

# **CGS GOOGLE CLASSROOM GUIDE**

# STEP 1

## HOW TO ACCESS GOOGLE CLASSROOM



## HINTS AND TIPS



- We advise to use Google Chrome if possible
- Keep your username and password in a safe place
- Save login page as a favourite in your browser

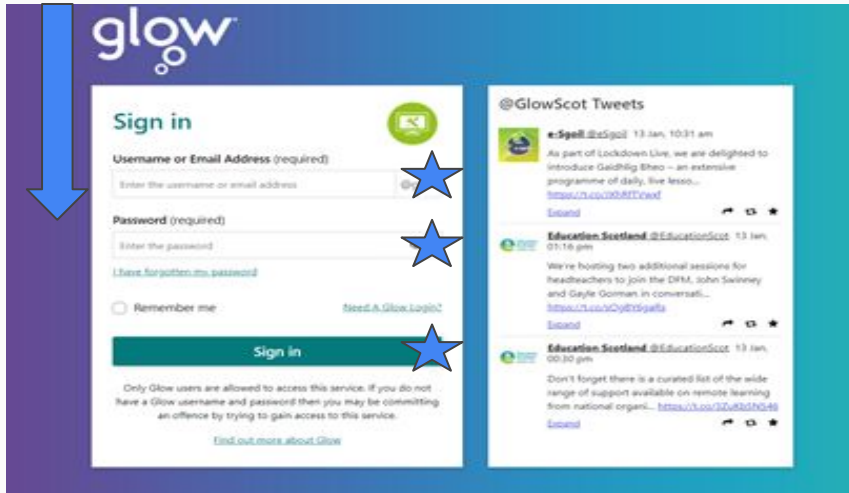
# STEP 1 - HOW TO ACCESS GOOGLE CLASSROOM INSTRUCTIONS

## Google Classroom in a web browser

- Search for Google Classroom and choose this option (or go to <https://classroom.google.com>)



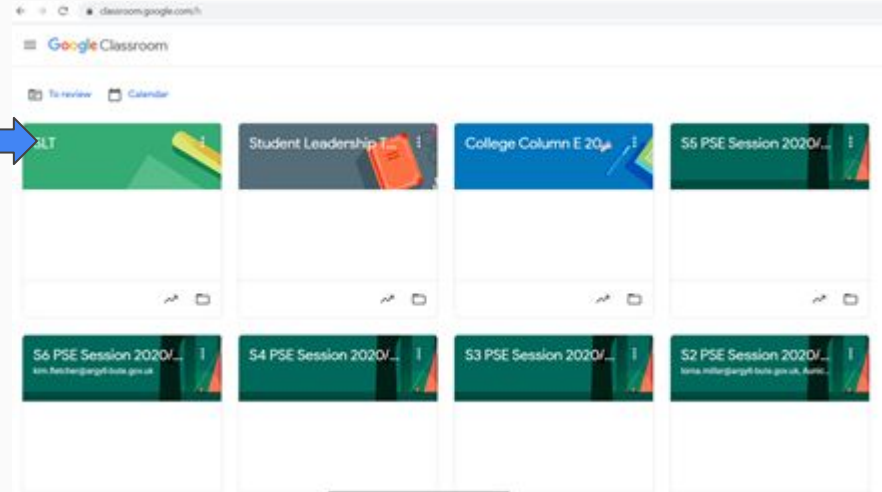
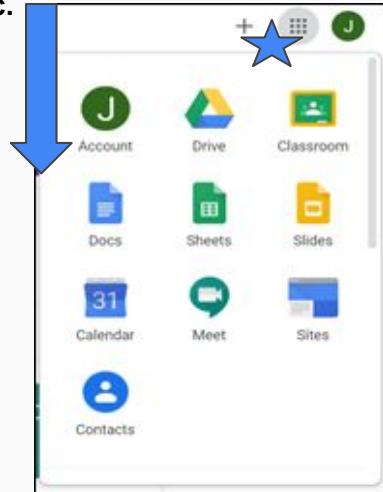
- If previously logged in then click on the relevant account. CGS account must be used
- Enter your username and password and press sign in



# STEP 1 - HOW TO ACCESS GOOGLE CLASSROOM INSTRUCTIONS

## Google Classroom in a web browser

- You should now be able to view your classes
- \*You will need to accept any invites to new classes\*
- You can press the grid of nine dots in the top right of the screen to access other resources, such as Google Drive, Meet, etc.



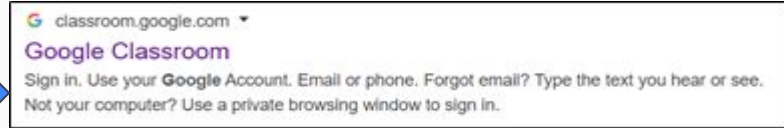
The **Google Classroom app** can be downloaded to your phone. This is a very good idea as it will alert you if there is a new post or you have work due. If you want the app, but do not wish the notifications, you can switch these off.



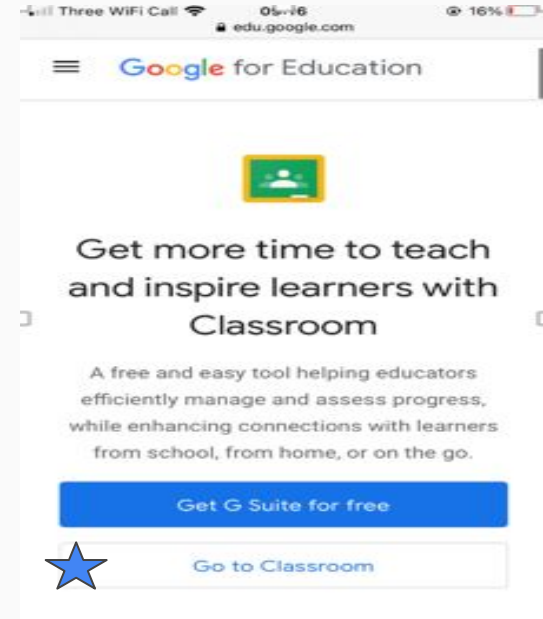
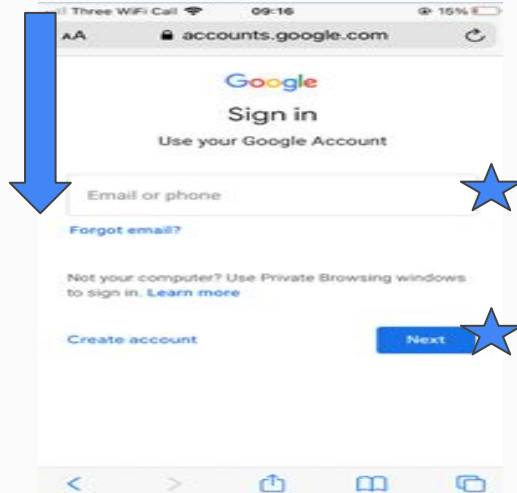
# STEP 1 - HOW TO ACCESS GOOGLE CLASSROOM INSTRUCTIONS

## Google Classroom from mobile device

- Search for Google Classroom and choose this option (or go to <https://classroom.google.com>)



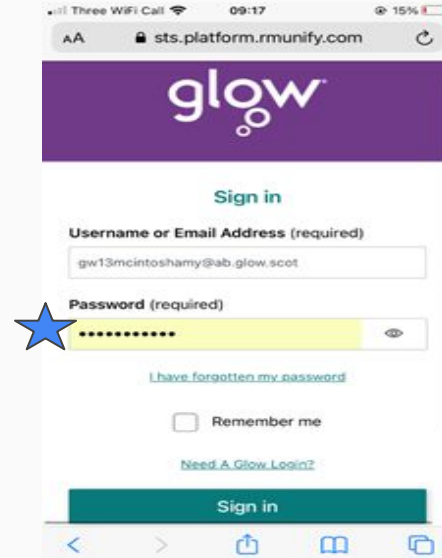
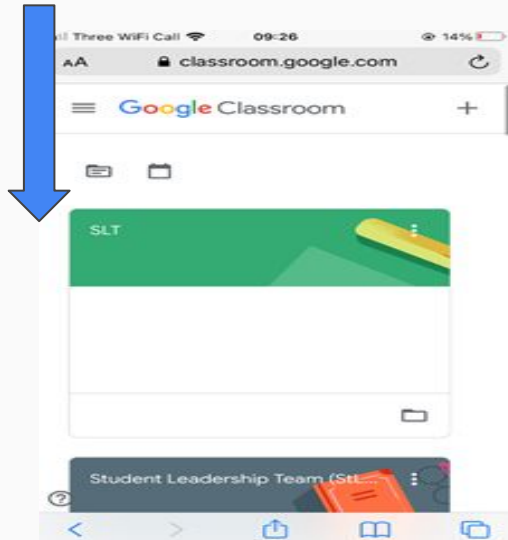
- Click on "Go to Classroom"
- Enter your username and press next



# STEP 1 - HOW TO ACCESS GOOGLE CLASSROOM INSTRUCTIONS

## Google Classroom from mobile device

- Enter password and press sign in
- You should now be able to view your classes



# Frequently Asked Questions



**Q: How do I find out my username and password?**

**A: This information can be requested by emailing [enquiriescampbeltown@argyll-bute.gov.uk](mailto:enquiriescampbeltown@argyll-bute.gov.uk) or calling 01586 553773 to speak to a member of our office**

# **STEP 2**

## **JOINING A CLASSROOM**

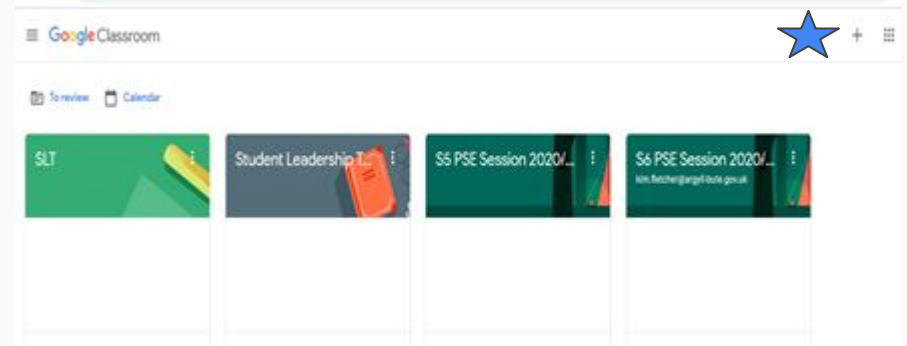
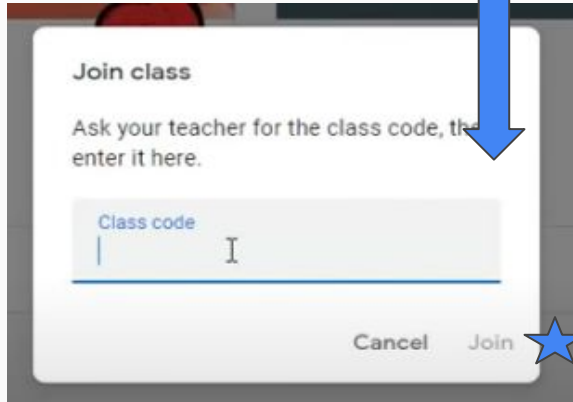




# STEP 2 - JOINING A CLASSROOM INSTRUCTIONS

## Option 1

- Click on plus sign at top of screen
- Enter class code and press join



## Hints and Tips



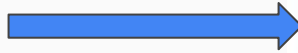
Your teacher should provide you with the class code

Alternatively you can email [enquiriescampbeltown@argyll-bute.gov.uk](mailto:enquiriescampbeltown@argyll-bute.gov.uk) or call the school office on 01586 553773

# STEP 2 - JOINING A CLASSROOM INSTRUCTIONS

## Option 2

- You may have already been added to the classroom
- Click on “join”



## Hints and Tips



Check your timetable to make sure you have joined all classes.

If you need a copy of your timetable you can email [enquiriescampbeltown@argyll-bute.gov.uk](mailto:enquiriescampbeltown@argyll-bute.gov.uk) or call the school office on 01586 553773



# STEP 3

# REGISTRATION



## HINTS AND TIPS



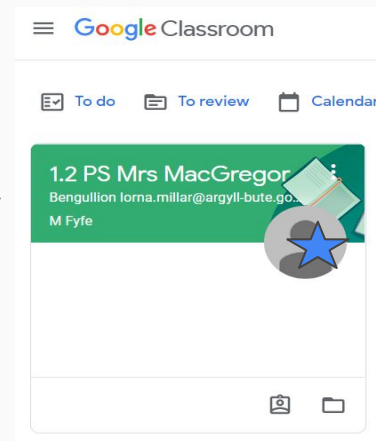
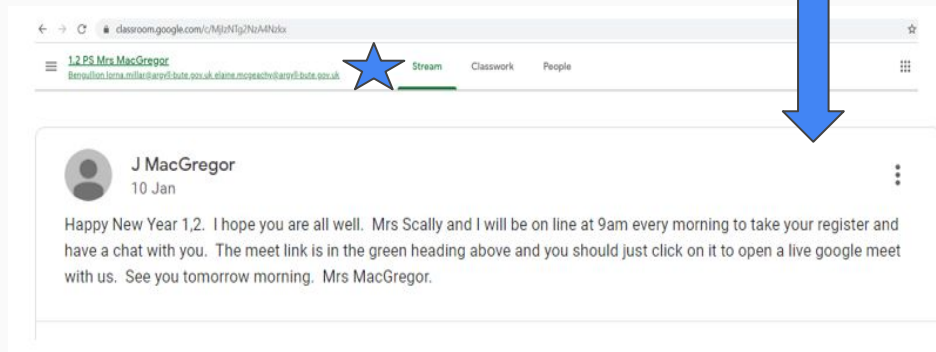
- Make sure you have joined your Personal Support Classroom ([Google Classroom Codes](#))
- Set an alarm the night before and get plenty of sleep
- Have your device setup, full charged and ready to be switched on in the morning

# STEP 3 - REGISTRATION

## How to register from home in the morning

**Personal Support teachers will be online from 09.00-09.15 to take registration Monday-Friday**

- Pupils should click on their Personal Support Classroom
- Teachers will leave instructions and information in the stream section



## Hints and Tips

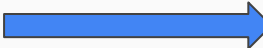


Pupils can leave comments or ask questions in the stream.

Please note these comments are visible to all class members.

# STEP 3 - REGISTRATION

## How to register from home in the morning

- Pupils should click on the meet at 9.00am to join the live registration 
- Personal Support teachers will take a register and enter this information into our attendance system
- If pupils are experiencing technical issues and cannot join the live meet between 09.00-09.15 a comment must be left for their Personal Support teacher. If pupils are later than 9.15am then a phone call can be made to 01586 553773 or an email can be sent to [kirsti.coffield@argyll-bute.gov.uk](mailto:kirsti.coffield@argyll-bute.gov.uk)
- Our office assistant will work on the attendance information sent by teachers. If pupils have not registered a text will be sent home - '[Pupil name] did not register at school this morning [date] please reply with a reason'. A reply can be sent to the text message, a phone call can be made to 01586 553773 or an email can be sent to [enquiriescampbeltown@argyll-bute.gov.uk](mailto:enquiriescampbeltown@argyll-bute.gov.uk)
- If pupils have an appointment or are unwell the school must be notified. Please use the contact email address and phone number above



## Hints and Tips

If you are waiting to be accepted into the meet then try coming out and back in again

# Frequently Asked Questions



**Q: Will my child be marked late if they have not registered at 9.00?**

**A: Registration takes place between 09.00-09.15. If your child is unable to register or is going to be late then an email must be sent to [kirsti.coffield@argyll-bute.gov.uk](mailto:kirsti.coffield@argyll-bute.gov.uk) or a phone call can be made to the school office 01586 553773.**

# Frequently Asked Questions



**Q: My child attends the CGS HUB, how do they register?**

**A: Supervising staff will register pupils each morning. The school must be notified if there are any changes to the days that you have selected for your child to attend or not attend.**

**Email - [amy.armour@argyll-bute.gov.uk](mailto:amy.armour@argyll-bute.gov.uk)**

**Phone call - 01586 553773**

# Frequently Asked Questions



**Q: I have college first thing in the morning, where should I register?**

**A: Pupils who have college must register with their Personal Support class at 9.00am. Pupils can leave the meet as soon as they have registered to attend their College class.**



# Frequently Asked Questions



**Q: My child has an appointment, do I need to let the school know?**

**A: Attendance and engagement is being recorded daily by the office team. Please contact the school if your child is unwell or attending an appointment to allow the correct attendance mark to be recorded. This will alert the teacher that your child has permission. A daily update is required for any children who are unwell.**

# Useful Links



[Google Classroom](#)

[Campbeltown Grammar School Website](#)

[Pupil Email](#)