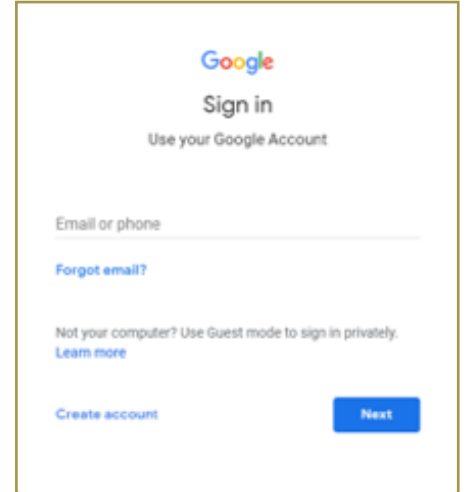GOOGLE CLASSROOM
Finding your way around

How to access Google Classroom?

We **strongly** recommend using "Google Chrome" as your web browser as this works best with Google Classroom. Many of the issues reported to us so far have been due to using a different browser. We would advise changing to Chrome if you are currently using an alternative.

You can access Google Classroom:
- Via classroom.google.com into your web browser
- Via the school website, www.st-gregorys.org.uk click on the link in the top right of the page
- Via the Google Classroom App, downloadable from your App provider (information provided below)


Once you have navigated successfully to Google Classroom you will be met with a Google login page. Your login details will be your school email address and password.

For help re-setting passwords, please see our guide 'Google Classroom - Student Passwords' or, for ongoing issues, email the IT Technical Team, using stgregorys_sec@bathnes.gov.uk and they will help you.

Google Classroom Homepage

Once in classroom.google.com you will find a screen that looks similar to the one below. Each coloured box represents a different class, and in the white space underneath each coloured block will be the title of any piece of work which is due to be handed in within the next week.
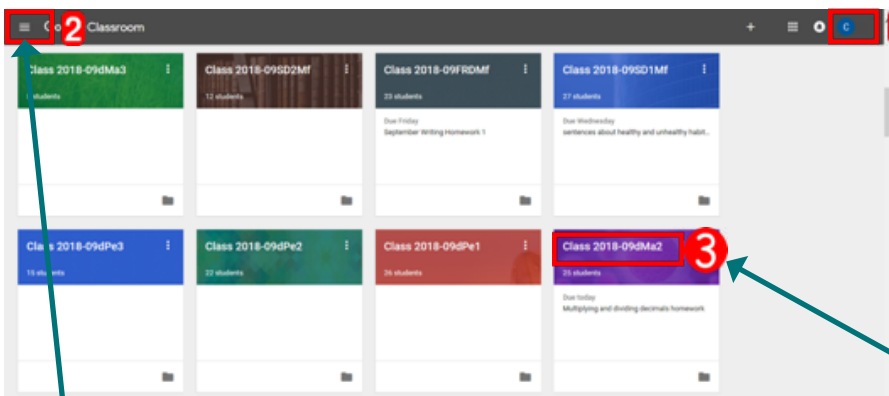
1. This is where your initial will be displayed. By clicking on this you can also log out of your account.

3. This is the name of the class as it appears on your timetable (unless a teacher has edited it to make it clearer). To enter the classroom for that subject, simply click on the name of the class.

2. This will open the main menu where you can access your classes, **to do list** and a **calendar** of work you need to do and the date on which it is due. This menu can be used as a quick way to navigate between classes and is accessible from any page throughout Google Classroom.

GOOGLE CLASSROOM
Finding your way around

Your to do list

From the menu bar, you will find your **to do list**. Each student will have a **to do list** showing their upcoming assignments.

Assignments will be set daily according to your normal school timetable. You may also receive additional or extra assignments or longer projects from teachers, these may have a longer or no due date.
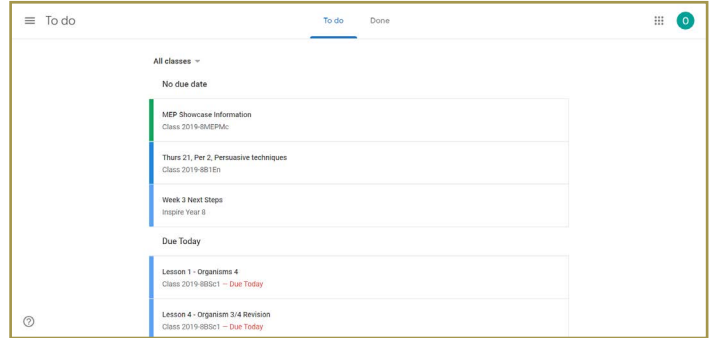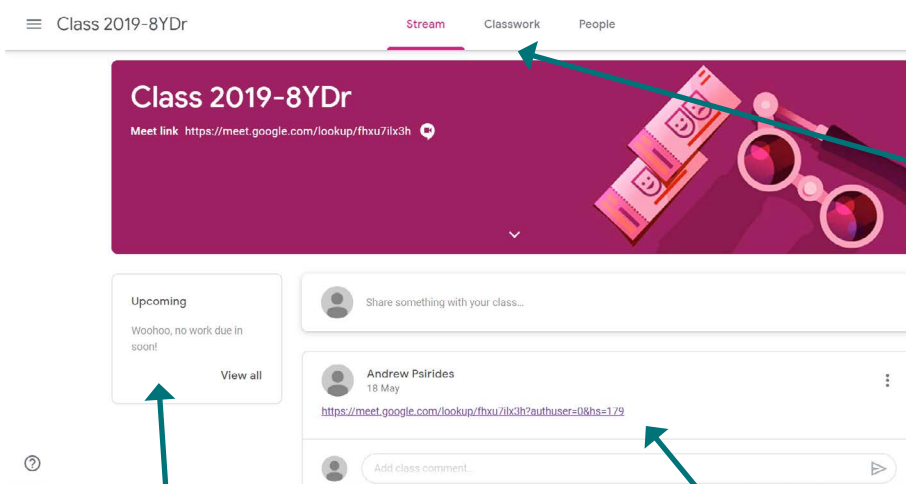
Your calendar

From the menu bar you will also find a **calendar.** This is your calendar and features all of the assignments that have been set for you.

You can use this as another way of viewing your **to do list** and an overview of the work you have been set for the week ahead.
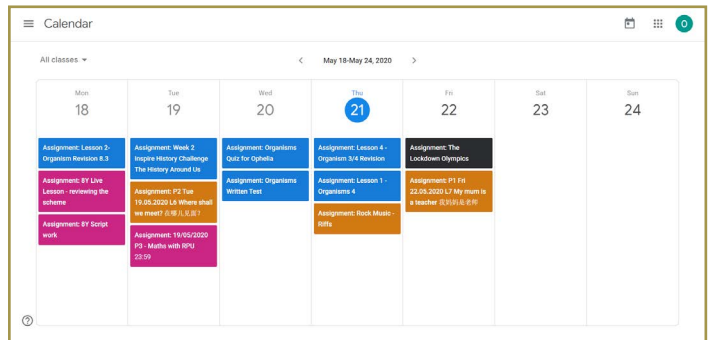
Your class page

Each class page will look similar to the one below:

Stream: This is the view you will see when you enter the class. You can see announcements and communicate with your class and teacher here.

Classwork: You can view your classwork for this subject here.

People: You can see a list of all of the students in this class and your teacher.

Upcoming: Your classwork for this subject will appear here.

Announcements: This area will show the announcements and assignments set by your teacher. You can message your teacher here and everyone in your class will see it too.