

# Google Instructions – On a Laptop



## Step 1 – Open a Web browser

Examples below:



Microsoft Edge



Internet Explorer



Google Chrome



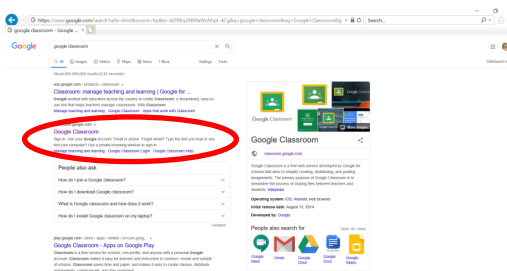
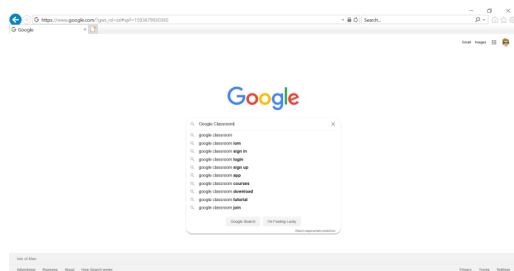
Safari



Firefox

## Step 2 – Search for Google Classroom

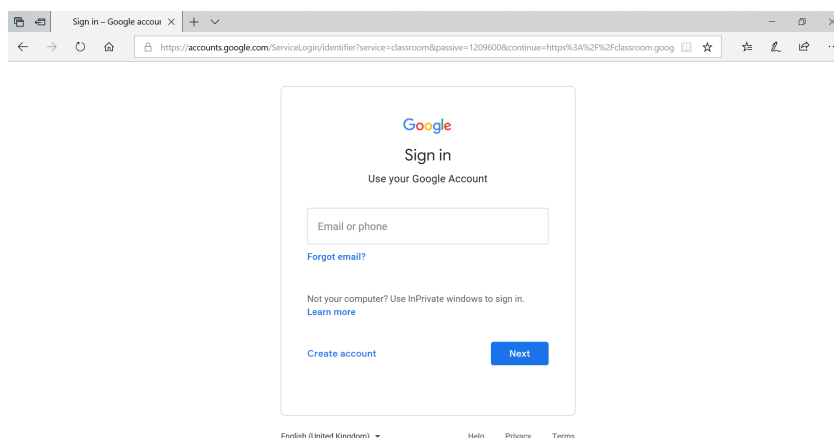
Using a search engine such as Bing or Google search 'Google Classroom'



Or you can type this URL in at the top:

[classroom.google.com](https://classroom.google.com)

## Step 3 – Logging into Google Classroom

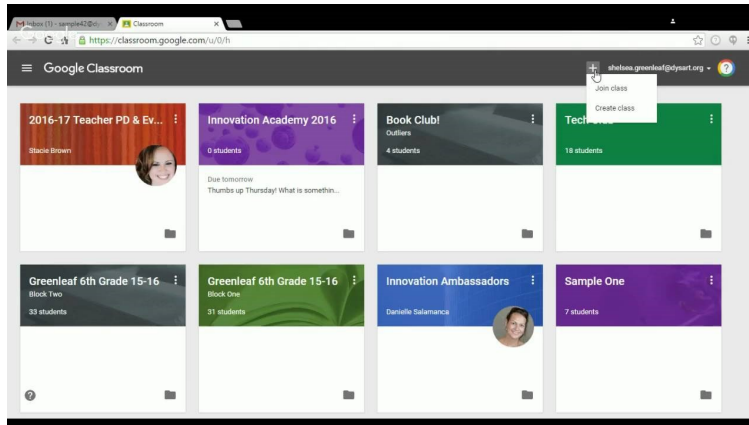


Their login details are in this format [firstnamesurname@online.sch.im](mailto:firstnamesurname@online.sch.im). They should know their password but if not you can contact school via the office to get it reset.

Call: 811100

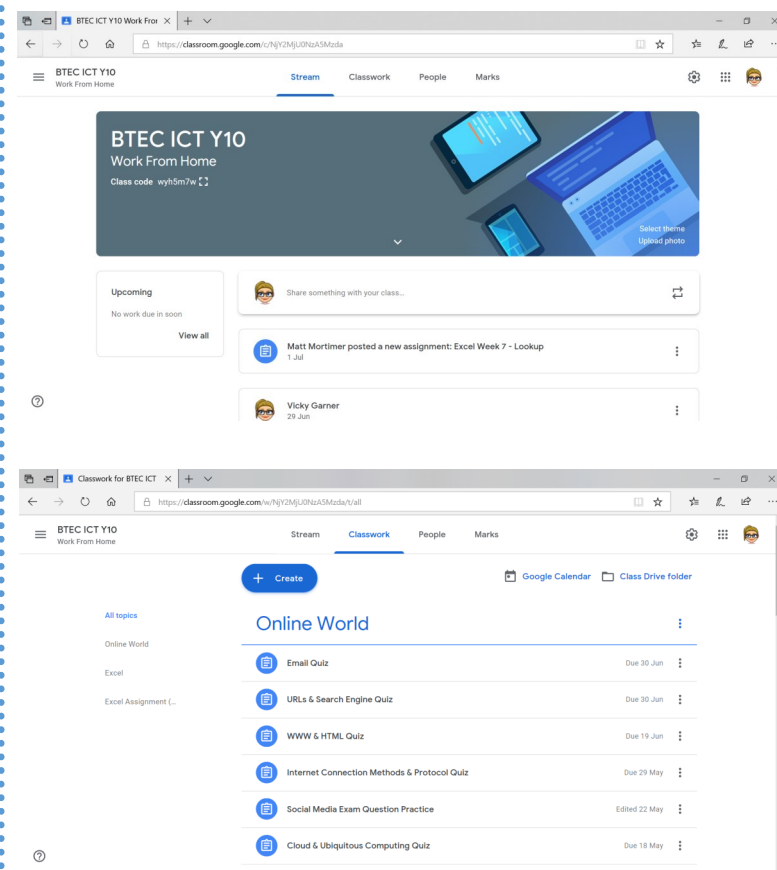
Email: [RGSEnquiries@sch.im](mailto:RGSEnquiries@sch.im)

## Step 4 – Accessing Google classroom



You should see all the classes that have been assigned. There is also an option to join a new class, codes should be given to students by their teacher.

## Step 5 – Individual classes



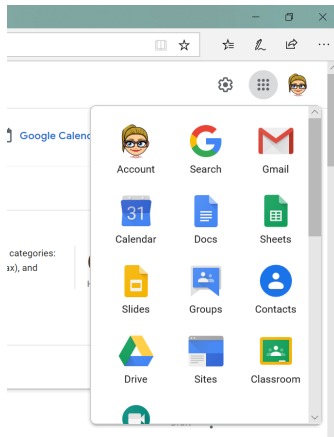
This is the stream where teachers can post important messages.

The 'Upcoming' box will show any deadlines for your work.

This is the classwork page where you can see work set by teachers.

They may split work into topic which you can see on the left.

## Step 6 – Completing work



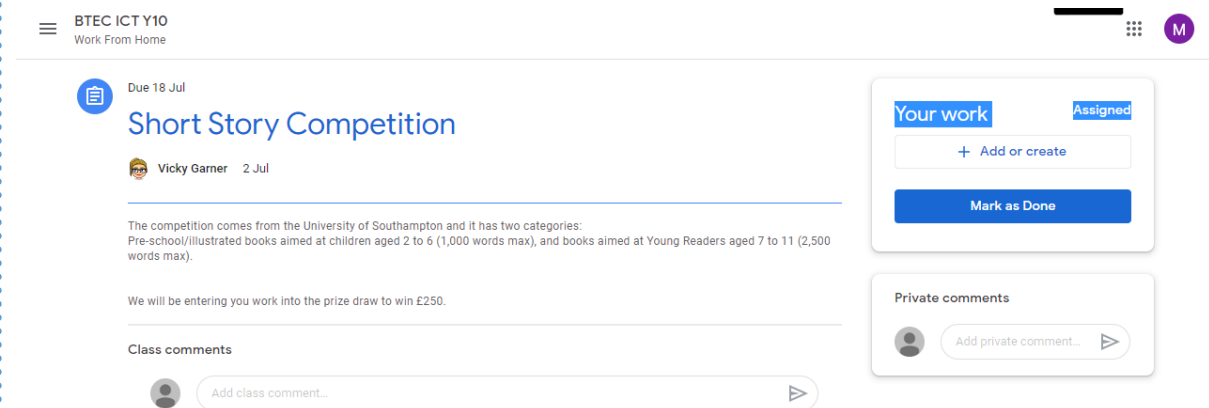
Some tasks may require you to make a word document or slideshow. You are able to access them via the 9 small dots at the top right hand side.

There is also a mail feature you can use to ask teachers for help if you get stuck.

## Step 7 – Submitting work

Once you have completed your work you will need to submit it. You can add your work in and when submitted click 'Mark as Complete'.

You can also write a public and private message to the class and teacher.



## Other Devices



On a tablet or smart phone you can access google classroom via the internet in a similar way to listed above or download the Google classroom app and login using the same details discussed in step 3.

Once logged in the classes should appear as shown. By clicking on a class you can view the stream and classwork.