



High Mill Primary School

Google Classroom

How to Guides



Google Classroom



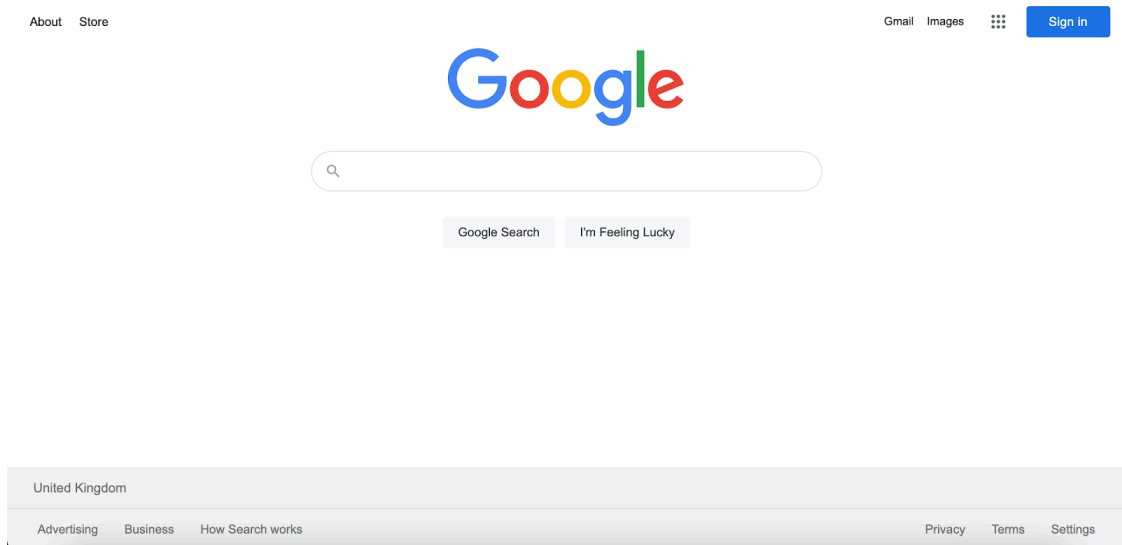
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How to access Google Classroom

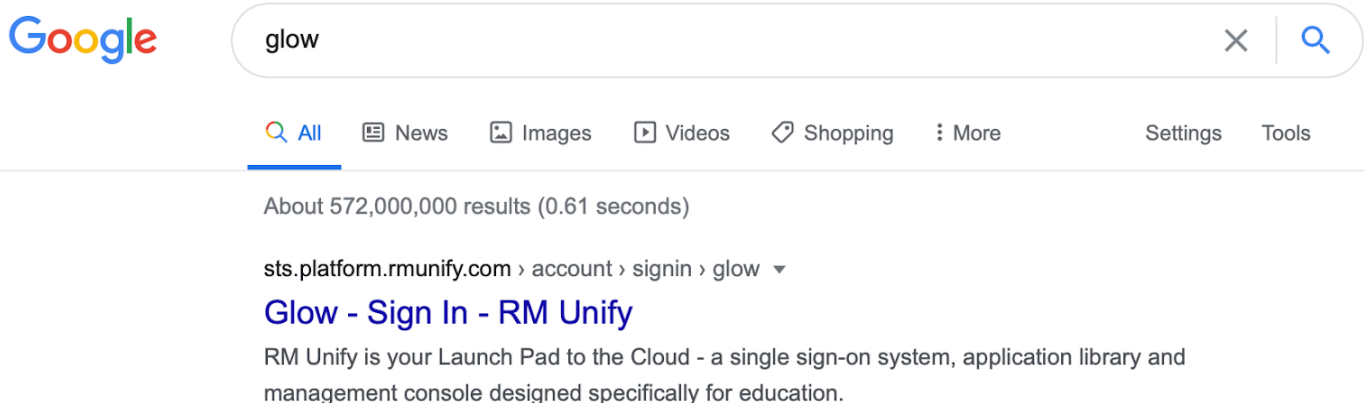
Step 1

Go to any search engine (Chrome, Internet Explorer, Safari) and open a search bar.



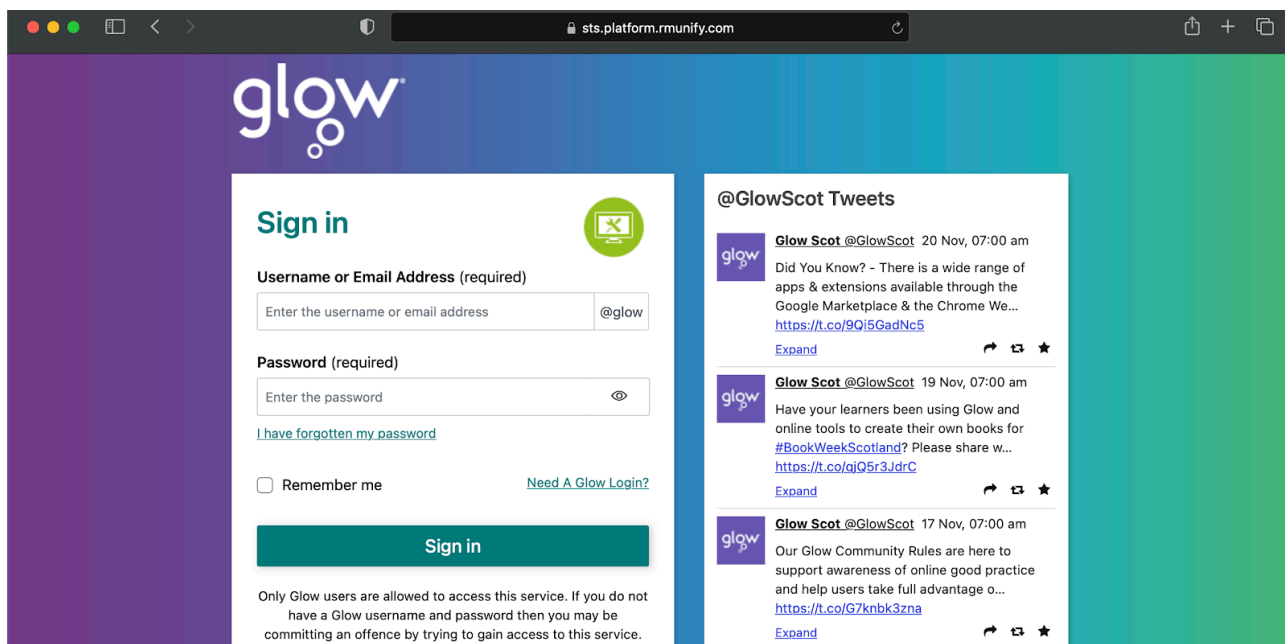
Step 2

Type Glow into the search bar, then click on "Glow - Sign In - RM Unify".



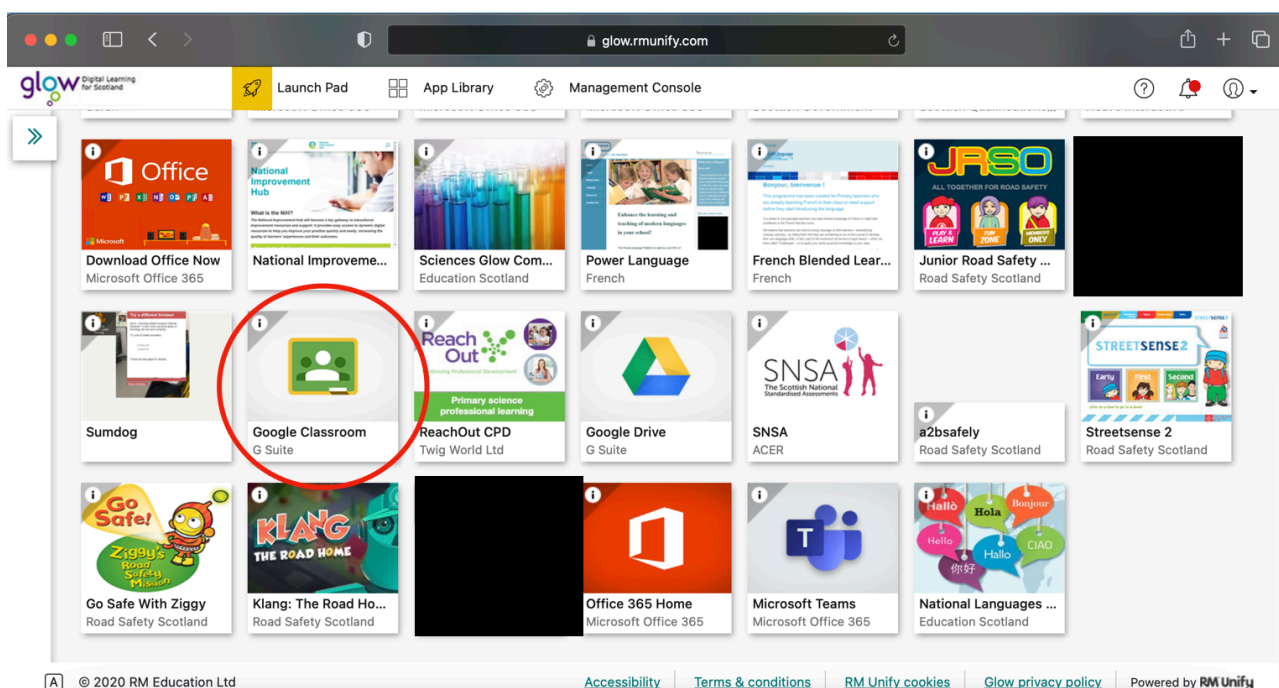
Step 3

Enter your glow log in (e.g. gw20smithann) and password.



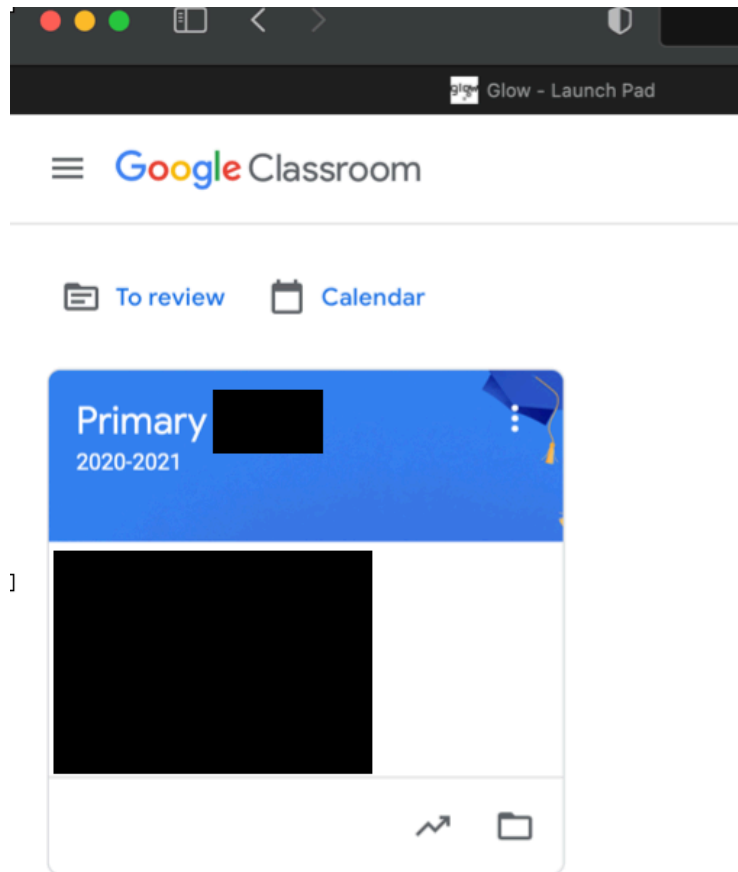
Step 4

Find Google Classroom on your launch pad.



Step 5

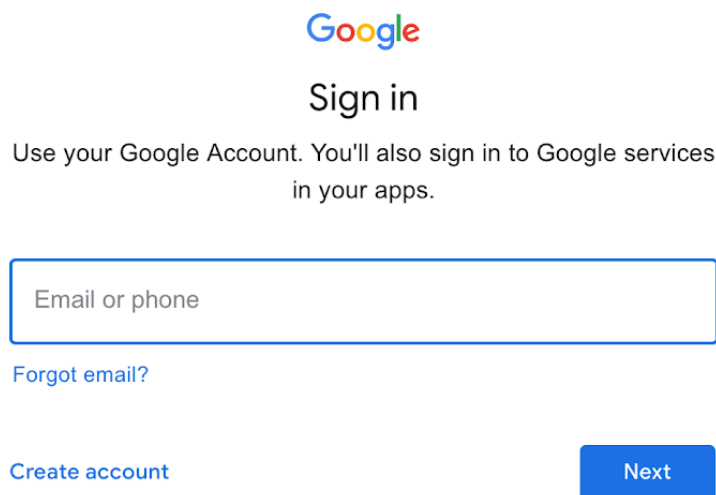
This will open Google Classroom where you can select your class.



How to use the Google Classroom App

Step 1

Download and open the Google Classroom app. It will ask you to enter an email address.



Google

Sign in

Use your Google Account. You'll also sign in to Google services in your apps.

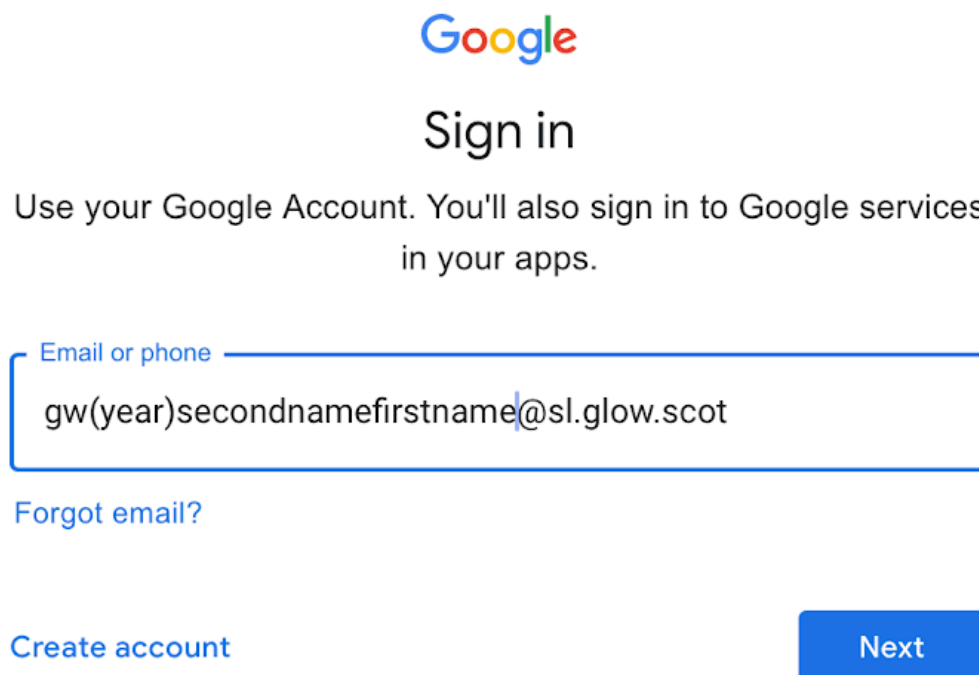
Email or phone

[Forgot email?](#)

[Create account](#) [Next](#)

Step 2

Type in your glow login. After your details you will then have to type in “@sl.glow.scot”.



Google

Sign in

Use your Google Account. You'll also sign in to Google services in your apps.

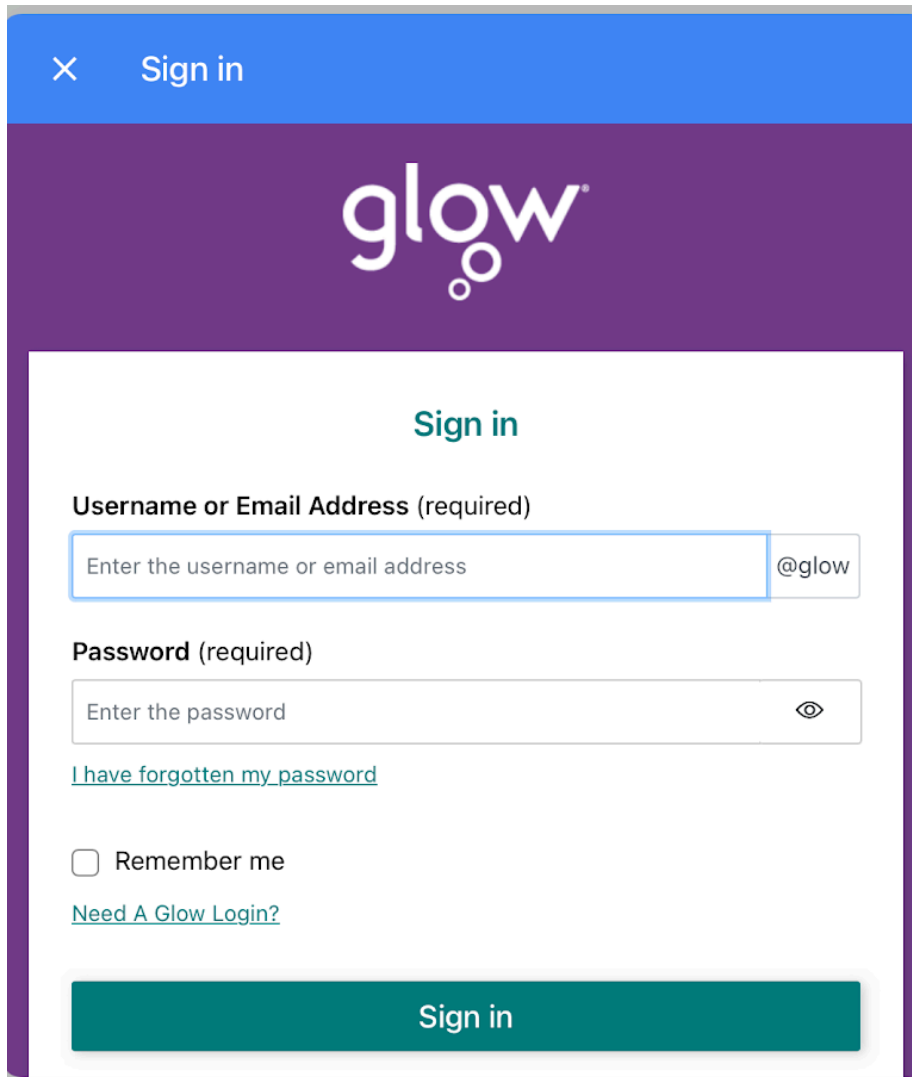
Email or phone gw(year)secondnamefirstname@sl.glow.scot

[Forgot email?](#)

[Create account](#) [Next](#)

Step 3

This will then open up a glow login page. Type in your normal glow login and password. You will then be able to access the class.



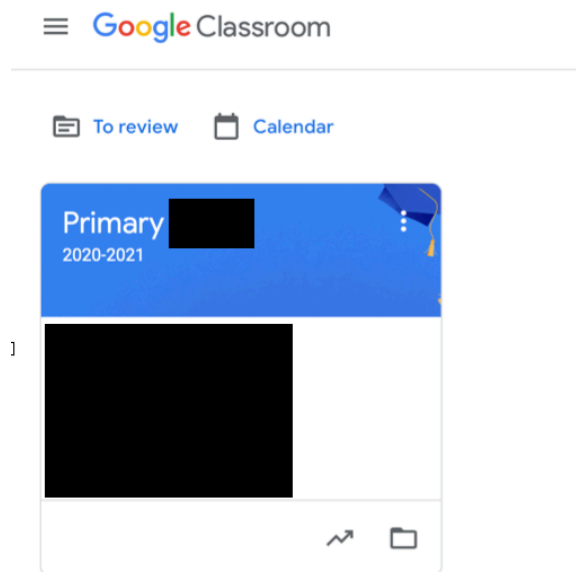
The image shows a mobile application interface for logging into 'glow'. At the top, there is a blue header with a white 'X' icon and the text 'Sign in'. Below this is a purple banner with the 'glow' logo in white. The main content area is white and contains the following elements:

- The text 'Sign in' in teal.
- The label 'Username or Email Address (required)' in black.
- A text input field with the placeholder text 'Enter the username or email address' and a dropdown menu showing '@glow'.
- The label 'Password (required)' in black.
- A password input field with the placeholder text 'Enter the password' and an eye icon for toggling visibility.
- A teal link: [I have forgotten my password](#)
- A checkbox labeled 'Remember me'.
- A teal link: [Need A Glow Login?](#)
- A large teal button with the text 'Sign in' in white.

How to post or attach a file to the stream

Step 1

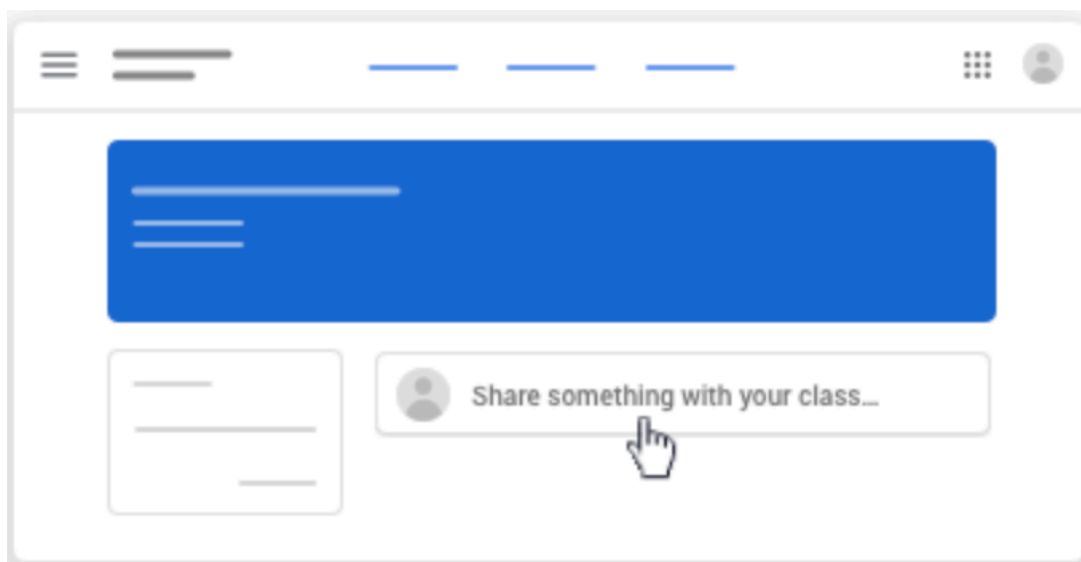
Sign into Google Classroom and click on your class.



Step 2

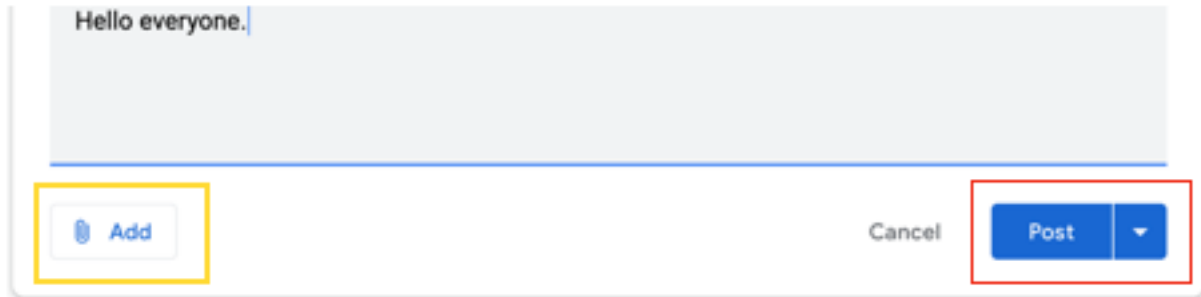
On the stream page, click "Share something with your class."

Note: If you don't see this, your teacher has turned this off.














Step 3

Enter what you want to say and click "Post".



Step 4

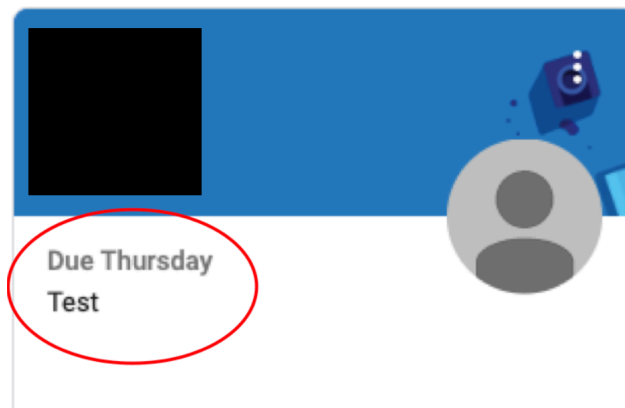
To attach a file click "add" and then choose an option then click "Post".

Attachment type	Directions
 Image or file	<ol style="list-style-type: none">Click File .Drag files to attach or select them from your computer and click Upload.
 Google Drive	<ol style="list-style-type: none">Click Google Drive .Select your file and click Add.
 YouTube	<p>Search for a video:</p> <ol style="list-style-type: none">Click YouTube .Enter keywords and click Search .Click the video  Add. <p>Attach a video link:</p> <ol style="list-style-type: none">Click YouTube .Click URL.Enter the URL and click Add.
 Link	<ol style="list-style-type: none">Click Link .Enter the URL and click Add Link.

How to find a task

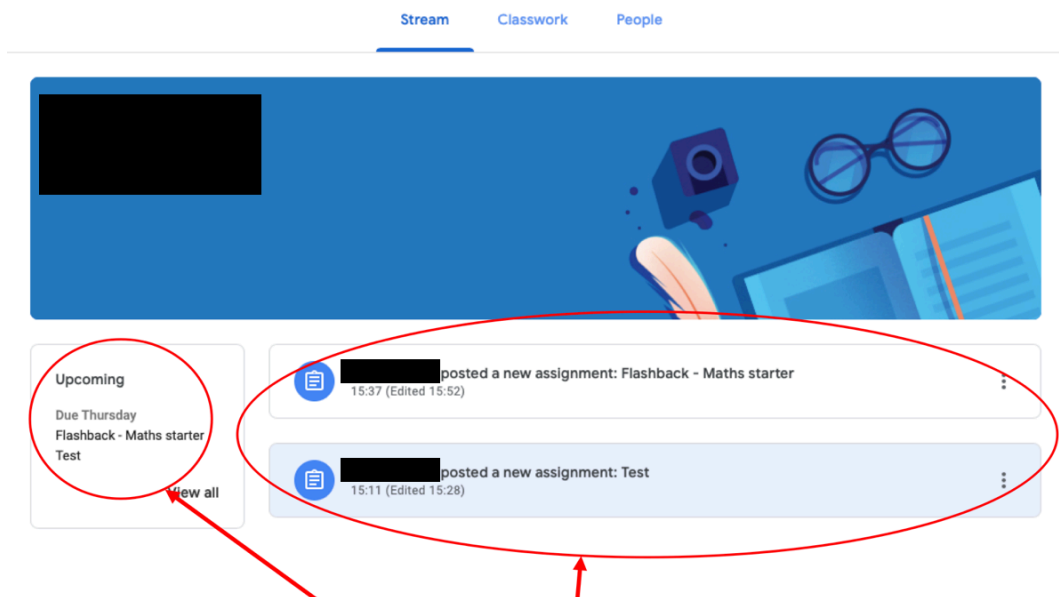
On the Class Page

When you sign into Google Classroom, before you click on your class if there are tasks with an upcoming hand in date the task will appear here.



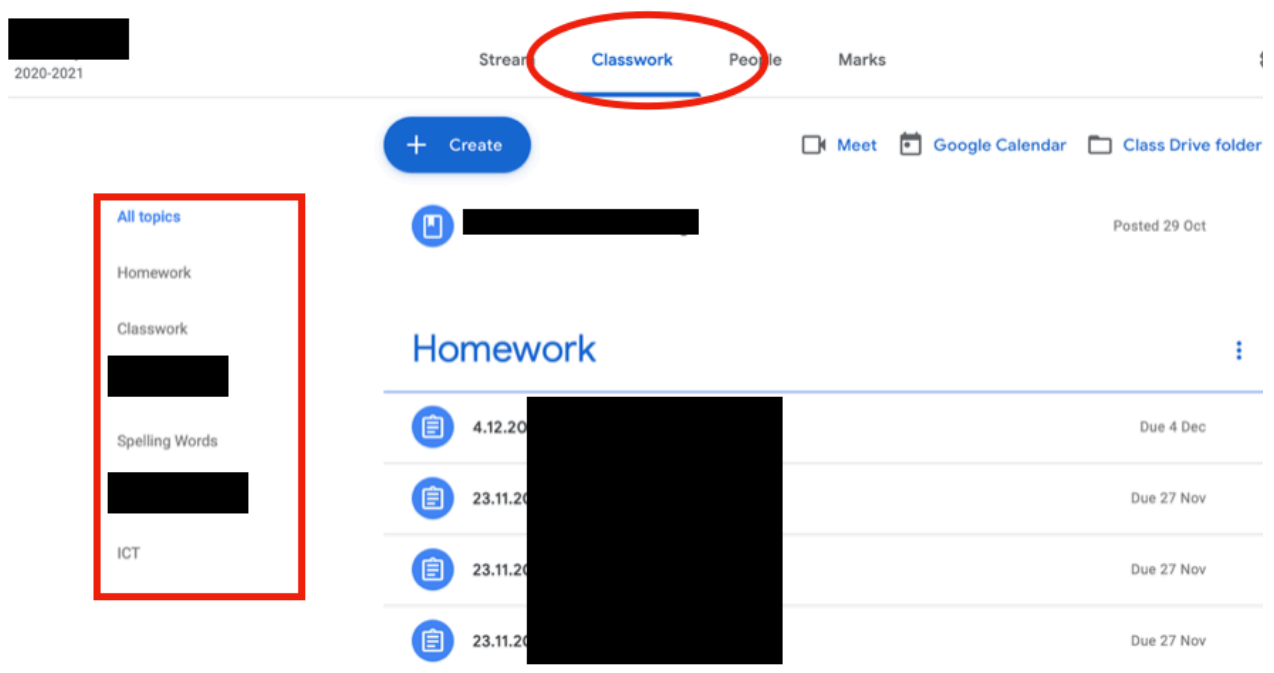
On the Stream

After you click on the class, you can view the stream. Here, there will be all the recent assignments that your teacher has uploaded. There will also be an upcoming section where any can find your assigned tasks.



In Classwork

If you select "Classwork" at the top of the page, this will open a page that has all the classwork that has been assigned to you. This can be separated into different sections to make it easier for you to find.



How to hand in and return your work

After you click on the task

1: The teacher may provide a description of the task that has to be completed.

2: You will be able to post comments on the task that the class can read.

3: You can also send a private message to the teacher. You can use that if you want to ask them a question about the task.

4: This is where you will complete and respond to the work.

The screenshot shows a task titled "Flashback - Maths Starter" with a red '1' next to the task description. Below the description is a "Class comments" section with a red '2' and a text input field. To the right, there is a "Your work" panel with a red '4' and a "Hand In" button. Below that is a "Private comments" section with a red '3' and a text input field. The "Class comments" and "Private comments" sections are circled in red.

1 Here is a quick starter. Only spend 5 minutes on this and think about everything you have been taught.

You can either type your answers on a new page or work out on page and share on the picture by clicking Add an attachment or Add and Create. The select the file you want to add.

2 Class comments

Add class comment...

Your work **4** Assigned

Test Test - Flashb... PDF

+ Add or create

Hand In

Private comments **3**

Add private comment...

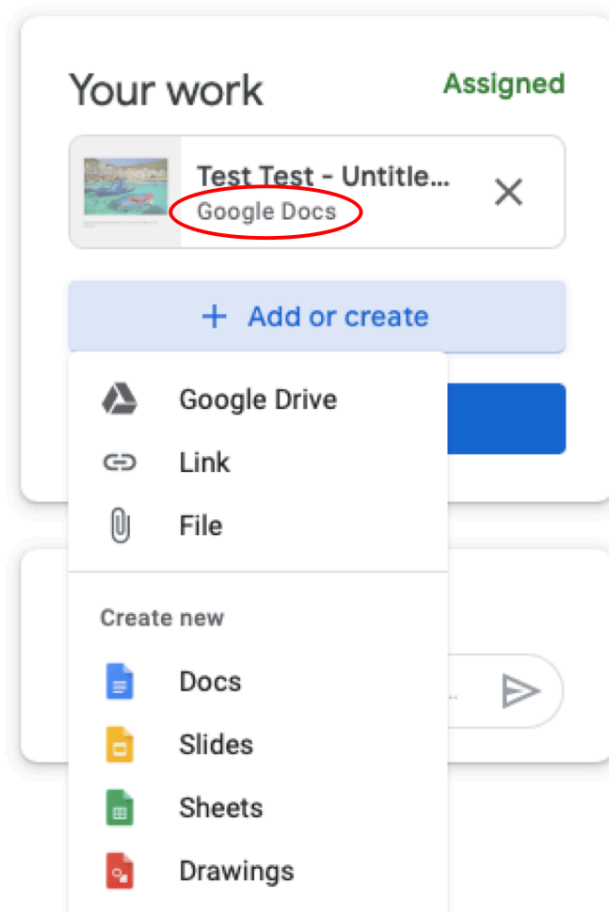
Completing the task

If the document says Google Docs/Slides/Sheets/Drawings/Form then you will be able to click on this document and write straight onto the document.

It will open a new window and you can close this when you have finished. This will automatically save and then you can click the blue "Hand in" button. *(See below if you are using a tablet.)*

If you press "Add or Create" you can click on Docs to create your own document to type on or "Slides" to create a PowerPoint.

You can select "File" and add something from your laptop or computer if you have created something separately or to add a photo of your work.



If using a tablet

If you are using the app on a tablet you will not be able to write directly onto the slide from your tablet. You can try the below images to try to be able to type onto the document, however this might still not allow you to write on the document.

If this still doesn't let you access the document you can do the following: Complete your work on paper or in your homework jotter. Click on the bottom of the screen which says: "Your work". You can then press "Add attachment", which will allow you to use camera or pick a photo to attach.

A method to try to allow you to type on the document

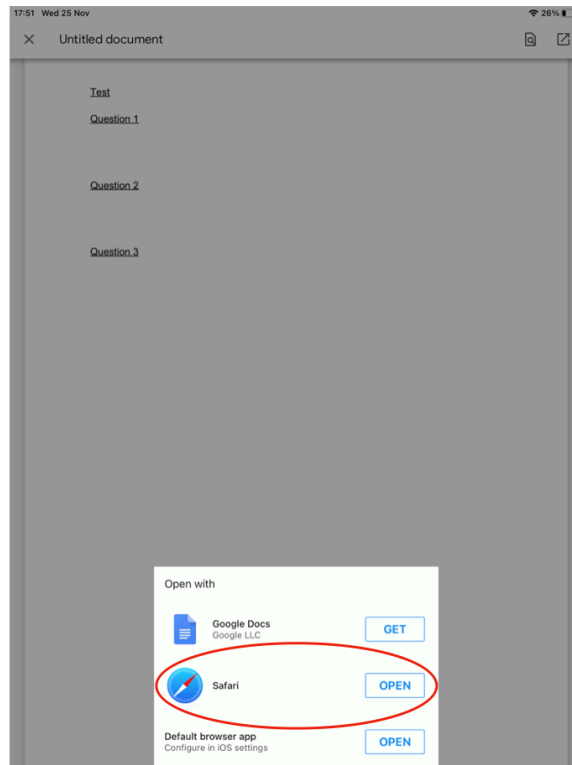
Step 1

On the document click the button in the red circle.



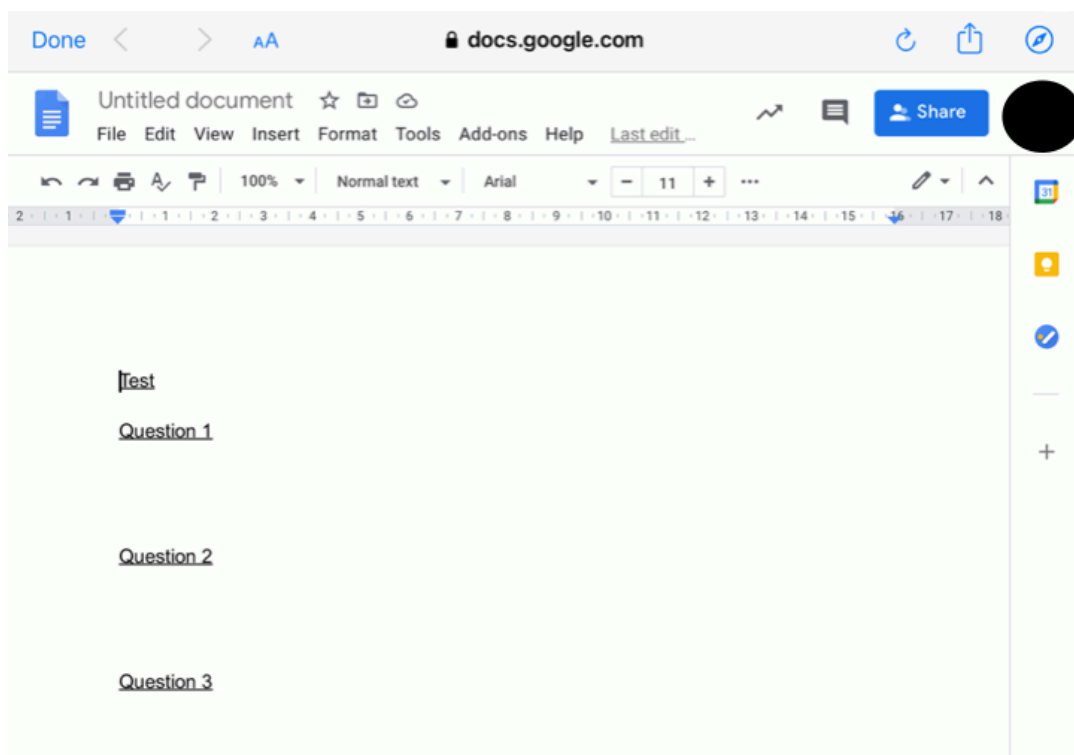
Step 2

Click open with Safari.



Step 3

This will open up a Google documents webpage.



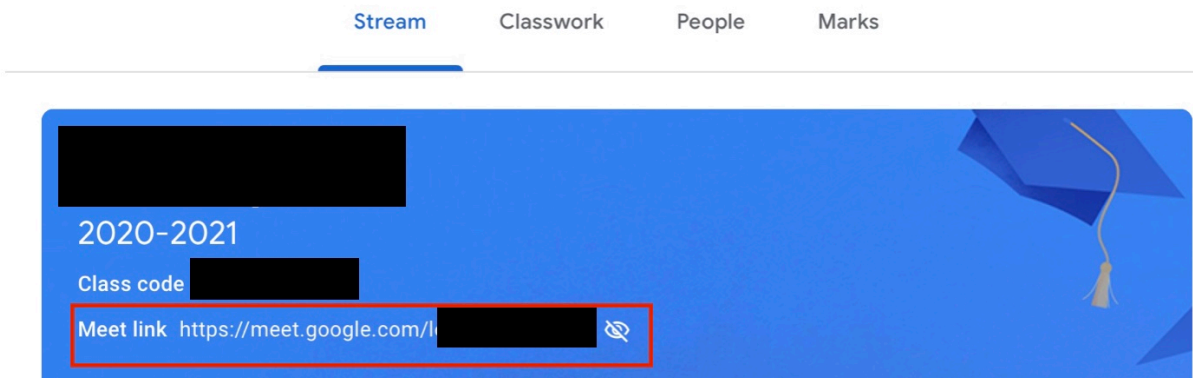
How to access Google Meet

Step 1

Your class teacher will set up a classroom meet. At the top of your stream a “Meet Link” will appear.

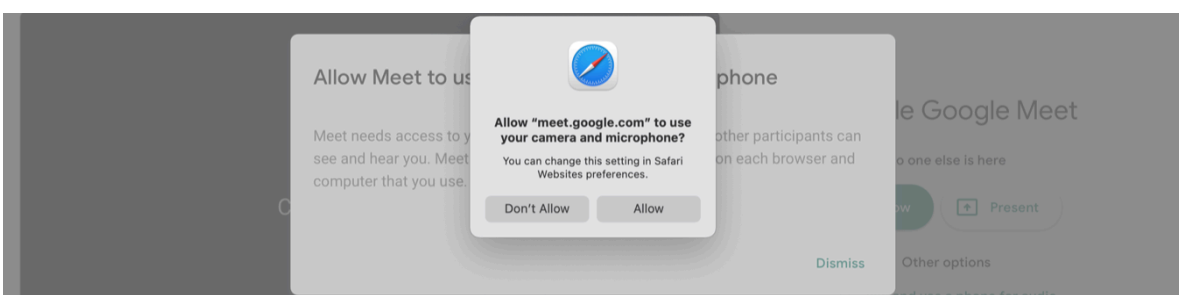
Click on this link to open the Google Meet.

Note: You will not be able to start your own meet, you will only be able to join a meet that your teacher has set up and will not be able to join until your teacher has.



Step 2

You may be asked for access to your camera and



Step 5

Click "Join Now" to join the meeting.

