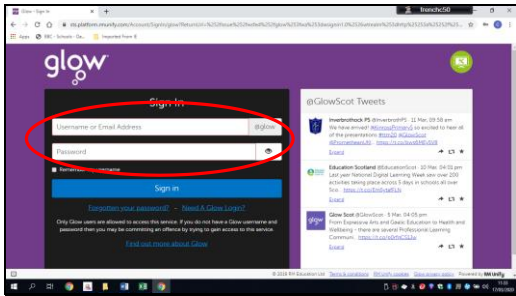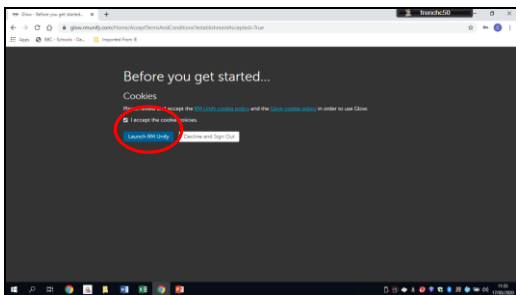**Google** Classroom

A step-by-step guide to accessing and using Google Classrooms

Steps 1 – 9 only need to be done the first time you log in. After the first time, start from step number 10.
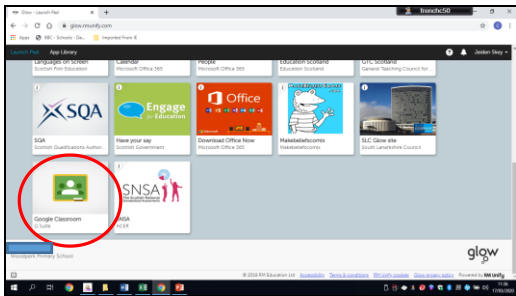
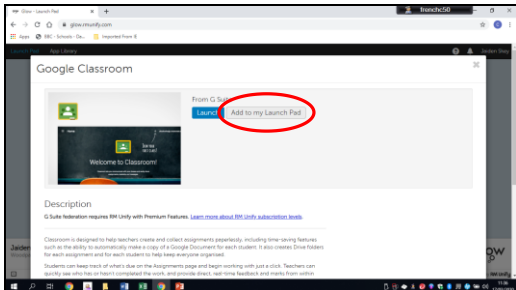1   Log in with your email address and password.
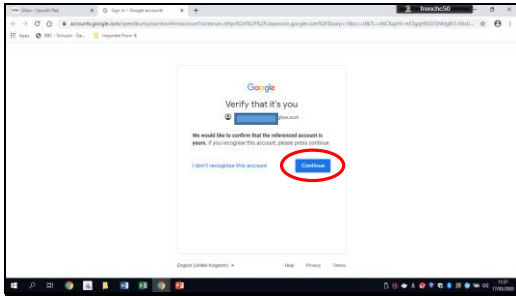
2   Tick the box and click Launch RM Unify

3   Scroll down to find Google Classrooms

4   Click the 'i' in the corner of the tile then 'add to my launch pad'. Then click 'launch'.
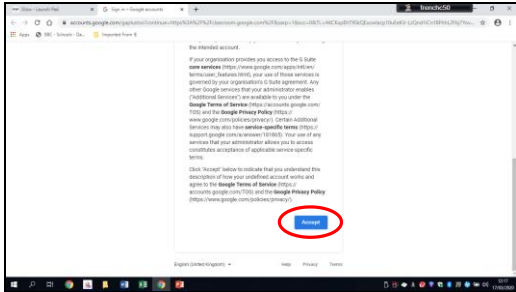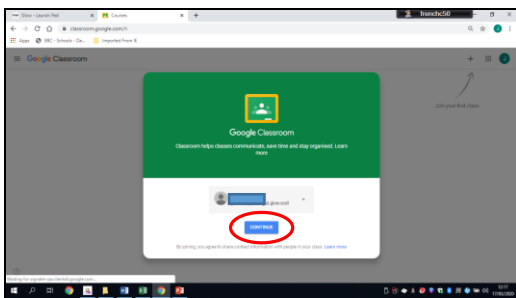
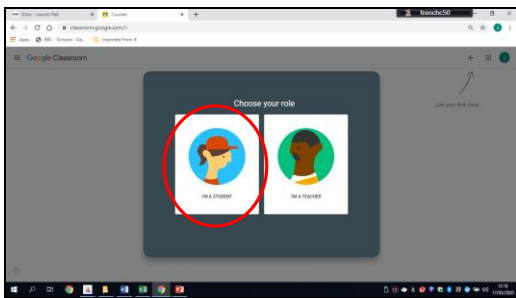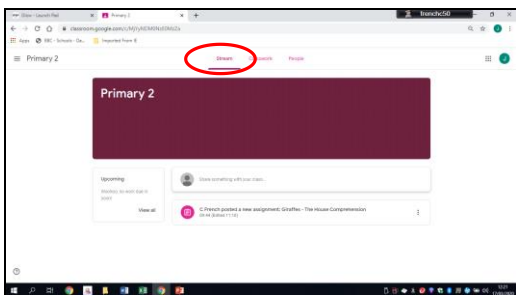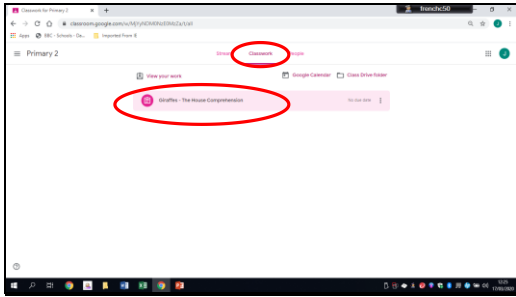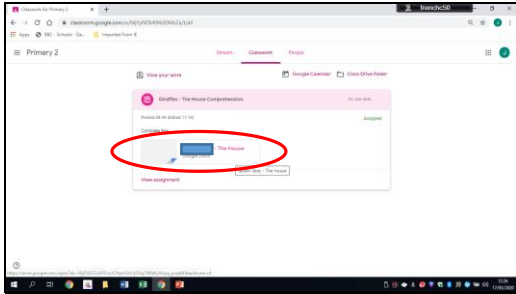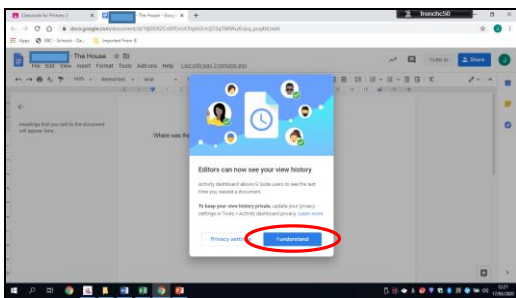|		
5		Click continue
6		Click accept
7		Click continue
8		Click student
9		Type in your class code shown here.
10		This is the homepage of Classroom, called 'the stream'. To get back to this page, either click 'Primary ____' in the top left of the screen or click 'stream'.
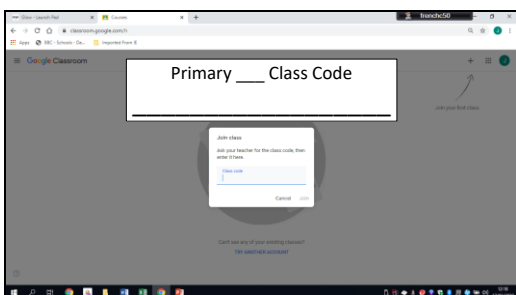
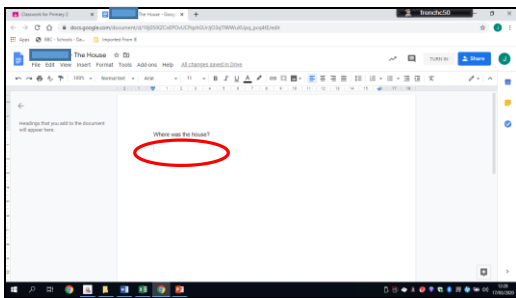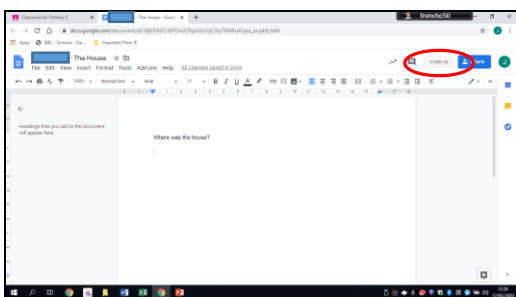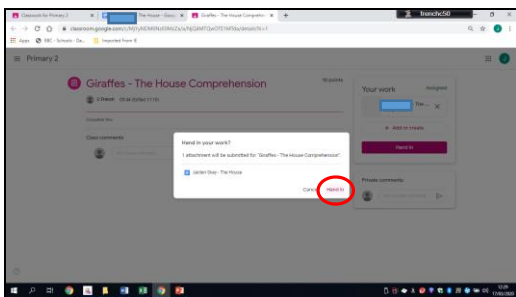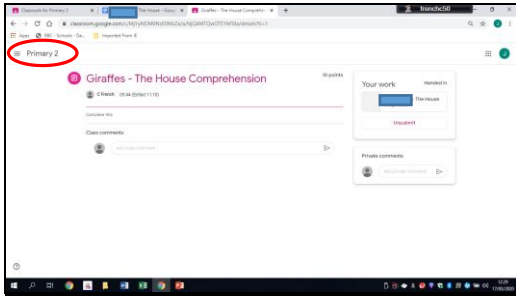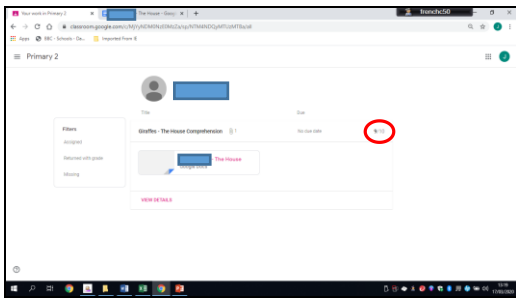| 11		Click on classwork to see any tasks you have. Click on the task.
12		Read the instructions and click on the document.
13		Click I understand
14		Answer any questions by typing the answer below.
15		When you are finished, click 'Turn in'.
16		Click 'Hand in' when it appears.
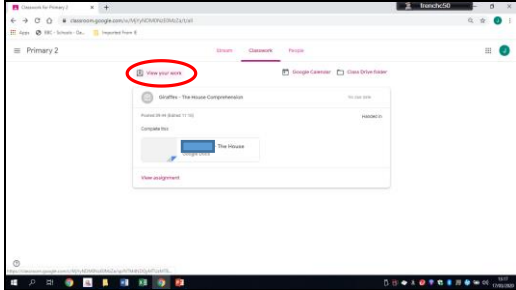
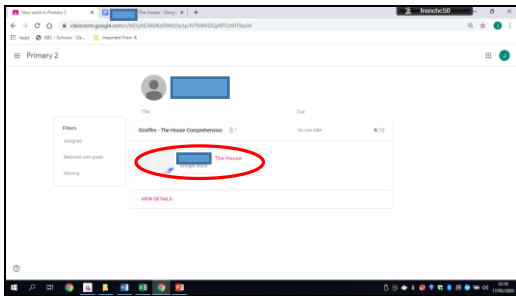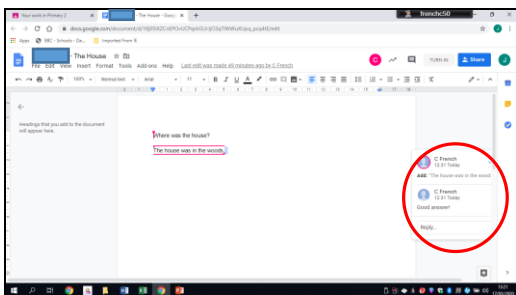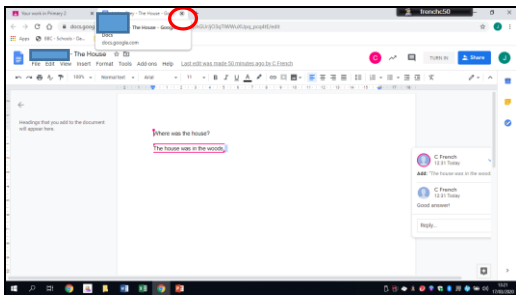| 17		Click 'Primary___' to go back to the home stream.
18		To view work that has been marked click 'Classwork' then 'View your work'.
19		You can see the total score for your work.
20		Click on the document you handed in.
21		Read comments from your teacher on your work.
22		Click the cross to return to the last window.