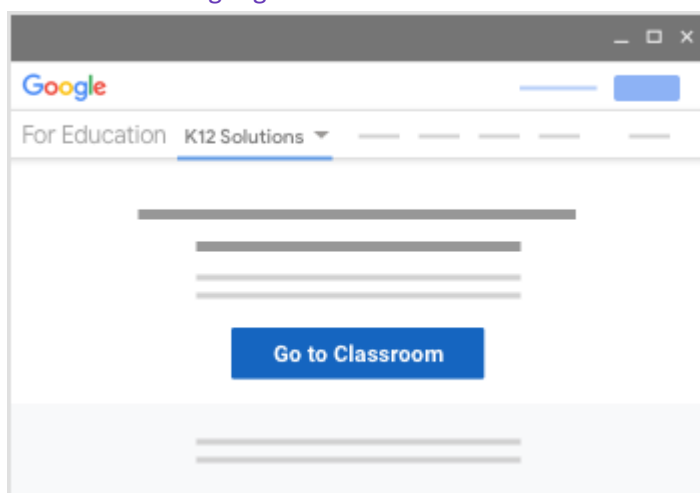# Google Classroom Guide

September 2021

Username and password are the same as pupils' CFS email accounts
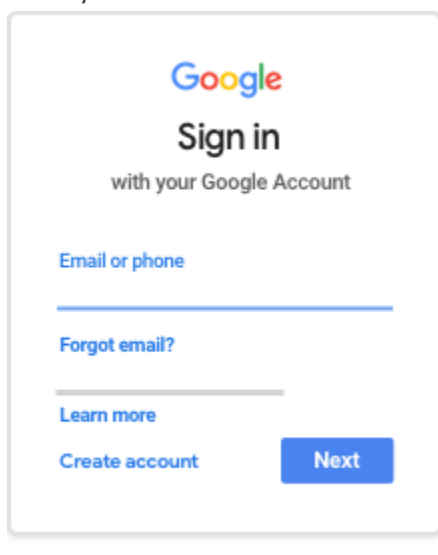
Sign in for the first time:

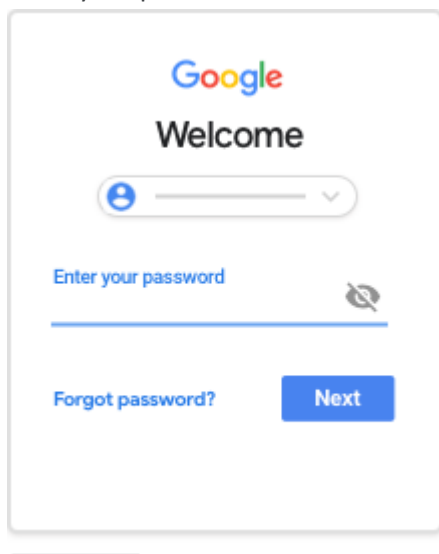**(If you have already signed in please jump to step 8)**
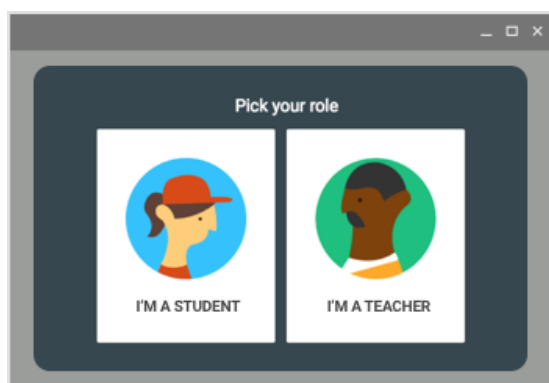
1. Go to classroom.google.com and click Go to Classroom.

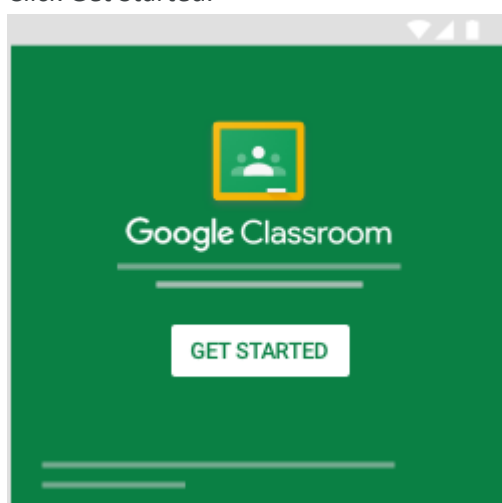2. Enter your username and click Next. (jbloggs001@chichesterfreeschool.org.uk)
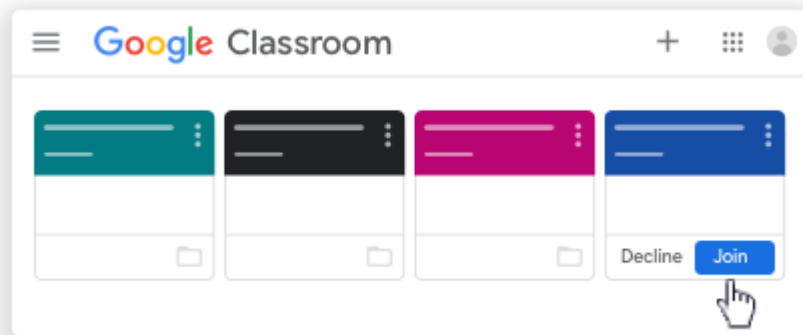
3. Enter your password and click Next.

4. If there is a welcome message, review it and click Accept.
5. Click I'm A Student.

6. Click Get Started.

7: Accept your invitation to your class.

You have now successfully logged into Google Classroom. In future just go to classroom.google.com, login and click on your classroom.

Step 8: How to use my Google Classroom.

Stream: Any work/tasks/information posted for the class will appear here. Pupils can communicate by posting comments although this is sometimes turned off by the teacher.
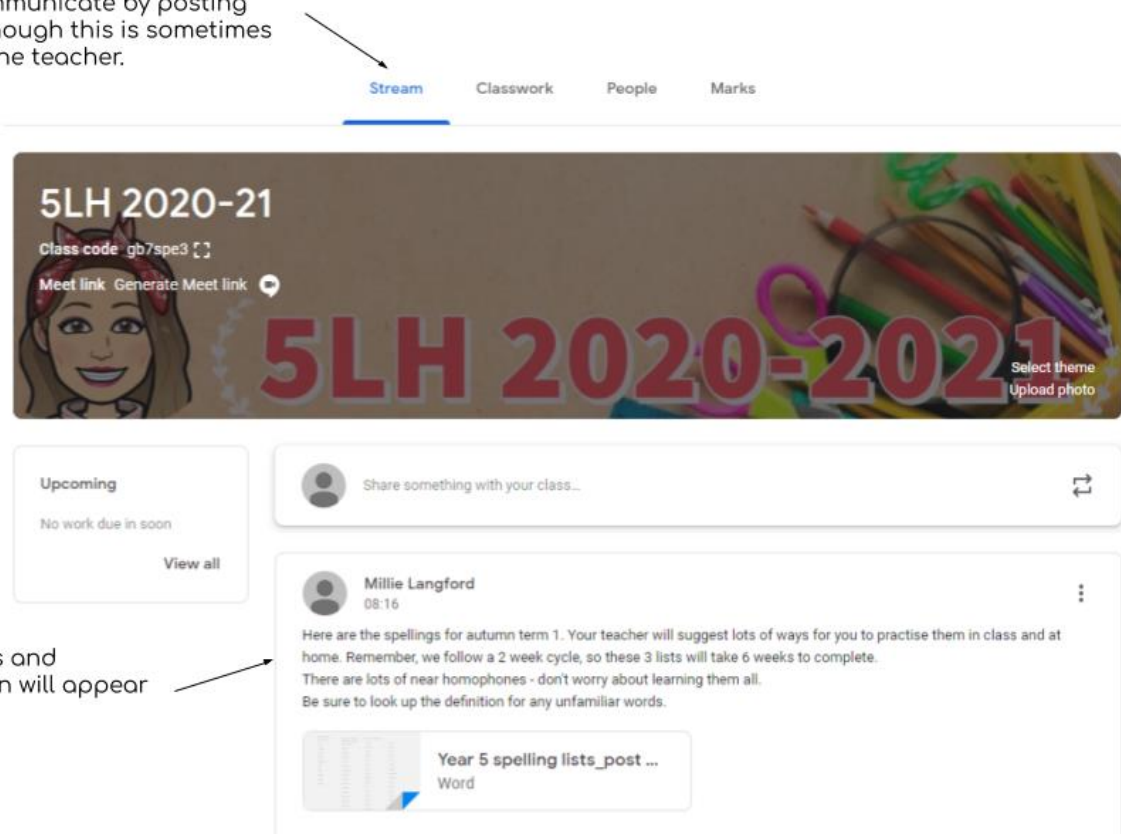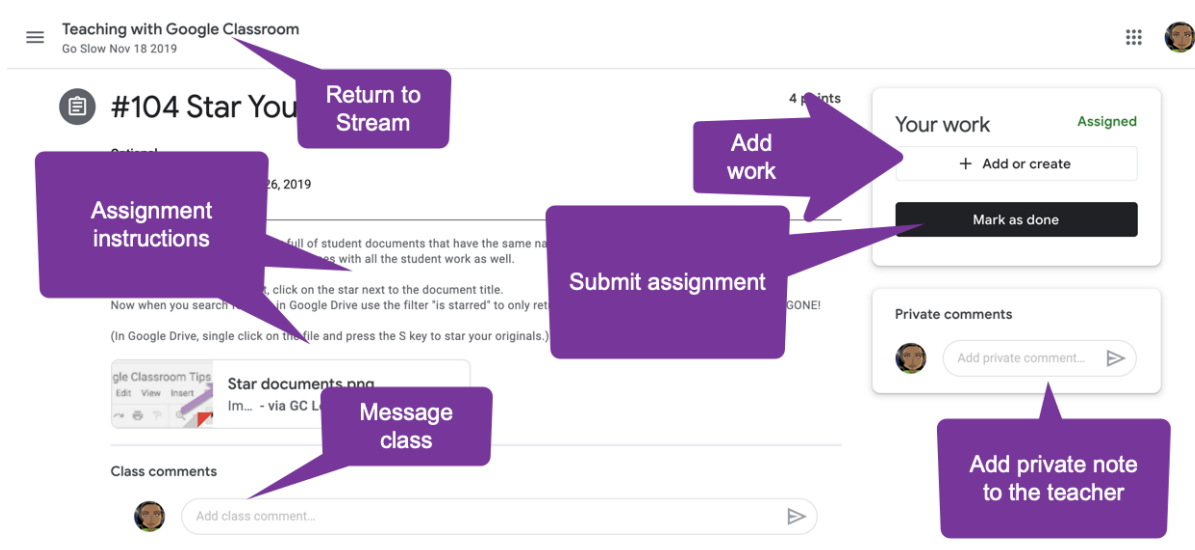
Work/tasks and information will appear here.

Classwork:
Here you will find all the pieces of work that has been set.
To view the work in more detail click on the title of the work
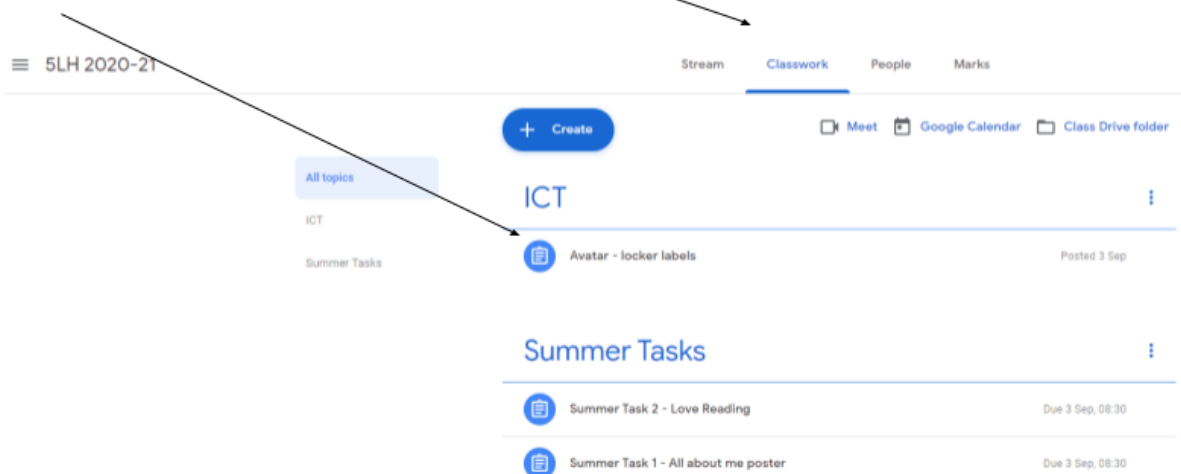
This is the page you will see when you click on an assignment.

- Please remember to mark your work as done once you have completed it.
- Leaving a private comment will be only seen by your teacher.
- Most classrooms have removed the ability for pupils to comment on a stream.

For any further help please contact your child's class teacher in Primary or form tutor in Secondary.