Contents:

Logging in

1. Open Google Chrome
2. Go to Google.co.uk
3. Look for the 'Sign in' button (top right)

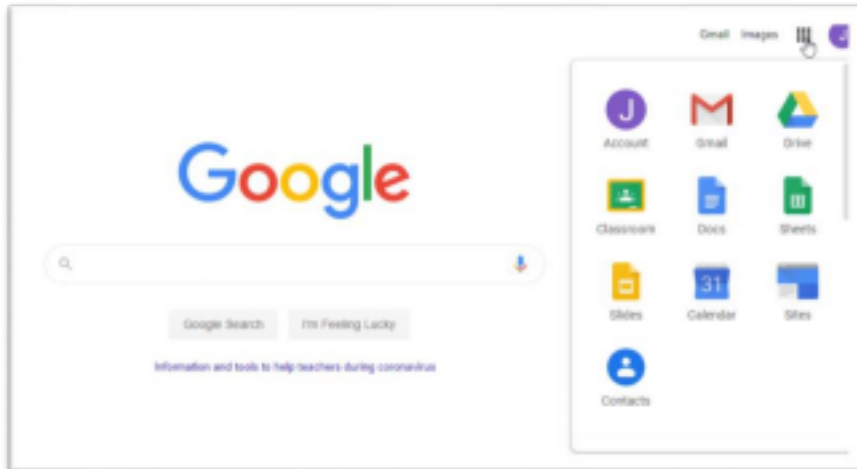4. Enter your login details
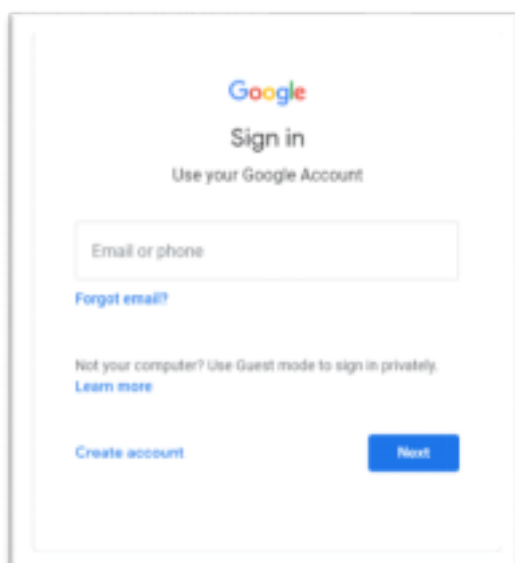
5. If these do not allow you access or you have forgotten your details email adminsupport@thegainsboroughacademy.org.uk or phone the school admin at 01427 612411

Joining a classroom
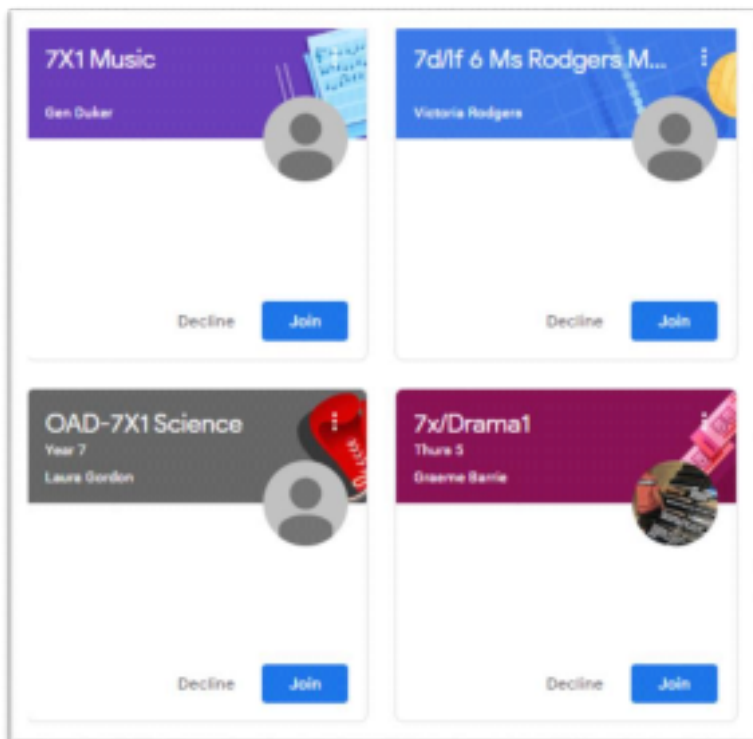
1. Go to the 'Waffle' (top right)
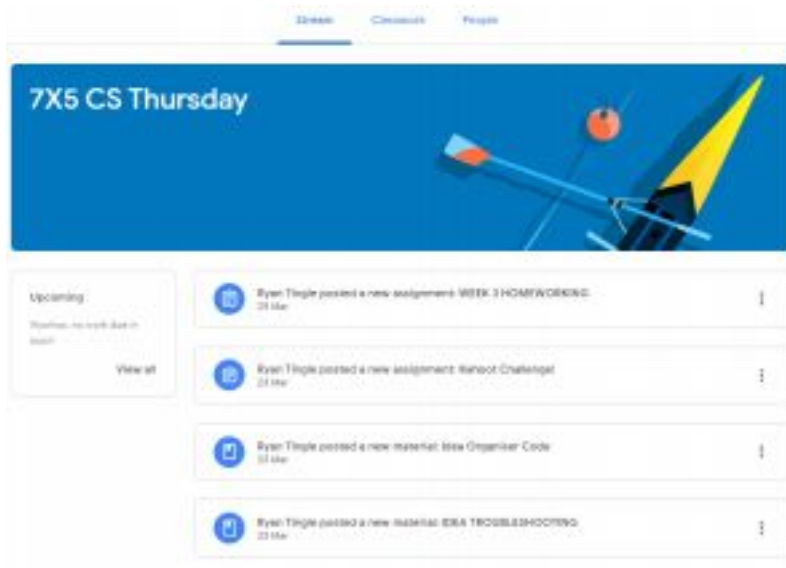

2. Click on it to reveal the menu

3. Choose 'Classroom'
4. You will have been invited to a number of classrooms. Click 'Join' to become a class member
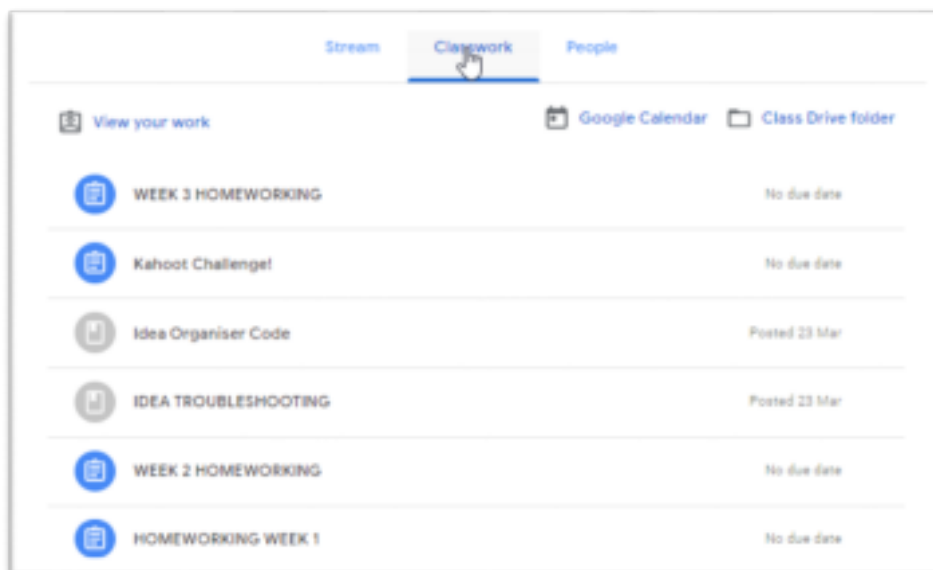
Inside a Classroom

1. The first thing you will see is the 'Stream'. A bit like social media it has all the most recent events in the classroom at the top.
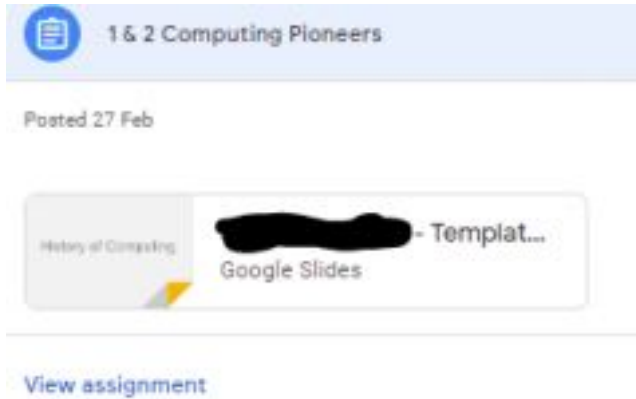

2. To see your classwork only click on 'Classwork' at the top.

3. To view an 'Assignment' click on the headings next to the clipboard.

4. This will expand to show a preview, but you should still click on 'View Assignment'

5. Any documents you have been assigned to work on will appear under 'Your work' with your name at the beginning of the filename (blacked out in this example).
If it's a document that has been created using G suite (Google's version of office) then you should be able to work on it straight away once selected.
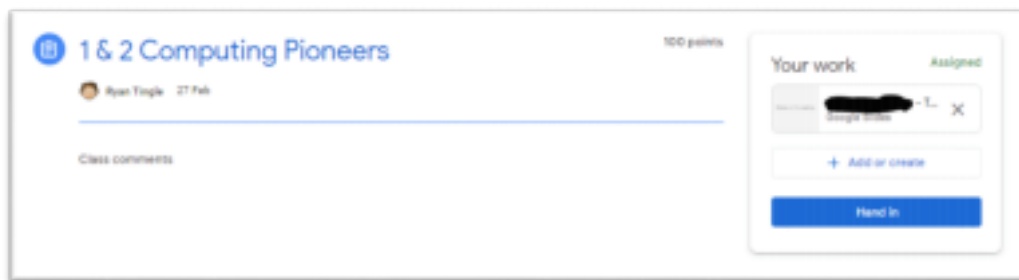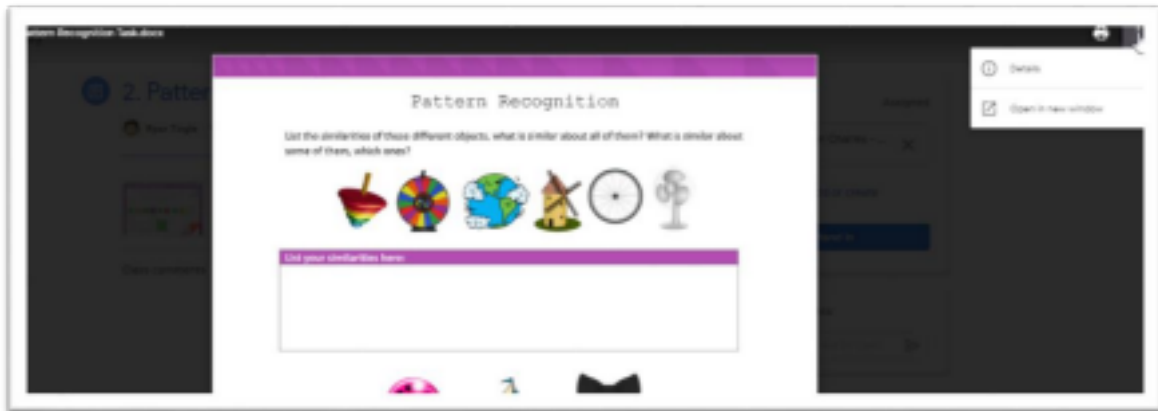

6. When the task is complete click 'Hand In' but just be aware you cannot edit the document once it has been handed in.

What if it's not a G suite document in 'Your work'?

1. Click on the document as you normally would do. In this example it's a MS Word document.
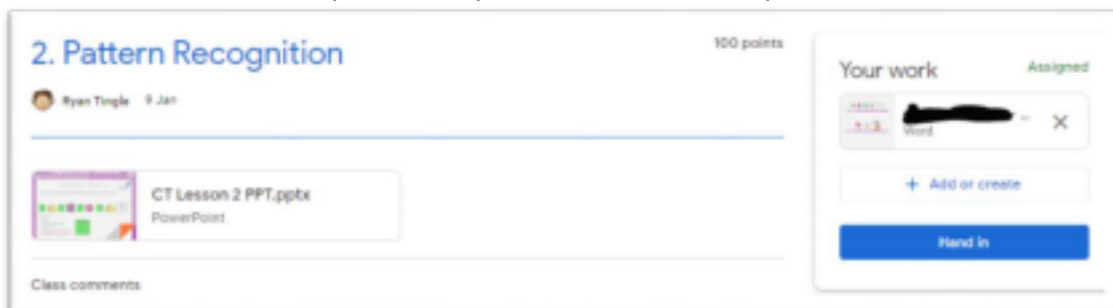
2. When you see the preview of the document, click on the 3 dots (top right) and then 'Open in new window'.

3. At the top middle of the new window will be an option to 'Open with Google docs'