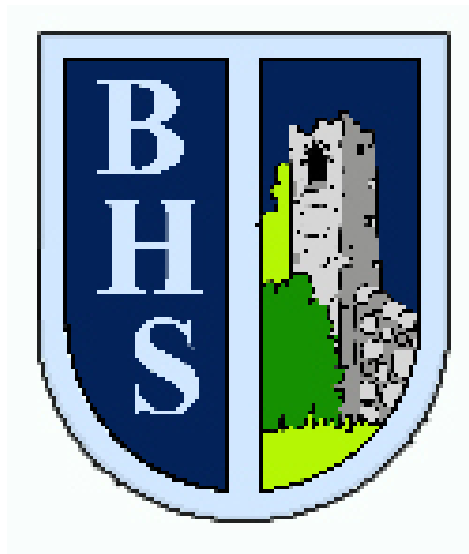


Ballymoney High School



Google Classroom Guide



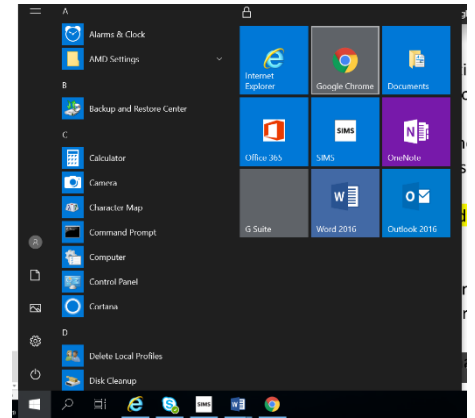
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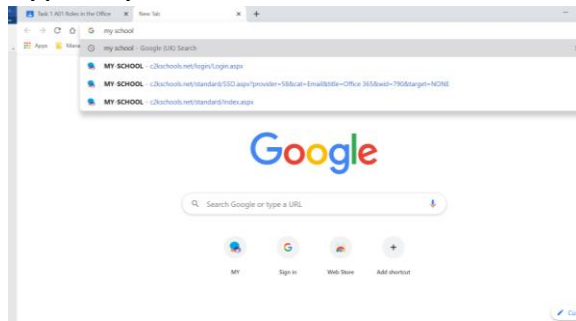
How to get to Google classroom?

****You must go through google chrome ****

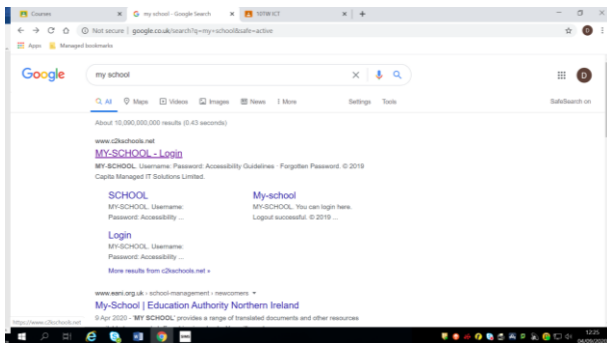
1. Go through google chrome.



2. Type My School into browser bar.



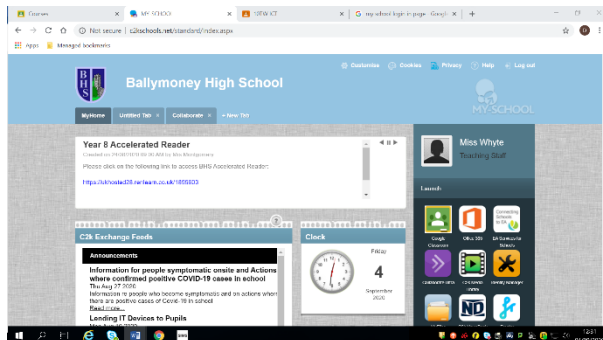
3. Click on MY – SCHOOL – Login



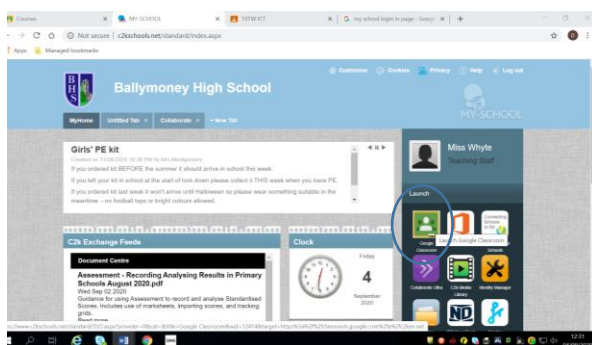
4. Log into you My School Account. (same username and password you use to log into school with) then press LOGIN. **This will be first letter of your name followed by your surname and three numbers.**

e.g- dmcbrien980

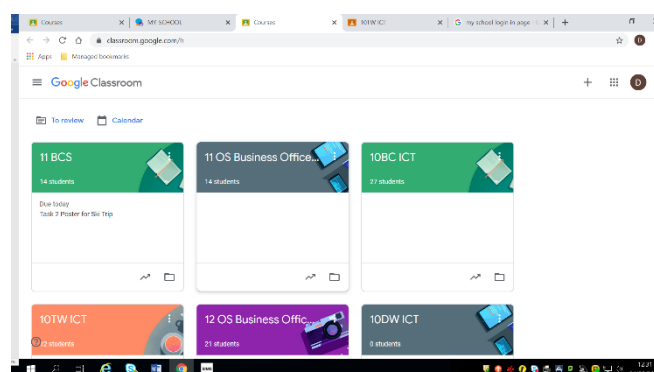
My School home page.



5. Click on google classroom

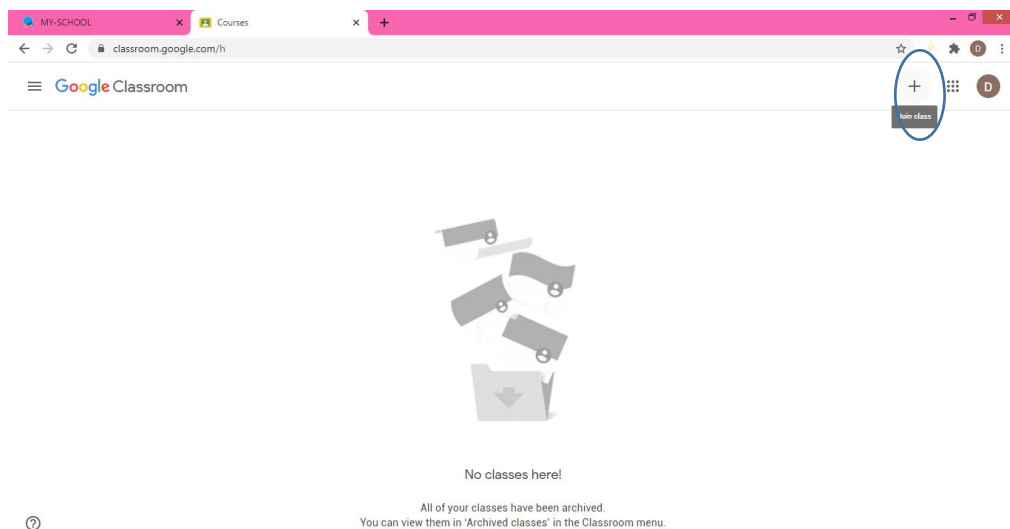


6. This is where all your classes will be. **(All the codes you have been given- your codes will have been written in homework diary.)**

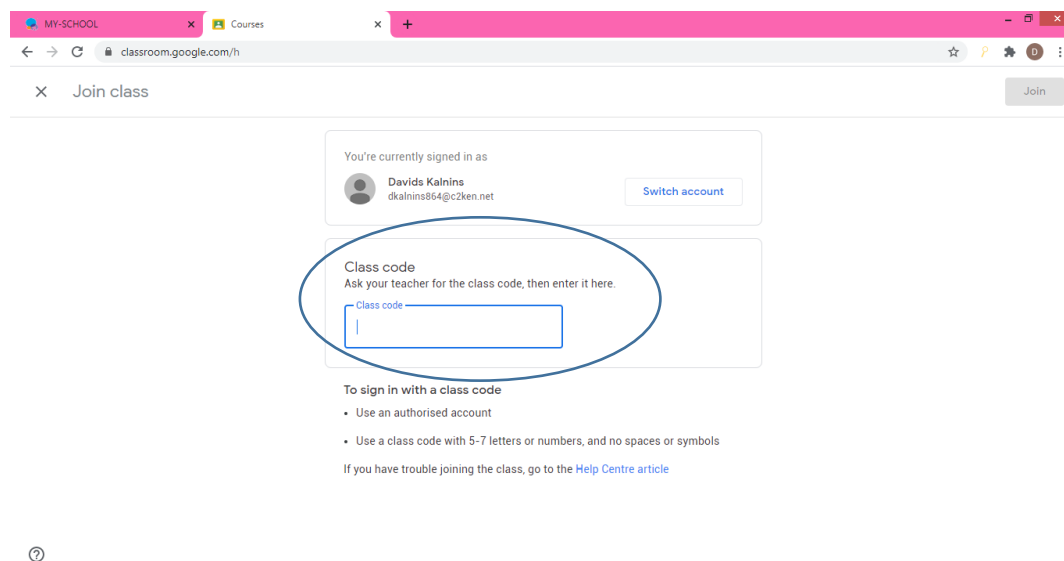


How to add your codes into Google Classroom?

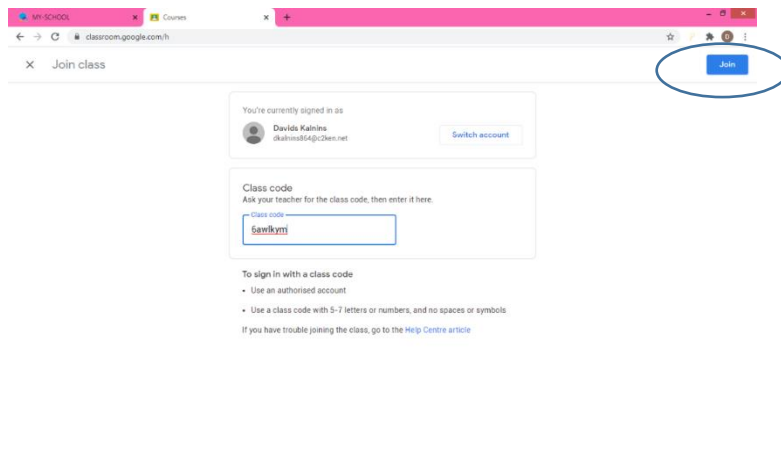
7. Use the + button to add the codes for your classes.



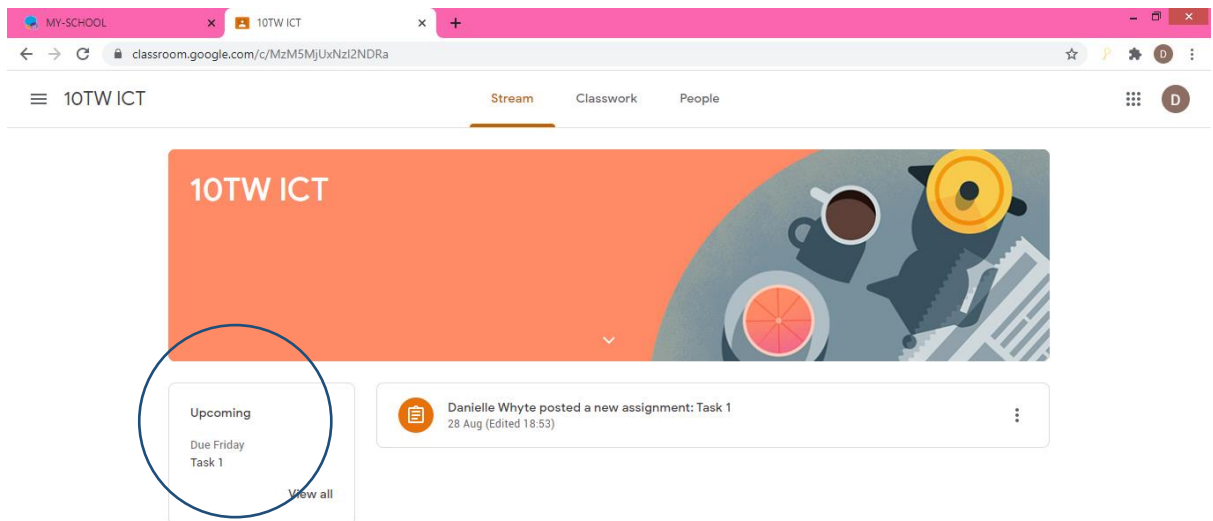
8. Add your code here – (check your homework diary for your subject codes)



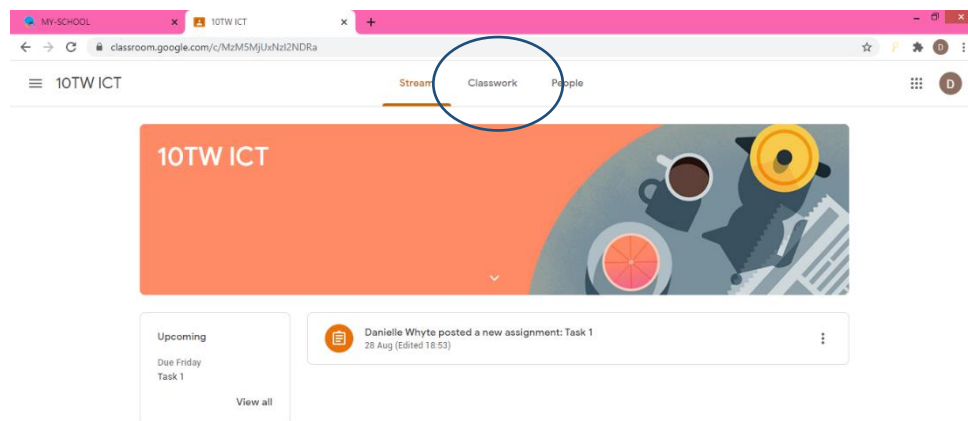
9. Then press “Join”.



10. Any work that is due will come up under “Upcoming” – this will have the date that it is due.



11. Click on Miss Whyte posted a new assignment: Task 1. Or Click on “Classwork” tab.

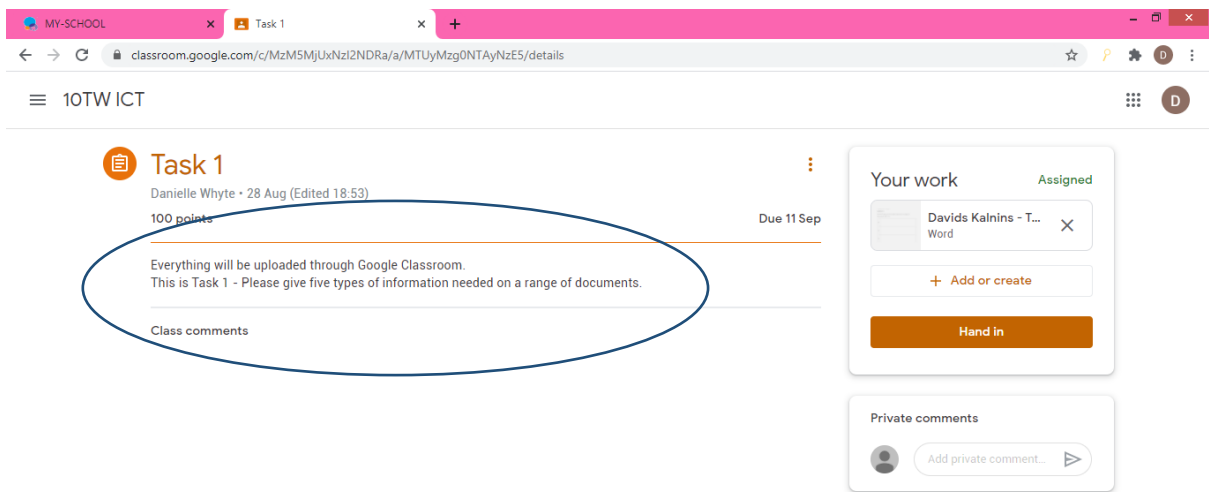


How Can I Hand in Work For My Teacher?

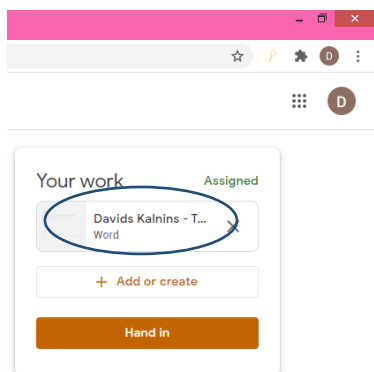
****Make sure you are in Google Chrome****



12. This will tell you what the task is and tell you what you have to do – if a teacher gives you it for homework.

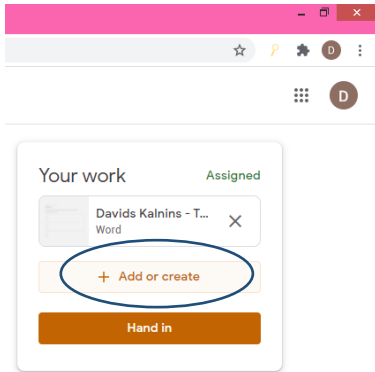


13. A teacher will set a copy for each student.

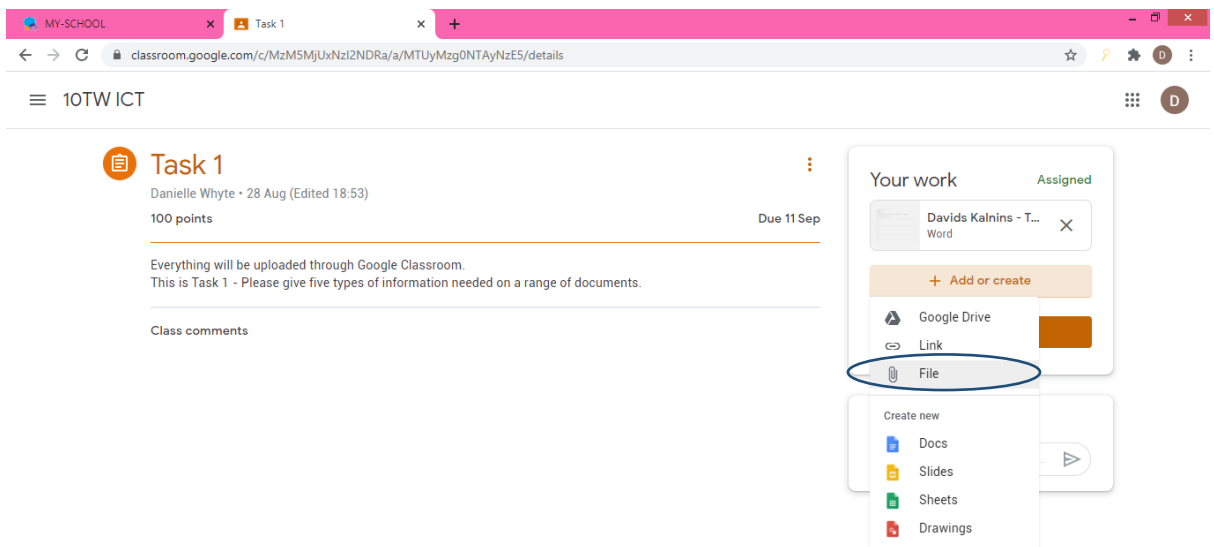


How do I add my work?

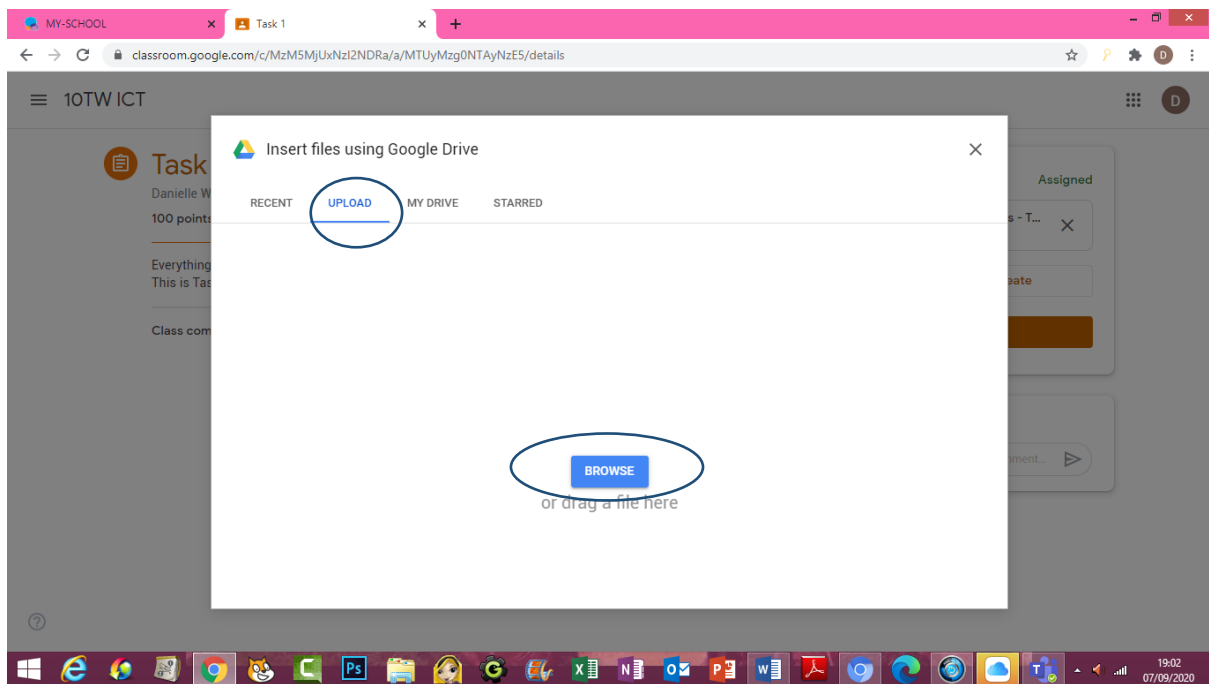
14. To add your work - click on + Add or create



15. Click on File.

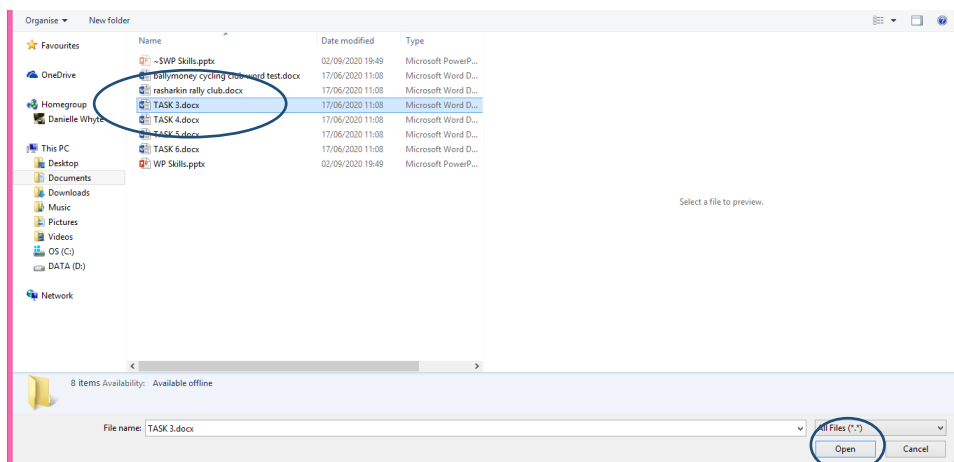


16. Click the tab "Upload" then blue button "browse".

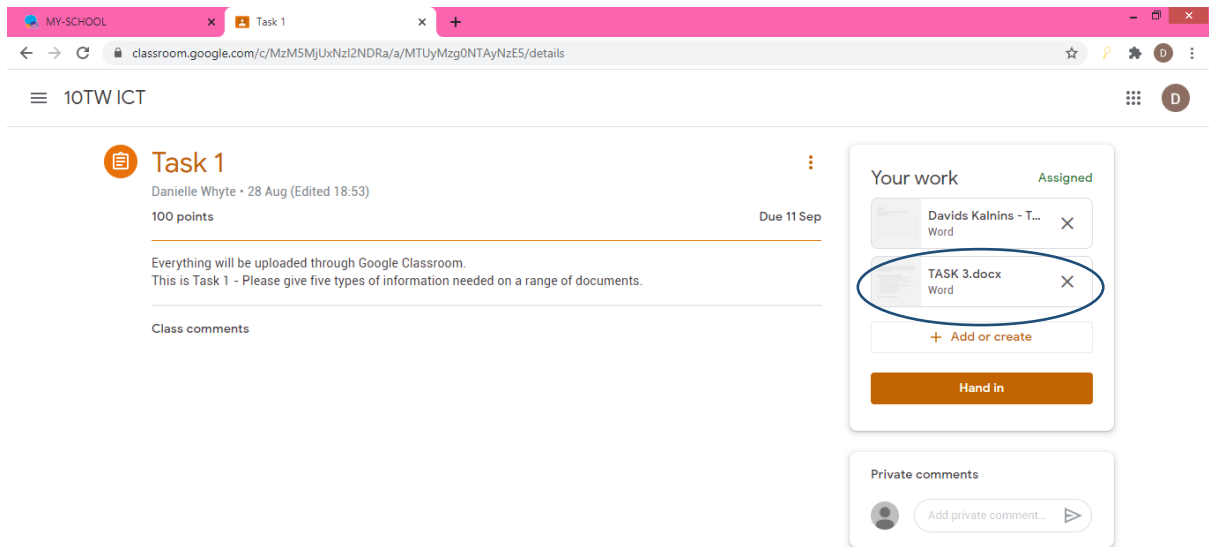


****After this point it will bring up your documents. If in school click on option n://. At home if you look for where you saved your work. ****

17. Click on the document you need to hand in to your teacher. (Once clicked on it will go blue) then click on "Open".

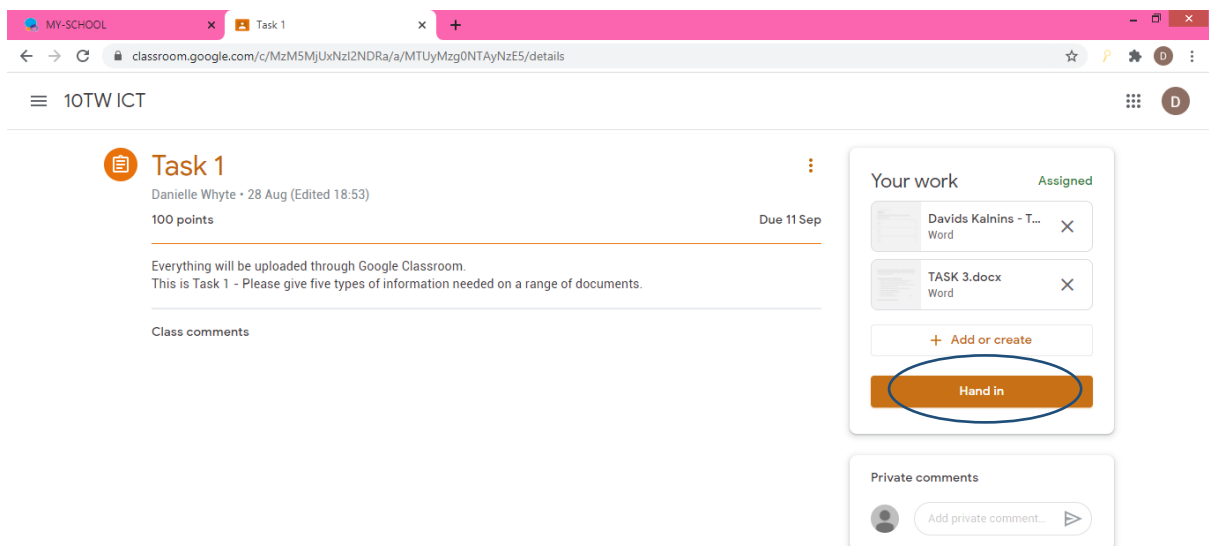


18. Now you can see your document is uploaded.



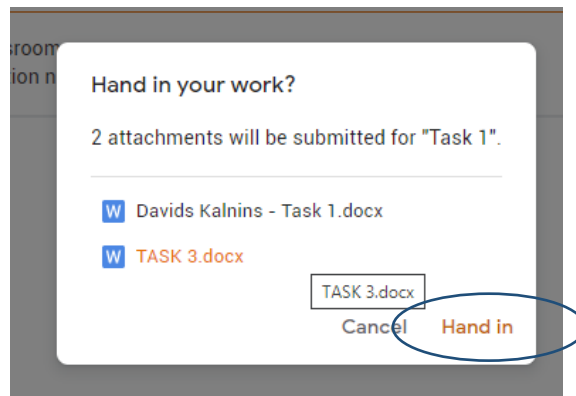
The screenshot shows a Google Classroom interface for a task titled "Task 1" by Danielle Whyte, due on 11 Sep. The task description states: "Everything will be uploaded through Google Classroom. This is Task 1 - Please give five types of information needed on a range of documents." On the right, the "Your work" section shows two uploaded documents: "Davids Kalnins - T... Word" and "TASK 3.docx Word". The second document is circled in blue. Below the list is an "Add or create" button and a "Hand in" button. A "Private comments" section is also visible at the bottom.

19. Lastly, click on the button "Hand In". This will then go to your teacher.



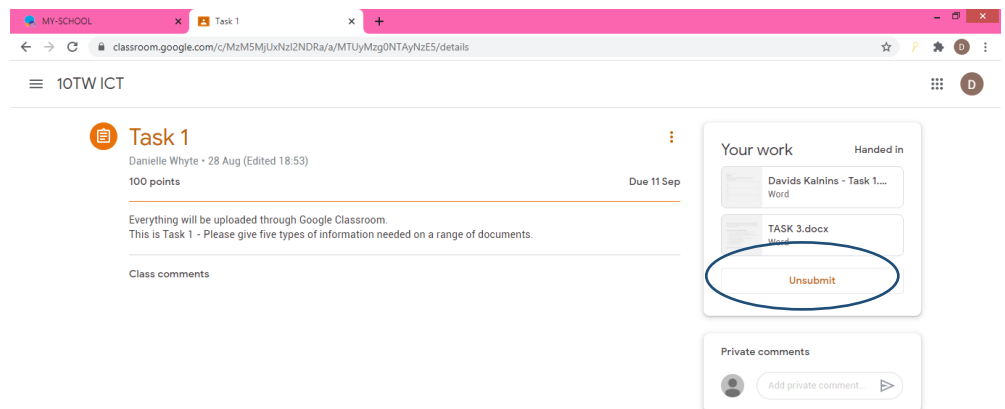
This screenshot is identical to the previous one, but the "Hand in" button in the "Your work" section is circled in blue, indicating the next step in the process.

20. This is to make sure you are submitting (handing in) the right document. Click on "Hand in".



21. Once you have handed in the button will change to unsubmit.

Tip: Click the unsubmit button if you put up the wrong work. And follow the same steps from before (for uploading work step 14-20).



****A teacher can write a private comment on your work. This will show up under your unsubmit button. ****

