



## Google Classroom

### Completing an Assignment Using a Laptop / PC

1. Go to the Google Classroom website: [classroom.google.com](https://classroom.google.com)  
(OR you can go to [stthomas.ie](https://stthomas.ie) → Kids' Zone → Google Classroom)
2. Sign in using your Google Classroom username and password
3. Select your teacher's Google Classroom
4. Select an assignment
5. Read the instructions carefully
6. Click on the Google Docs / Slides activity that has your name on it (*this will open in a new tab*)
7. Complete the activity (*your work will save automatically*)
8. Go back to Google Classroom and click **HAND IN** to send your activity to your teacher
9. You can also send "Private Comments" to your teacher if you get stuck
10. Your teacher will correct the activity and give you feedback

## Completing an Assignment Using a Tablet / Phone

1. Download and install the following apps on your tablet or phone: Google Classroom, Google Docs and Google Slides
2. Open the Google Classroom app and sign in using your Google Classroom username and password (*you must add your school Google account to the device*)
3. Select your teacher's Google Classroom
4. Select an assignment
5. Read the instructions carefully
6. Tap on the UP ARROW beside "Your Work": 
7. Tap on the Google Docs / Slides activity that has your name on it
8. Tap on the square shaped icon along the top: 
9. Double-tap to add text and complete the activity
10. Tap the TICK along the top when finished: 
11. Tap the X along the top to close the activity: 
12. **Android:** Tap the BACK ARROW to return to Google Classroom: 
13. **Apple:** Go back into the Google Classroom app
14. Tap **HAND IN** to send your completed activity to your teacher (*only do this when you have finished the activity completely*)
15. You can also send "Private Comments" to your teacher if you get stuck
16. Your teacher will correct the activity and give you feedback

## Using a Tablet or Phone to Send a Photo of Your Work

1. Download and install the Google Classroom App on your tablet or phone
2. Open the Google Classroom app and sign in using your Google Classroom username and password (*you must add your school Google account to the device*)
3. Select your teacher's Google Classroom
4. Select an assignment and read the instructions carefully
5. Complete the activity neatly in your copy
6. Tap on the UP ARROW beside "Your Work": 
7. Tap "+ ADD ATTACHMENT" and then "TAKE PHOTO"
8. When you have taken a clear photo of your work tap the TICK: 
9. Tap **HAND IN** to send the photo of your work to your teacher
10. You can also send "Private Comments" to your teacher if you get stuck
11. Your teacher will correct the activity and give you feedback

# GOOGLE MEET



## Joining a Google Meet Conference Using a Laptop or PC

- Go to your teacher's Google Classroom
- Click on the Google Meet link along the top
- Click “**Allow**” to allow your camera and microphone to be used
- You can turn off your **camera** at any stage by clicking the camera icon or you can leave it on and turn on the background blur feature
- Please turn off your **microphone** by clicking the microphone icon until it is your turn to speak
- Click “**Join now**”
- You can turn on your **microphone** when it is your turn to speak by clicking the microphone icon
- Click the **red phone icon** to leave the conference

## Joining a Google Meet Conference Using a Tablet or Phone

- Download and install the Google Classroom and Google Meet apps on your tablet or phone
- Open the Google Classroom app and sign in using your Google Classroom username and password (*you must add your school Google account to the device*)
- Select your teacher's Google Classroom
- Tap the camera icon along the top: 
- You can turn off your **camera** at any stage by tapping the camera icon or you can leave it on
- Please turn off your **microphone** by tapping the microphone icon until it is your turn to speak
- Tap "**Join**"
- You can turn on your **microphone** when it is your turn to speak by tapping the microphone icon
- Tap the **red phone icon** to leave the conference

## Google Classroom Rules

- Your teacher will help you with your learning on Google Classroom during school hours only.
- Do the work your teacher gives you on Google Classroom to the best of your ability.
- Always behave in an appropriate, safe, respectful and kind manner online.
- Turn your microphone off until it is your turn to speak on Google Meet.
- When it is your turn to speak on Google Meet, use your normal voice and speak in a kind and respectful manner.
- Show respect by listening to others when they are speaking on Google Meet.
- Dress appropriately for Google Meet sessions.
- Taking photos of or recording Google Meet Conference Calls is not allowed.