How to access the Google Classroom

Guide for beginners

Step 1:

Login to Gmail (which can be found through the search engine Google). When you have logged in to your emails you may have an email about joining a 'Year 6 Cohort 19-20 Google Classroom'. Click that email open and click the 'join' tab.

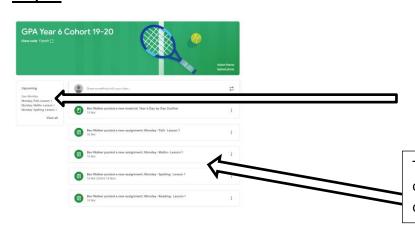
Click on the waffle (the nine dots) on the top, right hand side of the screen:



When you have done that, click the Google Classroom option:



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.

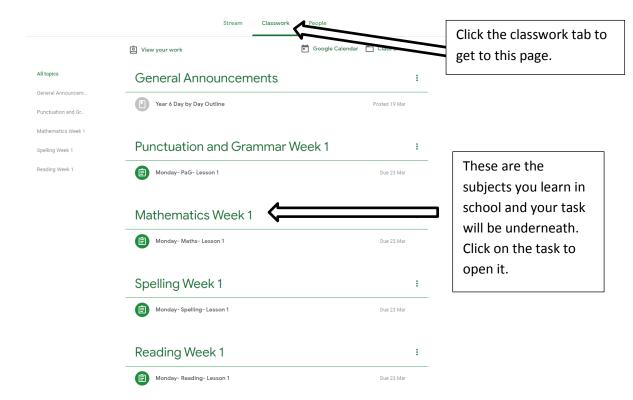
This is your front page as you click on the classroom. It will tell you which tasks you need to do or may give you some important messages.

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.



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.

