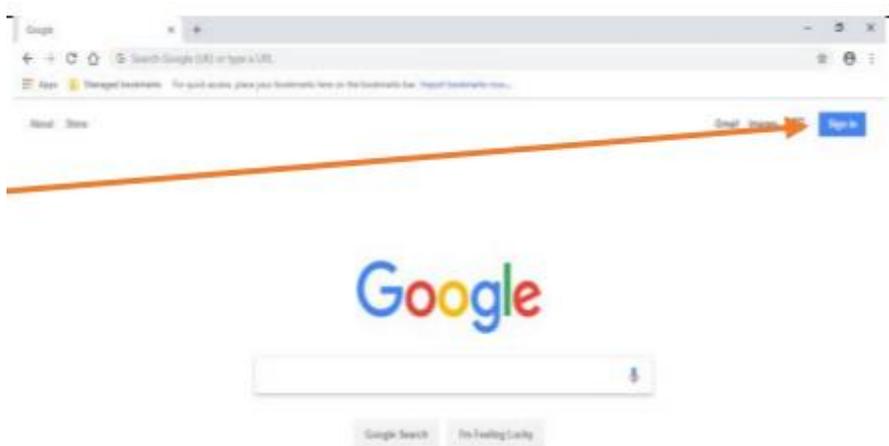# How to Access Google Classroom

Google Classroom is a file sharing, task management and collaborative programme.  Your teachers may add you to a Google Classroom for their lessons.

If you are invited to join a Google Classroom by a teacher, you may receive an email with a join link or a code that you can follow to access the Classroom.  Alternatively, you can easily view what Classrooms your teachers have added you to by logging in to your Google Chrome Account with your school email and password.

1. Go to the Google Chrome homepage and look at the top right corner.
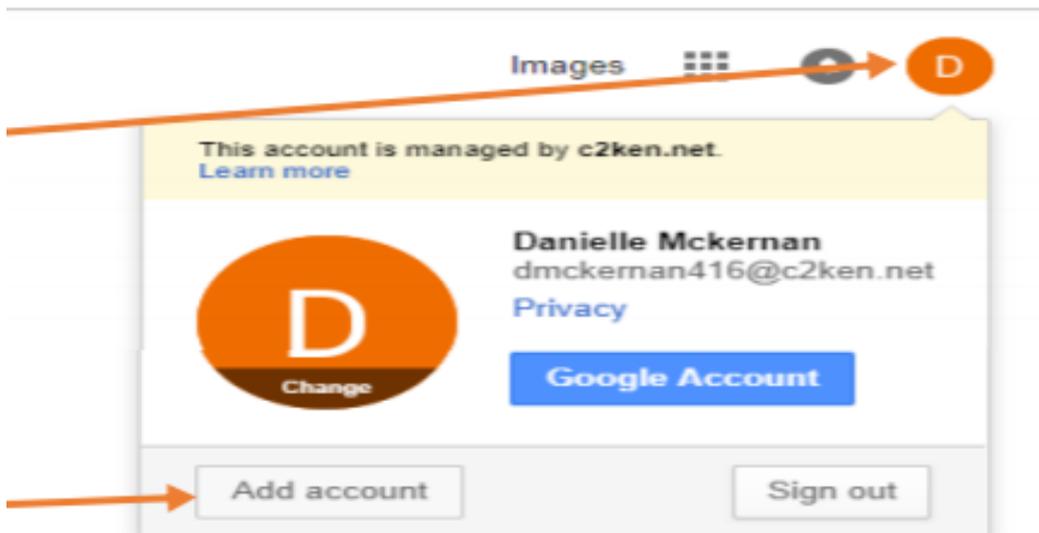
   You will see either "sign in" or a "letter"

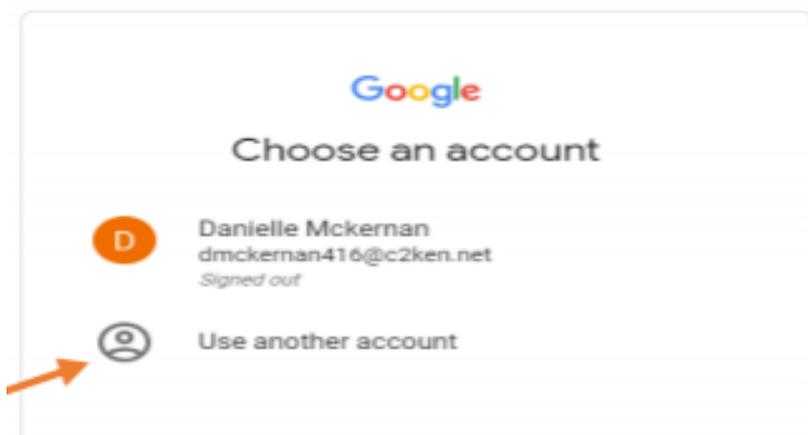   If you see a "letter", go to step 2. If you see "sign in" go to step 3.



2. If there is an initial there instead of "sign in", it means that you/or someone else is already signed in.
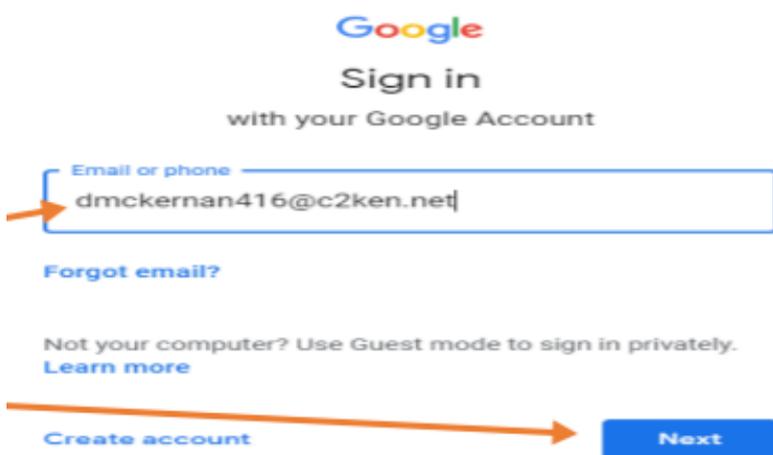
   Click the initial and check the account

   If it is not your school username you need to either switch accounts or choose "Add account"
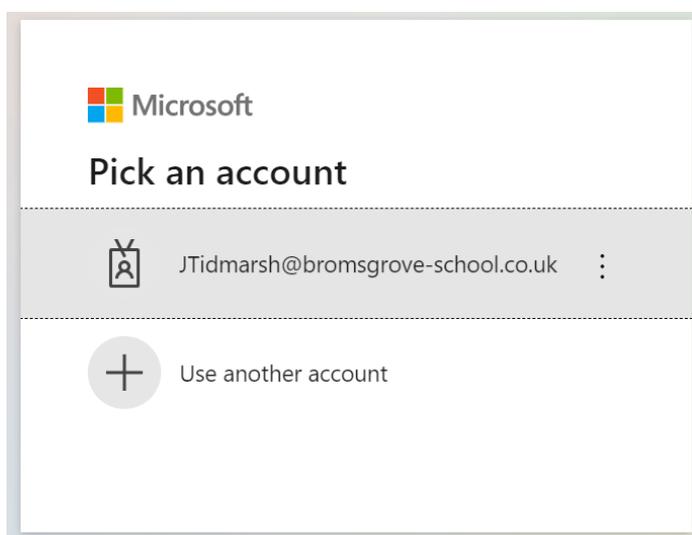
3. Click 'sign in'. When you click 'sign in', the login screen will appear. You may see another account listed here is someone in your family uses their google account on the same device.
In this instance, click use another account option



4. Use your school username and password to login.
Add @bromsgrove-school.co.uk to the end of your username
Click Next



5. Select your school account and you will be redirected to the school's secure organisational account.
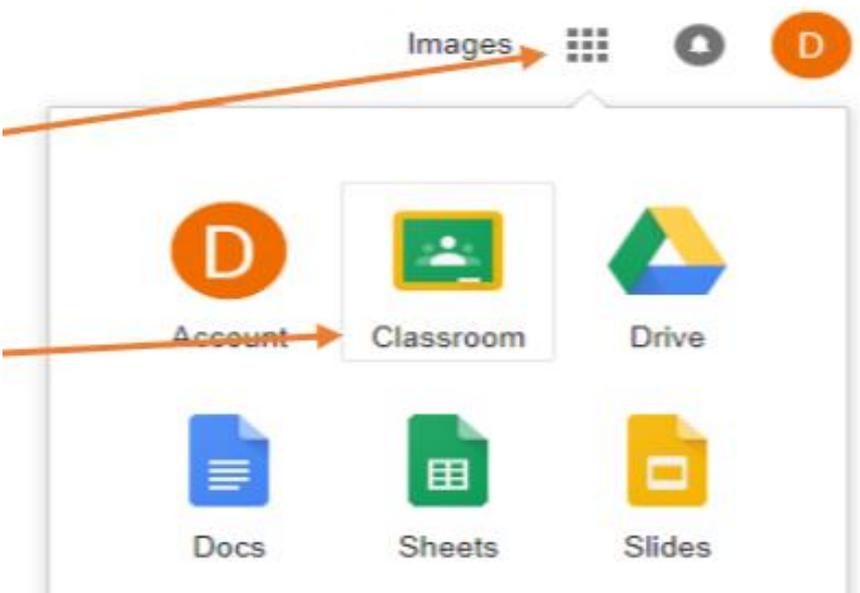
6. Sign in with your school username and password



BROMSGROVE & WINTERFOLD SCHOOL

Sign in with your organizational account

jtidmarsh@bromsgrove-school.co.uk

Password

Sign in

7. You will now see your initial letter in the top right-hand corner of your screen. Click the "waffle" icon and choose Google Classroom
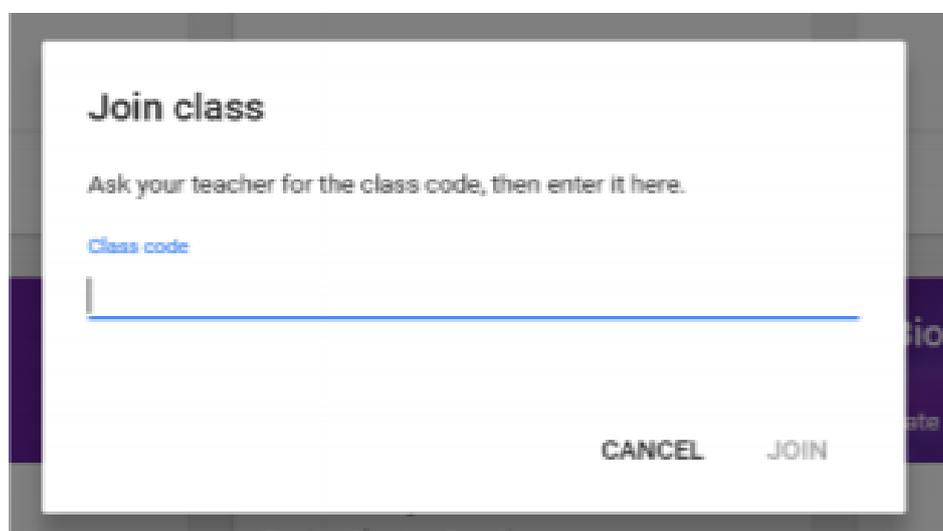


8. Your classroom dashboard will appear. Any classes that you have been invited to will appear here. Click the join button on these classes to complete the joining process

9. Alternatively, you can enter the join code that your teacher has given you to join a class. Click on the + icon and choose 'join class'



10. You will be prompted to enter a code, enter the one supplied by your teacher and click join



11. You will now see the classroom tile in your dashboard. Click on the subject name to enter the class