

How to: Access Google Classroom

Google Classroom is one of the facilities we have to access learning from home, this guide will take you through logging on up to the point you can join classes.

Class codes are available in a separate document

Step 1 (Sign in Page):

- Go to any Google page, in this example www.google.co.uk has been used.
- Locate the 'sign in' box (usually top right).



Step 2 (Username):

- The 1st part is your school username (the same used in school, e.g. '16ythoma')
- The 2nd part (after the '@') does not change: @staug.smgcat.org.uk

A screenshot of the Google Sign in page. The Google logo is at the top, followed by 'Sign in' and 'Use your Google Account'. Below this is an input field labeled 'Email or phone' containing the text 'username@staug.smgcat.org.uk'. There is a 'Forgot email?' link below the input field. At the bottom, there is a 'Create account' link and a blue 'Next' button.

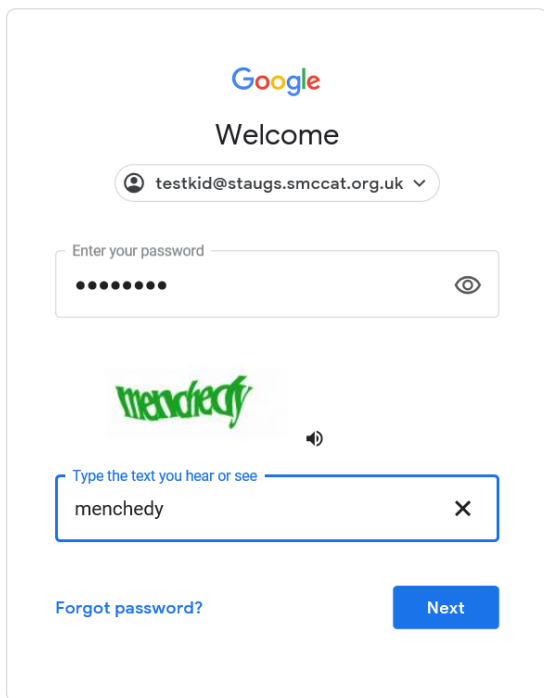
Step 3 (Password):

- When you 1st sign in the password is 'password'

A screenshot of the Google Welcome page. The Google logo is at the top, followed by 'Welcome'. Below this is a dropdown menu showing the email 'snorton@staug.smgcat.org.uk'. Underneath is an input field labeled 'Enter your password' containing the text 'password'. There is a 'Forgot password?' link below the input field. At the bottom right, there is a blue 'Next' button.

Step 4 (Password):

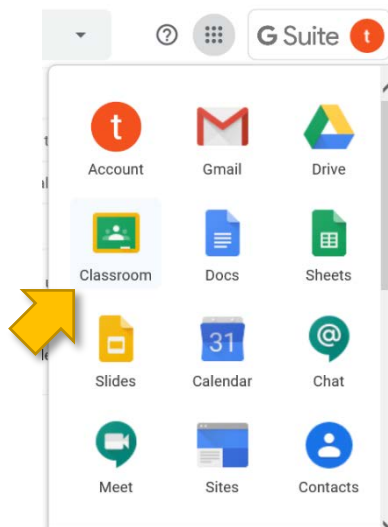
- As it's your **1st time** you have to prove you're not a robot
- Once successful you will **set a new password**, *make sure it's complicated but memorable!*



Step 5 (Getting to Classroom):

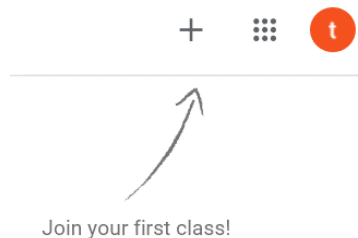
2 Options

- a. Go to the **address** classroom.google.com
- b. Click the **Google Apps** icon and select **Classroom** (top right of the page)



Step 6 (Add a Class):

- It should now be possible to **add any class codes** that you have been *given (if a teacher decided to manually add you the class will already be listed)*



Trouble Shooting:

- I **signed in** but Google keeps asking me to sign in, this is usually fixed if you sign in to a specific app e.g. mail.google.com instead
- I **can't get past the 'are you a robot' text part**, it's annoying and make take several tries but users don't always notice that the **password needs to be entered** again on this page too!
- **Classroom codes don't work**, this usually comes down to a **personal** and **school** account conflict, **codes will only work when signed into a school account**
- It **says my account does not exist**, double check your details again as if you have a school account you should have a Google account (if you are new to the school you may not have an account and should contact school so we can look into it)

