

Using Google Classroom: A Pupil's Guide





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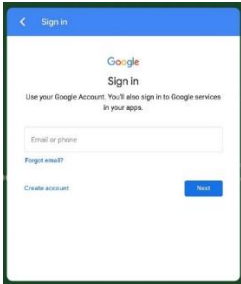
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First Sign-in to Google Classroom

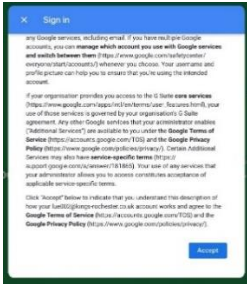
Click 'GET STARTED'



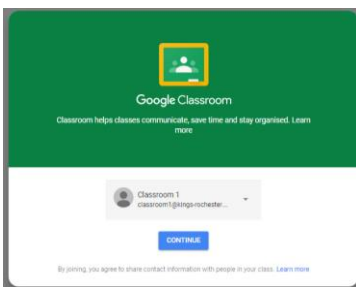
Sign-in with your school email address and password, it is the same as Outlook (abc123@kings-rochester.co.uk)



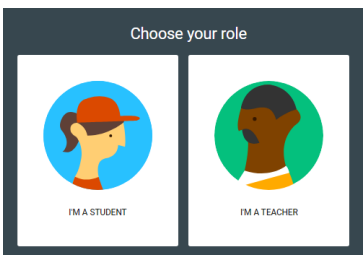
Scroll down and tap 'Accept' with the agreement is displayed.



Tap 'Continue'.



Choose 'Student' when you are asked to pick a role.



Joining Classes

Click on the '+' in the top right to join a new class.

Google Classroom



Create or join your first class



Don't see your existing classes?

[TRY ANOTHER ACCOUNT](#)

Enter the class code give to you by your teacher and click join.

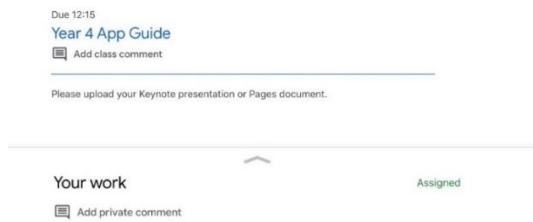
× **Join class**

Ask your teacher for the class code, then enter it here.

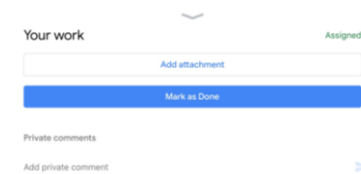
Class code

Attaching Files to Assignments and Prep. on iPads

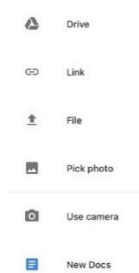
On your Assignment or Prep. and click on the arrow at the bottom pointing up.



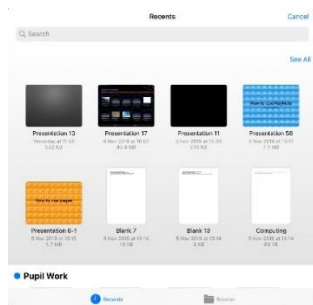
Tap on 'Add attachment'.



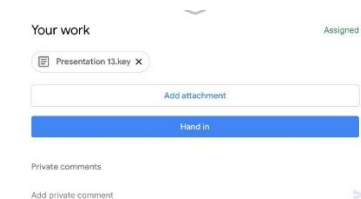
Tap on File.



Locate your file and tap 'Upload'.

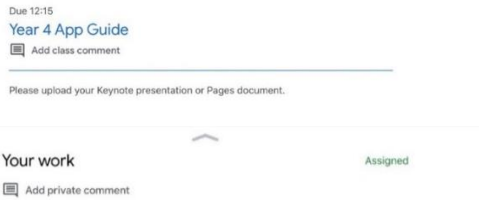


Then tap 'Hand in'.

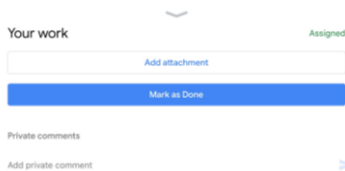


Attaching Multiple Files to Assignments and Prep. on iPads

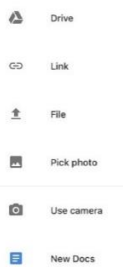
On your Assignment or Prep. and click on the arrow at the bottom pointing up.



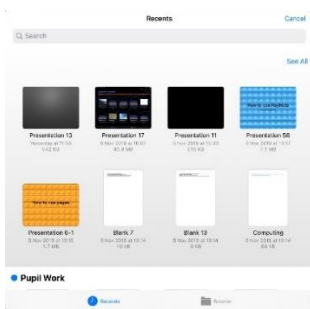
Tap on 'Add attachment'.



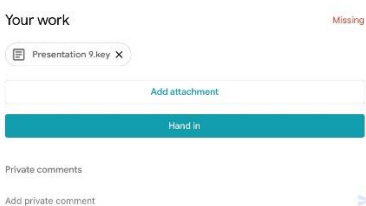
Tap on File.



Locate your file and tap 'Upload'.



To attach your next file, tap 'Add attachment'.



Then tap 'Hand in'.

Your work Assigned

Presentation 13.key X

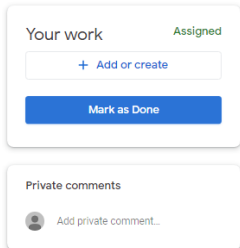
Private comments

Add private comment ▶

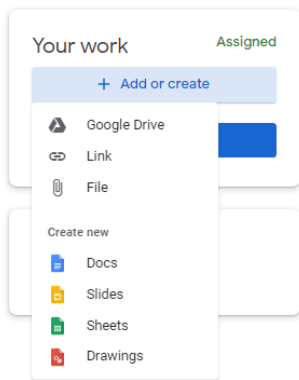
Attaching Files to Assignments and Prep. on Computers

On your Assignment or Prep. and click on the arrow at the bottom pointing up.

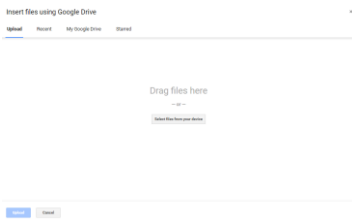
Click on 'Add or create'.



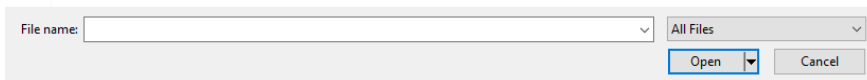
Click on 'File'.



Click on 'Select files from your device'.



Find your file and click 'Open'.



Click 'Upload',

Then click 'Hand in'.

