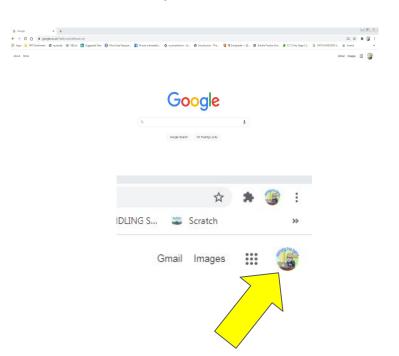
How To Use Google Classroom For Pupils

1) If you are on laptop or computer open up Google.

2) Click on the coloured circle in the top right hand corner of the screen. This circle might have a letter on or a picture on.



3) A menu will appear. Click on sign out or sign out of all accounts if it says this.

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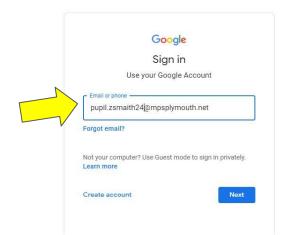
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4) Type classroom.google.com into the address bar at the top of Google. Then press the enter key on your keypad.



5) You will then need to sign in using your child's school email address which you should have.

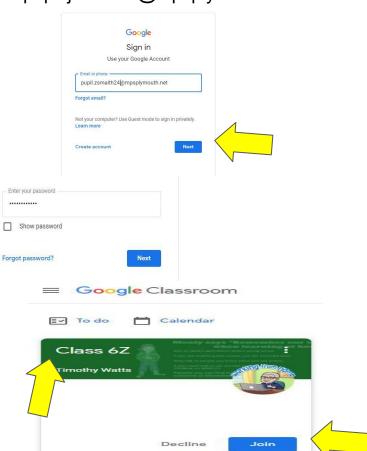


- 6) The email address will be similar to this
- 7) Once you have typed it in click the blue Next button.

8) Then carefully type in your child school password and click the blue next button.

9) Google Classroom will open and you will see something like this. Click on the blue Join button or, if it is not there, click on the class name.

pupil.jsmith24@mpsplymouth.net

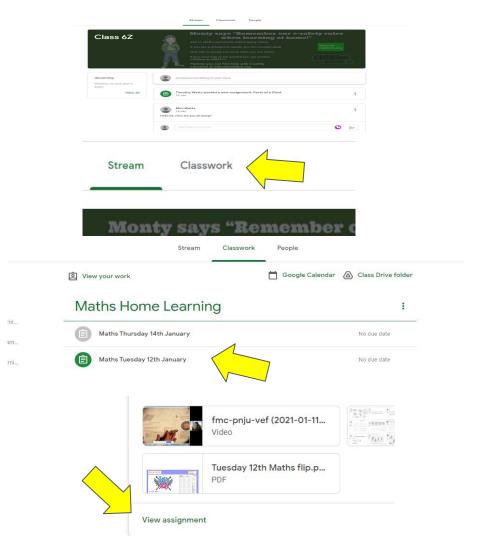


10) The class pages will then open up and you will be on the stream page. This is like a noticeboard for your class.

11) To find the learning tasks you need to do click on the Classwork tab at the top of the page.

12) Look for your learning for the day under each heading. Activities have dates to help you.

13) Once you click on a day's activity it will open it. You will see the words view assignment. Click on these words



14) Read the instructions for the activity and open up any resources you have been given.

- 15) When you have done the tasks click on the Mark as Done button. Sometimes this might say Hand in work instead.
- 16) If you want you can send your teacher a message about your learning using the private comment box. Only your teacher will see this.
- 17) Once you hand in your work click on your class name again. Then go back to the classwork page to find other tasks you have to do.

