

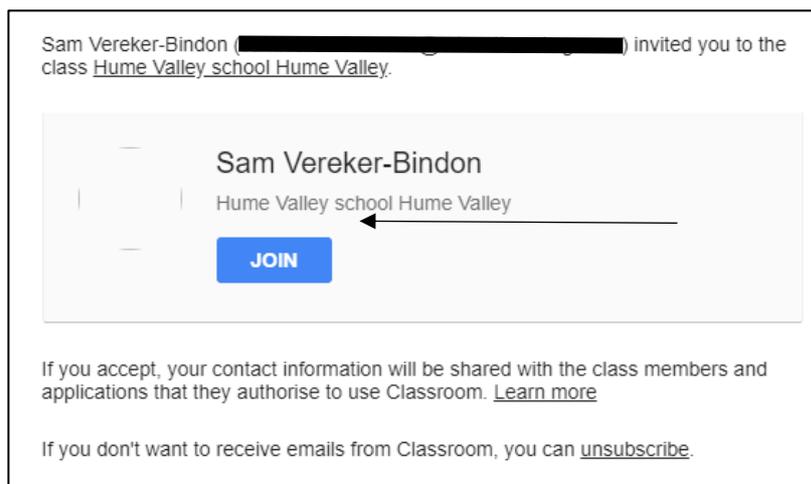
Google Classroom Guide: How to join your Google Classroom

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

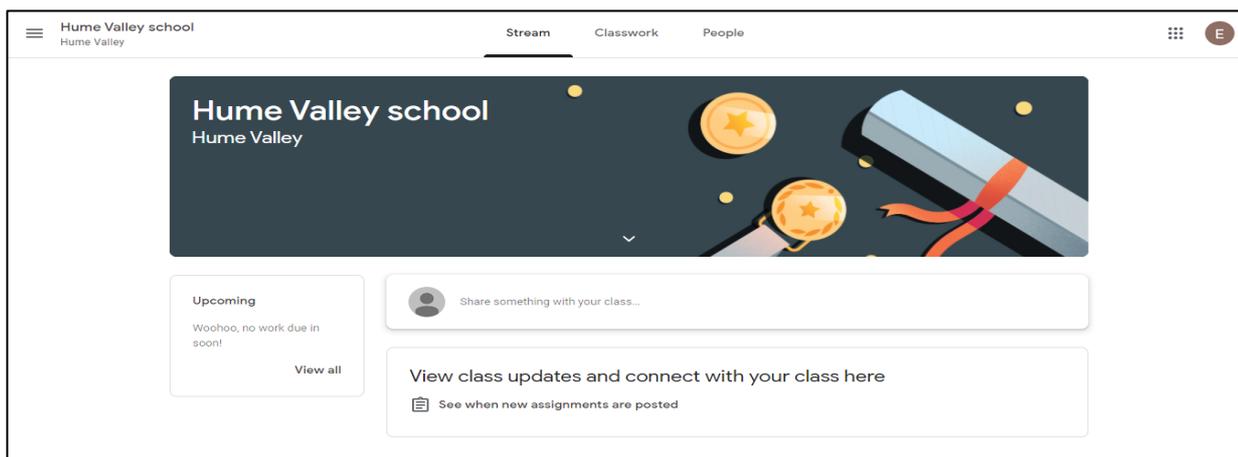
STEP 1: Joining a classroom

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.



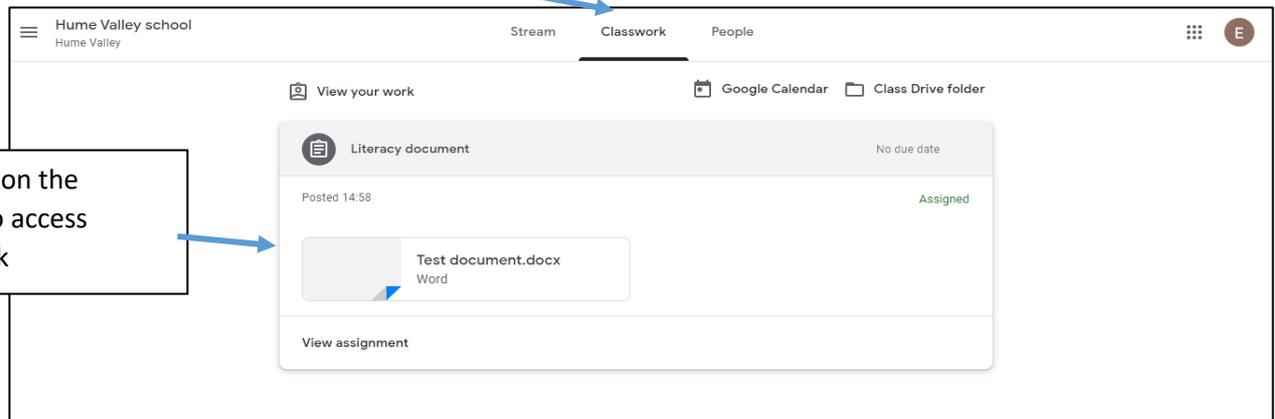
STEP 2: Classroom Home Screen

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



STEP 3: Accessing student work

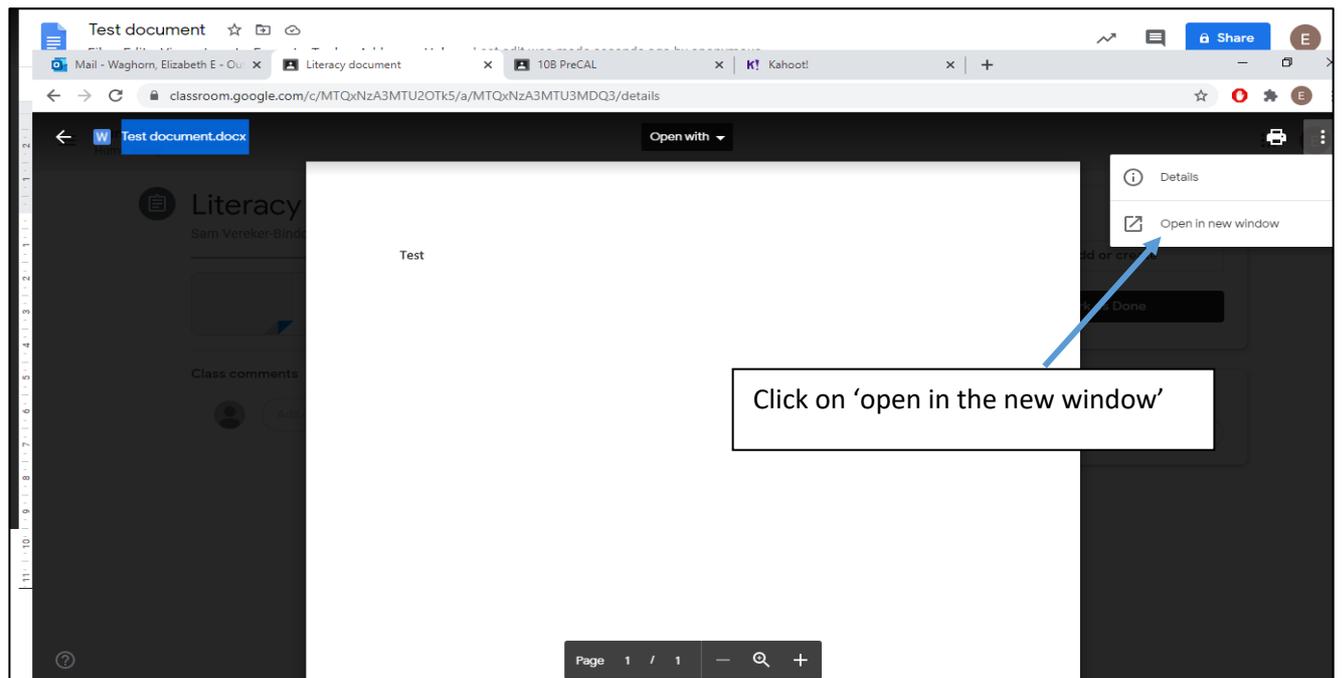
Click on the 'Classwork' tab at the top of your screen. The double click on the document e.g. Test document



Double click on the document to access student work

STEP 4: Accessing student work

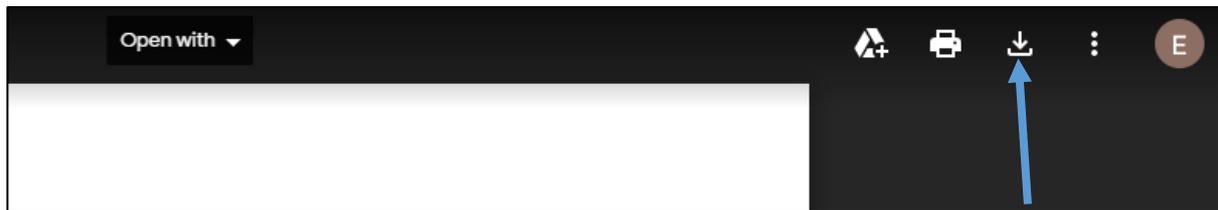
On the top right hand side of your screen click on the 'three dots' and click open in new window.



Click on 'open in the new window'

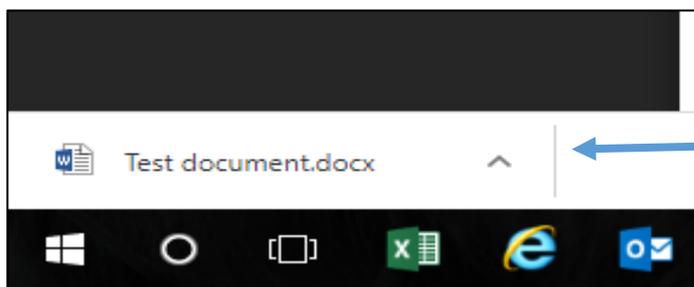
STEP 4: Downloading student work

4.1 Click on the download symbol to download student work.



Download symbol

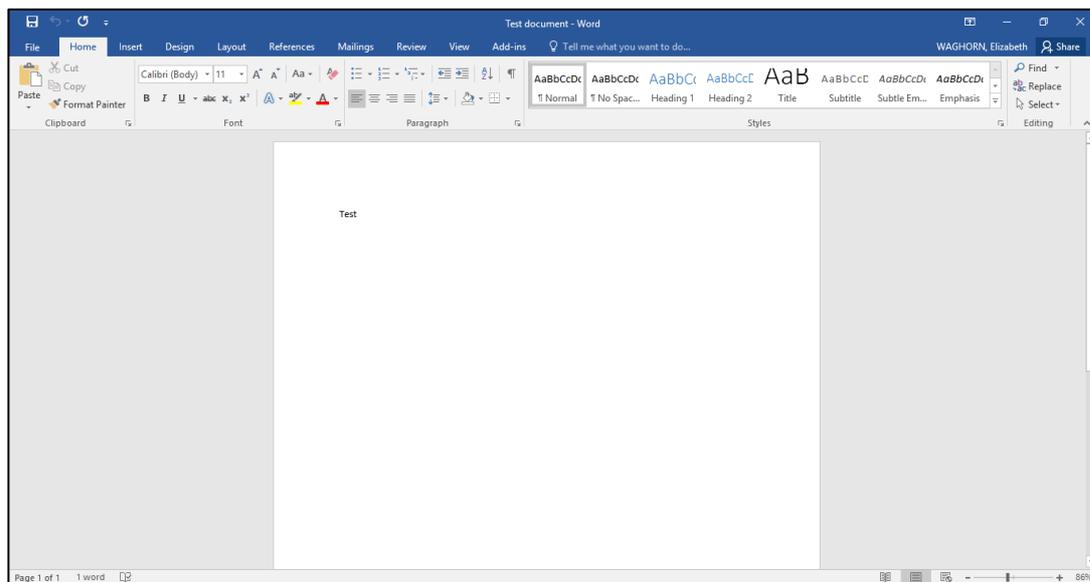
4.2 After clicking the download button your document will now be found at the bottom left hand side of your screen: Double click on this document to open the file.



Double click to open

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.

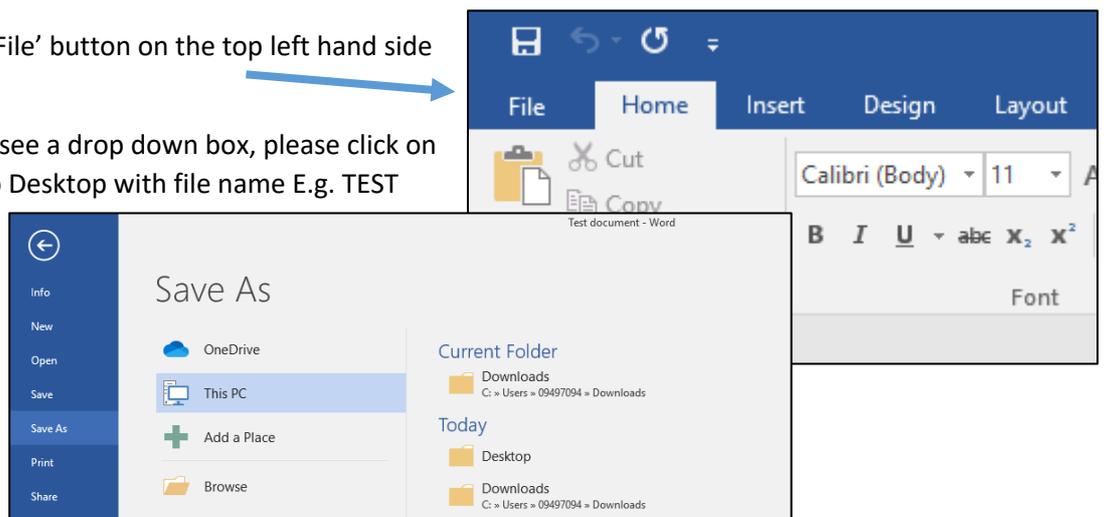


Step 6: Saving your work

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

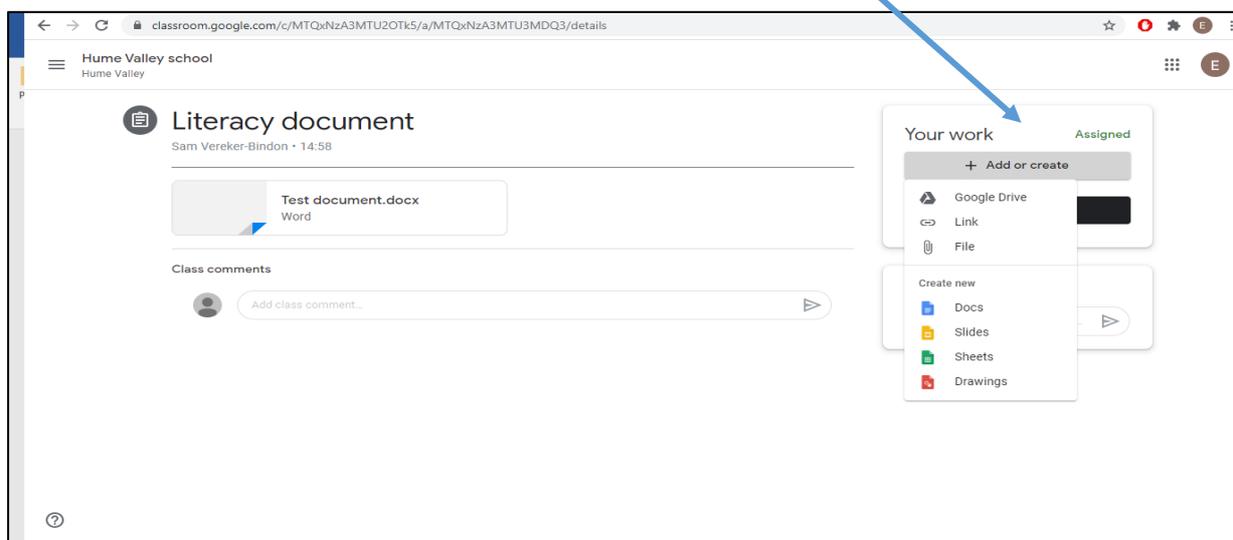
6.1 Click on the 'File' button on the top left hand side of your screen.

6.2 You will now see a drop down box, please click on 'Save as'- Save to Desktop with file name E.g. TEST



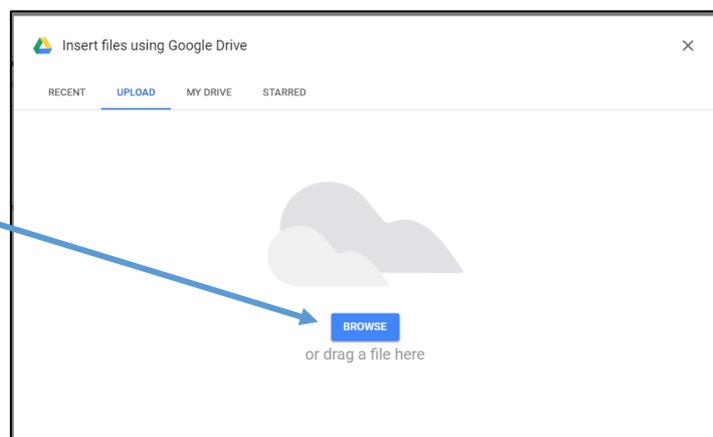
Step 7. Uploading to Google Classrooms

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'.



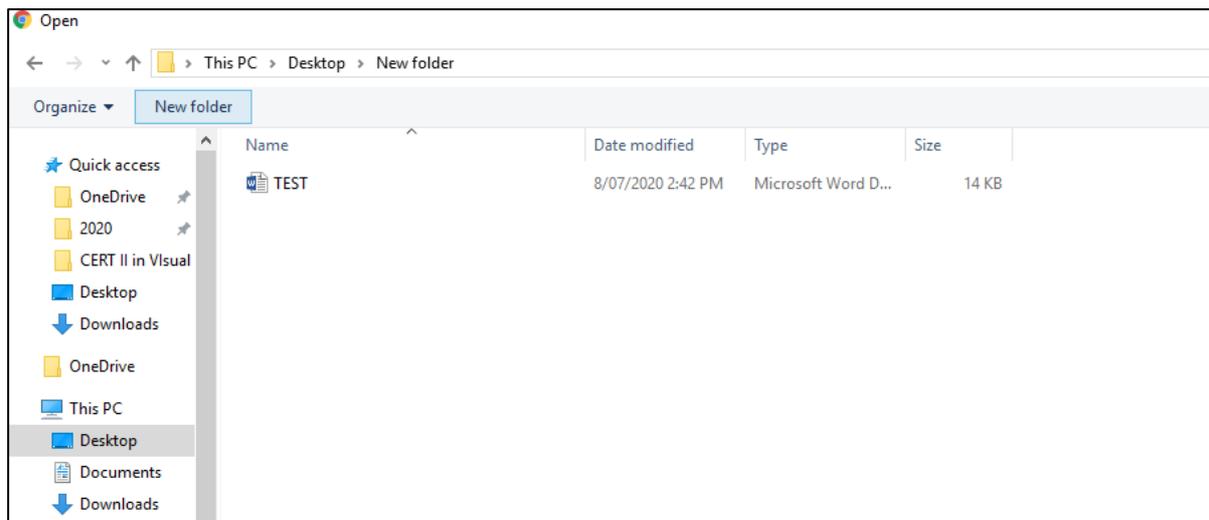
7.2 After clicking on 'file' your window will now look like this:

Click on the 'Upload' tab and then click Browse



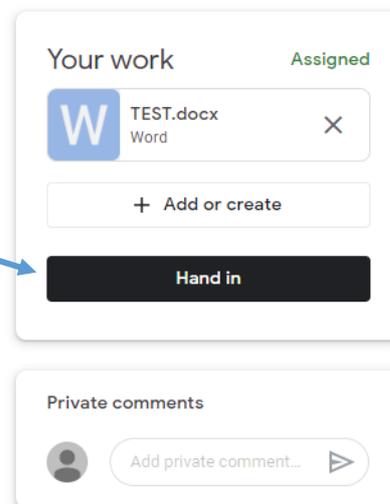
7.3 Locating your saved file

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.



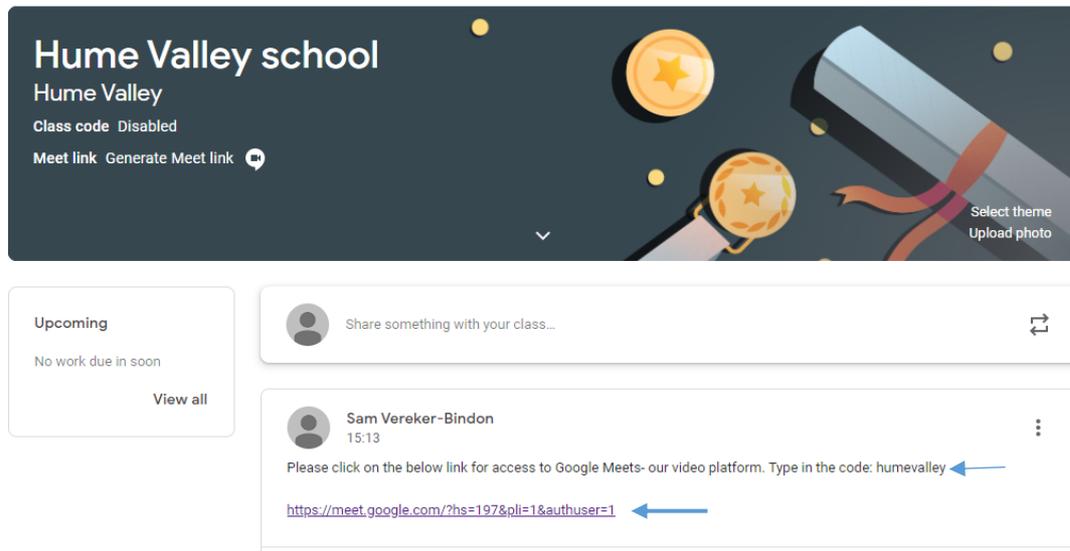
7.4 Once uploaded your screen will look like this

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 😊

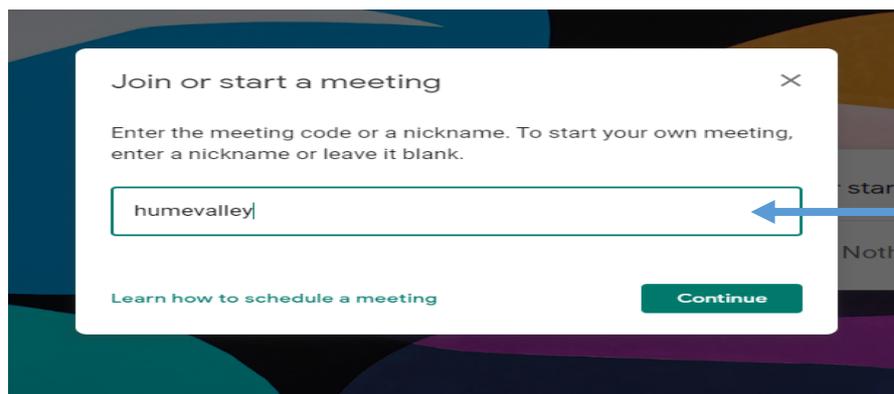
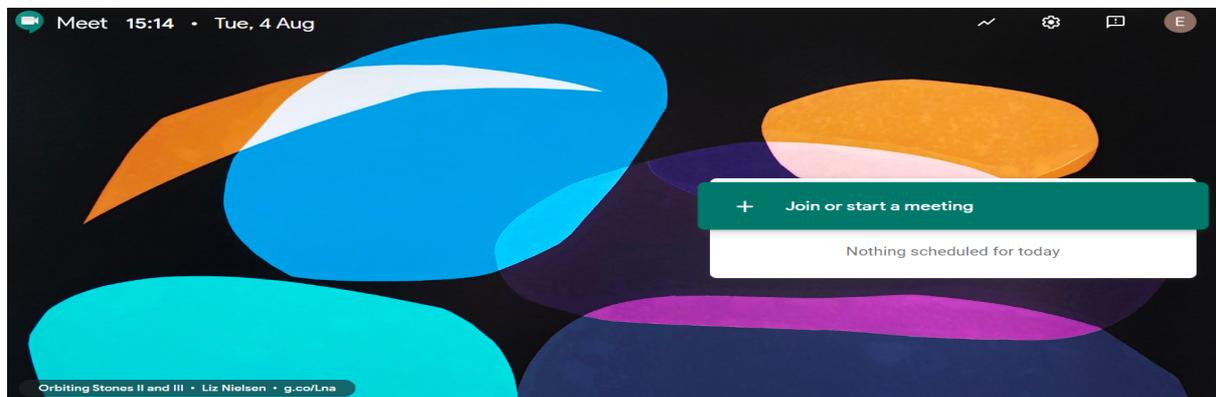


STEP 1: Join a Google Meets video link

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 + symbol Join or start a meeting and then enter your class code humevalley and click continue.



1.3 Once you have entered the correct code and clicked continue 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.

