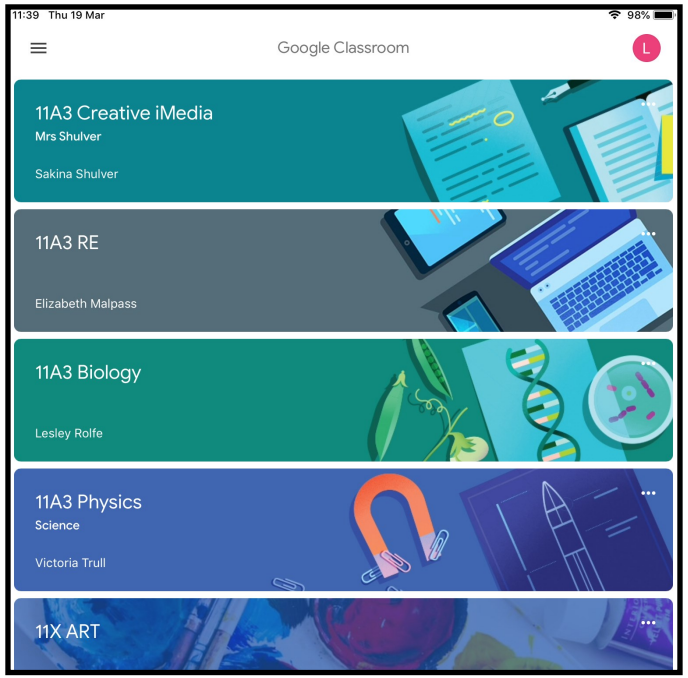
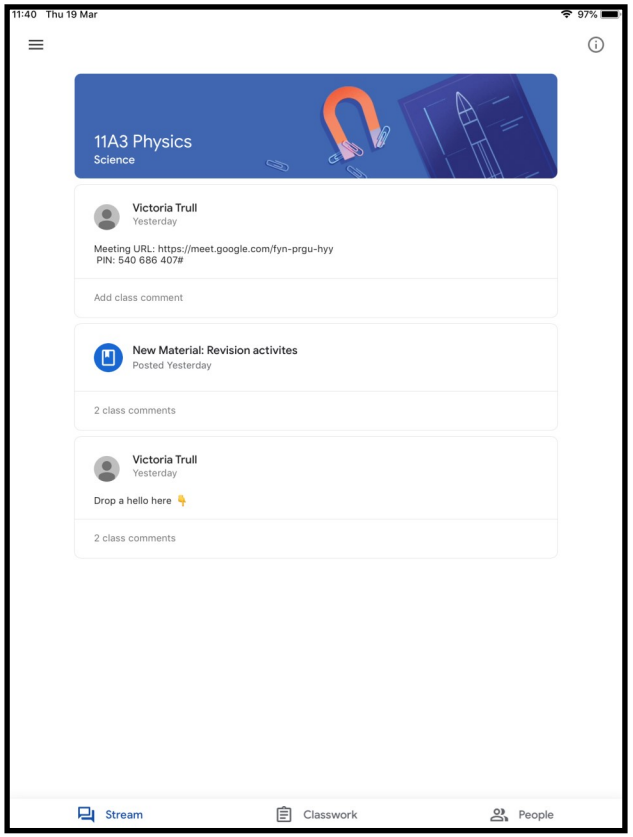
GUIDE TO USING GOOGLE CLASSROOM APP

1. When you open the Google Classrooms app, you will see a list of all the classes that you have joined.

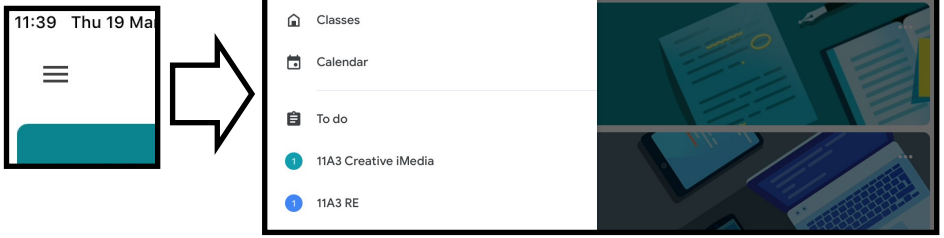


2. To join a class you need to click on the + button and then type in the code given to you by your teacher.

3. Tapping on a class will take you to that classes specific page. From there you will be able to get the link for your streamed lesson, or the name you need to join in google hangouts.

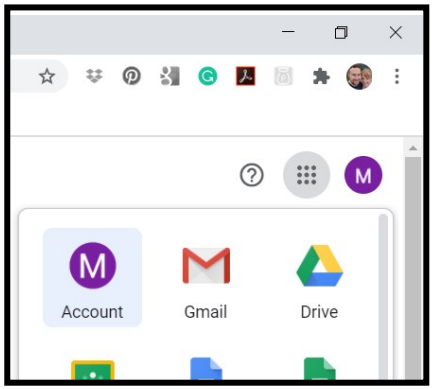


4. Tapping on the button at the top left corner of the screen will open the menu. This will allow you to switch classes and go back to the overall classes page.



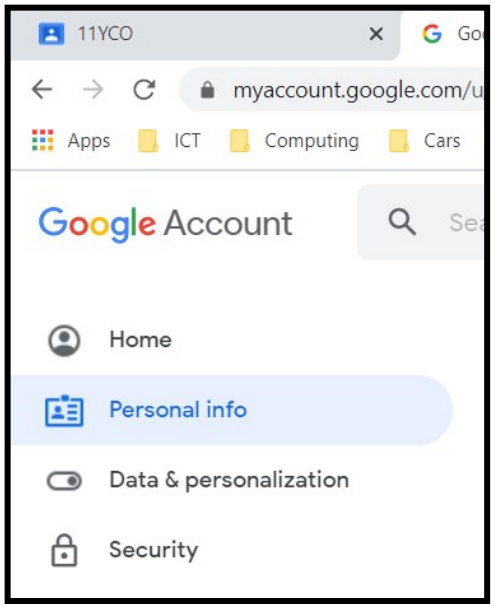
This may look slightly different if you log in through a web browser, however you should find the process exactly the same.

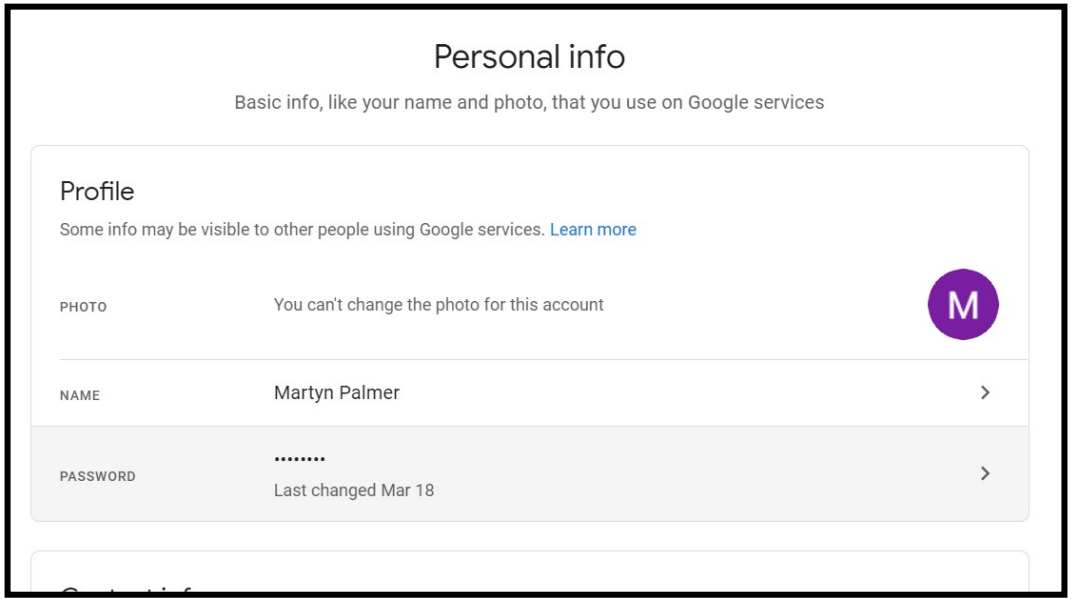
CHANGING YOUR GOOGLE PASSWORD



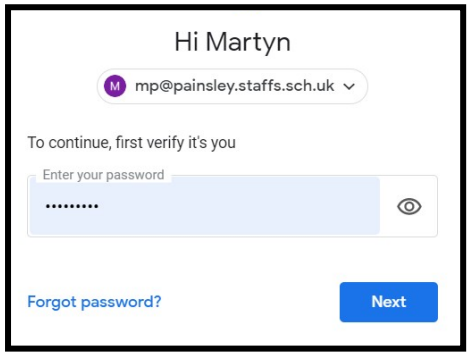
1. In the top right corner of the screen click on the button which looks like 9 dots, then click on the "account" option.

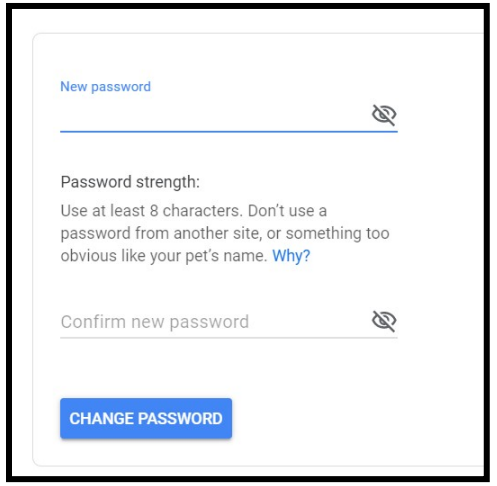
2. Then on the left menu select "Personal Info".





3. Then in the Profile section click on the password row/button.

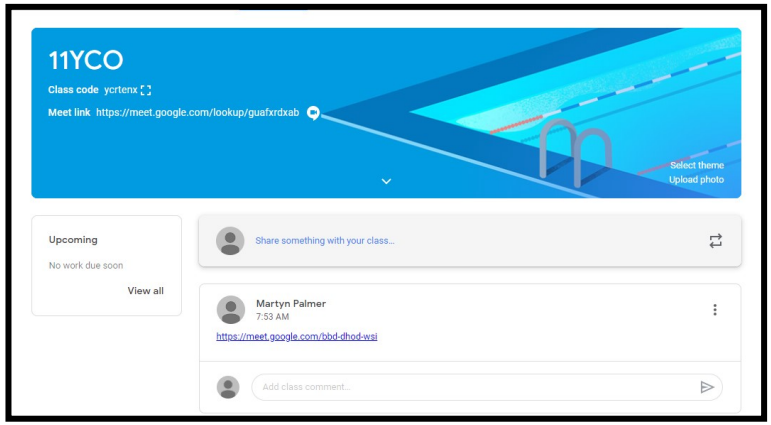




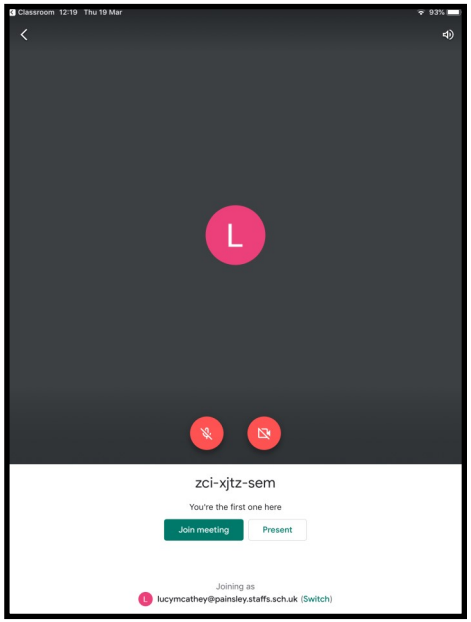
4. Follow the on screen instructions by entering your old password first then after clicking on the next button type in your new password (and a second time to confirm it).

GUIDE TO USING GOOGLE HANGOUTS MEET

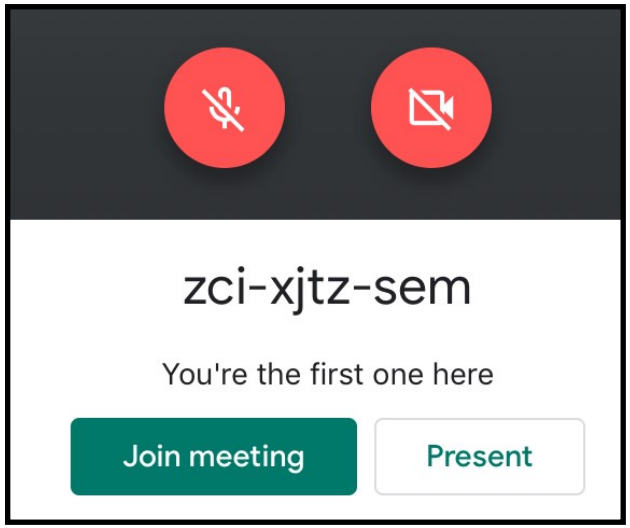
1. When you need to join a lesson you start off by going to Google Classrooms and selecting your class.



2. This will then open Google Hangouts Meet.



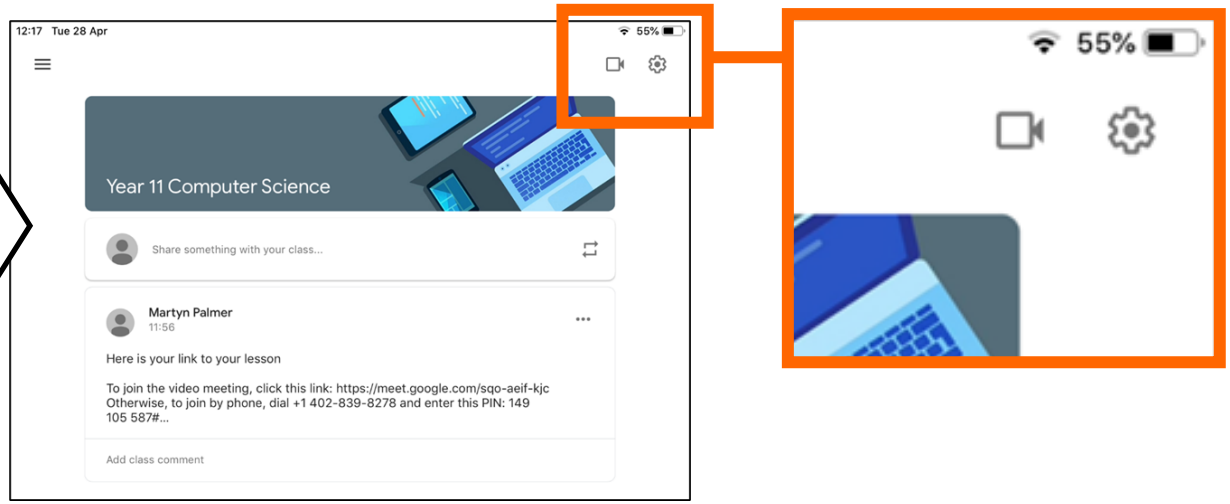
3. Before you join the class, make sure that your **camera and microphone are turned off**.



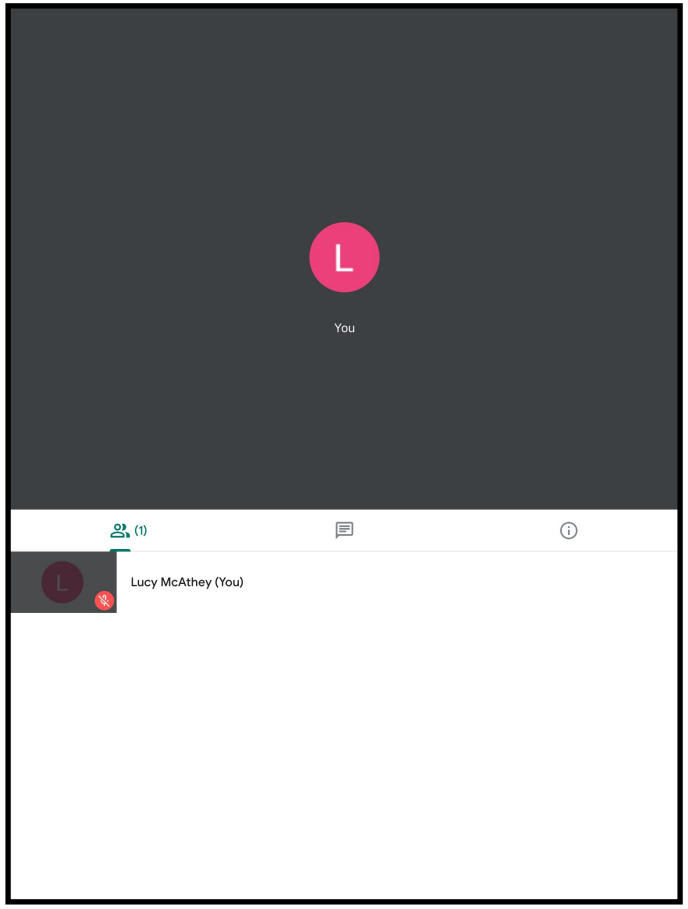
Either click on the link your teacher has posted. This gives you the hyperlink to go to the meeting. Make sure the post is not an old post.

Alternatively there is a link displayed in the groups banner (below the group code). This will take you to the same meeting. This link never changes and should always take you to the correct stream.

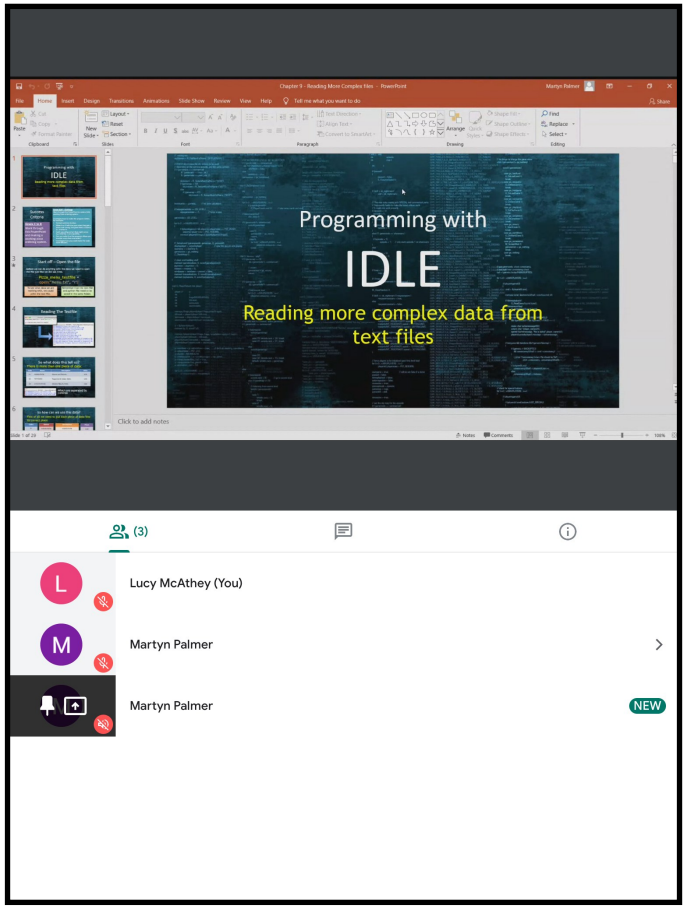
If your using an iPad, you may have an icon of the google meet camera at the top of the page instead of the link. Again this should take you to the same place.



4. When you join the group you will be added to the room. You may also see other people who have joined at the bottom of the screen .



5. When your teacher logs in, you should see their name. Clicking on their name will enable you to see their camera (if they are using one) and hear their voice.



If you see your teachers name twice, it means that they are presenting a presentation. You need to make sure that you click on the name where the presentation is shown.

DISCLAIMER

Please bear in mind that staff are working very hard to ensure that you receive the best education possible at this difficult time.

As usual we will expect the highest standards of behaviour and for all work to be completed to the best of your ability.

Please do not give out the lesson link to people who shouldn't be in your lesson. This could cause safeguarding issues and will be dealt with accordingly by your teacher.

Show My Homework will also be being used to set and collect in any assessed work which will be marked in the usual way.