



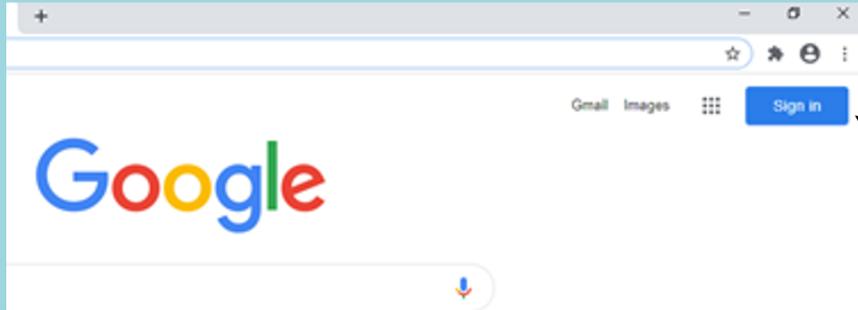
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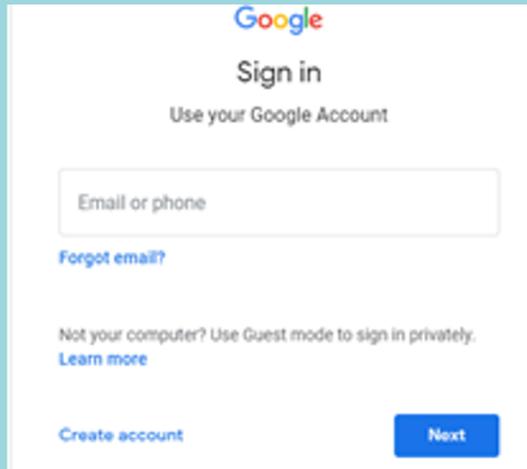
Strive for Success

Accessing your Google Classrooms





Step 1: Search for Google and sign in to **your own account**.



(Check you are in your own account, especially if someone else in your household uses your device)

Y9: 18gps-yourinitialsyourbirthday@gps.hlt.academy

Y10: 17gps-

yourinitialsyourbirthday@gps.hlt.academy

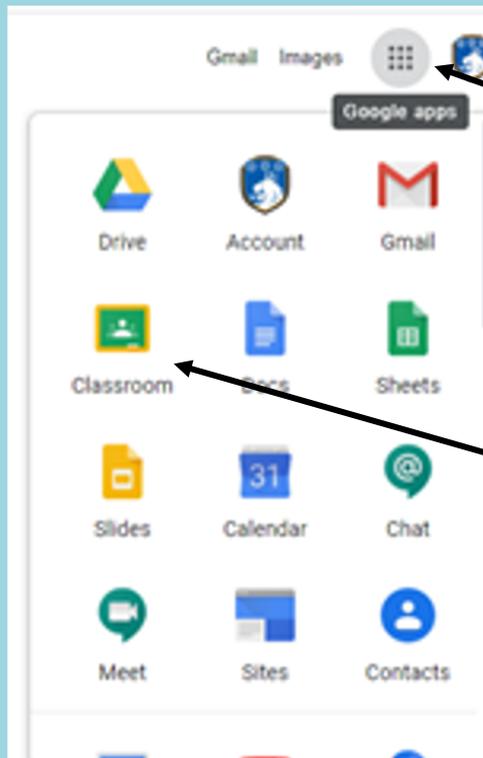
Y11: 16gps-

IMPORTANT :

If you haven't used your school account for a while or if you don't know your school password or if it is not over 8 characters long you will need it changing.

You need to see a member of IT & Technology ASAP.

It is YOUR responsibility so ensure it works.



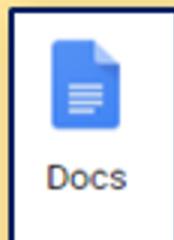
Step 2: Click on the 9 dots on the top right of your screen (Google apps icon)

Step 3: Click on the Classroom icon

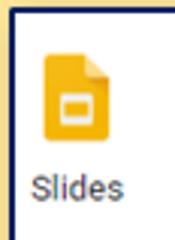
Other icons you might need from the 9 pins (top right)



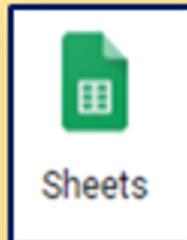
School email for school related communication with Teachers and your Peers **ONLY**. Keep your messages formal and professional.



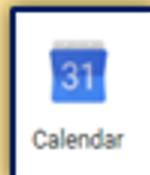
Docs



Slides

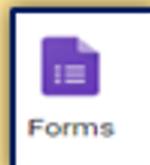


Sheets



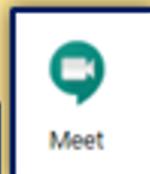
Calendar

Calendar to help keep you organised.



Forms

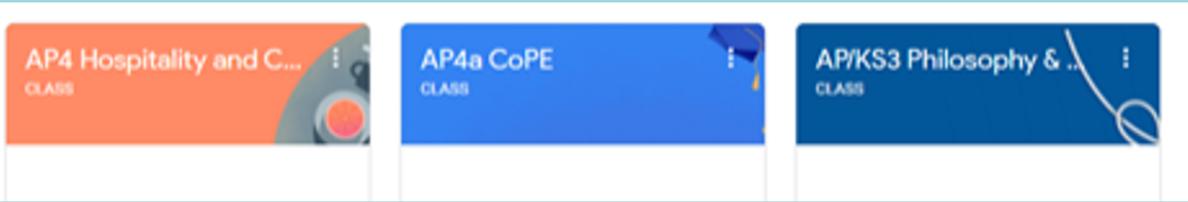
Forms are for quizzes and assessments and questionnaires



Meet

Meet is like zoom and will only be used if in lockdown.

Docs is a word processing app. (similar to Microsoft word)
Slide is a presentation app. (similar to Microsoft PowerPoint)
Sheets is a Spreadsheet app. (similar to Microsoft Excel)



AP4 Hospitality and C...
CLASS

AP4a CoPE
CLASS

AP/KS3 Philosophy & ...
CLASS

Teachers can set you work in two ways:

1. By setting assignments - you can click on the 'TO DO' task list and you will find the tasks you need to complete. Remember to submit tasks back to your teachers.
2. Through the Classwork stream - teachers post the lesson you have missed and you can complete tasks on the resource by making your own copy to type in to. You then need to share it back to your teachers.

Check both! Do not assume that you have no work if your 'to do' list is empty!

If you miss a lesson

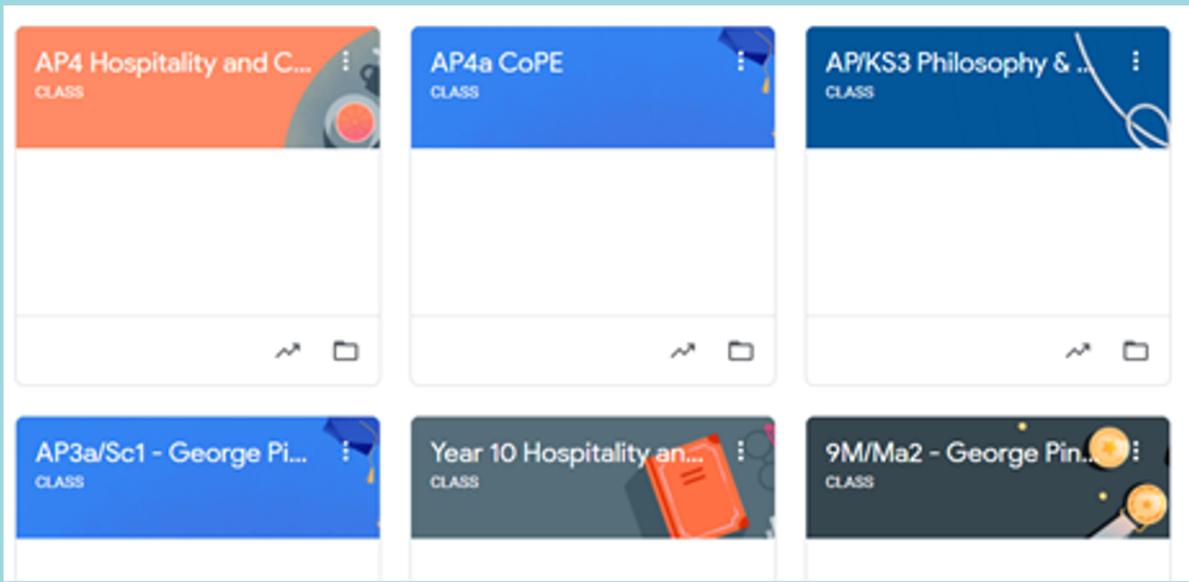


A screenshot of a digital class folder interface. At the top, there is a blue header with "Select theme" and "Upload photo" options. Below this is a white area with a "Share something with your class..." prompt. A sidebar on the left shows "Upcoming" tasks, including "Due Tuesday LO1 - (A) Understanding 1..." with a "View all" link. The main content area lists three items posted by "S Nolan": a new assignment on "Understanding the Purpose of Digital Graphics", a new material "Creative Media Hand book", and another new material "Pre production Theory Flashcards". A blue arrow points to the third item.

Teachers are starting to add their lesson presentations and handouts from their lessons in to your class folders. They will look like these.

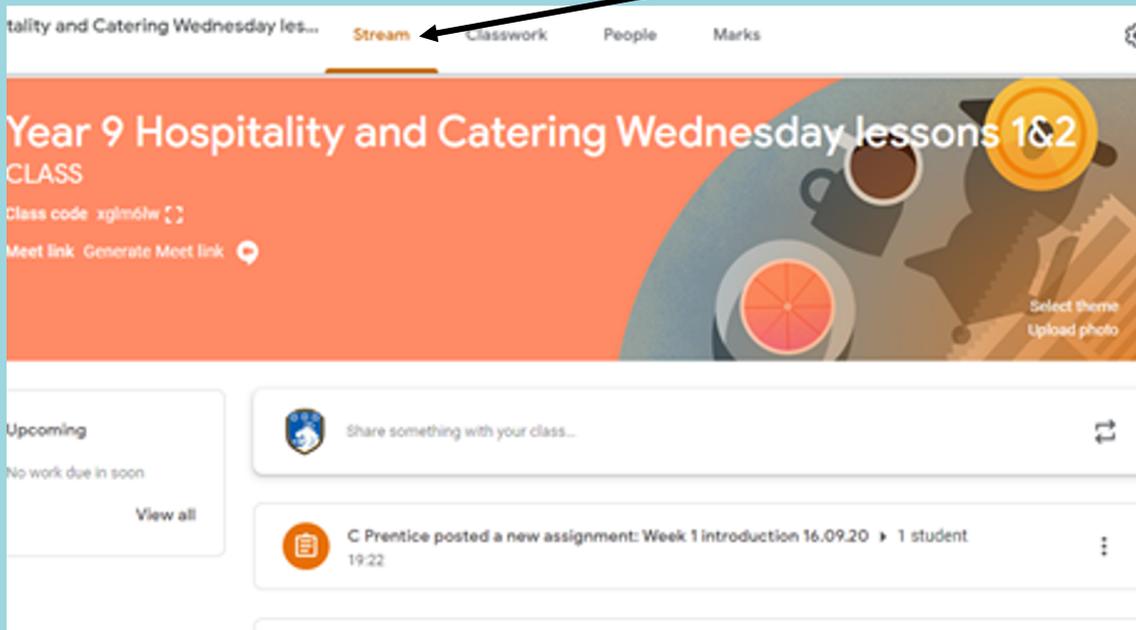
If you have missed a lesson that does not normally use computers, you can check to see what you have missed in individual classrooms.

You will be able to view these and work through them in a way similar to work set during lock down 2020. This will also be very useful when it comes to revision time.



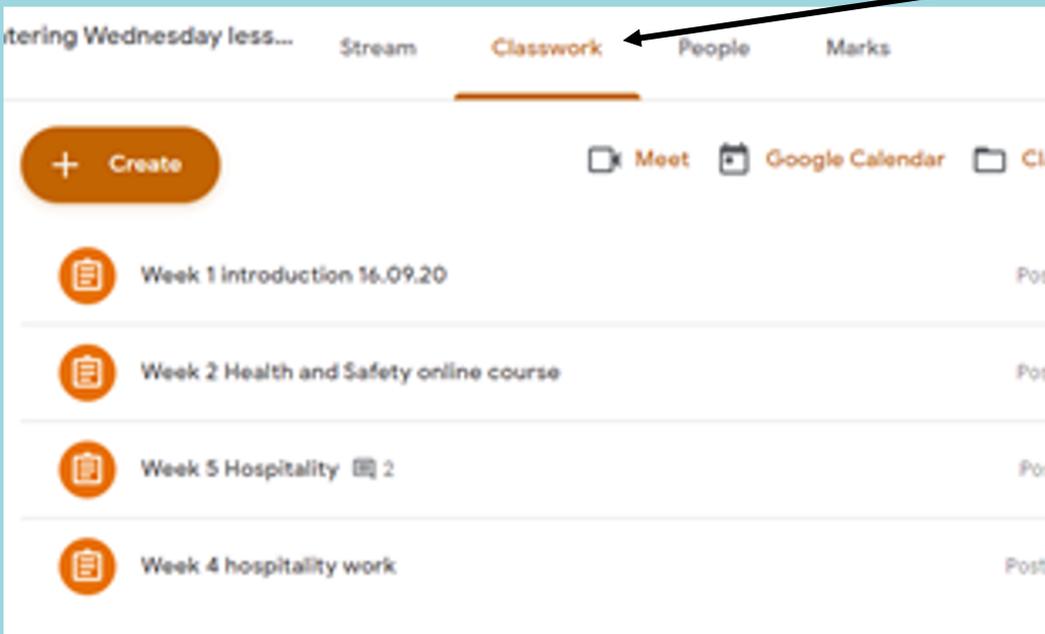
Step 4: Work through your to do list and look at the classroom for each class that you have on a given day. The **Calendar** will display your current timetable.

Step 5: To read messages sent to the class, click on Stream.



(Your teacher can block you for adding inappropriate comments to the class stream).

Step 6: To access work set for the class, click on Classwork.

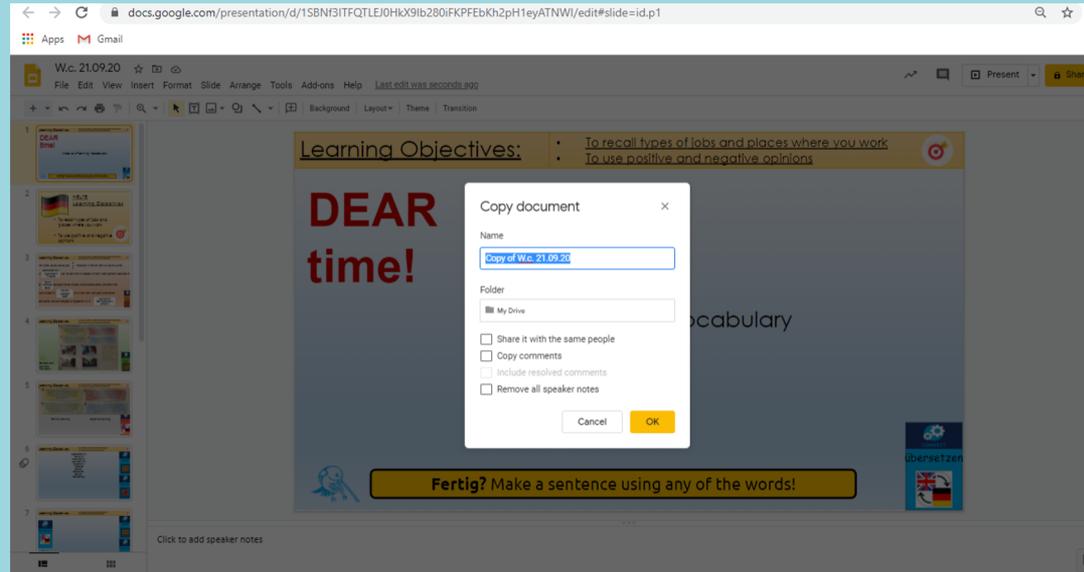


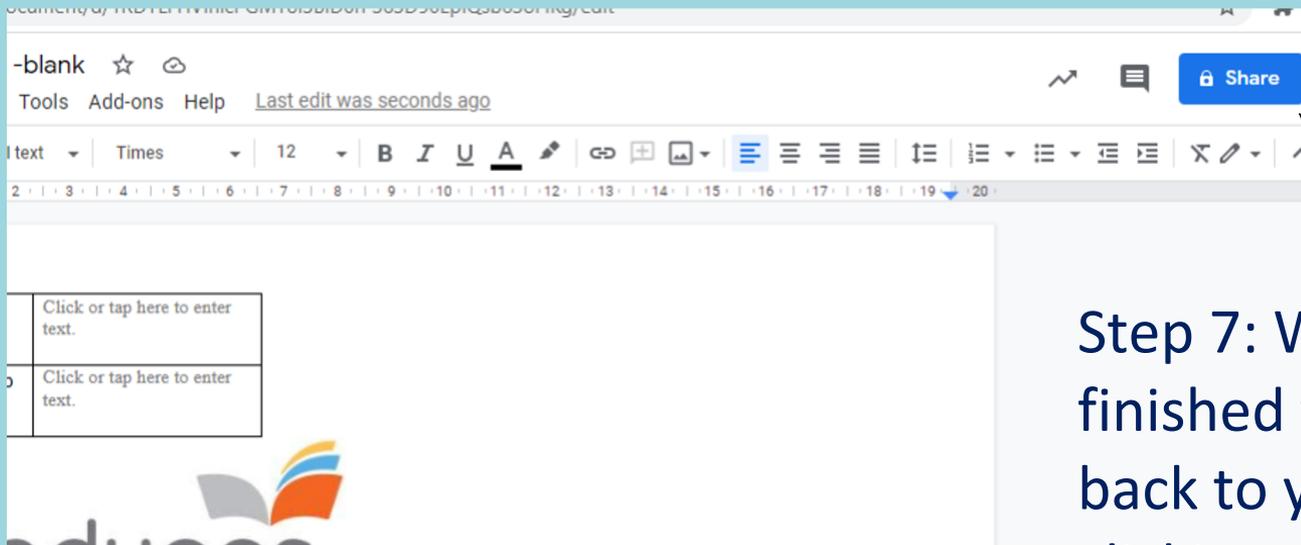
Read any
instructions
and open
any files that
are attached.

If your teacher has set work as 'material'. rather than an assignment, you need to make a copy of it and put it into your Google Drive.

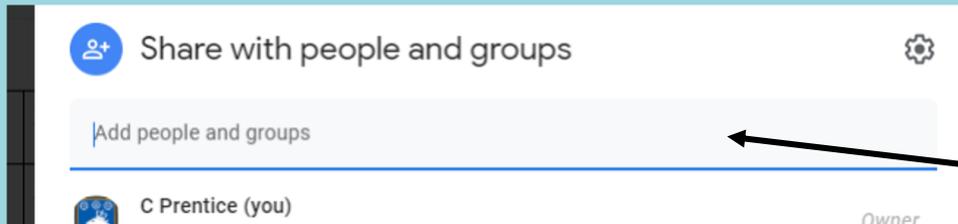
Open the material e.g. the PowerPoint or Word document then click FILE and MAKE A COPY.

This saves a copy of the document into your drive. You can then add answers and edit it before sharing back to your teachers.





Step 7: When you have finished the task, send it back to your teacher by clicking on the Share button.



Then type your teacher's email address in the box and send.

Now for a worked example.....

1. Go to Google
2. Sign in then click on the 9 dots....
3. And the classroom icon
4. Look at your timetabled classes and go in to tutor time
5. Click on the Class Stream and read the message....you can send a sensible reply!
6. Click on the Classwork tab and make a copy - into your drive - of the Google Doc 'I can access Google Classroom'
7. Complete all the tasks on the sheet then send back to your presenter - l.welsh or c.prentice. We will reply if you have done this properly.

If you are absent, for any reason.....

- Take the opportunity to complete work using Google Classroom
- We want you to succeed and you can make this happen!
- If you do not have a suitable device, let us know.....we will try to support as far as possible
- Your teachers may also be setting work using SAM Learning or MathsWatch....you should check these too
- The materials on Google Classroom do not disappear so use the resources to revise



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Week 6	Mon	Tues	Wed	Thurs	Frid
S13		11 KSW	10 CTA	11 CJL	
S14			10 DKI		11 ECL
S15	10 DTO	11 NHA			11 DVI
G1	10 KPI				

Week 7	Mon	Tues	Wed	Thurs	Frid
S13		9 APR	9 DSA		
S14			9 MWA		9 PBR
S15	10 LRO	9 CSP			
G1	10 TWO				