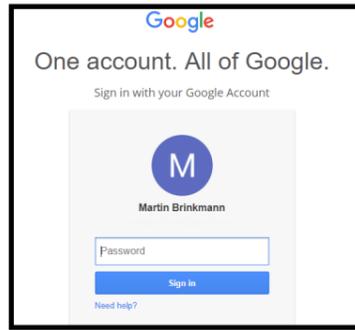


Guidance: Signing into Google Classroom



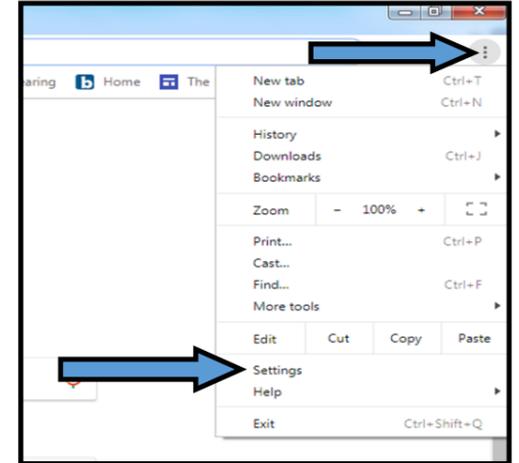
1. Click on the Google Link on your home page.



2. Sign into Google.

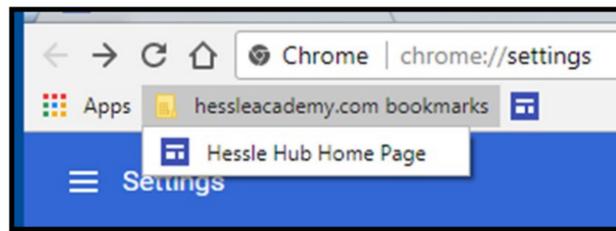
Your sign in will be: Username@hessleacademy.com
 Password – this is your normal PC password

3. Go to SETTINGS, then log in through there again. You will be asked to “Link Data” – ensure you do this. If you don’t, you will have to sign back into Chrome again every time. At school, you will need to do it once on every new PC you log onto. After the first time, your data will be automatically linked.

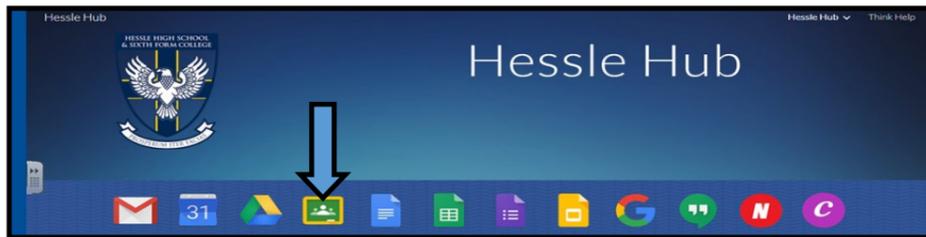


4. Click on the Hessle Academy link page on the top left hand side of your browser.

5. Click Hessle Hub Home Page.

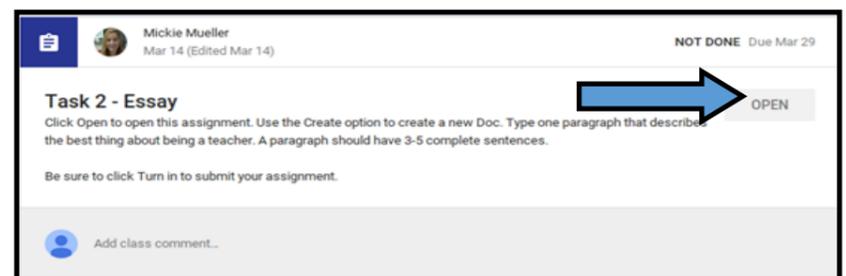


6. The arrow below points to *Google Classroom*. All homework is set on Google Classroom and we expect that students access this at home or if they do not have Internet access at home, during lunch, break or after school in the Learning Resource Centre (LRC). Our ICT Department also offers sessions in the computer suites to help students gain access if required.

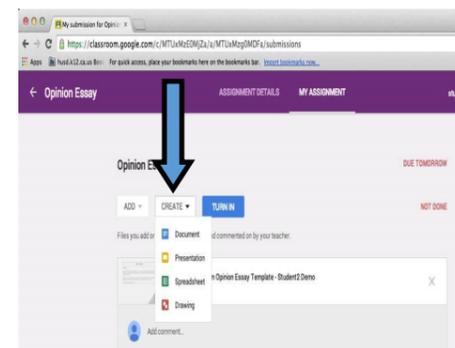


7. When students get an assignment, this is what it looks like.

8. To complete work, students need to click ‘Open’ and follow the instructions onscreen. Any document their name on it should be completed. This work will be automatically saved and any changes made will be immediately visible to all relevant teachers. In this scenario, there is no need to create additional documents and share in any other way.



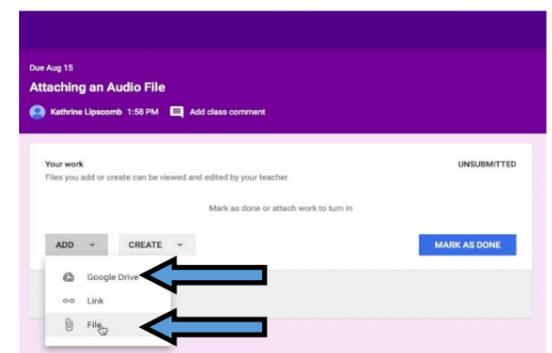
9. If there are not any documents with student’s name attached to the assignment, students can ‘add’ previously created documents (by adding ‘files’ from their computer, or documents directly from Google Drive) OR BETTER STILL, ‘create’ them there and then. We prefer that they are **created** via Google Classroom as they will be automatically attached to the right place and formatted correctly.



10. Once the work is completed, it needs to be **TURNED IN** to ensure it does not appear as ‘MISSING’ in our records.

Google Classroom can be accessed via the instructions we have shared with you and also via students’ mobile phones. Students can **download the apps** for Google Drive, Google Classroom, Google Docs (an equivalent to Word), Google Sheets (an equivalent to Excel), Google Slides (an equivalent to PowerPoint).

This way, all work can be accessed via students’ phones. This would be advantageous as we sometimes ask students to use these in lessons. (On such occasions, students who do not have mobile phones are equipped with ChromeBooks or laptops for equal access.)



If you need more information on how to use Google Classroom, go to **YouTube** and type in: **Google Classroom student view 2018**.