

# A Parent and Student Guide to Google Classroom



**St Cuthbert Mayne School**

**CHRIST IS OUR CORNERSTONE.  
LEARNING IS OUR FOCUS.**

# What is Google Classroom and the document suite?

**Google Classroom** is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

Google Classroom is an online or virtual classroom for your child.

- **Google Docs** is a word processor similar to Microsoft Word
- **Google Slides** is a presentation software similar to Microsoft PowerPoint
- **Google Sheets** is a Spreadsheet program similar to Microsoft Excel



Google Docs



Google Slides



Google Sheets



# How to access and join Google Classrooms

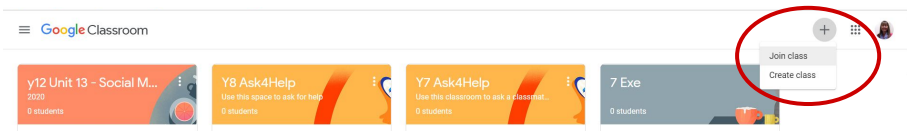
## Signing in for the first time:

- Goto <https://classroom.google.com/> website and login.
  - ◆ Your username is: [20Surname.Initial@stcm.torbay.sch.uk](mailto:20Surname.Initial@stcm.torbay.sch.uk) which is the same as your network username.
  - ◆ If you have forgotten your password, email [helpdesk@stcm.torbay.sch.uk](mailto:helpdesk@stcm.torbay.sch.uk) with your name and request. Your password will be reset to **changeme** all lowercase, Helpdesk will reply to you on completion.

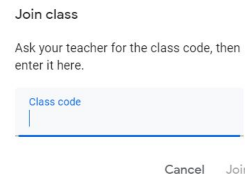
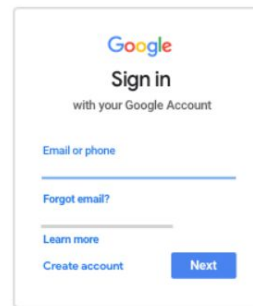
## Joining a Class:

Every one of your teachers has set up a Google Classroom for you to be able to access your learning from home.

- Locate the classroom code from the 'STCM Online Learning' document, it will be a series of letters and numbers, it is case sensitive, for example 'mztvv3m'
- From the Google Classroom homepage click on the + sign in the top right corner and then Join Class.

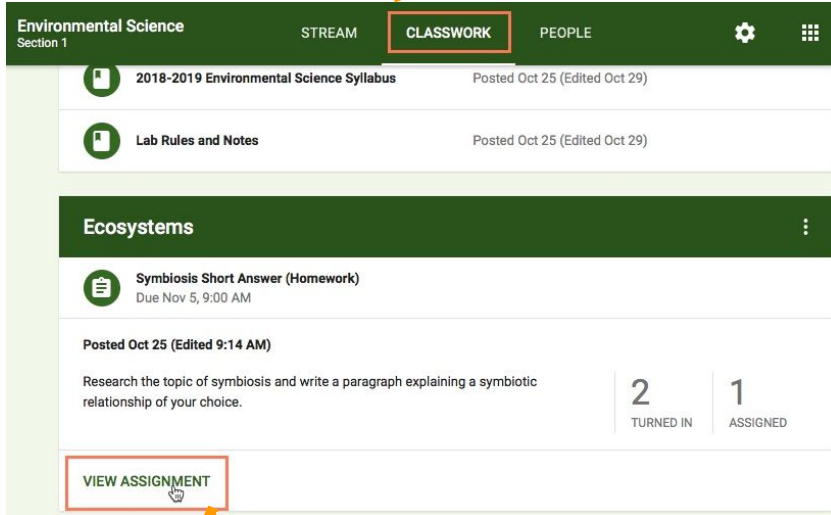


- Enter the classroom code



# Using Classroom

The best tab to use is Classwork when you need to find your lesson.



Environmental Science  
Section 1

STREAM **CLASSWORK** PEOPLE

2018-2019 Environmental Science Syllabus Posted Oct 25 (Edited Oct 29)

Lab Rules and Notes Posted Oct 25 (Edited Oct 29)

**Ecosystems**

Symbiosis Short Answer (Homework)  
Due Nov 5, 9:00 AM

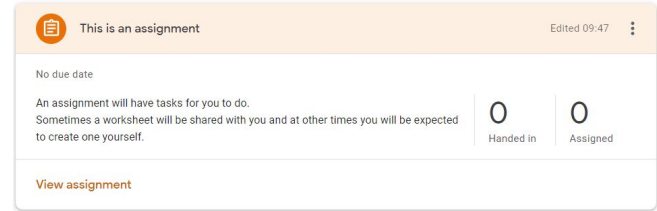
Posted Oct 25 (Edited 9:14 AM)

Research the topic of symbiosis and write a paragraph explaining a symbiotic relationship of your choice.

2 TURNED IN | 1 ASSIGNED

**VIEW ASSIGNMENT**

Select View Assignment to see tasks that have been set.



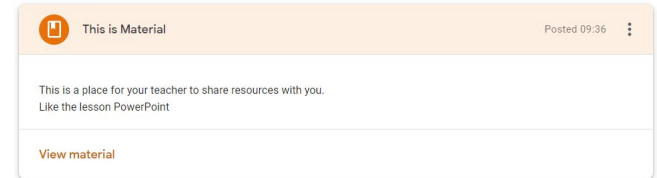
This is an assignment Edited 09:47

No due date

An assignment will have tasks for you to do. Sometimes a worksheet will be shared with you and at other times you will be expected to create one yourself.

0 Handed in | 0 Assigned

View assignment



This is Material Posted 09:36

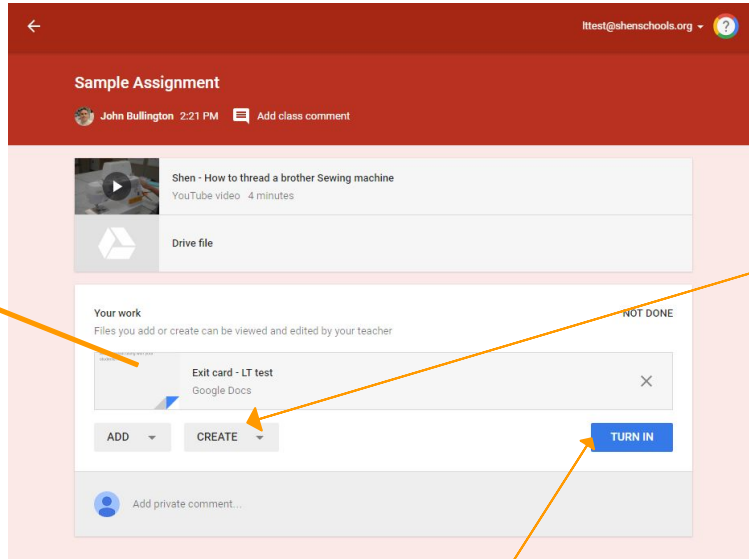
This is a place for your teacher to share resources with you. Like the lesson PowerPoint.

View material

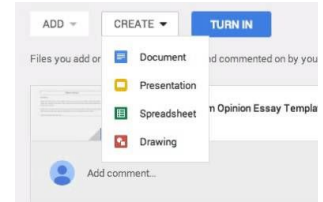


# Using Classroom

This is a document that your teacher has assigned to you. This is where you should complete the work.



If your teacher has not shared a document with you then you will need to create one by clicking the 'Create' button and then choosing the program that best suits the task.



When you have completed the task you need to send it to your teacher. Click the Blue 'Turn In' button



# Extra Guidance

Signing in for the first time:

<https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en&oco=1>

Joining a Class:

<https://support.google.com/edu/classroom/answer/6020297>

Hand in Work to my Teacher:

<https://support.google.com/edu/classroom/answer/6020285?hl=en&co=GENIE.Platform=Desktop>

