

How to use Google classroom.

Attached is a guide which should hopefully help you to access and submit your work using Google classrooms.

Accessing Google classroom

If you are using either a tablet or phone, you will need to download 4 apps to get started. These are:

1. Google classroom



2. Google docs



3. Google slides



4. Google drive



You will then be able to access the learning using the google classroom app. It will ask you to log in using your user name and password which the school provided.

Please note it can be hard to distinguish between zeros and the letter O and lower case l and upper case I. Please try both variations or alternatively copy and paste directly from the text message.

Completing your work

There are 2 ways to complete your work. I will talk you through both of these.

1 – Creating a PDF

This way allows you to both type and draw. It will save your final document as a PDF.

Step 1:

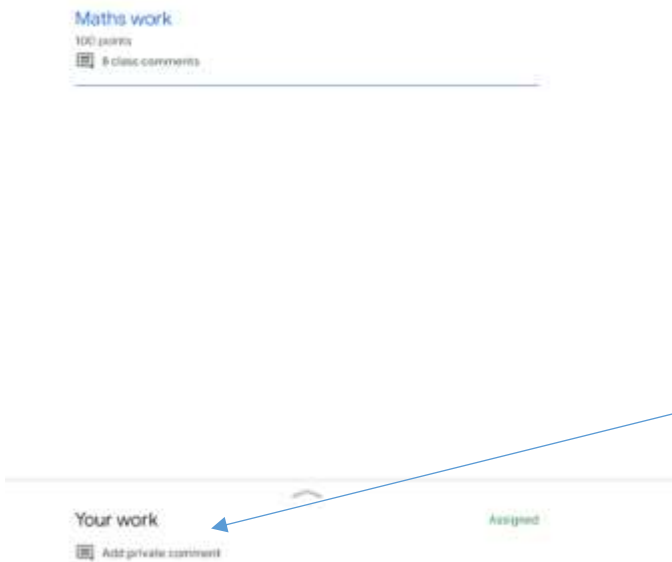
Click on the piece of work you want to do.



I am starting with maths

Step 2:

Click on 'Your work' at the bottom of the screen.



Step 3:

Click on the correct piece of work you will be doing. You should see your name and the piece of work title. **Be careful you to not click on the x as this will delete the document.**

Your work

Assigned

- George - Maths Day 2 X
- George - Maths Day 1 X
- George - Maths Day 4 X
- George - Maths Day 3 X
- George - Maths Day 5 X

+ Add attachment

Hand in

Step 4:

Click on the pen in the top right hand corner.

George - Maths Day 2



1. True or false?

- a In the number 490,821, the 9 has the value of nine hundred. _____
- b In the number 65,359, the 6 is worth six hundred thousand. _____
- c In the number 34,890, the 8 has a higher value than the 9. _____

2. In which place is the zero in the following numbers?

- a 12,078 _____
- b 45,730 _____
- c 709,231 _____

Step 5:

Edit your work using the options.

1. True or false?
- a In the number 490,821, the 9 has the value of nine hundred. _____
 - b In the number 65,359, the 6 is worth six hundred thousand. _____
 - c In the number 34,890, the 8 has a higher value than the 9. _____
2. In which place is the zero in the following numbers?
- a 12,078 _____
 - b 45,730 _____
 - c 709,231 _____
3. In the number 756,812, which digit:
- a is in the one thousand's place?
 - b is in the ten's place?
 - c is the value of one thousand's column?

The pen allows you to write.

The letter A will allow you to type



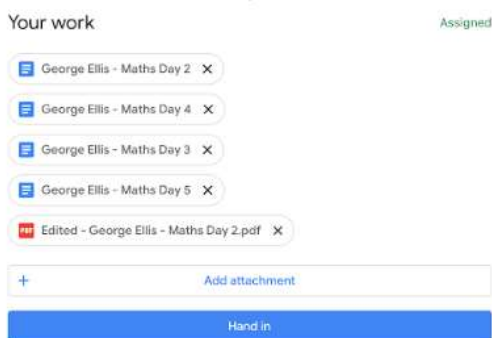
Step 6:

Saving and handing in your work



Click save to show changes

You will then see your work saved as an edited document.



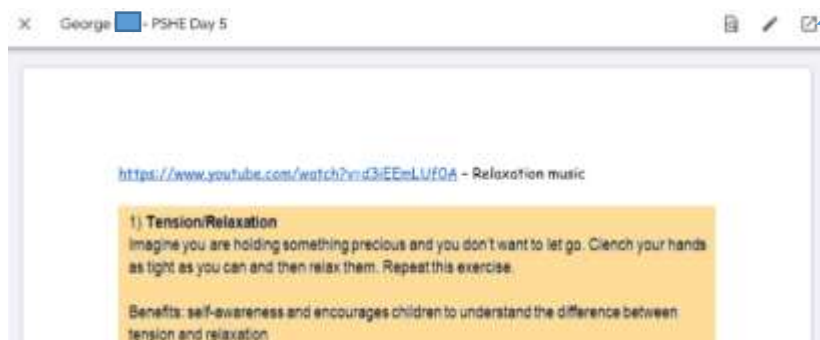
Once you have completed all the documents you can click 'Hand in' and it will submit it to your teacher.

2 – Using google docs

This way will allow you to type onto the document and is easier to receive feedback and update.

Step 1:

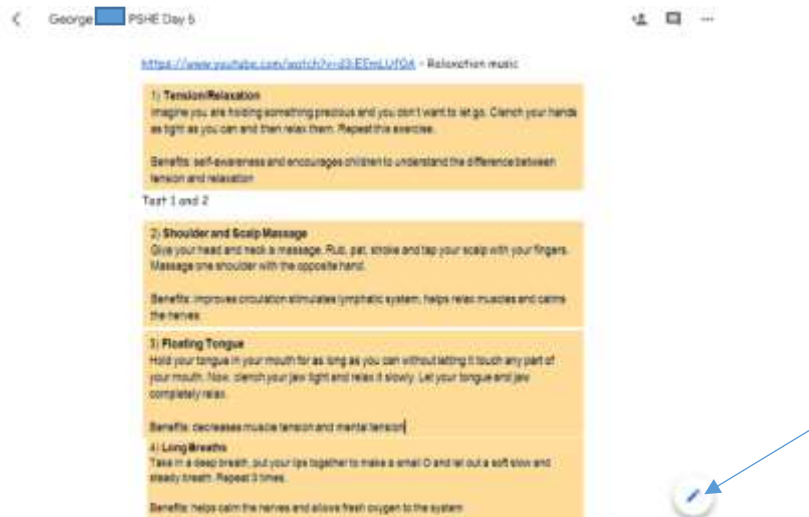
Load up the work as before. This type



Click on the arrow in the box. This will open it in google docs.

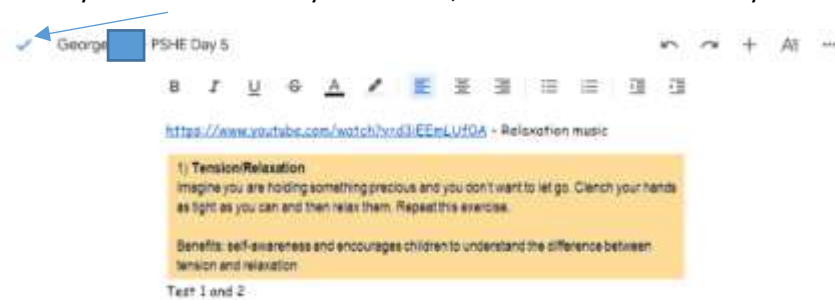
Step 2:

Now click on the pencil to allow you to edit.



Step 3:

When you have added all you need to, click on the tick to save your changes.



Step 4:

Click on the arrow to get back to google classroom.



Step 5:

This will take you back to the 'Your work' tab.

The changes you have made have been saved and when all work is completed you will be able to hand it in.

Your work

Assigned

- George Ellis - PSHE Day 1 X
- George Ellis - PSHE Day 2 X
- George Ellis - PSHE Day 5 X
- George Ellis - PSHE Day 4 X
- George Ellis - PSHE Day 3 X

+ Add attachment

Hand in



We do hope this document will be of help. We completely understand the frustration of using something new and it not working as we hope it would.

If you have any further questions or concern, please do not hesitate to either private message your teacher or contact the school.