Google Classroom: Student Guide
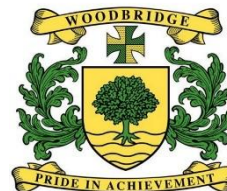
Please familiarise yourself with the <u>ICT Acceptable Use Policy for students</u> before engaging in any form of virtual learning.

<u>Getting onto Google Classroom:</u>

www.woodbridgehigh.co.uk

→ Quick Links → Google Drive

On the next screen enter your details:

Username: <username>@woodbridgehigh.net
Password: password (will be prompted to change this)

If you have forgotten your password, or are unable to login, you can email 'IT Support' for help.

- You will now have access to Google/RealSmart services including 'Google Classroom', 'Google Drive' and 'Gmail'

- Please note, that although your teachers have Gmail (an email ending in 'woodbridgehigh.net'), this is not regularly checked. Please use their outlook email address ending in 'woodbridgehigh.co.uk' if you would like to email them.

<u>Joining a class</u>

You should already have your list of classes populated on 'Google Classroom'.

However, if you cannot find this, you can manually add yourself to a teachers' class using the method below:
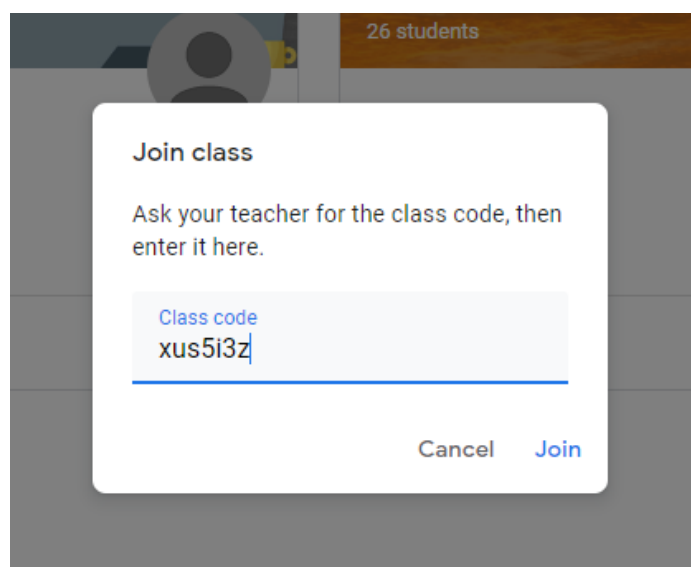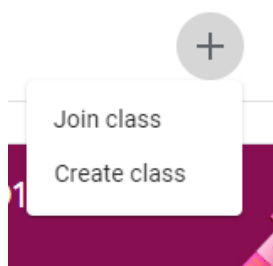
Joining a google meet session

You need to make sure that you have read the Acceptable Use Policy before you participate in a live lesson. All live lessons will be done through **Google Classroom**, so make sure you are logged in and on the home screen.
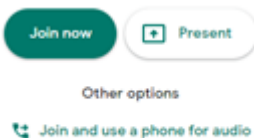
Click on the subject class you wish to attend:
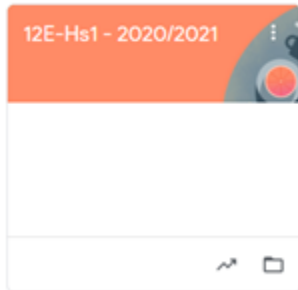
At the top of the page, you will see this button which is how you will join the google meet, click on this link to enter (this will link will change for each new 'meet'):

Click the join now button which will take you through to the meeting

When joining a meeting, ensure your microphone and video are turned off. Your teacher will let you know if they would like microphone and/or video are turned on once everyone is in the lesson.

Your teacher may share their screen with you meaning you should be able to see what is being shown on their screen.