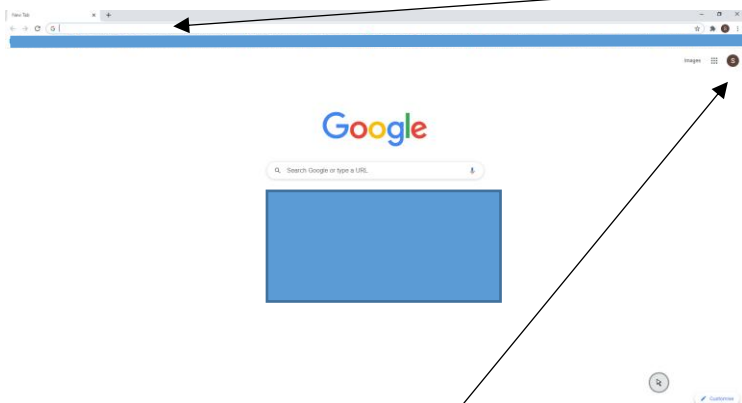
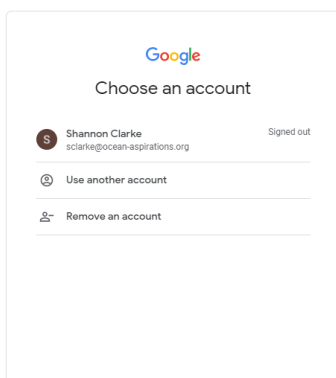


## How to log onto Google Classroom

1. Open up your browser (does not have to be Chrome). Type the URL [classroom.google.com](https://classroom.google.com) and enter. If using a tablet or iPad, the logon method will be different.



2. Sign in to your Classroom account using your own logon code that looks similar to the example in step 3. You must make sure you are logged **out** of any existing Google accounts. Click **use another account** and follow the steps. If you are logged in as someone else, you will need to click this initial icon to sign out and reach the image below.

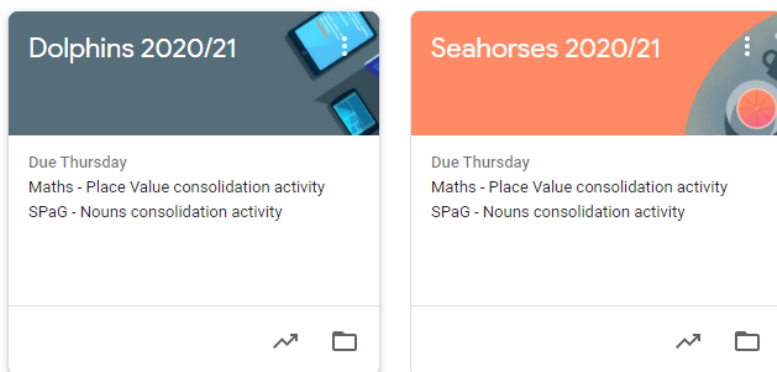


3. Use the email and password as seen below (most children should have this in their reading record). Contact the school office if you still do not have one. Please ensure it is **all** correct!

This order: NUMBER, INITIAL, FULLSTOP, SURNAME, @, EMAIL ADDRESS

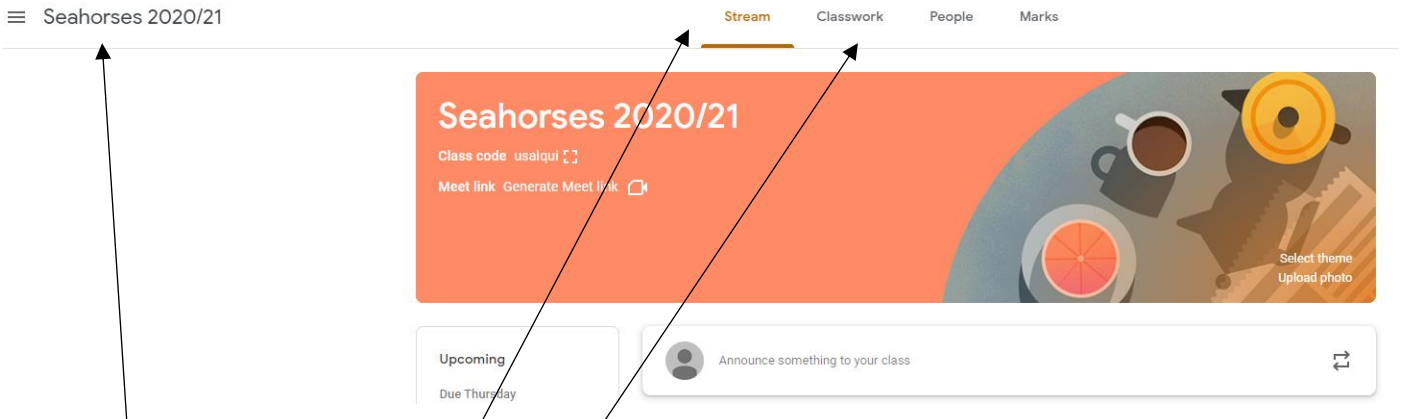
<a href="mailto:20S.Clarke@ocean-aspirations.org">20S.Clarke@ocean-aspirations.org</a>	S**** (box not needed)	Clarke (box not needed)	Kdh296 CASE SENSITIVE
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4. Click on **your** class to go through to your Classroom.



5. The tutorial section should have been completed when we logged in before half term but follow the steps if this is not the case.

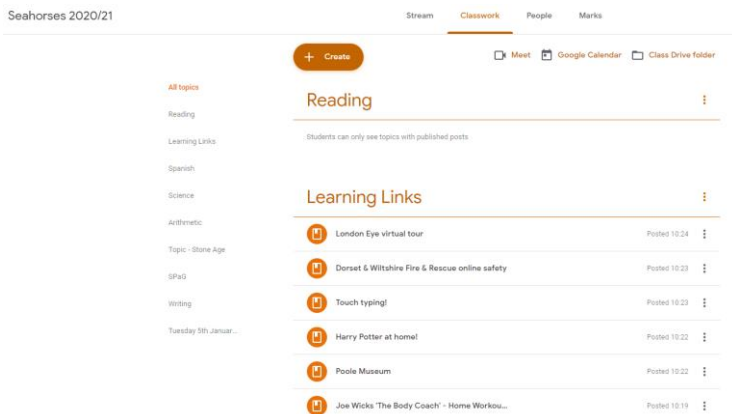
6. This is your main Classroom screen. Here you can access everything you need.



- Return to this homepage.
- See announcements, posts and comments on the stream.
- View classwork/assignments/links.

7. Classwork is where you will spend most of your time. Here you can view your outstanding work. Learning that has been completed will turn grey. An assignment will be posted each say for SPaG, arithmetic and reading. Writing will be once a week on a Monday. Topic/science will be once-twice a week. This may change so keep an eye on MMe for regular updates from the teachers – **if you don't have access please contact the office so we can get you on as it'll be our main line of communication for updates directly from the teachers!**

8. Below is an example of how the Classroom currently looks. Please visit each section to see an updated assignment each day. It will be accompanied with a short date so you can keep track easily.



9. If you're unsure of how to submit, there are lots of tutorials online to help, and there's a link on the Ocean website that can also support with this.