St Wilfrid's Guidance to Google Classroom and Google Meet

Signing in to Google Classroom
To get started you **must sign out** of all existing Google Accounts you have on your device.

You can access Google Classroom from any of these places:

- Our school website under the menu GClassroom
- From this link: https://stwilfridssheffield.co.uk/google-classroom/
- From classroom.google.com

You will need to **sign in** with your School Google **email address** and **password** that have been given to you by your teacher. This will look like the one below:

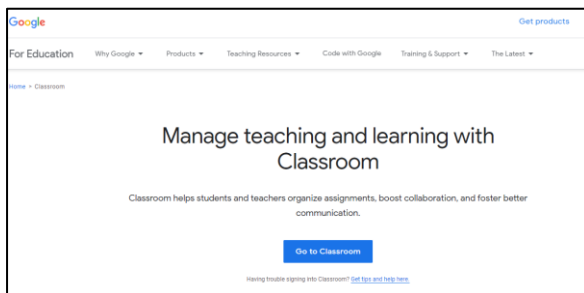**Email Address:** testchild@stwilfridssheffield.co.uk
Password: 18testc4545

Google Classroom and Google Meet APPs
If you are not using a PC or laptop, you can download Google Classroom and Google Meet on an android phone, iphone or a tablet by downloading the Google Classroom and Google Meet APPS.
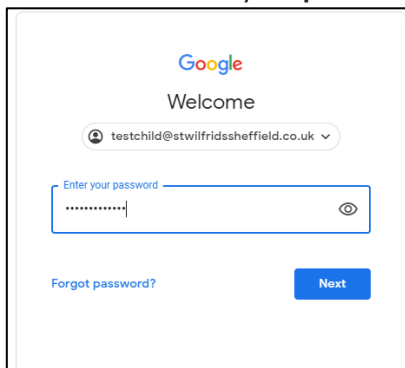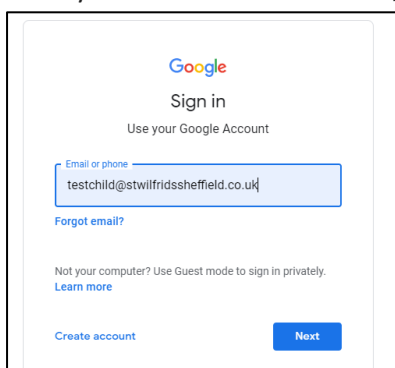
Step 1.
After accessing the main Google Classroom page from one of the options above. Click the **Go to Classroom** blue button
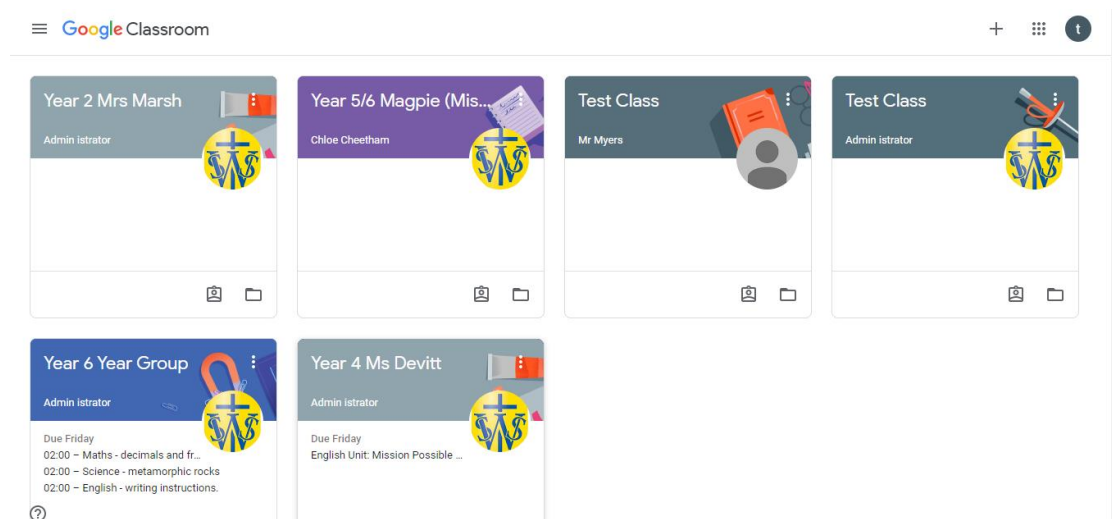

Step 2.
Enter your **School email address**, click **next** and enter your **password** and click **next**.
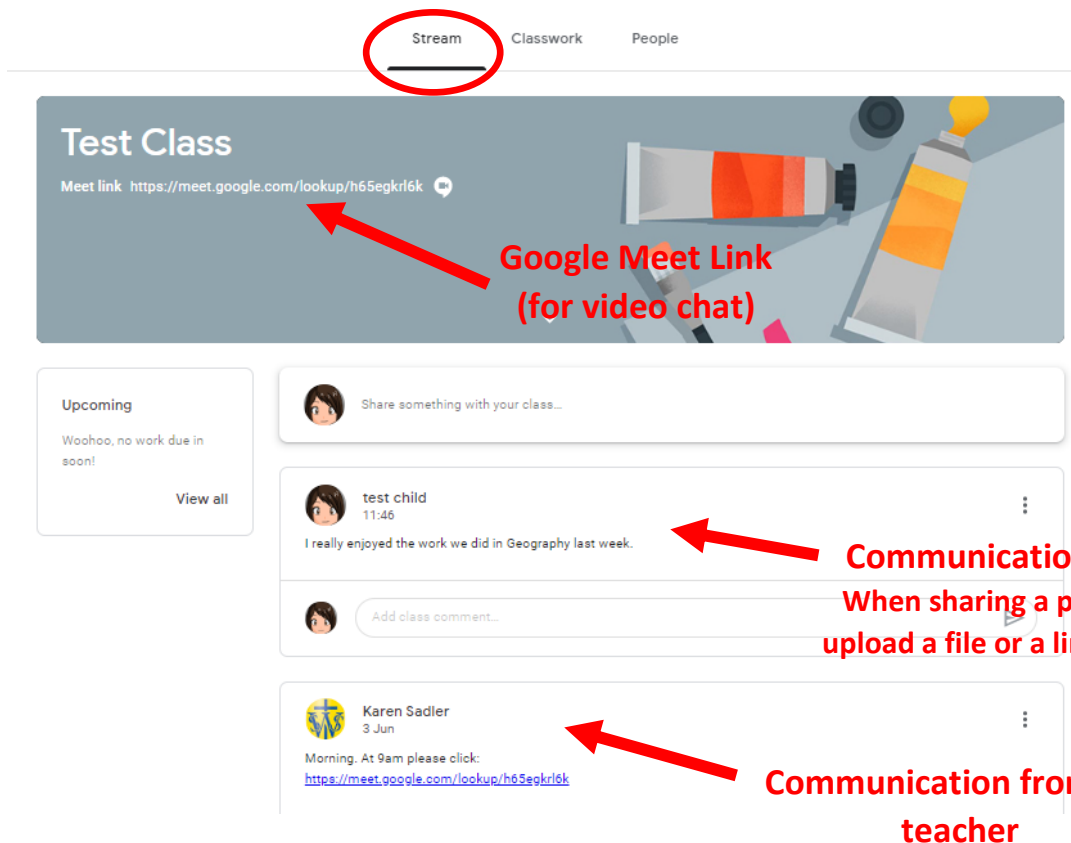
Step 3.
After signing in, you will be presented with the classes you are currently enrolled on. You may need to **Accept** a class to join if this is your first time. Clicking on the title of the class will open the classroom.
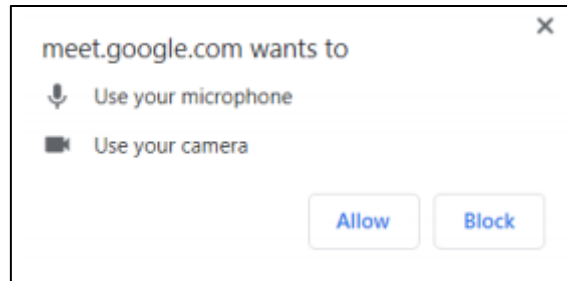

Step 4.
The first page is called the **Stream**. This is where your teacher and class can have discussions and communicate. At the top, you will see the name of your class along with a link to the Google Meet session. When your teacher has timetabled you to take part in a video chat, click this link to start the video chat at the time you have been given.

Please note: You need to make sure all other Google accounts have been signed out and you are only signed in with your school account for this Google Meet link to work.

Google Meet Sessions

The first time you do a Google Meet in your browser, it will ask your permission to access your camera and microphone. Click "**Allow**" or you won't be seen or heard in the Meet.
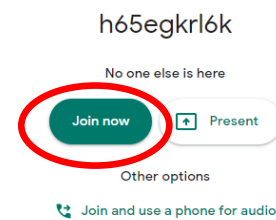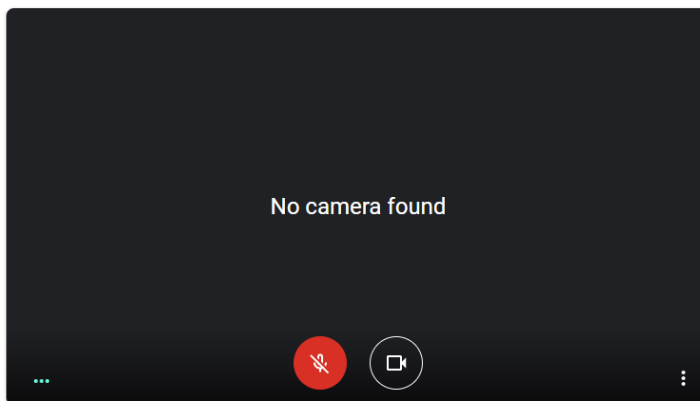

You will need to make sure the camera has found your image. Make sure it's a safe background with no personal information or other people around who shouldn't be there.

Check you are in a quiet place with no disturbing background noise or other siblings around. It is also a good idea to **mute** yourself too by clicking the microphone button to **red** until your teacher asks you to **unmute**.
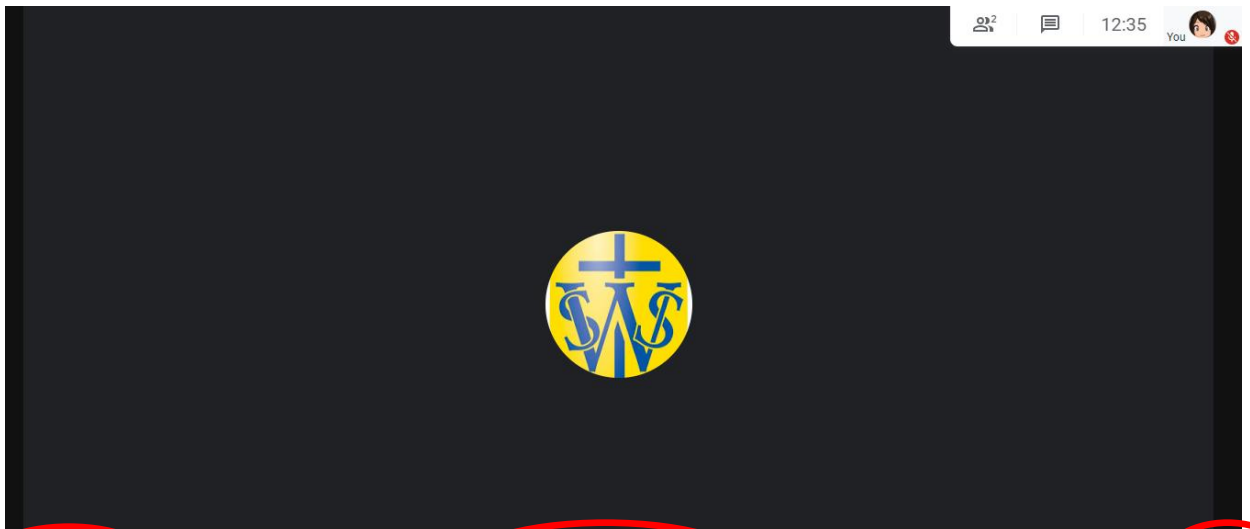
This stops too much background noise from happening when you join the session. When you're ready to join the meeting, click **"Join now".**
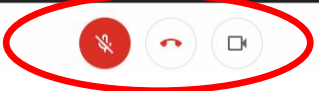
The Google Meet Window

Google Meet Code

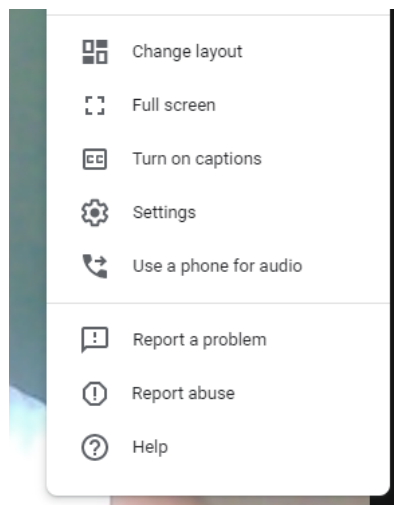Mute   Leave Call   Video Cam

Options
(see below)

Change layout

Full screen

Turn on captions

Settings

Use a phone for audio

Report a problem

Report abuse

Help

Google Classroom – Classwork

In the Classwork menu, teachers can set lessons and topics for you to do. **Click on the lesson title to open up an explanation of the lesson.**

Click on **View assignment** to see the full lesson. You can make comments about the lesson or ask any questions here. You then **Add or create** your work to Google Classroom for this lesson.

You can also **private message** the teacher about the lesson or concerns you have.