



Google Classroom

Student User Guide



Get Started

Get Google Classroom

You can login to Google Classroom on any device such as a PC, iPad, tablet or phone – as long as you have internet connection. If you want to join in with a video call to your class, you will need to have speakers, camera & microphone availability.

To login to Google Classroom, type 'Google Classroom' into your internet browser and click on the link.

Sign In

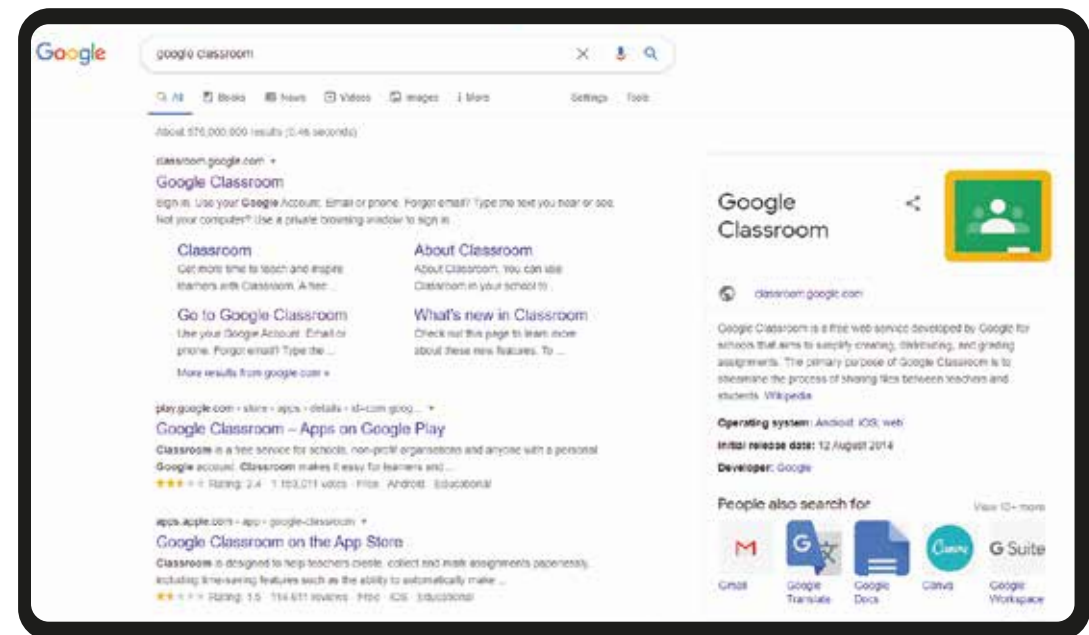
You will need to sign in to Google Classroom using your Bridge email address and password.

Your email address will be the first letter of your first name followed by your last name (all in lower case and no dots) followed by @thebridgeeducationcentre.co.uk

Example: Fred Blogg's email address would be:

fblogg@thebridgeeducationcentre.co.uk

You will have been provided with your email password, if you have mislaid it, please contact the school.



Get Started

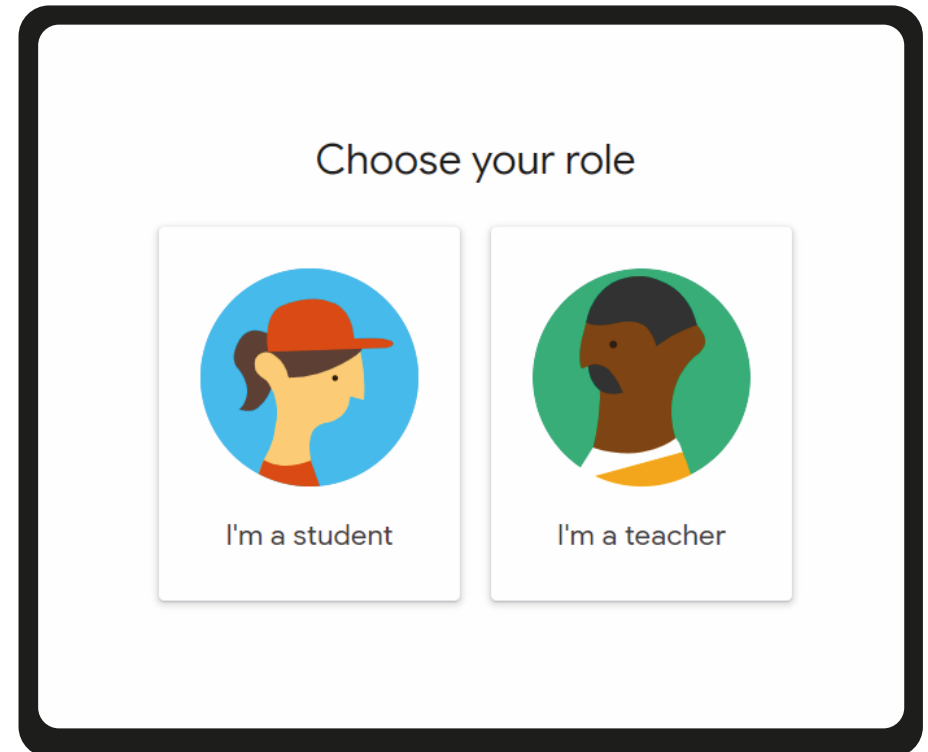
Choose who you are

Once you have inputted your email address and password, you will have to select 'Student' or 'Teacher'.

Click on the 'Student' icon box.

This will only happen the first time you login into Google Classroom, as it will remember you each time you login using the same email address and password.

You will be now taken into your Google Classroom Homepage.



Homepage

Your homepage

You are now in what will be referred to as your homepage.

For Years 7, 8 and 9, you will only see one box which is your classroom box and will have your Class number on it.

For Years 10 and 11, you may see a couple of boxes.

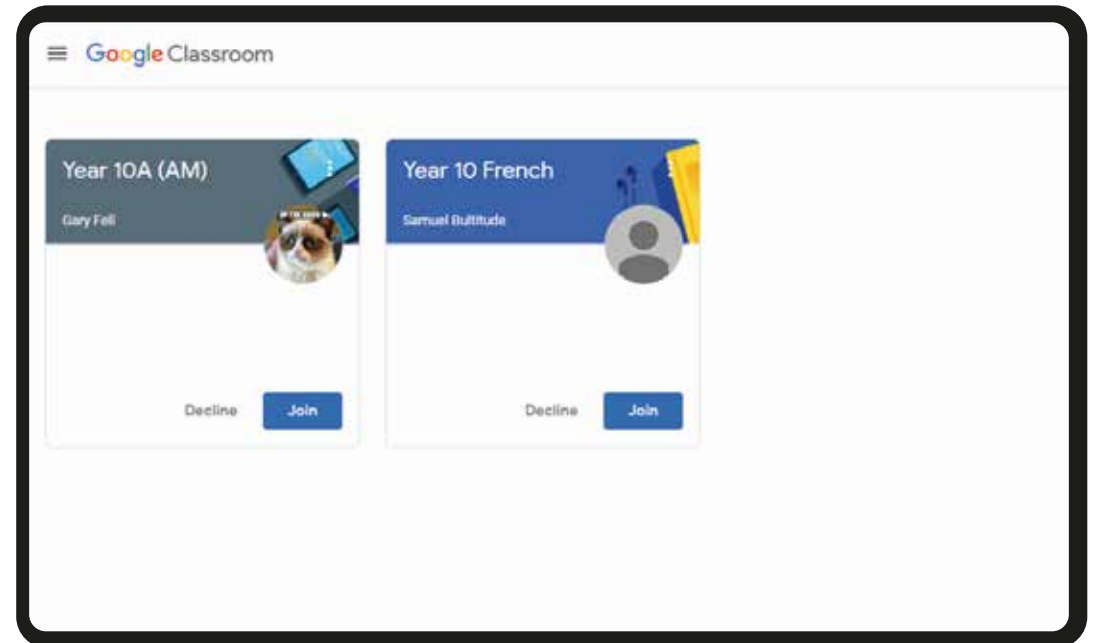
The first will be your Class.

You will then have 'Option Subject' boxes, dependent on how many Options you are taking.

Option subjects are:

Art
Construction
Spanish
French
History
Food Technology

All other classes / class work will be conducted in your Class box. Only Option subject work will be in your Option boxes.



Class Page

Your Class for the Day

Your Class Page will show your timetable and classes for the day along with who the teacher is and the time of the lesson.

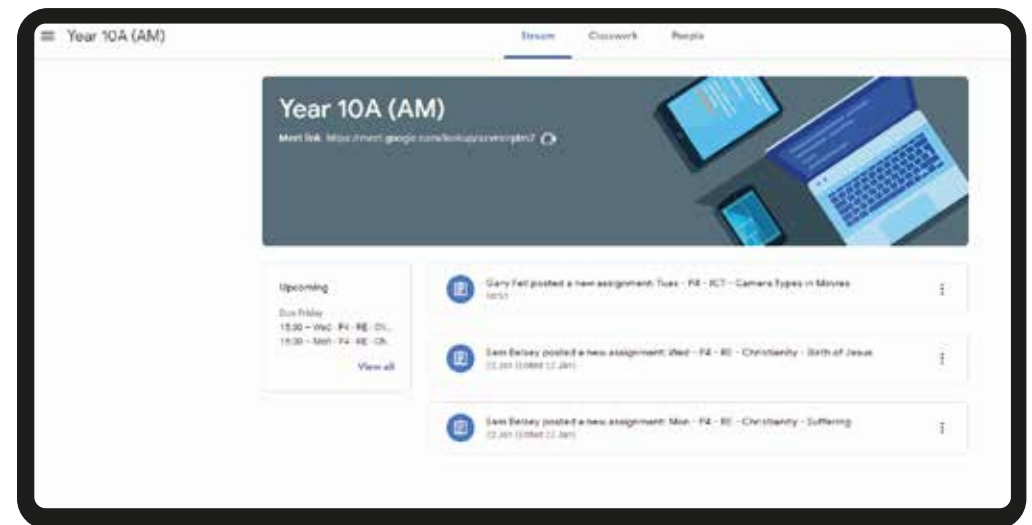
You will also see at the very top (above the graphic) the words:

Stream
Classwork
People

Stream - shows you what classes you have coming up in the day plus a link to the side showing the upcoming days. You can also click on the live Meet link in the graphic under your Class number which links you to the latest live class.

Classroom - the area where you can see work assignments, where you can join live classrooms and where you submit work to hand in.

People - this will give a list of teachers assigned to you so you can contact them directly.



Classwork Page

Classwork

You Classwork tab is the main tab that you will use in Google Classroom.

Here, you can see all of your core subjects for the day and click on each subject to see work assigned, join a live class and submit/hand in work you have completed for the lesson.


Work Assigned

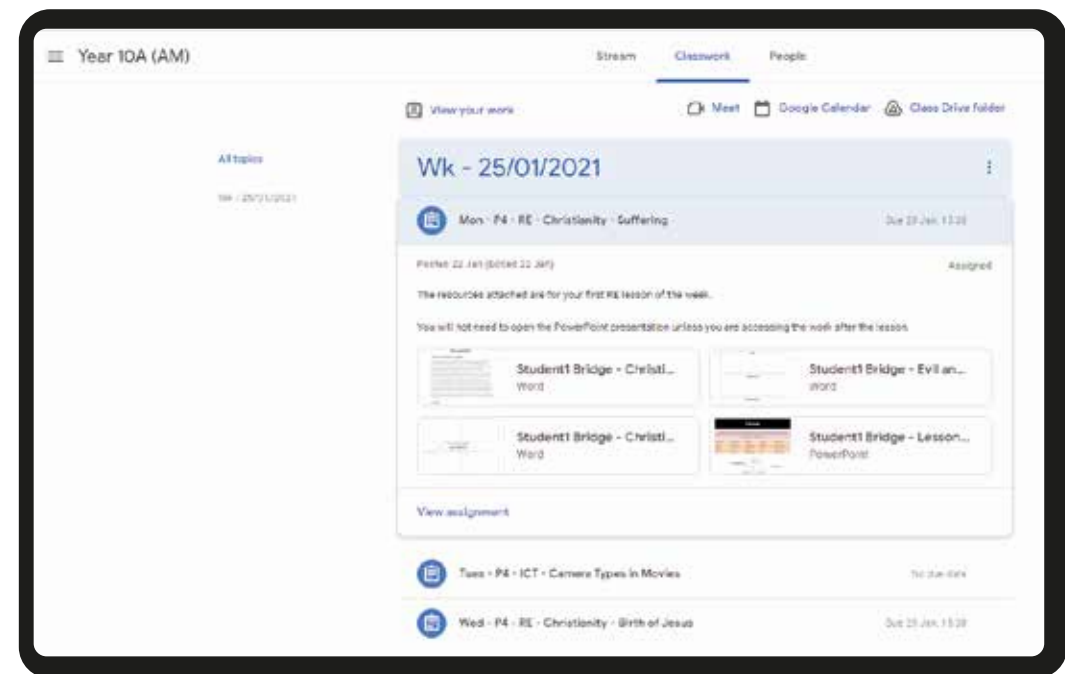
You can see all of the work assigned for the lesson and instructions from your teacher on how to complete the work.

Join a class live

You will see a camera icon at the top of the page (under the Classwork tab). Click on this to join the class live.

View your work

The  icon at the top of your page allows you to see all of work assigned to you for the day.



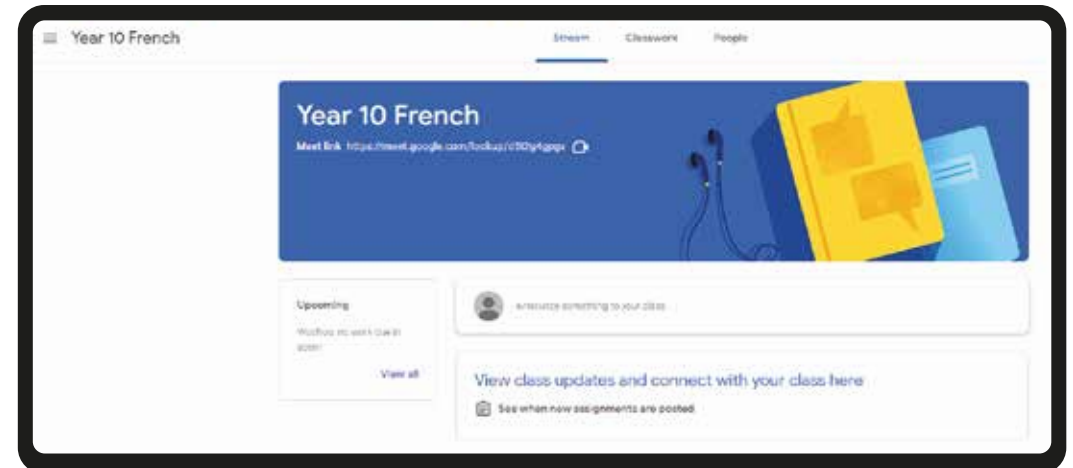
Options Page

Options Page

For Year 10 & 11 students who are studying Option subjects, to access your Option pages, you will need to come out of your Class page and select your Option page from your main Homepage.

To go back to your Homepage, click on the ☰ icon in the top left hand of your page and select 'Classes'.

The Options class page will be exactly the same as your normal Classwork page where you can see the work assigned to you, join a live class and hand in work.



Hand In Work


Hand In Work

Once you have completed your lessons work, you can submit it to your teacher for marking and feedback.

You can either fill out worksheets which may have been provided as part of your lesson or create new documents such as Word, Excel, Powerpoint docs. with your work on.

If you click on the lesson, you will see down the right hand side 'Your Work' box.

Add your work

The first button  allows you to select documents you have saved or created which you would like to submit to your teacher for marking.

You can add as many documents as you like for submission.

Submit to your teacher

Once you have uploaded all of the work you wish to submit, click the  button.

