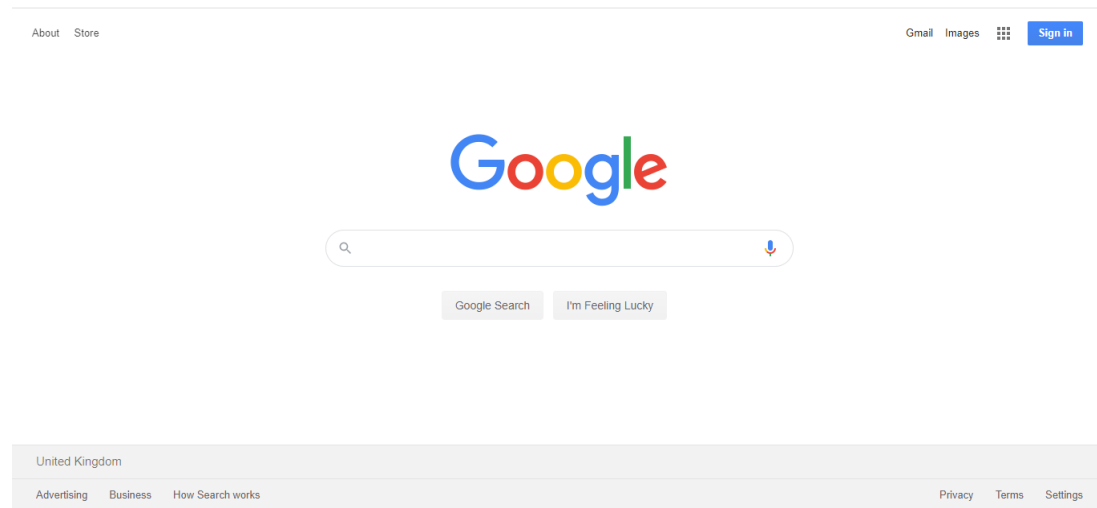


# A Simple Guide to Accessing Google Classroom

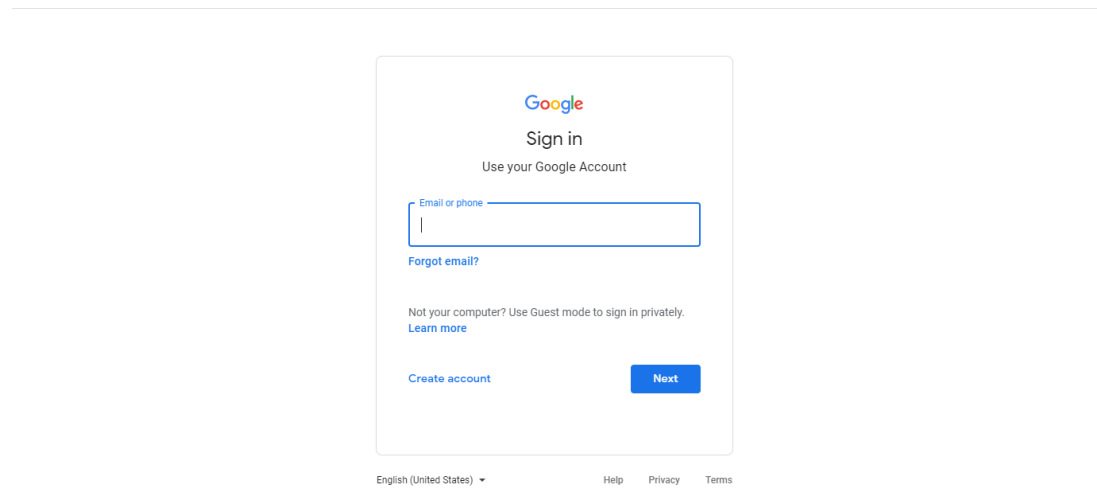
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## Step 1



Go to [Google.com](https://www.google.com). In the top right corner, click on the [Sign in](#) icon. If somebody is already signed in, this might be a circle with a letter inside.

## Step 2

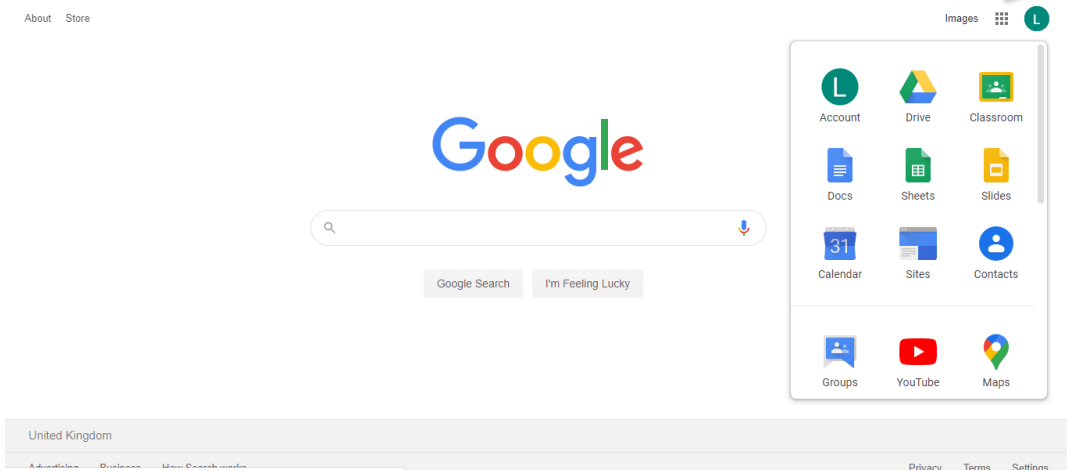


Every child has their own email address, the majority of these are a *number*, the *first letter of the first name* followed by their *surname*.

For example: [10bsimpson@fernhurst.w-sussex.sch.uk](mailto:10bsimpson@fernhurst.w-sussex.sch.uk)

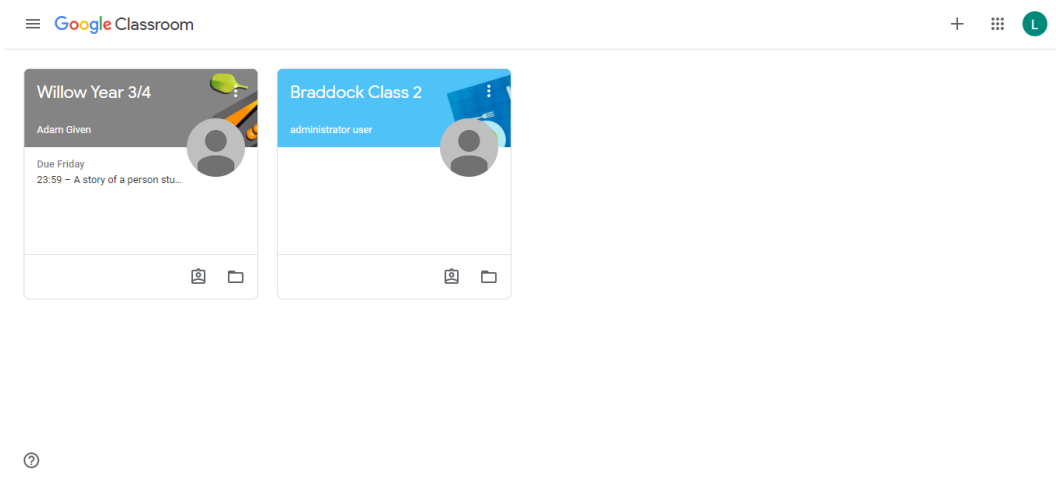
All email addresses and passwords will be sent directly to parents. If you haven't received one for your child by Monday 20<sup>th</sup> April, please email the Office.

### Step 3



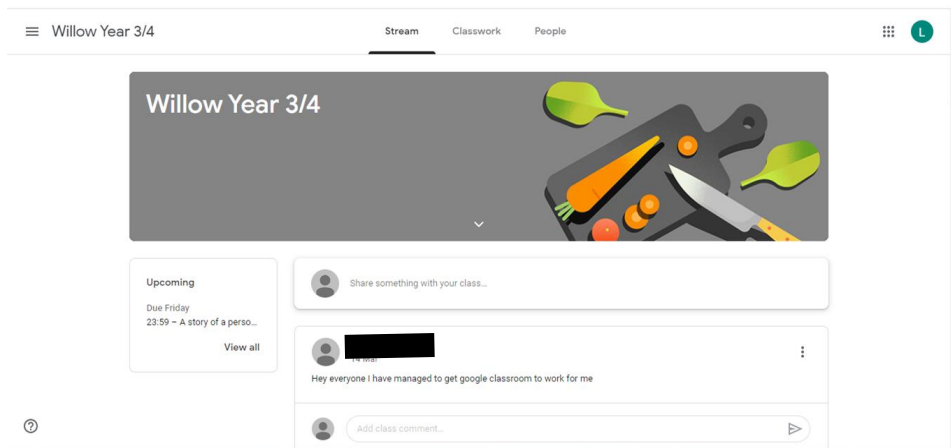
Click on the square of *nine dots* next to the circle with a letter inside. This will open the toolbar. From here select Google Classroom, you may need to scroll down quite far to find it. This will take you to your personalised Google Classroom homepage.

### Step 4



Select the page you wish to access, making sure you click the heading space.

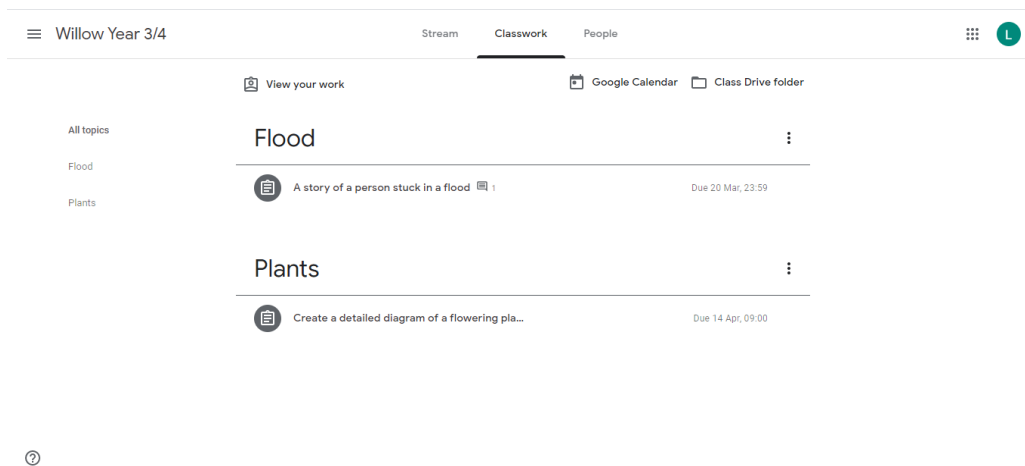
## Step 5



This shows the stream where you can see all the posts from your teacher and, in some classrooms, the children can communicate with one another via comments.

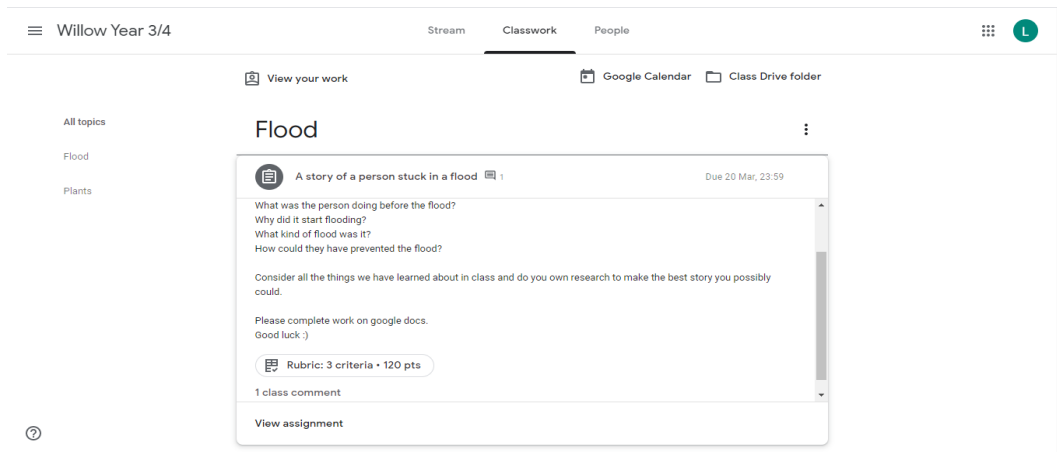
To access the work set by the teacher, click the *Classwork* heading.

## Step 6



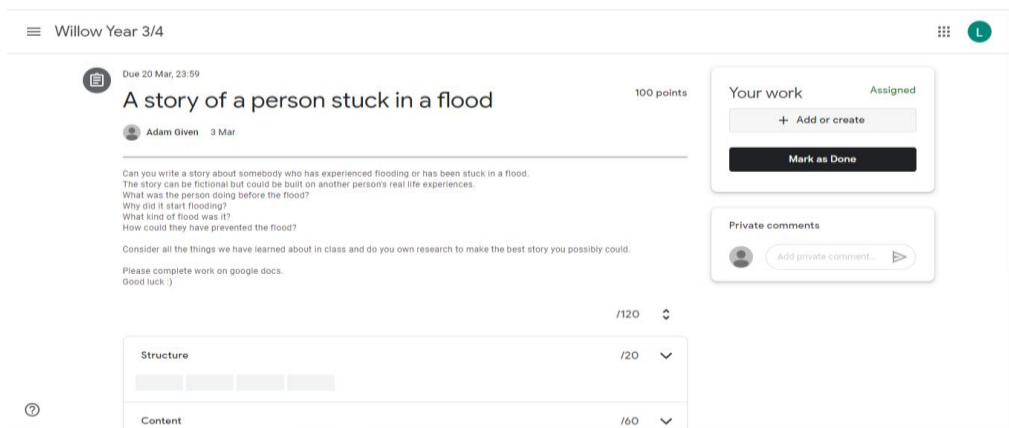
You can now see all the tasks and activities set by your child's teacher. Click on the activities to see the description.

## Step 7



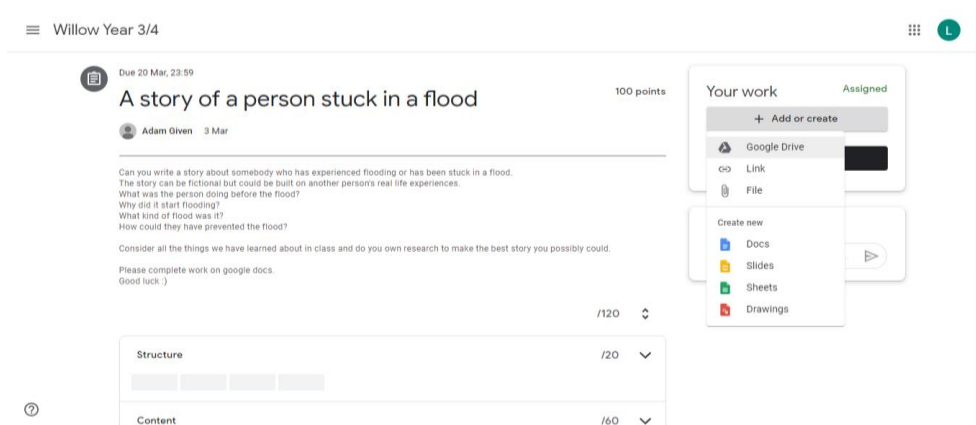
You should now be able to see the activity description. By scrolling down you can access the **View Assignment** option. This will take you to the assignment where you can view in more detail, access the resources that come with the assignment and submit the work.

## Step 8



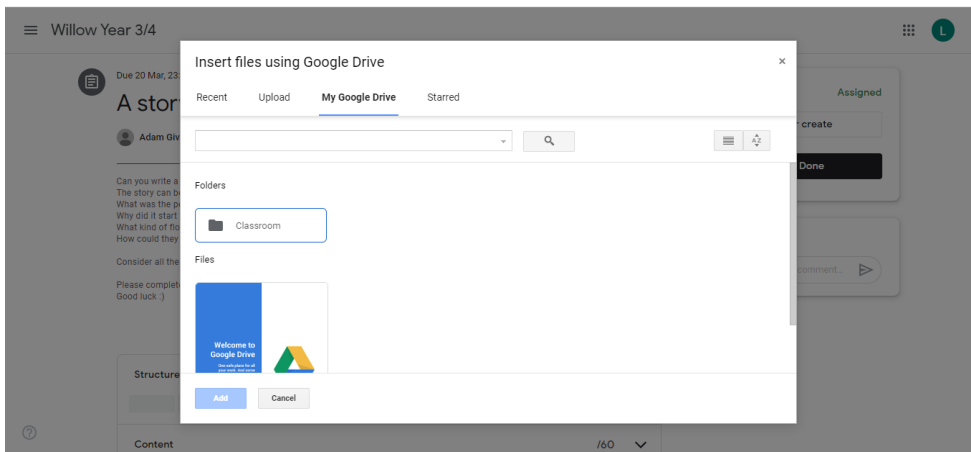
Once your child has completed the task it can be submitted via Google Classroom using **Google Docs** (this is another function available from the **drop down menu** in Step 3 that works similarly to Microsoft Word. Click the **+ Add or Create** icon).

## Step 9



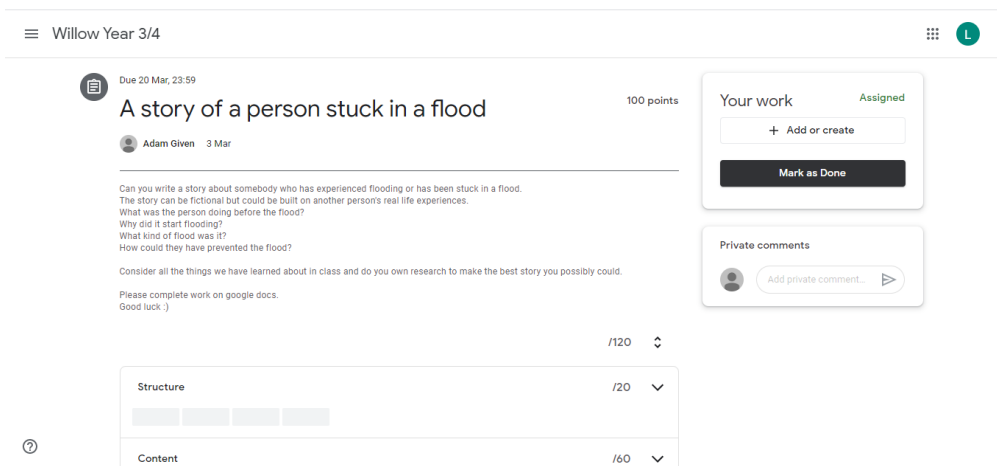
From the **drop down menu** click on the **Google Drive** icon.

## Step 10



Select the piece of work you wish to submit. And click the **ADD** icon in the bottom left corner.

## Step 11



Once you have done that, be sure to click on the **Mark as Done** icon, this will submit the work to your teacher to be checked.

Finally, please be sure to title every piece of work and include your name!

**If you are unable to save and upload the work completed by your child, please just send it to the Office as normal and it will be passed on to your teacher!**

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If you have any questions or concerns at all about Google Classroom, please email the Office and someone will get back to you as soon as possible:  
**office@fernurst.w-sussex.sch.uk**