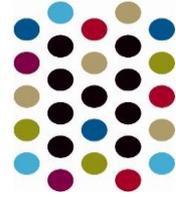


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LOGGING IN

1. Go to <https://classroom.google.com> and click on the "Sign In" button.
2. Having got to Google Classroom, to sign in, students must enter their school login credentials. This is their school e-mail address and their password.

It should look like this:

Google
Sign in
Use your Google Account

Email or phone

Forgot email?

Not your computer? Use InPrivate windows to sign in.
[Learn more](#)

[Create account](#) [Next](#)

VIEWING MY CLASS - YOU SIGN IN - CLICK ON THE CLASS YOU WANT TO CHECK.

Google Classroom

7 CS/3
Year 7
0 students

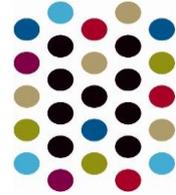
08L/Cs2
5 students

07M/Ma2
31 students

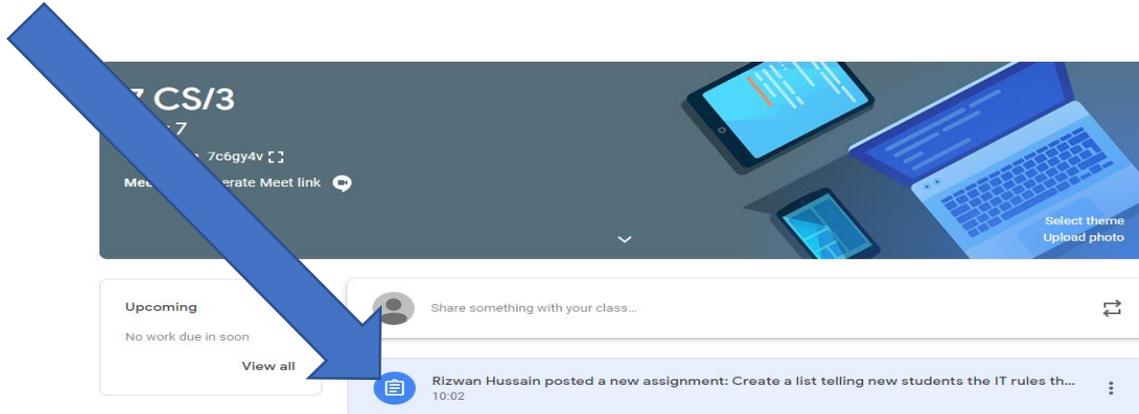
07M/Ma1
30 students

Select the class

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TO VIEW THE ASSIGNMENT, CLICK ON TO IT



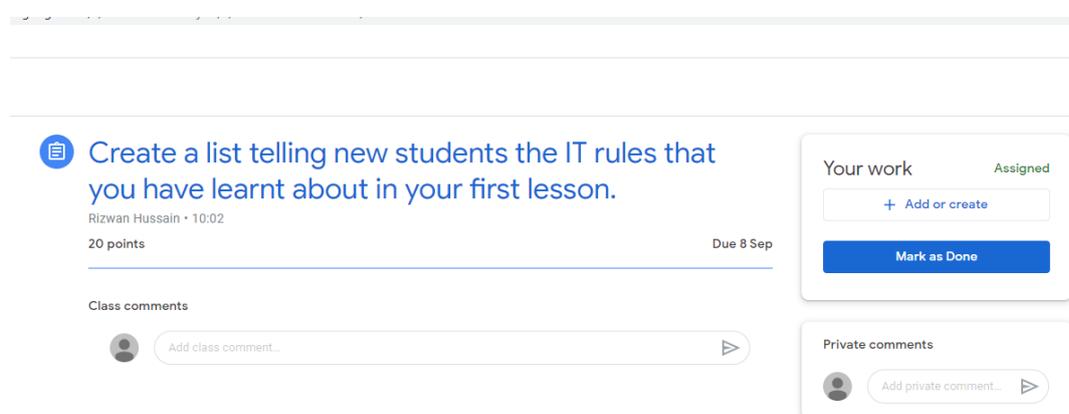
Having clicked on the appropriate classroom, the student will be in a Google Classroom. Here, they will have 3 tabs in front of them; "Stream", "Classmates" and "About".

The "Stream" Page

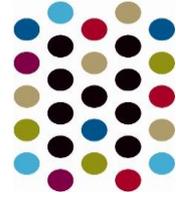
The stream works similarly to a social network page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Each post will be associated with the subject that the student is learning with that teacher. When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what the student has to do and possibly associated resources where possible. It will also have a due date for when the work needs to be completed by.

SUBMITTING YOUR WORK

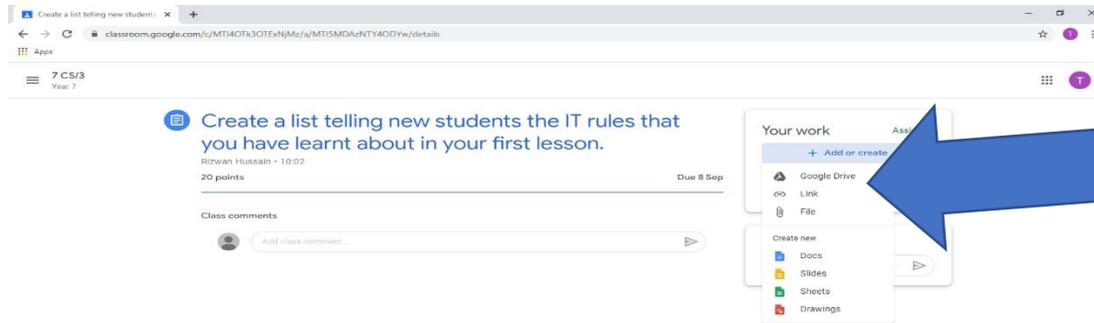
Students will be guided by their teacher on whether they complete their work online using Google Classroom or offline in another way.



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SUBMITTING YOUR WORK ONLINE



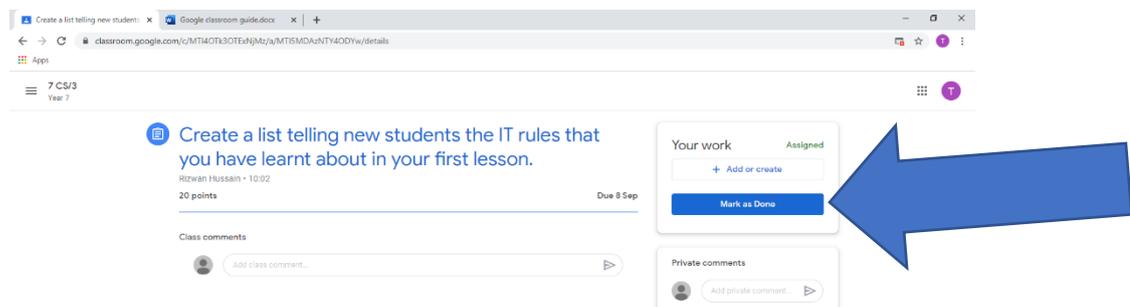
If students have to complete their work online, they will need to click on the name of the assignment followed by "Add +". A drop-down menu will appear where they can choose to create a Google document or upload a file from their computer or their online storage Google Drive.

Having added their chosen document, it will appear in the white box just above the "Add +" button. If a student has chosen to create a new document from the "Create" section, then they simply need to click on the file and then they can start their work. The file will open in a separate tab and will save automatically until closed.

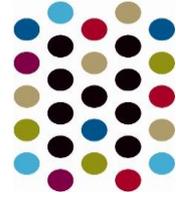
The student can go back to this document to work on it as many times as they wish until they need to submit it. After the work has been completed or added to the assignment, then the student will need to press the "Hand In" button. See image below.

Completing work offline

Students who have been asked to complete the work offline, will only need to access the information on Google Classroom. Once they have finished the work, they will need to click on the assignment but then, just click "Mark As Done". This will notify their teacher that they have completed their work in time for the deadline.



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The "Classmates" Page

If a student clicks on the "Classmates" page, they will be able to see all of the other students in their class. This information is not to be shared or copied.

The "About" Page

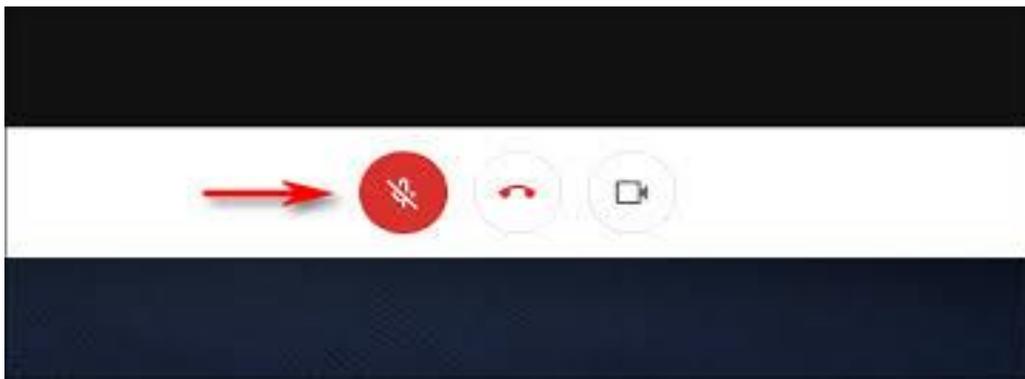
If a student clicks on the "About" Page, they are likely to find links to useful documents and websites associated with the course or subject that they are studying.

Google Meet

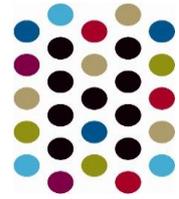
If your teacher is going to use Google Meet for a scheduled lesson on your timetable, they will send you a link via Google Classroom. To join the lesson tap on the link and if you have the app installed it will take you to the app (otherwise it will load the lesson in the browser).

Key things to remember when joining a Google Meet

1. Only join the meet at lesson time promptly and make sure you leave at the end.
2. Before tapping 'Join now' make sure your **video and audio are turned off**, see image below.
3. Video must remain switched off for the whole lesson.
4. To join the lesson tap 'join now' instead of 'present'.
5. Only use the chat function if you are asked to do so.
6. Only unmute your audio if you are asked to do so.



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Mobile Apps

The recommended apps are to download are:

- Google Classroom
- Google meet
- Google Drive
- Google Docs (free alternative to MS Word)
- Google Slides (free alternative to MS PowerPoint)
- Google Sheets (free alternative to MS Excel)