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# Using Google Classroom



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From Monday your teachers will be setting you work and giving you feedback via Google Classroom. Many of you use this already, but this guide will make sure you can access the work being set.



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#### Logging in

You can log in to google classroom either through the school website or in google itself.

If you do not know your login details, email <a href="mailto:itsupport@stokesleyschool.org">itsupport@stokesleyschool.org</a> to get it reset. You can do this now or from home.

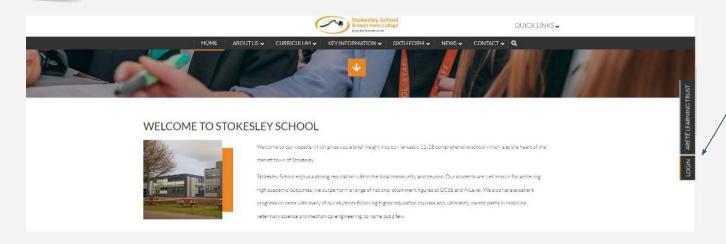


#### School website

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www.stokesleyschool.org



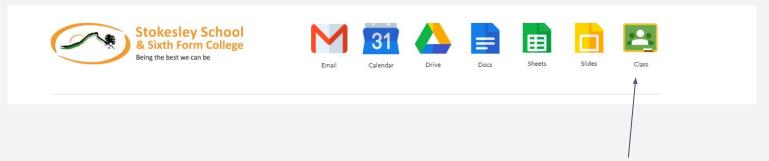
Click on the login option here and choose student dashboard. Login in using your school email address and password.



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#### Student Dashboard



At the top of the dashboard you have icons that will take you to the different google apps. The last one is for google classroom.



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# Via Google

Open a web browser and search for google. Click on the Sign In button and sign in using your school email address.



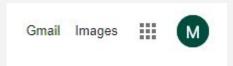


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# Via Google

Once logged in you will see this in the top right corner of the screen.



Click on the 9 dots and you will have the option of opening one of google's apps. Click on google classroom. You might need to scroll down a bit to find it.

Classroom

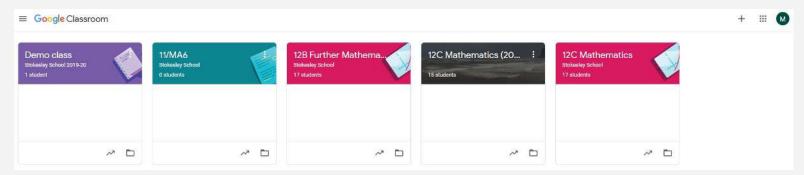


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## Google Classroom

When you click on the classroom icon it will take you to a screen like this with all of the classrooms you are in.



If you have been invited to one and not accepted the invite (via email) you have the option to click join here.

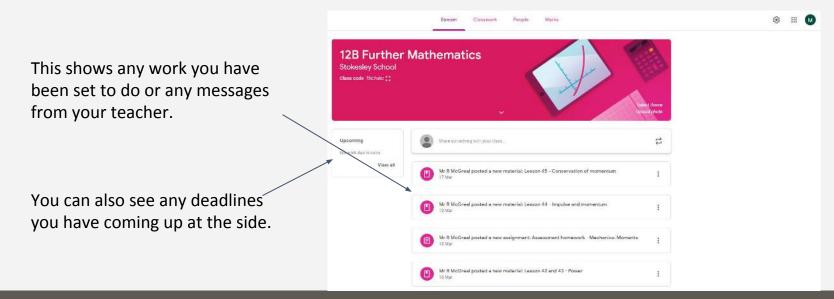


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## Google Classroom

Click on the classroom you'd like to open. You will be taken to the stream page.



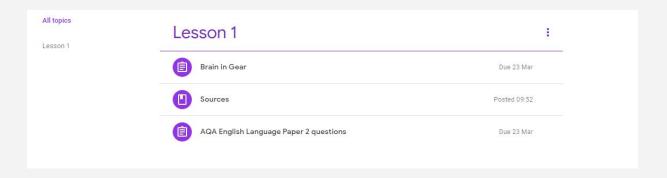


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## Google Classroom

Click on Classwork at the top. This will take you to the work you have been set to do. Click on each section and follow the instructions, complete the work to the very best of your ability.





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# Quiz assignments

If you have been set a quiz assignment this may be marked as you do it so you will know how well you have done.



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## Assignments

If your teacher sets you an assignment in google, do this in the file shared with you in the classroom and submit it once you are finished by clicking on the "turn in" button. Make sure you meet the deadline!

Your teachers will be looking at these assignments and giving you feedback. Either in the assignment itself or by sharing a whole class feedback sheet. If your teacher does give you feedback, make sure you make the improvements in your document in green font!



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# Accessing your work again

If you are set an assignment the work will be copied into a folder in your drive called Classroom. You can access your drive by clicking on 9 dots again and choosing drive.

Classroom

If you need to access any of your work you can do it through classroom, or via this folder.

Folders



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#### Other work

Your teacher may also set you work from outside google, for example on Hegartymaths.

The details of this will still be posted in the google classroom though so make sure you login and check what you have to do every day.



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# If you are stuck

Email your teacher! But bear in mind you may not get a response straight away.

Try and search for help online. But don't just copy and paste answers, it is easy for teachers to check if you have!



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#### Downtime

Although getting your work done is important it will also be important that you have breaks and if possible get some exercise and fresh air.

Try and stick to a routine where you can. Get up at the normal time and try and stick to something like the normal school day where possible. Including break and lunchtimes.