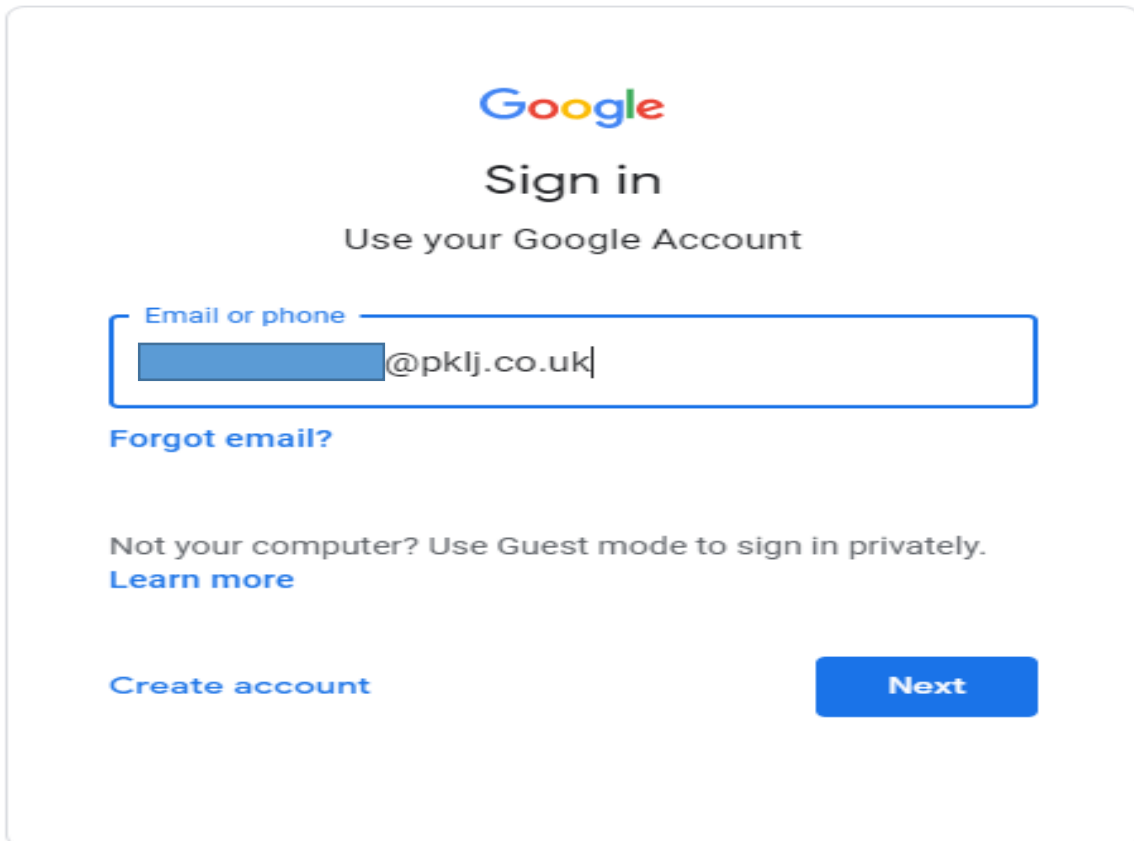


How to use Google Classroom

1. Go to classroom.google.com
2. Log into your account using your username and password for the school computers. Remember, when typing your username, you MUST end your email with @pklj.co.uk



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and a blue border. The field contains a redacted email address followed by "@pklj.co.uk". Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

3. Once you have logged in, click the class you have been assigned to. It should be named your current class with 2020/2021. For example, 5DT – 2020/2021

📁 To review 📅 Calendar

5DT - 2020/2021

Due today
08:00 - Week 7 Band 5 Spellings

📈 📁

4. The next screen will show all the assignments that your teacher has set for you.

☰ 5DT - 2020/2021 ⋮ T

Stream Classwork People

5DT - 2020/2021

Upcoming
Due today
08:00 - Week 7 Band 5 Sp...
[View all](#)

👤 Share something with your class...

📅 Deanna Tatchell posted a new assignment: Week 7 Band 5 Spellings
21 Oct

📅 Deanna Tatchell posted a new assignment: Band 5 Spellings - Week 6
15 Oct

📅 Deanna Tatchell posted a new assignment: Spellings Week 5
12 Oct (Edited 12 Oct)


5. To complete your work, click one of the tasks. This box will appear:

Week 7 Band 5 Spellings

Deanna Tatchell • 21 Oct

Due 08:00

Your work



[Redacted] - Week 7 Band 5.docx
 ✕

Word

+ Add or create

Hand in

Private comments



➤


6. Click the task that has been set for you and it will ask you to open with Google Docs. Click Open With Google Docs and it will then allow you to edit the document on the screen. Your work will save automatically.
7. Once you have completed your work, go back to the screen above. A box will appear which says 'Hand in'. Click that box and your work will be submitted to your teacher.

Week 7 Band 5 Spellings

Deanna Tatchell • 21 Oct

Due 08:00

Your work


[Redacted] - Week 7 Band 5.docx
 ✕

Word

+ Add or create

Hand in