

Students' Guide to Google Classroom

This short guide will show you how to access Google Classroom in school and at home if you need any extra help with this then please email your class teacher, tutor or Mr Sayce.

To begin with, open a web browser such as Google Chrome or Internet Explorer.



Once you're on Chrome, simply search for "Google Classroom". Alternatively, click the link below and it will take you straight there.

<https://www.classroom.google.com>



You will arrive at a new page and you will see something similar to this. Click "Go to Classroom".

Classroom helps students and teachers organize assignments, boost collaboration, and foster better communication.

[Go to Classroom](#)

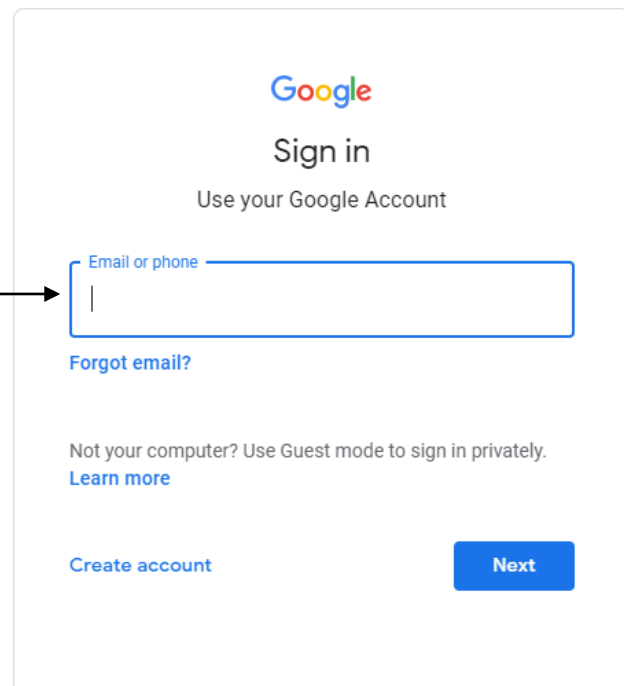
Having trouble signing into Classroom? [Get tips and help here.](#)

You will now be asked to sign into your Google Classroom account.

Your username (email) will be the same username you use to log onto the computer followed by "@acle.norfolk.sch.uk"

For example, if my name is John Smith then my username for Google Classroom would be "smithjo@acle.norfolk.sch.uk".

Then you'll just need to enter your password. If you can't remember your password email Mr Gould at cgould@acle.norfolk.sch.uk and he can reset this for you.



Google
Sign in
Use your Google Account

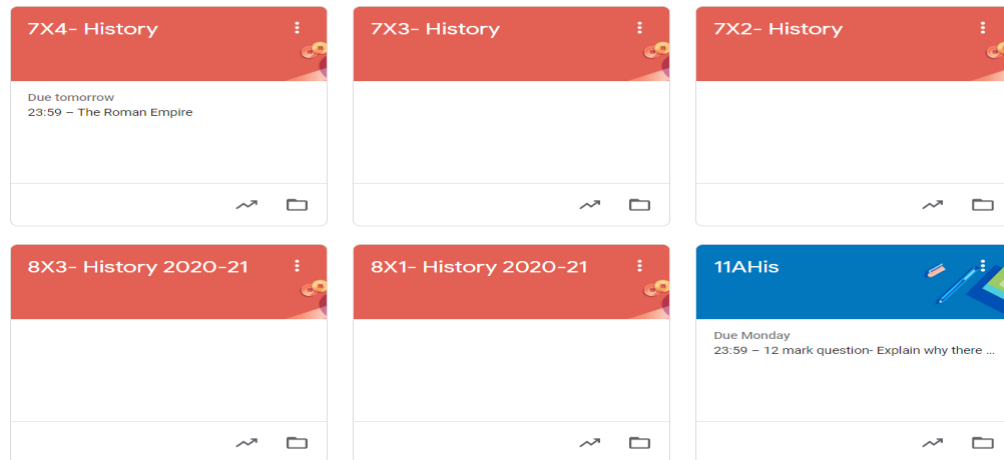
Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

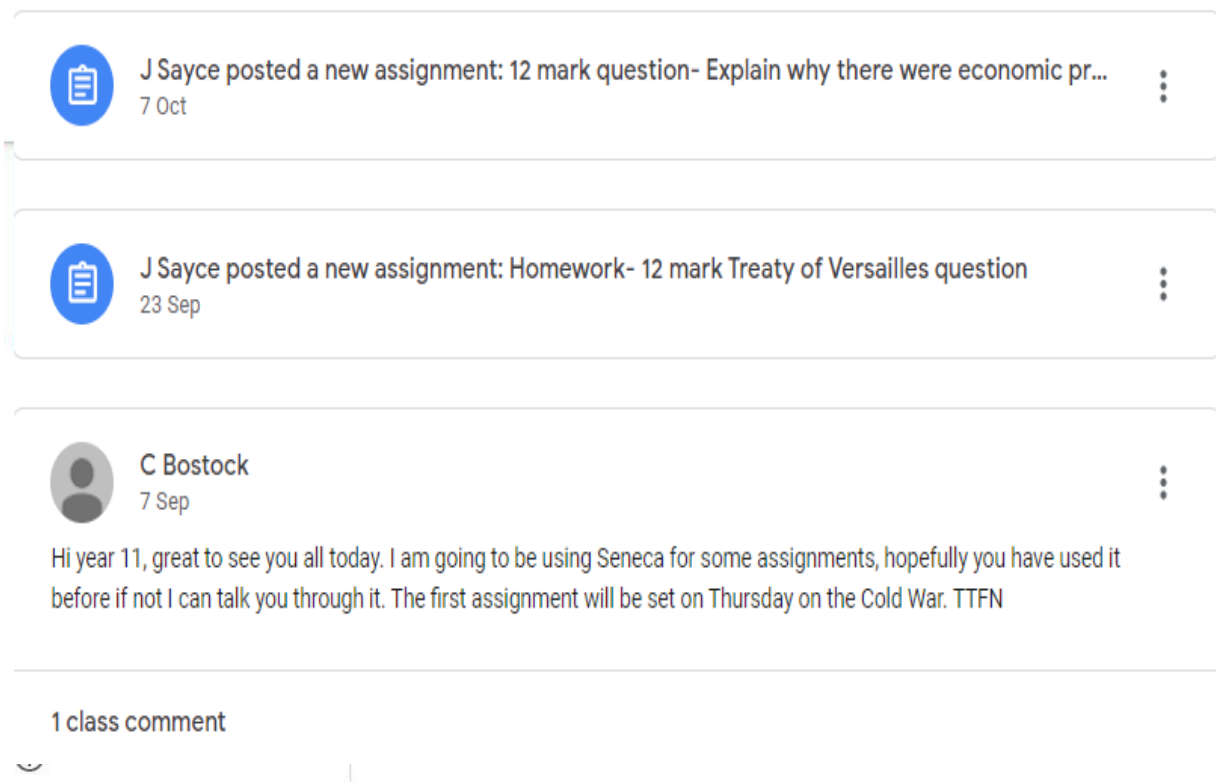
[Create account](#) [Next](#)

Once you've logged in, you will be taken to the page shown below, where you can see all the classes you're a member of.

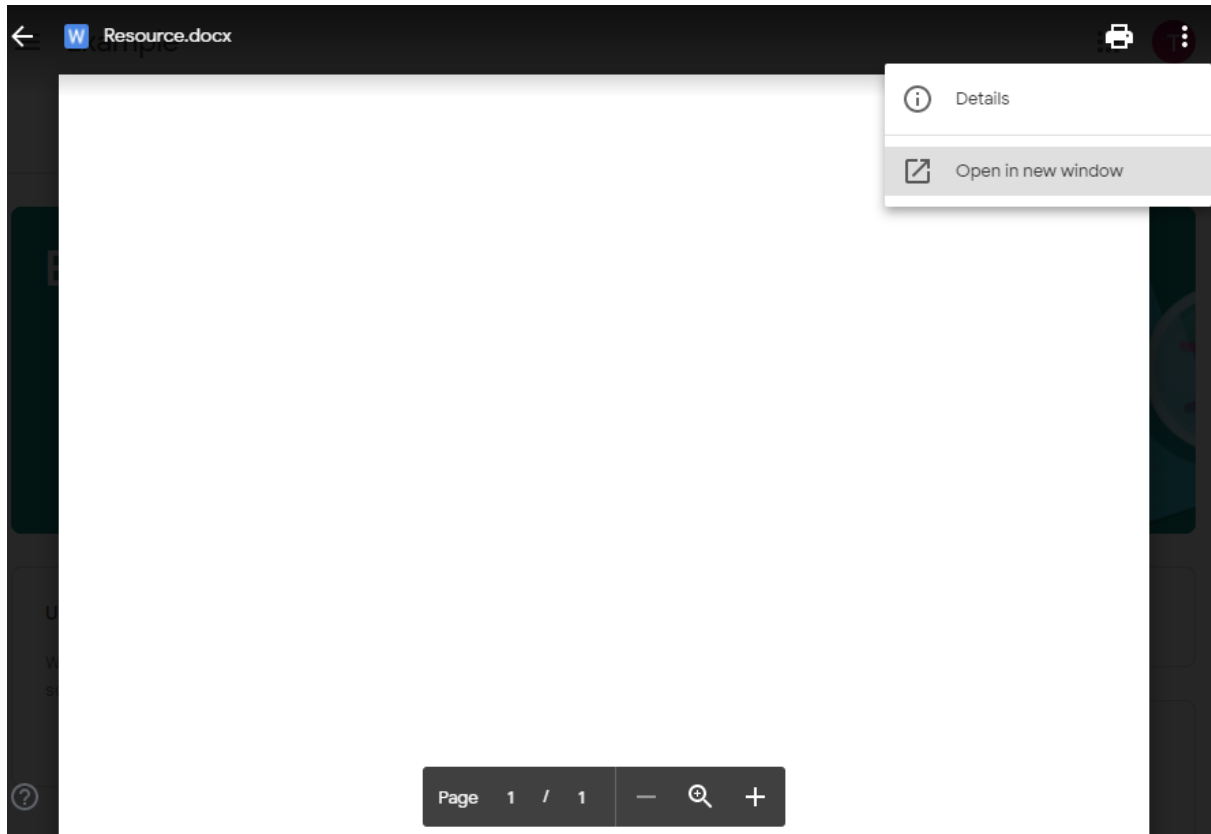


After clicking on the class you want, you will be taken to its stream. Here you will be able to see any post and resource your teacher has provided. You will also see any upcoming assignments. To view the assignment, simply click on it.

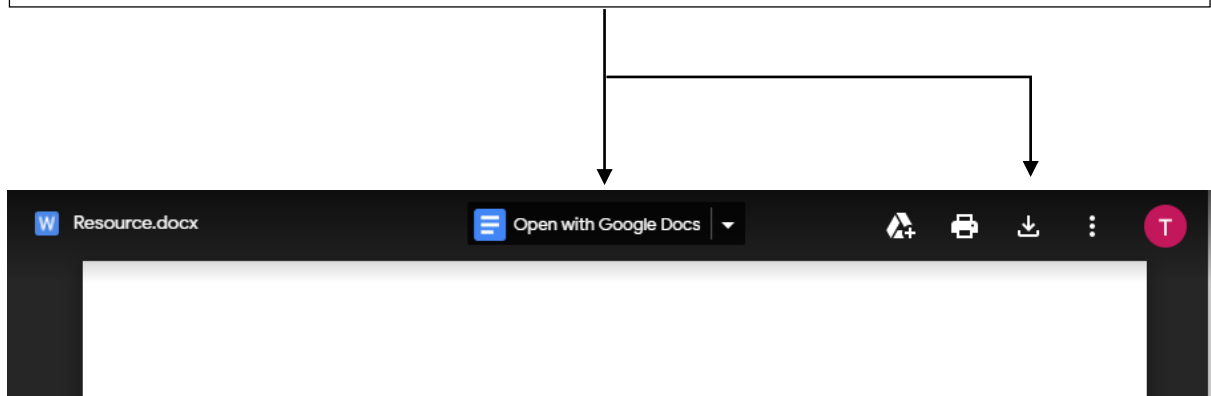
Out of the three posts in the stream shown below, the top two are assignments whereas the bottom one is just an announcement to the class.



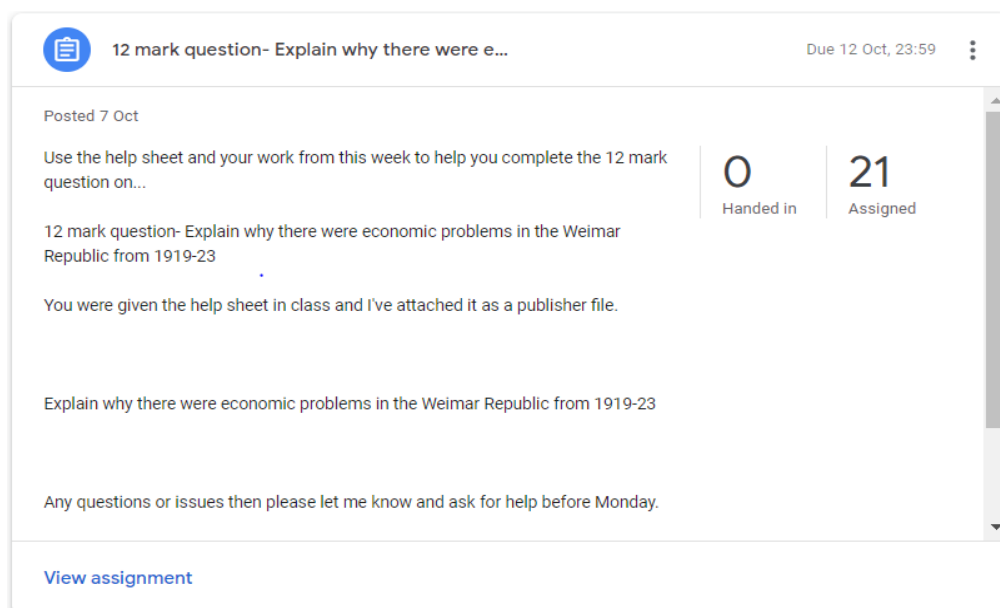
If you click on an attachment or resource provided, it will pop up in the same window you're currently in, it can't be edited from here. To edit or download a copy of the file, you'll need to open it in a new window. To do this, click on the three small dots in the top right corner followed by "Open in new window".



It will now open in a new window where you will be able to edit it using Google Docs, or you have the option to download it too if needed. Any changes made to the document while using Google Docs will be automatically saved as a personal copy in your own Google Drive.



On the Classwork page, you'll be able to see any work set by your teacher. Work will be in the form of an assignment. As you can see below, we have one assignment waiting for us. To view the assignment, first click on its name and then "View assignment".



12 mark question- Explain why there were e... Due 12 Oct, 23:59

Posted 7 Oct

Use the help sheet and your work from this week to help you complete the 12 mark question on...

12 mark question- Explain why there were economic problems in the Weimar Republic from 1919-23

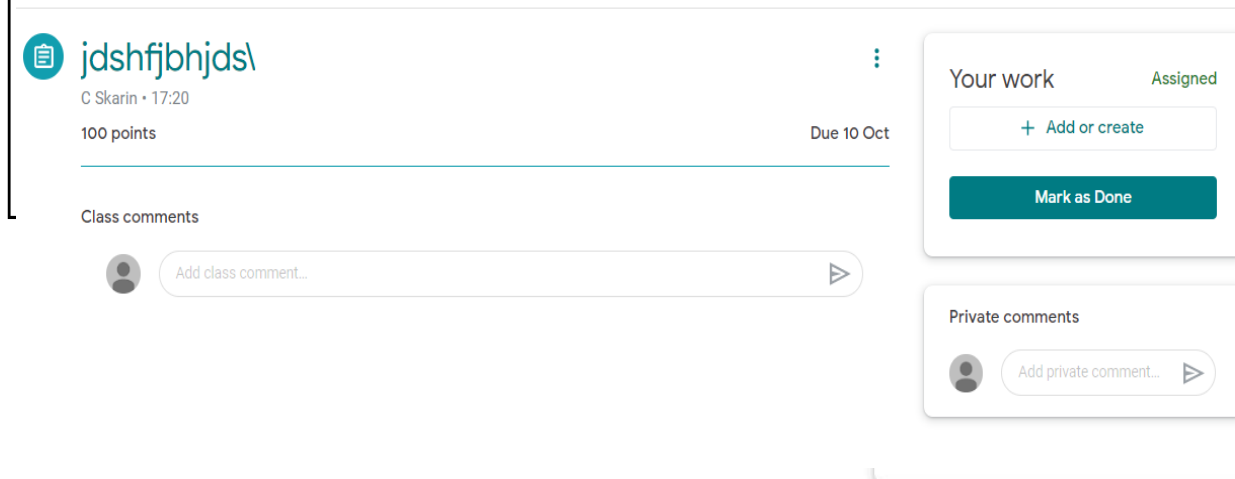
You were given the help sheet in class and I've attached it as a publisher file.

Explain why there were economic problems in the Weimar Republic from 1919-23

Any questions or issues then please let me know and ask for help before Monday.

[View assignment](#)

After click on the assignment, you will see something similar to the page below. On the left you will see the name of the assignment, the teacher who's assigned it and any instructions provided.



jdshfjbhjds\ C Skarin • 17:20

100 points Due 10 Oct

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

On the right you will see any attachments provided and the option to create or attach files for submission. The file provided could be either a resource to be used as a reference or a template for you to fill in. You can use the instructions on the previous page to access it. When you click on 'hand in work', make sure you remove the attachment your teacher provided and instead attach the work that you've completed.

By clicking "Add or create", you will have the option to either create a new document using Google Docs or upload a file of your own. Once you've uploaded your work, just click "Hand in", it will then be submitted and your teacher can access it. By returning to this page, you will be able to see any comments your teacher has left. They can return the work to you too for you to make any amendments before handing it back in.