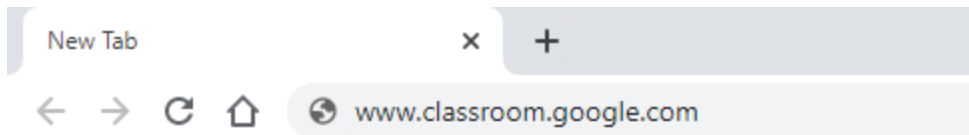


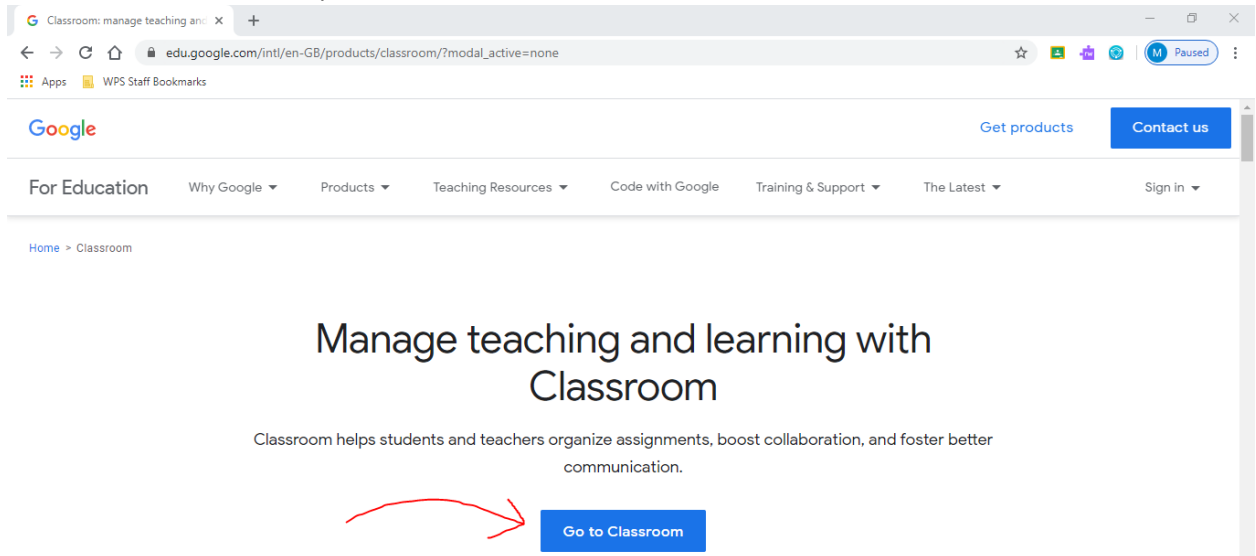
How to access Google Classroom – Windows, Mac or Chromebook

This guide will show you how to access Google Classroom from a Windows device (including laptops, desktops or tablets), Mac or a Chromebook. Google Chrome is the recommended web browser, but it should work in others.

1. Open up a web browser (Google Chrome works best but any should work) and enter <https://classroom.google.com/> in the address bar.



2. Scroll down and click or tap 'Go to Classroom'.

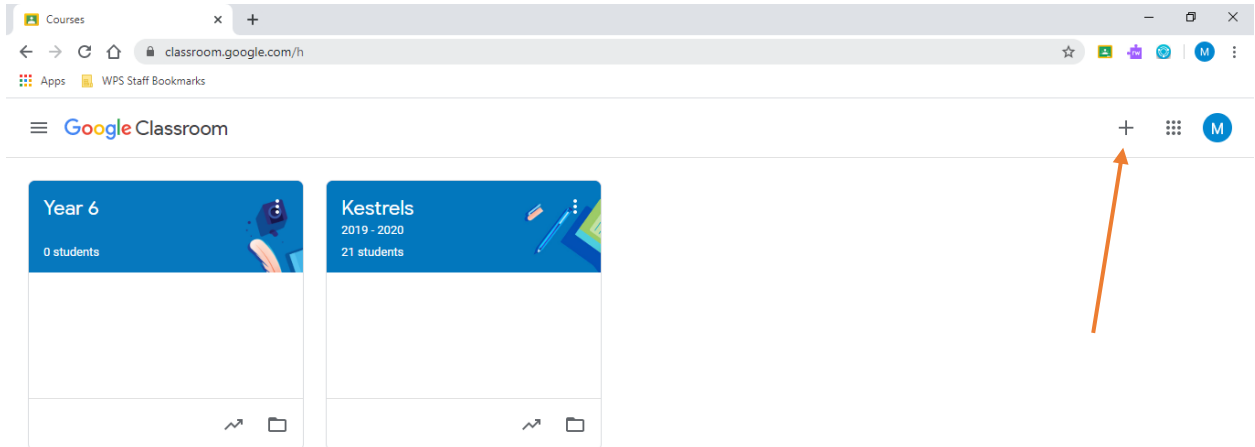


3. When it loads, you'll be asked to sign in. Every child at Worplesdon has their own Google account which we also use in school.

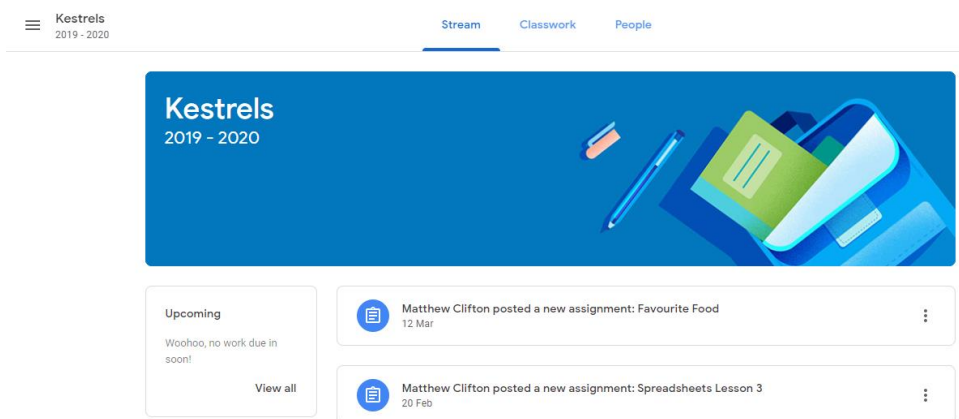
A screenshot of the Google sign-in page. It features the Google logo at the top, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. There are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom, there is a 'Create account' link and a blue 'Next' button.A screenshot of the Google welcome page. It features the Google logo at the top, followed by the text 'Welcome'. Below this is a dropdown menu showing an email address ending in '@wps.school'. There is a text input field labeled 'Enter your password' with a password visibility icon. There are links for 'Forgot password?' and a blue 'Next' button.

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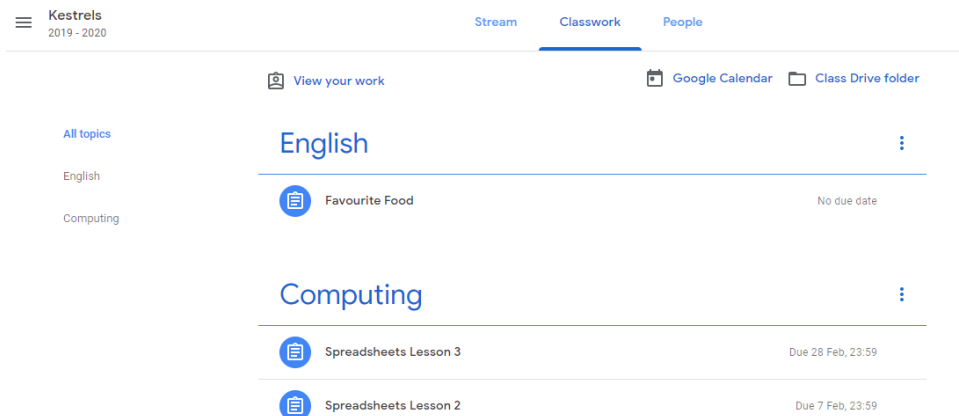
4. After logging in, you'll see the classroom that your child is part of. Click or tap on the name to access it. If they are not already part of a classroom, click the 'plus' icon and then join the class with the class code you have received via ParentMail.



5. The 'Stream' is where you will find messages and new pieces of work to complete.

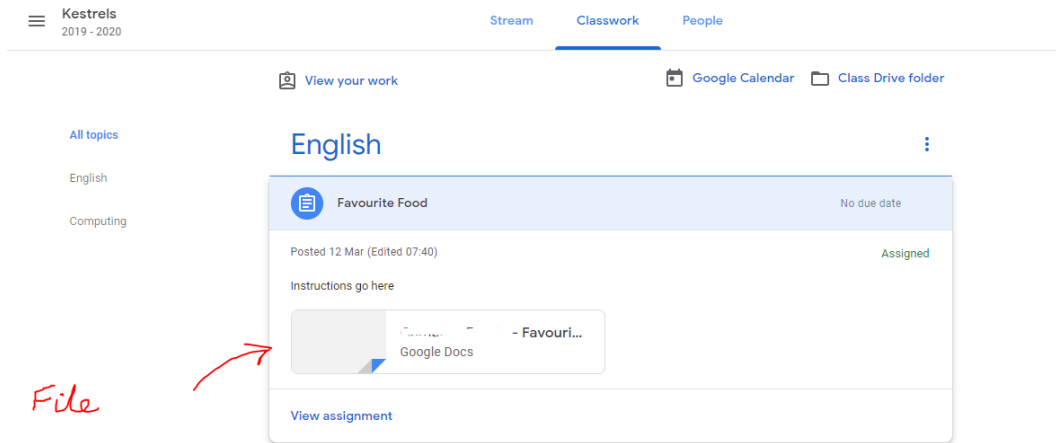


6. 'Classwork is where you will find all of the different work we have set your child. It will be organised by day.

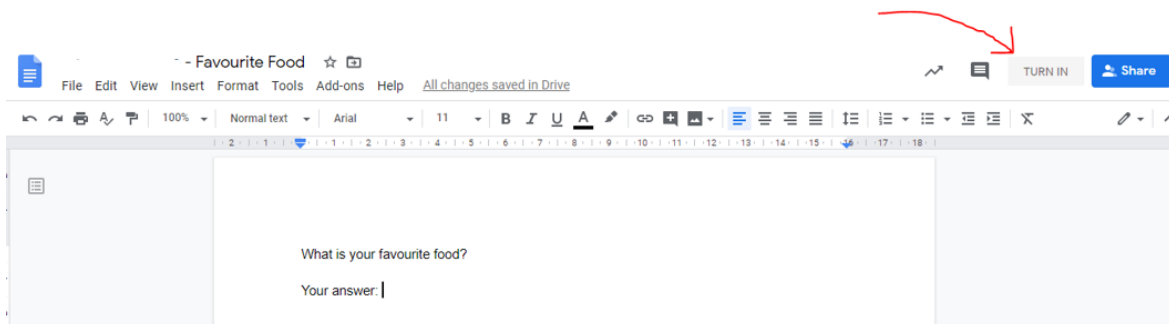


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7. Clicking or tapping on an item will bring you to the next screen where the instructions for the task will be shown. You can also tap on any files that have been attached. These could be anything from a video to watch or a worksheet to complete. Click 'View Assignment' to see all the details.

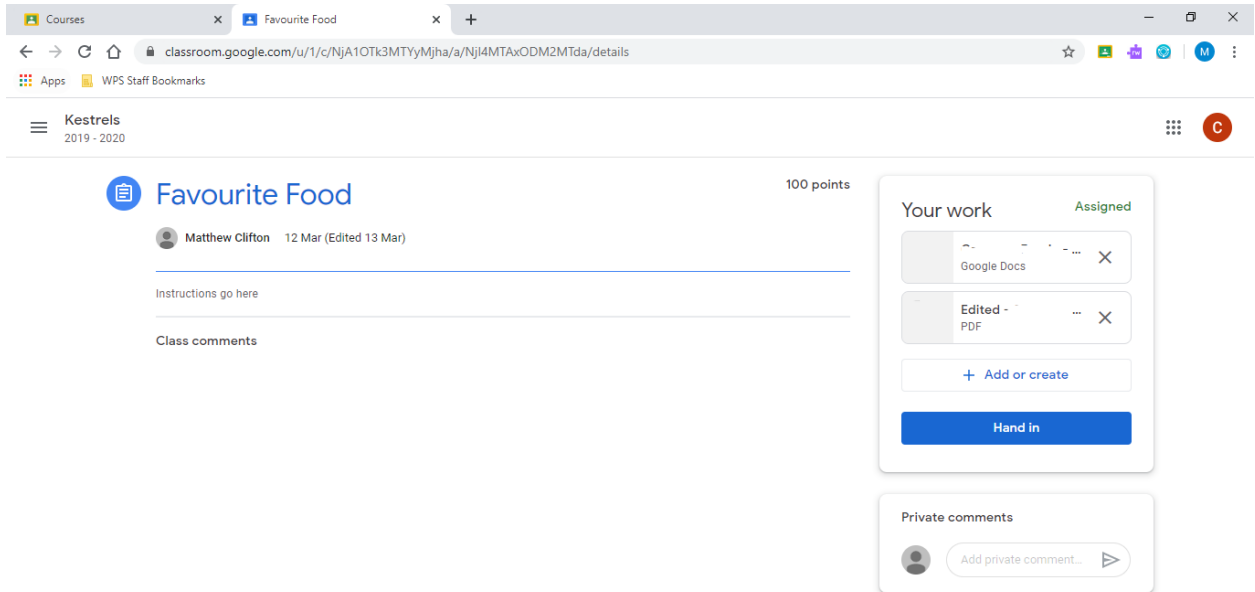


8. After clicking on a file, it should open in a new tab. Your teacher will give you instructions on how to complete your work. You might open a Google Doc to fill out and all your answers will save automatically.



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9. Or you might be asked to complete it on paper then take a picture of it. You can then add it your files in Classroom by clicking “Add or Create”.



10. When you have completed all your work, you can click the hand in button to let your teacher know it's done. If you want to add more later you can!

