



## Google Classroom Student Guide

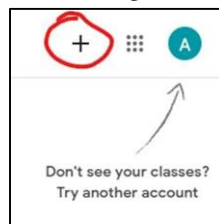
### Logging in

1. Go to <https://classroom.google.com> and choose sign in
2. You will need to use your school google account details to log in, they will look something like this

[22JBloggs@wykhampark-aspirations.org](mailto:22JBloggs@wykhampark-aspirations.org)

3. Once logged in, depending on if your classes have been setup or not, you may get an empty screen or one full of classes. Skip the next step if you have classes.

- 3a. If you have a blank screen like below, click the + sign to add a class.



Next, you will be able to input the code of the class you are trying to add. Once inputted, click join in the top right corner.

You're currently signed in as

A Test  
22atest@baines.lancs.sch.uk [Switch account](#)

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

Class code

**To sign in with a class code**

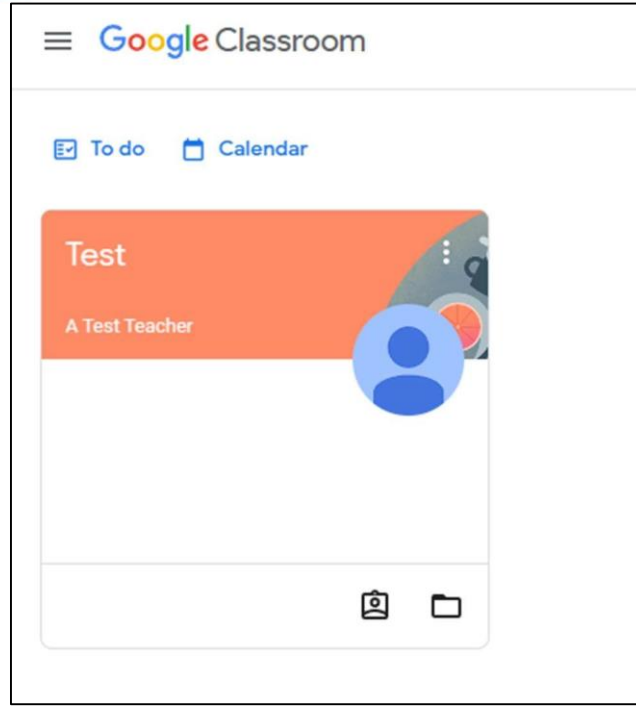
- Use an authorised account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Centre article](#)

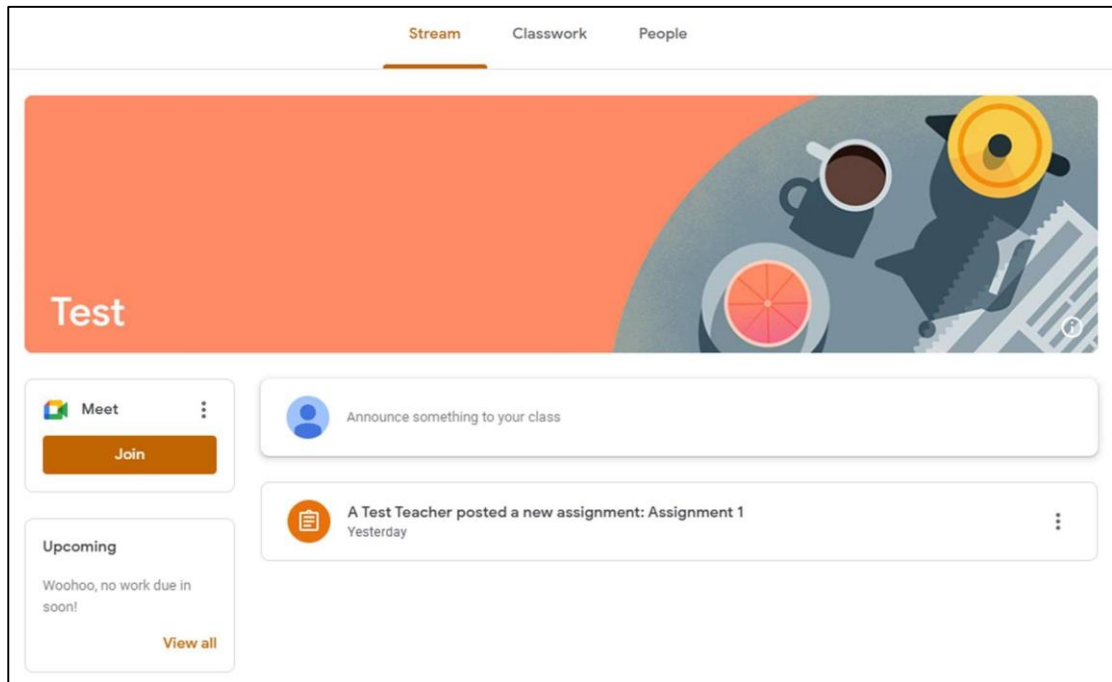
[Join](#)

### Overview

1. Each box on Google Classroom represents a class. Click on the title of the class to enter it.



2. The class is separated into tabs. Stream, Classwork and People.



Stream – This is where the teacher can make announcements and updates are posted regarding, for example, new assignments. You also join video calls from this page.



**Classwork** – This is where all your assignments and materials are stored. Work is also handed in via this tab.

**People** – This is a list of Teachers and students who are in the class.

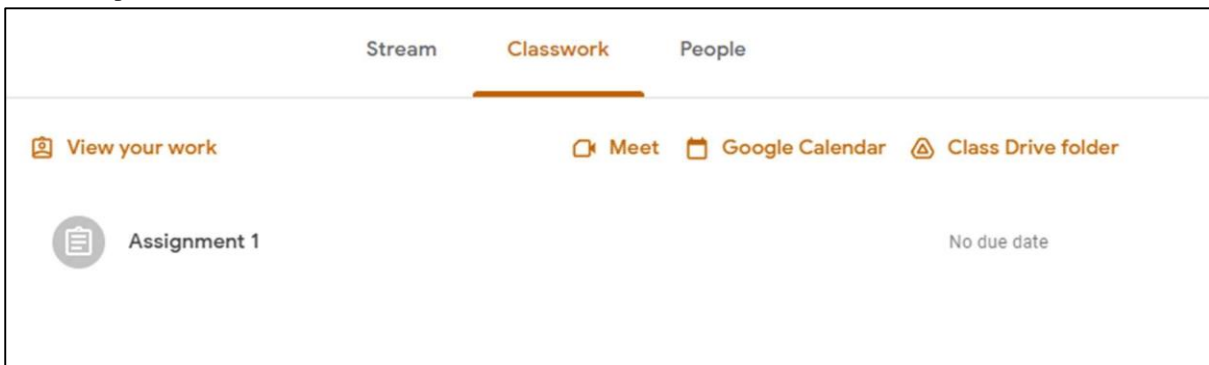
### Stream

This is the main page when you access a class. You will be able to access Teacher announcements, assignment updates etc. It acts similar to a social media page; however, it is strictly controlled by the Teacher of the class.

This page is also where you would access live lessons. We will go into further detail on this later in the guide.

### Classwork

To access your work, click on the Classwork tab. This tab will show all the work set, what it is, when it is due and if an update is needed.



Clicking on the assignment will take you into it where you can find more details.



Here you can add comments (if allowed), download/upload work and also mark the work as done when you are ready to hand it in.

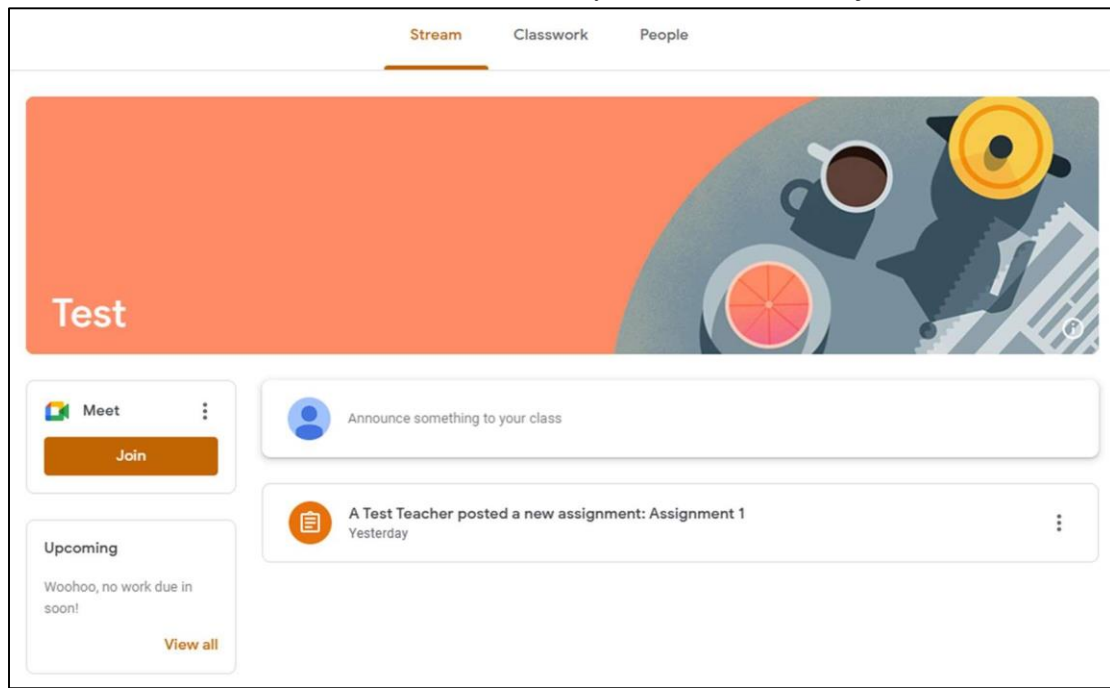
### People

The people tab is a list of who is included in the class. This will show who your teacher is and who your fellow classmates are.



### Live Lessons

Some teachers will organise live lessons as part of the work. You will need to go back to the Stream tab to access this. On the left hand side is the Meet section where you will be able to click join.



Once you join, the meeting will only start once the Teacher is there. The teacher may also share this during the lesson. Once the meeting has finished, the teacher will end the call and you will be exited from the meeting.

### Accessing Google Classroom

- Computer/web browser at <https://classroom.google.com>
- Mobile phone/Tablet by downloading the Google Classroom app on their app stores o [Google Classroom on the App Store \(apple.com\)](https://www.apple.com/education/googleclassroom/) o [Google Classroom – Apps on Google Play](https://play.google.com/store/apps/details?id=com.google.android.apps.classroom)



- Using a games console (Xbox is best, PlayStation can be limited as PS5 has no proper browser) they can access the Internet and go to <https://classroom.google.com> o [How to access Google Classroom on Xbox | Windows Central](#)

If you have a usb keyboard and mouse these can be plugged into the Xbox too.

## Links to help

Google official help

[Get started with Classroom for students - Computer - Classroom Help \(google.com\)](#)

YouTube playlist from Google for Education

[Google Classroom 101 for Students - YouTube](#)

## Google Classroom Conduct Code

### **Students need to ensure they:**

- Arrive on time to the Google Meet and have ready a pen and paper to make notes, even if they later complete the independent practice on a google doc.
- Have their camera turned off and on mute.
- Use the 'raise their hand' function to ask a question.
- Use the 'chat function' to ask questions and answer questions at the teacher's request.
- Turn on their microphone, if requested by the teacher, and answer questions politely- as you would in class.
- Treat the teacher and other students with respect at all times, prioritising learning and contributing well.