

How to log into Google Classroom



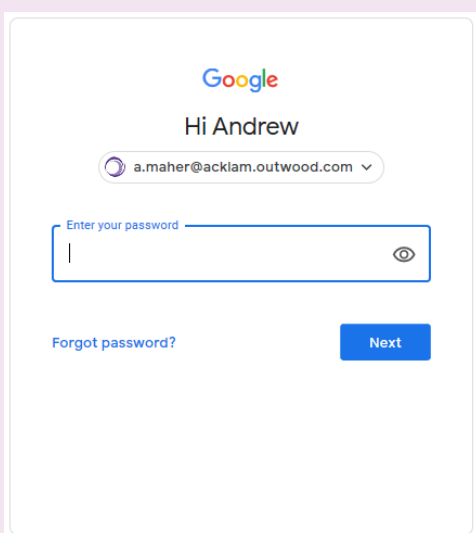
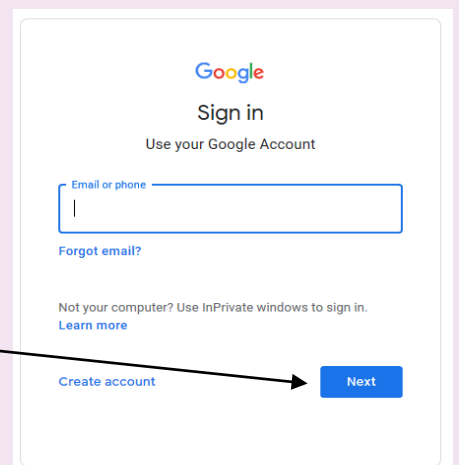
Google Classroom is a way for teachers at Outwood Academy Bishopsgarth to share work, feedback and praise with students whilst home learning.

1 – You will have been provided with a username (“s” number) and password whilst at school.

2 – Open google and click here.



3 – The following page will ask you for your email. Here you your “s” number followed by @student.outwood.com e.g. s12345@student.outwood.com. Then click Next.

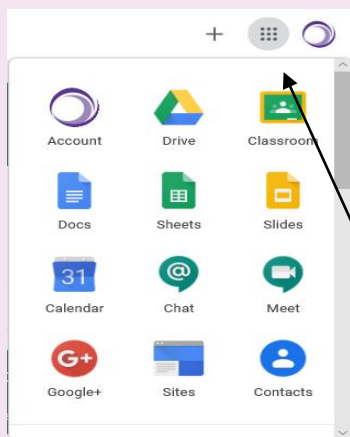


4 – Enter the password provided by the Academy or insert the password you have chosen. If this is the first time logging on you maybe required to complete a CAPTCHA text. Simply copy the words you see and click next. You may need to create a new password on first log in.

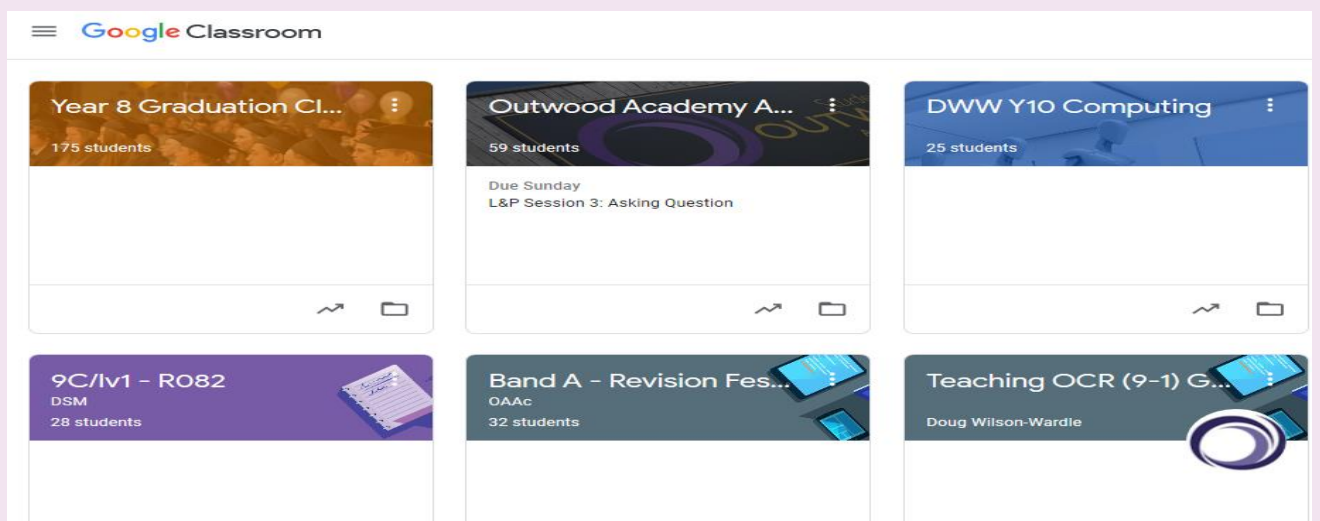
5 – This should now allow you to access Google Classroom. Here you will find all of your classes, assignments, feedback and praise. If you have any issues logging into Classroom email google@bishopsgarth.outwood.com. If you have issues with your work contact your teacher.

How to use and navigate Google Classroom

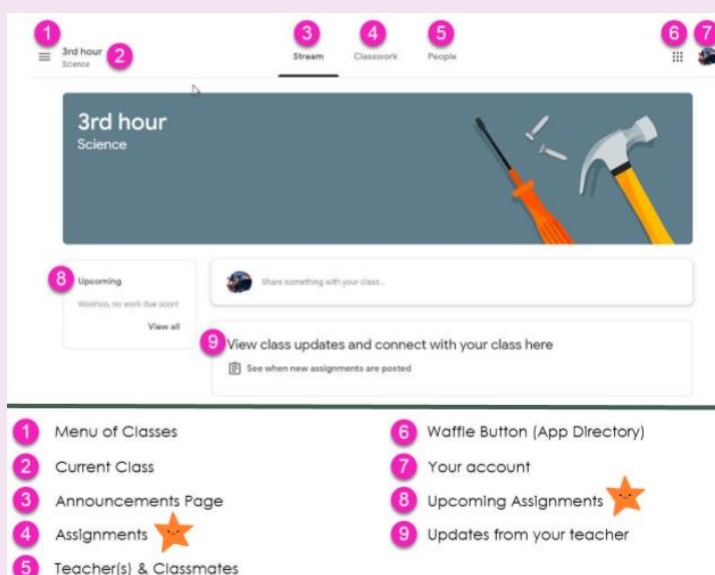
When you have logged in to Google Classroom you will have access to all of your classes, drive and Gmail account. This is an excellent way of staying in touch with your teachers whilst home learning.



1 – When you log in it is good to know what products are available to use in the Google Suite. Click around in these and discover new things. To open up these options click on the “waffle” (9 dots) in the top right hand side of the screen.



2 – In Google Classroom you will see all of the classes you have been invited to. If this is your first time click accept on the invitation. If you have been given a class code to join a class click the + sign in the top right and enter the code. Once you have a joined a class simply click on the classroom you wish to open.



3 – The page that opens (stream) will contain information all about that class. These have been labelled in the image. Parents will have high interest in the starred labels.

How to use and navigate Google Classroom

If you click on the classwork tab at the top of the page this will open a window where you can find all of your work, assignments and quizzes. This has been labelled in the image below.



1 Classwork Tab
2 See your Grades
3 See Due Dates
4 View your files
5 Topics available
6 Topic Headings
7 Assignment Title
8 Assignment Due Date
9 Assignment Status
10 Attached files/links
11 Click to view assignment

1 – Your teacher will have set work so that you can edit and submit this for marking. Simply click on the work to open. Some assignments may have extra reading or links to external resources to help you. So make sure you read any instructions from your teacher first.

2 – When you have completed work simply click the hand in button in the top right hand corner and your teacher will be notified that you have completed this. Your teacher will mark your work and give feedback which you can respond to.

Google Classroom can be used on desktops, Android, iPhone and tablets. If you have any issues remember to email us at google@acklam.outwood.com or watch this online tutorial by clicking [here](#)