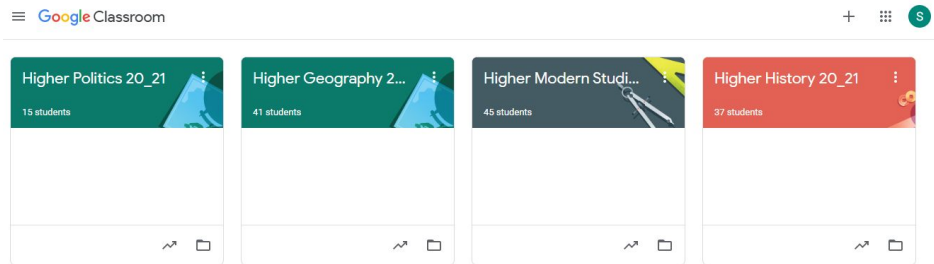
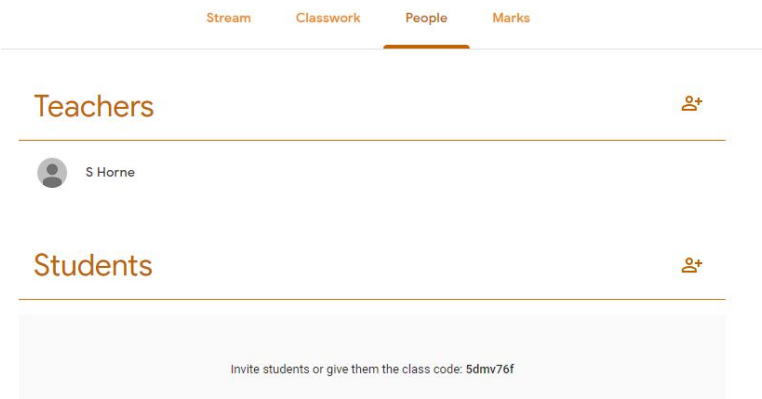
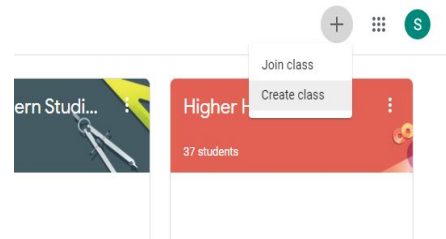


Introduction (Basic) Guide to Google Classroom (G-Suite)

Quite a few local authorities are using the G-Suite for education in normal day to day lessons.



Creating a class is nice and straightforward. Once you are on the classroom homepage press the + and select create class. You will be brought to a screen asking for your class name. You can name your class whatever you want and is the only required information.



Inviting students can be done in two ways. First you can simply share the class code with your students. This can be done through platforms such as Show My Homework when not at school. Only students can join using the code, not staff members.

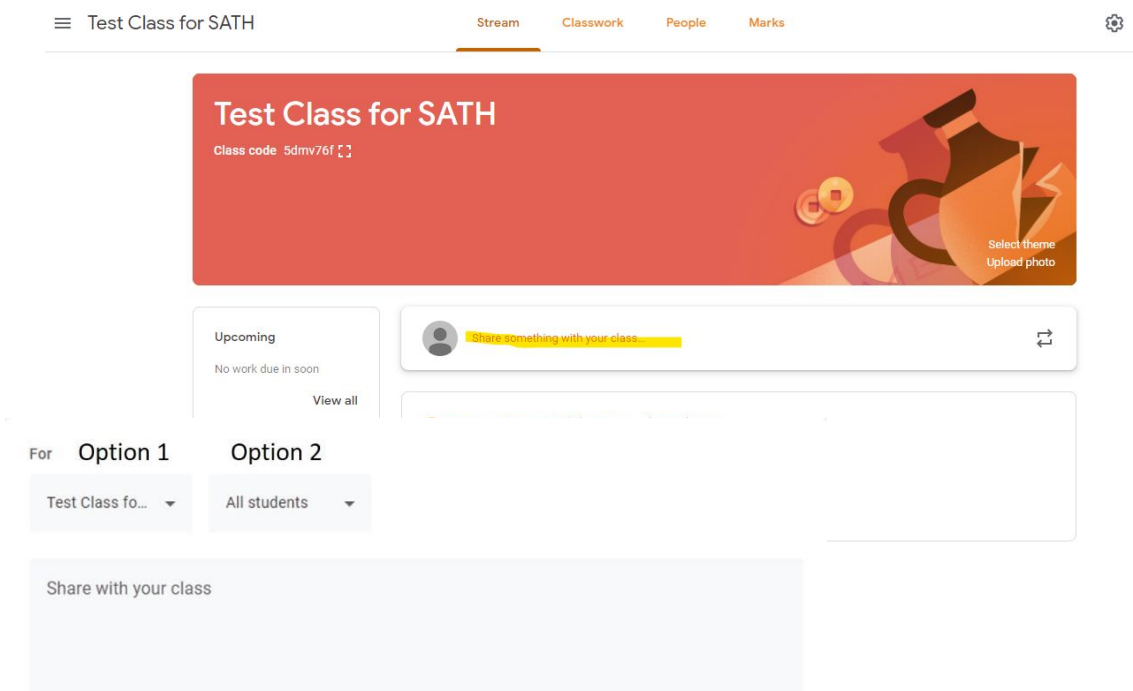
There is also the option to manually add students by clicking on people and then the button next to students.

Accessing the classroom can be done either online through Glow and searching for the Google Classroom tile (if you're not sure of your glow login contact your IT person) or by searching for Google Classroom or using the app button at the top of your browser when on a google search.

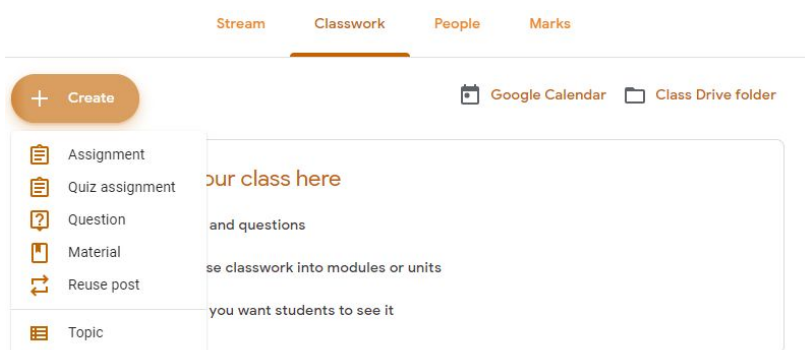
Some local authorities have access to G-suite through their glow addresses. Others have separate google compatible accounts. It should be easy enough to find out if you have access to Google apps such as classroom, drive, sheets, docs etc.

Inviting teachers can be done on this page. When a teacher is added they will have the same access to the classroom as you. This is helpful if you have shared classes or if you want someone else to have access to the class due to absence.

Communicating with students can be done on the stream. The easiest way to do this is to click on 'share something with your class'



This brings up lots of options to communicate. You can click on option 1 which allows you to post to more than one class at a time if what you want to share is identical. Option 2 allows you to share the post with all students or a group of students or individuals. By clicking add you can upload files to the post, attach links, share google drive files or YouTube videos. Students can reply to the post and you have complete control over the comments. If you have only shared the post with a group or individual student only they can see and post replies. This is useful if you have differentiated work or announcements for only certain students. For more control over student's work do not use this option to set tasks you want handed in



Setting assignments is best done on the classwork page. By clicking create you will have many options of the types of assignments you can assign to your class. The simplest option is 'Assignment'

