

GMAIL



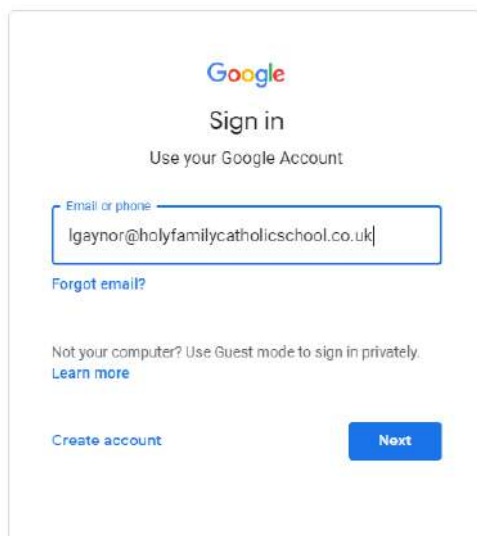
Work for students is set on GoogleClassroom. They can also check their GMail accounts to find notices about work set and communications from teachers.



Gmail Images

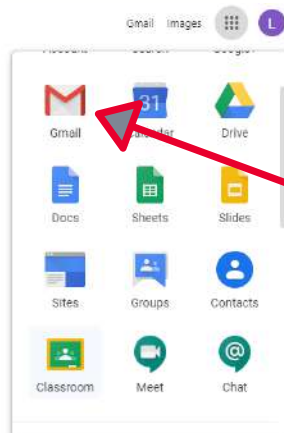
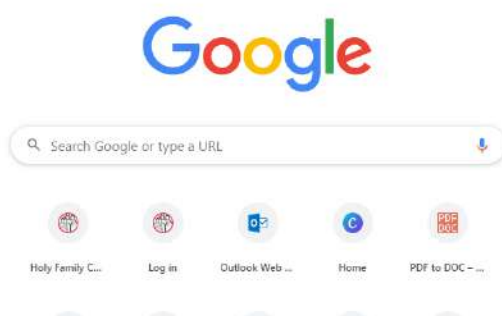


Go to www.google.co.uk and click the top right hand corner to login



Your user name is your first initial followed by your last name then...

@holyfamilycatholicschool.co.uk

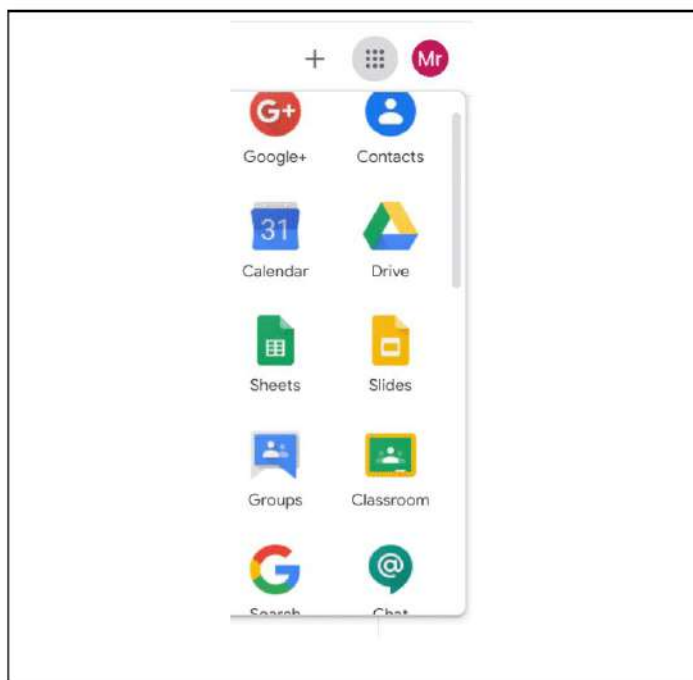


Once logged in click on the squares to navigate between GoogleDrive, GoogleClassroom and Gmail

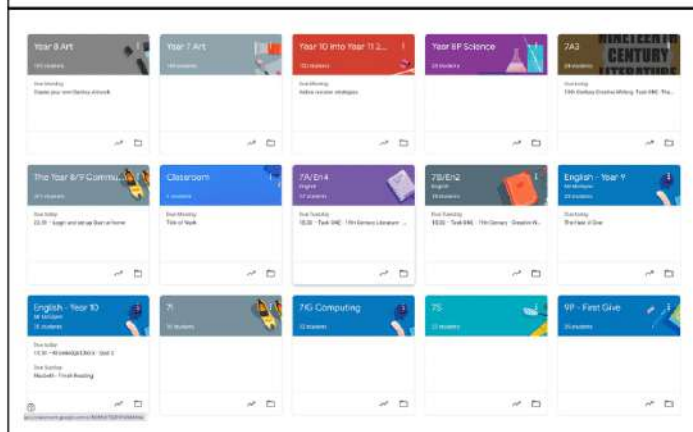
In GMail you will find your emails and notifications when work has been set on GoogleClassroom.

Mrs Henry (Classroo.	New announcement: "Hello Year 10, I hope you are all well..." - Dear Herbert, Mrs Henry posted a new announcement in HAS/HED - L2 BTEC PERFORMING ...	25 Mar
Louise Cowburn (Cla.	New announcement: "Here are the booklets for all 3..." - Dear Herbert, Louise Cowburn posted a new announcement in Year 10 2019-2020. Here are the boo...	24 Mar
Mr. Skelton	R.E. Textbook - Hello Herbert, this is from Mr. Skelton on behalf of all RE teachers of years 9, 10 and 11. We want you to be able to use all resources which w...	24 Mar
Claire Nordon (Clas.	New announcement: "Daily maths challenge: Using numbers 3..." - Dear Herbert, Claire Nordon posted a new announcement in Year 10 into Year 11 2020. D...	24 Mar
Claire Nordon (Clas.	New announcement: "Song of the day: This will get..." - Dear Herbert, Claire Nordon posted a new announcement in Year 10 into Year 11 2020. Song of the d...	24 Mar
Claire Nordon (Clas.	New announcement: "Tuesday 24 March is the Feast Day of St..." - Dear Herbert, Claire Nordon posted a new announcement in Year 10 into Year 11 2020. Tu...	24 Mar
Mrs Henry (Classroo.	New announcement: "Please complete this work by creating a..." - Dear Herbert, Mrs Henry posted a new announcement in HAS/HED - L2 BTEC PERFORMIN...	24 Mar

GOOGLE CLASSROOM



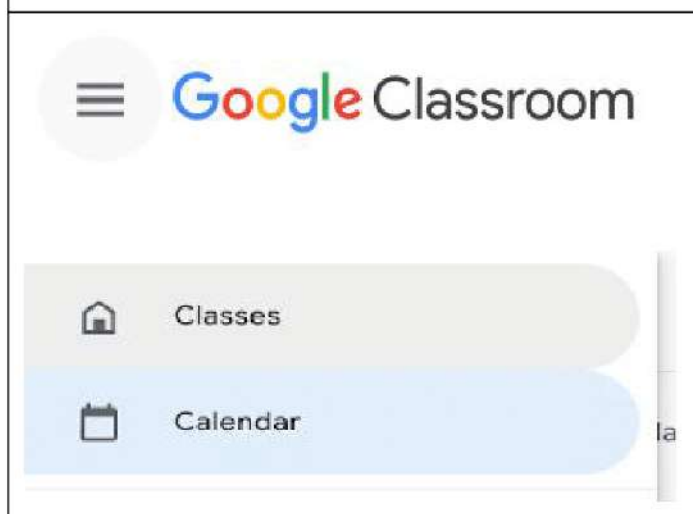
Use the Google App Launcher to navigate to Google Classroom



This is your Google Classroom page. You will be able to see all your classes.

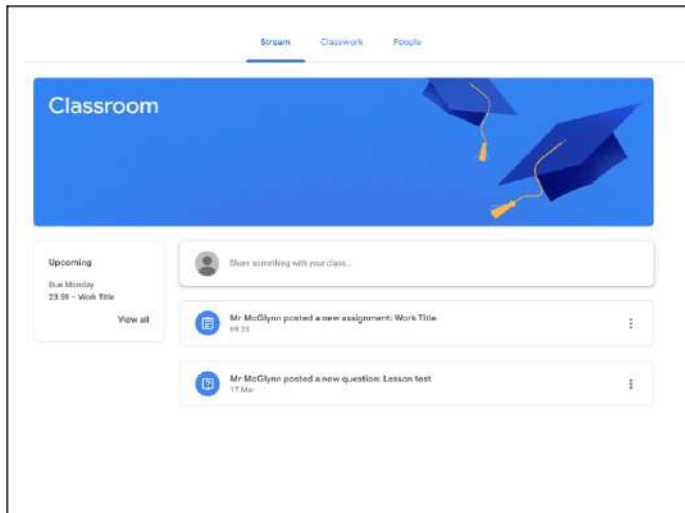
If you see a blue 'JOIN' button, you need to click it to participate in the activities that are set by your teachers.

You will see the most recently due work assigned underneath the coloured header of the classroom.



You can also see all work set and due by click on the three lines in the top left corner, and click on "Calendar". This will allow you to view all work in a calendar format.

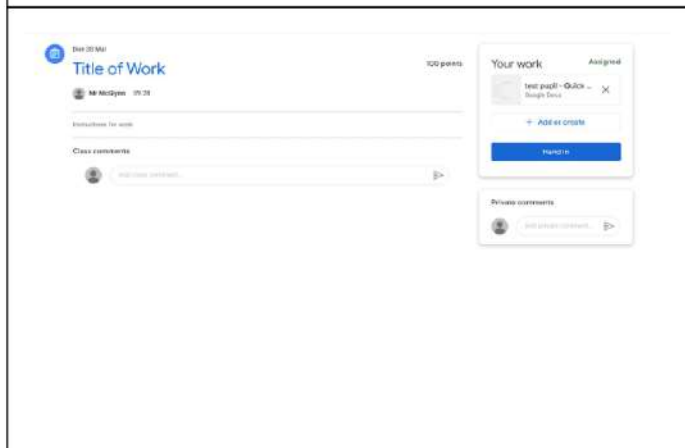
GOOGLE CLASSROOM



This is your main class page.

You will see any posts made by your teachers (and peers if teachers have allowed it). This will include any work set, or any resources that they would like you to look at.

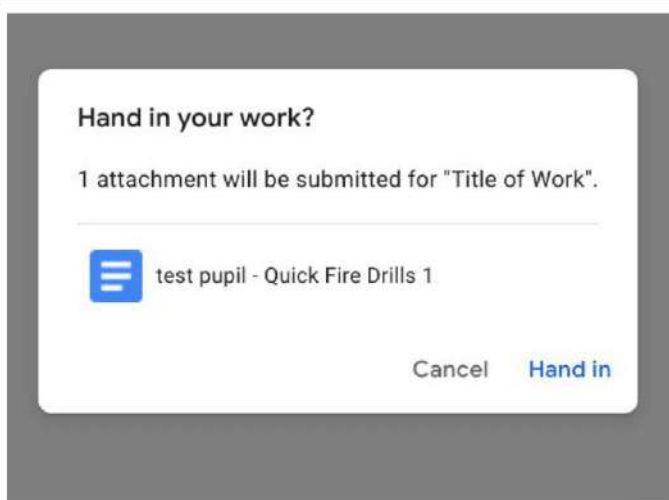
At the top, you will see the classwork tab, this is where you will find all work for that class and how to complete and submit it.



If you click on a piece of work set, you will see this window. It will have everything your teacher has set to help you with the work.

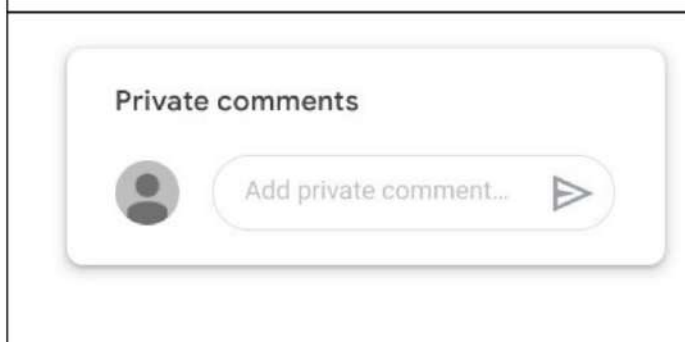
On the right hand side, you will see the work your teacher has set, and if they have given a pre-made resource it will be there for you to work on.

If not, you will have to create a new document and submit it yourself by click on "+Add or Create" and selecting the type of document you want to add/create.



Click on the Blue "Hand in" button to hand your work in digital and send an alert to your teacher via email that you have completed it.

You will be able to "Unsubmit" the work up to the deadline that your teacher has set. Once the deadline has passed you will not be able to edit it or make any changes once it is Handed in until your teacher marks and returns the work to you.



If you want to ask your teacher a question about that specific piece of work you can leave them a Private Comment. This will only appear to the teachers of the Google Classroom and will not appear to any other students.

GOOGLE CLASSROOM



Click on the images below to check out these video guides:

