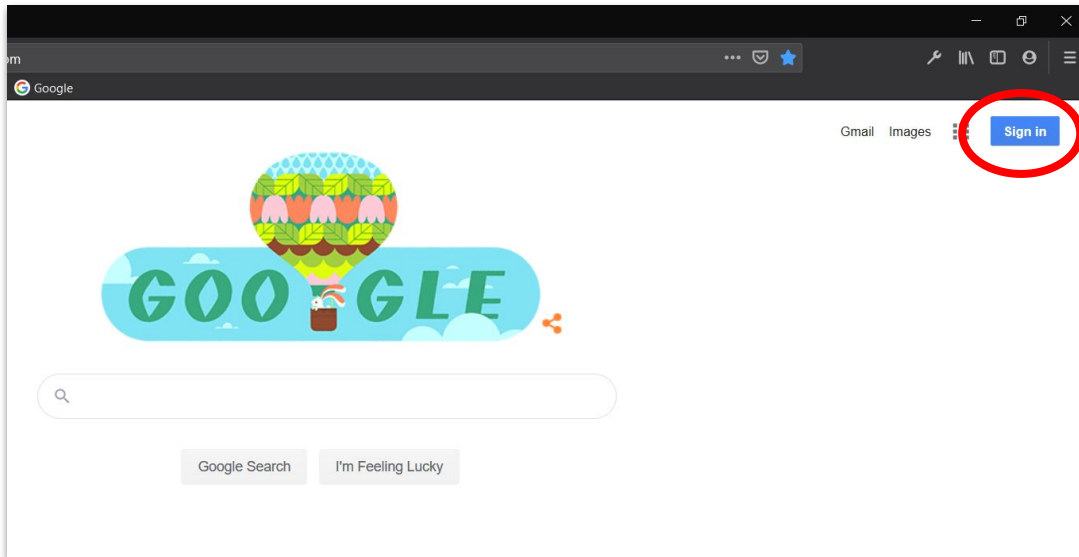
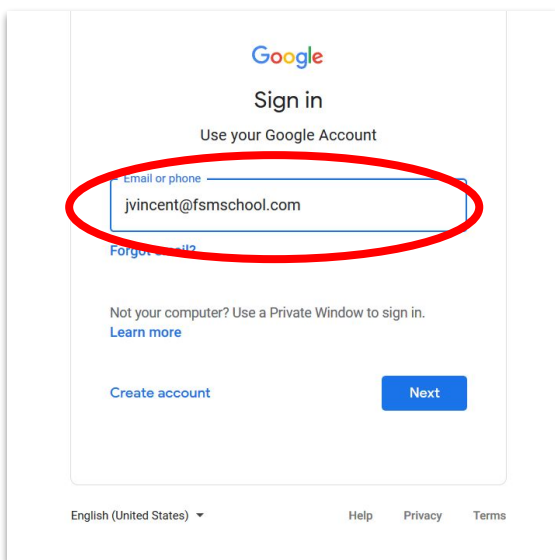


Logging in to Google Classroom



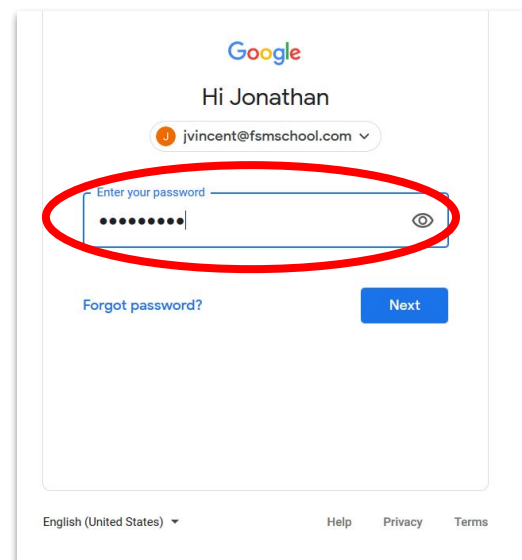
1. Open your web browser (Chrome / Firefox / Edge etc.) and go to www.google.com

Click on the '**Sign in**' button in the top right corner



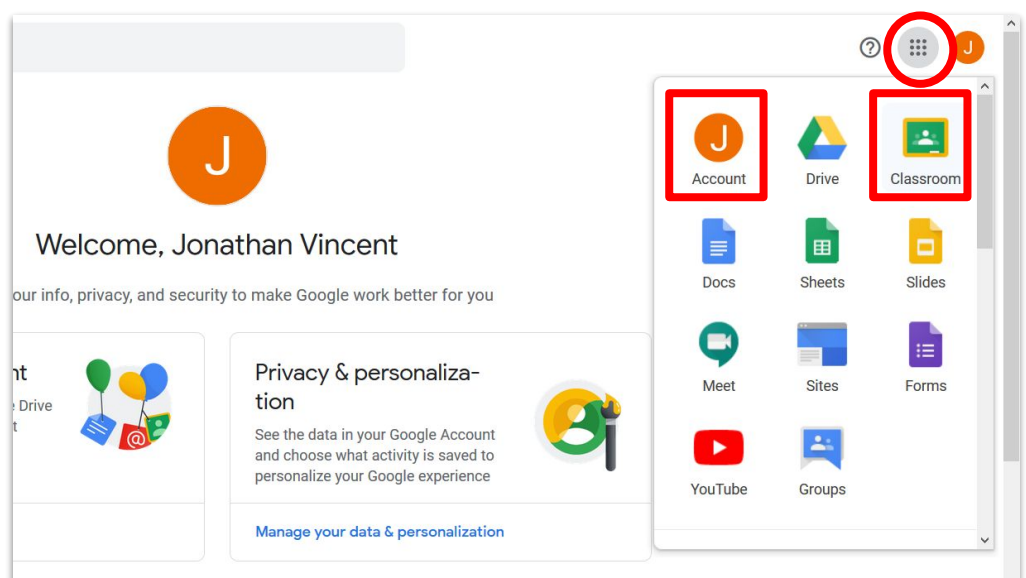
2. Login using your school email address (in full) and you school network password

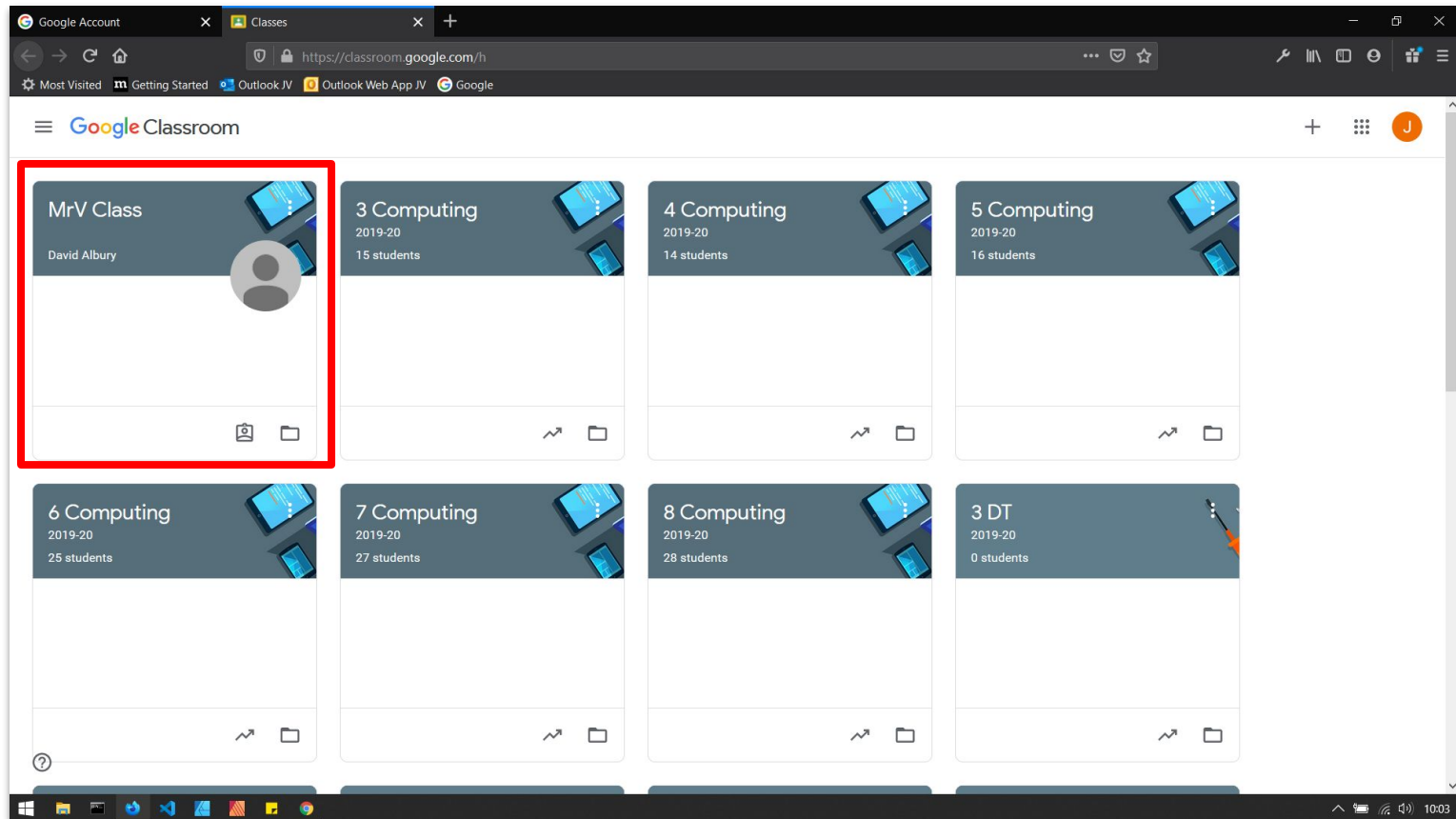
Student email address' consist of the first initial and surname @fmschool.com as shown in the example



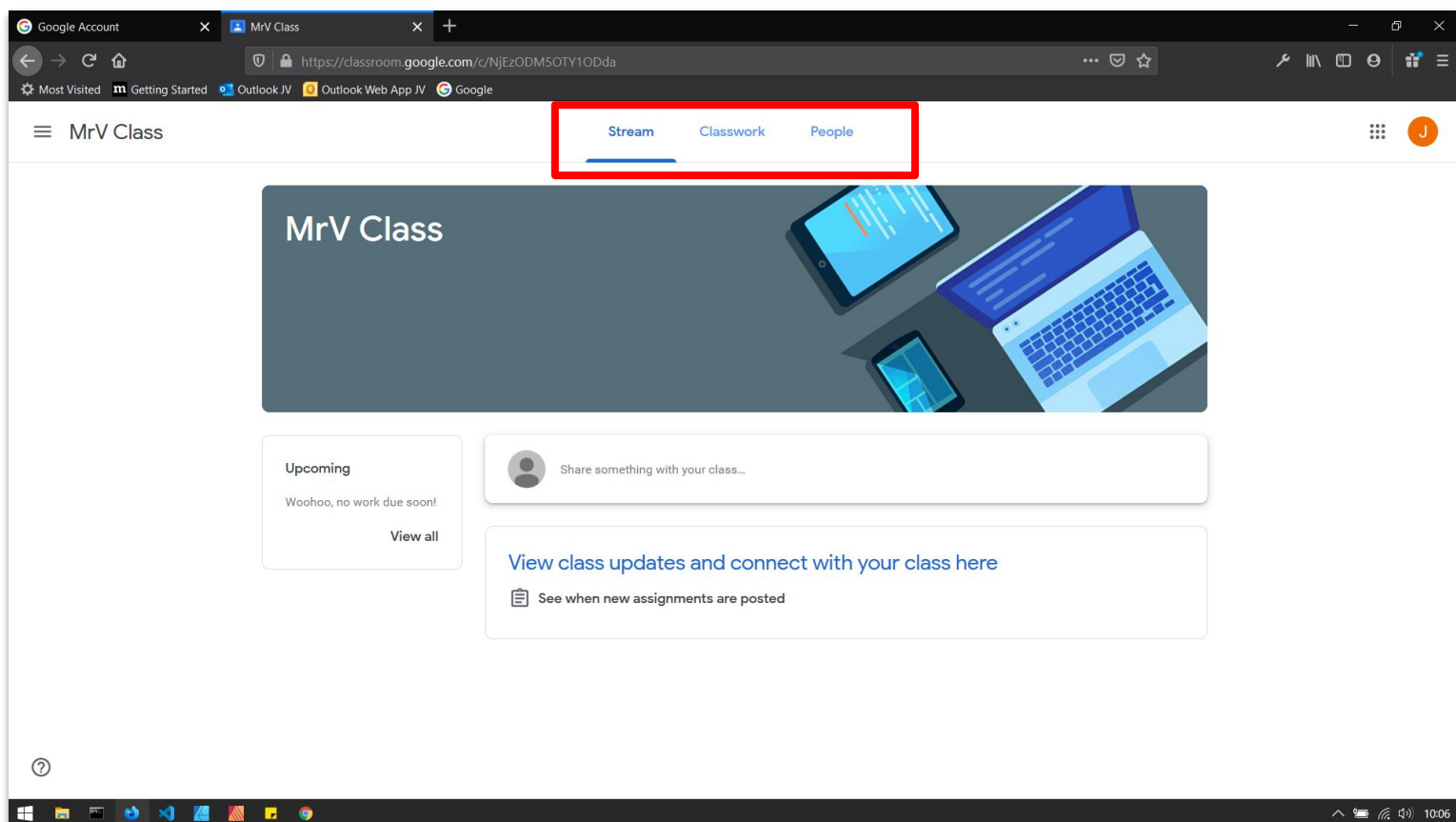
3. Once logged in - click on the 'waffle' icon in the top right corner and select 'Classroom'

Students may not see classroom in their list of apps, if this is the case select 'Account' and then click the 'waffle' icon from within the Account page to access Classroom

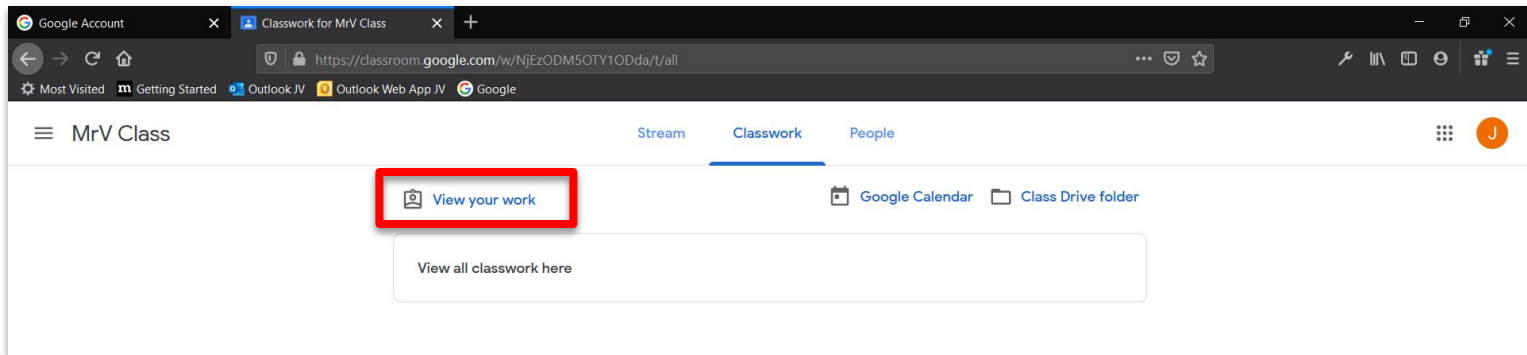




4. Inside Classroom students will be able to see all of the classes they have joined. If they have been invited to join a new class they will also see this in their list, and will need to click on the 'Join' button that will appear within the Classroom icon.



5. Inside each classroom students will see 3 'Pages' - Stream, Classwork & People
 > **STREAM** is used to communicate with students and is the first place they should check for updates / new assignments etc.
 > **CLASSWORK** is used to post assignments and materials that students will be asked to complete - this is where students will find their tasks

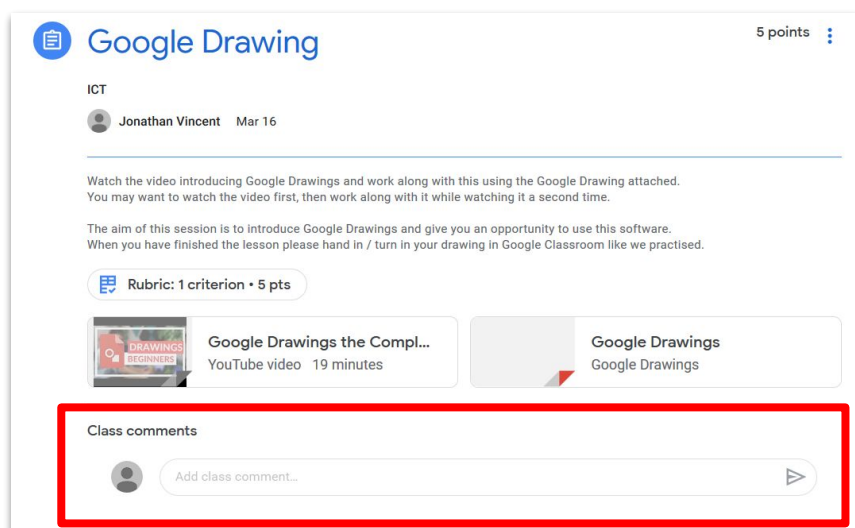


6. Within the CLASSWORK page students will be able to see a list of tasks that have been set for them. Tasks may be grouped in to 'Topics' and can take 2 forms:

> **ASSIGNMENTS** - these are tasks that are graded, and therefore need to be turned in / handed in once they are completed. This is done within the Assignment by simply clicking the 'Hand in / Turn in' button.

> **MATERIAL** - these can contain tasks that do not require grading, or extra materials that students may need in order to complete their other assignments.

The fastest way for students to see all the tasks set within a Classroom is to click on 'View your work' as highlighted above. This will list all tasks set and provide any grades recorded.



7. Finally, students have the opportunity to ask questions and receive feedback within Google classroom by typing in to the 'Comments' section.

These are available within each assignment, or on the STREAM for more general questions.