




# Google Classroom at KEVI

A Student Guide

# Instructions

- This is a User Guide to help students work their way around **Google Classroom**.
- This guide will cover the basics.
- You should have **Google Classroom** open in front of you as you use this.
- There will be some annotations to explain the different features.
- As we go through, you will see the **hand cursor**  on each page, which will direct you to what you should click on next.
- We will be using a fake account where the student is called **Joe Bloggs**. The teacher is **Mr Lomas**. The sample class is a History class.

# A few key points...



## Check with your teacher

Not every teacher will set their work using Google Classroom. Please check with your teacher first. If your teacher uses it, you should receive an email, or check your Classroom account.



## Google Drive

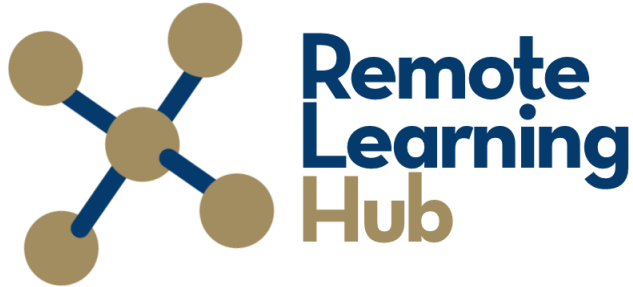
Through Google Classroom you can store your work on your own Drive with unlimited storage.



## Google Docs and more

You don't need Word on your laptop/PC – you can use the free Google Docs etc. in Google Drive.

# A few key points...



## Stay up-to-date

For the latest information from school, visit the school website.



## Compatibility issues

Some students may experience compatibility issues, especially users of Apple iOS technology. If possible, try using **Google Chrome** as your web browser or using Google Classroom in a **Private/Incognito window** if you experience difficulties. This may help.



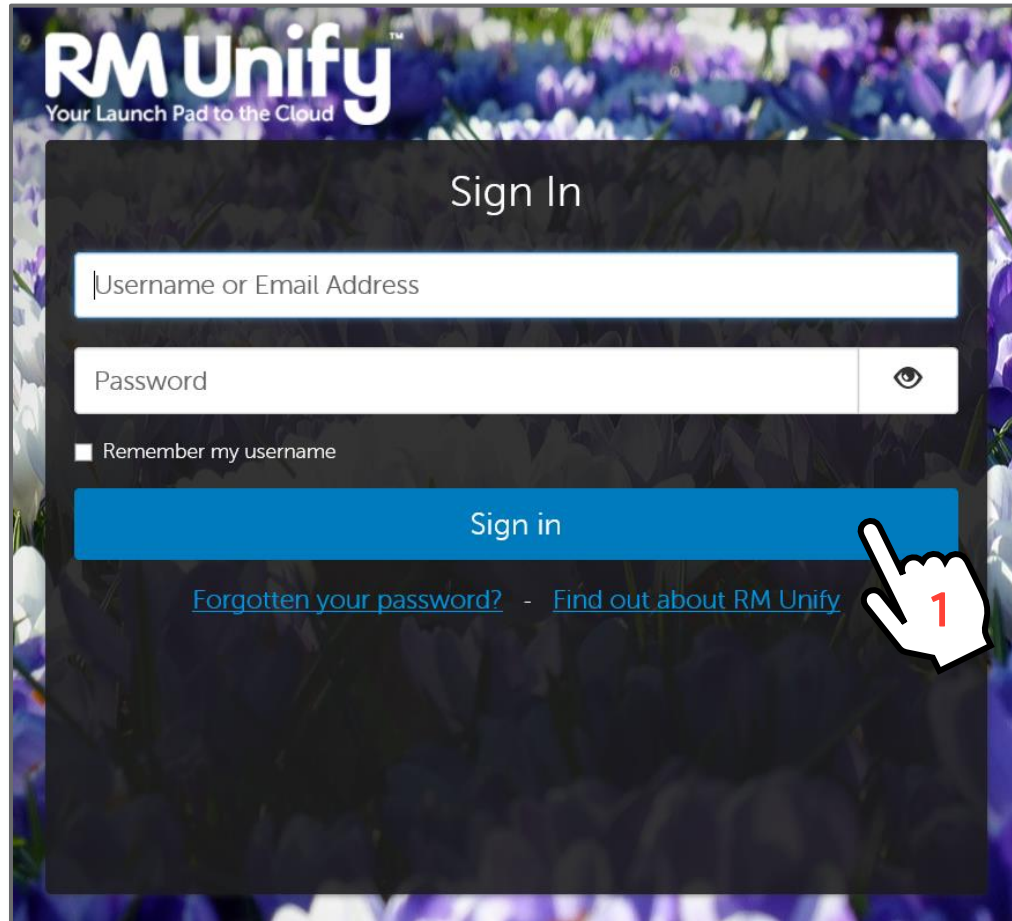
## Need guidance?

If you still need help with Google Classroom after reading this, please email [webmaster@kevi.org.uk](mailto:webmaster@kevi.org.uk).



Let's get started...

# How to login



- Go to [kevistafford.rmunify.com](https://kevistafford.rmunify.com)
- Enter your school email address.
- Enter your school account password.
- Click Sign in.

Make sure you are signed out of any personal Google account. If you have trouble using it, perhaps try using Google Chrome if you have it, or a Private/Incognito window as sometimes caches and cookies can cause issues.

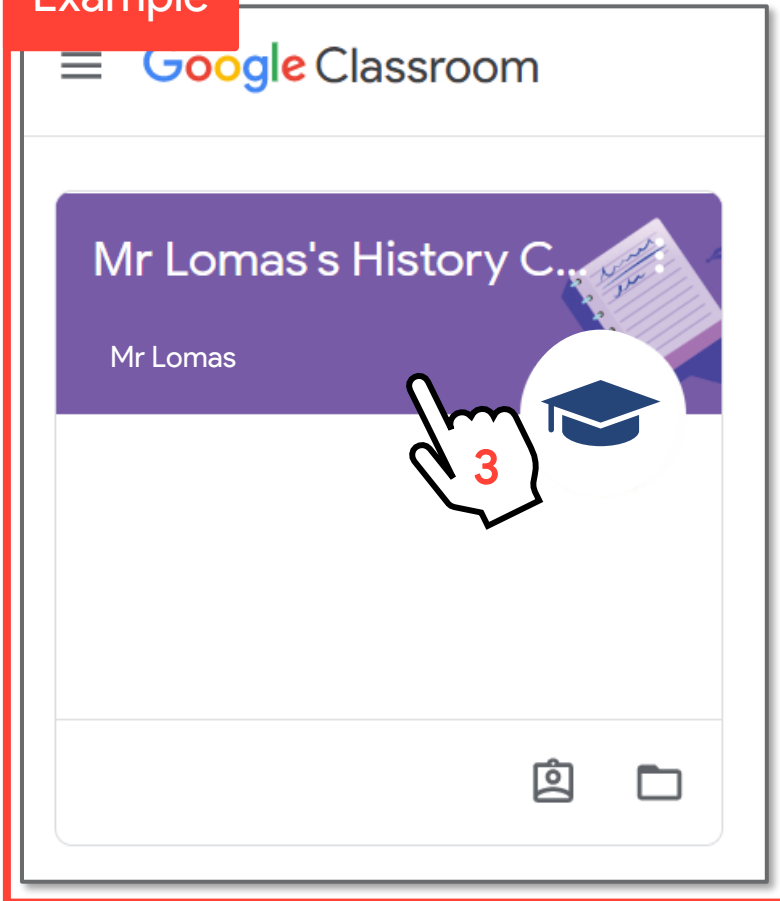
# How to login



- Click on the Google Classroom tile.

# The Home Screen

## Example

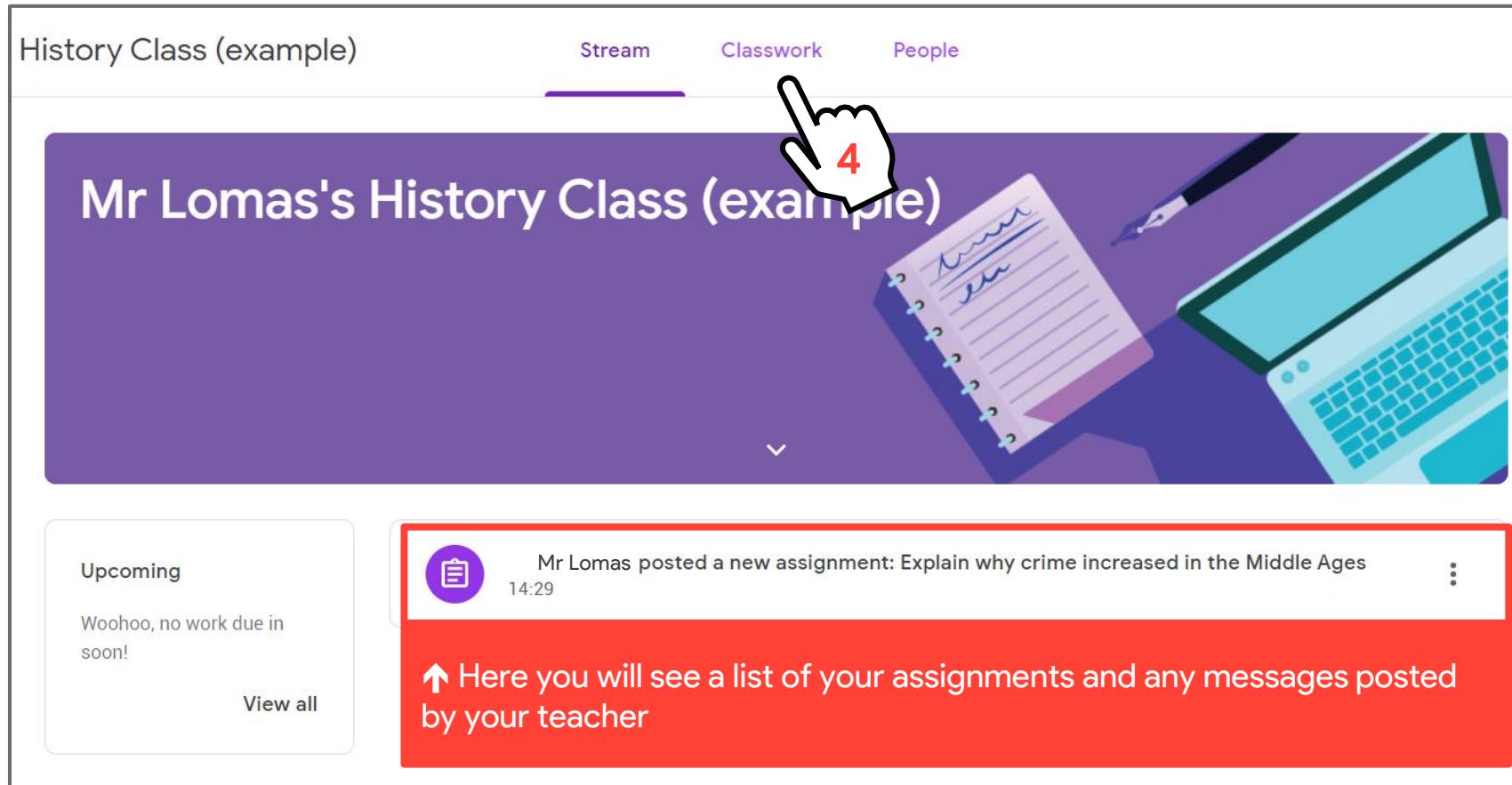


\* When you first login you may be asked if you are a Teacher or Student. If you click Teacher it will send your request to the School Admin for approval – which you will not get – so please click Student!

- Now you should see all your classes displayed on the screen.
- Click on the class you want to view.
- In this example, I would click Mr Lomas's History Class.
- You can pick any class where you have been set work.



# Class Stream



History Class (example)

Stream Classwork People

Mr Lomas's History Class (example)

Upcoming

Woohoo, no work due in soon!

View all

Mr Lomas posted a new assignment: Explain why crime increased in the Middle Ages 14:29

↑ Here you will see a list of your assignments and any messages posted by your teacher

- This screen is your **Class Stream**, where you see an overview of activity in your class (e.g. what work your teacher has set or marked.)
- Next, click **Classwork** at the top.


# Classwork



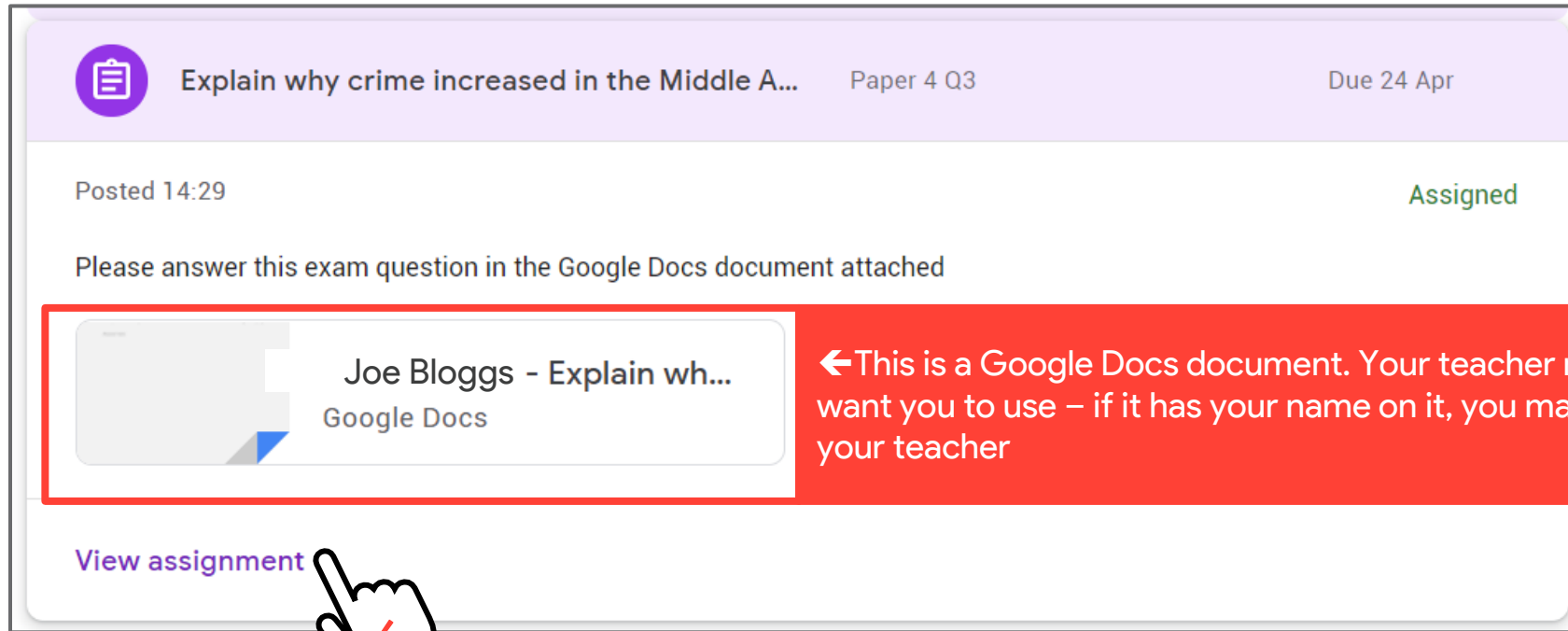
The screenshot shows the Google Classroom interface. At the top, there are two tabs: 'Stream' and 'Classwork', with 'Classwork' selected. Below the tabs, there are three red callout boxes with white text and icons:


- Left box: "↓ This is where you can view work you've completed already" with a "View your work" button and a person icon.
- Middle box: "↓ Look at when your work is due on the calendar" with a "Google Calendar" button and a calendar icon.
- Right box: "↓ Files your teacher has shared with you appear here in the Class Drive" with a "Class Drive folder" button and a folder icon.

The main content area shows a class titled "Changes in Crime & Punishment". Below the title, there is a list of assignments. The first assignment is "Explain why crime increased in the Middle A..." with a due date of "Due 24 Apr". A red callout box points to the due date with the text "← This is when this piece of work is due". A hand icon with the number "5" is pointing to the assignment title.

- This is all the work that has been set by your teacher in this class and **when it is due**.
- You can also access your assignment **Calendar** and your **Class Drive**  - where files are stored by your teacher for you to use on this, and other, assignments.
- Click on the piece of work you need to complete.


# Assignments



 Explain why crime increased in the Middle A... Paper 4 Q3 Due 24 Apr

Posted 14:29 Assigned

Please answer this exam question in the Google Docs document attached

 Joe Bloggs - Explain wh...  
Google Docs

[View assignment](#)


← This is a Google Docs document. Your teacher may attach a file or doc which they want you to use – if it has your name on it, you may need to fill it in and submit it to your teacher

- Once you've clicked the work you need to complete, details should now appear, telling you a little bit more.
- Now click **View assignment**.

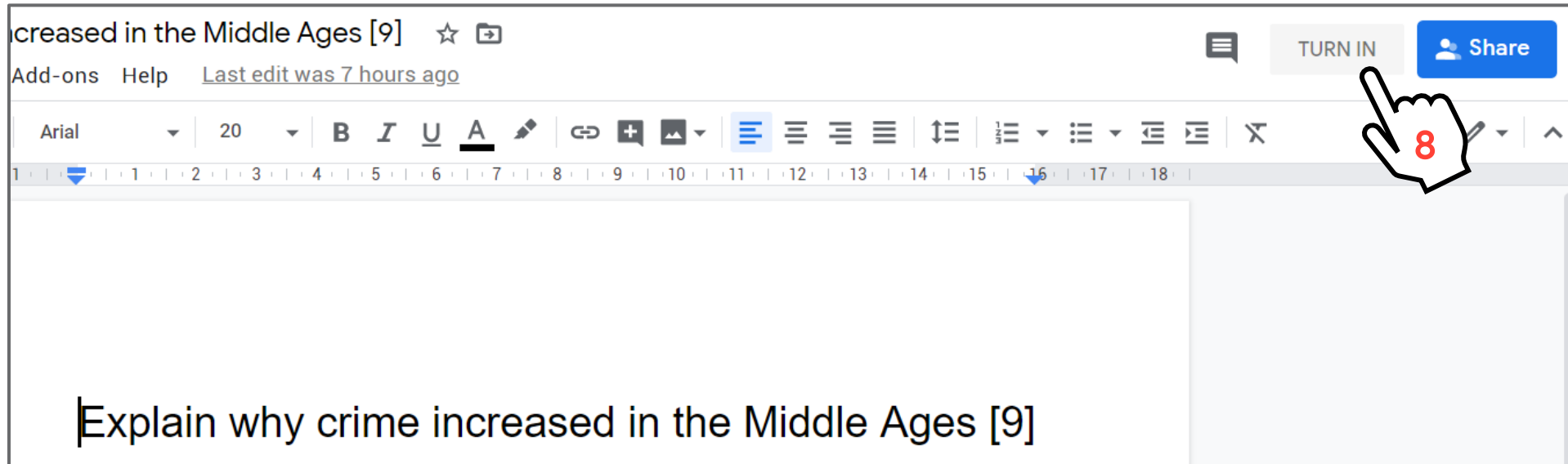
# Assignments



The screenshot shows a Google Classroom assignment interface. At the top left, it says 'Due 24 Apr' and '9 points'. The assignment title is 'Explain why crime increased in the Middle'. On the right, the status is 'Your work' and 'Assigned'. Below the title, there are three red callout boxes with white text and arrows pointing to specific elements: the first points to the assignment title, the second points to the 'Add or create' button, and the third points to the 'Hand in' button. A hand icon with the number '7' is pointing to the 'Hand in' button. The interface also includes a 'Class comments' section and a 'Private comments' section with an 'Add private comment...' button.

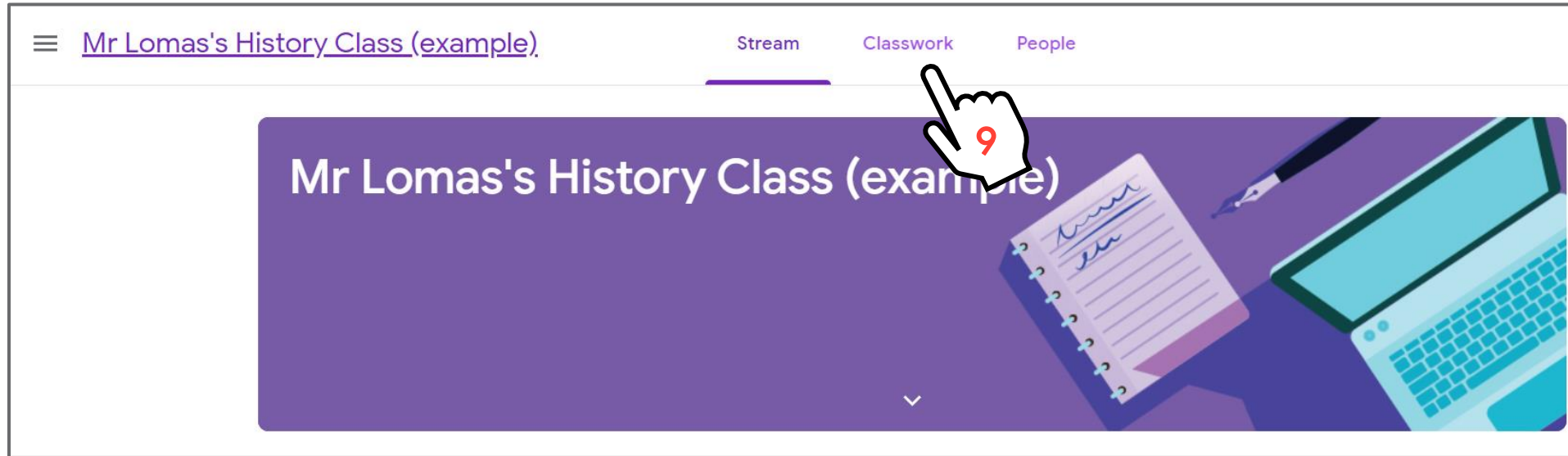
- This is your **Assignment** screen, with details about your work.
- The right-side panel allows you to edit a doc sent by your teacher, attach your own (upload or **Google Drive** ) and then **Hand in** – when you're ready.
- For now, we are going to open the doc your teacher has sent. **Click on the file.**

# Google Docs



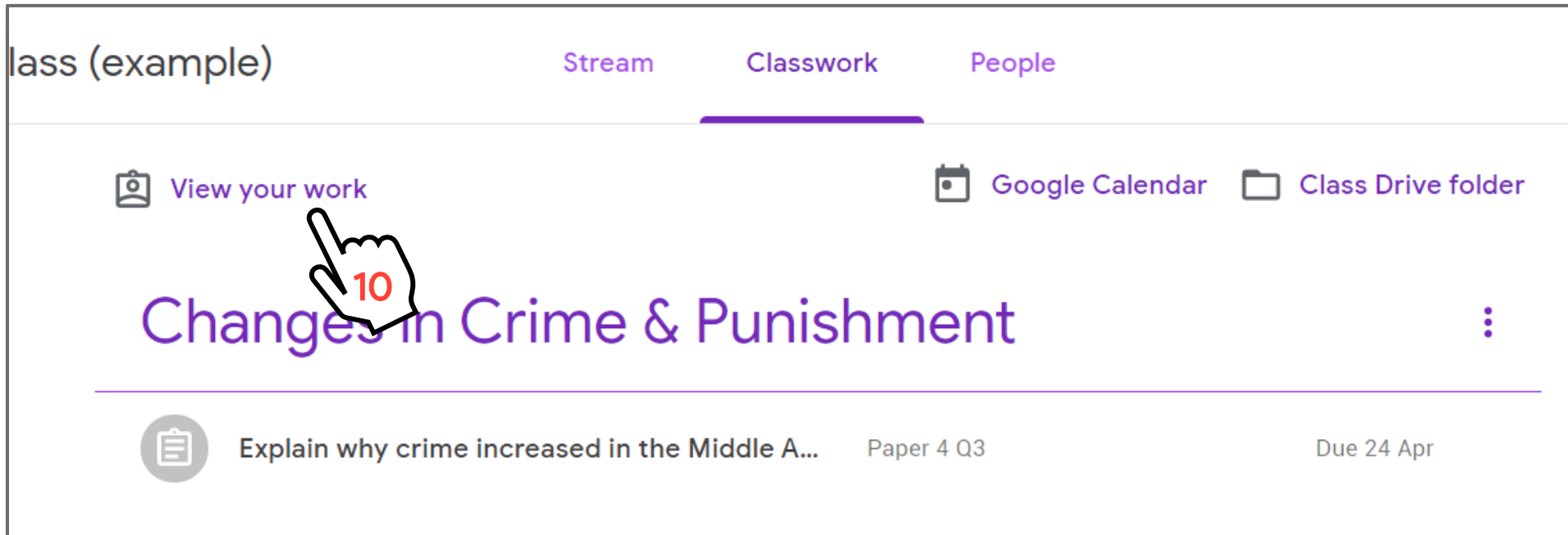
- This is a [Google Docs](#) document. You can use it as you would MS Word.
- You can edit this as much as you like, [it will save automatically](#) – there is no Save button! You can edit it, close it, reopen it as many times as you like until you're ready to submit.
- When you are ready to hand it in, [click TURN IN](#).
- [There is no need to use Share as this will NOT submit it to your teacher.](#)

# Class Stream






- Now you're back on your **Class Stream**, let's have a look at your scores and feedback on marked work.
- [Click Classwork.](#)

# View your work




Class (example)

Stream **Classwork** People

 View your work  Google Calendar  Class Drive folder

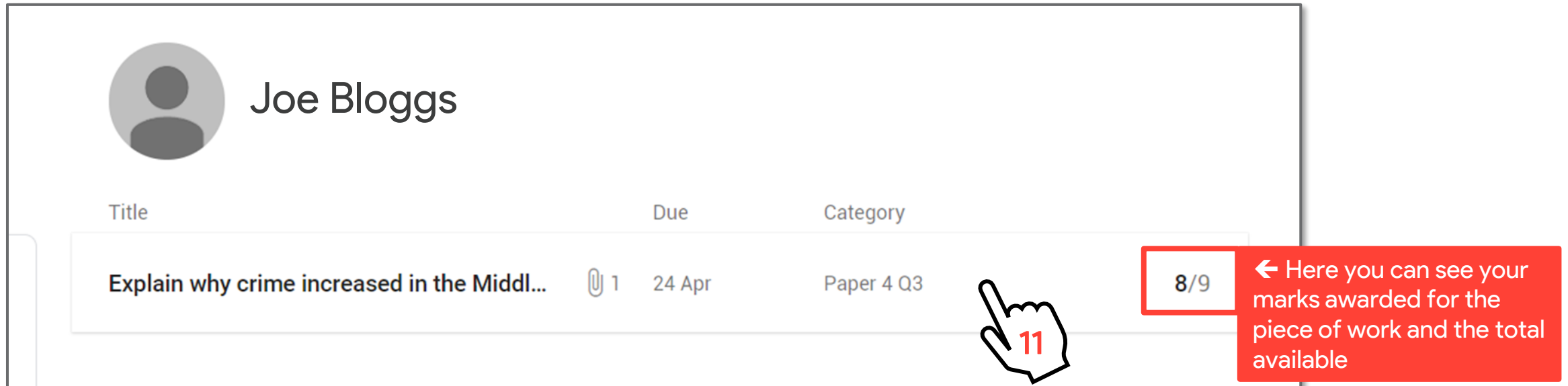
**Changes in Crime & Punishment** ⋮

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 Explain why crime increased in the Middle A... Paper 4 Q3 Due 24 Apr

- Here you will see **all your work** (both work that's due and work that's completed).
- Click **View your work** to view your marked work.

# View your work



Joe Bloggs

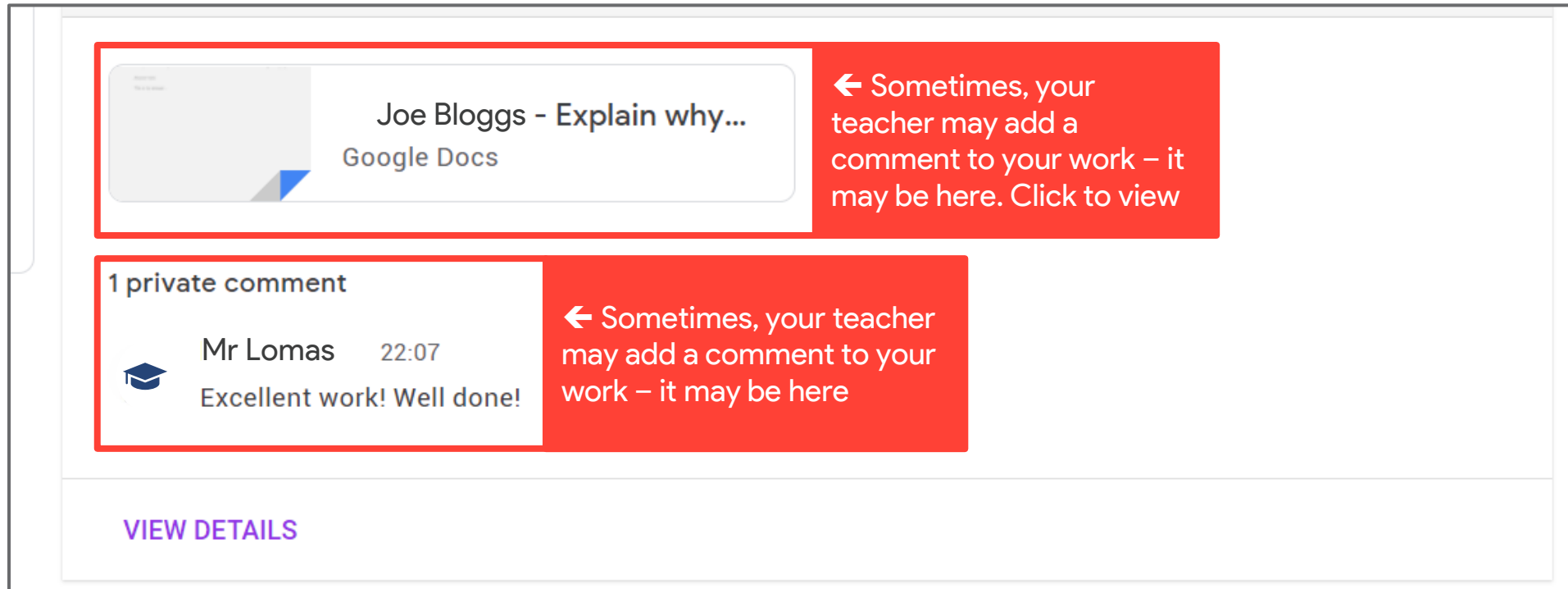
| Title                                       | Due    | Category   | Marks |
|---|--------|------------|-------|
| Explain why crime increased in the Middl... | 24 Apr | Paper 4 Q3 | 8/9   |

← Here you can see your marks awarded for the piece of work and the total available

- This is a list of all your **completed work**.
- You can see the marks you have been awarded for completed work. It will also display the total marks available (where applicable).
- Click anywhere on the piece of work to view more details.




# View your work



The screenshot shows a work item titled "Joe Bloggs - Explain why..." from Google Docs. Below the work item, there is a section for "1 private comment" from "Mr Lomas" at "22:07" with the text "Excellent work! Well done!". A red box highlights the work item and its associated comment, with text explaining that teachers can add comments to work. Another red box highlights the private comment itself, also with explanatory text. A "VIEW DETAILS" button is visible at the bottom of the work item card.

- You can now see more detail about your work, including any **comments the teacher may have added**.
- Sometimes these comments may be added on to the actual piece of work, so take a look.

# That's it!

- That is the end of the basic student guide.
- Teachers may set work slightly differently, maybe a quiz or test, rather than an assignment, but all tasks generally work in the same way.
- **If you are struggling to access the work, you should contact the teacher that set the work first.**
- For further help, please email [webmaster@kevi.org.uk](mailto:webmaster@kevi.org.uk) or speak to **Mr D Lomas**. The IT Support Team should only be contacted as a last resort.
- Remember you can store files in your **Google Drive** , using your school username and password. There is a lot of storage available to you. **You DO NOT need MS Word or PowerPoint downloaded on your PC/laptop, all work can be done and saved online with Google.**



# Thank you.

For more information visit  
the school website or  
contact Mr D Lomas.

This guide was produced by  
King Edward VI High School in April 2020.

[www.kevi.org.uk](http://www.kevi.org.uk)

**KING EDWARD VI**  
HIGH SCHOOL

