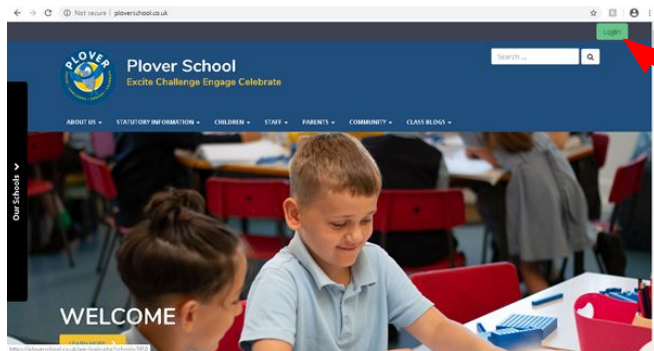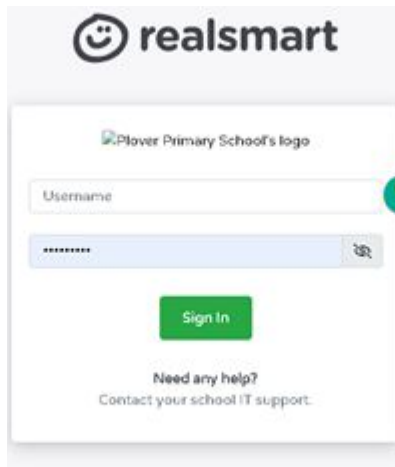# Step-by-step Guide to Accessing Google Classroom from Home (Pupils)

1. Log on to the school website at www.ploverschool.co.uk
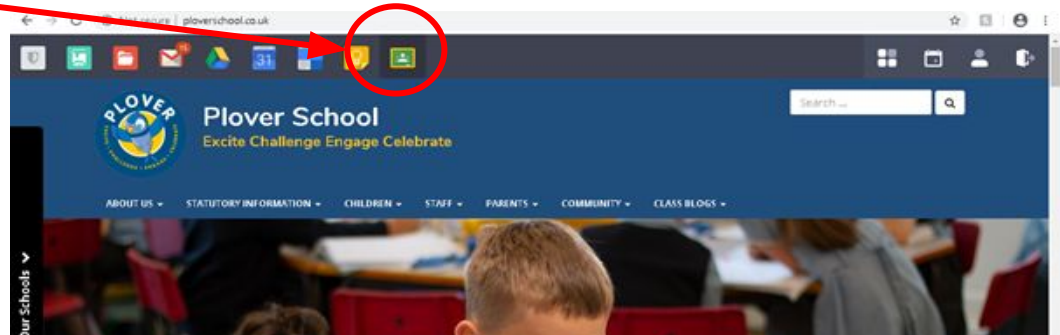

Click on green login button

Enter school username and password, then click 'sign in'. This is the password and username used to get onto chromebooks in school.

2. Click on the green rectangle 'Google Classroom' button in the bar at the top of the page.
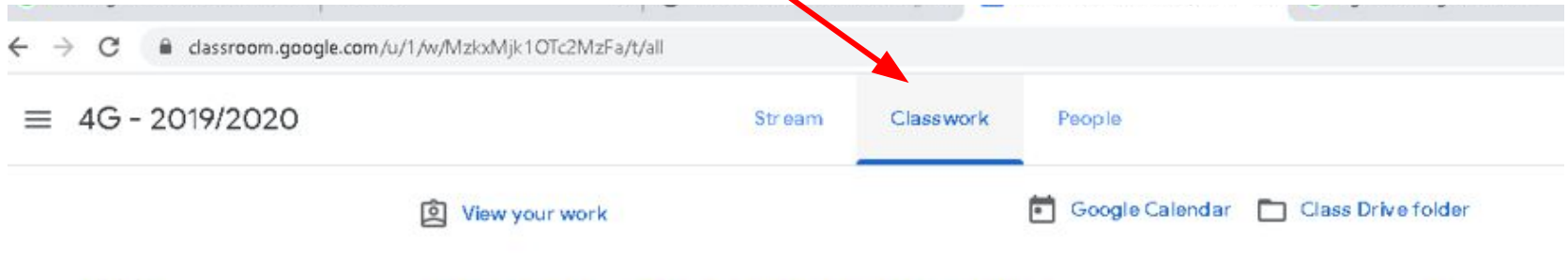
Click on green button

3. You may need to click that you are a student and then click on class name to enter google classroom site.

Click class name

4. Click on the 'classwork' tab to access assignments and materials.

5. You will find all your assignments in this area. Click on the folder names or topics or files to open up assignments

5. If you have been set an assignment for that topic, you will find it in this area .
Click the blue 'view assignment' to open up the area more.

Assignment instructions

Blue ' View Assignment' button

5. Any files to help with completing the assignment can be accessed from this area.
To open the document to complete the assignment on, click on the work on the 'your work' tab.

Extra resources to help complete your work

'Your work' tab.
You can edit this document to complete your work

5. When you have finished the work and click the 'hand in button' to let your teacher know you have completed it.

When you have finished the work and click the 'hand in button'