

# 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.

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## 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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5. Choose your role e.g. I am a student
6. Select **Join**  
or  
Select the + **sign** then **Join Class**  
Enter your **class code**  
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### 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.  
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**.  
Select/Open the new document.  
Select **Open with Google Docs**.  
A new page will open. Select the pen. Complete the homework.  
Your document will automatically save.  
Select the **Home** button on the tablet.  
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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