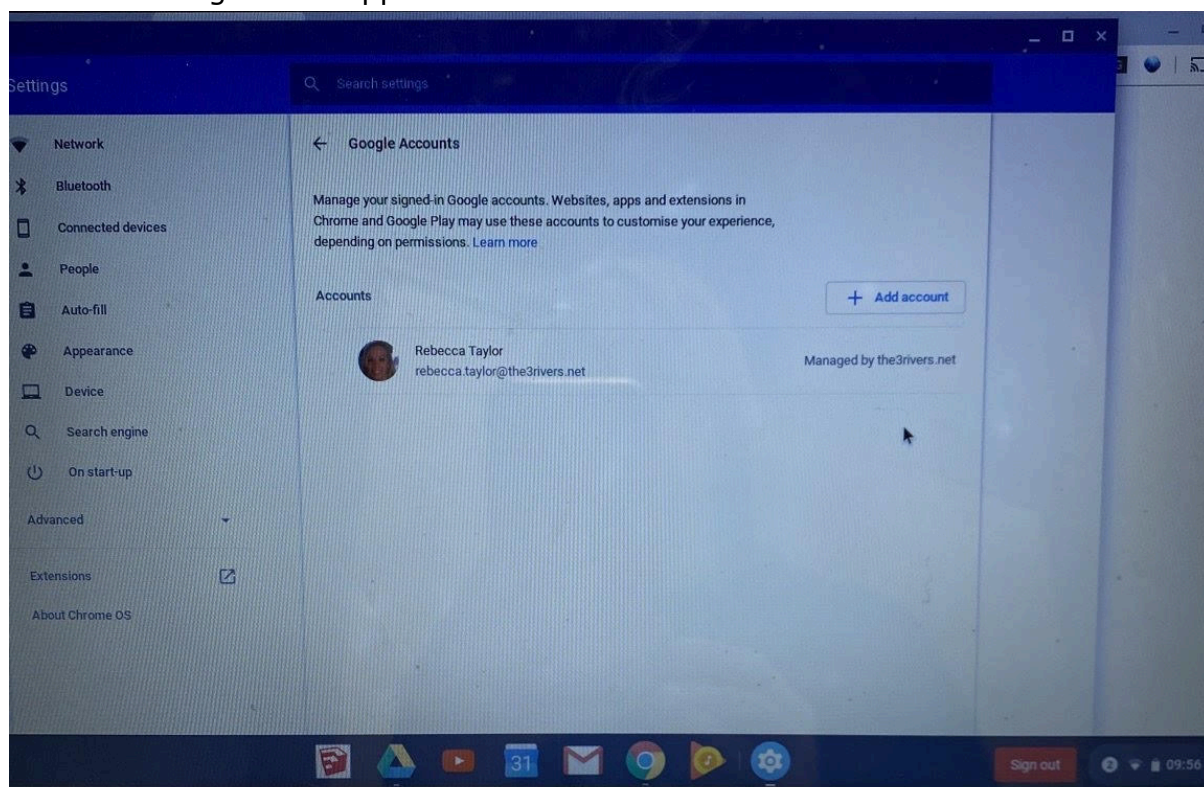
	Google Drive	<p>The Google Drive is the main Google cloud for storing files.</p> <p>The “my drive” tab is the central hub of Google Drive. It works like a folder, capable of containing both files and subfolders.</p> <p>Nobody can see or download files from your Google Drive without your permission.</p> <p>Your Google Classroom will create a folder here. Some documents will open here with your name in front and this is a version that you can edit.</p> <p>You can create documents in your drive using the following apps:</p> <ul style="list-style-type: none">• Google docs (like Microsoft Word)• Google slides (like Microsoft Powerpoint)• Google sheets (like Microsoft Excel)
	Google Classroom	<p>Google Classroom is a way of teachers creating and distributing work in a paperless way. Students can be invited to join a class through a private code which they have been sent or can be invited directly by the school.</p> <p>You should already be in your year group’s Google Classroom.</p>

How do I find my class when I log into Google Classroom?

- a) If you have already joined the class it should load up like this. Click into the class to see the tasks which have been assigned.



- b) If you have not joined the class yet, click on the + in the top right corner and then 'Join class'. You will need to use the code for your class to do this.
- c) If the following screen appears:



The account needs to be added. Click add account, then add your school google account, which will be the school year joined, followed by first name, full stop and then surname. E.g

19rebecca.taylor@chantry.the3rivers.net.

After you've done this it will ask for your login details again. After this, go back to the google homepage, click on classroom again and it should take

you straight to the classroom space.

If the classroom is for the wrong child, you may need to change the classroom account by clicking on the initial on the top right of google classroom. E.g if it is Rebecca's account; it will have an R. Click on this and it should give you options to change the account.

How do I edit documents?

Most documents that have been shared with you are 'view only'. To edit a document you can click on 'file', 'make a copy' and this will save into your own Google Drive. You do not need to share this back with us but you might want to make some subject folders in your drive to store your files.

Some documents will give you a copy to edit automatically. To access these go to your main Google Drive and there should be a folder called 'Chantry Year X' Click on this and any documents which are in there will have your name in front. This means you can edit this document straight away.