

## Student Guide to Google Classroom

This short guide will show you how to access Google Classroom in school and at home.

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



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>



google classroom



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 "@redhillclassroom.co.uk"

For example, if I login to the computer with "smithj" then my username for Google Classroom would be "smithj@redhillclassroom.co.uk".

Then you'll just need to enter your password. If you can't remember your password go and see IT support and they can change it for you.



Sign in

Use your Google Account

Email or phone

|

[Forgot email?](#)

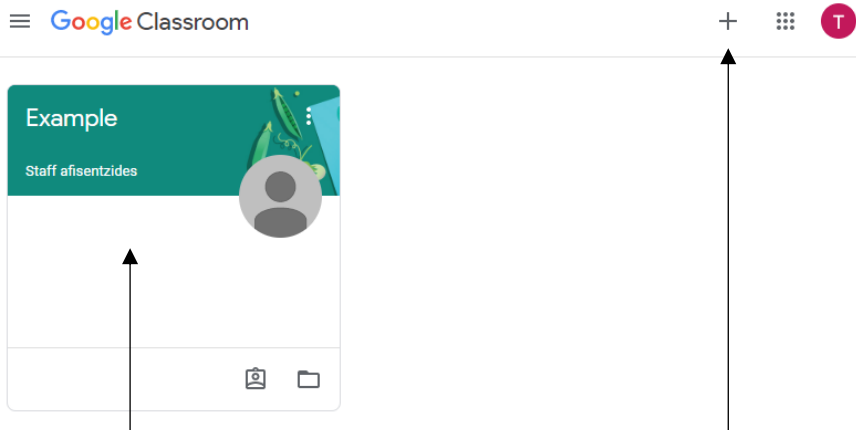
Not your computer? Use Guest mode to sign in privately.

[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.

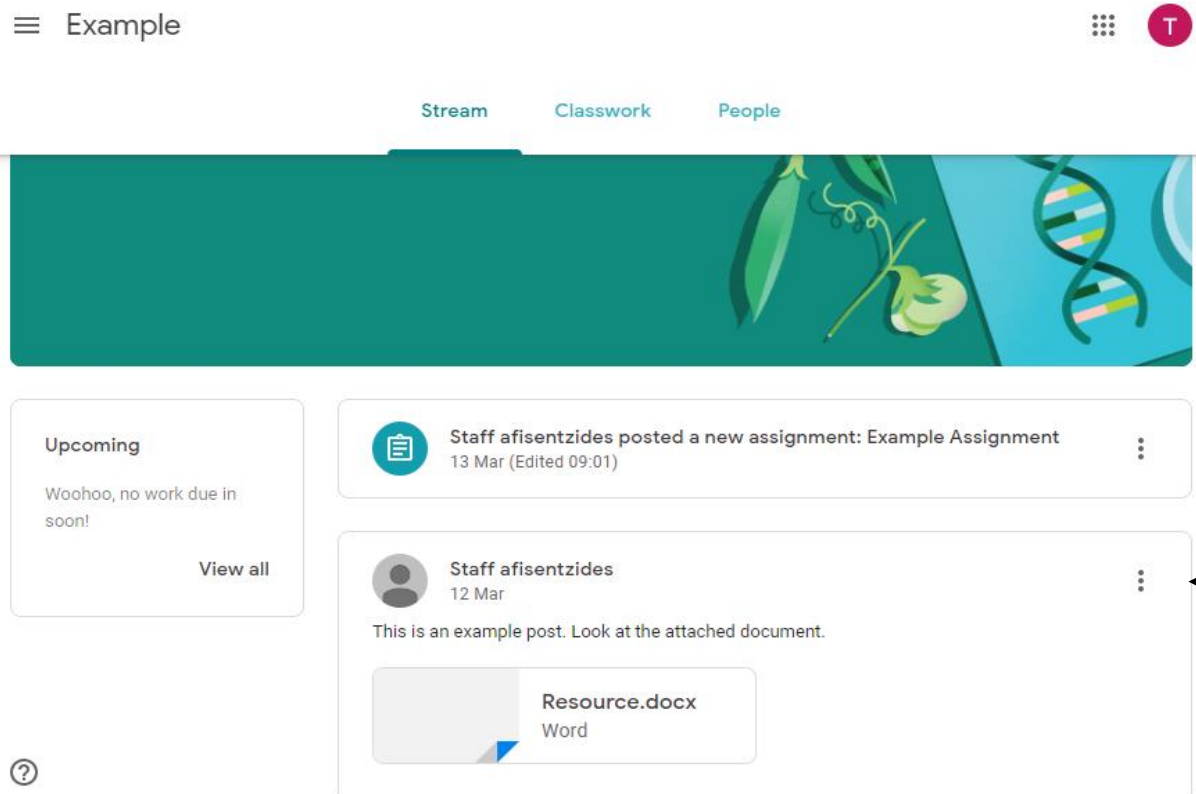


This student is only a member of one class. You can see the name of the class and the teacher it belongs to.

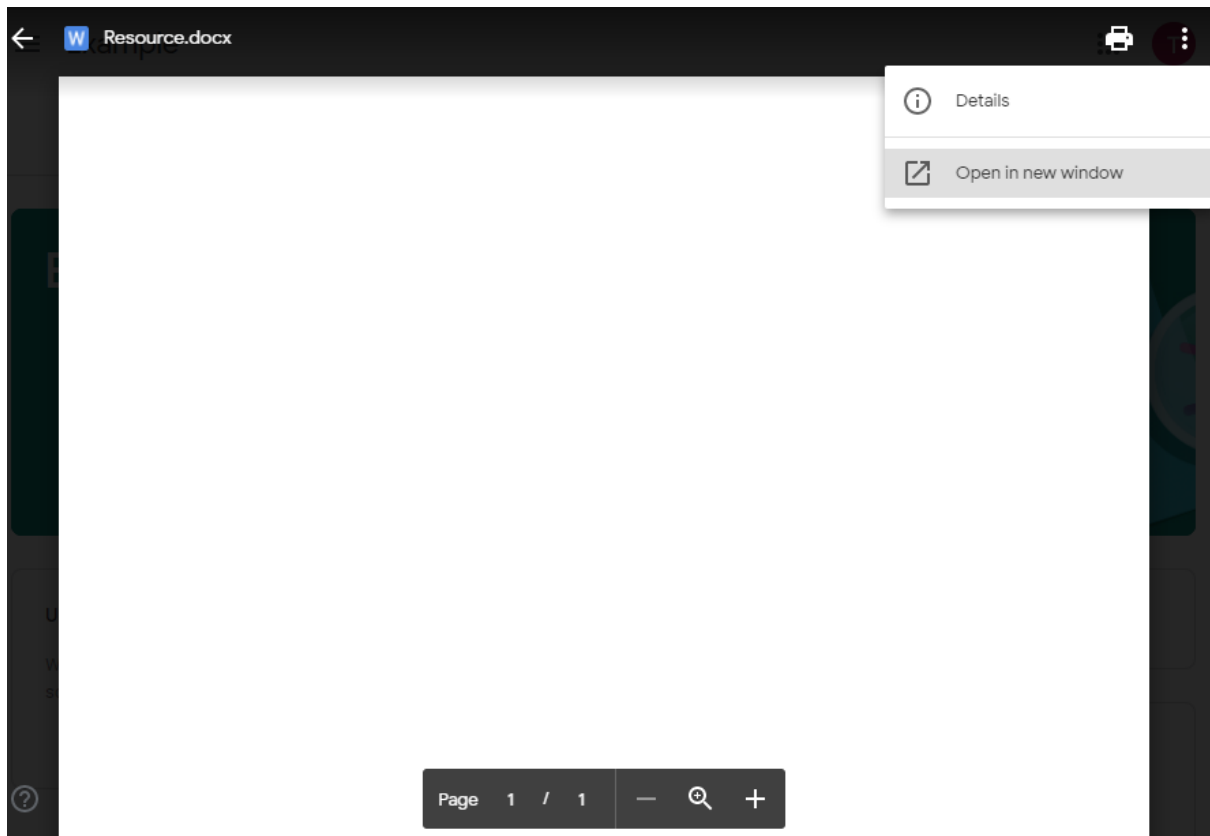
If you've been asked to join a new class, simply click the plus icon in the top right where it will then prompt you to enter a class code. This code should be provided by your teacher.

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 two posts in the stream shown below, the top one is an assignment whereas the bottom one is just an announcement to the class with a document attached.

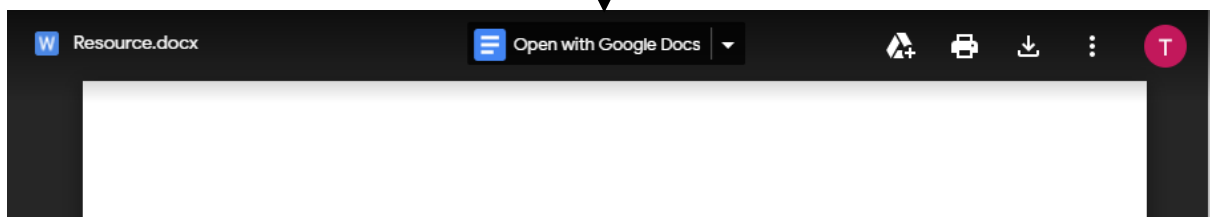


If you click on an attachment or resource provided, it will pop up in the same window you're currently in, it can't be edited from here if it is an office document such as word or powerpoint. To edit or download a copy of the file, you'll need to open it in a new window. To do this, click on the three 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. If it is a google doc it would open for editing straight away and these steps would not have to be followed.

Please note this depends if the teacher has given the document for editing or just to be viewed as part of the assignment.



On the Classwork page, you'll be able to see any work set by your teacher. Work will mostly 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".

The screenshot shows the 'Classwork' tab selected in a navigation bar. Below the navigation bar, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area features a card for 'Example Assignment' due tomorrow. The card includes the text 'Posted 13 Mar (Edited 09:01)' and 'Assigned'. Below this, there is a placeholder for an attached document titled 'Test Student - Resource.... Word'. At the bottom of the card is a 'View assignment' button. Arrows from the text above point to the assignment name and the 'View assignment' button.

After clicking 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.

The screenshot shows the details of the 'Example Assignment'. On the left, it displays 'Due Tomorrow', the assignment name 'Example Assignment', '100 points', and the assigner 'Staff afisentzides' on '13 Mar (Edited 09:01)'. Below this is the instruction: 'Please complete this assignment using the attached document.' and a 'Class comments' section. On the right, there is a 'Your work' panel with the status 'Assigned'. It shows the attached document 'Test Student - Res... Word' with a close button. Below this are buttons for '+ Add or create' and 'Hand in'.

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.

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.