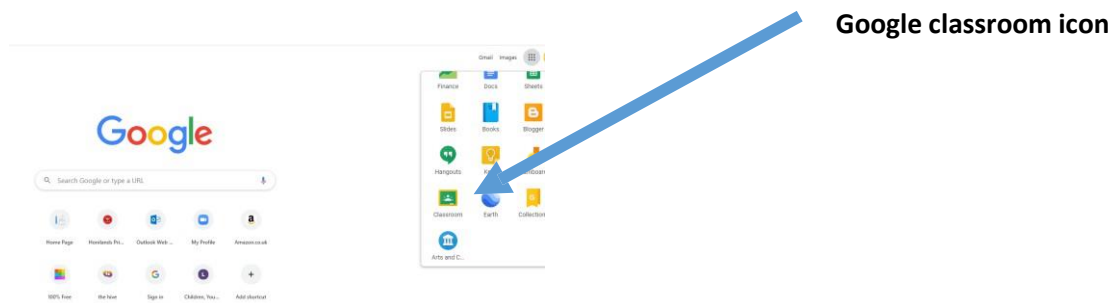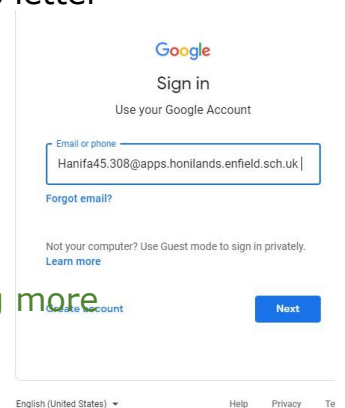# **Google Classroom** How to log on

1. Open Google Chrome and go to classroom.google.com and sign in.

Or use the go to google.com and select google classrooms from the Google Apps button
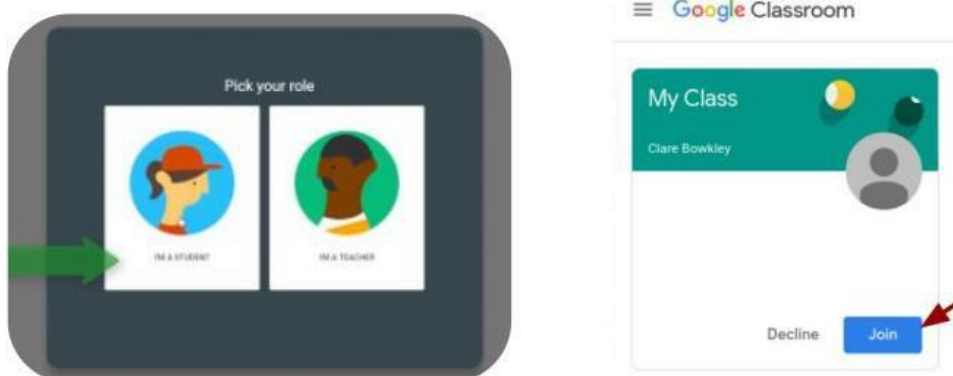
Google classroom icon

2. Sign in using your username and password – attached to this letter e.g Hanifa45.308.

The second part is @apps.honilands.enfield.sch.uk
So Hanifa's would be:
Hanifa45.308@gapps.stjohnandjames.enfield.sch.uk

The password is also attached but can be changed to something more memorable.

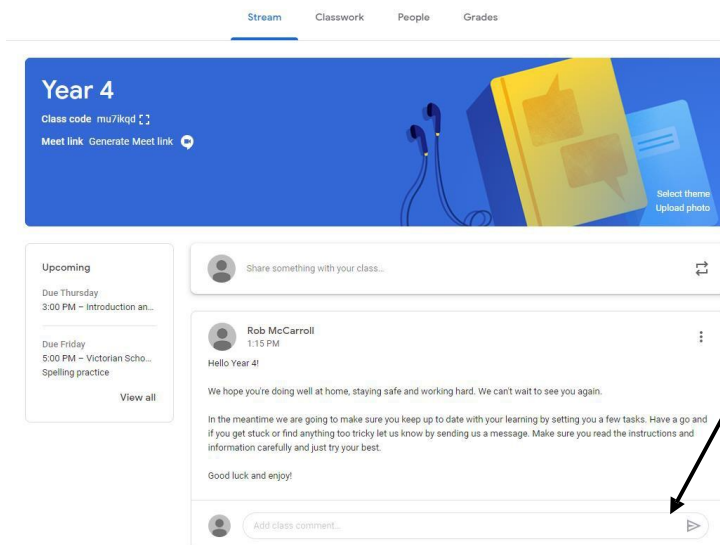3. Join a class by clicking on the student icon and then join your class

4. View the work you have been set using the 'classwork' tab.

Click the tab

5. When you have clicked on classwork, your 'assignments' will be listed below. Click on the assignment or learning materials you wish to look at.
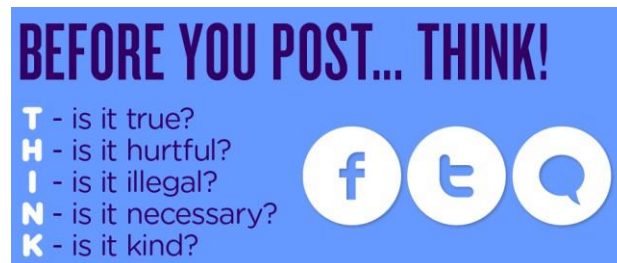

Stream

On the 'Stream' page of your Google Classroom you can communicate with your teacher.
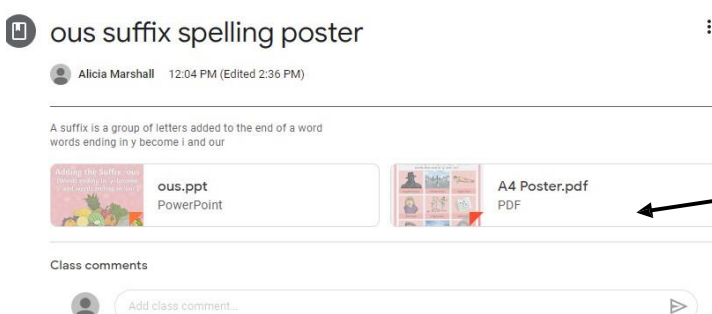
You can type out questions and discuss your learning.

Everyone in the class will be able to see this.

Please type in full sentences NOT text speak.

Completing Assignments

When you click on your classroom and select the classwork tab, you will see what assignments you have been set.

Once you have clicked on your assignment, you might see google Slides, Docs or Forms listed below.

Your teacher will write the instructions you need and what the different documents are for.

You may be assigned class tasks, which all class members can access and collaborate on, or independent tasks just for you to complete.

Submitting Assignments

Once you have clicked classwork and your assignment, there are different options you can choose to complete it.

You can do this online by selecting the document created by your teacher or you can complete the work in an exercise book or on paper.

If you do complete your work online, your teacher will be able to view this and monitor your progress. You will also be able to ask them questions and discuss the work on Google Classroom. If you have completed the work in your exercise book/notepad, you can mark the work as done online and leave a comment to tell your teacher.

Quizzes and Forms will need to be completed online.

You can use the 'Your work' tab or find 'turn in' at the top of your document.

If you want to make changes you can also 'Unsubmit' your work and 'resubmit' on the 'Your work' tab.
You must resubmit for your teacher to see the changes you have made.

When you have finished your work and you are ready to share it with your teacher, you will need to turn it in. Select 'Turn in' and confirm - your teacher can now see it. This can only be done if it is an individual task so do not worry if you cannot see it.