

# Google Classroom User Guide



Miss Thomas  
Woodside Academy

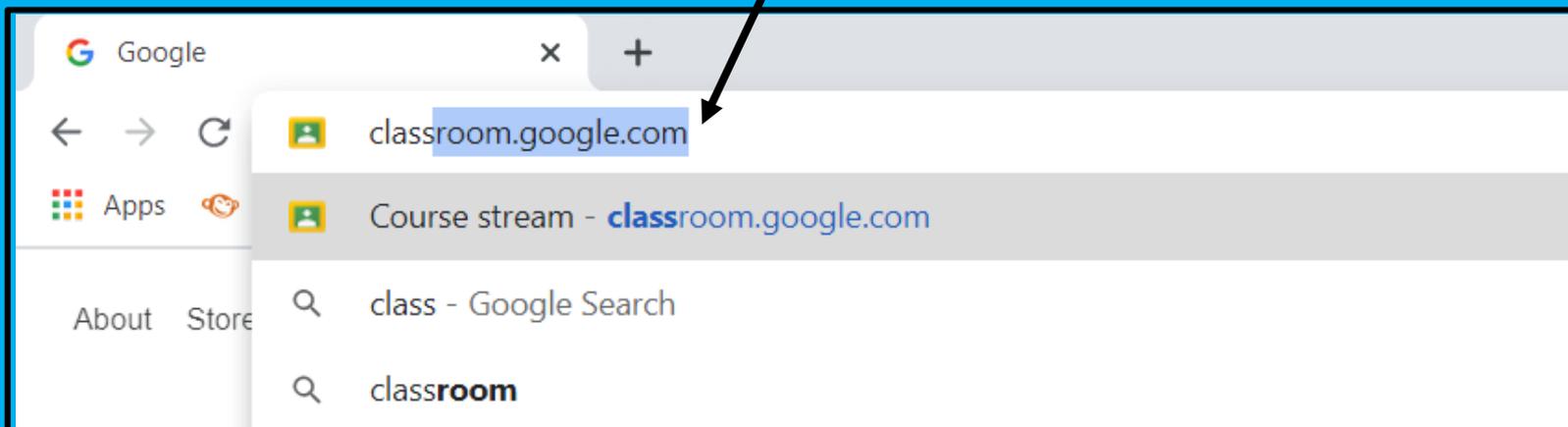
Google Classroom can be located by clicking the link below or by typing `classroom.google.com` in the URL bar.

classroom.google.com ▾

[Google Classroom](#)

Sign in. Use your **Google** Account. Email or phone. Forgot email? Type the text you hear or see.  
Not your computer? Use a private browsing window to sign in.

[Google Class](#) · [Oogle Classroom](#) · [Apps for Classroom](#) · [Classroom Help](#)



Google

Ava Thomas

ava@woodsideacademy.org

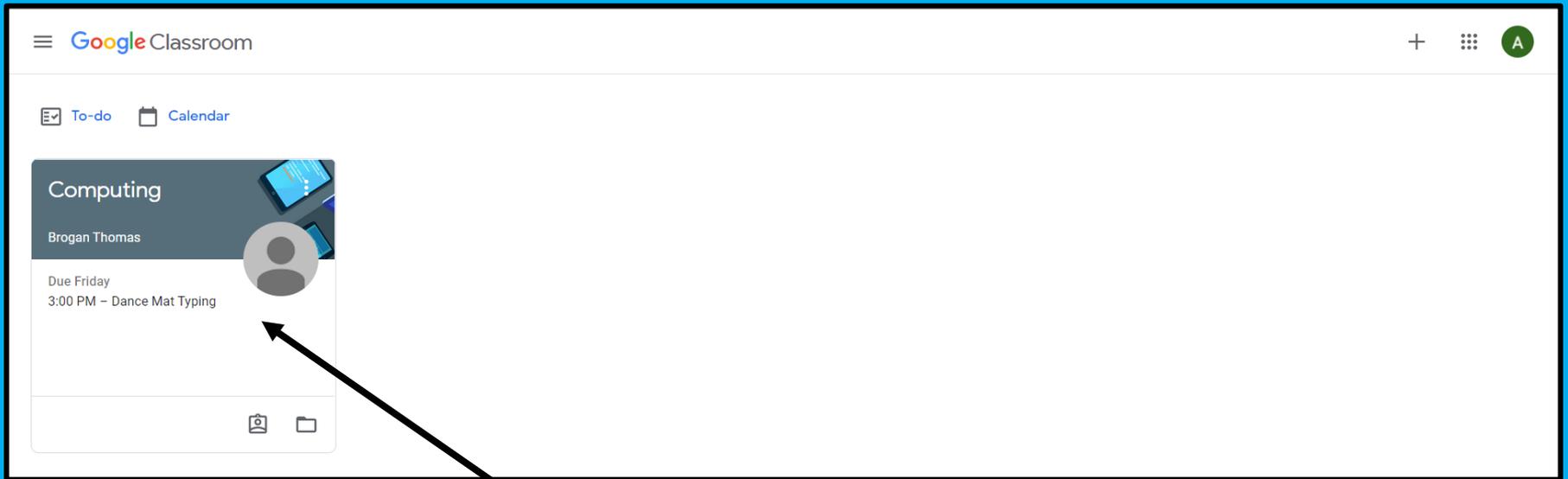
Enter your password

Forgot password?

Next

Your child's username is the email address given to you by myself or the class teacher.

Your password can be reset by Miss Thomas if you misplace it. You will be given a temporary password and be asked to choose a new one once you've logged in successfully.



You will then be taken to the Google Classroom screen where your child will have already been assigned their class. If you have no classes allocated at this point, please contact Miss Thomas.

Any work due in will appear in this box.

**Computing**  
Meet link <https://meet.google.com/lookup/d3qojgimpj>

Share something with your class...

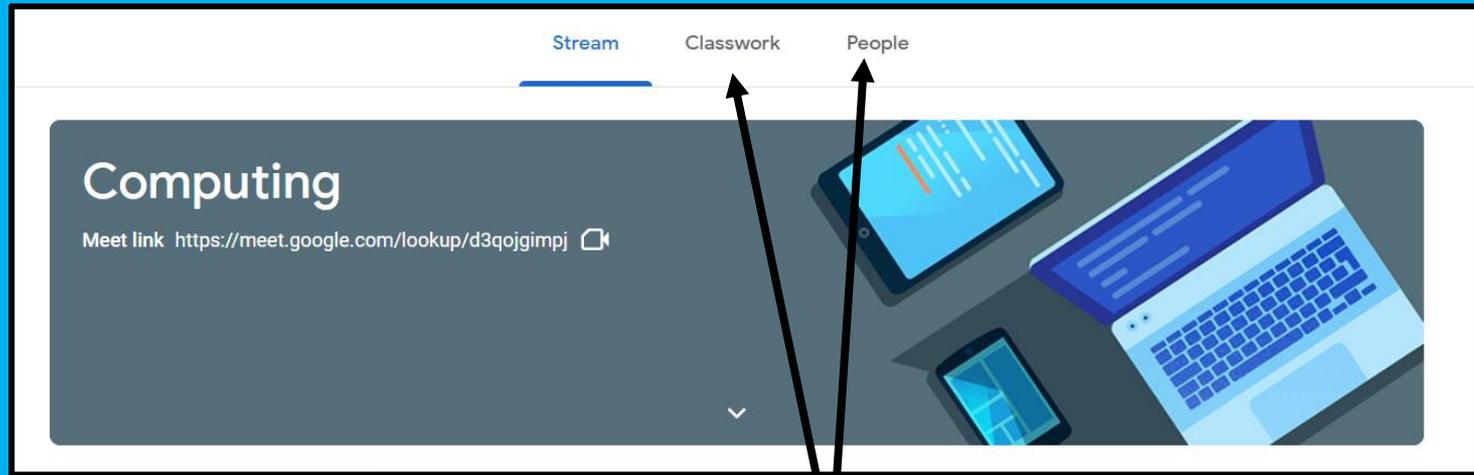
**Upcoming**  
Due Friday  
3:00 PM - Dance Mat Typi...  
[View all](#)

Brogan Thomas posted a new assignment: Do you think social media is a good or bad thing?  
4:20 PM

Brogan Thomas posted a new assignment: Who is your favourite author?  
4:13 PM

Brogan Thomas posted a new assignment: Dance Mat Typing  
4:10 PM

Once you click on the classroom, you'll be brought to your class 'stream' where any messages and assignments from the class teacher will appear.



At the top of the 'stream' you'll find two other options. 'Classwork' will show children the work they've been set.

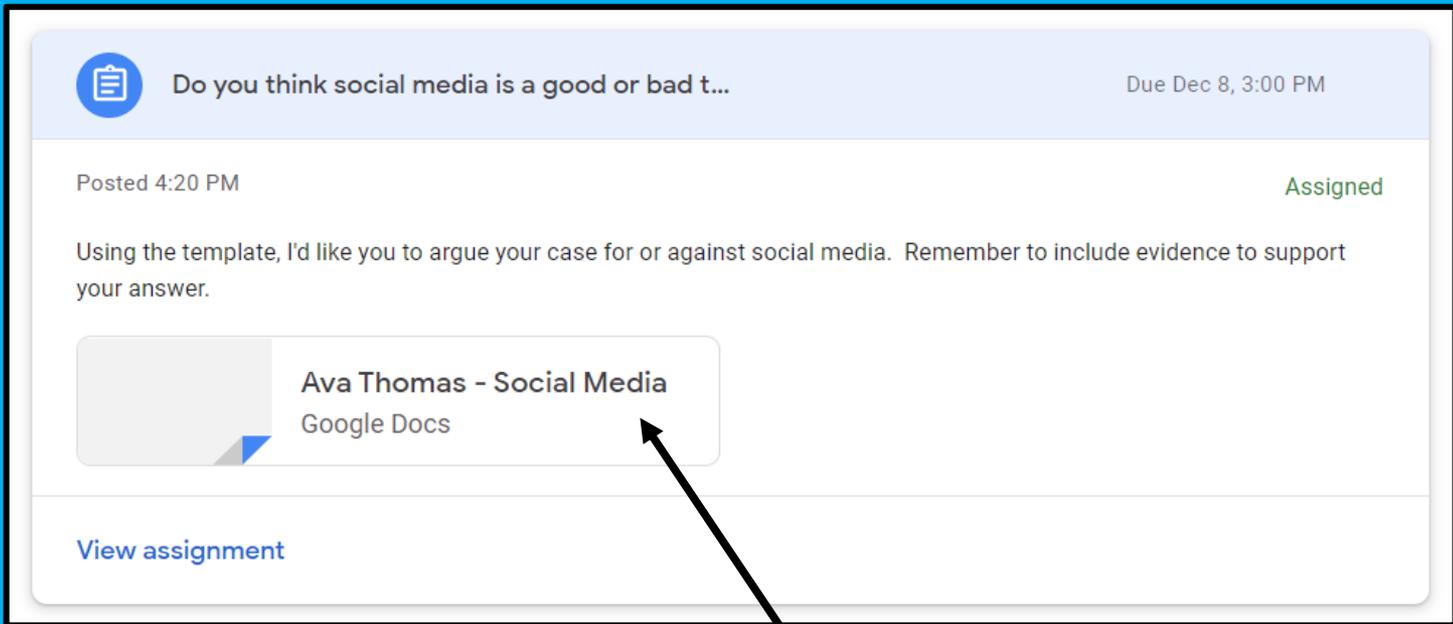
'People' will show children any adults or children in the class with them.

Stream **Classwork** People

View your work Meet Google Calendar Class Drive folder

Do you think social media is a good or bad t...	Due Dec 8, 3:00 PM
Who is your favourite author?	Due Dec 9, 3:00 PM
Dance Mat Typing	Due Dec 4, 3:00 PM

In 'Classwork' you'll find a list of work set by the class teacher along with dates and times of when the work is due in.



The screenshot shows a digital assignment card. At the top left is a clipboard icon and the title "Do you think social media is a good or bad t...". At the top right is the due date "Due Dec 8, 3:00 PM". Below the title, it says "Posted 4:20 PM" on the left and "Assigned" on the right. The main text of the assignment reads: "Using the template, I'd like you to argue your case for or against social media. Remember to include evidence to support your answer." Below this text is a rounded rectangular box containing a document icon and the text "Ava Thomas - Social Media" and "Google Docs". A black arrow points from the bottom of this box down to a yellow text box. At the bottom left of the card is a blue link that says "View assignment".

Do you think social media is a good or bad t... Due Dec 8, 3:00 PM

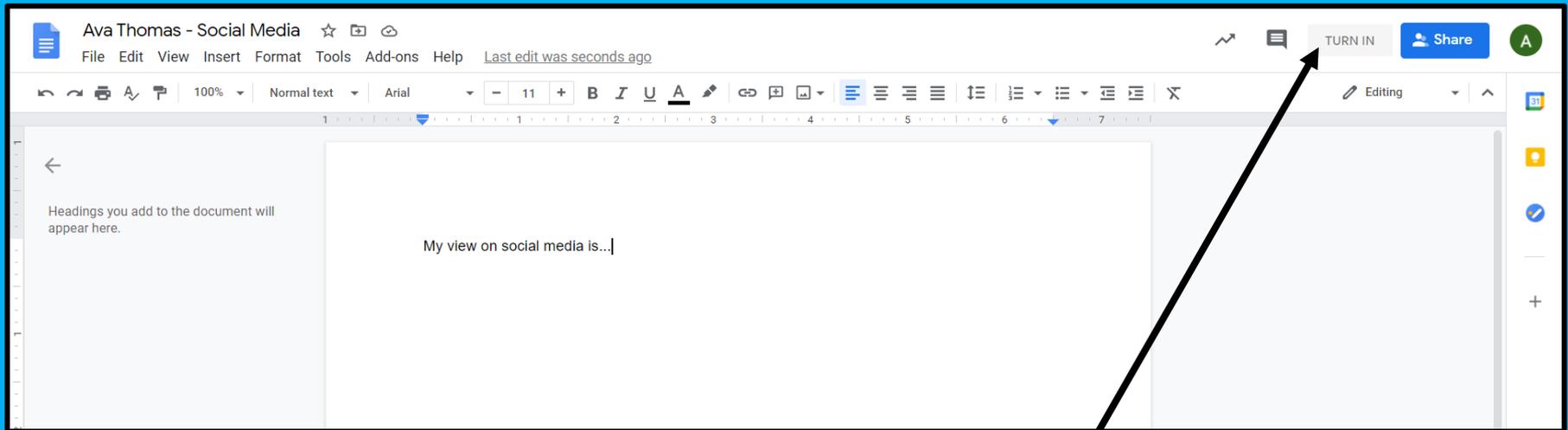
Posted 4:20 PM Assigned

Using the template, I'd like you to argue your case for or against social media. Remember to include evidence to support your answer.

Ava Thomas - Social Media  
Google Docs

[View assignment](#)

When choosing a piece of work with an attachment, you'll need to simply click the file and a new document will open ready for your child to edit.



Once your child has finished editing the document and feels happy with their work, they can simply click 'Turn In' to hand this back to their teacher for marking.

The screenshot shows a Google Classroom assignment interface. At the top left, there is a blue icon of a document with a checkmark, followed by the title "Do you think social media is a good or bad thing?" in blue text. Below the title, it says "Brogan Thomas • 4:20 PM". On the right side, it says "Due Dec 8, 3:00 PM". Below the title and due date, there is a horizontal line and a paragraph of text: "Using the template, I'd like you to argue your case for or against social media. Remember to include evidence to support your answer." Below this text, there is a section titled "Class comments" with a grey person icon and a text input field labeled "Add class comment..." with a right-pointing arrow. To the right of the main content, there is a "Your work" section with the status "Turned in". It shows a document titled "Ava Thomas - Social Me..." from "Google Docs" and an "Unsubmit" button. Below that is a "Private comments" section with a grey person icon and a text input field labeled "Add private comment..." with a right-pointing arrow. Two black arrows originate from yellow callout boxes below: one points to the "Add class comment..." field, and the other points to the "Add private comment..." field.

Upon completion, you'll be taken to this screen where your child can leave a class comment which the whole class will be able to see.

Or alternatively, a private comment to the class teacher should they need to.

Who is your favourite author?

Brogan Thomas • 4:13 PM

Due Dec 9, 3:00 PM

Using Slides, can you create a presentation introducing me to your favourite author? You must include key information about this person including their birthplace, age, family life, published books, etc. You can include photos from the internet to support your presentation.

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

If you are set a piece of work without an attachment, you'll get the option to 'Add or Create' in the top right-hand corner.

Docs is a version of Word, Slides is PowerPoint and Sheets is Excel.

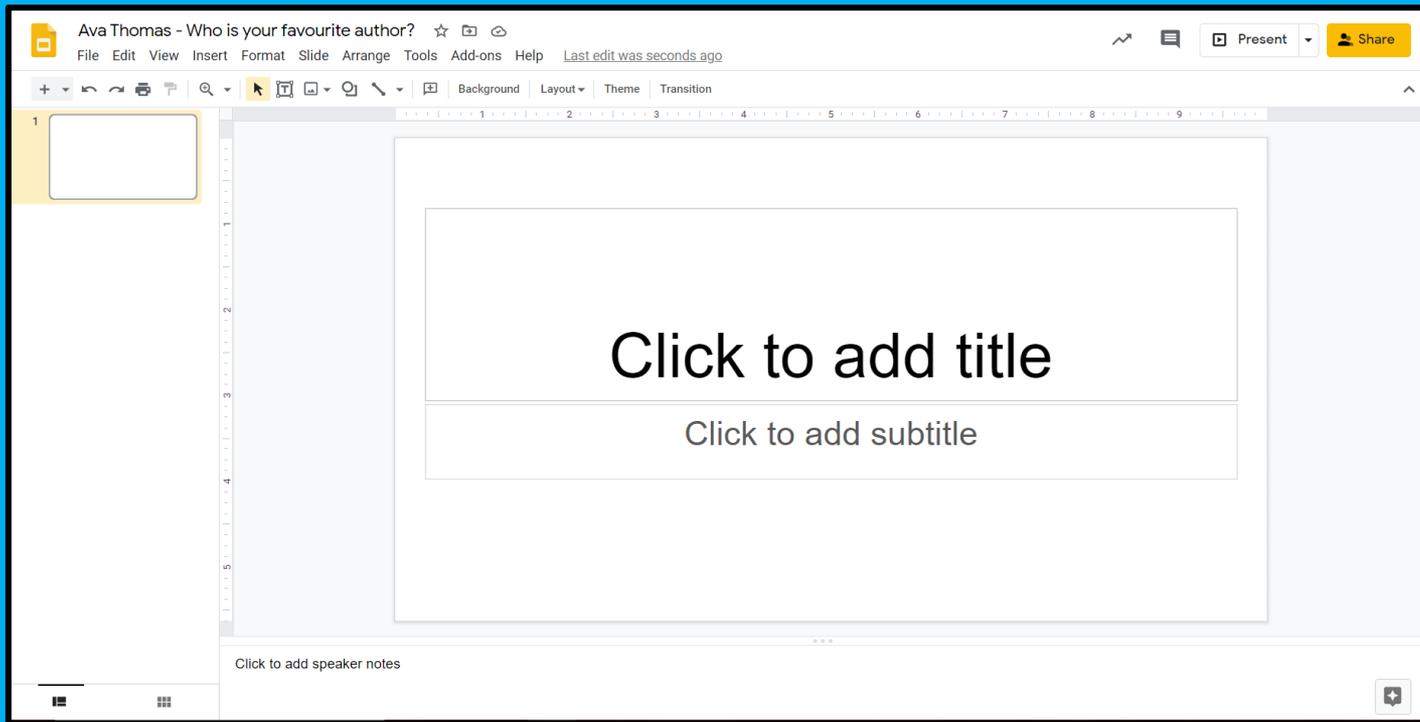
Your work Assigned

+ Add or create

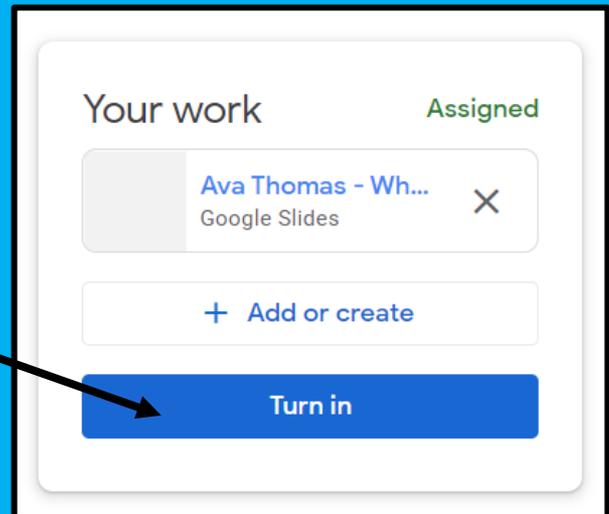
- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings



Work completed on Docs, Slides or Sheets can be handed in back on the Assignment page once it has been completed.



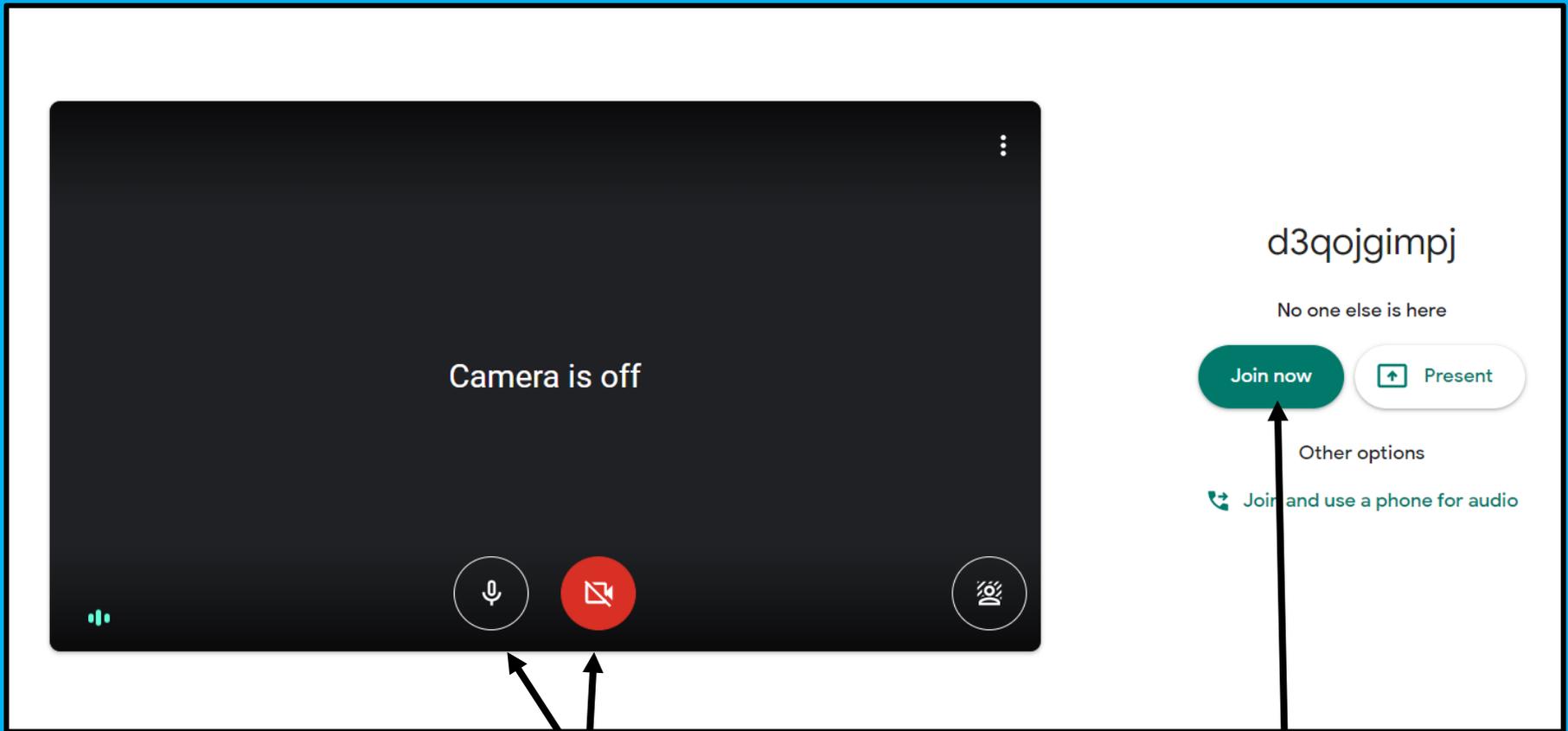
# Google Meetings

## Computing

Meet link <https://meet.google.com/lookup/d3qojgimpj> 



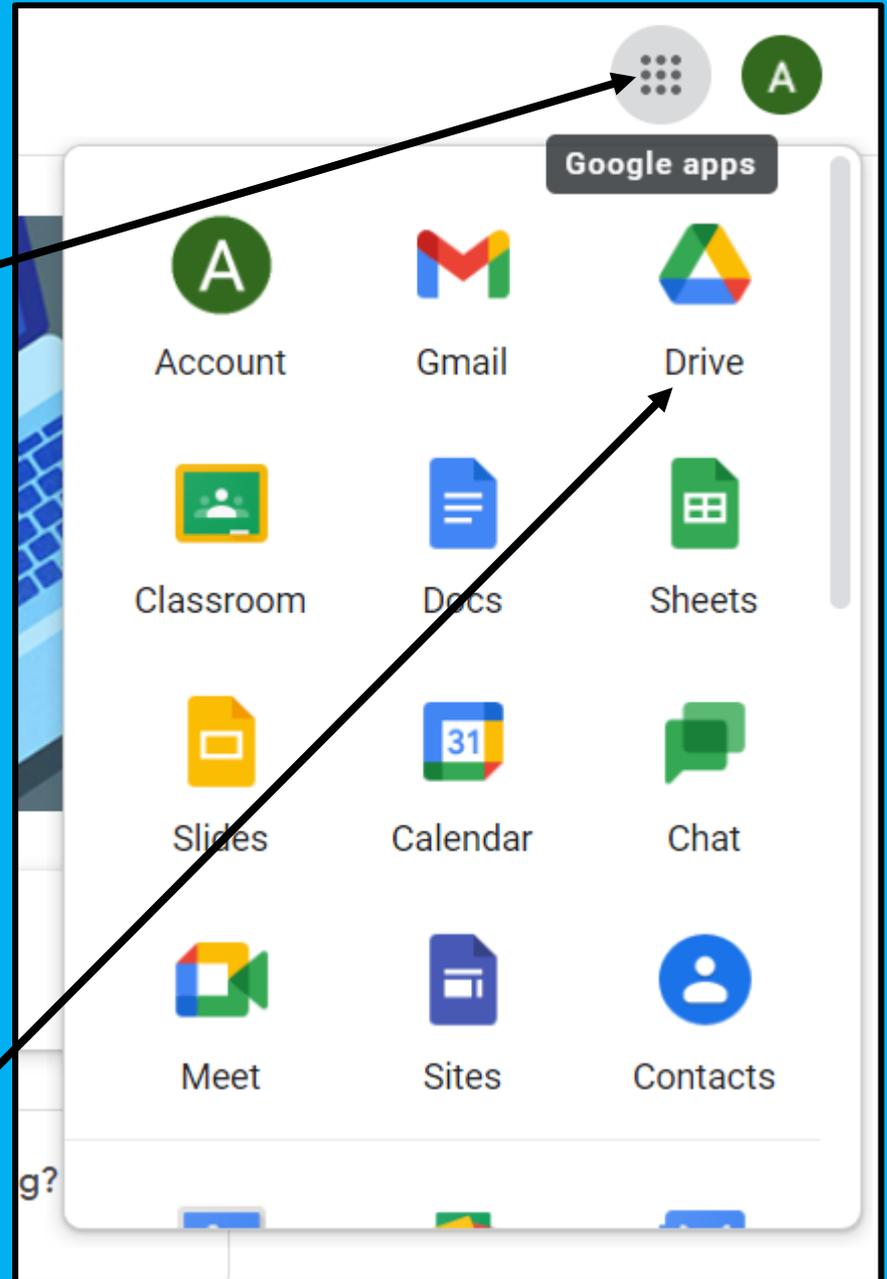
On the 'stream' you'll find a Meet Link where the children can have a video meeting with their teacher and class. Your teacher will tell you what time to click this link and you'll be taken straight to the meeting.



Once you click the Meet Link, you'll be taken to this screen where you can switch your camera/microphone on or off before clicking 'Join now.'

Children can also access Classroom, Docs, Sheets and Slides by clicking on the grey keypad button in the top right-hand corner of the screen.

The Drive app will show children all the work they've produced on Google Classroom.



Should you need any further help, please  
do not hesitate to email me:

[brogan.thomas@woodsideacademy.org](mailto:brogan.thomas@woodsideacademy.org)