Google Classroom Tutorial
**Powell Logo here**

## Introduction

Welcome the Google Classroom guide. In this tutorial you will be able to:

- Login to you Google account;
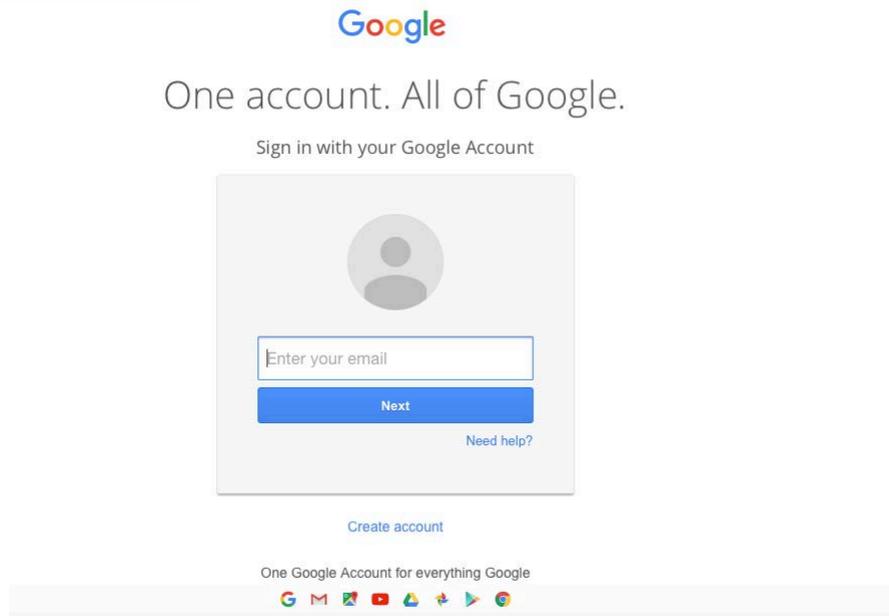- Navigate through the Google Classroom website;
- Submit work;
- Unsubmit work.

In this tutorial, 'homework' is called 'work' as the explanation in this guide is for submitting any type of work.
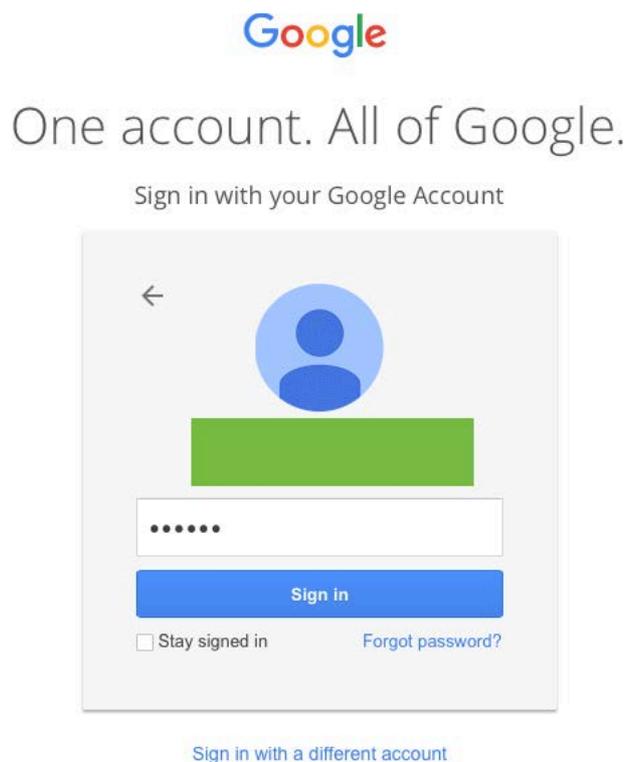
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# Logging in to Google classroom.

1. Go to classroom.google.com



2. Enter your school email address (your first name, first letter of your surname followed by @pcps.uk, e.g. John Smith JohnS@pcps.uk).



3. Enter your password. If the computer you are using is a personal computer, you can tick 'Stay signed in' to enable automatic login for future use. If the computer is a public computer, leave the box un-ticked.
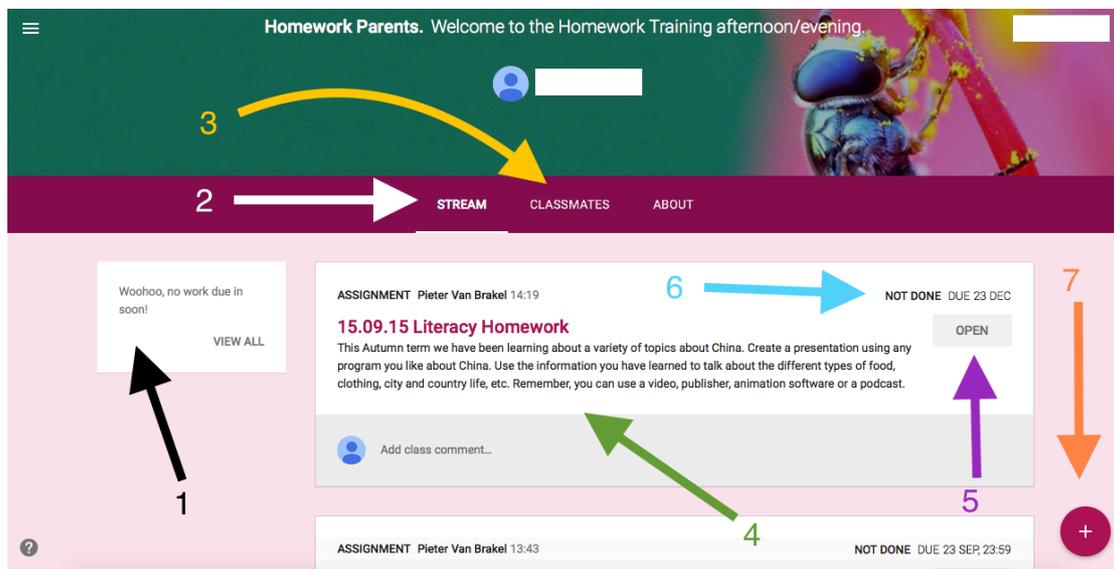
# Navigating through Google Classroom.

1. When you are logged on, you will see the following screen. The amount of courses can vary depending on your subscriptions.
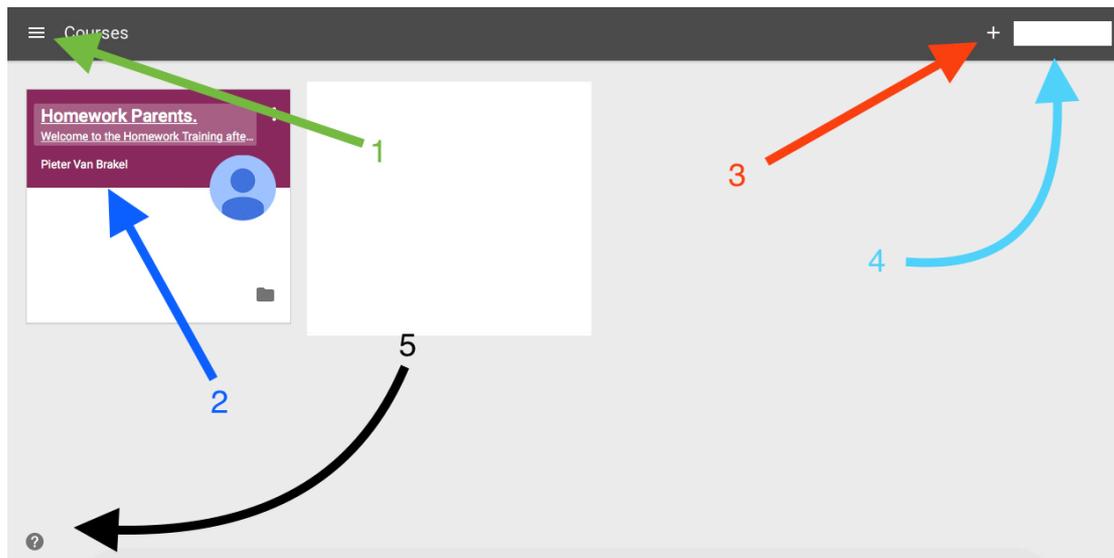


1. Navigation Panel;
2. The 'Course cards';
3. To join a new class;
4. To log off;
5. Google help.

2. Click on the course you'll need to submit work.
3. You will see the following screen:



1. Upcoming tasks;
2. Overview of all the tasks, past, present, future. Also comments can be made;
3. Overview of who is n your class.
4. Task as set out by the teacher;
5. To open the task;
6. Status and due date of the task;
7. To create a comment.

4. Click on the task you need to complete.
5. You will see the following screen:



Due 23 Dec

**15.09.15 Literacy Homework**

Pieter Van Brakel 14:19    Add class comment

This Autumn term we have been learning about a variety of aspects about China. Create a presentation using any program you like. Use the information you have learned to talk about: the different types of food, clothing, city and country life, etc. Remember, you can use a video, publisher, animation software or a podcast.

**Your work**                                                                    NOT DONE
Files that you add or create can be viewed and edited by your teacher

Add  ▾                                                                        **MARK AS DONE**

Add private comment…

1. To navigate back;
2. To read the task;
3. To add your work, e.g. a document, to upload a file, etc.
4. To submit your work to your teacher (you can un submit your work to make changes up to the due date).
5. To add in comments, visible between teacher/head teacher/pupils.

## Submitting work.

1. To submit work, navigate to your task.
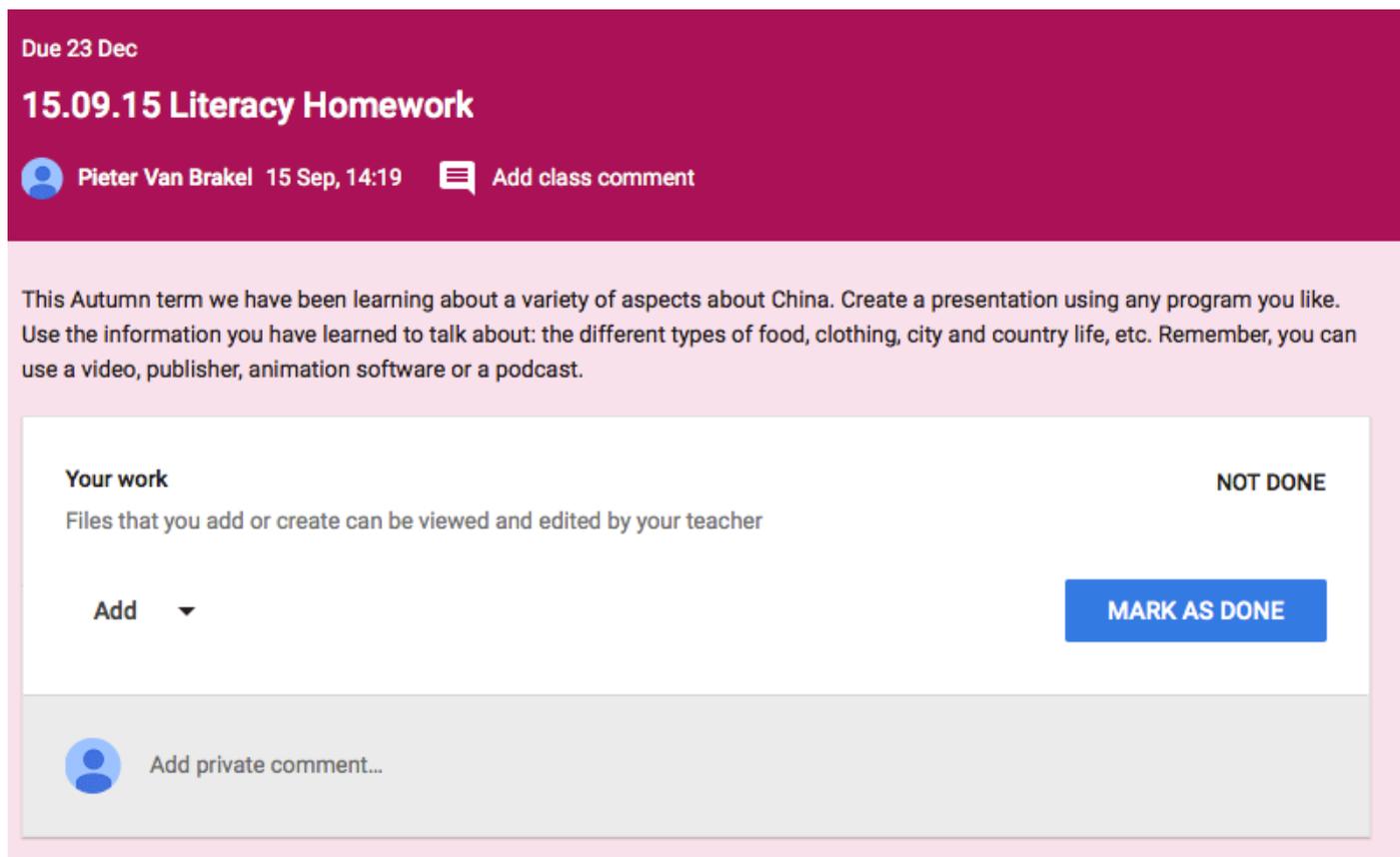


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Pieter Van Brakel  15 Sep, 14:19    Add class comment

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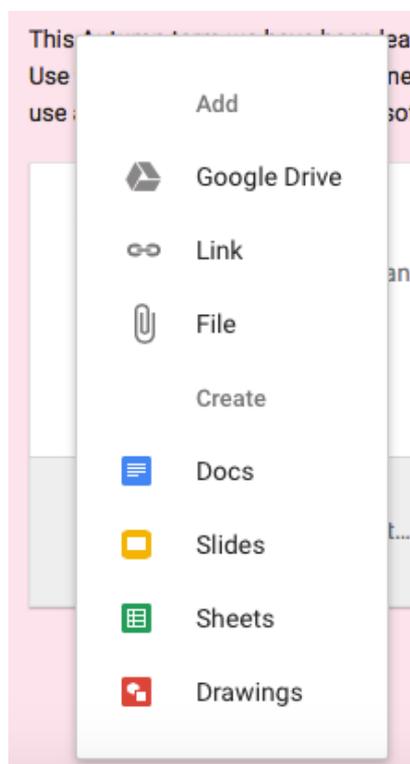
**Your work**                                                                    NOT DONE
Files that you add or create can be viewed and edited by your teacher

Add  ▾                                                                    **MARK AS DONE**

Add private comment…

2. To attach files before submitting your work, click on 'add'. The following options will appear:



Add

Google Drive

Link

File

Create

Docs

Slides

Sheets

Drawings

3. Your choice depends on whether your teacher has explained which program to use or whether your teacher has given you a choice of which program to use. If you want to use a program, which is not in the list but installed on your computer, click on:

4. The following screen will appear:
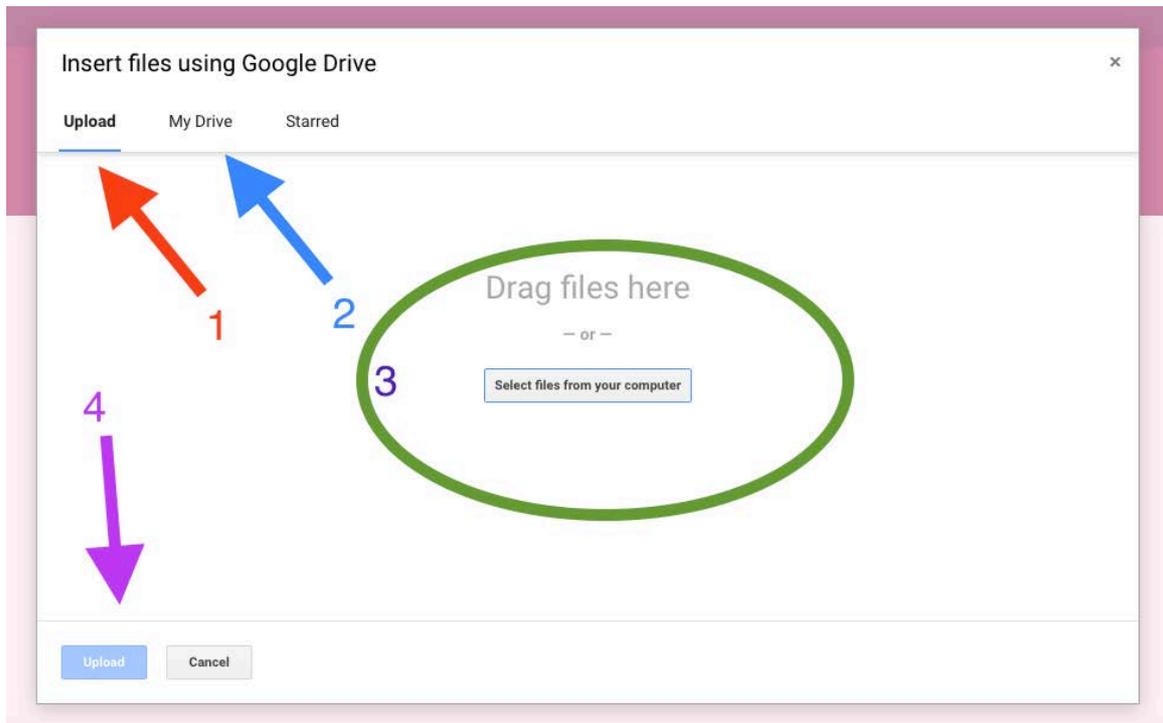


1. To upload files of your computer;
2. To select files which are already stored on the Google Drive;
3. To drag a file from your computer into this area to upload, or select a file from your computer by clicking on 'Select files from your computer';

5. Once files are selected, click on 'upload' to upload the file(s), a status bar will appear and you will be brought back to the assignment screen.

Due 23 Dec

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Pieter Van Brakel   15 Sep, 14:19   💬 Add class comment

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Your work                                                                                    NOT DONE
Files that you add or create can be viewed and edited by your teacher

test.docx                                                            3                              ✕
Word

Add  ▾                                             1      2                    HAND IN

👤 Add private comment...

1. Before handing in the work, you have the ability to add a comment about the work.
2. Click on 'hand in' to submit the work.
3. If you have chosen the wrong file by accident, click on the 'X' to remove the file and upload a different one.

6. Click on 'hand in' to submit the work.
7. A confirmation screen will appear:



**Hand in your work?**

1 attachment will be submitted for "15.09.15 Literacy Homework".

W  test.docx

CANCEL        HAND IN

8. Click on 'Hand in' to confirm or click on 'Cancel' to cancel.
9. A confirmation will appear at the bottom left hand of the screen (1) as well as the 'Not Done' sign will change into 'Done' (2).

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**Your work**

Files that you add or create can be viewed and edited by your teacher
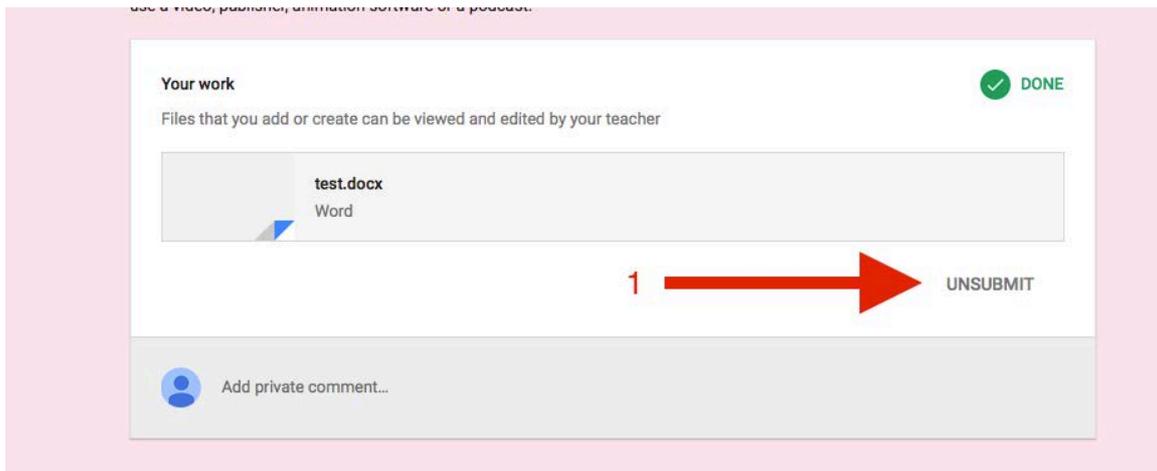
**test.docx**
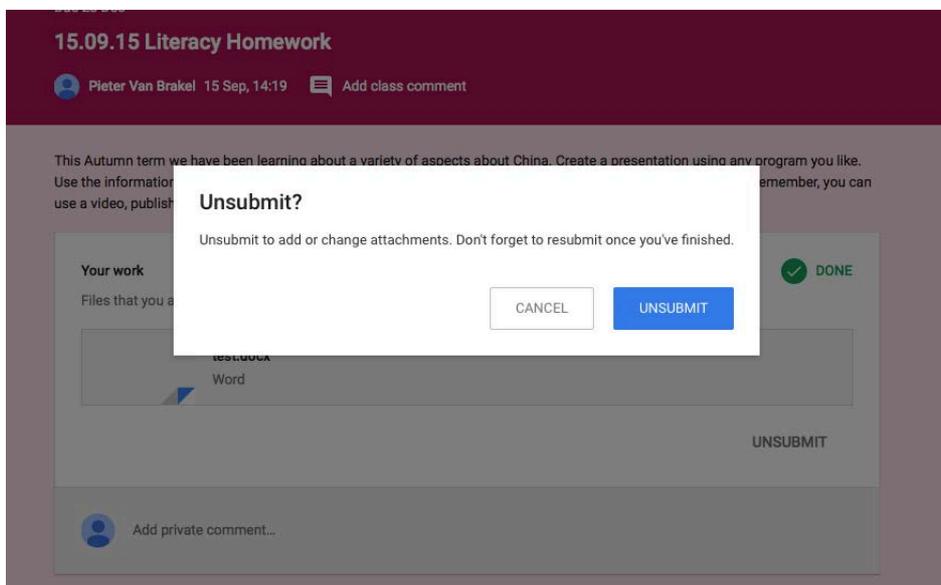Word

2    ✓ DONE

1

UNSUBMIT

Add private comment…

Your assignment has been handed in
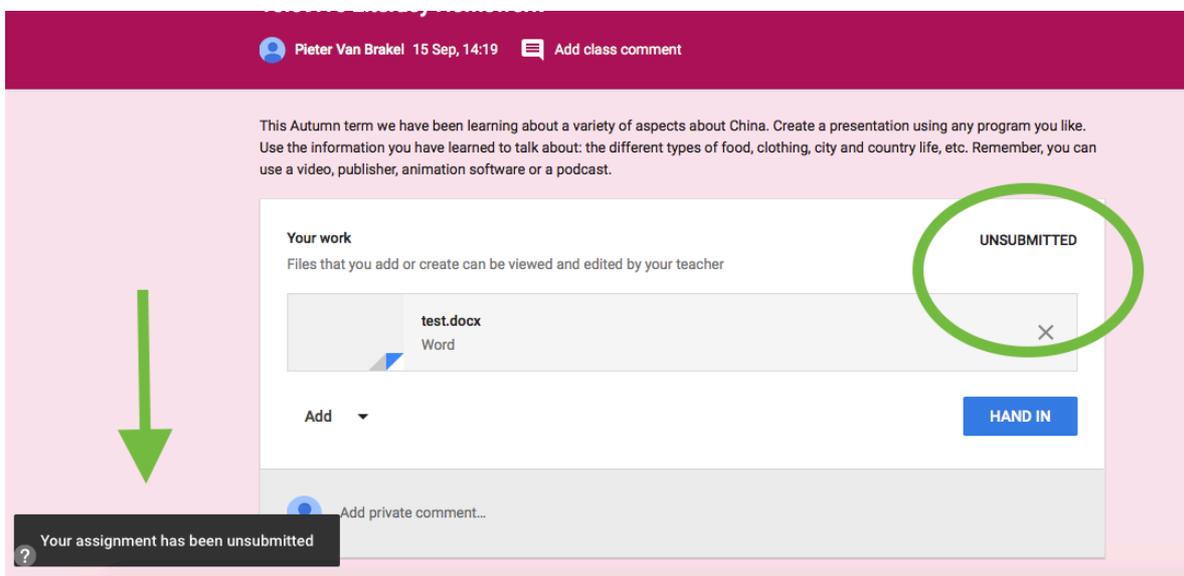
# Unsubmit work.

1. Navigate to the task.
2. To unsubmit work, click on 'unsubmit' (1)



3. Click on 'unsubmit' to confirm.



4. A confirmation will appear at the bottom left hand of the screen (1) as well as the 'Done' sign will change back into 'Unsubmitted (2).

## Final notes.

Remember, when using a public computer, always log off by clicking on your username (top right corner of the screen and on 'sign out'.

Google keeps its layout universal, which means the software will look the same and can be used on any computer as long as there is access to the Internet.

For safety reasons, comments made by teachers, students or parents are visible to members of the school.