

Guide to using Google Classroom

1. Go to www.google.co.uk



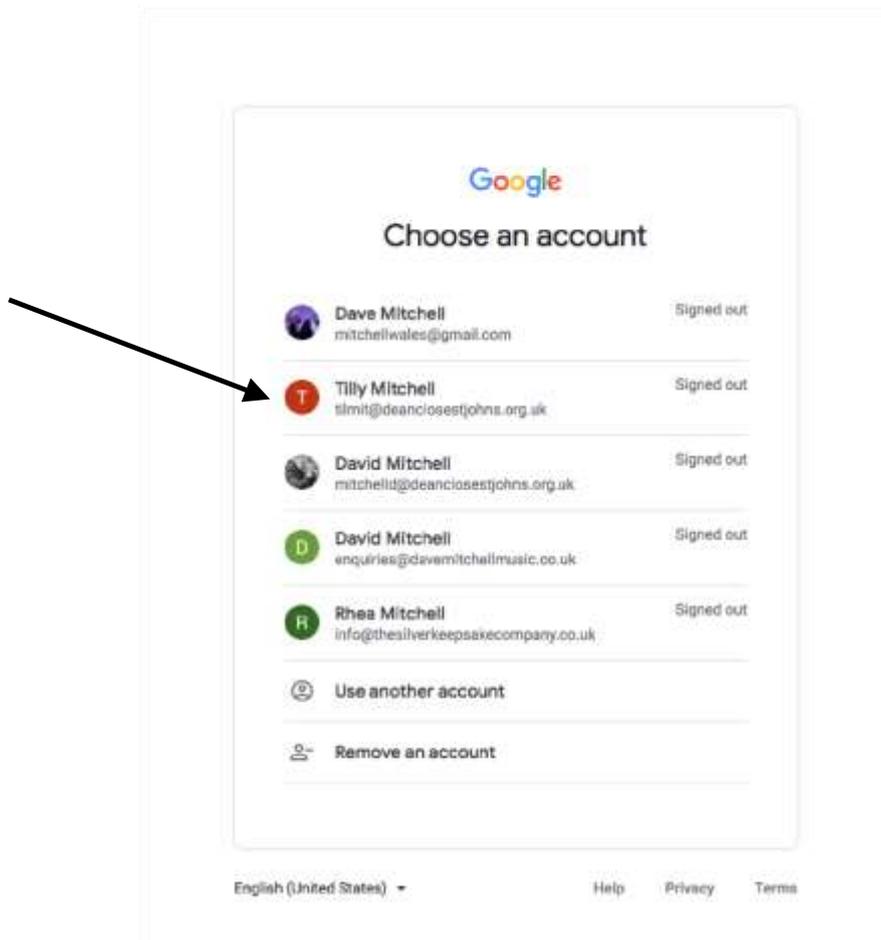
If no one is currently logged in, the top right hand corner will look like this:



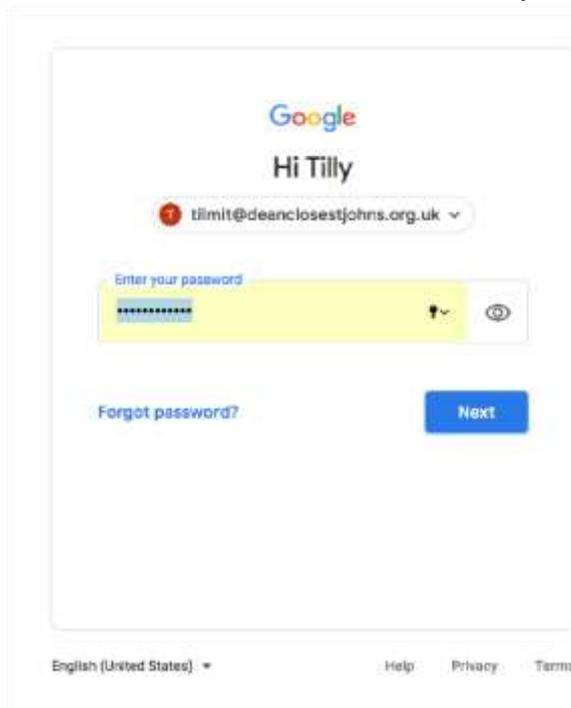
If someone is already logged in it will look like this:



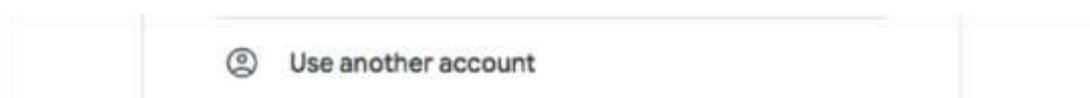
2. To sign in or change the person logged in, click either the sign in box or the circle. If your child has used their goggle account on the computer before they will already be on the list.



If their name is there then click on it and enter their password



If your child has not used your computer before you will need to click on use another account



Firstly enter their school email address. This will be the year they entered school and the initials of their name(19TB) followed by @stcatherinesbridport.dorset.sch.uk

These will be given to your child by the class teacher, they will be stuck into your child's reading record along with their IXL Log in.

Google
Sign in
Use your Google Account

Email or phone
tilmit@deanclosestjohns.org.uk

[Forgot email?](#)

Not your computer? Use Private Browsing windows to sign in. [Learn more](#)

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

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

Click Next, it will then ask you for their password. The password will also be given to you by the class teacher.

Google
Hi Tilly

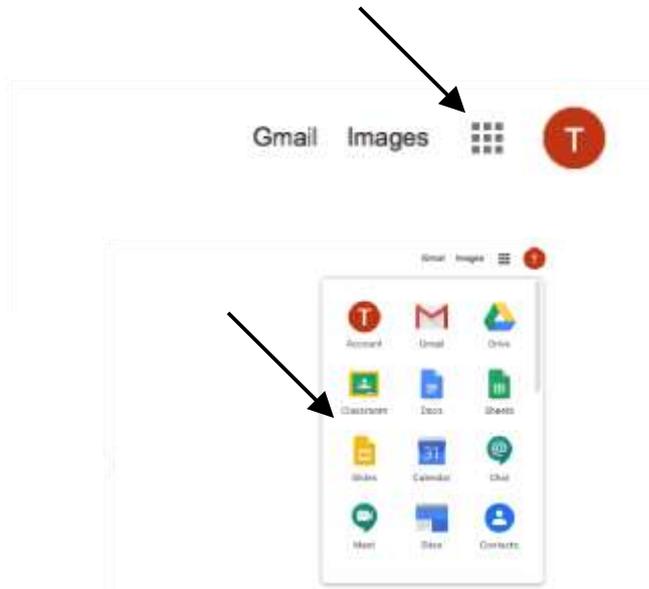
tilmit@deanclosestjohns.org.uk ▾

Enter your password

[Forgot password?](#) [Next](#)

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

3. Once the correct person is logged in the initial of the child will show in the top right corner of the page. Click on the 9 squares next to the circle with initial and select Classroom. If the classroom option does not appear you can use www.classroom.google.com instead and login that way.



4. You will then see a screen that will display the year group for your class. Click on the year group and follow the instructions left by the teacher.



If they haven't used a classroom before they may need to click Join before they can access.

Pupils should click on the most recent task, the next screen will give the instructions and any accompanying documents.

Pupils are able to use the Google programs to complete the work. Docs is similar to Word, Slides is similar to PowerPoint, Sheets to Excel and Drawing to Draw. If pupils complete something which can be photographed or as a video then this can be uploaded via the File button.

