

Dear Parent and Carers,

STEPS ON HOW TO ACCESS GOOGLE CLASSROOM.

You will need:-

Your child's school username login and password.

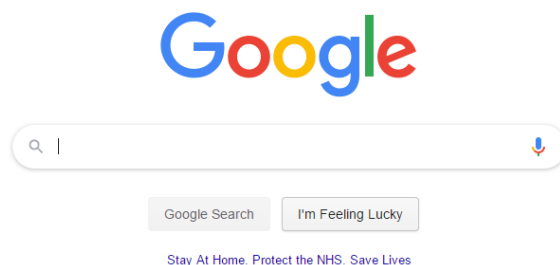
For example:- Username anewme2.314

Password rabbit2

Part one: Set up

- 1.) Open Google Chrome. To sign into Google Classroom, you will need to use Google's official browser.
- 2.) Click the + It's next to your open tabs at the top of Chrome. This will allow you to access the Google Chrome sign-in menu. Do this by clicking the "New Tab" button to the immediate right of your current tab.
- 3.) Click **Sign in** Use the username/email address associated with your school account (e.g., "myname.314@myschool.school"). anewme2.314@maldenparochial.school

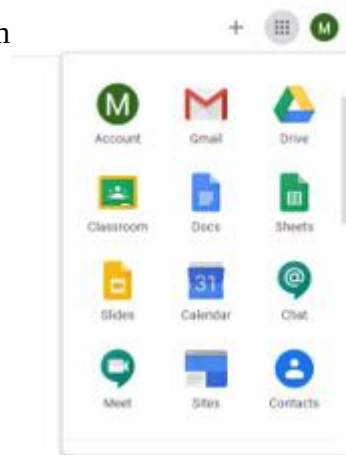
Gmail Images  **Sign in**



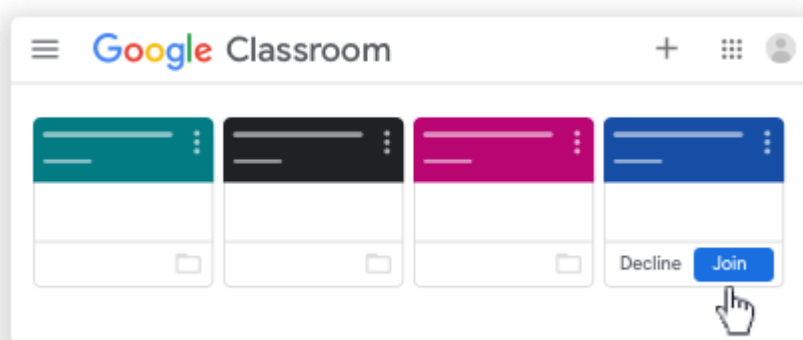
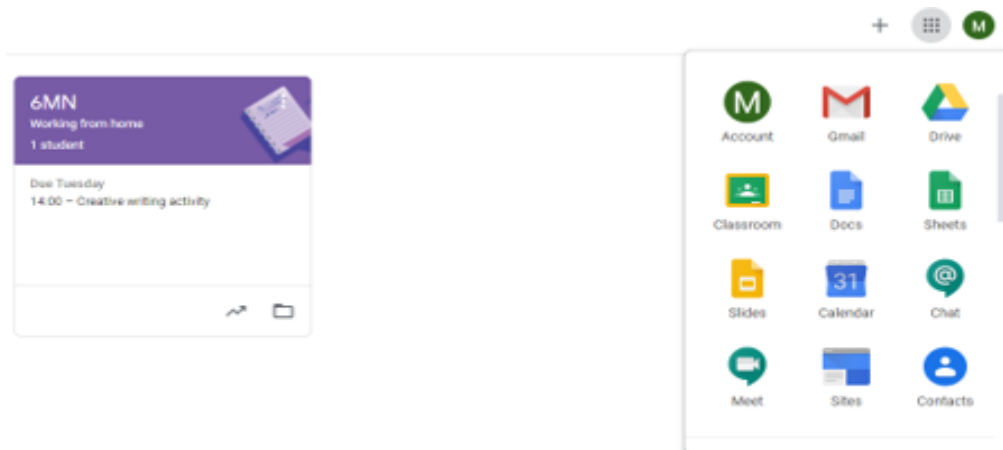
- 4.)
 - Students will be redirected to the class page with the option to join a new class by clicking the "+" icon at the top of the screen.
 - If it's your first time using Google Classroom, select your Google account when prompted, click the blue **CONTINUE** button, and then follow the on-screen instructions to proceed.

Part Two: Joining the classroom

1.) Click on the nine dots and select classroom

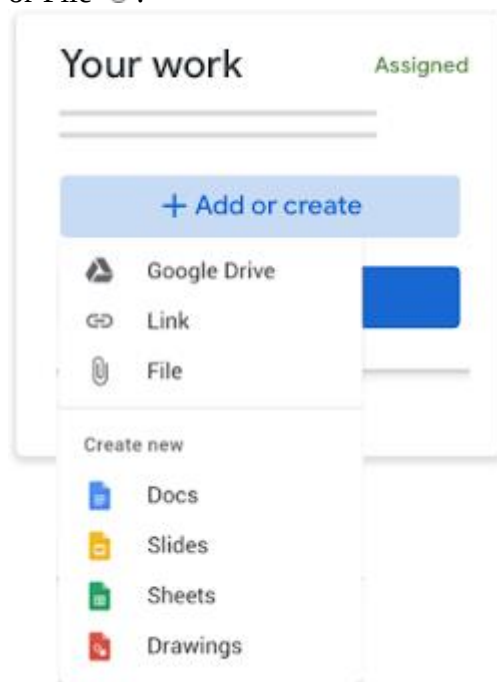


2.) Your classroom will appear for your class. Click Join.



Part Three: Completing assignments

- 1.) Click on classwork tab at the top of the page.
- 2.) Then click the assignment you wish to complete. Some will have due dates.
- 3.) 'Stream' tab, which shows announcements / new assignments
- 4.) Edit the activity and Google docs / slides automatically saves the work so there is no 'save' button and then click on the Turnin tab to send it back to your teacher.
- 5.) Click the class > Classwork > the assignment
- 6.) To attach an item:
 - a. Under Your work, click Add or create > select Google Drive , Link , or File .

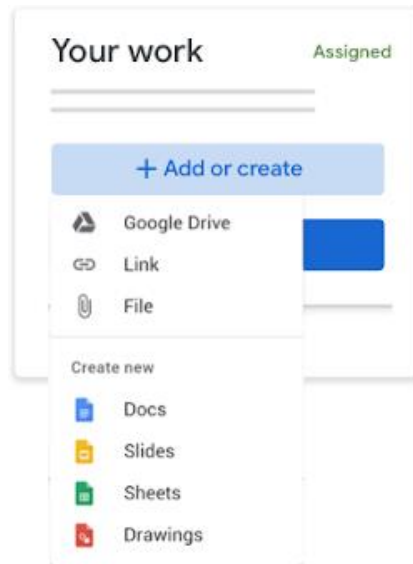


- b. Select the attachment or enter the URL for a link and click Add.
Note: You can't attach a file you don't own.
- 7.) To attach a new doc:
 - a. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .

A new file attaches to your work and opens.

8.)

a.



b. Click the file and enter your information.

Note: You can attach or create more than one file.

9.) (Optional) To remove an attachment, next to the attachment's name, click Remove.

10.) (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post.

11.) Click Turn In and confirm.

The status of the assignment changes to Turned In.

Once it is marked we can return it to you with grades or comments.

