

GETTING STARTED

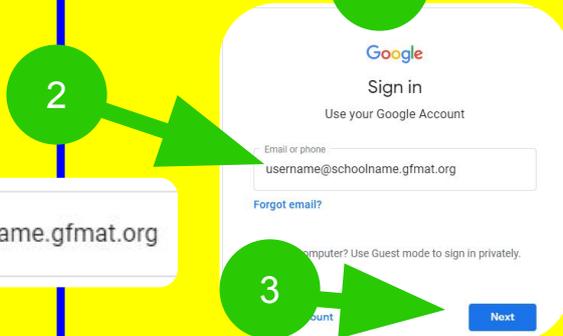


1) Go to Google.com and click Sign in



2) Enter your school email address

Email or phone
username@schoolname.gfmat.org



3) Click Next

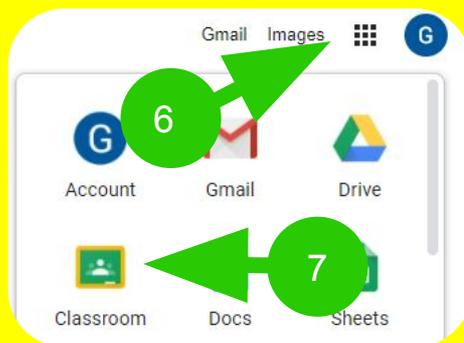
4) Enter your password

5) Click Next



6) Click the Apps Button (9 dots in the top right corner of the screen)

7) Click Classroom



These are your classes

8) If a class has a Join button Click Join

9) To enter a class click on it

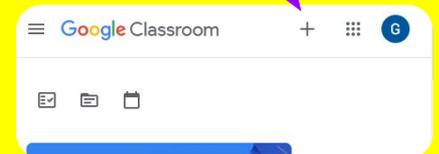


Adding Extra Classes with a Class Code

You can add more classes using class codes. They look like this:

s7uutel

1) Click on the + Button

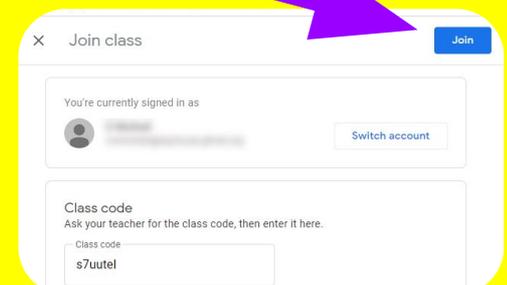


2) Enter the Class Code

Class code
Ask your teacher for the class code, then enter it here.

Class code

3) Click Join



4) The Class is now added to your class list

QUICK START

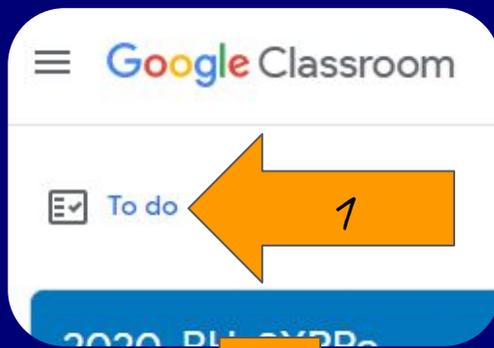
All of your classwork will be on Google Classroom. You can log into it at <https://classroom.google.com>

Own a smartphone or tablet? Goto <https://tinyurl.com/qfmSmartApps> for more information and links

Secondary Edition



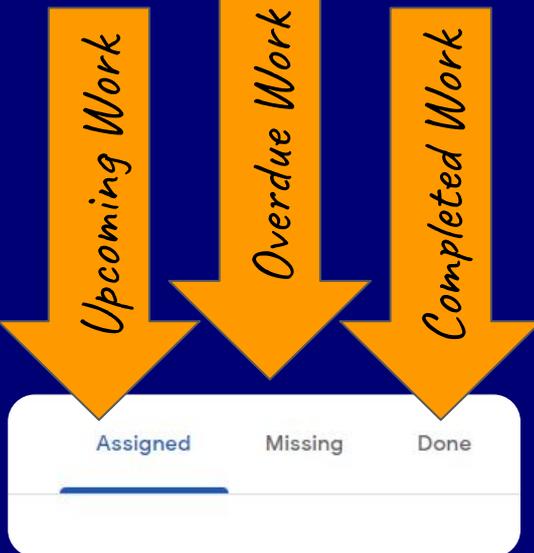
How do I see all of my work in one place?



Upcoming Work

Overdue Work

Completed Work



How do I submit my work to my teacher?



How can my parents help me with keeping track of my work?

Ask them to download the Google Classroom app to their smartphone and then log in with your email address and password

How do I find out my email address and password?

Goto <https://tinyurl.com/qfmReset> and it will be sent to your parents

Some of my teachers are setting work on Apps, where can I get more help? Goto the website: sites.google.com/qfmat.org/remotearning

GFM

QUICK START LIVE LESSON



What are live Lessons?

- Live and interactive - you can talk to your teacher and the class and you can see each other on screen at the same time.
- Live streamed - you watch these like a live television program and may contribute to shared documents

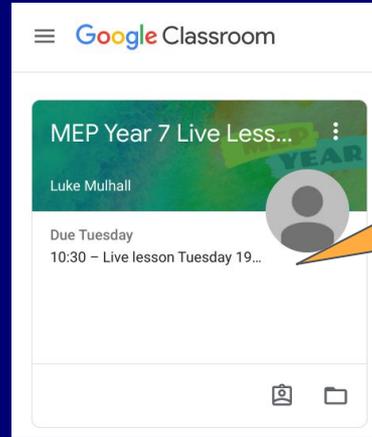
What are the rules?

- Mute your microphone
- Decide if you want your camera on or off
- Behaviour expectations are the same as in school
- Uniform must be worn when you are joining a live lesson
- If you are asked to leave a live lesson you must leave.

 **REC**

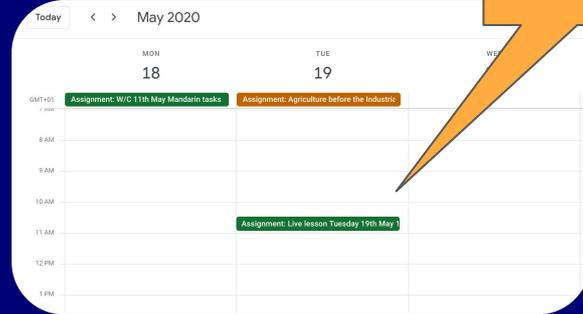
All Lessons and chat are recorded.
The recording may be shared on
Google Classroom for revision.

How do I find out about lessons?



Watch out for assignments on your Google Classroom that say live

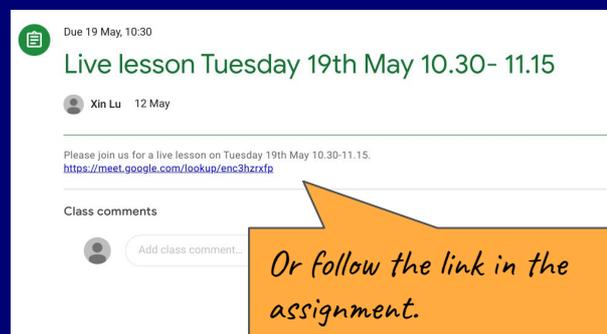
These also show up on your Google Calendar



How do I join?



At the lesson time use the link on the lessons Google Classroom

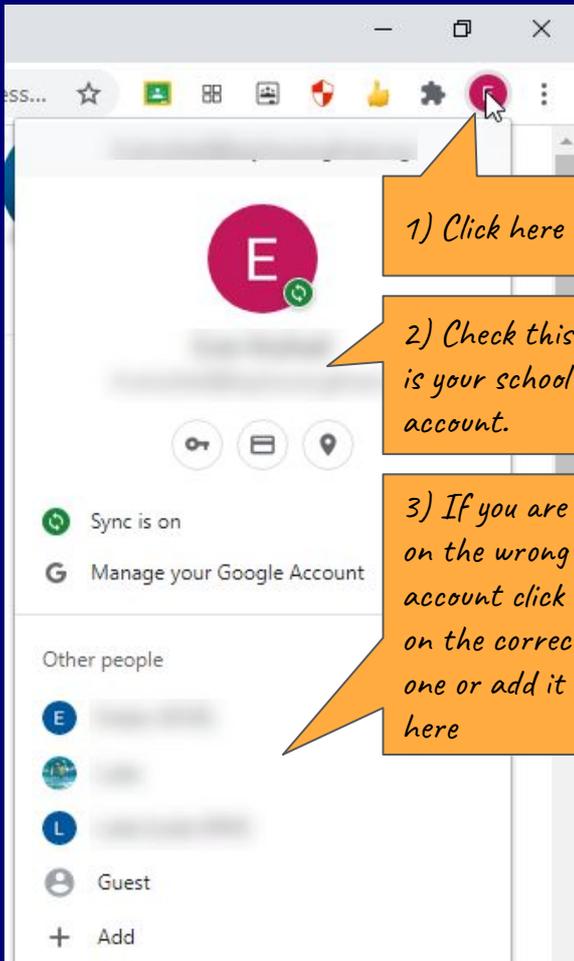


Or follow the link in the assignment.

QUICK START TIP



I do not have access to the files Google Chrome and your phone can be logged into more than one Google Account at the same time. This can cause problems if you are on the wrong one. Make sure you are on your school account:

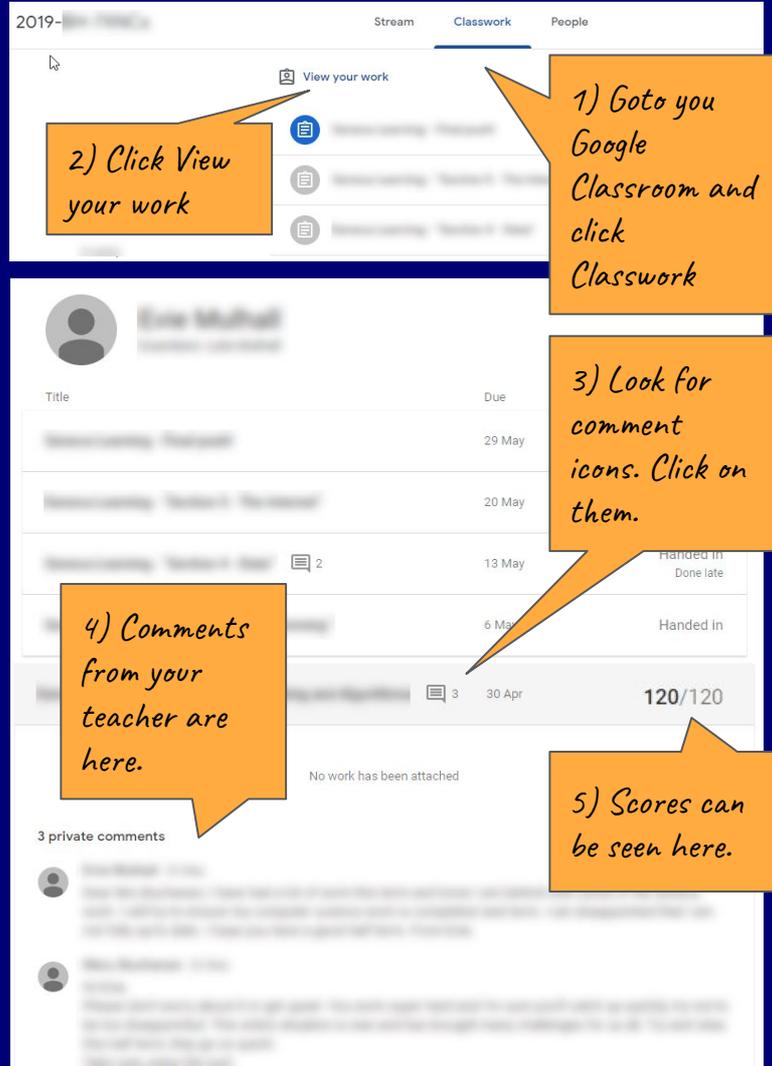


1) Click here

2) Check this is your school account.

3) If you are on the wrong account click on the correct one or add it here

How can I see my marking?



2) Click View your work

1) Goto you Google Classroom and click Classwork

3) Look for comment icons. Click on them.

4) Comments from your teacher are here.

5) Scores can be seen here.

Share rather than sending



Tip: you can also use this to share a document with a friend so you can work together.

If you share your work with your teacher then you can collaborate - this means they can add notes to it for you. Click share then type your teacher's email address.