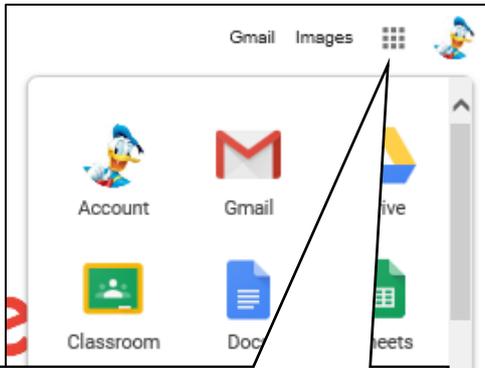


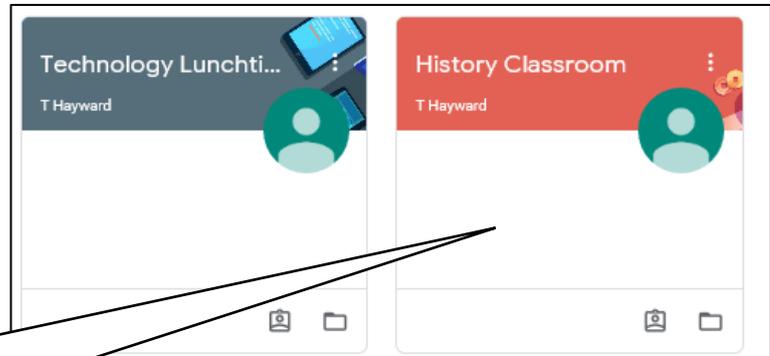
# 101 Google – Finding your way around your classroom



For the foreseeable future, all your work will be set in Google classroom, so you need to know how to access, edit and hand-in files. This first document is designed to help you find your way around your new environment.

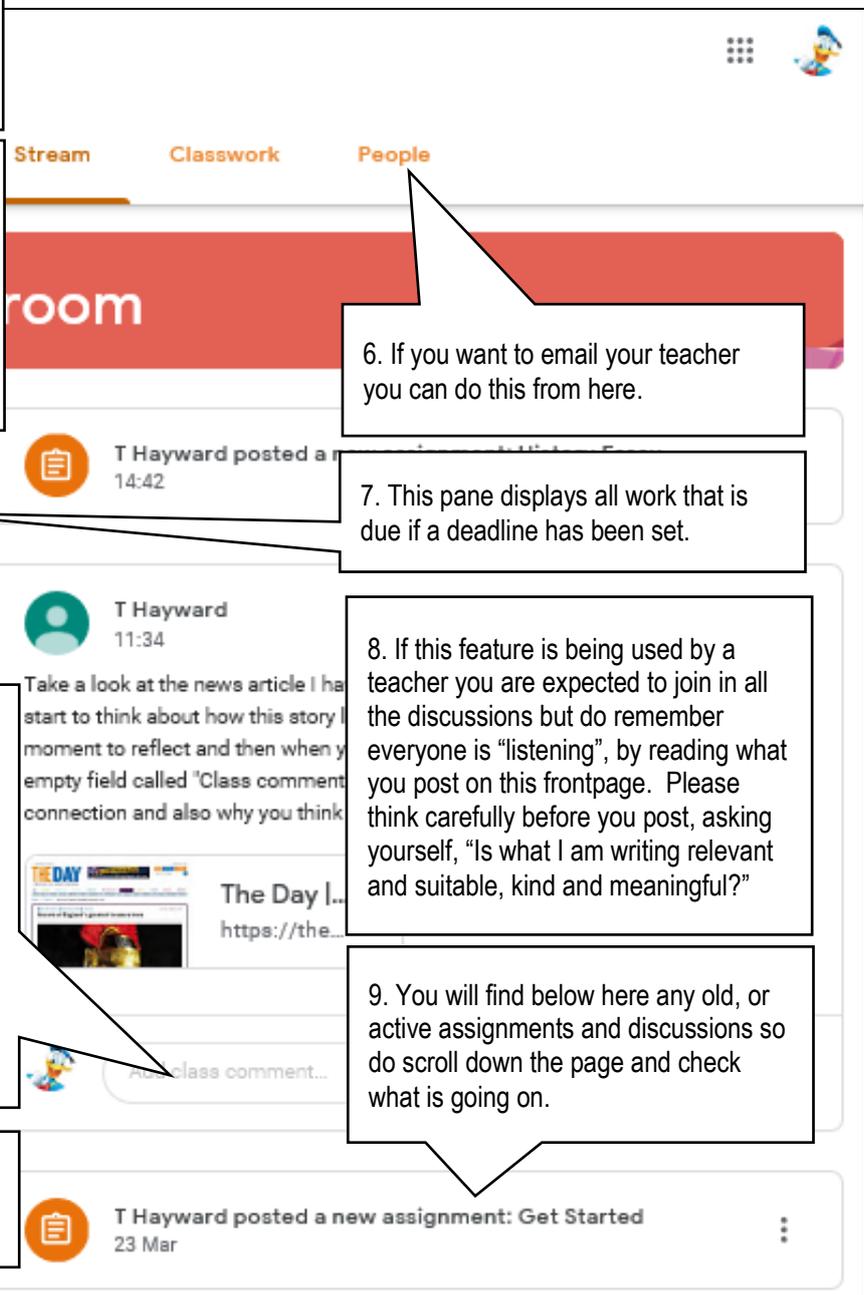
To begin, locate a classroom, via the Rubix cube icon

1. Click here to find **Google apps** and then click on the **Classroom** to find the classes you are a member of.



2. When you click on the Classroom app you will be taken to a page of tiles; each tile is your classroom. You will see tiles here for every class you would normally have on your timetable. Click on a **tile** to enter the classroom.

3. This frontpage is called the Stream. This is where you can post technical questions about how to access documents. **Please ask precise questions!** Please do not use this for chats with friends. Please be aware that some teachers may choose not to use this feature.



6. If you want to email your teacher you can do this from here.

7. This pane displays all work that is due if a deadline has been set.

8. If this feature is being used by a teacher you are expected to join in all the discussions but do remember everyone is "listening", by reading what you post on this frontpage. Please think carefully before you post, asking yourself, "Is what I am writing relevant and suitable, kind and meaningful?"

9. You will find below here any old, or active assignments and discussions so do scroll down the page and check what is going on.

4. When you post here ALWAYS check first to ensure the question hasn't already been asked. If you know the answer to someone's question you can reply, anyone can reply, that way everyone will get their answer quicker. This is your first step if you don't know how to open or edit a file.

Remember, everyone can see what you have written so think before you post!!

5. Your class teacher will monitor this chat during school hours only, checking regularly but not always posting replies.