Carlibar Primary

Google Classroom iPad Guide
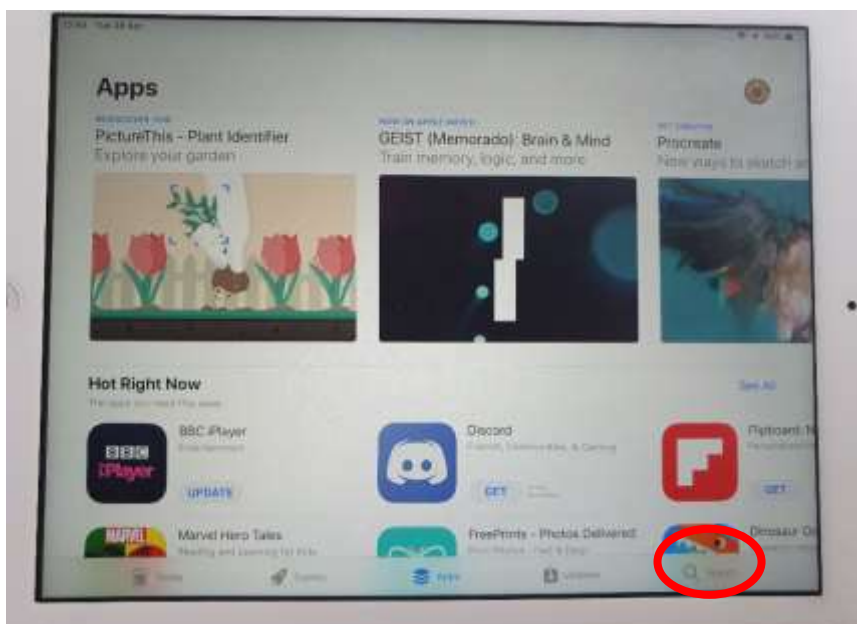
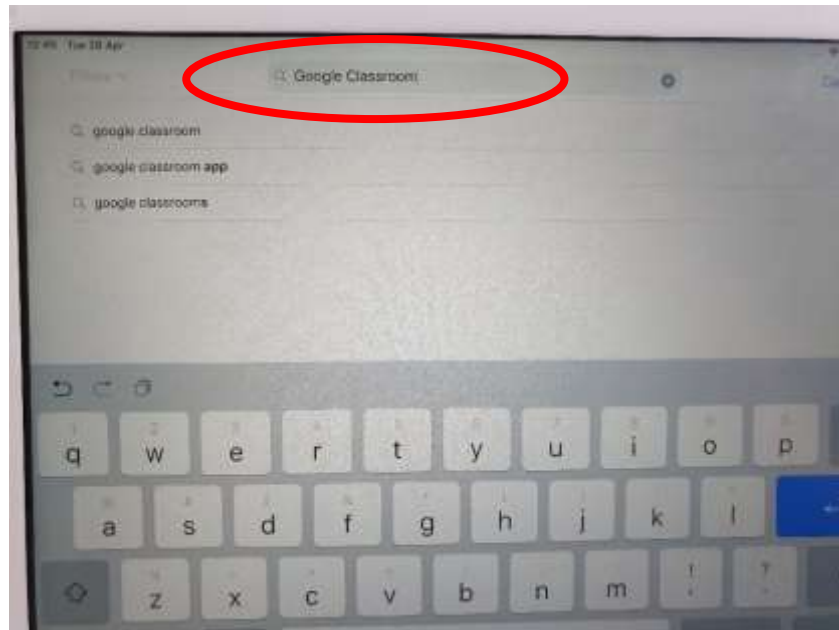# Apps to Download for Free for Google Classroom

1. Go onto the **Apple App Store** ⭕ .

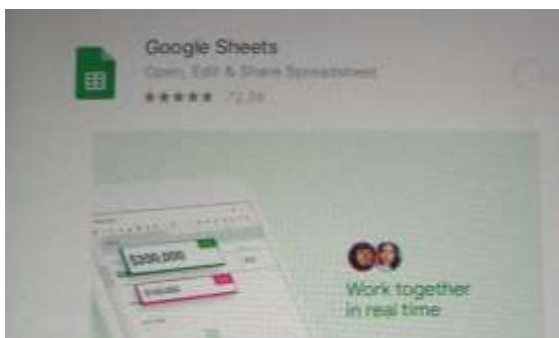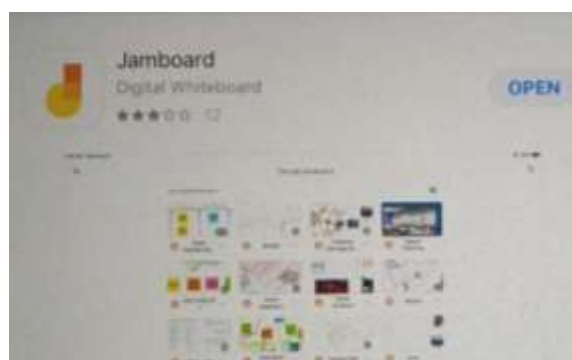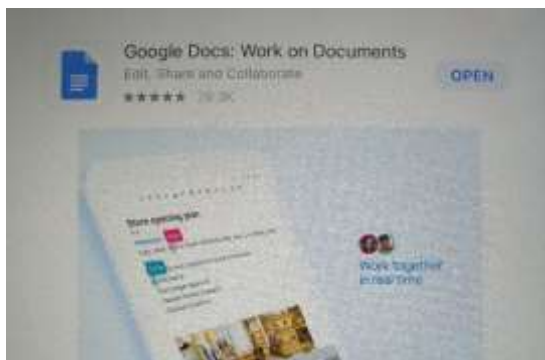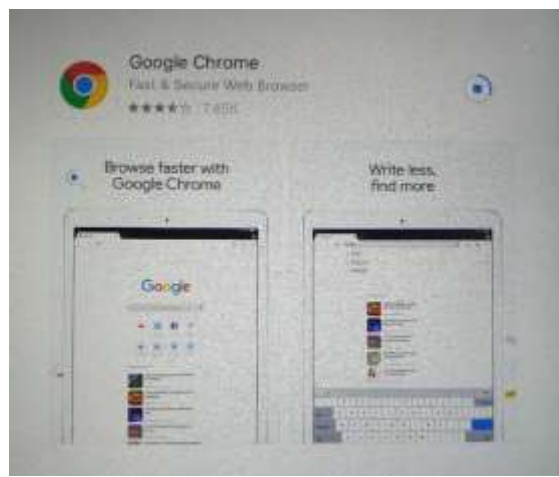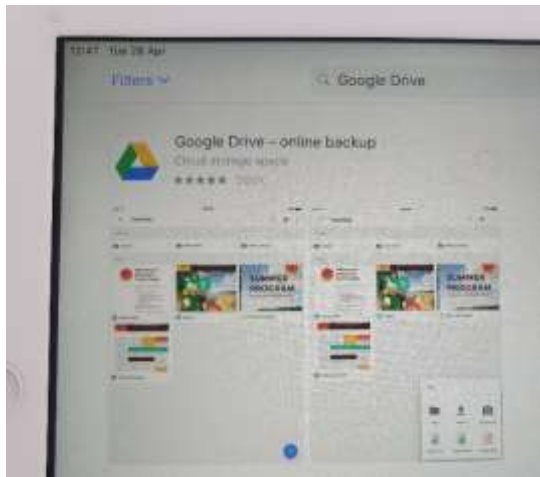2. Click on Apps and select the **search** function ⭕ .

3. Type in the search bar **Google Classroom**.

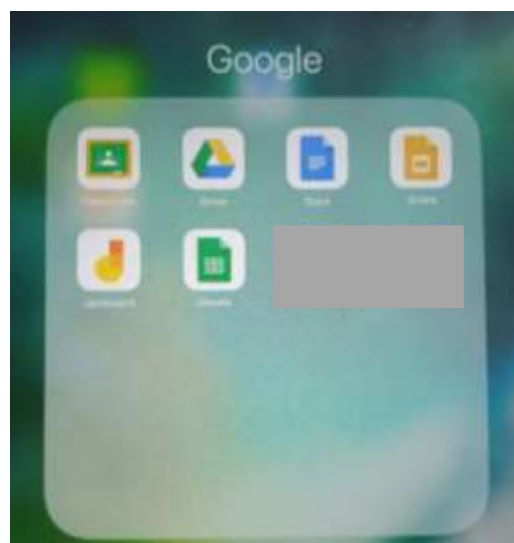4. Select the **Google Classroom App** and click **GET** to install.

5. Repeat Step 3 and 4 for the following apps: **Google Drive, Google Chrome, Google Docs, Google Slides, Jamboard and Google Sheets**.
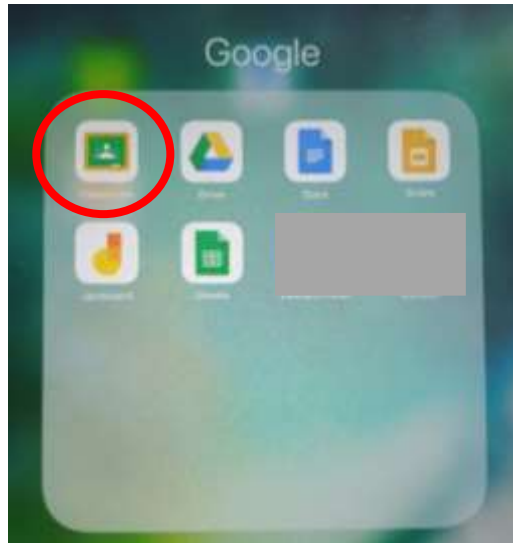

App Icons
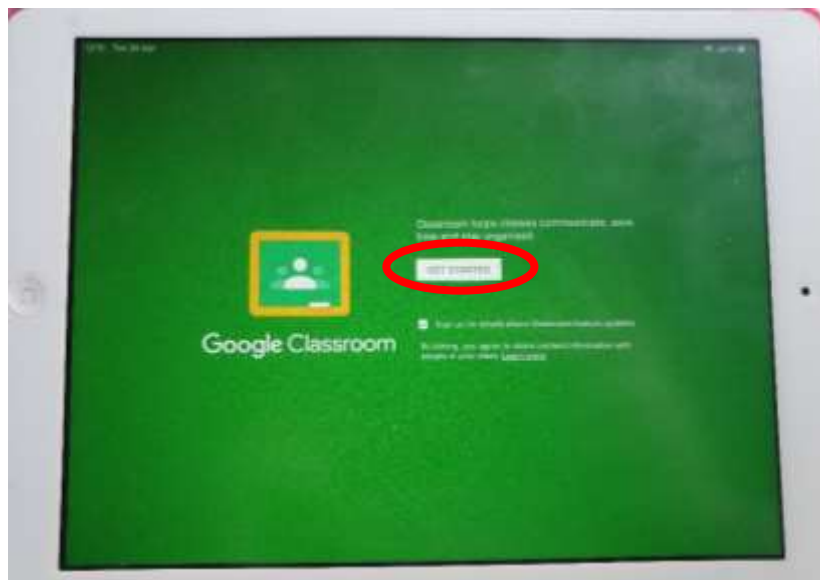
Setting up Google Classroom

1. Click on the **Google Classroom App** on your iPad that you have installed.

2. This is the screen that will appear to begin with.

3. Click **Get Started** to launch the setup process.
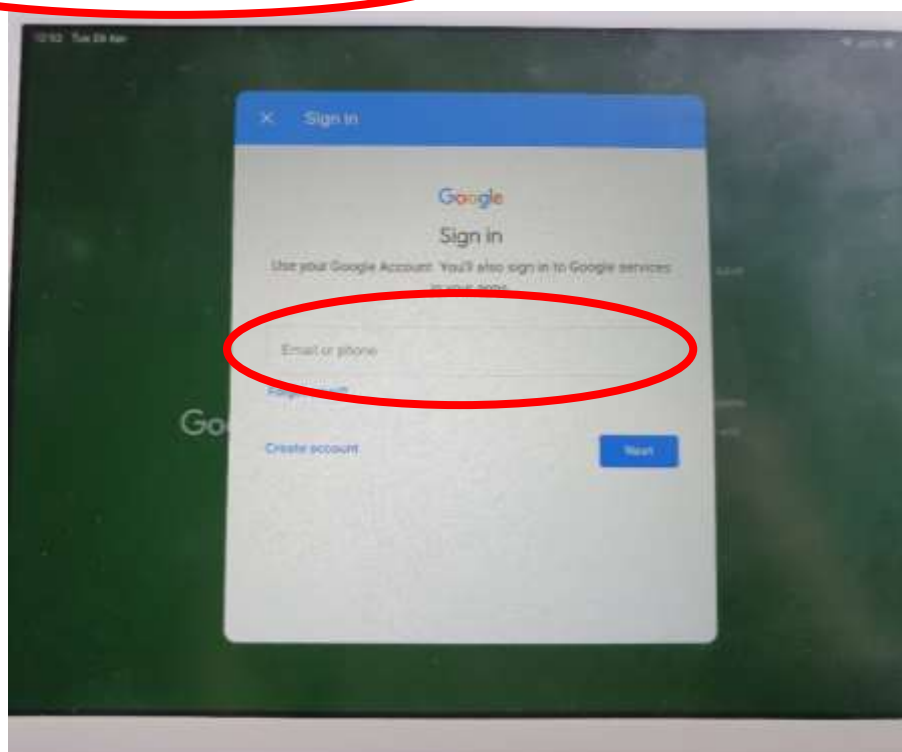

4. To sign in here the email address you will need to input is your glow username followed by @er.glow.scot i.e. glowusername@er.glow.scot.

5. Once you have entered your email address the screen below will appear to ask you to **sign in via Glow** with just your **normal username** and **password**.
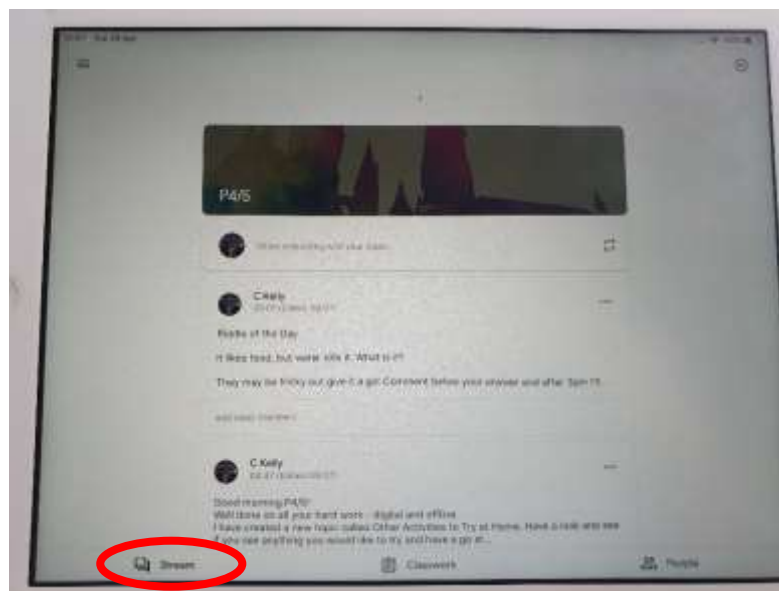

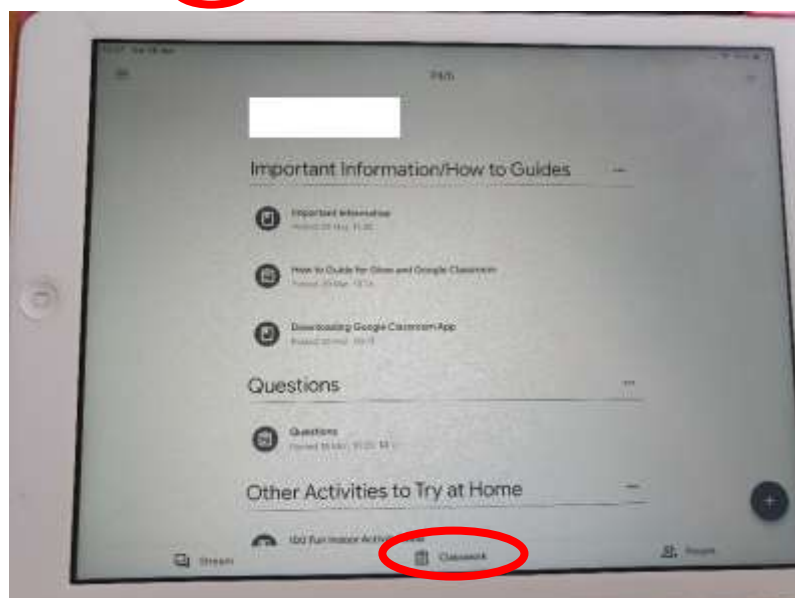6. If you wish to get **notifications** you can select **Allow**.

7. It will now take you directly into your **Google Classroom** where you will be able to see the **classes** you have access to.


8. To access the **Stream** ⬭ click on the menu at the bottom of the screen.

9. To access **Classwork** ⬭ click on the menu at the bottom of the screen.

10. Then setup your Google Drive by clicking Sign In. It should bring up a list of Google accounts present on your device and select the account related to the Glow account. If you already have Google drive, sign-out and select the Glow account to set that up.
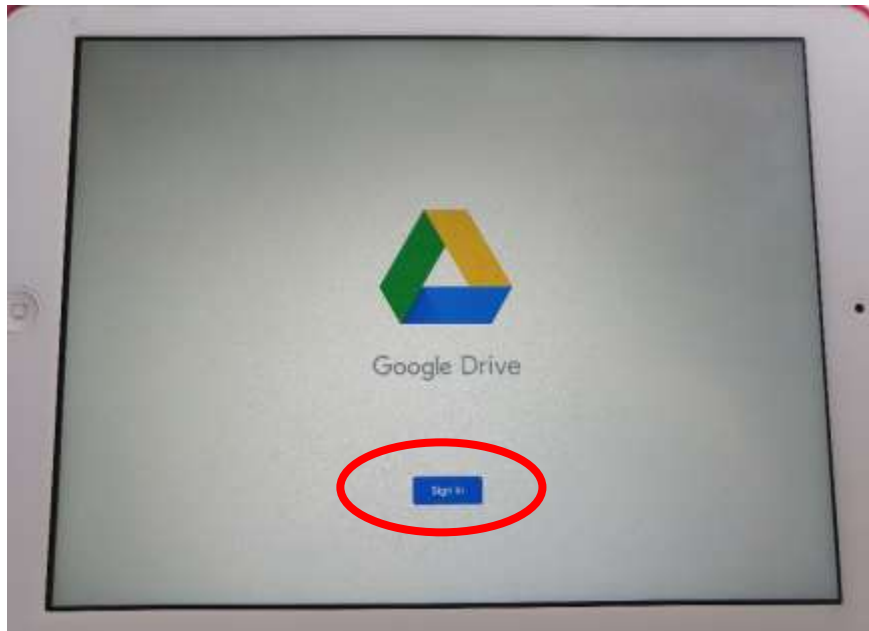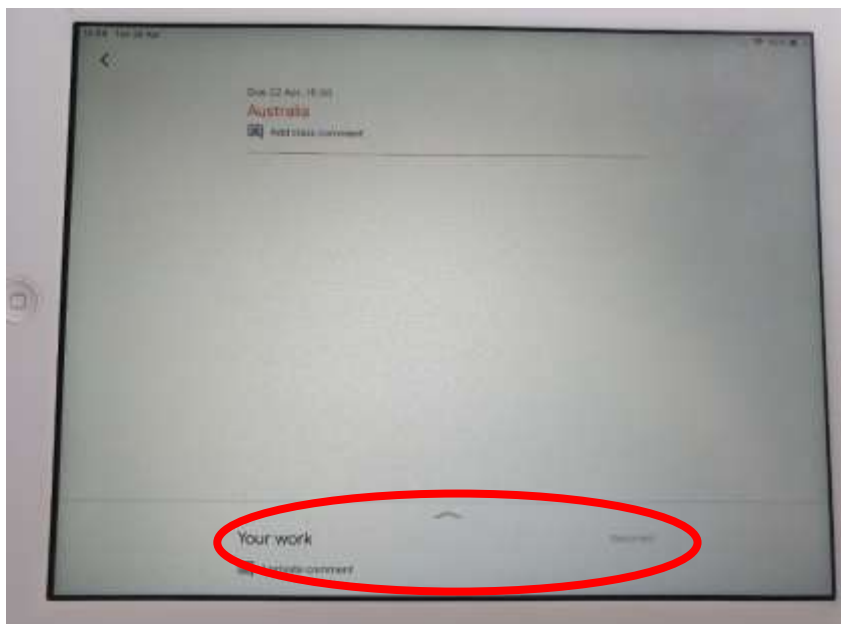
Accessing and Completing Work

1. In **Classwork**, click on the **assignment** you want to complete.
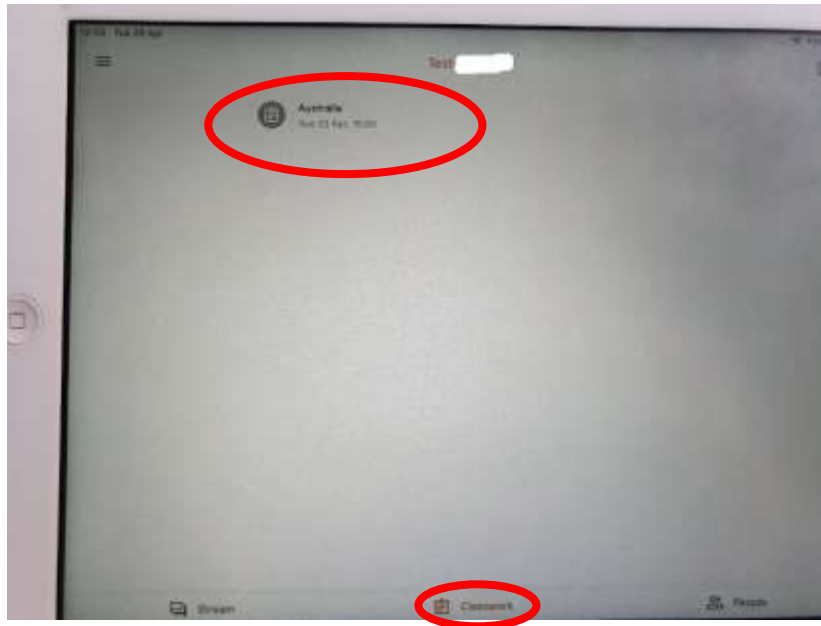
2. The assignment will then open up with **instructions** and allow you to make **class comments**. Click on the arrow above **Your Work** ⬭ at the bottom to see any documents attached for you to view or edit.
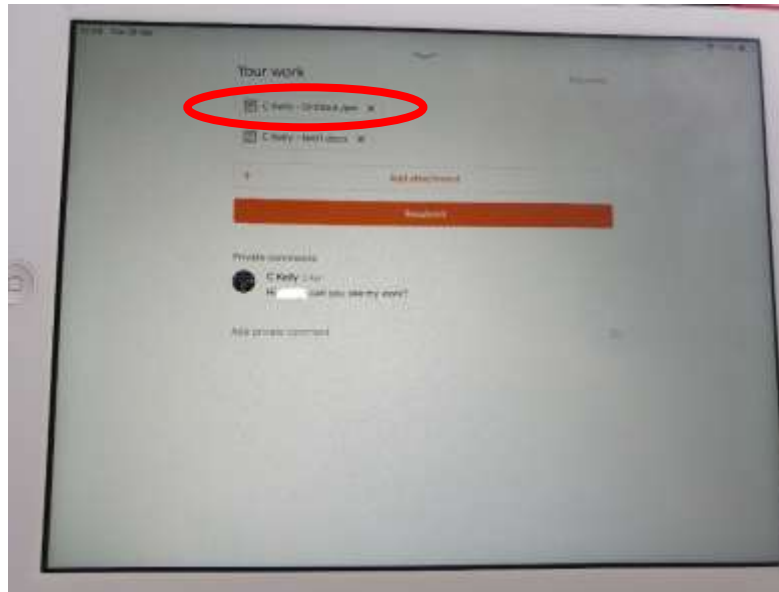
3. You will then be able to see any documents attached, attach documents, hand in work and send a private comment.
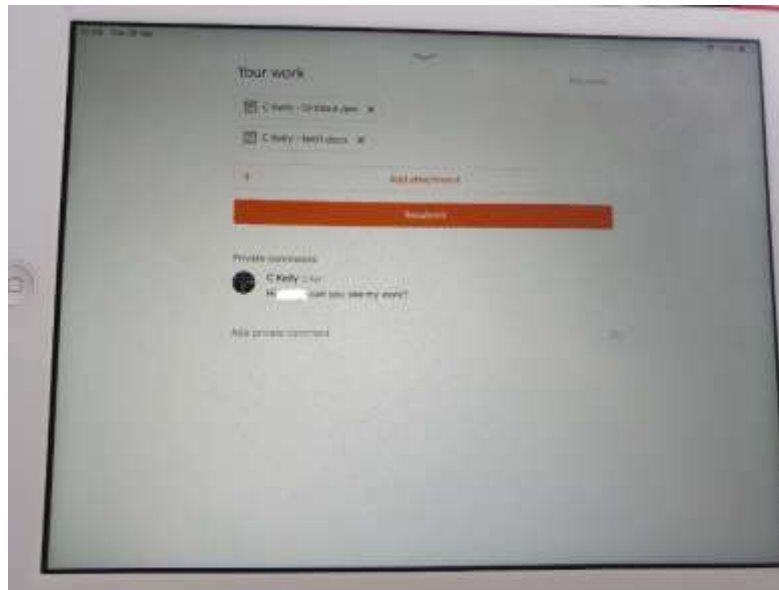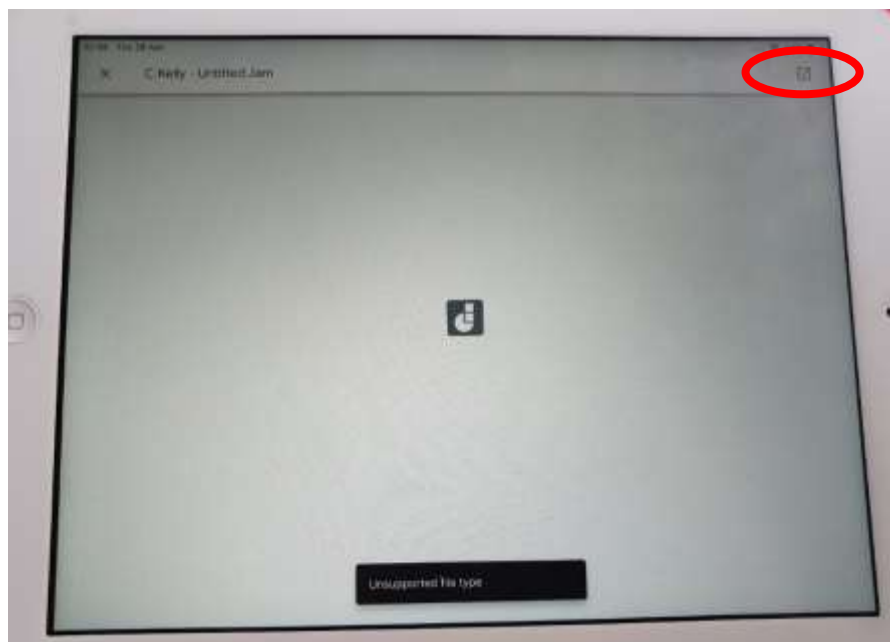
Completing your work on an attached Jamboard

1. Select the attached Jamboard.

2. This screen will appear. **Saying Unsupported File Type**. **Ignore this** and **click on the arrow at the top right hand corner** . This will take you directly to your Google Drive (which has already been linked using the previous steps in this guide).
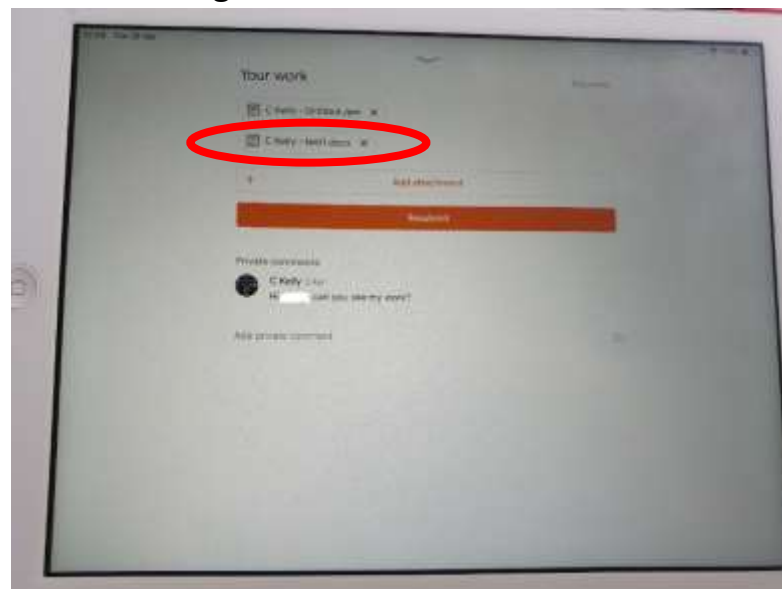
3. Your Jamboard will now open and you will be able to edit it as usual. Remember the Jamboard automatically saves to your Google Drive.
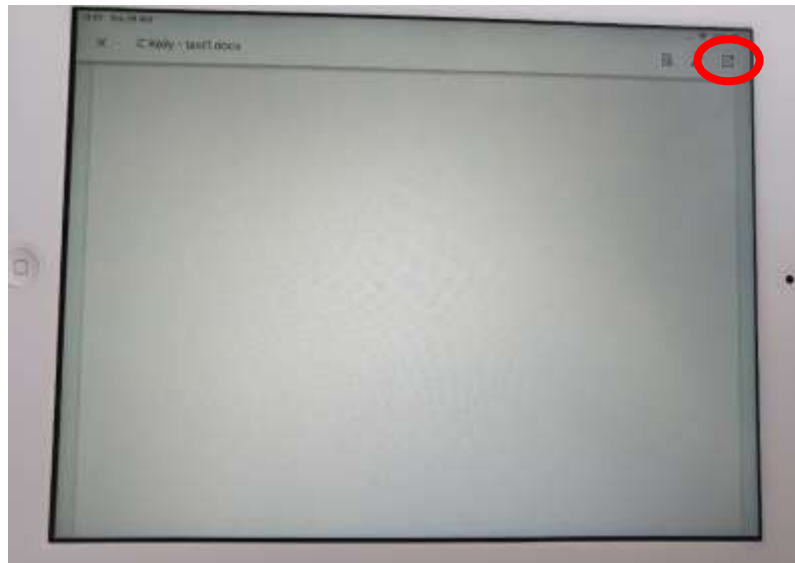

# Completing your work on an attached Google Doc

1. Select the attached **Google Doc**.

2. This screen will appear. **Click on the arrow at the top right hand corner.** ⬭
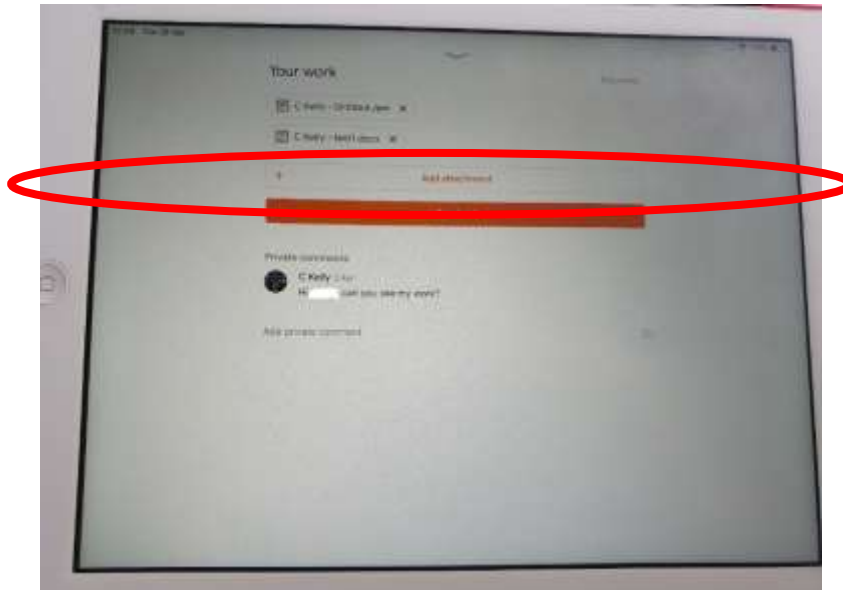This will take you directly to Google Docs and will open up a

3. Your Google Doc will now open and you will be able to edit it as usual.
Remember to **click on the tick** at the top left corner when you are
finished **to save the work** on the Google Doc.
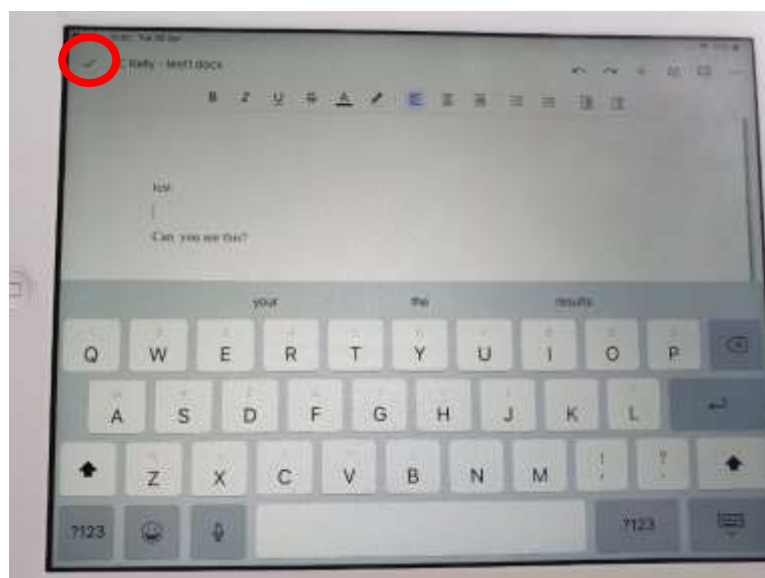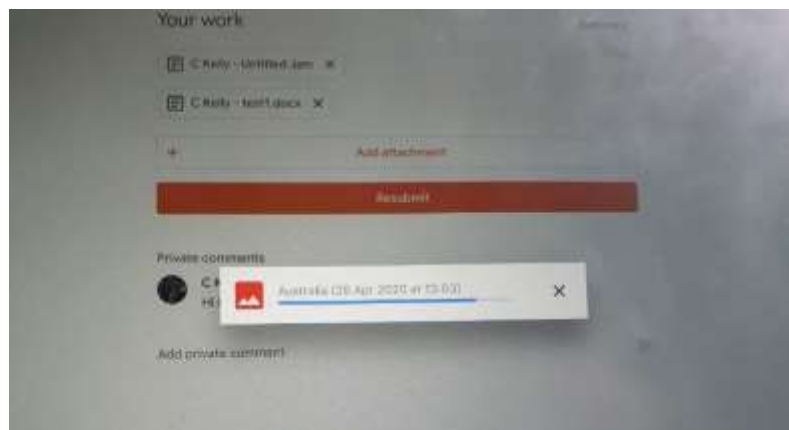
Attaching Work

1. To add another piece of work or a photograph click on **Add Attachment**.


2. **Select where you are getting the file you want to attach from.**
    For example: To upload a photo of your work you may select **Pick Photo**

3. Select the photo or document for the relevant storage place and upload.
   For example: A photo may come from your camera roll or photos.

4. You will then be able to see your attached file on your work. **Click hand in** to send to your teach and in the private comments part **write Done**. If you have done your work in your jotter and not attaching a picture then please still hand in your work but **write** in the private comment part of the assignment **Done in jotter**.
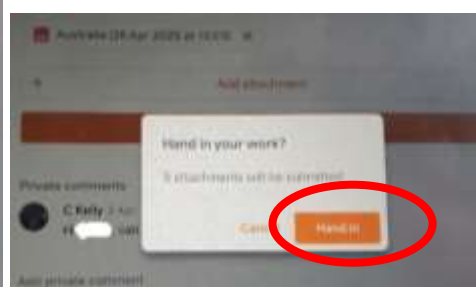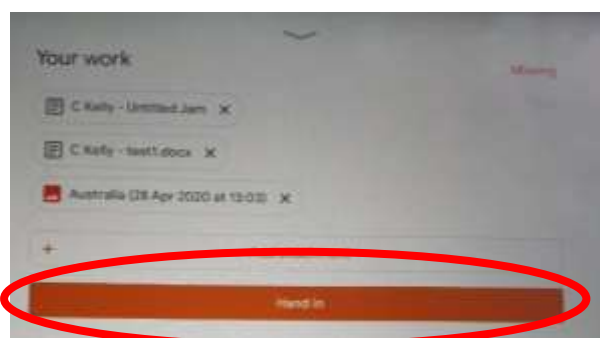
5. If you wish to **unsubmit** your work and edit it click on **Unsubmit**.
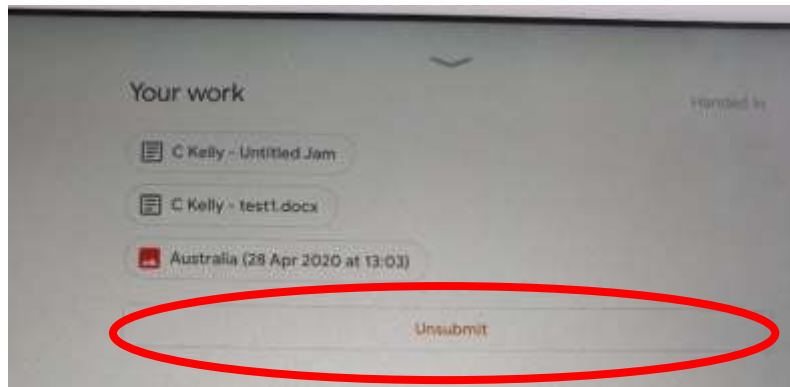
6. To then hand in your work again click on **Resubmit**.