

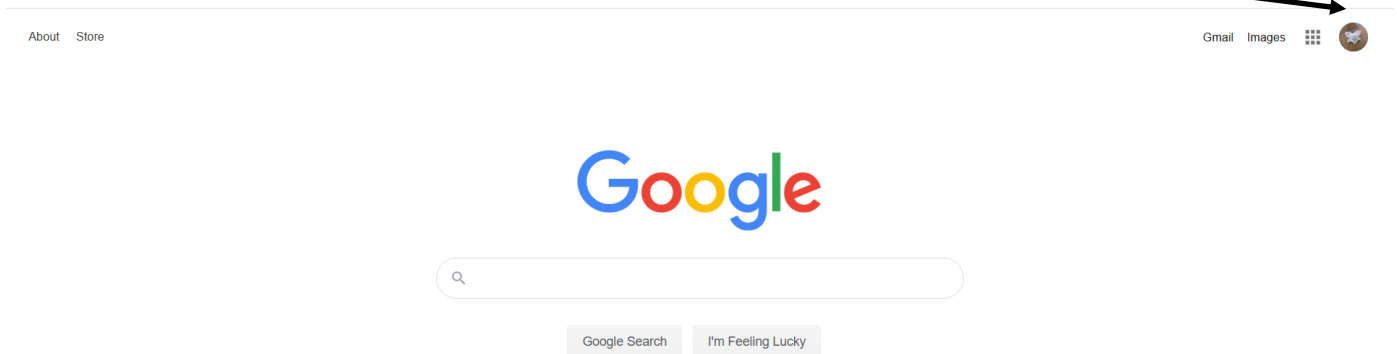
GOOGLE CLASSROOM ON A LAPTOP or DESKTOP COMPUTER

First of all - it's easiest to be using the Google Chrome Web browser to access Google Classroom on a laptop or desktop.

Having obtained your child's credentials go to Google.co.uk in order to sign in.

It's possible that you already have another Google account signed in, especially if you already use Gmail.

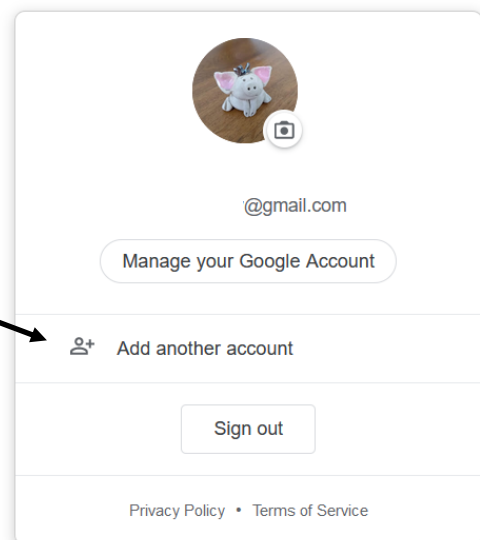
If this is the case you will probably see an icon in the top corner, and won't see a sign in button.



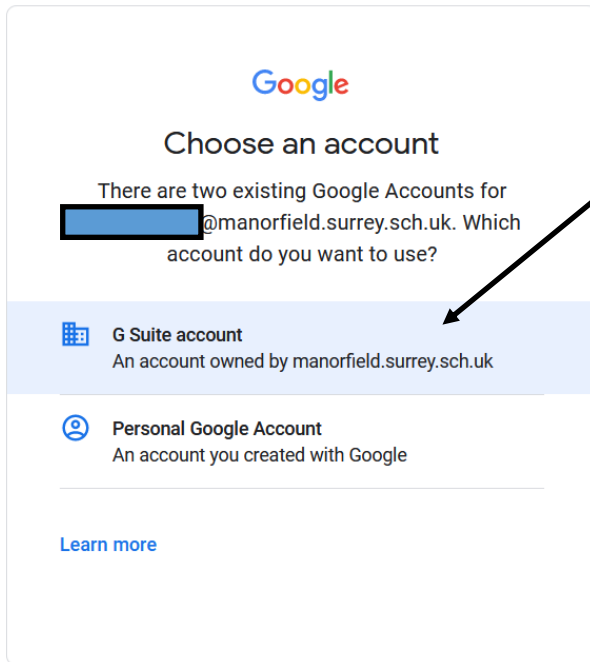
Google conveniently allows you to add additional accounts and swap between them by clicking on the icon

A box appears which gives you the chance to add another account.

Gmail Images

A screenshot of the Google 'Sign in' page. It features the Google logo, the text 'Sign in' and 'Use your Google Account'. There is a text input field for 'Email or phone' containing 'Firstname.surname @manorfield.surrey.sch.uk'. Below the field are links for 'Forgot email?', 'Not your computer? Use a Private Window to sign in. Learn more', and 'Create account'. A blue 'Next' button is at the bottom right. A black arrow points from the text 'You should then be able to sign in with your child's details as obtained on the credentials page.' to the email input field.

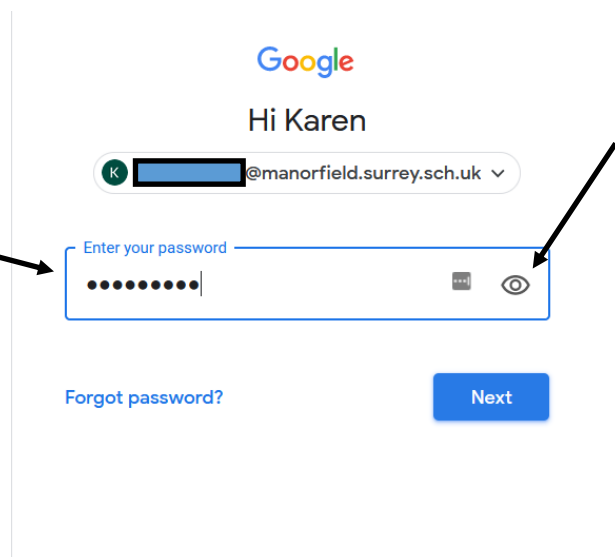
You should then be able to sign in with your child's details as obtained on the credentials page.



If you see this box, make sure that you choose the G Suite Account, NOT a Personal Google Account

Fill in the password that you were given. It's sometimes easier to copy and paste, and if you click on the eye shape, it will show you the password that has been entered.

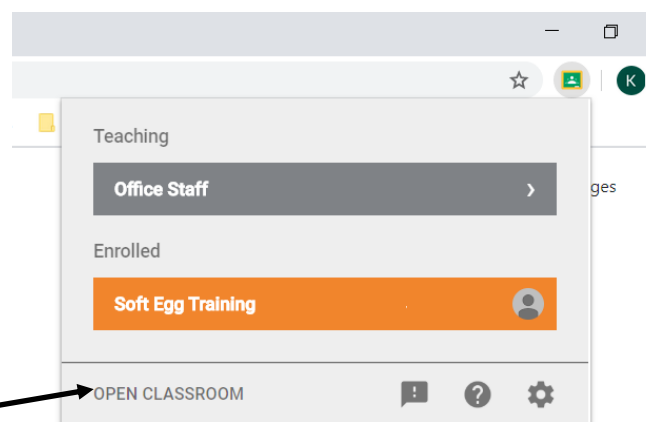
You may get the option to change the password at this point, but if not you can change it later.



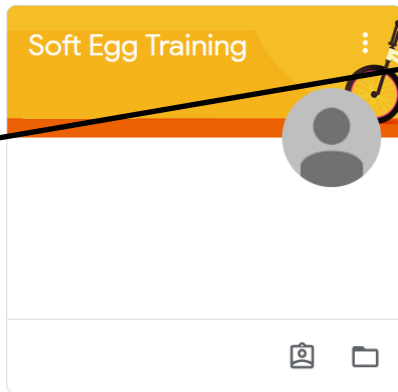
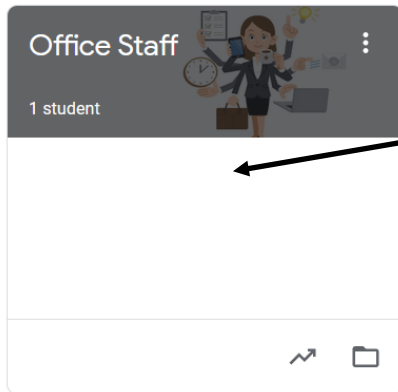
Once you are signed in go to <https://classroom.google.com/>

Accessing the Google Classroom webpage once signed in should show you the classes that your child has access to.

Here you can see that I am a member of two classes. You will probably only see one.



Click on Open Classroom

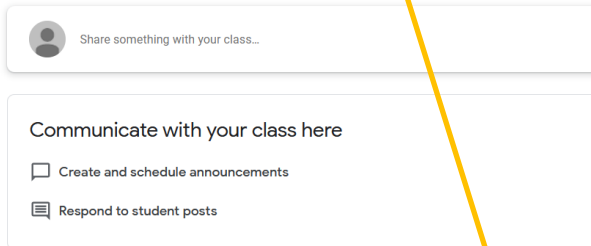
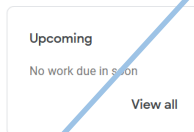


Here you can see your class or classes.

Click on the box to open your class.

Alternatively once you have set up your account, just navigate directly to

<https://classroom.google.com/>



Your classroom will open to the Stream page which is where your teacher will post messages and videos.

She may also post work here which replaces the StudyBugs weekly messages.

You can respond to these posts if you wish.

Once we get used to using Google Classroom, your teacher may set you work to do in the Classwork area.

Here you can see the other people in your classroom

USING AN ALTERNATIVE BROWSER TO GOOGLE CHROME

If you are using Firefox, or Microsoft Edge or any other alternative browser, you won't see the Classroom icon in the top right hand corner of your screen. In this case the easiest way to access the Classroom is to go to <https://classroom.google.com/>

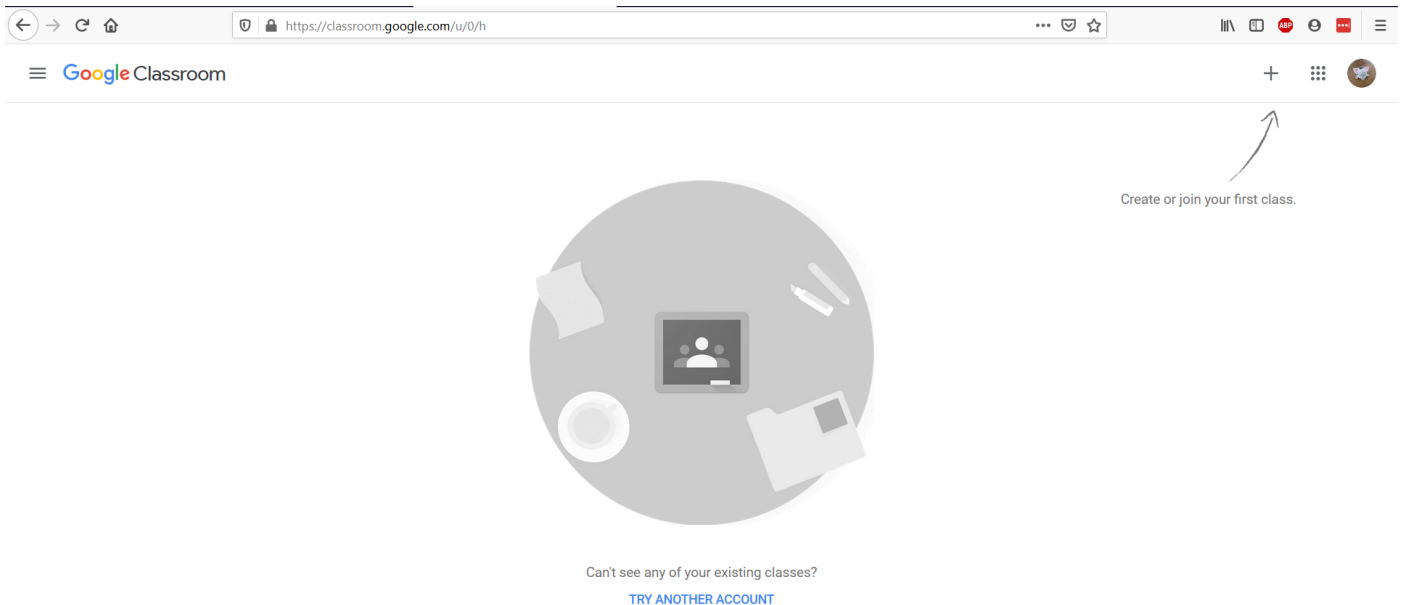
You may find that you get a screen like this which doesn't show any of your classes.

This is because you are not signed in to your Manorfield account.

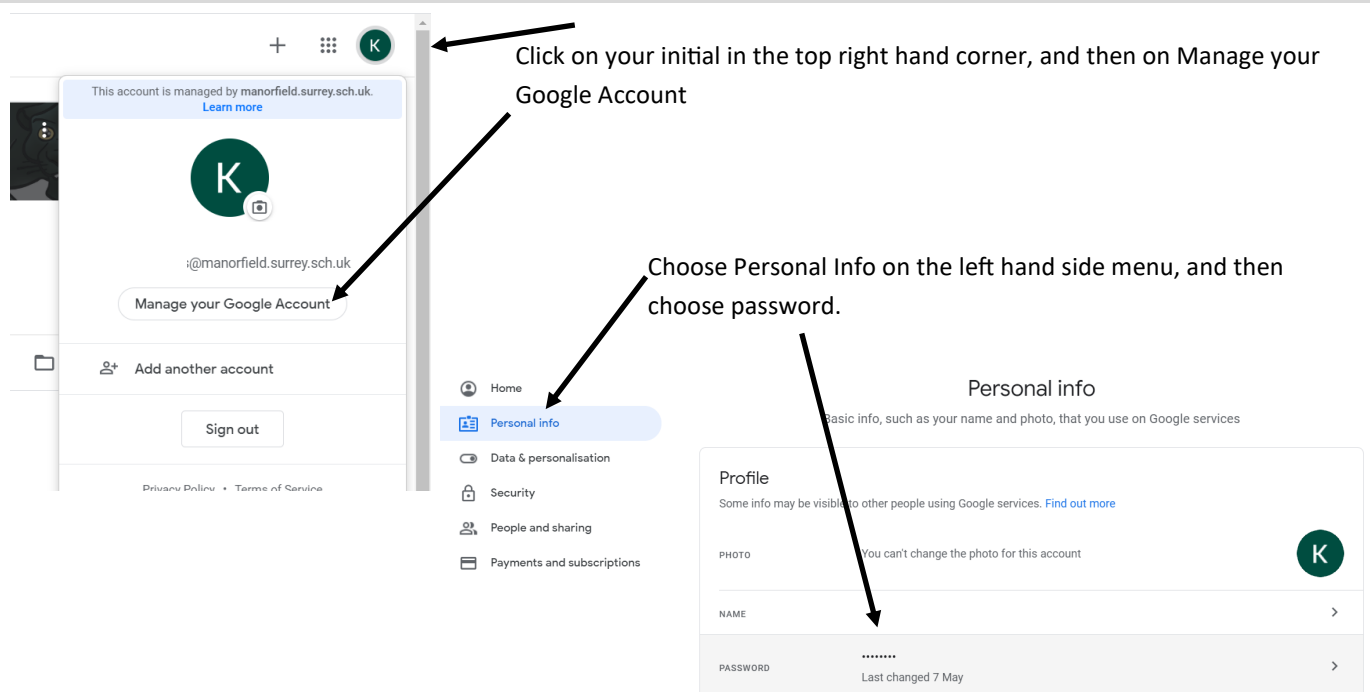
Either click on the TRY ANOTHER ACCOUNT link, or on the Icon in the corner in order to swap accounts.

You DO NOT need to create or join your first class.

You WILL NOT need a class code to see your class - this will show automatically if you are logged in with the correct account.



CHANGING YOUR PASSWORD



You will need to ensure that your password contains letters, numbers and symbols.