Google Classroom Guide: How to join your Google Classroom

1. Joining Google Classroom

Before joining a Google Classroom, ensure you are logged into google via (Student email and password- provided to you by the school) and not your personal account to ensure the following steps are successful

STEP 1: Joining a classroom

To join your Google classroom, click on the 'JOIN' link sent to students email. This is a link sent to you by your classroom teacher.

| Sam Vereker-Bindon (Example 1999) invited you to the class <u>Hume Valley</u> . | 9 |
|--|---|
| Sam Vereker-Bindon Hume Valley school Hume Valley | |
| If you accept, your contact information will be shared with the class members and applications that they authorise to use Classroom. <u>Learn more</u> | |
| If you don't want to receive emails from Classroom, you can unsubscribe. | |

STEP 2: Classroom Home Screen

You will then be shown this screen once you have clicked on the join button from your email:

| = | Hume Valley school Hume Valley | Stream | Classwork | People | *** | E |
|---|------------------------------------|--|-------------|--------------------------|-----|---|
| | Hume Valley sch Hume Valley | nool | ~ | | | |
| | Upcoming Woohoo, no work due in | Share something with | your class | | | |
| | view all | ew class update: See when new assignr | s and conne | ect with your class here | | |

STEP 3: Accessing student work

Click on the 'Classwork' tab at the top of your screen. The double click on the document e.g. Test document

| | Hume Valley school | Stream Classwork People | *** | E | |
|---------------|--------------------|---|-----|---|--|
| | | 🖹 View your work 💼 Google Calendar 🛅 Class Drive folder | | | |
| Devible aliak | | E Literacy document No due date | | | |
| document to | access | Posted 14:58 Assigned | | | |
| student work | | Test document.docx Word | | | |
| | | View assignment | | | |
| | | | | | |

STEP 4: Accessing student work

On the top right hand side of your screen click on the 'three dots' and click open in new window.



STEP 4: Downloading student work

4.1 Click on the download symbol to download student work.



Download symbol

4.2 After clicking the download button your document will now be found at the bottom left hand side of your screen: Double click on this document to open the file.



Step 5: Open document

Once you have opened the document it should look like the below. Students can now access the work provided by their teacher and work on the document.

| E 5 · C = Test document - Word | • • • • • • • • • • • • • • • • • • • | |
|---|---------------------------------------|----|
| File Home Inset Design Layout References Mailings Review View Add-ins 🖓 Tell me what you want to do | WAGHORN, Elizabeth 🛛 🞗 Share | |
| Partie Collectin (Body) + 11 - A^ A^ Aa+ ◆ Aa+ ◆ E + E + E + E + E + E + E + E + E + E + | Di AaBbCcDi → Bind → ab ac Replace | |
| Clipboard rs Font rs Paragraph rs Styles | 5 Editing | ^ |
| Test | | |
| Page 1 of 1 1 word D2 BB | | 6% |

Step 6: Saving your work

Once you have completed the work tasks you now need to save your file and upload it to Google Classrooms.

6.1 Click on the 'File' button on the top left hand side of your screen.

Save As

This PC

Add a Place

Browse

OneDrive



Step 7. Uploading to Google Classrooms

 ${\bf \epsilon}$

New

Open

Save

Save As

Share

7.1 Once you have saved your work, it is now ready to be uploaded to Google Classrooms. On the top left hand side of you screen please click on the + symbol 'add or create', it will give you a drop box and click on 'File'.

| | ← → C (≞ cl | assroom.google.com/c/MTQxNzA3MTU2OTk5/a/MTQxNzA3MTU3MDQ3/details | | ☆ 🕐 | * 📵 🗄 |
|---|--------------|--|--|----------|-------|
| | Hume Valley | school | | | ••• |
| P | Ē | Literacy document Sam Vereker-Bindon + 14:58 Test document.docx Word Class comments Add class comment | Your work + Add or creat Google Drive c> Link File Create new Docs Sildes Sheets Drawings | Assigned | |
| | 0 | | | | |



7.3 Locating your saved file

Your saved document will be located on your desktop. On the left hand side click on 'Desktop' and your saved file will be found E.g. TEST. Click on this file and upload.

| Open | | | | | | | |
|--|-----------|-------------------|------------------|-------|--|--|--|
| ← → Y ↑ 🔄 > This PC > Desktop > New folder | | | | | | | |
| Organize 🔻 New folder | | | | | | | |
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| OneDrive 🖈 | TEST TEST | 8/07/2020 2:42 PM | Microsoft Word D | 14 KB | | | |
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| 📃 Desktop | | | | | | | |
| Documents | | | | | | | |
| Downloads | | | | | | | |

7.4 Once uploaded your screen will look like this

Click on the 'Hand in' tab which is coloured black. When you click this YAY your work has been uploaded ready for your teacher to mark [©]



STEP 1: Join a Google Meets video link

1.1 To Join a Google Meets link you must go back to your home page, you will see a post from your classroom teacher with a link and a code word to type in. Click on the link highlighted in blue.



1.2 After clicking on the Google Meets link, you will be directed to a page that looks like this. Click on the <u>+ symbol Join or start a meeting</u> and then enter your class code <u>humevalley</u> and click continue.



| Join or start a meeting × | |
|--|-------|
| Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank. | |
| humevalley | start |
| | Nothi |
| Learn how to schedule a meeting Continue | |
| | |

1.3 Once you have entered the correct code and clicked contimue your screen will look like this. Click on the 'Join now' tab on the right hand side of the screen to enter your Classrooms Google meets video.



