Classroom helps classes communicate, save time, and stay organized.
Learn more

Guide to Getting Started with your Google Account & Google Classroom
(Examples shown using Chrome on Windows or Mac)

First of all, go to **https://classroom.google.com/**

You will need to login using the Google username (email address) & password that you have been issued:

You will need to accept the terms & conditions :

Once you're logged into Classroom, please select continue…..

Next, please select 'I'm a Student' - Please do not select teacher as this will require further intervention by technical support to change this!
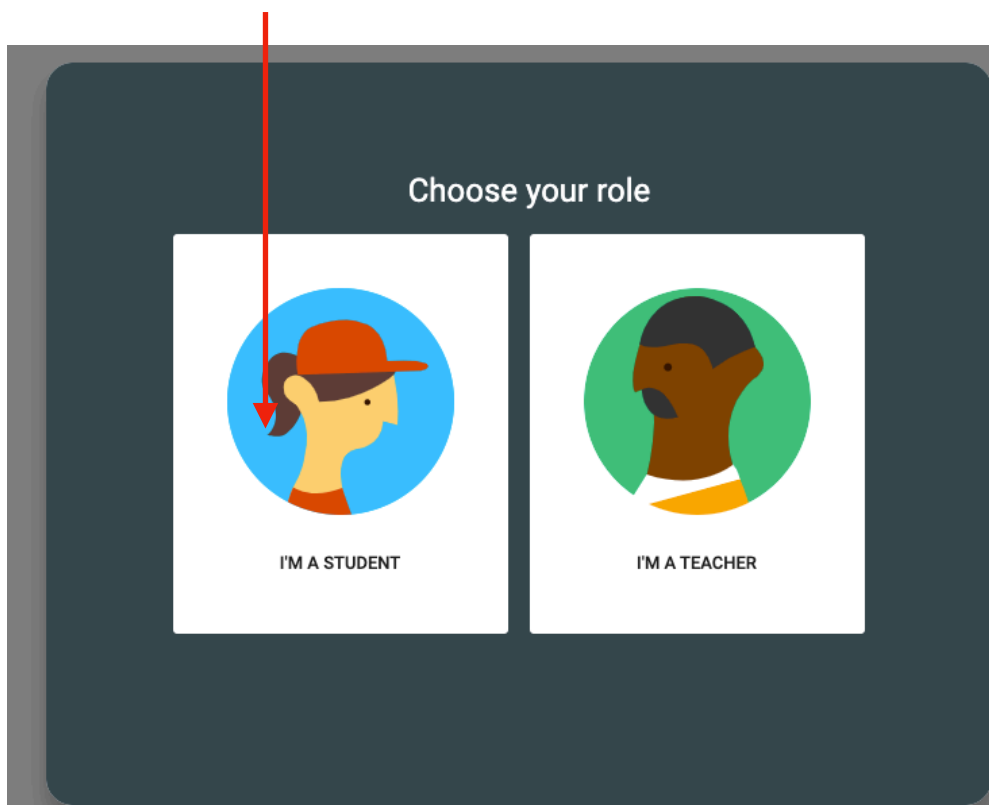
Once you have selected 'I'm a Student' you will be taken to your classroom view where you will have to any classes that you have been invited to.

You should see each class with an option to Join, please select Join and you will be able to see all classwork that your teacher will be setting for you.
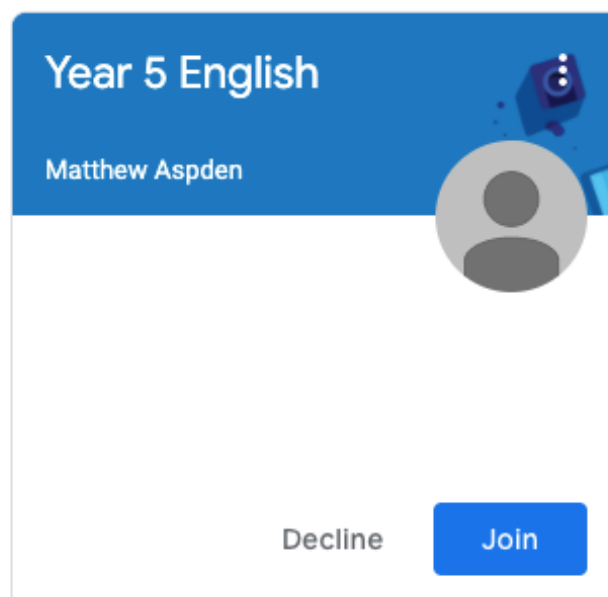
The example below shows the view once classes are in progress.
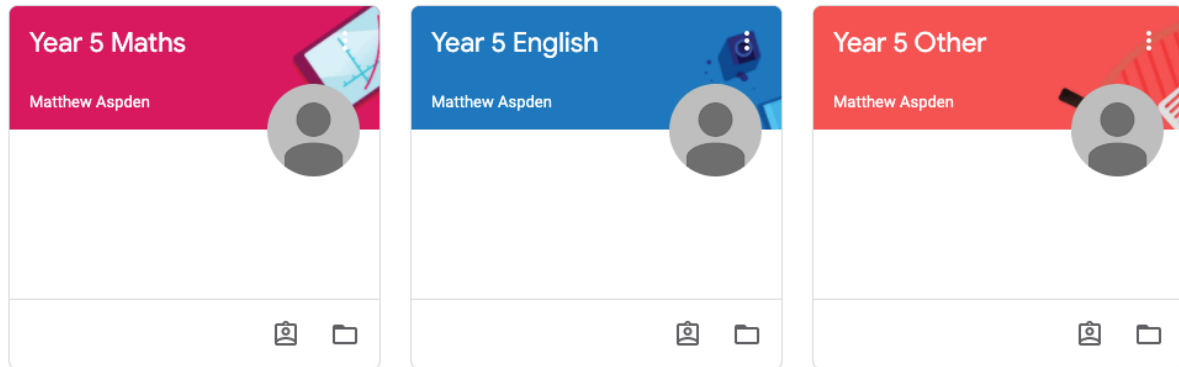
If you see the view below, please send an email to technical@stherberts.education so this can be investigated for you. The next section will explain how to access the gmail account to send emails.

Using Gmail for contacts within school only.

Select the Apps icon at the top right

Select the Gmail icon

Account   Gmail   Drive

Classroom   Docs   Sheets

Slides   Calendar   Chat

Contacts

Select Next

Welcome
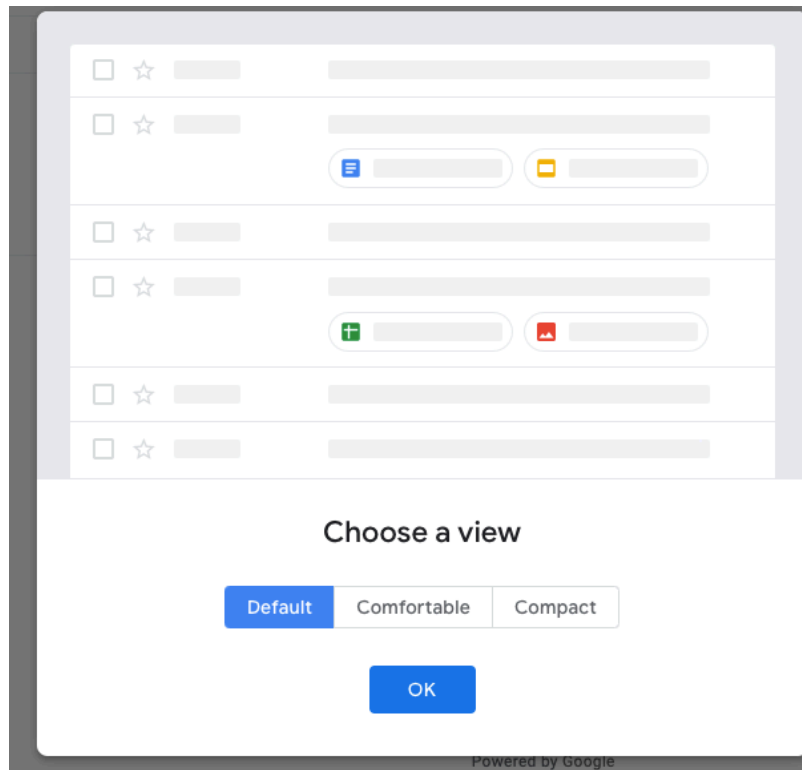
Your favourite email has a fresh new look.

Next

Powered by Google
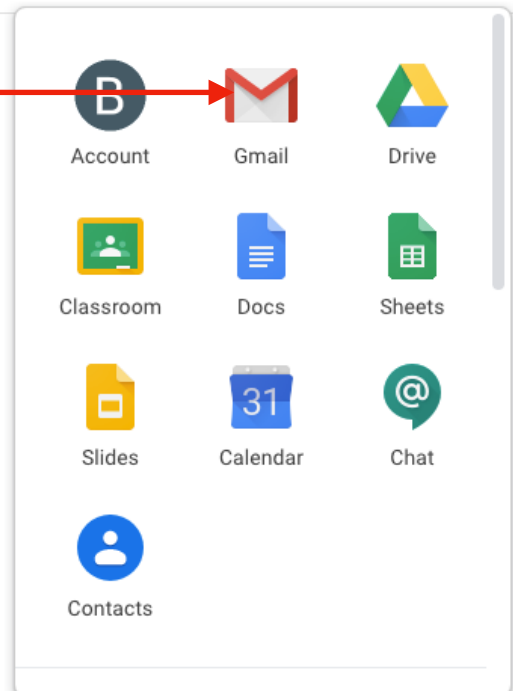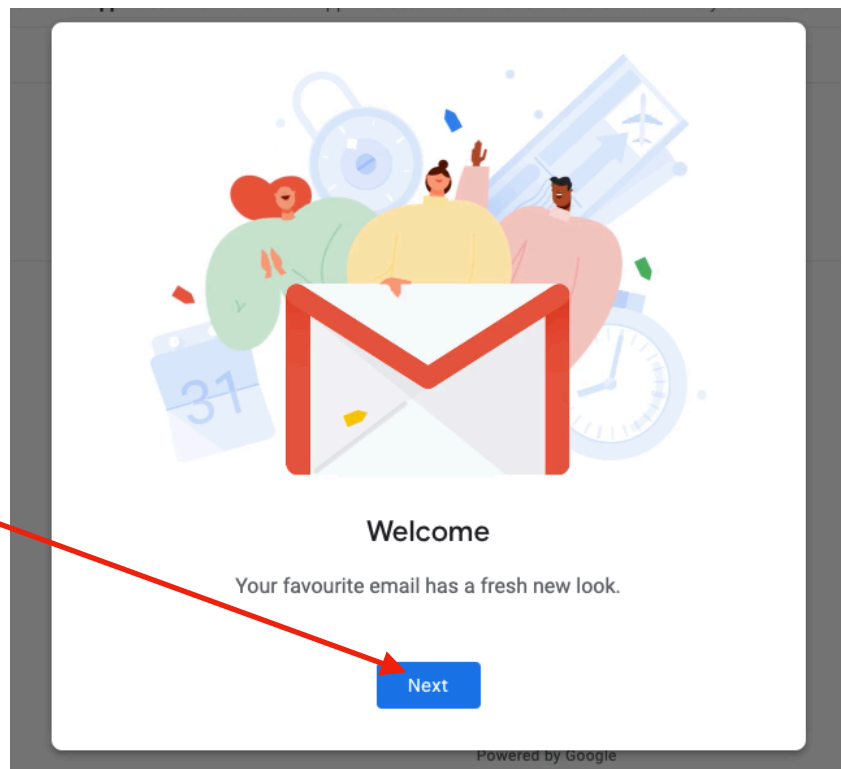
You will be asked to choose a view, this is basically the design of the email window.

The default view is usually fine for starters, select OK to continue:

You will then see the email window where you can view and create emails: