

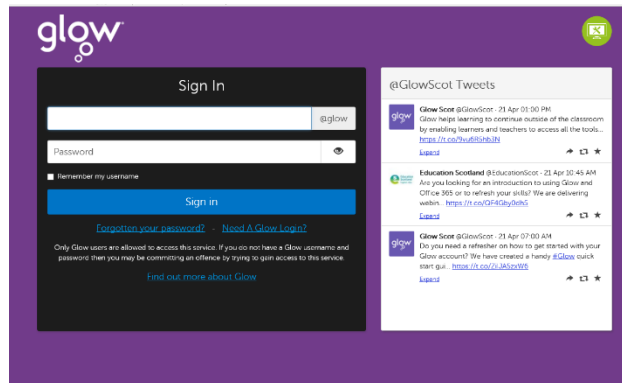


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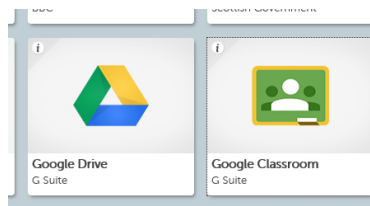
Pupil Guide to Using Google Classroom



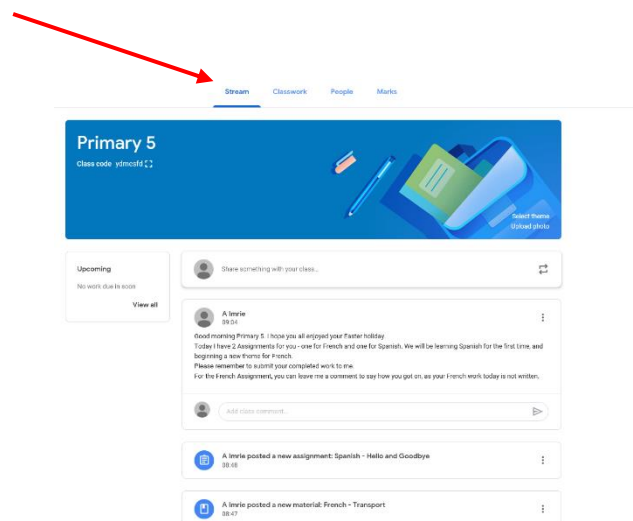
1. To access Google Classroom, first of all, log in to GLOW



2. On the Launch Pad, find the Google Classroom icon, and click to open. The Google Drive icon is usually next to Google Classroom. Files you create (Google Docs, Google Slides, etc) will be stored in your Google Drive.



3. The first page you see on Google Classroom is Stream. This is where you will find announcements from your teacher. You can also post questions to your teacher on this page.



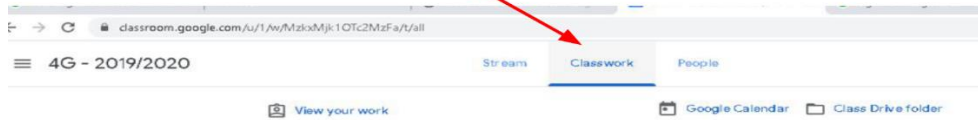


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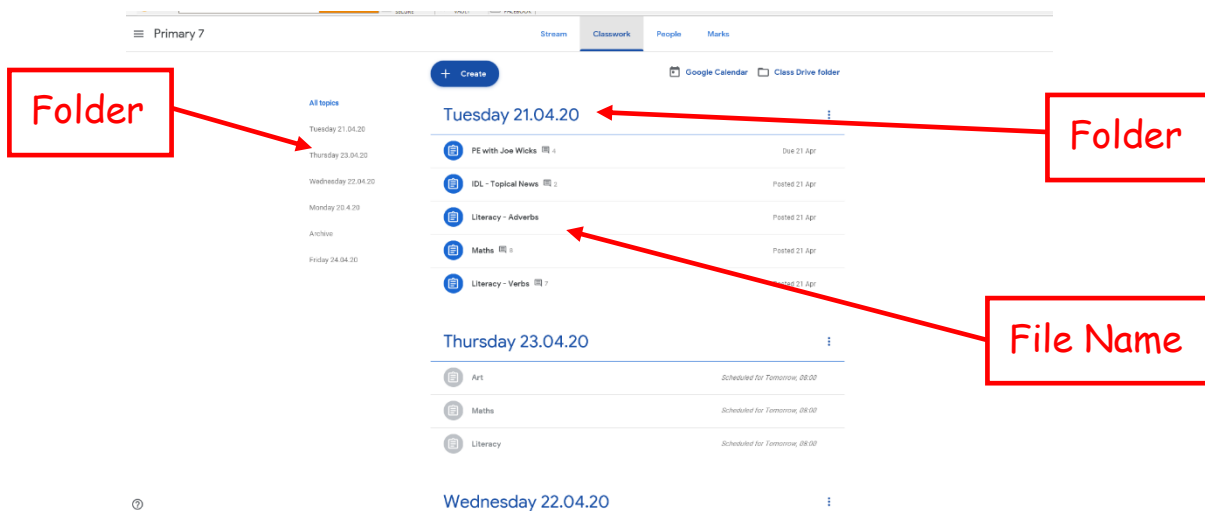
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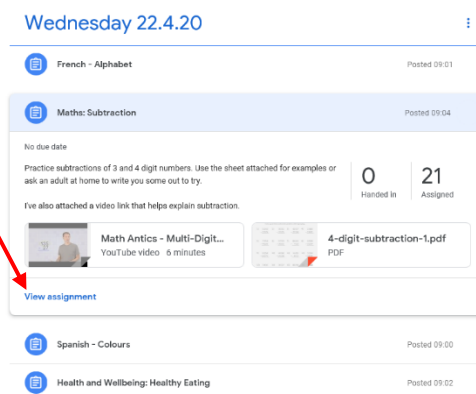
- Click on the "Classwork" tab to access Assignments and Materials.



- Once you open Classwork, you will find all your Assignments. Click on the Folder Names, or Topics, or Files to open up the Assignments.



- Click on the Assignment File Name to get more information, then click View Assignment.





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7. Once you click “View Assignment” you will be able to see all the materials you need to complete your work, and you will be able to “Hand In” your work.

8. Sometimes your teacher will have given you an editable document to complete. You find this to the right of the Assignment Instructions.

Once you open the document (Google Docs, Google Slides, etc) you can complete your work on that document. It will then be saved in to your Google Drive.

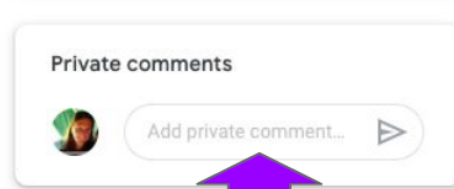
9. Sometimes you will be asked to create a document and upload it for your teacher to see. To do this, you click “Add or Create”. You can then create a new Google Docs, Google Slides, etc. The documents you create will be stored in your Google Drive. You can also “Add” a saved document from your Google Drive to “Hand In” to your teacher. This is also where you would “Add” a photograph of your work for your teacher to see (“Add File”).



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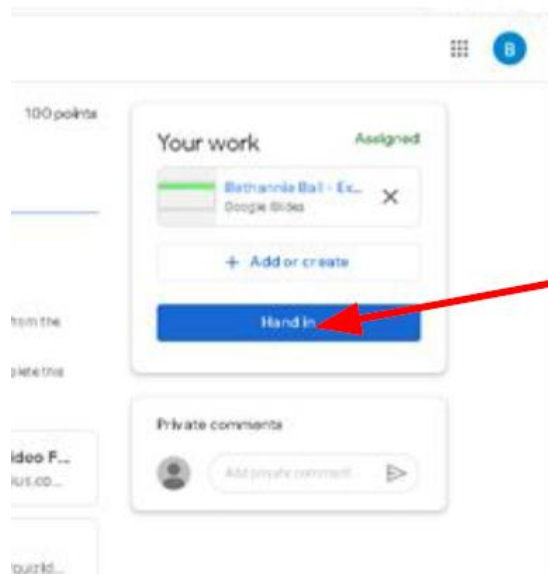


10. If you have a question about your Assignment, you can post a Private Comment to your teacher. Your teacher will also use the Private Comments box to give you feedback on your work.



Post a question only your teacher will see.

11. Once you have completed your work, you should “Hand In”, so that it can be checked by your teacher.



When you have finished your work, click the “Hand In” button. Make sure you have added any files, or Google Drive documents, before you click “Hand In”.

12. When you have finished using Google Classroom, remember to “Sign Out” of Classroom and “Sign Out” of GLOW.