

GOOGLE CLASSROOM: HOME LEARNING HELPSHEET

USING A LAPTOP

ACCESSING GOOGLE CLASSROOM (use Google Chrome for enhanced experience)

1. Go to **classroom.google.com**
2. Select **Sign In** then **Google Classroom**
3. Sign in using your pupil email address e.g. jbloggs123@c2ken.net
4. Sign in using your pupil email address and password e.g. jbloggs123@c2ken.net then primary7
5. Choose your role e.g. I am a student
6. Select **Join**
or
Select the + **sign** then **Join Class**
Enter your **class code**
Select **Join**.

ACCESSING CLASSWORK

1. Enter the Class
2. Select **Classwork**
3. Select the assignment e.g. Addition, Adjectives
4. Select **View Assignment**
5. Select/Open the document in the **Your Work** box. A new tab will open. Complete the homework. Your document will automatically save.
Select **Turn In**.
Select **Hand In**.
or
Select + **Add or create** then **Create new Docs/Slides/Sheets/Drawings**.
A new tab will open. Complete the homework. Your document will automatically save.
Select **Turn In**.
Select **Hand In**.

If you wish to change or amend the homework select **Unsubmit** and repeat the process.

MESSAGES

Messages can be sent publicly via 'Stream' or privately via 'Classwork'.

Stream

Scroll down to read messages posted by your teacher.

Classwork

After selecting your assignment, you will have the option to send a private message to your teacher. This message will not be seen by other class members. Messages should be sent if you have a query or need additional assistance.

TO VIEW TEACHER COMMENTS ON CLASSWORK

1. Select **Classwork**.
2. Select the assignment.
3. Select **View Assignment** to see marks/private comments from the teacher.
4. Re-open the document if your teacher asks you to. Select **Turn In** then **Hand In** if you need to resend.

GOOGLE CLASSROOM: HOME LEARNING HELPSHEET

USING A IPAD/TABLET

Download **Google Docs App**. Sign in using your pupil email address and password e.g. jbloggs123@c2ken.net then primary7

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4. Select **View Assignment**
5. Select/Open the document in the **Your Work** box.
Select **Open with Google Docs**.
A new page will open. Select the pen. Complete the homework.
Your document will automatically save.
Press the **Home** button on the tablet.
Reopen Internet and return to the *Google Classroom Tab* (you should see **Hand In**).
Select **Hand In**.
or
Select + **Add or create** then **Create new Docs/Slides/Sheets/Drawings**.
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Your document will automatically save.
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Reopen Internet and return to the *Google Classroom Tab* (you should see **Hand In**).
Select **Hand In**.

If you wish to change or amend a homework select **Unsubmit** and repeat the process.

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