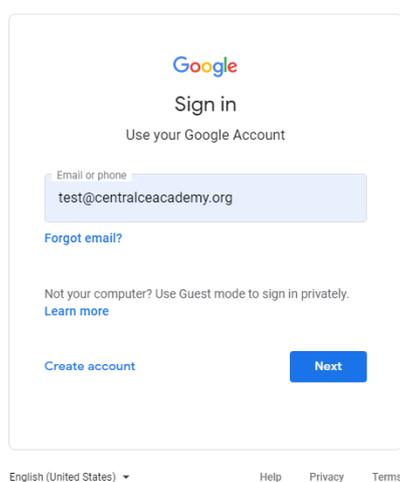


## How to register for Google Classroom

1. Type in Google Classroom
2. Enter your email address eg. [tcen@centralceacademy.org](mailto:tcen@centralceacademy.org)
3. Enter password the password that you have been sent
4. Change your password
5. Click 'I am a student'
6. Join your Classroom

## How to access your work

1. Log in using username and password



Google  
Sign in  
Use your Google Account

Email or phone  
test@centralceacademy.org

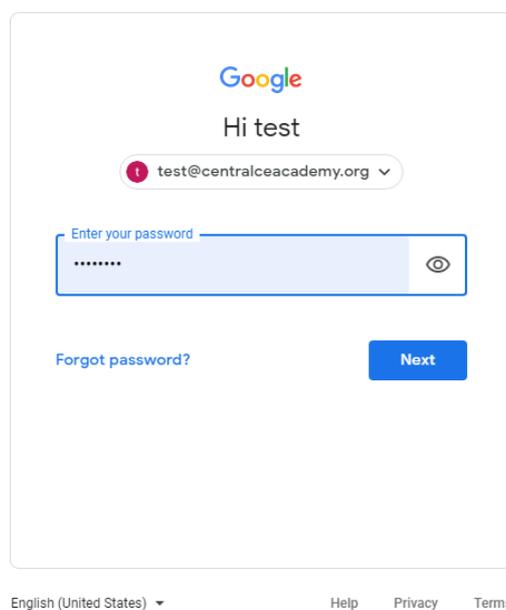
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

2. Enter password



Google  
Hi test

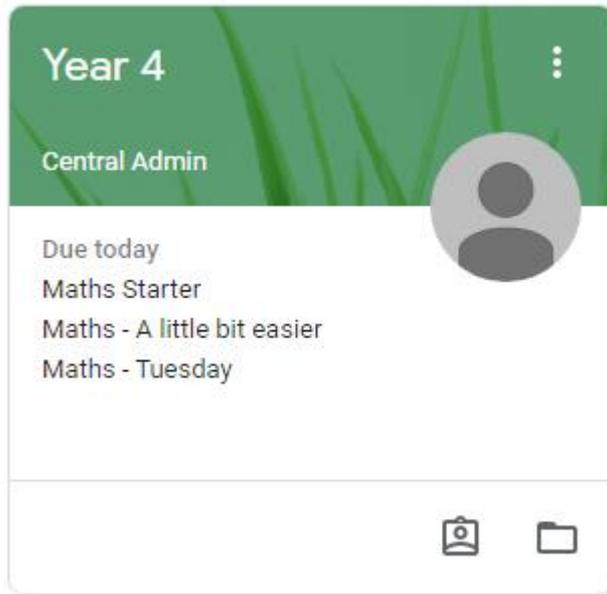
test@centralceacademy.org ▾

Enter your password  
..... [👁](#)

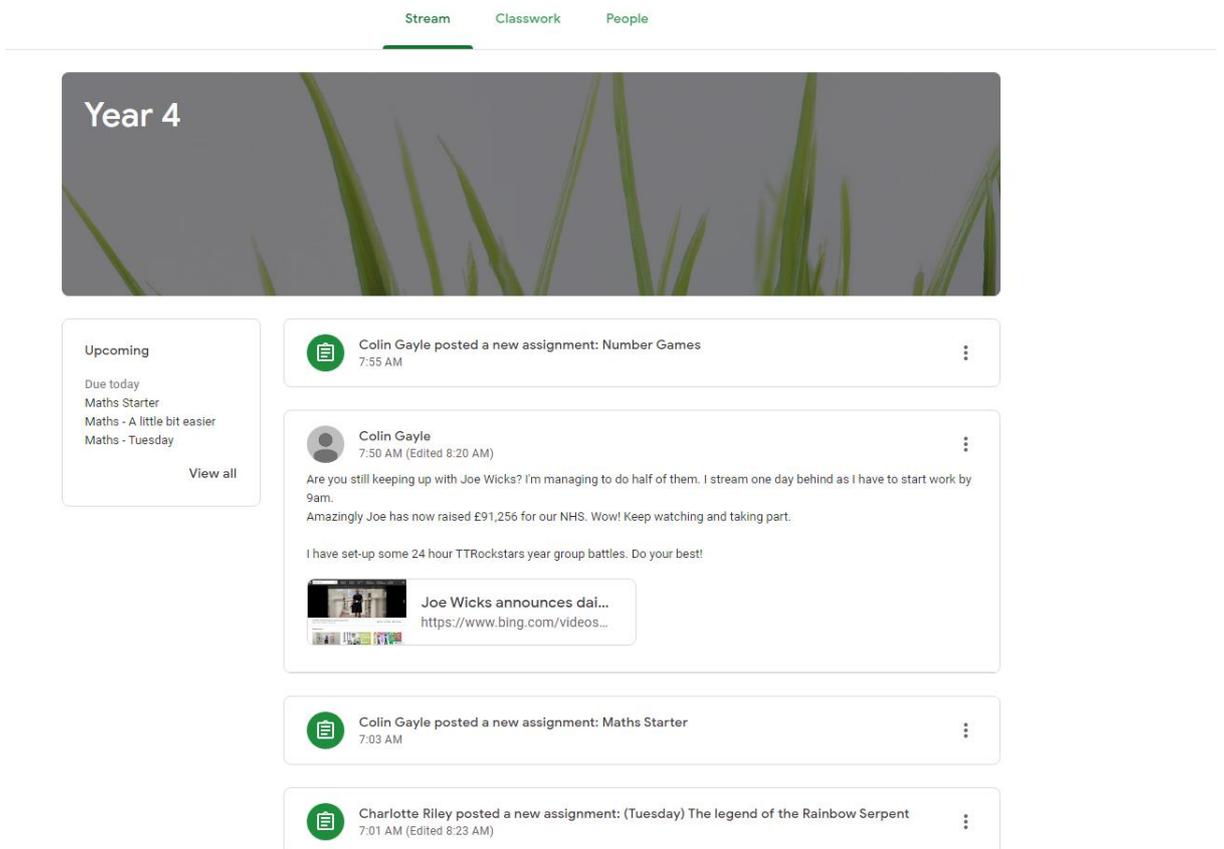
[Forgot password?](#) [Next](#)

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

3. You will see your classroom



4. Click on the Year group



## 5. Click on the Classwork tab

Stream **Classwork** People

View your work Google Calendar Class Drive folder

All topics	What are you reading?	Due Today	⋮
Reflections	Tuesday 21st Assembly	No due date	⋮
Geography	Whole School Task	No due date	⋮
Maths	What do you miss the most during this time...	Due Tomorrow	⋮
English	Maths (Year 4)	Due Apr 24	⋮
Topic Work			
Reading			

### Reflections

The Rainbow Children	No due date	⋮
----------------------	-------------	---

### Geography

Geography	Due Tomorrow	⋮
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### Maths

Number Games	No due date	⋮
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Everything in green is set work that needs to be completed. Due date is on the right hand side.

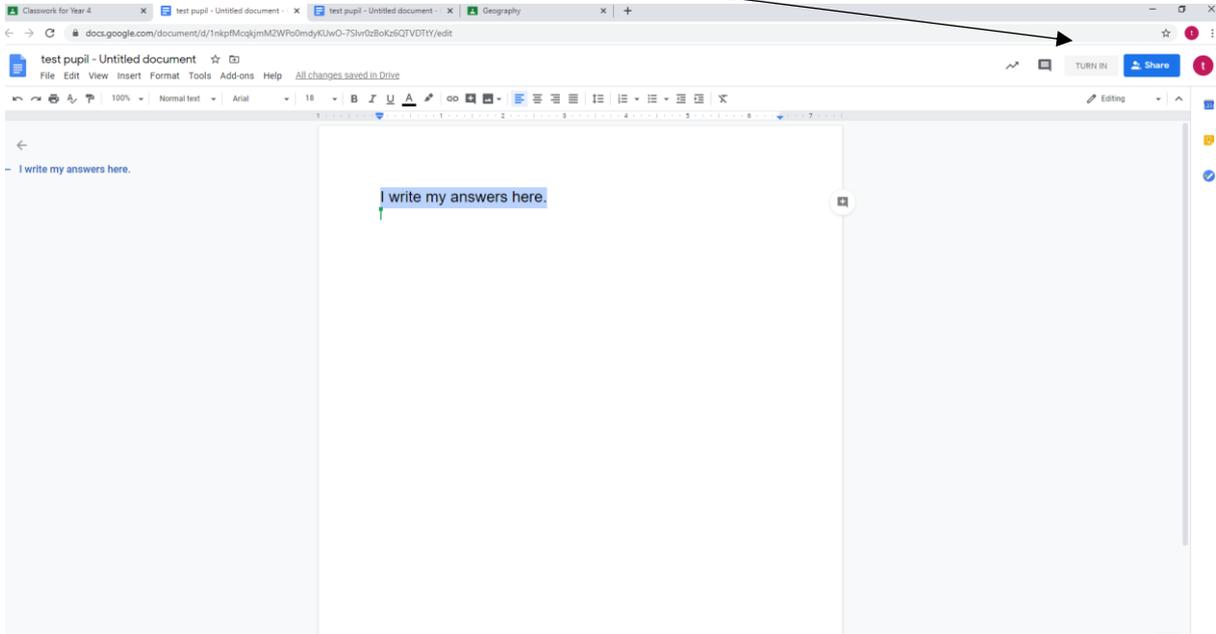
6. To access the work click on the title of the work.

The screenshot shows a Google Classroom assignment page for a subject named "Geography". At the top, the word "Geography" is written in green. Below it, there's a header bar with a "Geography" icon, the text "Geography", and "Due Tomorrow" on the right. The assignment is dated "Posted Apr 20 (Edited Apr 20)" and is marked as "Assigned". The instructions read: "Go through the power point and information sheet. Answer the question on the: Continent Worksheet and Turn in by Wednesday 22nd of April. Have a go at the world continents quiz. Think you can do better then try again and beat your time!". Below the instructions are five attachments: a video link titled "World: Continents - Map ..." with the URL "https://online.seterra.com/en..."; a Word document titled "test pupil - Continent Wo..."; a PowerPoint titled "test pupil - Continents-o..."; a Google Doc titled "test pupil - Untitled docu..."; and a PDF titled "test pupil - Continents In...". At the bottom left of the attachment area is a "View assignment" link. Three blue arrows point from the text below to the video link, the PowerPoint, and the Google Doc.

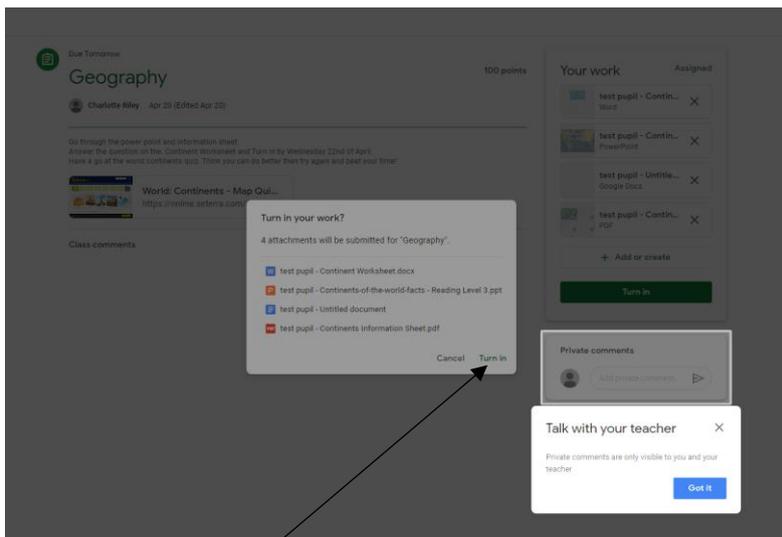
This is a video link to view. This is a PowerPoint to view.

Open the Google Docs. Write your answers in the Google Doc. This will save automatically even if you log out.

7. To submit work. Write in the Google Document. When you have finished click on 'Turn in' button which is in the top right hand corner.



8. Turning in your work. The page will look similar to this.



Click 'Turn in'.

## 9. If there isn't a google doc!

The screenshot shows a classroom assignment interface. At the top left, there is a green circular icon with a document symbol, followed by the text 'Due Tomorrow' and the subject name 'Geography' in a large green font. To the right of the subject name, it says '100 points'. Below this, the teacher's name 'Charlotte Riley' and the date 'Apr 20 (Edited Apr 20)' are displayed. The main content area contains instructions: 'Go through the power point and information sheet. Answer the question on the: Continent Worksheet and Turn in by Wednesday 22nd of April. Have a go at the world continents quiz. Think you can do better then try again and beat your time!'. Below the instructions is a link to a 'World: Continents - Map Qui...' with the URL 'https://online.seterra.com/en/vg...'. At the bottom left, there is a section for 'Class comments'. On the right side, there is a 'Your work' sidebar with the status 'Assigned'. This sidebar lists four items: 'test pupil - Contin... Word', 'test pupil - Contin... PowerPoint', 'test pupil - Untitle... Google Docs', and 'test pupil - Contin... PDF'. Below these items is a green button labeled '+ Add or create'. A dropdown menu is open from this button, showing options: 'Google Drive', 'Link', and 'File'. Under the 'File' option, there is a sub-menu titled 'Create new' with options for 'Docs', 'Slides', 'Sheets', and 'Drawings'. Two black arrows point from the text below to the '+ Add or create' button and the 'File' option in the dropdown menu.

Then **add or create your own** document. You can also **add your own file** which will then be uploaded for your teacher to see. You can upload PDF's and pictures using this add button to add files.