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King's Academy
Prospect

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Google Classroom - Key Information



Logins

All students have their own school Google Account, the details of which you must keep safe. Below is your google email address and temporary password. You must change your password when you first login. You will require these login details to access your homework and the Chromebooks.

Email: 15morm@kgaprospect.uk

Password: Existing students - use your previous password, new students will be issued with a temporary password.

Note: The first time you login you will be required to change your password.

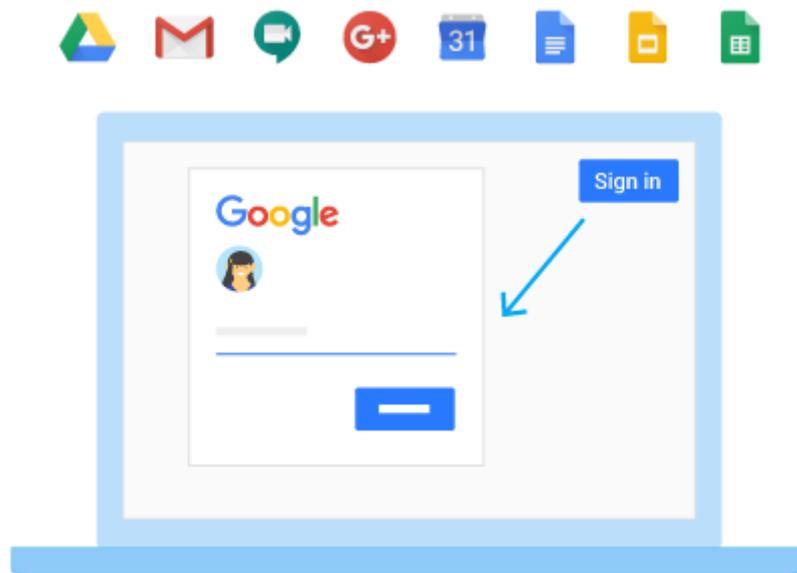
You also use this as your network login that will allow you to log on to any of the computers accessible to students.

G Suite Quick Start Guide

1. Start by signing in to your account.

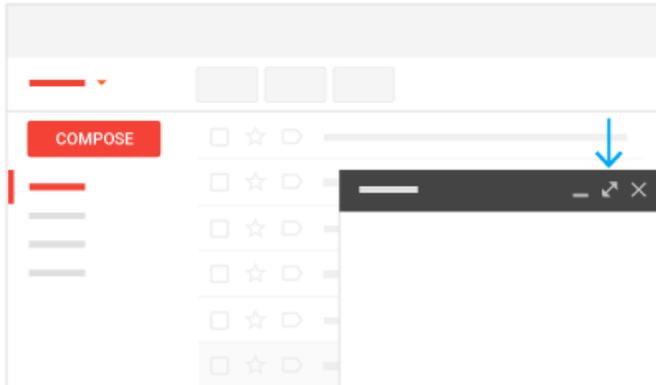
1. Go to www.google.com and in the top-right corner, click **Sign in**.
2. Enter your email address and password provided by ICT Department

Now that you're in your G Suite account, here are a few key features that work the same way across several products:



Feature	Description
	In the top-right corner of any Google page (such as Search or Gmail), click to see which account you're in.
	Click to move between products.
	Click to change product settings.
	Click to search for content specific to the product.
	Click to see more options.

2. Gmail: Top 4 things you should know - <https://mail.google.com>

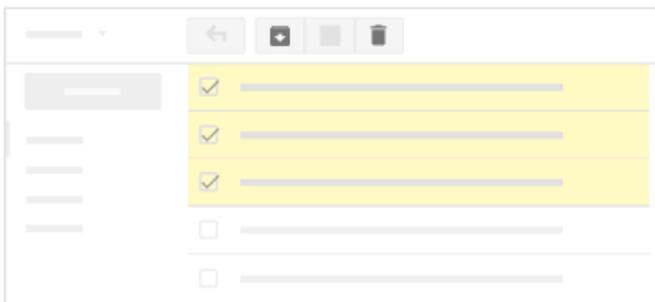


1. Send and respond to email:



Send an email: Click **COMPOSE**, type your recipients and message, and click **Send**.

Respond to an email: Click any message to open it. In the box at the bottom, type your message and click **Send**.

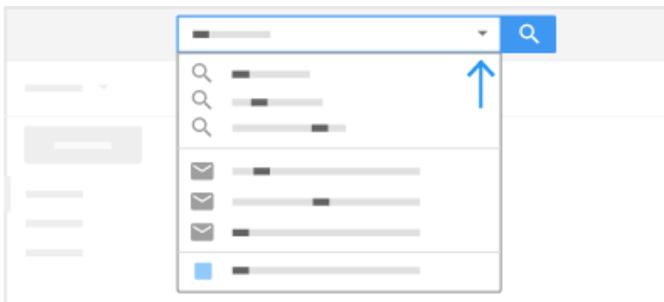


2. Delete or archive email you no longer need.

Select one or more messages: Check the boxes next to them.

Delete a message: Click Delete 

Archive a message: Click Archive . Archiving moves the message out of your inbox, but you can easily find it later with Search.

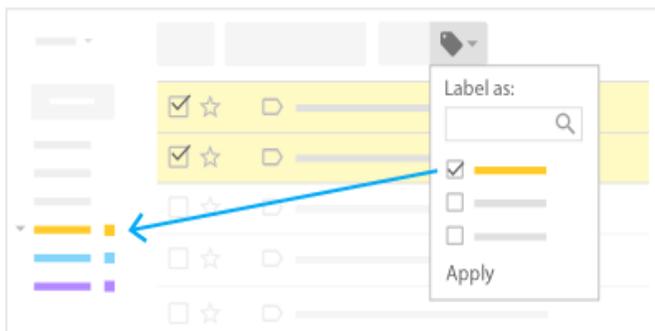


3. Find your messages.

In the search box, type what you're looking for and click

Search. 

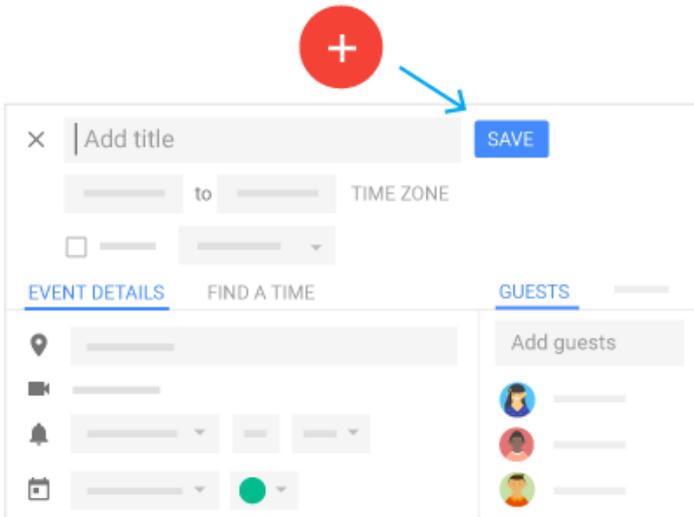
Looking for something specific? Click the Down arrow ▾ for more options.



4. Organize your inbox with labels, which are similar to folders.

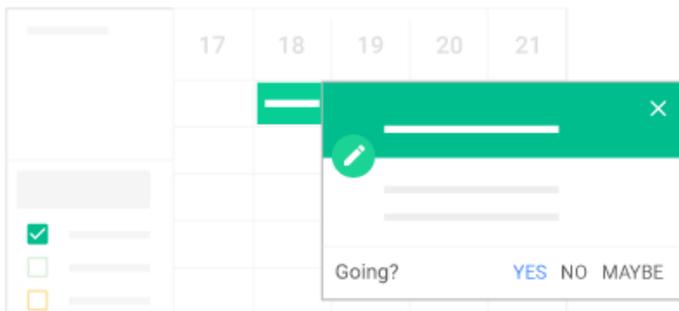
1. Select one or more messages by checking the boxes next to them.
2. Click Labels local_offer, then click Create new.
3. Name your label and click Create.
4. Once you've created labels, you can add one or more labels to messages by clicking Labels local_offer, checking the labels you want, and clicking Apply.

3. Calendar: Top 3 things you should know - <https://calendar.google.com>



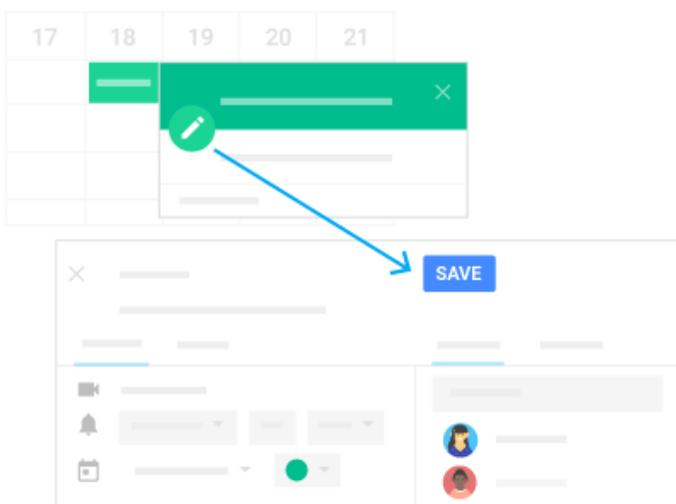
1. Schedule an event.

1. Click Create 
2. Add your event details and guests' email addresses.
3. Click **SAVE** > **Send**.



2. Respond to an invitation in Calendar and Gmail.

- **Respond to an invitation in Calendar:** Click the event and click your response.
- **Respond to an invitation in Gmail:** Open the notification email and click your response in the message.

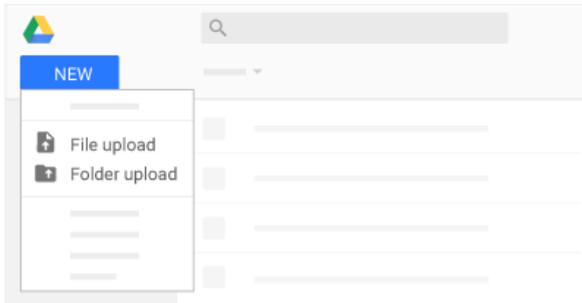


3. Modify an event.

1. Click an existing event on your calendar.
2. Click Edit to  change any details.
3. Update the event information and click **SAVE**.

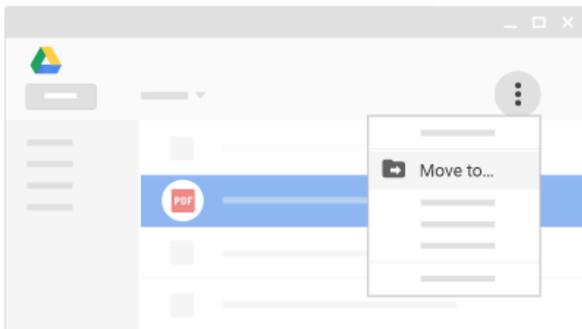


4. Drive: Top 4 things you should know - drive.google.com



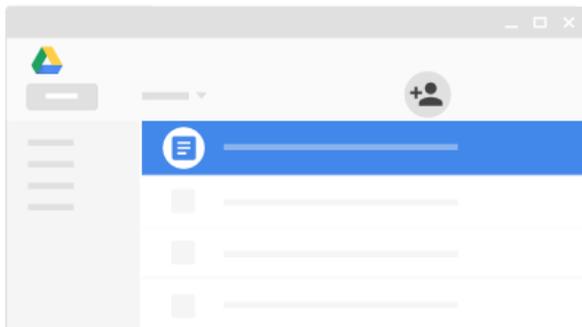
1. Store any files or folders from your computer.

1. Click **NEW** and choose File upload or Folder upload.
2. Select the file or folder from your computer.
3. Click **Open**.



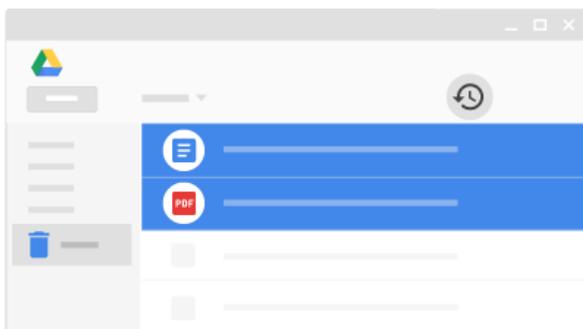
2. Keep Drive organized with folders.

- Create a folder: Click **NEW** and choose Folder.
- Move files to folders: Select the files you'd like to move. Then click More , select Move to, and choose a folder.
- You can also drag them to a folder in the Drive menu.



3. Share files with your team.

1. Select the files or folders you want to share.
2. Click Share .
3. Enter people's email addresses and types of access.
4. Click **Send**.



4. Remove, permanently delete, or restore files.

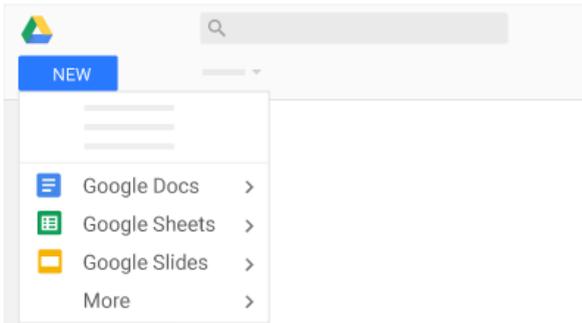
- **Remove a file:** Select a file and at the top, click Remove .
- **Permanently delete or restore a removed file:** In the side menu, click Trash. Select a file and at the top, click Delete forever  or click Restore from trash .

5. Create and collaborate on files in your browser



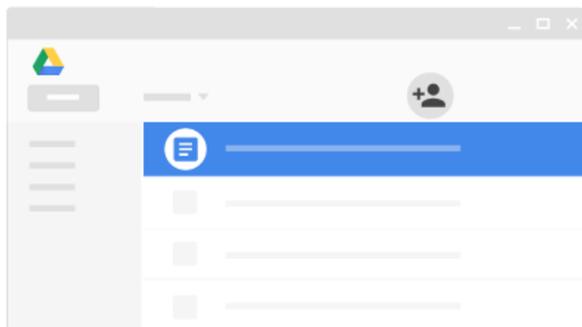
Editor	Where	Description	Example uses
 Google Docs	docs.google.com	Text documents	Proposals, reports, shared meeting notes
 Google Sheets	sheets.google.com	Spreadsheets	Project plans, budget sheets
 Google Slides	slides.google.com	Presentations	Pitch decks, training modules, team presentations
 Google Forms	forms.google.com	Surveys	Customer satisfaction surveys, group polls
 Google Drawings	drawings.google.com	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 Google Sites	sites.google.com/new	Websites	Team sites, project sites, resume sites
 Google Keep	keep.google.com	Notes	Lists, voice memos, photos, reminders

Top 3 things you should know about collaboration:



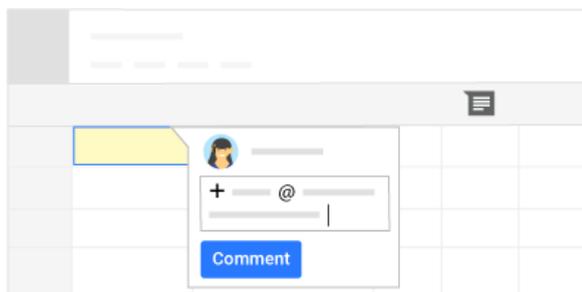
1. Create new documents right in your browser—no software required.

In [Drive](#), click **NEW** and select the type of document you want to create. (You can find additional file types under **More**.)



2. Share your documents with others.

1. In [Drive](#), right-click the file you want to share and select **Share** .
2. Enter people's email addresses and types of access.



3. Collaborate with simultaneous editing and real-time feedback. (*Docs, Sheets, and Slides only*)

If you have edit access:

Edit content: Type anywhere in the document to add your edits.

If you have comment access:

- **Give feedback:** Click **Add comment** , type your feedback, and click **Comment**.

- **Suggest** edits without actually changing the document

(Docs only): Click **edit** , choose **Suggesting**, and type your suggestions anywhere in the document.

5 ways Docs, Sheets, Slides, and Forms improve the way you work

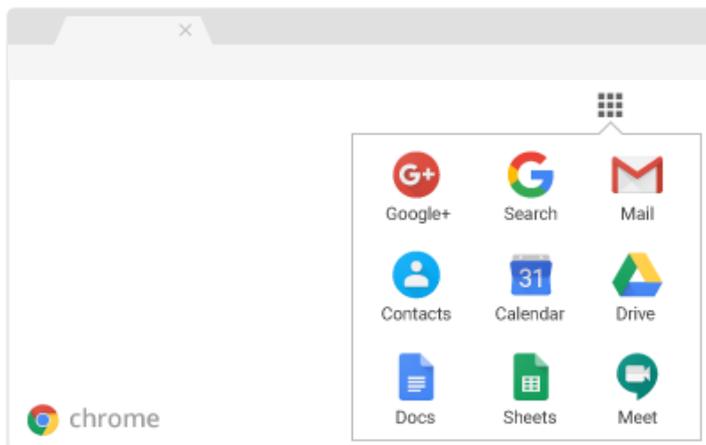
1. Edit Microsoft® Office® documents without installing Office.
2. Access and edit files from any device—even if you don't have an internet connection.
3. Send links to PDF versions of your documents and spreadsheets without converting any files.
4. Collaborate on meeting notes and project plans during video calls.
5. Attach agendas, discussion files, and other relevant materials to Calendar events.

If any of these benefits interest you, check out [Get started with Docs](#), [Sheets](#), [Slides](#), and [Forms](#) after you're done with this Quick Start Guide.

6. Power up your G Suite services

Install Chrome

If your organization doesn't require you to use a certain browser, you can download the Chrome browser to make G Suite even more powerful:



- Use Gmail, Calendar, Drive, Docs, Sheets, and Slides without the internet.
- Access additional G Suite features.
- Sync bookmarks and searches across devices.
- Customize your browser with themes, extensions, and web apps.

If any of these benefits interest you, check out [Get started with Chrome](#) after you're done with this Quick Start Guide.

Set up your mobile device

You can also use any smartphone to access Gmail, Calendar, Drive, and several other G Suite services. Just add your G Suite account to your phone, and you'll have the freedom to work anywhere, from any device.

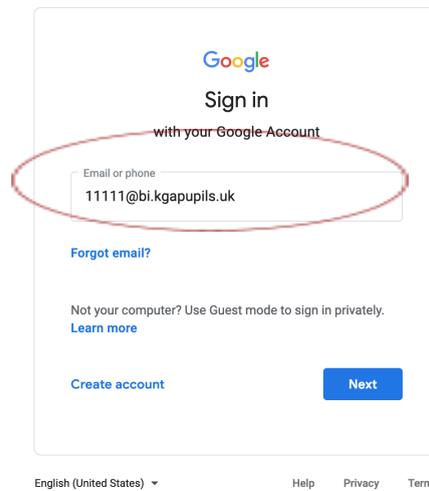
Which mobile device do you have?

- [Android](#)
- [iPhone®](#)
- [Windows Phone®](#)

Google Classroom Student Guide

Logging In

1. Go to <https://classroom.google.com> and click on the “Sign In” button.
2. Having got to Google Classroom, to sign in, students must enter their school login credentials. This is their school e-mail address and their network password. (Their Google username and password can be found to the front of the pack.)

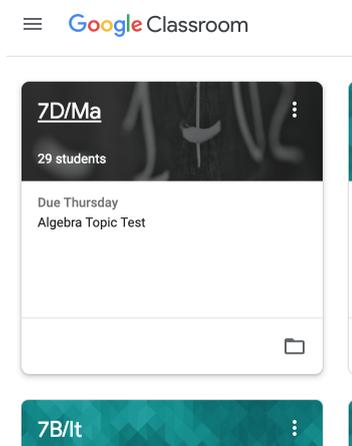


3. Having logged in, you will be presented with all the Classrooms that you have been invited to join. You will receive an email within your school account that has a link to join. Or you can go to Google Classroom directly and the classes will appear in your home screen; just select the “Join” button. Once you have accepted to join the class you will remain as a member of the Classroom for the rest of the academic year.

****Note: If you have not been invited to join a class yet, do not worry, you will be.**

Viewing and Accessing Homework

1. To view homework or tasks set - once logged in to Google Classroom - students need to click on the class that they wish to view.



2. Having clicked on the appropriate classroom, the student will be in a Google Classroom. Here there will be 3 tabs; **“Stream”**, **“Classwork”** and **“People”**.

The “Stream” Page

The stream works similarly to a social network page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Each post will be associated with the subject that the student is learning with that teacher.

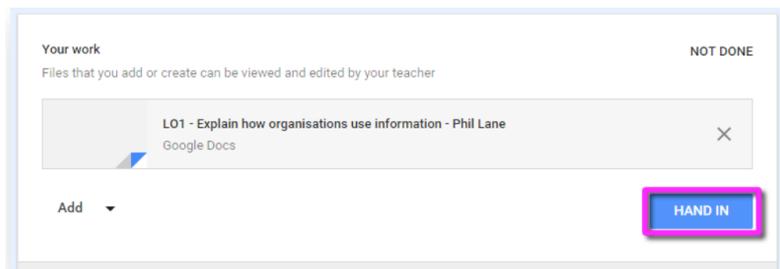
When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what the student has to do and possibly associated resources where possible. It will also have a due date for when the work needs to be completed by.

Students will be guided by their teacher on whether they complete their work online using Google Classroom or offline in another way.

Completing/Submitting Work Online

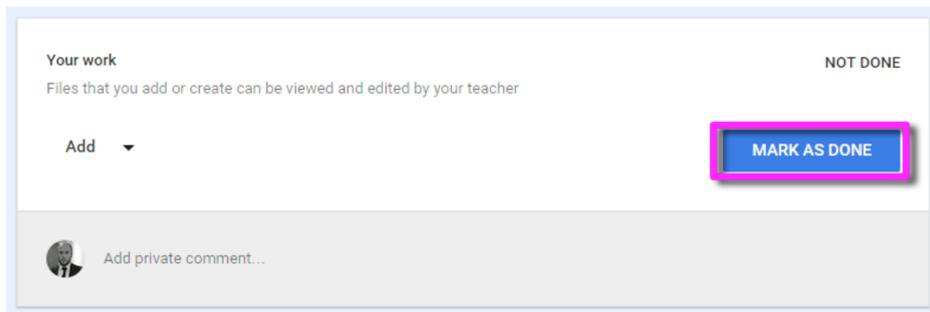
If students have to complete their work online, they will have a document titled with their name and the name of the task on it.

After the work has been completed or added to the assignment, then the student will need to press the "Hand In" button. (If you have uploaded a document, see image below.) If you are working on a Google Doc the "Hand In" button is to the top right of the page.



Completing Work Offline

Students who have been asked to complete the homework offline, will only need to access the information on Google Classroom. Once they have finished the homework, they will need to click on the assignment but then, just click "Mark As Done". This will notify their teacher that they have completed their work in time for the due date. However, you must ensure that the work is handed in to the teacher by the due date.



Mobile Apps

Students have the opportunity to download Google Apps for their handheld device. They are free but they must remember to use their school login details as mentioned at the top of the page as opposed to any other Google account that they use at home. Inside each app, they will give the user the choice on which to use.

The recommended apps are the following:

- Google Classroom
- Google Drive
- Google Docs (free alternative to MS Word)
- Google Slides (free alternative to MS PowerPoint)
- Google Sheets (free alternative to MS Excel)