

Logging in to Google Classroom

Go to <https://classroom.google.com> and click on the “Sign In” button

DO NOT USE YOUR PERSONAL EMAIL ACCOUNT HERE

Username:

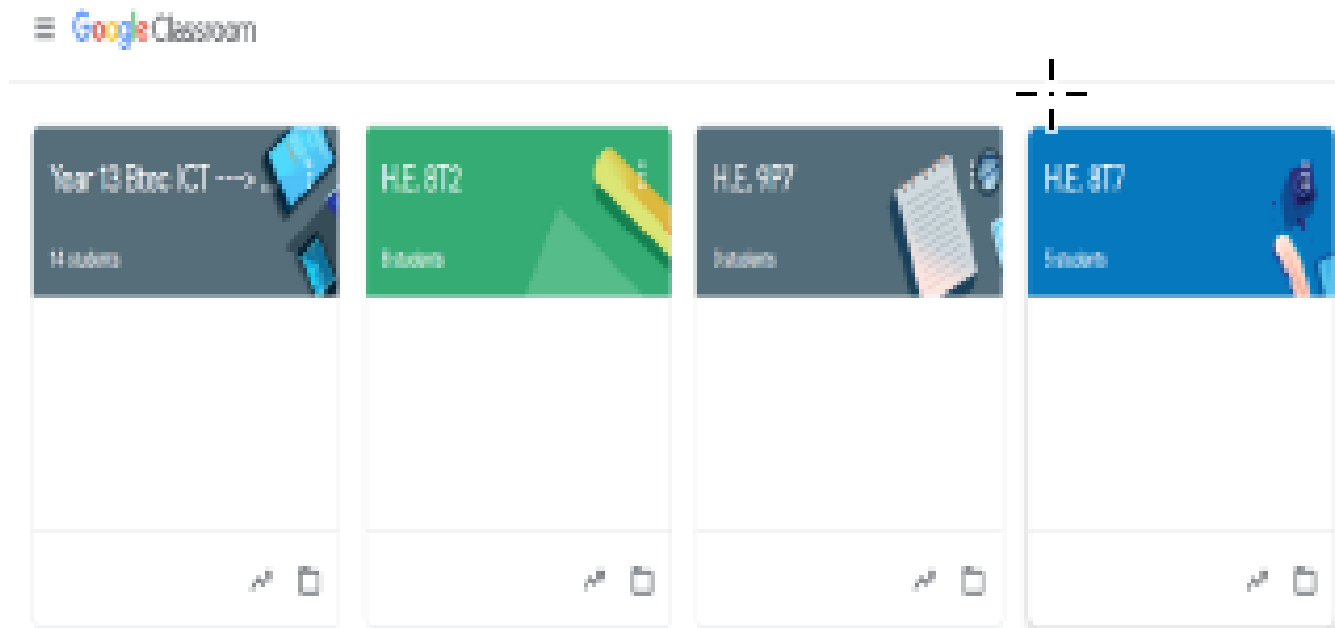
aperson123@c2ken.net

Password:

Your c2k login password

Once you have joined you will see all the classes you are part of:

Laptop or computer view



Mobile device view



The Classroom

There are other areas to your classroom. To view your classwork, click on the **CLASSWORK** tab.

Click the three lines to view your other classrooms

The screenshot shows a classroom interface for 'Test Class'. At the top, there are three tabs: 'Stream' (selected), 'Classwork', and 'People'. On the left, there is a hamburger menu icon (three horizontal lines) and the text 'Test Class'. On the right, there is a grid icon and a circular profile icon. Below the tabs is a blue header banner with the text 'Test Class' and an illustration of a desk with a camera, glasses, and a book. Below the banner, there is a section titled 'Upcoming' with a 'View all' link. The main content area is titled 'Show something with your class...' and contains two assignment posts. The first post is from a user with a redacted name, dated 20 May, and titled 'posted a new assignment: Spreadsheet Section 5 - Understanding Check (T...'. The second post is from a user with a redacted name, dated 17 May (expired 19 May), and titled 'posted a new assignment: SS Quiz'.

The first page you will see is the stream.

This is where you will find the latest announcement from your class teacher and other class members. **THIS IS NOT TO BE USED AS A CHATROOM.**

WARNING

THIS IS NOT TO BE USED AS A CHATROOM. Misusing or abusing the stream will result in you being muted and other sanctions.

The Classwork Tab

☰ Year 8 Master

All topics

Extra Material and A...

Unit 1: The School N...

Unit 2: E-Safety

Unit 3: Digital Gaming

Data Represe...

Hardware an...

The topics you have covered throughout the year will appear down the left hand side

Stream Class People

Your work will be organised into topics.

📅 Google Calendar 📁 Class Drive folder

Extra Material and Assistance

📄 Getting Microsoft Office at Home

Unit 1: The School Network

📄 U01L01: LESSON - Computers and the Scho... Edited 29 Au

📄 U01L01: HOMEWORK - Complete Plenary Q... Edited 29 Au

Here you will find instructions to any tasks and any assignments that need completed.

It is important that you try to submit your assignments on time – the “**DUE DATE**” will appear here beside the instructions.

Opening Assignments



The assignment icon tells you there is work to be done and should be completed.

When you click on an Assignment, it will open a preview of the task.

Spreadsheet Section 5 - Understanding Che... No due date

Posted 20 May

Download the spreadsheet question. Complete all parts of the questions, pay attention to the number of marks for each question. Submit your completed answers and click 'hand in'.

2018 Q7.doc Word

2018 Q7.pdf PDF

[View assignment](#)

The due date will appear in here. In this example, no due date was given.

Clicking on 'View assignment' will open a more detailed view.

You can see in this assignment, there are also attachments. It is important to read these attachments in full before attempting the work.

View Assignments

You can see here the full instructions and all attachments that are related to the assignment.

If you would like to or need to hand in a document such as Microsoft Word, click on the + **Add or create** button and select **FROM FILE**

Only when you have completely finished your work should you press **Mark as done** or **submit**. If you have pressed this by accident, you can **'unsubmit'**

Spreadsheet Section 5 - Understanding Check (Test) 100 points

ANYA GREER 20 May

Spreadsheet question. Complete all parts of the questions, pay attention to the number of marks for each question. Completed answers and click 'hand in'.

2018 Q7.doc Word

2018 Q7.pdf PDF

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

Class comments

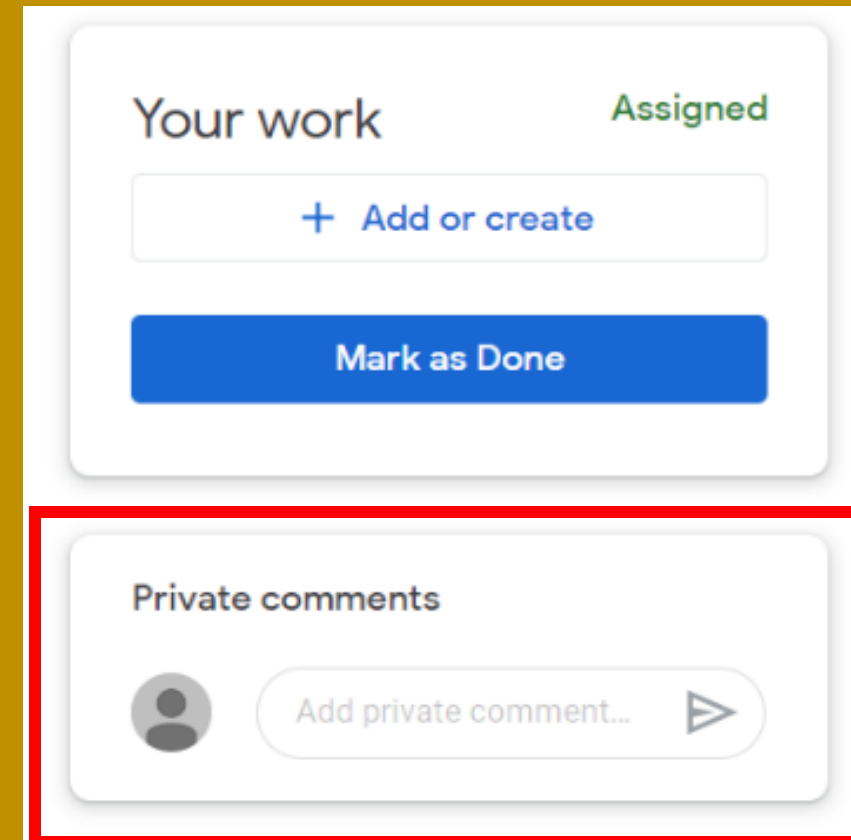
Add class comment...

Everyone in the class can see the class comments made. Remember the rule about the stream earlier? Don't use this as a chatroom!

A better way to communicate with your teacher is by using this 'private comment' message. This goes straight to the teacher and no one else in the class can see it!

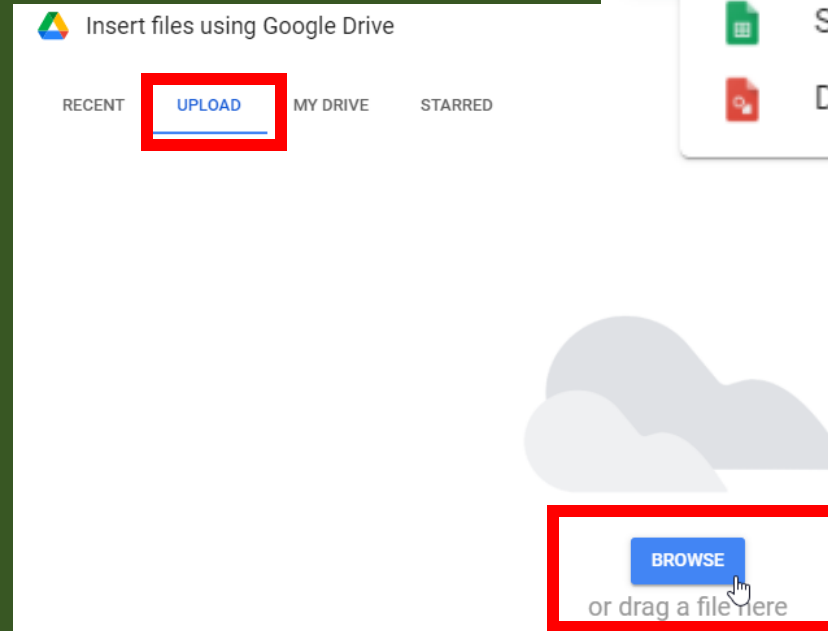
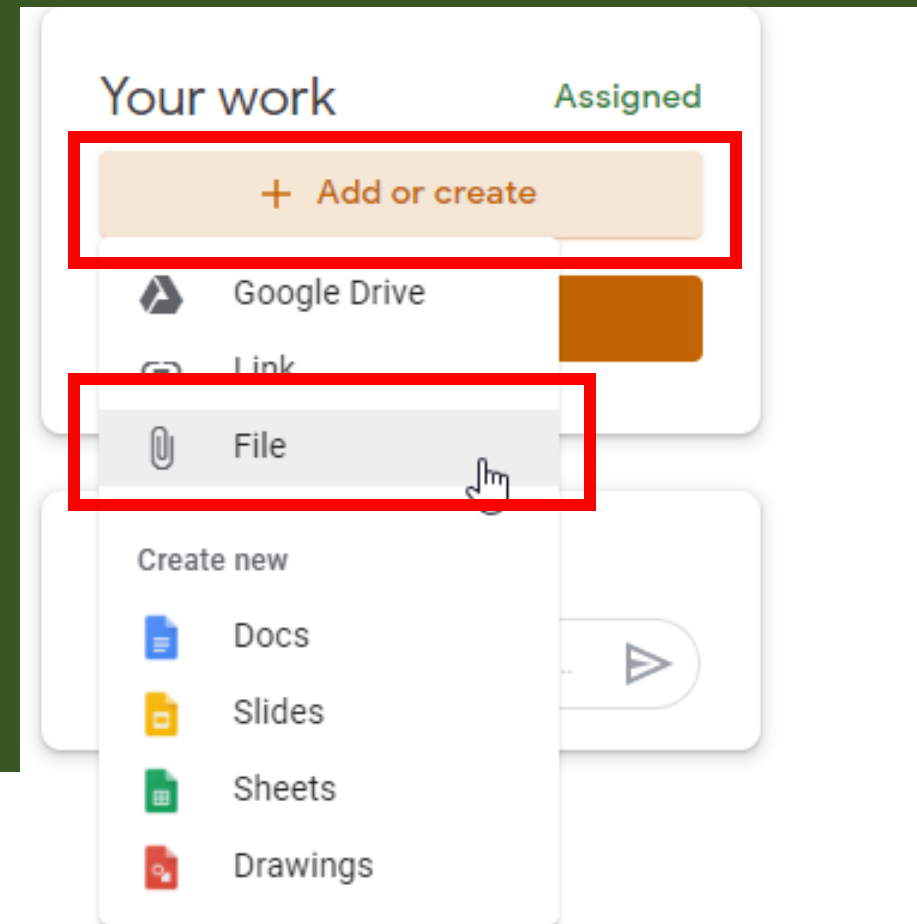
Struggling to complete the work?

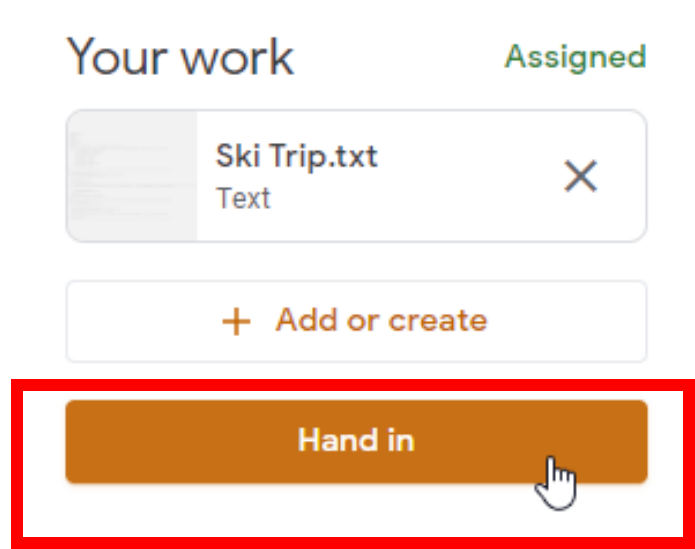
- That's not a problem! You can quietly ask the teacher just as you would in class.
- Open up the assignment screen again
- You can have a private chat with the teacher to sort out any difficulties you are having with the work.



Let's get it uploaded!

- On the Assignment screen, select **Add or Create > File**
- From here, Click on the **UPLOAD** tab and then press **BROWSE**. Now you can select the file(s) you wish to upload
- You can upload multiple documents if you need to here.

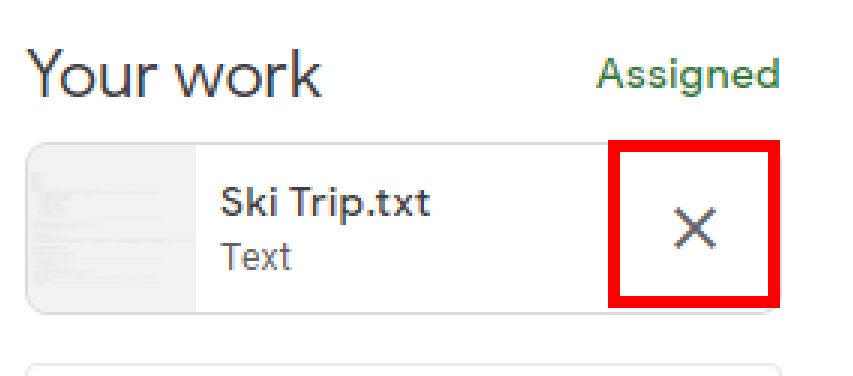




- You can always **Unsubmit** work if you need to alter or select a different document to upload.
- You can also **Delete** an upload by pressing the **X** next to the file you wish to remove from your upload.

Submitting the Work

- To fully submit the work, you need to press **Hand in** for the teacher to see it.



WARNING

It is very important to delete any work here that isn't your final submission and to only include work you want marked for this assignment. DO NOT GROUP RANDOM DOCUMENTS HERE. THEY SHOULD ONLY RELATE TO THIS SPECIFIC ASSIGNMENT