



Parents' Guide to Google Classroom

To access Google Classroom go to:

classroom.google.com

Click 'Go to Classroom' and sign in using login in details provided

What is Google Classroom?

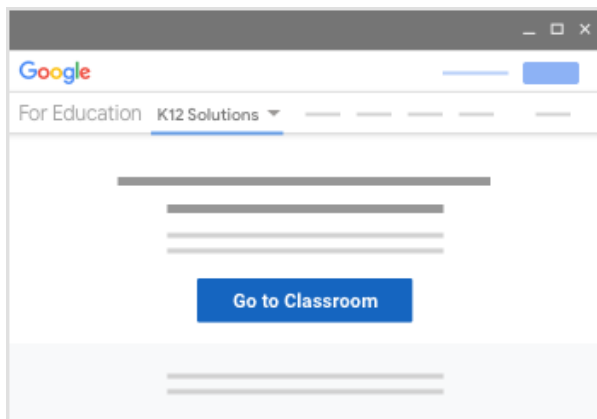
Think of Google Classroom as your child's digital link to learning.

Google Classroom is a web-based learning environment. It offers a digital safe space for students to view class announcements, access and view work and upload completed work, and have live lesson with a teacher. Only authorised users (students, teachers, and other designated staff members) can have access to St Bede's Google Classroom. Google users outside this network are not granted permission to any St Bede's Classrooms.

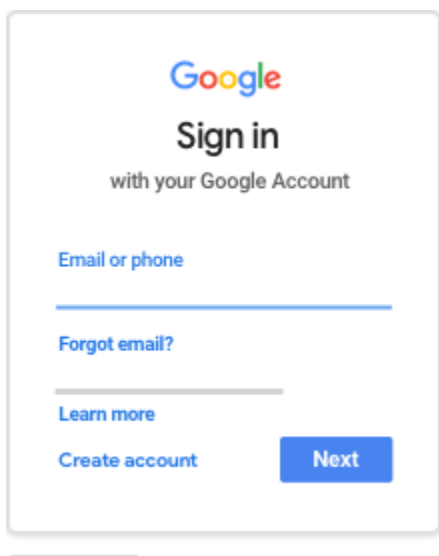
In this document you will find step by step guides on following:

- Initial Sign In
- Viewing assigned work
- Submitting work
- Joining a Video Call (Live Lesson)

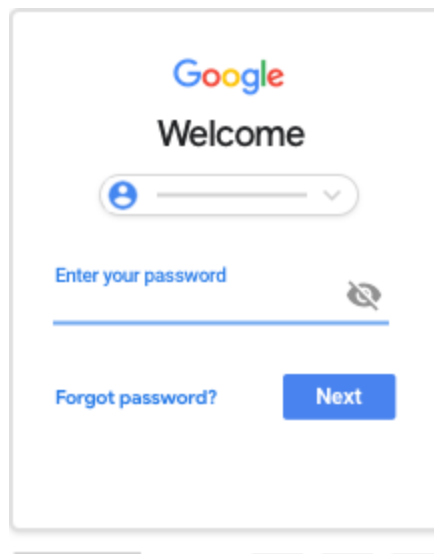
Sign In for the first time



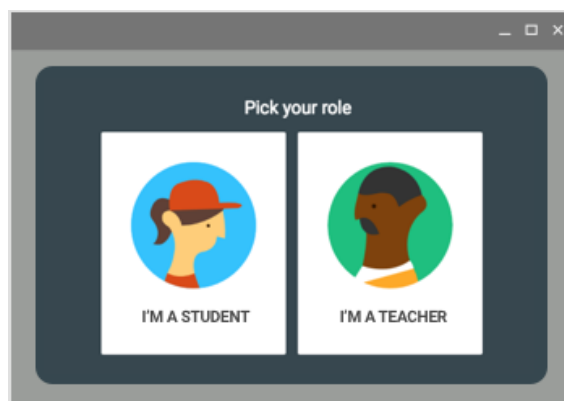
1. Enter the email address for your Classroom account and click Next.



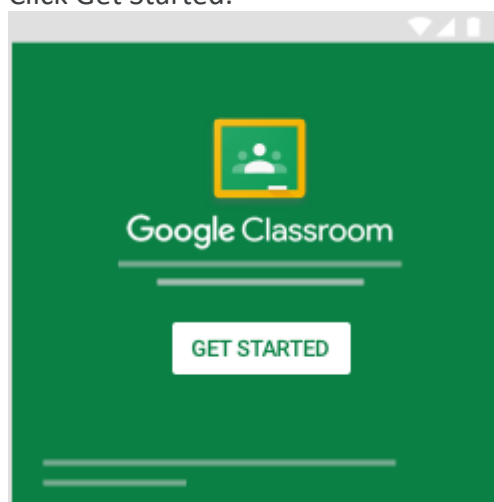
2. Enter your password and click Next.



3. If there is a welcome message, review it and click Accept.
4. Click I'm A Student



5. Click Get Started.



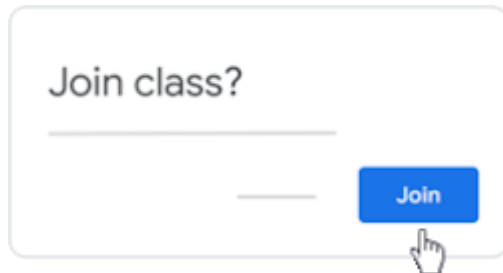
Switch to a different account

If you're signed in to multiple accounts and need to switch to the account that you use with Classroom:

1. At the top, click your profile image or initial.
2. Select the account.

To join a class

Select the class and click join.

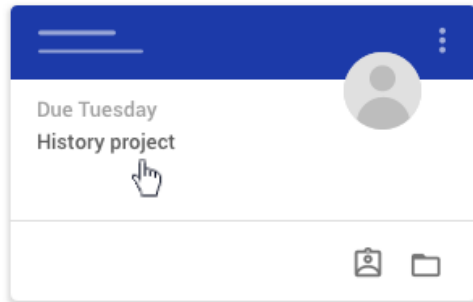


Viewing Assigned Work

Quickly see upcoming work and latest announcements

1. On each class card, you can review up to 3 assignments that are due in the next week.

To see details, click the title of the work.



2. Click a class to see the latest assignments, questions, or announcements.

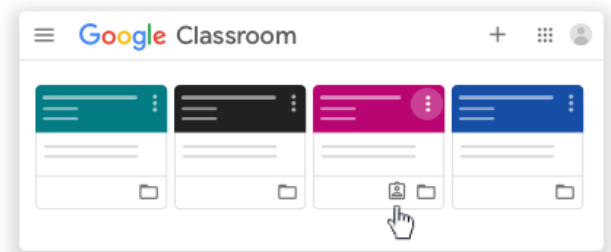
See work for all classes

1. At the top, click To-do and choose an option:
 - To see work assigned by your teacher, click Assigned.
 - To see work that you didn't turn in, click Missing.
 - To see work that your teacher graded or returned, click Done.
2. Click a title to see details of the work.
3. (Optional) To see or hide work for a specific time period, click the Down arrow or Up arrow .

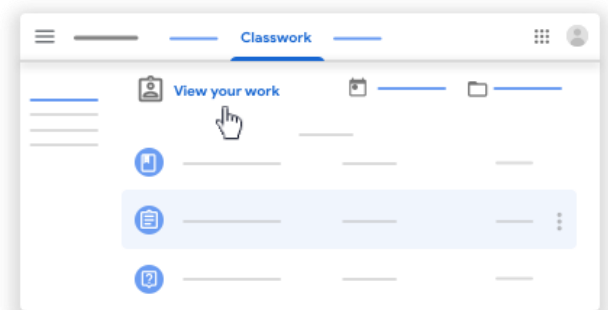
See all your work for a class

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by class.

1. On a class card, click Your Work .



You can also click the class > Classwork > View your work.



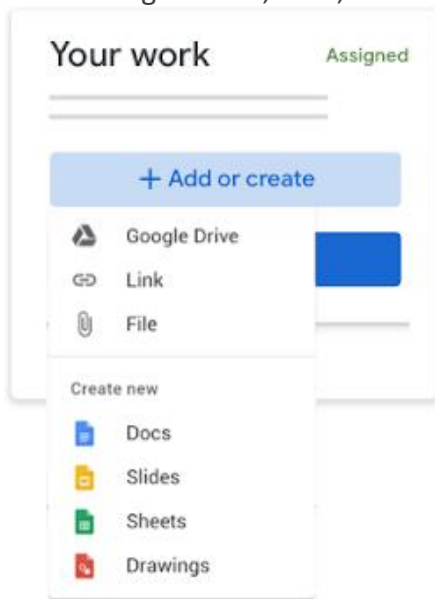
2. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work > View details.
3. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.



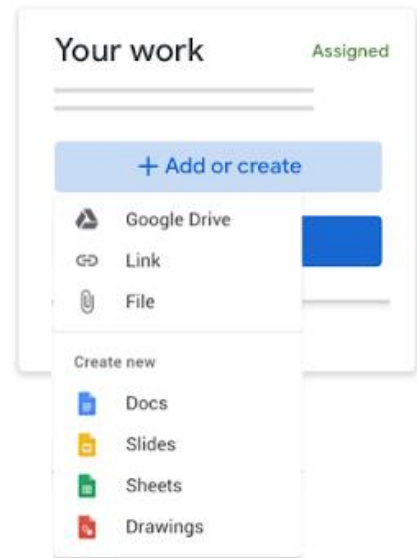
Submitting Completed work

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Click the class > Classwork.
2. Click the assignment > View assignment.
3. To attach an item:
 - A. Under Your work, click Add or create select Google Drive , Link , or File .

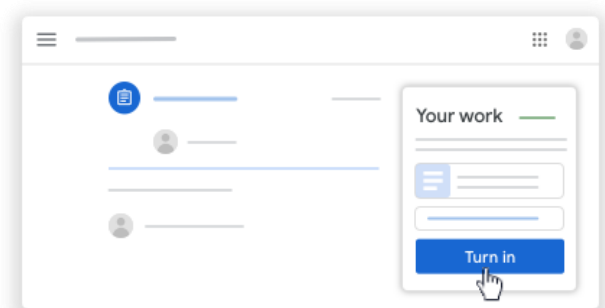


- B. Select the attachment or enter the URL for a link and click Add.
4. To attach a new document:
 - A. Under Your work, click Add or create Docs, Slides, Sheets, or Drawings . A new file attaches to your work and opens.



- B. Click the file and enter your information.
5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
 6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
 7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



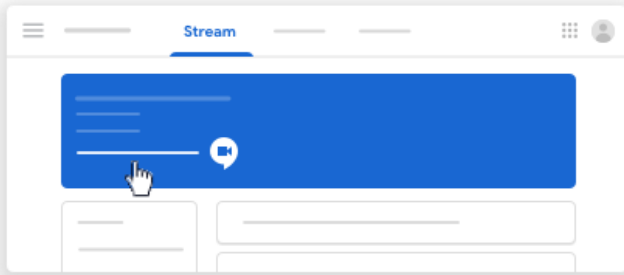
Important: If you get an error message when you click Turn in, let your instructor know.



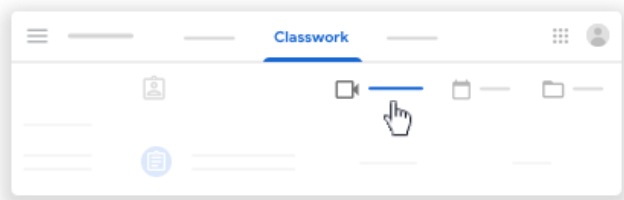
How to Join a Live Meeting (Video Lesson)

You can only join a class video meeting after the teacher starts the meeting. Sign in and click the class.

1. Choose an option:
 - On the Stream page, at the top, click the Meet link

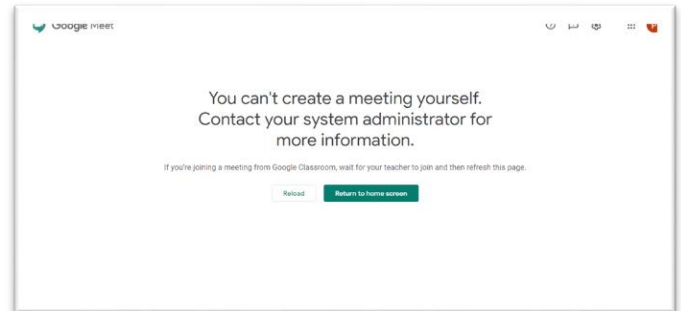


- On the Classwork page, at the top, click Meet .



2. (Optional) To allow Meet to use your camera and microphone, click Allow.
3. To join the class video meeting, click Join now.

If you click the link before the teacher has started the call you will receive the following screen.



Wait a couple of minutes and try again.

When you see the following screen the meeting has been started and you will be able to join.

