

# GOOGLE CLASSROOM

## PUPIL GUIDE



Google Classroom

# Accessing at home

If accessing Google Classroom from home, visit:

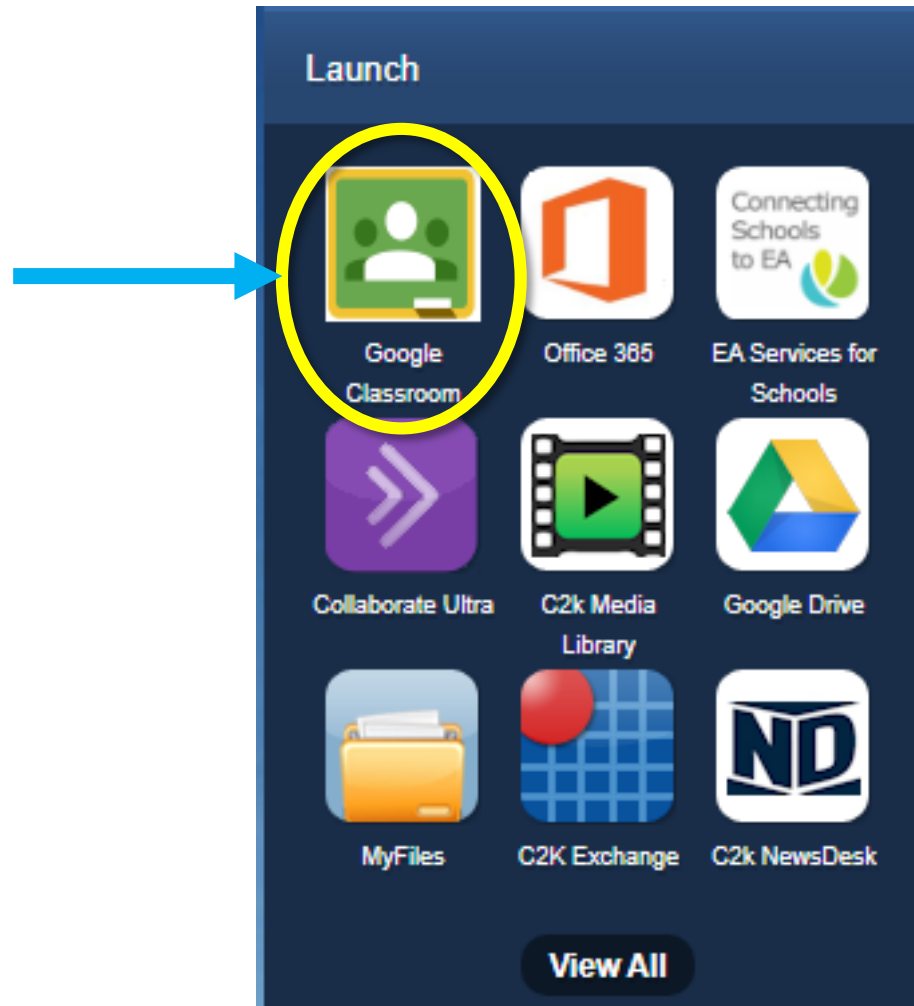
**[www.c2kschools.net](http://www.c2kschools.net)**

Log in using your **C2K username** and **password**.

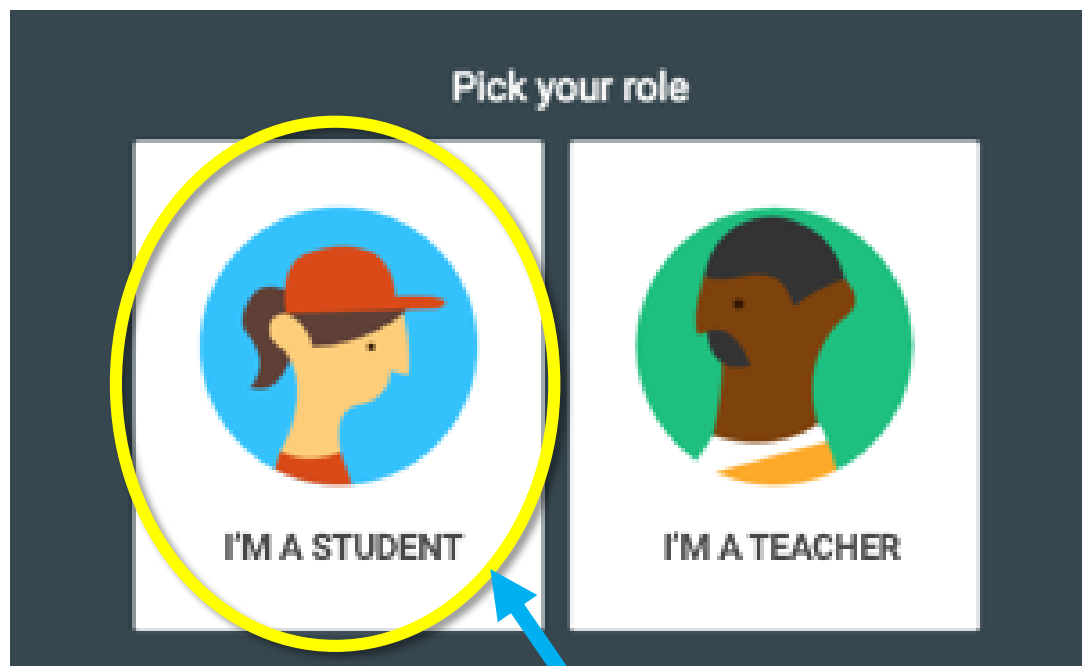


# Locating Google Classroom

On MySchool,  
click on **Google  
Classroom** on  
the 'Launch'  
panel



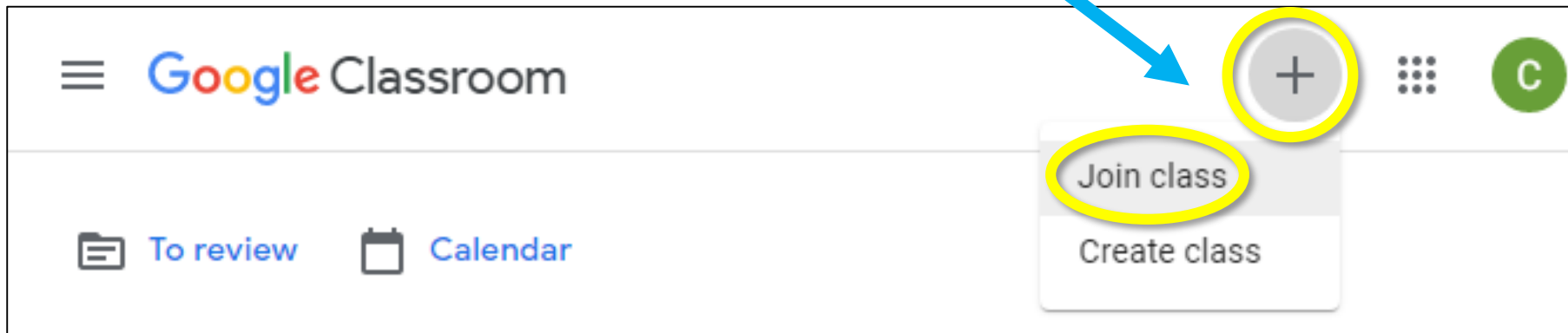
# Pick your role (Year 8 only)



When using Google Classroom for the first time you will be asked to pick your role – click **'I'm a student'**

# Joining a class (part 1)

Click on the + icon at the top right  
and choose **Join Class**.

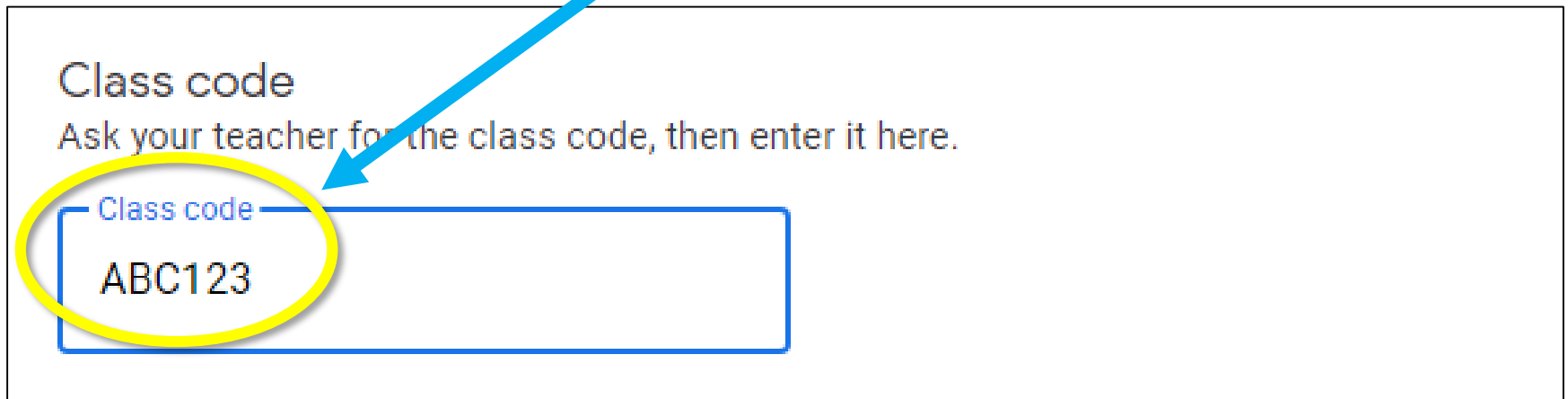
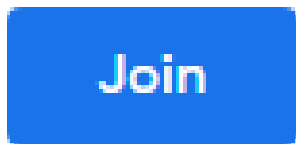


# Joining a class (part 2)

Enter the '**class code**' here as advised by your teacher. Each class

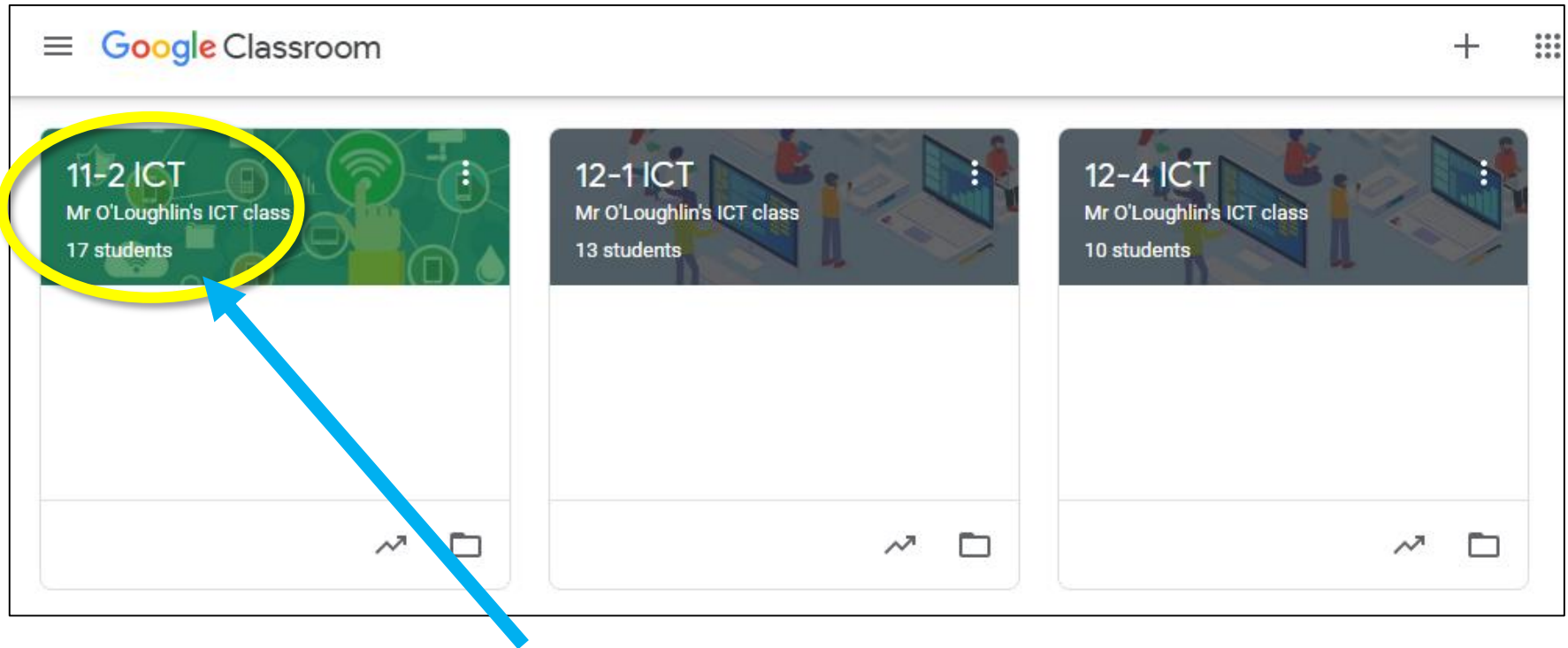
Class code  
Ask your teacher for the class code, then enter it here.

Class code  
ABC123

A screenshot of a Google Classroom interface. It shows a text input field with the label 'Class code' and the placeholder text 'Ask your teacher for the class code, then enter it here.' The input field contains the text 'ABC123'. A yellow oval highlights the input field, and a blue arrow points from the text 'Enter the class code' to the input field.

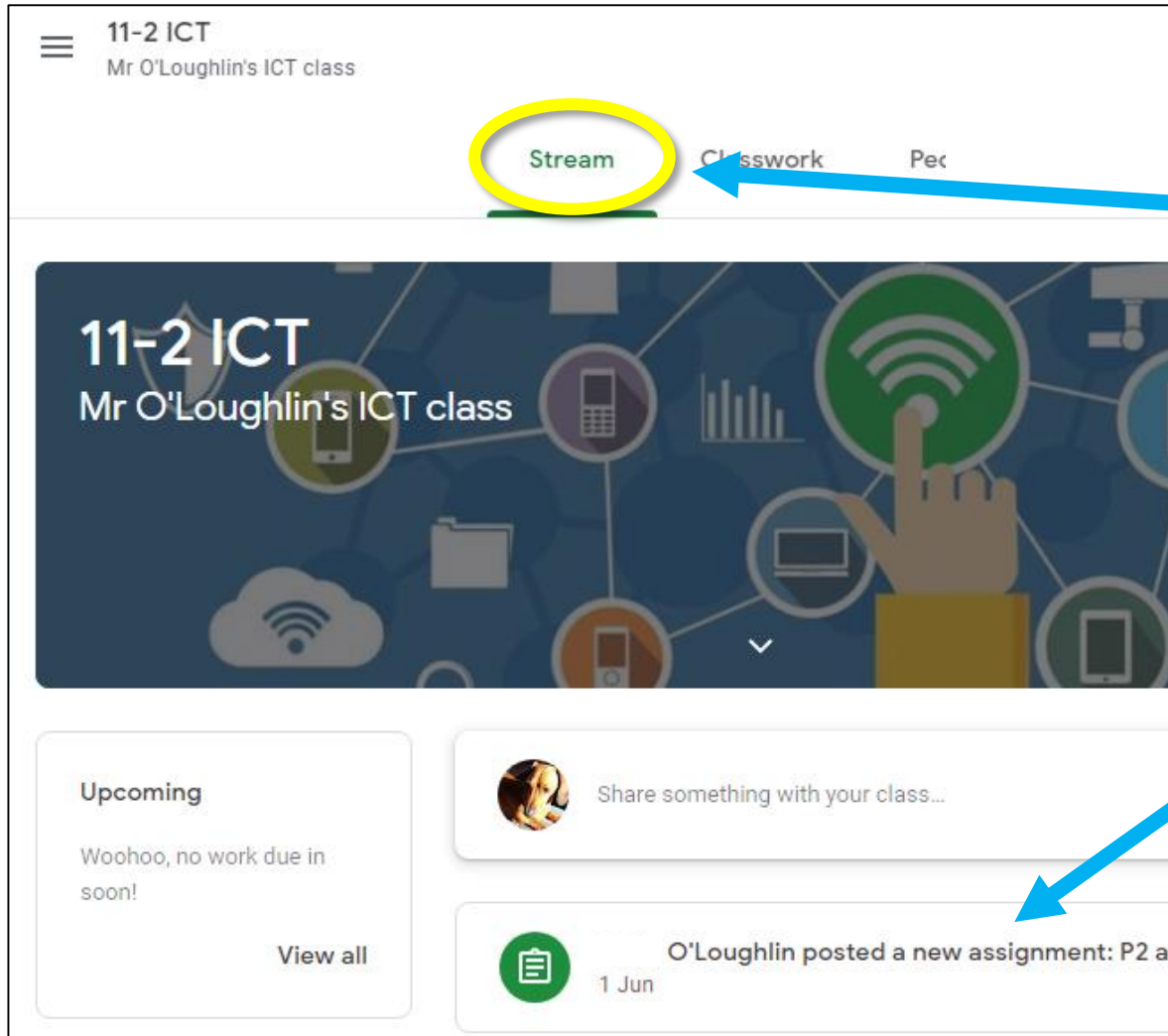
Then click the **Join** button.

# The Corridor



All the classes you have joined appear in the '**corridor**' on Google Classroom. Each class will have a name to make it clear for you to know what subject it is.

# The Stream (part 1)



When you first enter a class you will automatically be on the **Stream** tab.

The Stream is a **noticeboard**, which gives an overview of the latest posts that have been made in this class. When your teacher posts something new, it will appear here.

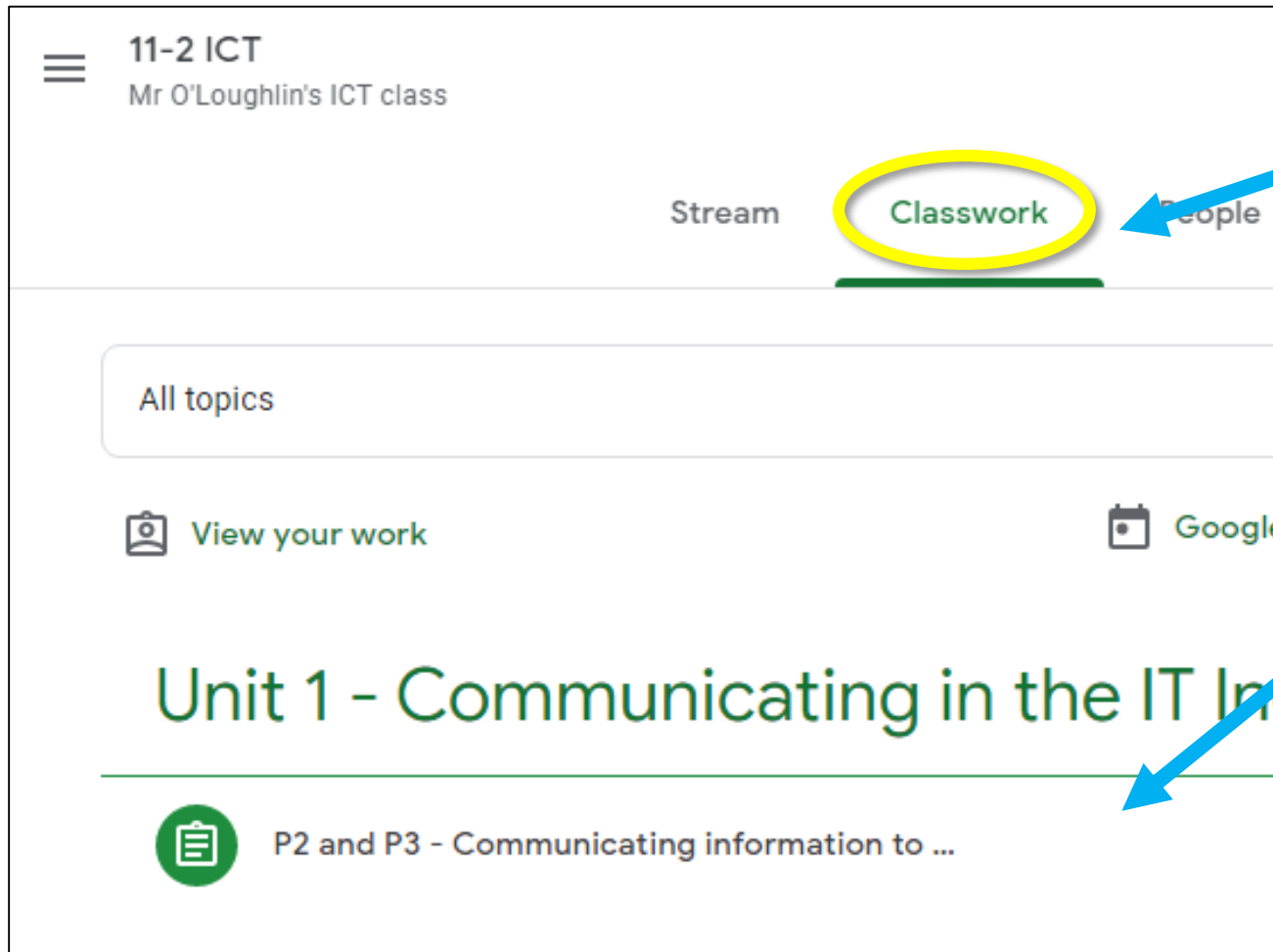


# The Stream (part 2)

A screenshot of a Google Classroom assignment post. At the top, there is a clipboard icon, the title 'Submission 1 - Web Design Introduction', and a three-dot menu icon. Below the title, it says 'O'Loughlin • 16 Mar' and 'Due 19 Mar'. A horizontal line separates the header from the main content area. The main content area has the text 'Upload your document as a PDF.' followed by another horizontal line. Below this is the 'Class comments' section, which includes a circular profile picture of a person and a text input field with the placeholder 'Add class comment...'. To the right of the input field is a right-pointing arrow icon.

When you click on a post on the Stream, you will then be able to **view the information** within the post. **Information will vary depending** on the type of post your teacher has made. In the example above this is an 'Assignment' post. This means the teacher wants you to submit work to them using Google Classroom.

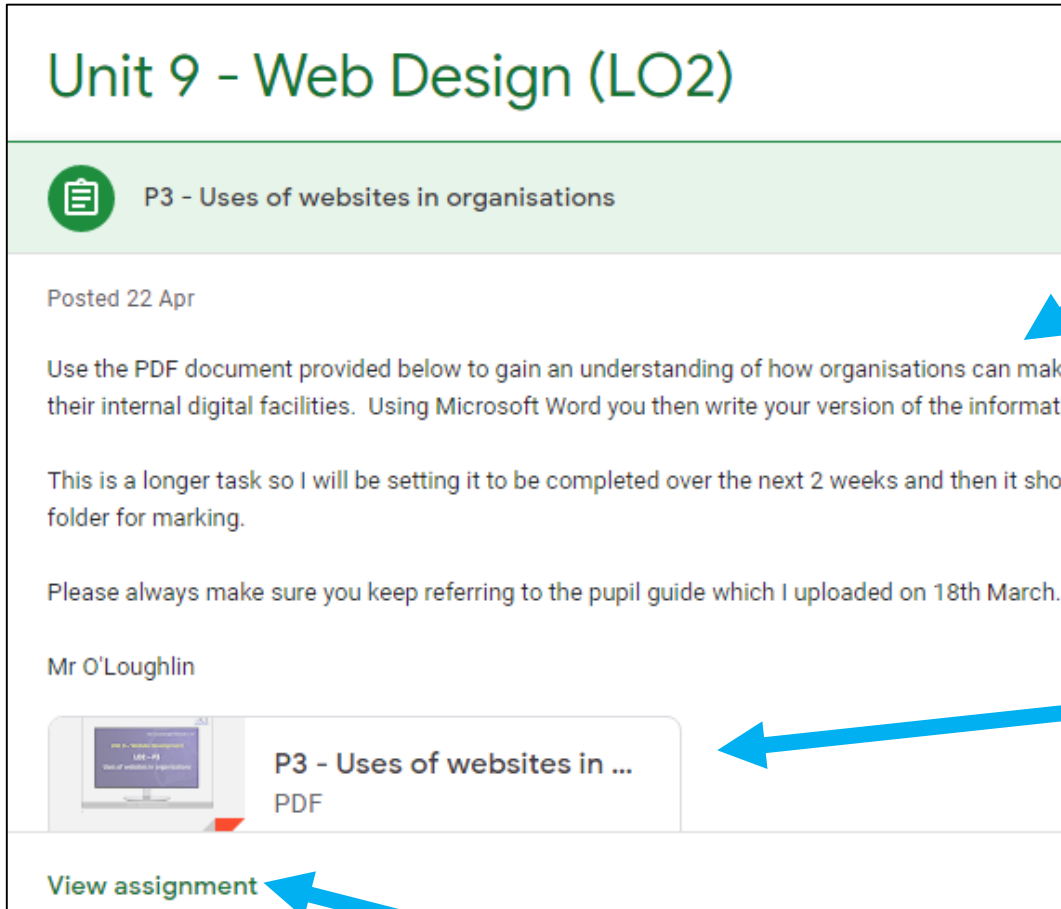
# Classwork (part 1)




Click on the **Classwork** hyperlink to open this tab.

Classwork is where all **resources, assignments and quizzes** are listed.

# Classwork (part 2)



Unit 9 - Web Design (LO2)

 P3 - Uses of websites in organisations


Posted 22 Apr

Use the PDF document provided below to gain an understanding of how organisations can make their internal digital facilities. Using Microsoft Word you then write your version of the information.

This is a longer task so I will be setting it to be completed over the next 2 weeks and then it should be in a folder for marking.

Please always make sure you keep referring to the pupil guide which I uploaded on 18th March.

Mr O'Loughlin

 P3 - Uses of websites in ... PDF

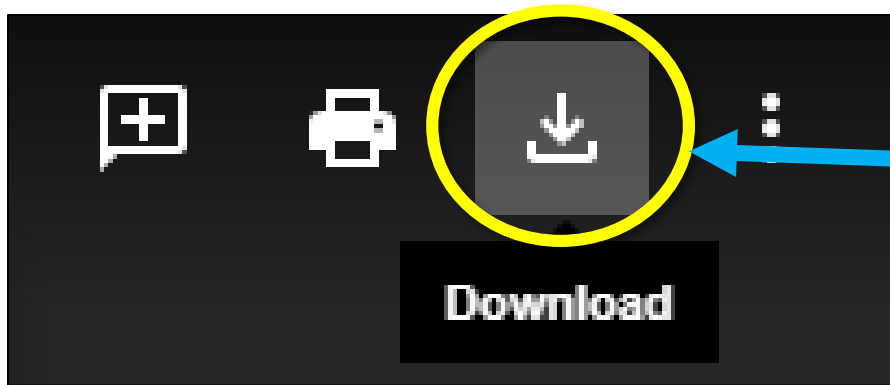
[View assignment](#)

Clicking on any material within the Classwork tab should reveal **instructions** – if your teacher has provided these. This is an example of an assignment.

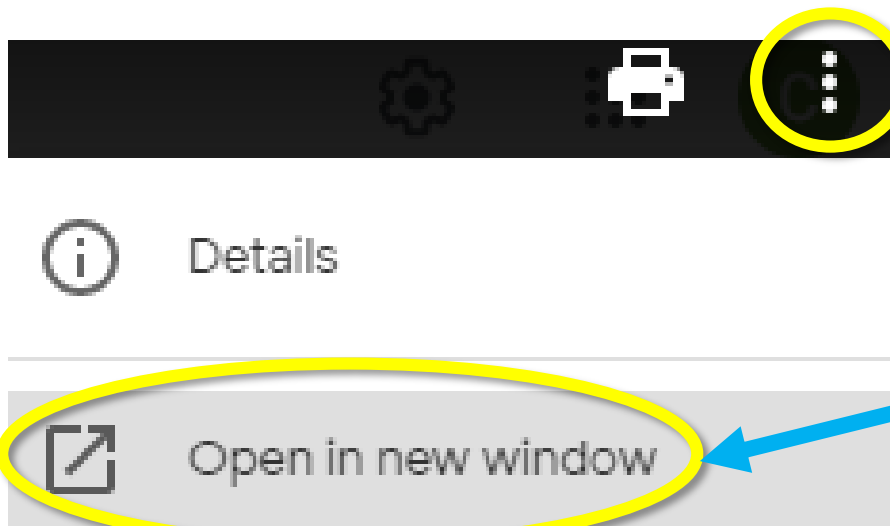
**Resources** to help with an assignment may be attached by your teacher. Click to open.

Click '**View assignment**' to open the set assignment

# Opening a resource

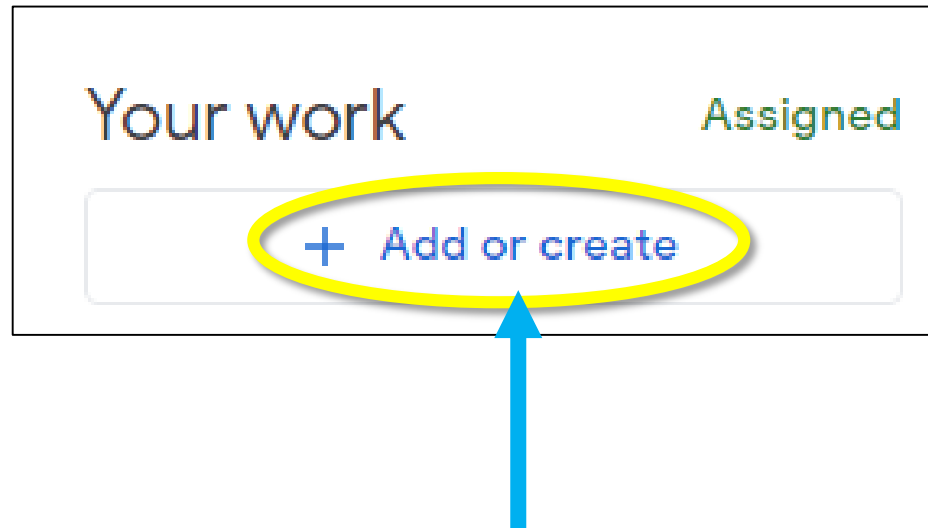


Once you have opened a resource you can open it in Google Docs/Google Slides, or you can download it.



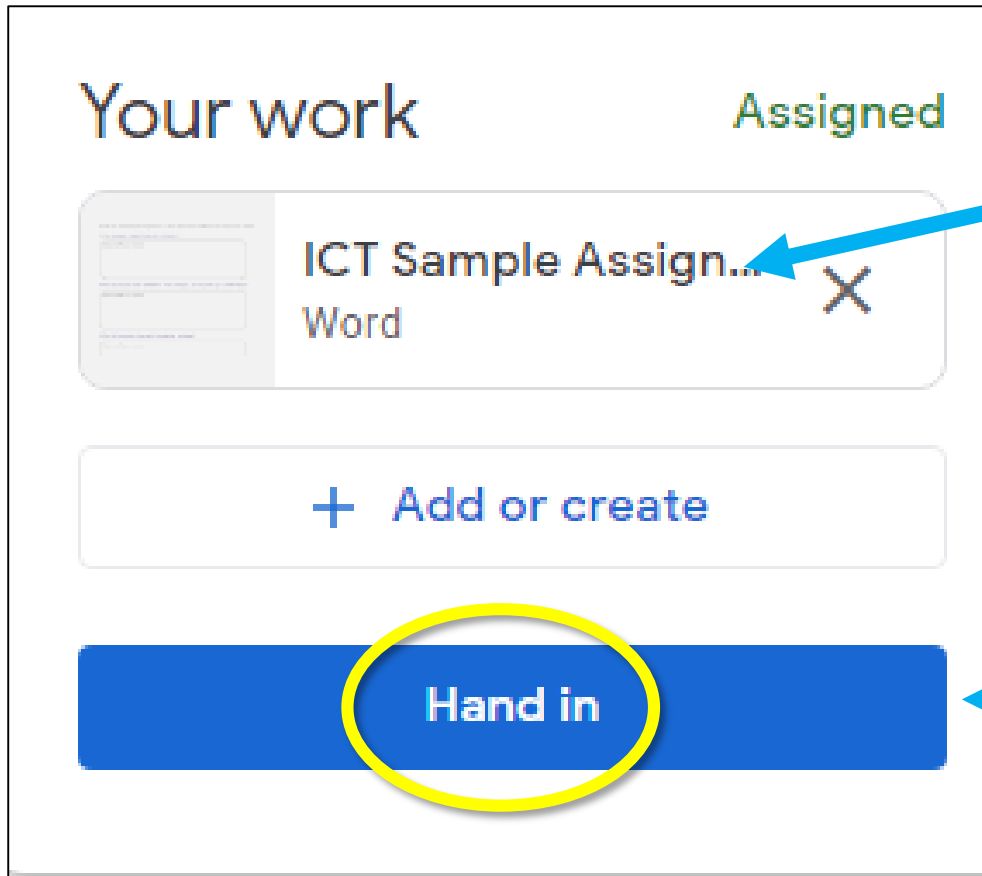
**Note:** you may need to click on the 3 dots on the top-right and choose 'Open in new window' if you don't see the download icon initially.

# Uploading an assignment (part 1)



Reopen the assignment on Google Classroom and click on '**Add or create**'

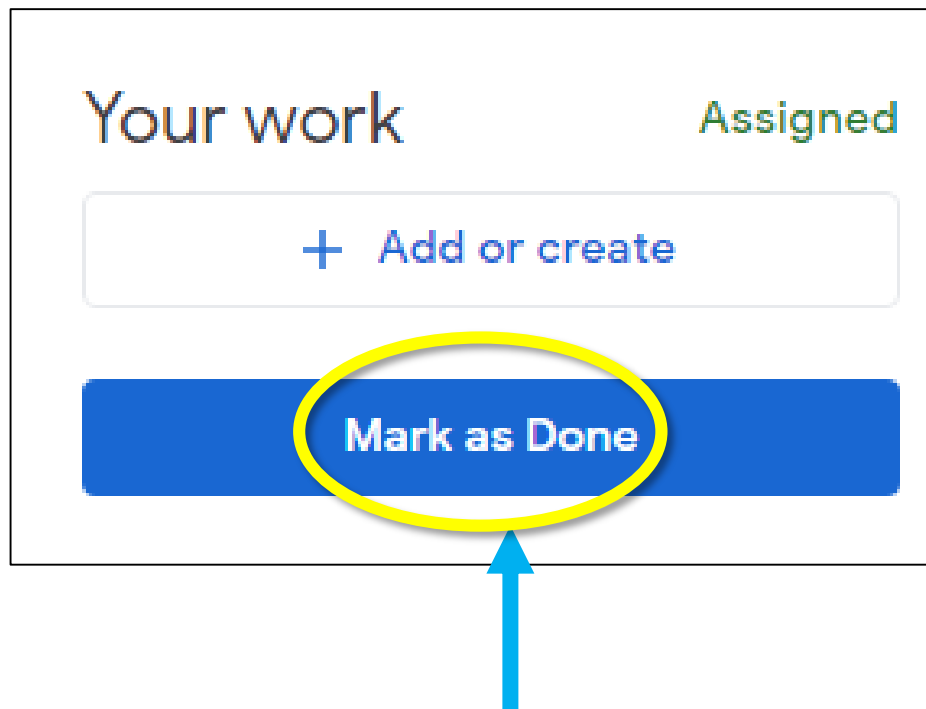
# Uploading an assignment (part 2)



You'll see the file once it's been **uploaded successfully.**

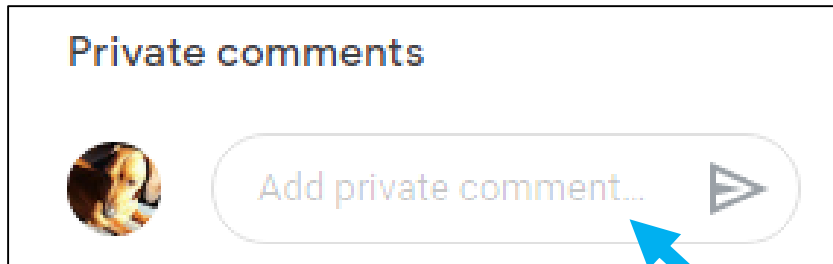
You **MUST** click the 'Hand in' button to submit your work to your teacher.

# Marking work as 'done'



The '**Mark as Done**' button can be used to make your teacher aware that you have **completed** a set assignment or quiz.

# Communicating with your teacher



If your teacher has set an assignment and you **require help**, then you can use the **Private Comments**. Anything entered here will be sent to your teacher confidentially.



# Class comments

A screenshot of a Google Classroom interface showing a text input field for adding a class comment. The field is light gray with rounded corners and contains the placeholder text 'Add class comment...'. To the right of the field is a gray button with a right-pointing arrow. A blue arrow points from the text below towards the input field.

**BE CAREFUL!!!**

Anything posted in a '**Class Comment**' will be visible by all students in the class including your teacher!!