

# Google Classroom Help Guide

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# Google Classroom



Hello  
everyone,

I have created this step by step guide to help you start using Google Classroom, I have also made a step by step video guide which will demonstrate all the steps in this PowerPoint. If you haven't received the video footage, please contact your child's class teacher who will share it with you.

This is a new piece of technology which the staff are using so please be patient whilst we all learn how to use the system together.

Kind regards

N.Goodman



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# Step 1

## Signing into Google Classroom



1. First log into Hwb as you normally would.
2. Next you need to click the menu button next to the square made up of dots.
3. Then click Google for Education.

The screenshot shows the ADDYSG CYMRU EDUCATION WALES dashboard. At the top, there is a header with the logo, the text 'ADDYSG CYMRU EDUCATION WALES' and 'cefnhodaeth ein cenedl | our national mission', a search bar, and a 'Cymraeg' button. Below the header, there is a navigation bar with a 'Menu' button (a square of dots), a notification bell, a user profile for 'N Goodman', and a 'Sign out' button. The main content area is a grid of tiles for various services: Curriculum for Wales, Curriculum for Wales 2008, Professional development, Resources, News, Events, Keeping safe online, Zones, and Support Centre. Below this, there is a row of application tiles including Office 365, Outlook, Google for Education (highlighted with a red bracket), and Adobe Spark. Further down are tiles for Just2easy, Flipgrid, Personalised assessments, CSC Cronfa, Britannica Digital Learning, 360 degree safe Cymru, Networks, My Hwb Dashboard, Playlists, User management, Hwb Classes, and Assignments. Two red arrows originate from the text on the left: one points to the 'Menu' button, and the other points to the 'Google for Education' tile.

4.) You will be redirected to the picture on the right.

5.) Simply use your HWB login and password to sign in.

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text 'Sign in' and 'Use your Google Account'. There is a text input field with the placeholder text 'Email or phone'. Below the input field are links for 'Forgot email?', 'Not your computer? Use InPrivate windows to sign in.', and 'Learn more'. At the bottom left is a link for 'Create account', and at the bottom right is a blue button labeled 'Next'.

6.) Now you should have a page which looks like the picture below. This shows all class's that you are linked to. Simply click on your class.

Year 3 and 4 staff



3C

Marlborough 2020-2021



Training Account

Marlborough 2020-2021



# Step 2

How to Connect to our Google Classroom

*(if you haven't already signed up **only**)*





1

First the children need to log into Hwb.



2

Next the children need to click the menu button next to the square made up of dots.



3

Then click Google for Education.



4

Sign in using their Hwb login and username.

5.) Once they have signed in, they need to click the plus button in the top right corner.



7.) Now the children need to click join class and enter the class code which the teacher has given.

8.) Your children should now be connected.

A screenshot of a 'Join class' dialog box. The title is 'Join class'. Below the title, there is a text prompt: 'Ask your teacher for the class code, then enter it here.' Below the prompt is a text input field with the placeholder text 'Class code' and a vertical cursor. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Join'.

# Step 3

## Accessing Work set by the Class Teacher



1.) You should now see a page like this one below, on the left-hand side of the page you will see work which is due in soon, it will tell you what day and time the work is due in.

The screenshot displays a user interface for a 'Training Account' for 'Marlborough 2020-2021'. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Marks'. Below the navigation is a large teal banner with the text 'Training Account Marlborough 2020-2021', 'Class code ik66mm2', and a 'Meet link' to a Google Meet. A yellow bicycle is illustrated on the right side of the banner. Below the banner, there is a section titled 'Upcoming' with the text 'No work due in soon' and a 'View all' button. To the right of this section is a 'Share something with your class...' input field with a refresh icon. Below that is a notification from 'N Goodman' about a 'Practice Quiz' assignment posted at 18:11.

Training Account  
Marlborough 2020-2021

Stream Classwork People Marks

Training Account  
Marlborough 2020-2021  
Class code ik66mm2  
Meet link <https://meet.google.com/lookup/edorhxlqdk>

Select theme  
Upload photo

Upcoming  
No work due in soon  
View all

Share something with your class...

N Goodman posted a new assignment: Practice Quiz  
18:11

2.) Now click on Classwork near the top of the page.

The screenshot shows the top navigation bar of a Google Classroom page. On the left, there is a hamburger menu icon followed by the text "Training Account" and "Marlborough 2020-2021". In the center, there are four tabs: "Stream", "Classwork", "People", and "Marks". The "Classwork" tab is highlighted with a red bracket and a red arrow pointing to it from the left. Below the navigation bar is a large teal banner with the text "Training Account", "Marlborough 2020-2021", "Class code ik66mm2", and "Meet link https://meet.google.com/lookup/edorhxlqdk". To the right of the banner is an illustration of a yellow bicycle. Below the banner, there are two main sections. The first is a white box titled "Upcoming" with the text "No work due in soon" and a "View all" button. The second is a white box with a person icon and the text "Share something with your class...". Below that is another white box with a document icon and the text "N Goodman posted a new assignment: Practice Quiz" and "18:11".

3.) In this section you will see all work set by your class teacher, as you can see only one activity has been set. Click on your activity to find out more information.

The screenshot displays the Google Classroom interface for a class named '3C Marlborough 2020-2021'. The navigation bar at the top includes 'Stream', 'Classwork' (which is the active tab), 'People', and 'Marks'. On the right side of the navigation bar, there are icons for settings, a grid of apps, and a user profile icon with the letter 'N'. Below the navigation bar, there is a blue 'Create' button and three options: 'Meet', 'Google Calendar', and 'Class Drive folder'. The main content area shows a single activity card for 'Friday 16th October' with 25 comments and a timestamp of 'Posted 10:07'.

3C  
Marlborough 2020-2021

Stream **Classwork** People Marks

+ Create

Meet Google Calendar Class Drive folder

Friday 16th October 25 Posted 10:07

4.) Once you click on the task it should give you more information. You can see there is an attached document, this is a document which you can edit and send to your teacher once you finish your work, click on your document.

## Maths



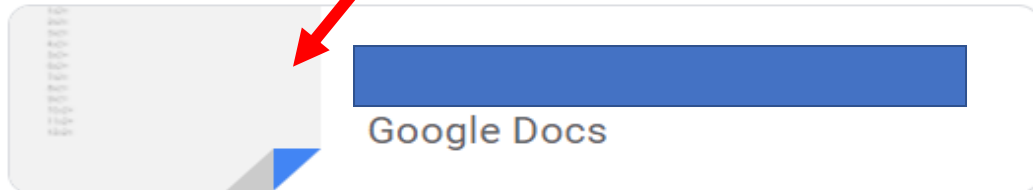
Maths

Due 24 Oct, 03:30

Posted 21:10

Assigned

Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help.



[View assignment](#)

5.)If your class teacher has asked you to create your own document, then simply click on the task and click on the add/create button. This will allow you to create your own word document, powerpoint, excel sheet and other items. Or you can add your own file from your own computer.



# Maths

N Goodman • 21:10



Due 24 Oct, 03:30

Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help.

Class comments

Your work

Assigned

Google Docs

+ Add or create

Hand in



6.) Here you can see the list of new documents you can use to create and to complete your work, or you can add your own work from your own computer by clicking on the file button.

The image shows a Google Classroom assignment page for a class named "Maths" by N Goodman, with a due date of 24 Oct, 03:30. The assignment text says: "Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help." Below the text is a "Class comments" section with an input field labeled "Add class comment...". On the right side, a "Your work" sidebar is open, showing a list of documents and a "Add or create" button. The "Add or create" menu is expanded, showing options: "Google Drive", "Link", "File", "Create new" (with sub-options: "Docs", "Slides", "Sheets", "Drawings"). Two red arrows originate from the "Add class comment..." input field. One arrow points to the "File" option in the "Add or create" menu, and the other points to the "Create new" section of the same menu.

7.) Now I have clicked on the document, you can see a child has started to complete the work. Once you finish the work you need to click the turn in button, this is in the top right corner next to the share button.

The screenshot shows the Google Docs interface. At the top left, the document title is '- 2 xs Timetable'. Below the title are icons for star, folder, and share. The top menu bar includes 'Format', 'Tools', 'Add-ons', and 'Help'. A status bar indicates 'Last edit was seconds ago'. The main toolbar contains various text and formatting options. In the top right corner, there is a 'TURN IN' button and a blue 'Share' button. A red arrow points from the 'TURN IN' button to the text '2 xs Timetable' in the document content.

**2 xs Timetable**

1x2= 2  
2x2=4  
3x2=6  
4x2=8|  
5x2=  
6x2=  
7x2=  
8x2=  
9x2=

8.) It will then take you to this page, where you can see your work has been submitted. Your teacher will then mark your work and provide feedback in the private comment section. You can also reply to your teacher in this section. Finally, you can also unsubmit your work if you need to edit it and re-send it.

The screenshot shows a Google Classroom assignment page for a subject named "Maths". The assignment is titled "N Goodman • 21:10" and is due on "Due 24 Oct, 03:30". The assignment description reads: "Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help." A "Your work" section shows a "Handed in" status with a "Google Docs" attachment. Below this is an "Unsubmit" button. At the bottom, there is a "Class comments" section with an "Add class comment..." input field and a "Private comments" section with an "Add private comment..." input field. Red arrows and brackets highlight the "Unsubmit" button and the "Private comments" section, indicating their importance for the user's workflow.

**Maths**  
N Goodman • 21:10

Due 24 Oct, 03:30

Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help.

Class comments

Add class comment...

**Your work** Handed in

Google Docs

Unsubmit

**Private comments**

Add private comment...

# Step 4

Sending public messages to your class  
teacher and classmates (Children only)



1.) Click on the Stream heading.

2.) Then simply click this box and type your message you wish to share.

3.) Please note everyone in the class will see this message section and it should only be used by the children.

1t  
021

Stream

Classwork

People

Marks

## Training Account

Marlborough 2020-2021

Class code ik66mm2 [ ]

Meet link <https://meet.google.com/lookup/edorhxlqdk>



Select theme  
Upload photo

Upcoming

No work due in soon



Share something with your class...



# Step 5

Additional Free  
Google Resources





# Training Account

Marlborough 2020-2021

Class code ik66mm2

Meet link <https://meet.google.com/lookup/edorhxlqdk>



Select theme  
Upload photo

To access the Free Additional Resources just simply click on the square made up by dots. This will then show you a variety of different apps to choose from which are explained on the next page.

**Account-** This is where you can access all your personal settings.

**Drive-** This is your online storage system where you can store your files and share them with other people just like teams.

**Classroom-** Is where you set work for your class.

**Docs-** Is Googles equivalent of Microsoft word.

**Sheets-** Is Googles equivalent of Microsoft excel but has pre created documents such as registers, attendance sheets, to do lists etc.

**Slides-** Is Googles equivalent of Microsoft PowerPoint

**Meet-** Is where you can create & hold meetings over webcam very similar to zoom.



Account



Drive



Classroom



Docs



Sheets



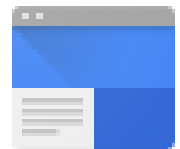
Slides



Calendar



Meet



Sites



Contacts



**Groups-** Very similar to teams, allows you to link up with other people. However I have been unable to trial this due to being on my own.

**Maps-** Shortcut to the Google maps page.

**Hangouts-** This is more of a social place where you can make video calls, phone calls and message. **But you must set up your own details to do this.**

**Forms-** Where you can create a variety of different forms such as quiz's etc.

**Keep-** You can make notes and create reminders for yourself.

**Jamboard-** You can create music using this app.

**Earth-** Google Earth is a computer program that renders a 3D representation of Earth based primarily on satellite imagery.

**Collections-** You can add webpages to your collections, for example if you find a useful teaching website you regularly use, you can save it in your collections for quick access.



Groups



Maps



Vault



Hangouts



Forms



Keep



Jamboard



Cloud  
Search



Earth



Collections