

# How to use Google Classrooms for home learning

**Note:** All codes and examples are specific to the YEAR 3 class, this might vary year group to year group. Your class teacher will advise via ClassDojo.



The image shows a screenshot of the Google Sign in page. At the top center is the Google logo. Below it, the text reads "Sign in" and "to continue to Gmail". There is a text input field with the placeholder text "Email or phone". Below the input field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use a Private Window to sign in." with a link for "Learn more". At the bottom left is a link for "Create account" and at the bottom right is a blue button labeled "Next".

English (United States) ▾

[Help](#)

[Privacy](#)

[Terms](#)

## Logging on

Go to <https://accounts.google.com/>

You will be met with this page and will need to enter your log in details.

Once you have signed in, you will be greeted with this page.

Have a read through, then click 'accept'.



Welcome to your new account

Welcome to your new account: [13maddisonc@highlane.stockport.sch.uk](#). Your account is compatible with many [Google services](#), but your [highlane.stockport.sch.uk](#) administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your [13maddisonc@highlane.stockport.sch.uk](#) account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your [13maddisonc@highlane.stockport.sch.uk](#) account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

- Home
- Personal info
- Data & personalisation
- Security
- People & sharing
- Payments & subscriptions



Welcome,

Manage your info, privacy and security to

Privacy & personalisation

See the data in your Google Account and choose what activity is saved, to personalise your Google experience

[Manage your data & personalisation](#)

We keep your account protected

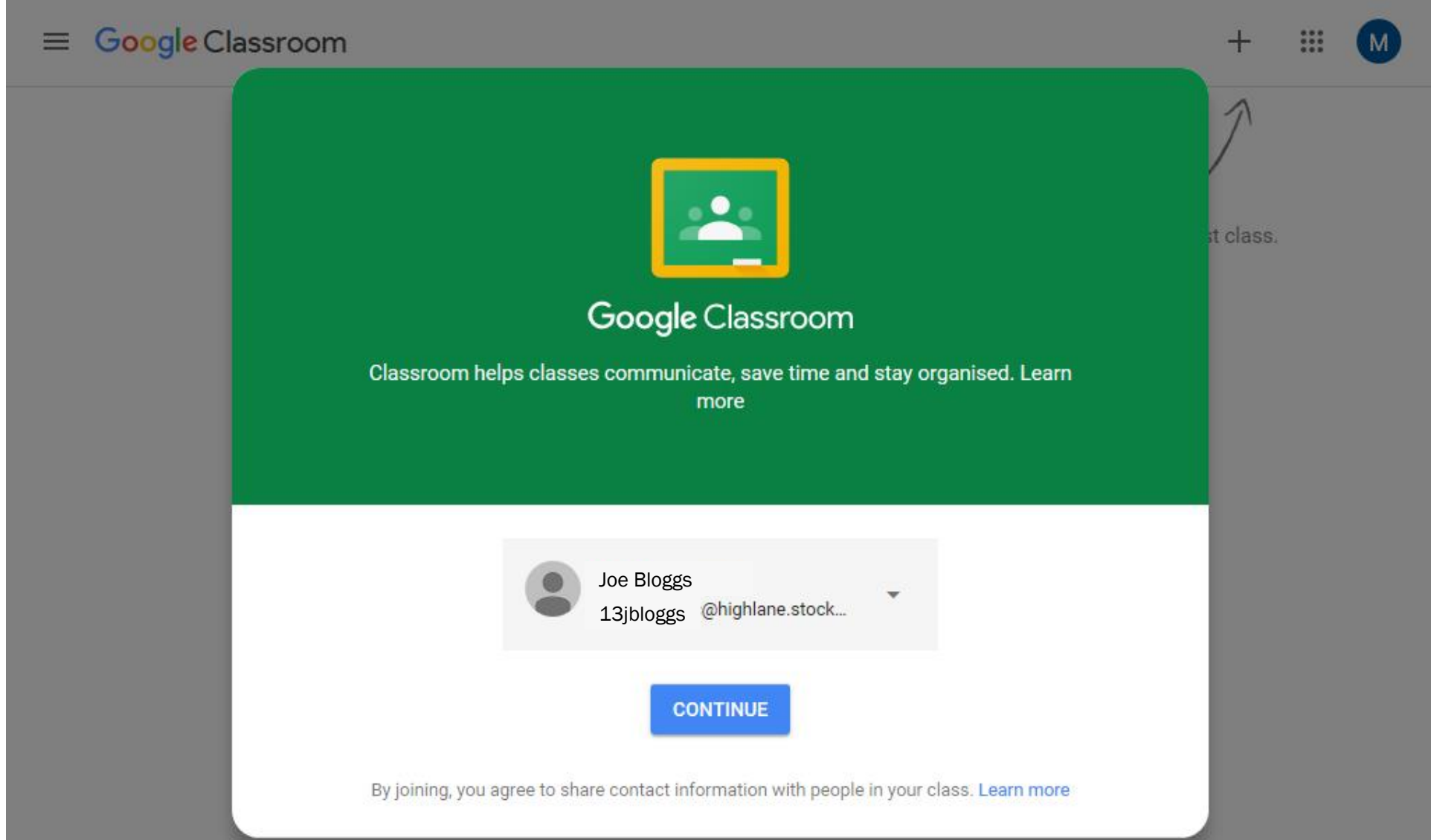
The Security Check-up gives you personalised recommendations to secure your account

Account Gmail Drive  
Classroom Docs Sheets  
Slides Calendar Meet  
Contacts

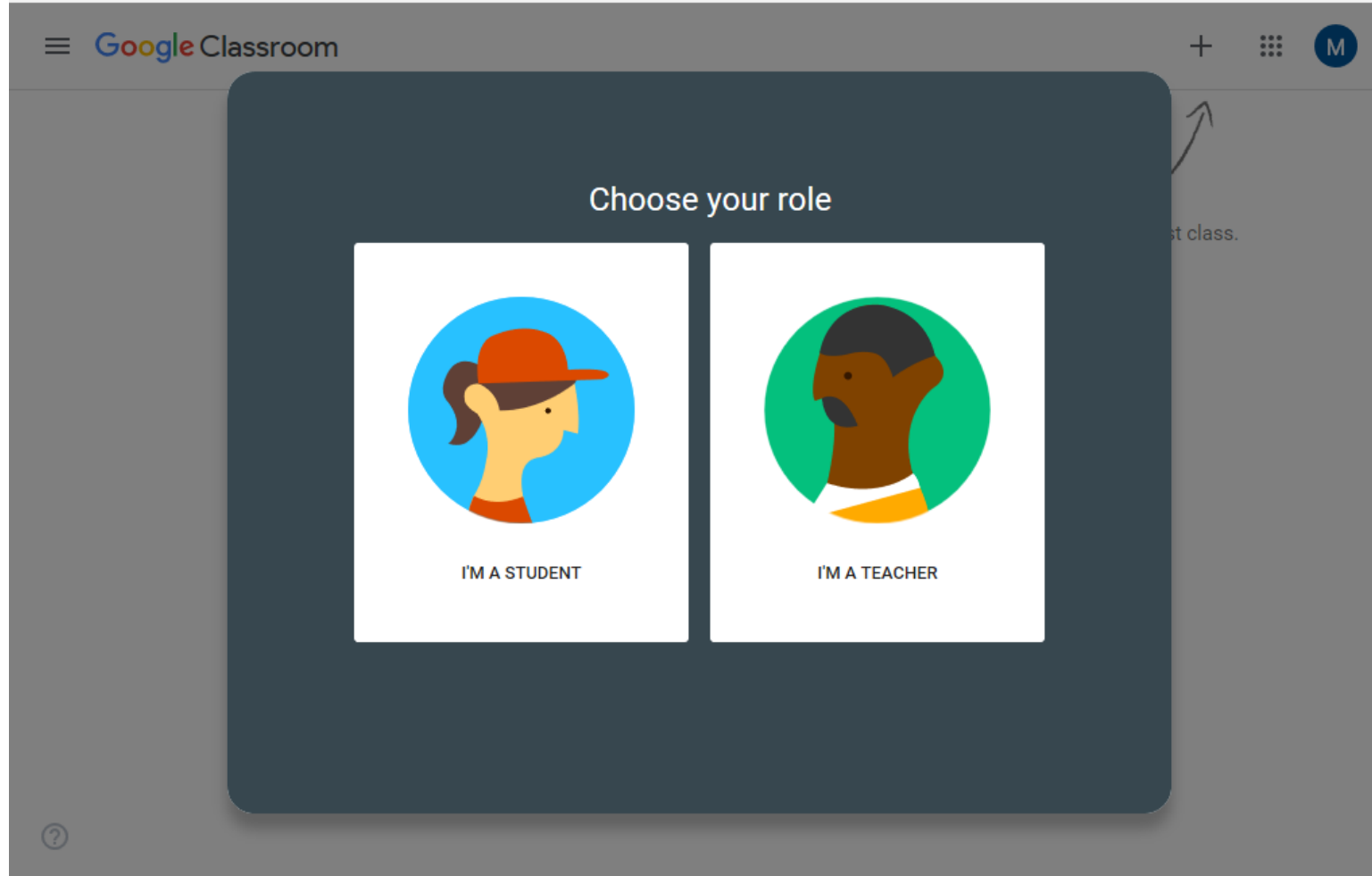
Welcome to  
Google  
Classrooms!

After your first  
visit, this screen  
will look different  
when you log in  
normally – we'll  
talk about it later.

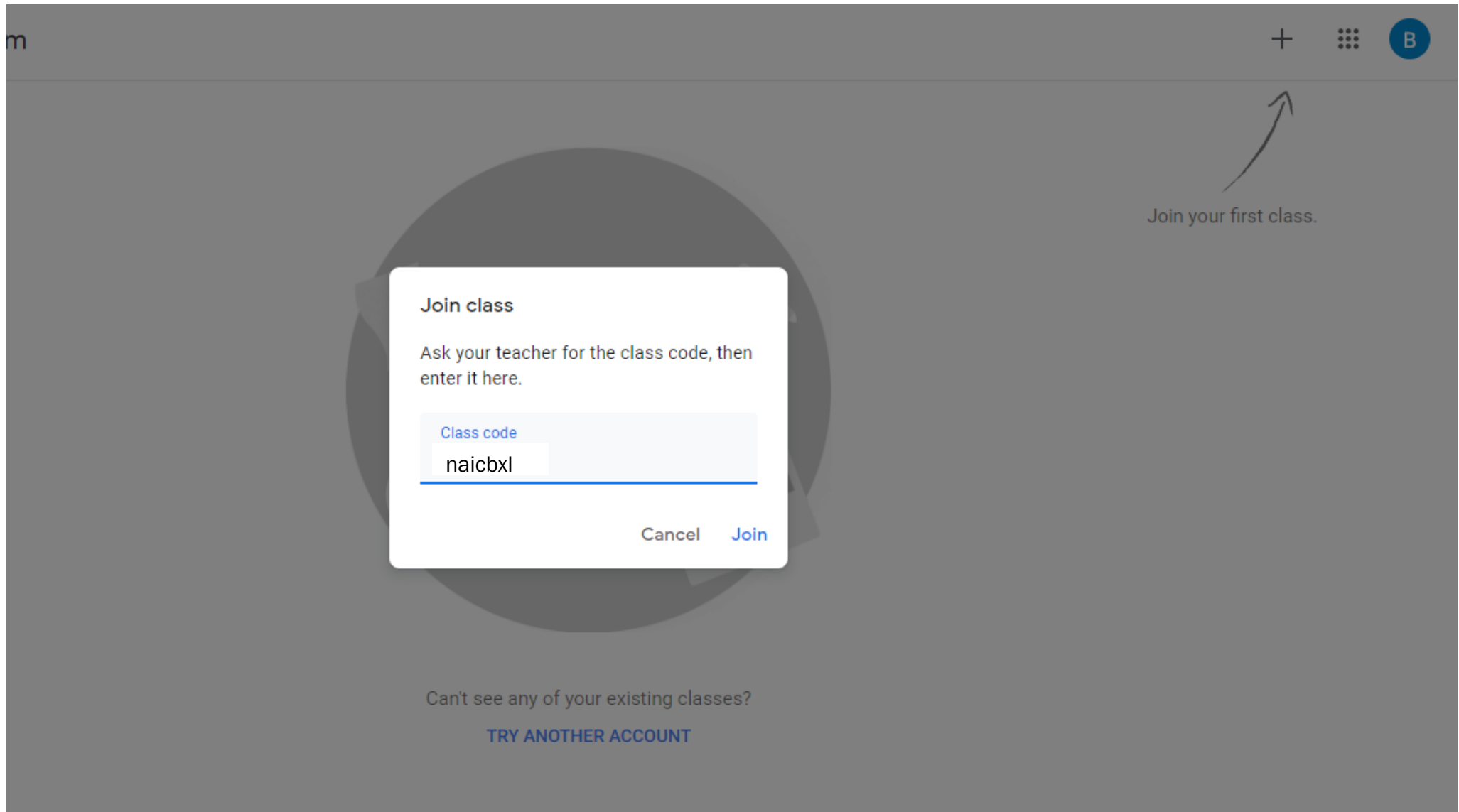
For now, click  
'classroom'.



Check your details are correct, if so, click continue to proceed.



Check your details are correct, if so, click continue to proceed.




Your teacher will provide you with a class code. You can enter this by selecting the cross and 'join class'. Press 'join' when you're done.



**Upcoming**

Due Friday  
Week 1 - Activity 1 - Conve...  
Miracle in the Sky - Activit...  
Miracle in the Sky - Activit...

[View all](#)

 Share something with your class...

 **Toni Roper posted a new assignment: Week 1 - Activity 1 - Converting Pounds to Pence** 19 Mar 

 **Toni Roper posted a new assignment: Miracle in the Sky - Activity 3 - Developing Ideas** 19 Mar 

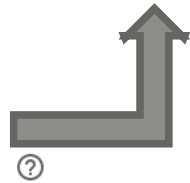


Welcome to your class home page. You'll see the current stream and you can navigate this at the top by selecting from 'stream', 'classwork' and 'people'.



Selecting 'classwork' allows you to see all the activities your teacher has uploaded for you.

You can select a specific 'topic' to make it easier to navigate.



Year 3

Stream

Classwork

People



View your work

Google Calendar

Class Drive folder

All topics

READ ME FIRST

Maths

Writing

Afternoon Activities

READ ME FIRST



Your First Task

19

No due date

Maths



Week 1 - Activity 1 - Converting Pounds to P...

Due 27 Mar

Writing



Miracle in the Sky - Activity 3 - Developing I...

Due 27 Mar



Miracle in the Sky - Activity 2 - Building Sen...

Due 27 Mar

Some icons look different – grey ones are assignments for you to work through.

# Writing



Miracle in the Sky - Activity 3 - Developing I...

Due 27 Mar



Miracle in the Sky - Activity 2 - Building Sen...

Due 27 Mar



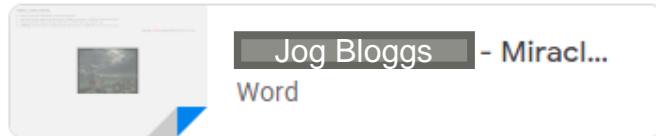
Miracle in the Sky - Activity 1 - Creating a W...

Due 27 Mar

Posted 19 Mar

Assigned

Remember to download the file and then upload once complete to hand in the task.



[View assignment](#)

Clicking on an assignment will open it up and allow you to read more information.

By selecting 'View assignment', you can begin to respond to the activities set.



Due 27 Mar

# Miracle in the Sky - Activity 1 - Creating a Word Mat 100 points

Toni Roper 19 Mar

Remember to download the file and then upload once complete to hand in the task.

## Class comments



Add class comment...



## Your work Assigned

Jog Bloggs ... ×  
Word

+ Add or create

Hand in

## Private comments



Add private comment...



**Class comments** will be seen by the entire class – don't use it to have a 'chat' please, it's important this is a platform for your learning.

**Private comments** will allow you to ask me direct questions about your work.

When the assignment opens, you'll notice 'Your work' appear on the right hand side – this is how you can respond and upload responses that I can check for you.



Due 27 Mar

# Miracle in the Sky - Activity 1 - Creating a Word Mat

100 points



Toni Roper 19 Mar

Remember to download the file and then upload once complete to hand in the task.

## Class comments



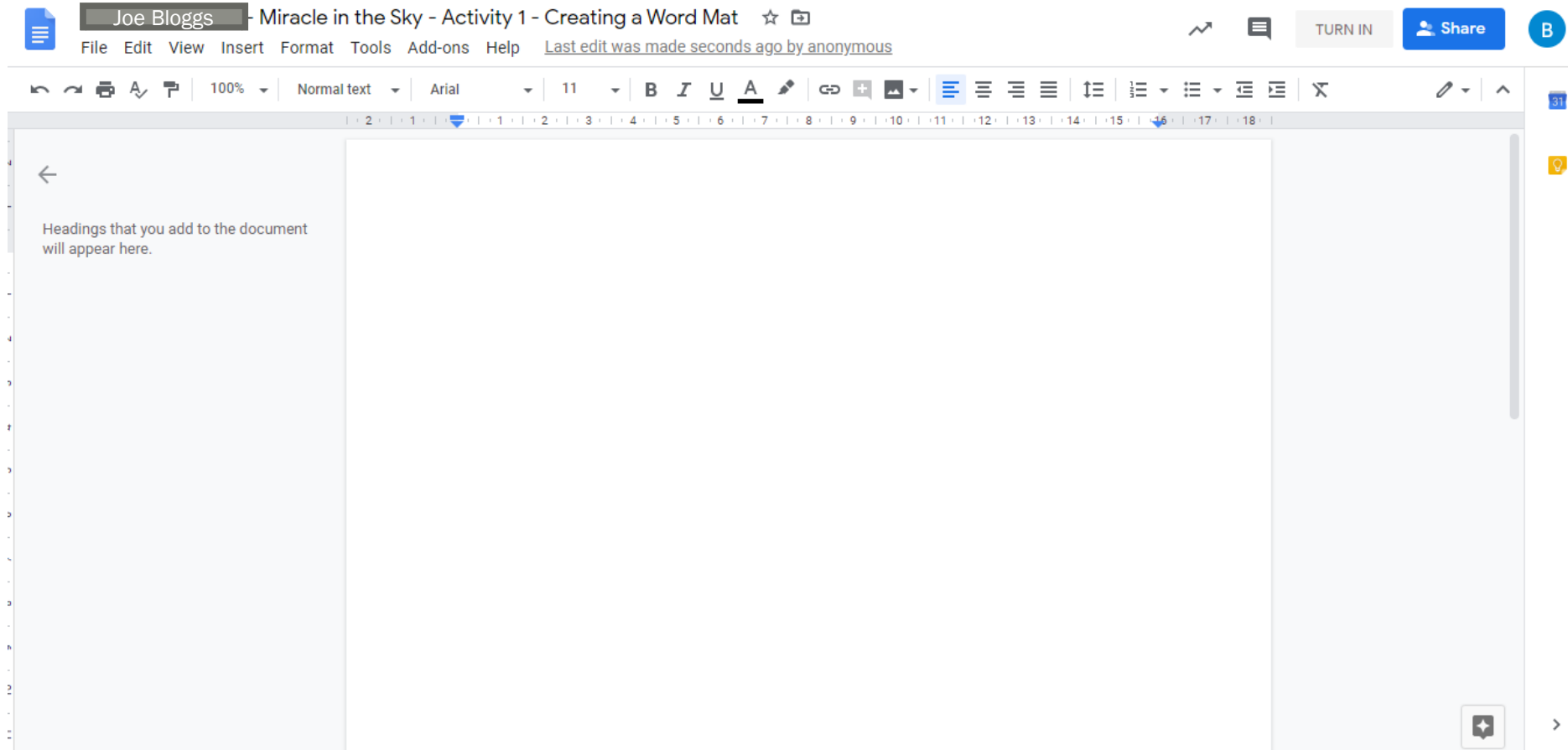
Add class comment...



The screenshot shows the 'Your work' section of a Google Classroom assignment. At the top right, it says 'Assigned'. Below this, there is a file named 'Jog Bloggs' with a 'Word' extension and a close button. Underneath is a '+ Add or create' button. A dropdown menu is open from this button, showing options: 'Google Drive', 'Link', 'File', and 'Create new'. The 'Create new' section is expanded, showing icons and labels for 'Docs', 'Slides', 'Sheets', and 'Drawings'. A 'Send' button is visible at the bottom right of the dropdown menu.

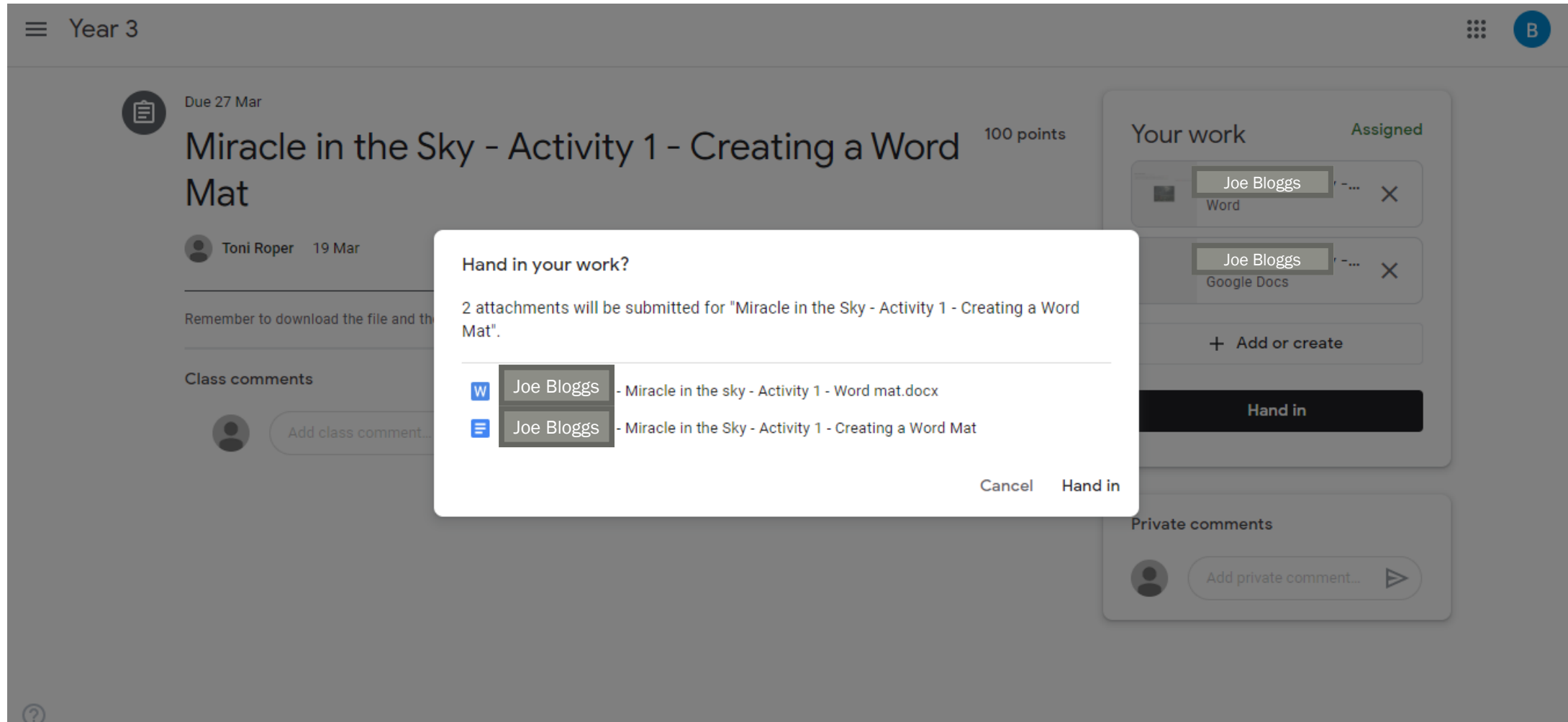
So, Google Classrooms is FABULOUS! It provides you with access to 'docs', 'slides' and 'sheets' which are similar to MS Word, MS Powerpoint and MS Excel so that you can complete your work just like you would do in school.

Go to '+Add or create' and select the program you need – it will open in a new window. You can also upload other files (like images) from your computer using '+Add or create' too.




The Google programs will open in a separate window – this is normal, don't panic. You'll notice it looks and feels very similar to using Word. Once you've completed your work, you can press TURN IN at the top right-hand corner.



If you don't finish in one go, you can close the window and pick up where you left off next time.



After clicking 'TURN IN', you will see this box which confirms your choice or cancels it.

This will also notify teachers there's work to look at – we can look at the work you've done and provide comments on what you've done.

 View your work

 Google Calendar  Class Drive folder

All topics

READ ME FIRST

READ ME FIRST

Maths



First Task 19

No due date

Writing

Maths

Afternoon Activities



Week 1 - Activity 1 - Converting Pounds to P...

Due 27 Mar

Writing



Miracle in the Sky - Activity 3 - Developing I...

Due 27 Mar



Miracle in the Sky - Activity 2 - Building Sen...



Due 27 Mar



Once you've handed in work, you'll notice 'View your work' appear at the top of the page above all the topics. This allows you to access finished work with ease and find our feedback easier too.





Joe Bloggs


Title	Due	
Week 1 - Activity 1 - Converting Pounds to Pence	27 Mar	Assigned
Miracle in the Sky - Activity 3 - Developing Ideas	27 Mar	Assigned
Miracle in the Sky - Activity 2 - Building Sentences	27 Mar	Assigned
Miracle in the Sky - Activity 1 - Creating a Word Mat  1  1	27 Mar	Handed in
Your First Task	No due date	Assigned
KS2 Activity Grid	No due date	Assigned

Clicking on 'View your work' will show you tasks you've started or handed in.


If you spot a little comment bubble, that means your teacher has left a comment for you to read. We will have left you a comment and possible a next step too.



Miracle in the Sky - Activity 1 - Creating a Word Mat  1  1 27 Mar Handed in

 Joe Bloggs - Miracle...  
Word

1 private comment

 Toni Roper 12:43  
Some lovely ideas Joe. Can you think of any adjectives that would also show your understanding of alliteration?



Due 27 Mar

# Miracle in the Sky - Activity 1 - Creating a Word Mat

100 points

Toni Roper 19 Mar

Remember to download the file and then upload once complete to hand in the task.

### Class comments

Add class comment...

Your work Assigned

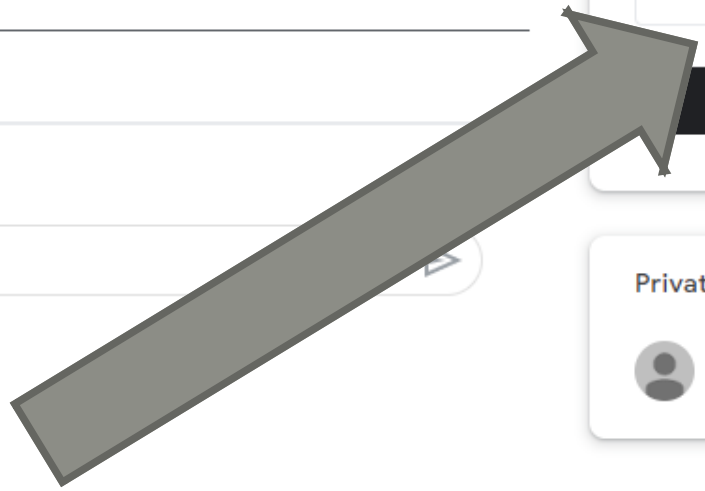
Joe Bloggs

Word

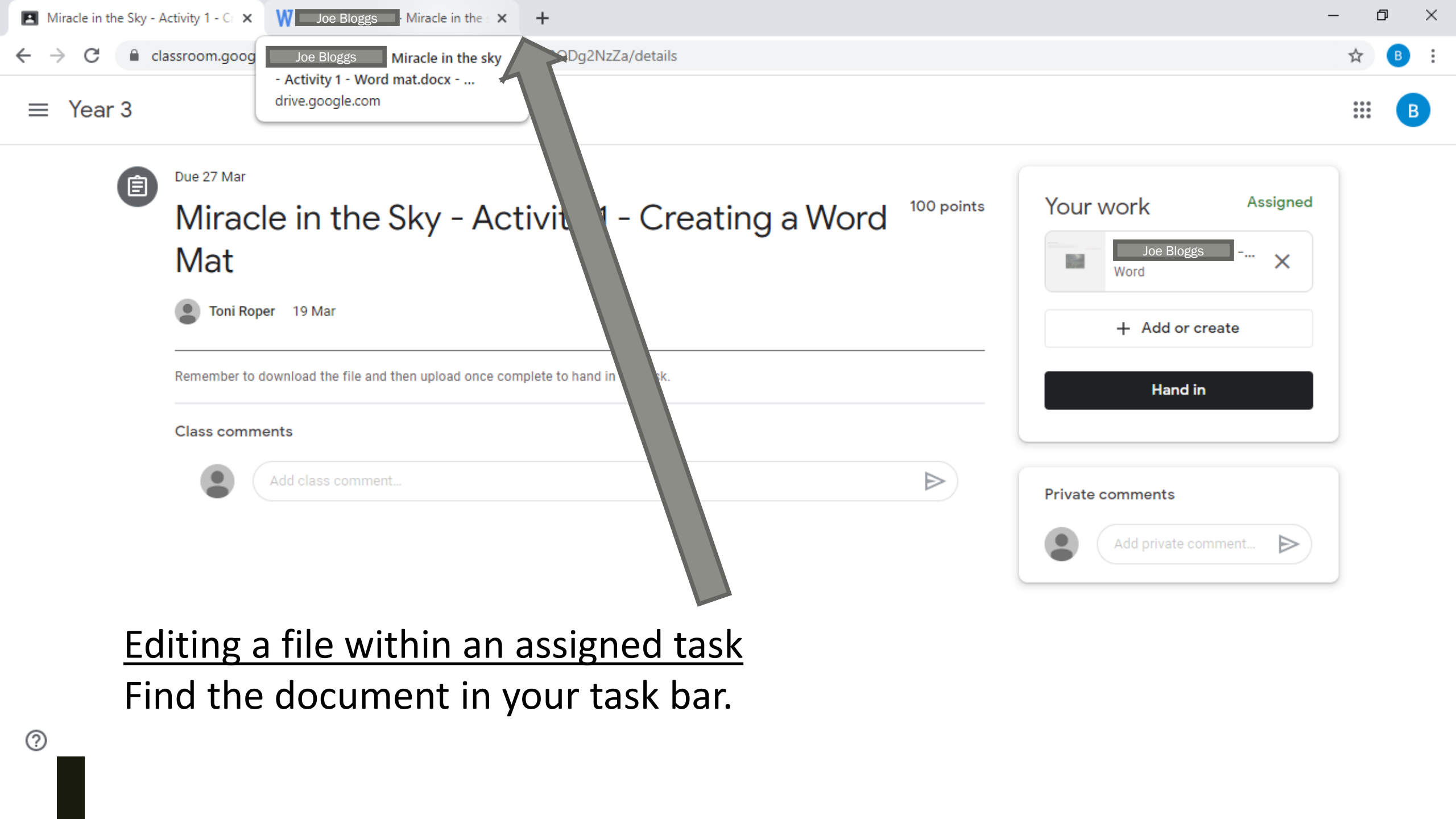
- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect Ctrl+Shift+I

### Private comments

Add private comment...



Editing a file within an assigned task  
Right click and open in a new tab.



Editing a file within an assigned task  
Find the document in your task bar.




**Open with Google Docs**

Activity 1 – Create a word mat.

1. What can you see? Add nouns in one colour (clouds)
2. Add a well-chosen adjective to describe the things you can see in a different colour (*shadowy*)
3. What could those things be doing? Add verbs in a differently colour (*gathering*)
4. Challenge: How are they doing these things? Add adverbs in a different colour (*threateningly*)

Example: *shadowy* clouds *gathering* *threateningly*



Page 1 / 1

Editing a file within an assigned task  
Open as a Google Doc.

Miracle in the Sky - Activity 1 - C x | W Joe Bloggs - Miracle in the x | Joe Bloggs - Miracle in the x +

docs.google.com/document/d/1JjNb9SyOCm8xhFdeRSohqdlSErG2Zj3X/edit

Joe Bloggs - Miracle in the sky - Activity 1 - Word mat .DOCX ☆

File Edit View Insert Format Tools Help All changes saved in Drive

100% Normal text Calibri 11 B

**Activity 1 – Create a word mat.**

1. What can you see? Add nouns in one colour (clouds)
2. Add a well-chosen adjective to describe the things you can see in a different colour (shadowy)
3. What could those things be doing? Add verbs in a differently colour (gathering)
4. **Challenge:** How are they doing these things? Add adverbs in a different colour (threateningly)

Example: shadowy clouds gathering threateningly

Complete work

Editing a file within an assigned task  
Complete your work.

All changes are automatically saved!

Miracle in the Sky - Activity 1 - C x | W Joe Bloggs - Miracle in the : x | Joe Bloggs - Miracle in the sky +

docs.google.com/document/d/1JjNb9SyOCm8xhFdeRS

Joe Bloggs - Miracle in the sky  
- Activity 1 - Word mat.docx - ...  
docs.google.com

Joe Bloggs - Miracle in the sky - Activity 1 - W

File Edit View Insert Format Tools Help All changes saved in Drive


100% Normal text Calibri 11 B I U A

**Activity 1 – Create a word mat.**

1. What can you see? Add nouns in one colour (clouds)
2. Add a well-chosen adjective to describe the things you can see in a different colour (*shadowy*)
3. What could those things be doing? Add verbs in a differently colour (*gathering*)
4. **Challenge:** How are they doing these things? Add adverbs in a different colour (*threateningly*)

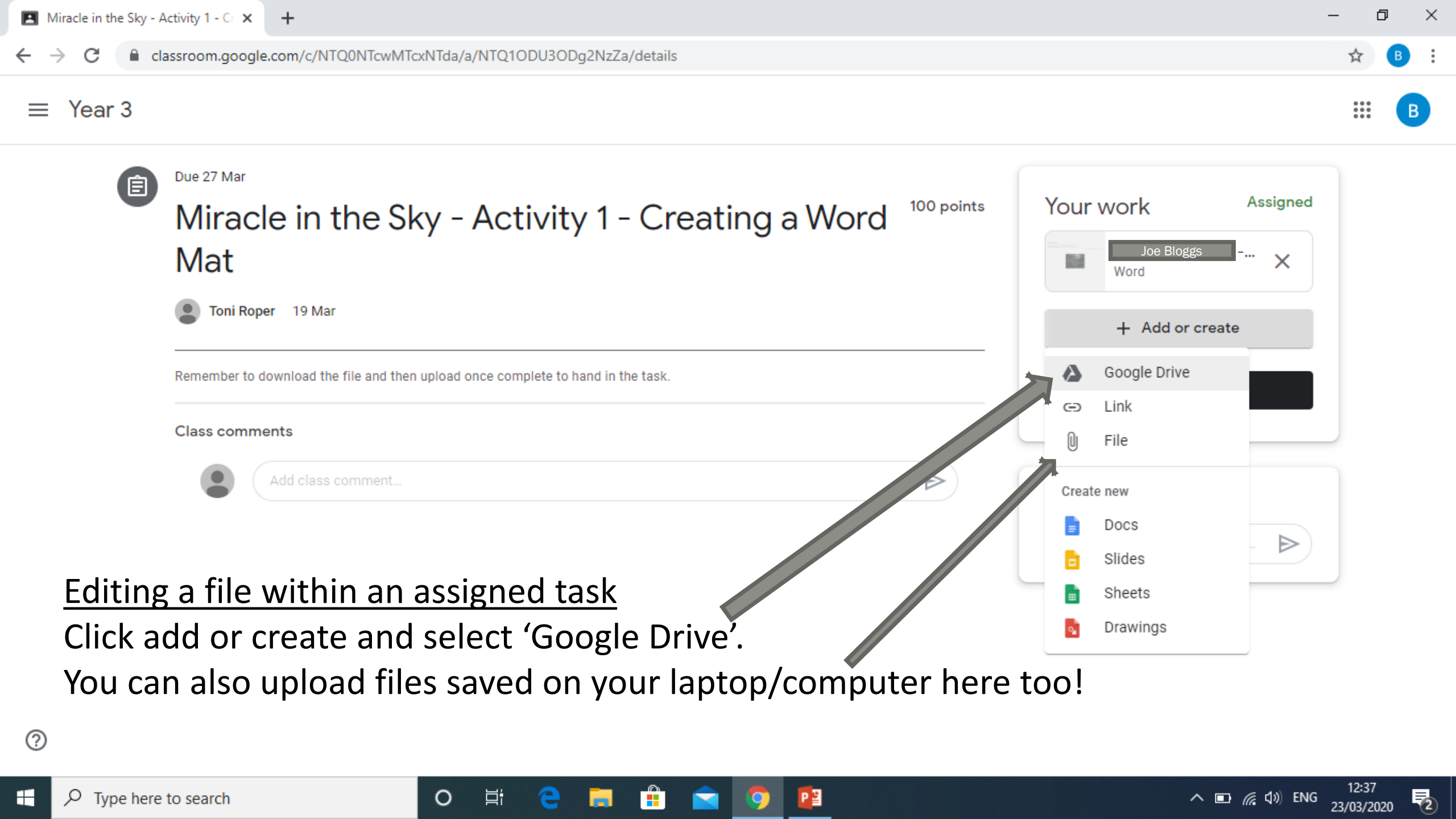
Complete work|

Example: *shadowy* clouds *gathering* *threateningly*



Editing a file within an assigned task

Close the tabs when complete



Due 27 Mar

# Miracle in the Sky - Activity 1 - Creating a Word Mat

100 points

Toni Roper 19 Mar

Remember to download the file and then upload once complete to hand in the task.

Class comments

Add class comment...

Your work Assigned

Joe Bloggs Word

+ Add or create

- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings

## Editing a file within an assigned task

Click add or create and select 'Google Drive'.

You can also upload files saved on your laptop/computer here too!

### Insert files using Google Drive



Recent Upload My Google Drive Starred



Today

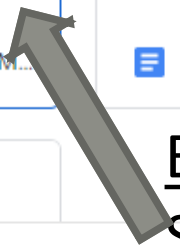


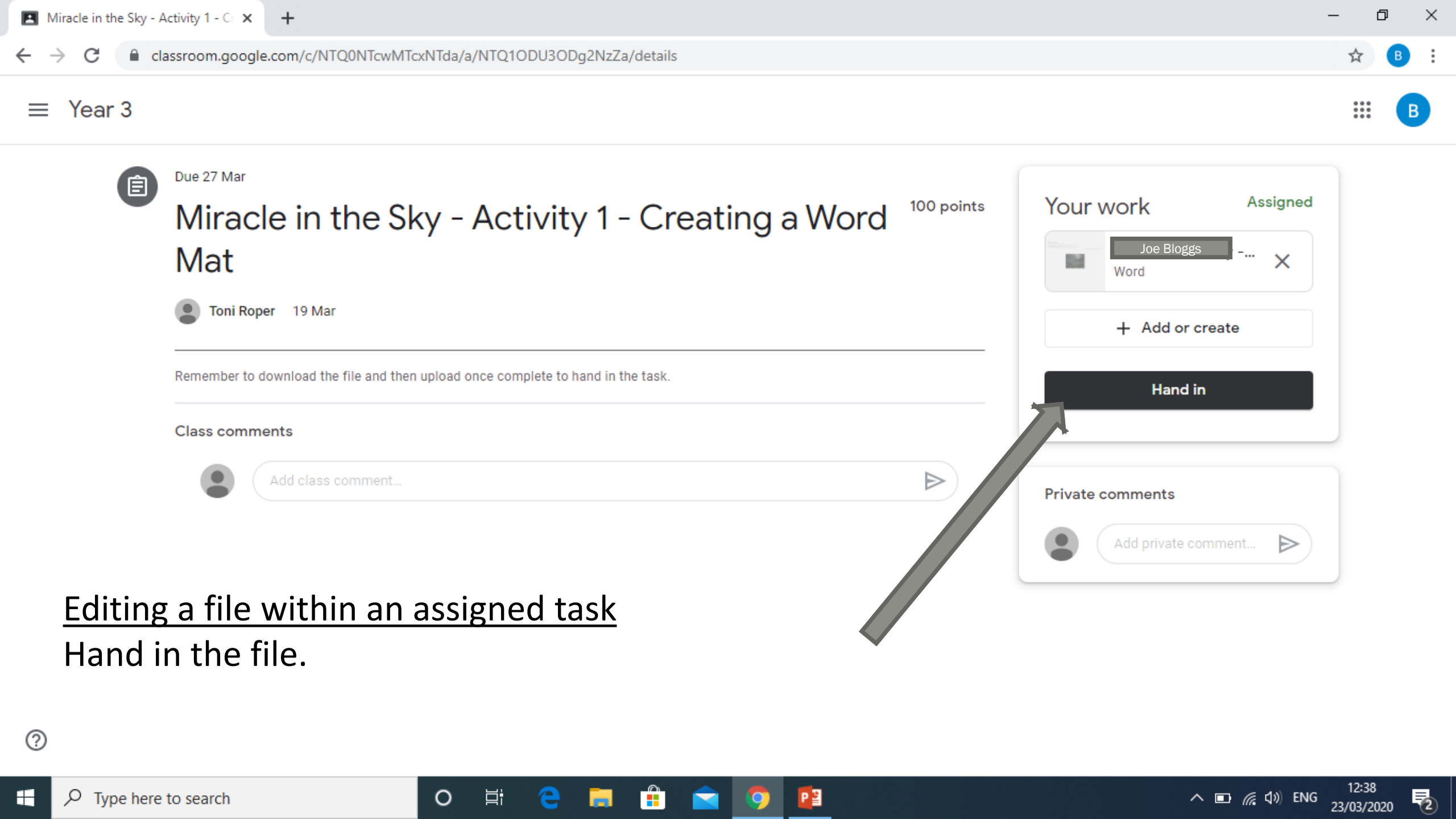
Add



Editing a file within an assigned task

Select the file you want in Google Drive.  
Click 'Add'.





Due 27 Mar

# Miracle in the Sky - Activity 1 - Creating a Word Mat

100 points

Toni Roper 19 Mar

Remember to download the file and then upload once complete to hand in the task.

Class comments

Add class comment...

Your work

Assigned

Joe Bloggs Word

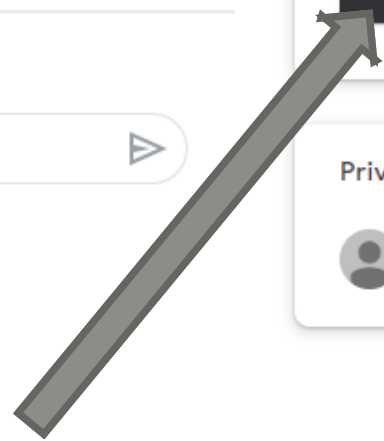
+ Add or create

Hand in

Private comments

Add private comment...

Editing a file within an assigned task  
Hand in the file.








Joe Bloggs

ters  
ssigned  
returned with grade  
issing

Title	Due	
Week 1 - Activity 1 - Converting Pounds to Pence	27 Mar	Assigned
Miracle in the Sky - Activity 3 - Developing Ideas	27 Mar	Assigned
Miracle in the Sky - Activity 2 - Building Sentences	27 Mar	Assigned
Miracle in the Sky - Activity 1 - Creating a Word Mat  2	27 Mar	Handed in
Your First Task	No due date	Assigned
KS2 Activity Grid	No due date	Assigned



Return to the 'main stream' at any time by clicking Year 3.

All topics

# READ ME FIRST


READ ME FIRST

 Your First Task 19 No due date

Maths


# Maths


Writing

 Week 1 - Activity 1 - Converting Pounds to P... Due 27 Mar

Afternoon Activities

# Writing

 Miracle in the Sky - Activity 3 - Developing I... Due 27 Mar

 Miracle in the Sky - Activity 2 - Building Sen... Due 27 Mar

First Task  
If you haven't completed Year 3's Google Classroom first task, then give it a go to let me know you have made it to Google Classroom!

View your work

Google Calendar Class Drive

# READ ME FIRST

Your First Task 19

No due da

# Maths

Week 1 - Activity 1 - Converting Pounds to P...

Due 27 M

# Writing


Miracle in the Sky - Activity 3 - Developing I...

Due 27 Mar

Miracle in the Sky - Activity 2 - Building Sen...

Due 27 Mar

This account is managed by [highlane.stockport.sch.uk](#) [Learn more](#)



**Joe Bloggs**  
16JoeB@highlane.stockport.sch.uk

[Manage your Google Account](#)

[Add another account](#)

[Sign out](#)

[Privacy Policy](#) • [Terms of Service](#)



Remember to always sign out of your account when you are finished

You may need to sign out of another account before you log onto Google Classroom too.

Logging on

Find the square of squares.

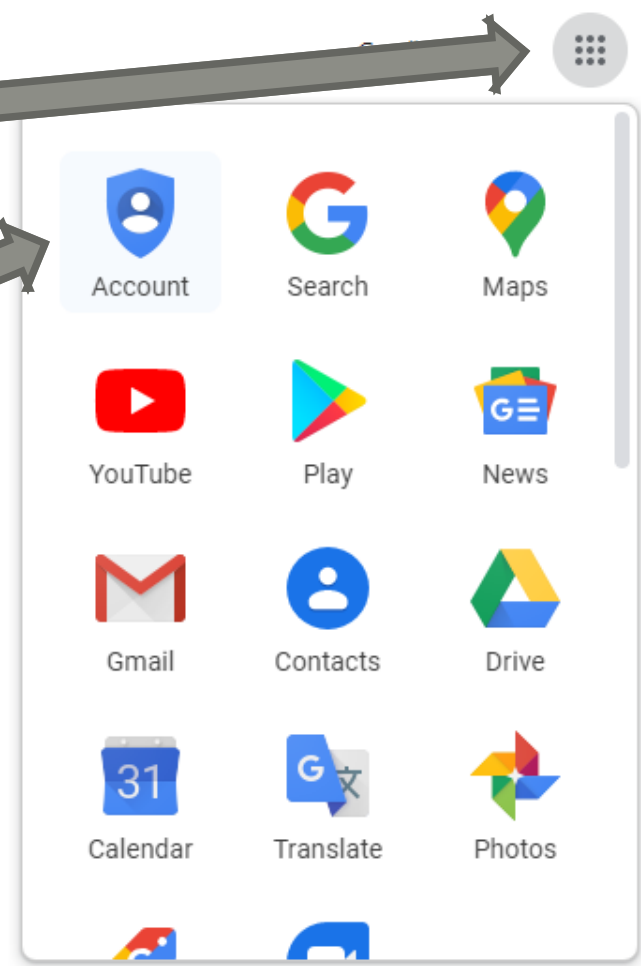
No Google Classroom icon?

Click on 'Account'



oogle

Search Google or type a URL



- Home
- Personal info
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions



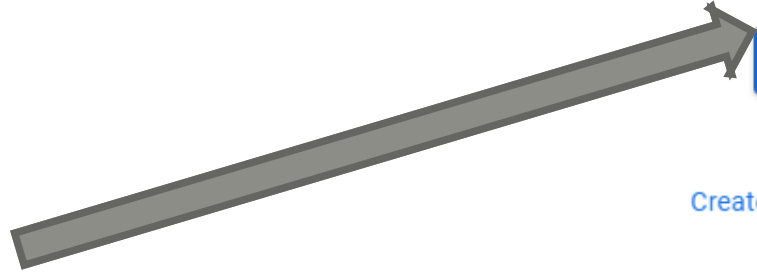
When you sign in to your Google Account, you can see and manage your info, activity, security options, and privacy preferences to make Google work better for you.

You can review and adjust some privacy options now, and find even more controls if you sign in or create an account. [Learn more](#)

Sign in

[Create a Google Account](#)

Logging on  
Click on 'Sign in'



- Home
- Personal info
- Data & personalisation
- Security
- People & sharing
- Payments & subscriptions



Welcome, Joe Bloggs

Manage your info, privacy and security to make Google work better for you

### Privacy & personalisation

See the data in your account and choose what activity is saved, to personalise your Google experience

[Manage your data & personalisation](#)

### We keep your account protected

The Security Check-up gives you personalised recommendations to secure your account

[Get started](#)

### Account storage

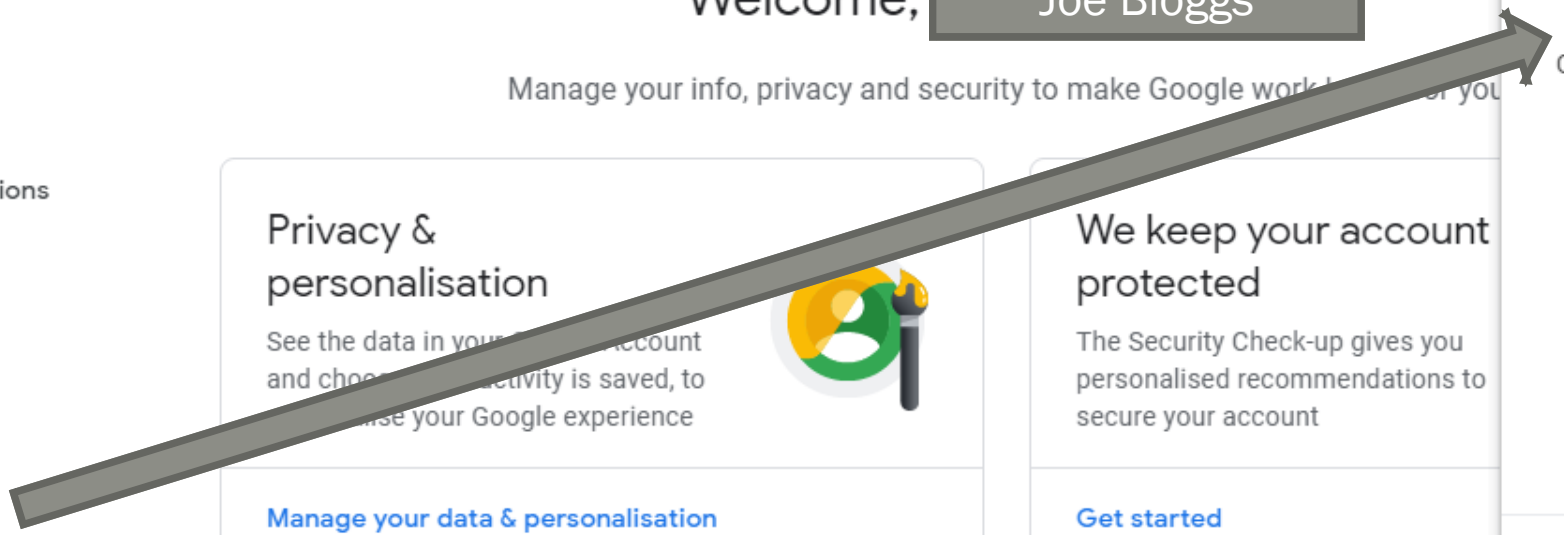
Your account storage is shared across Google services, such as Gmail and

### Take the Privacy Check-Up

This step-by-step guide helps you

- Account
- Gmail
- Drive
- Classroom
- Docs
- Sheets
- Slides
- Calendar
- Meet
- Contacts

Logging on  
Click on 'Classroom'



# Some little reminders...

- It is important to keep working whilst school is closed – we are here to help you whilst you're not in school, just in the same way we would if school were open
- If you get stuck, let us know on the task or ask your parents to contact us through ClassDojo.
- Please remember Google Classrooms is for your work – try to avoid having social conversations on comment feeds
- Google Classrooms does give you access to Gmail, which can be used for emailing purposes. You will not need to send emails, that's why we have set up Google Classroom. Please don't use this to send emails to one another – the school and our ICT provider can monitor the use of Google Classrooms and Gmail, in the same way that we would monitor your use of school's ICT in class. Our acceptable use policy still applies!