

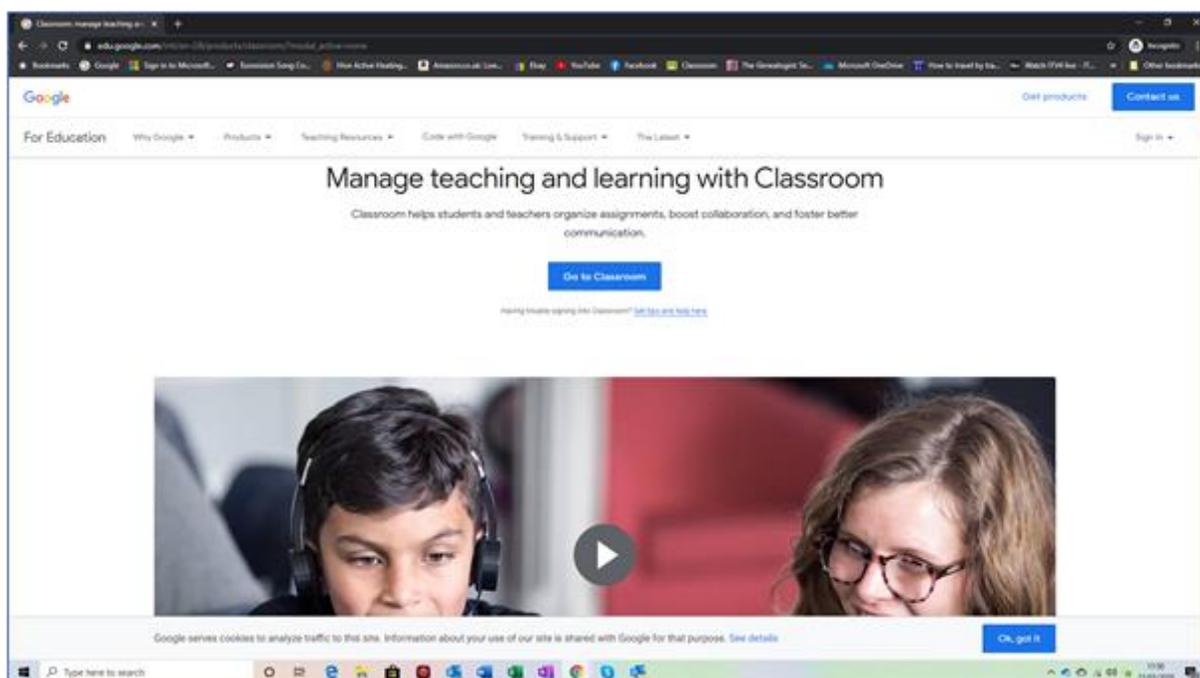
Google Classroom Login Instructions for Learners

Hello and welcome to the wonderful world of Google Classroom. I have set up accounts for all those learners of tutors who have expressed an interest in using Google Classroom as a means of continuing their courses from home.

To get onto the system for the first time, you should copy and paste the link below into your browser:

https://edu.google.com/intl/en-GB/products/classroom/?modal_active=none

Alternatively, click on this link now and you should arrive on the page shown below.



Click on the *Go to Classroom* link, which I have indicated with the blue arrow. You will now come to the first request for your login details.

You should now type in your Google Classroom user name. This takes the following format:

firstname.surname@oncoursesouthwest.co.uk

Do not enter your personal email address, particularly if you have your own Gmail account.

Although your user name looks like an email address, you will not be able to use it as such. It is only for logging into Google Classroom.

Once you have entered your user name, click on the *Next* button.

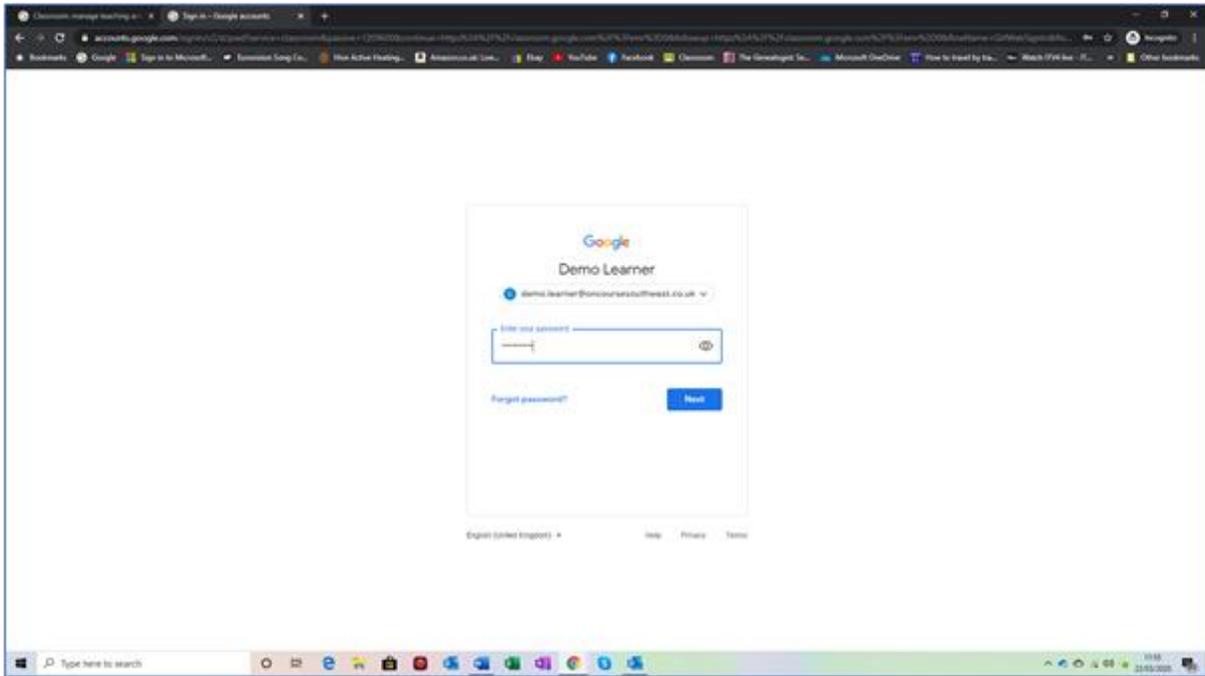
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You will now receive the prompt to enter your password. If you are a previous Google Classroom user, enter the password you created.

If you are a new user, your password is:

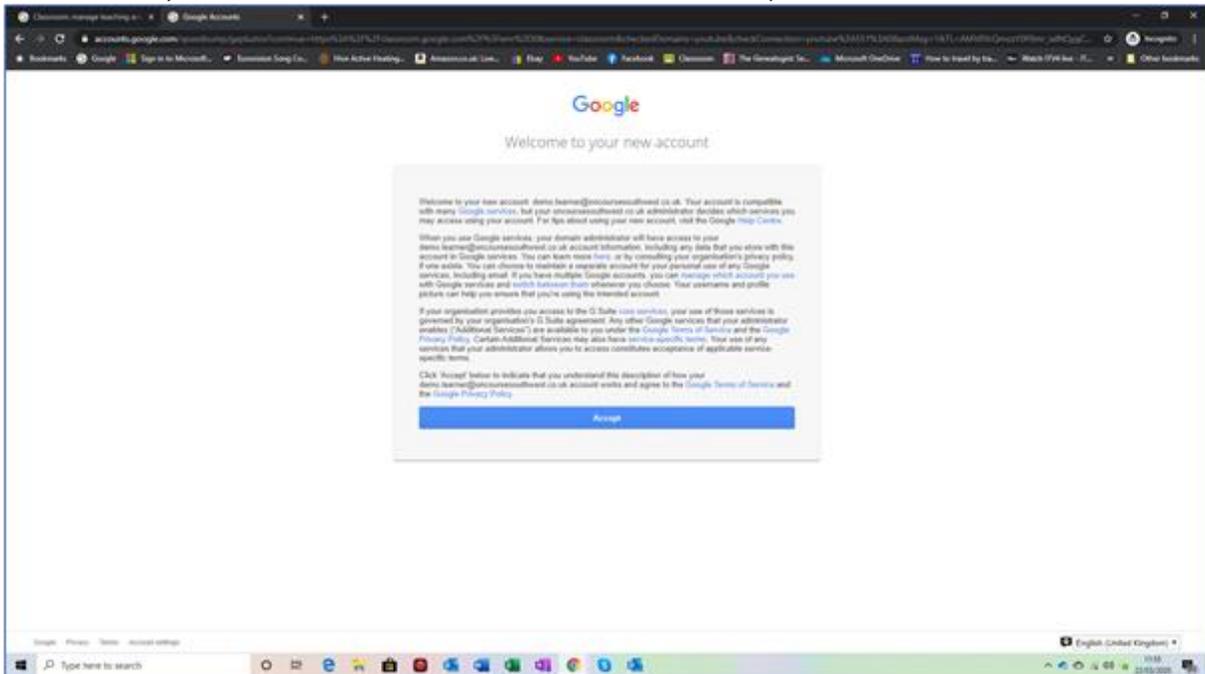
Password1

This password is all lower case.

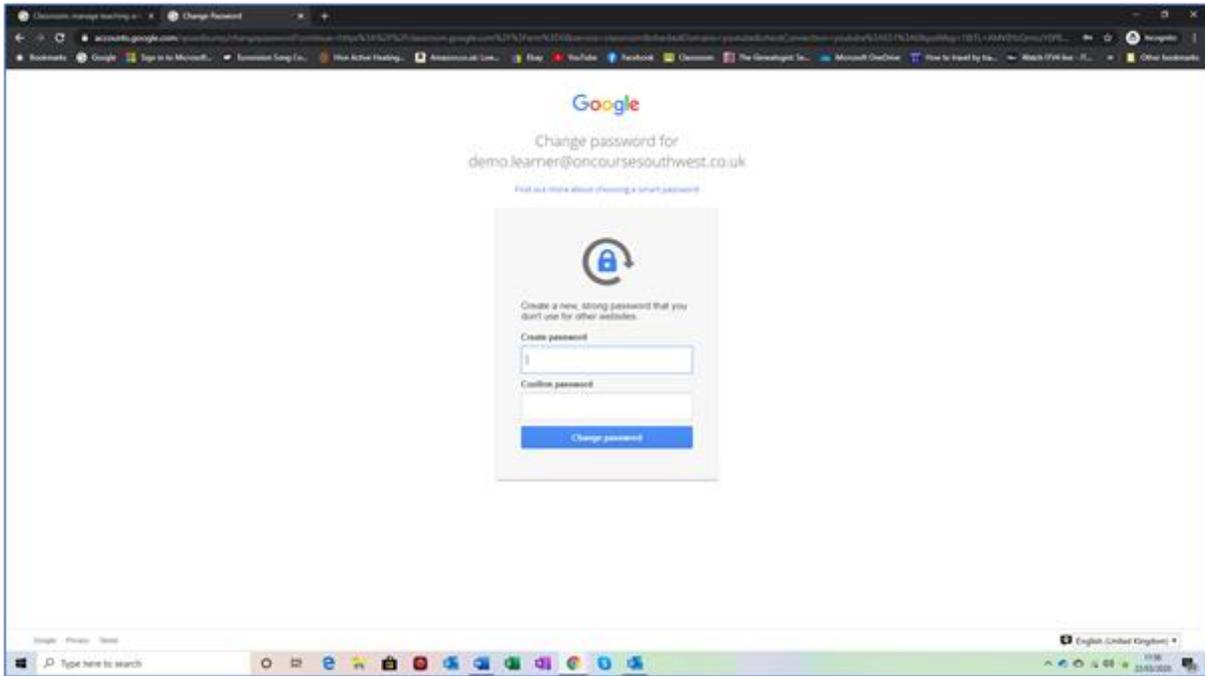


Again, click on the *Next* button.

This will take you to the terms and conditions. Click on the *Accept* button.

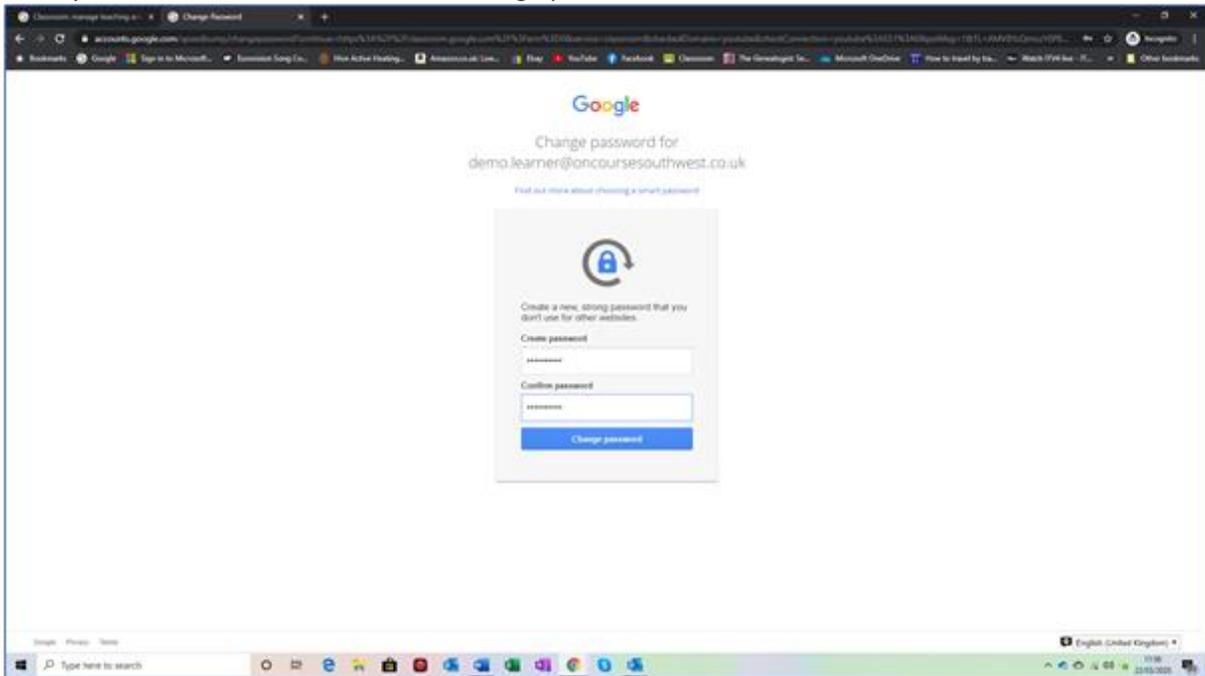


If you are a first-time user, or if I have had to reset your password, you will be asked to create your own password.



Pick a password that isn't obvious but not too difficult to enter and remember. Enter your choice and then confirm your choice.

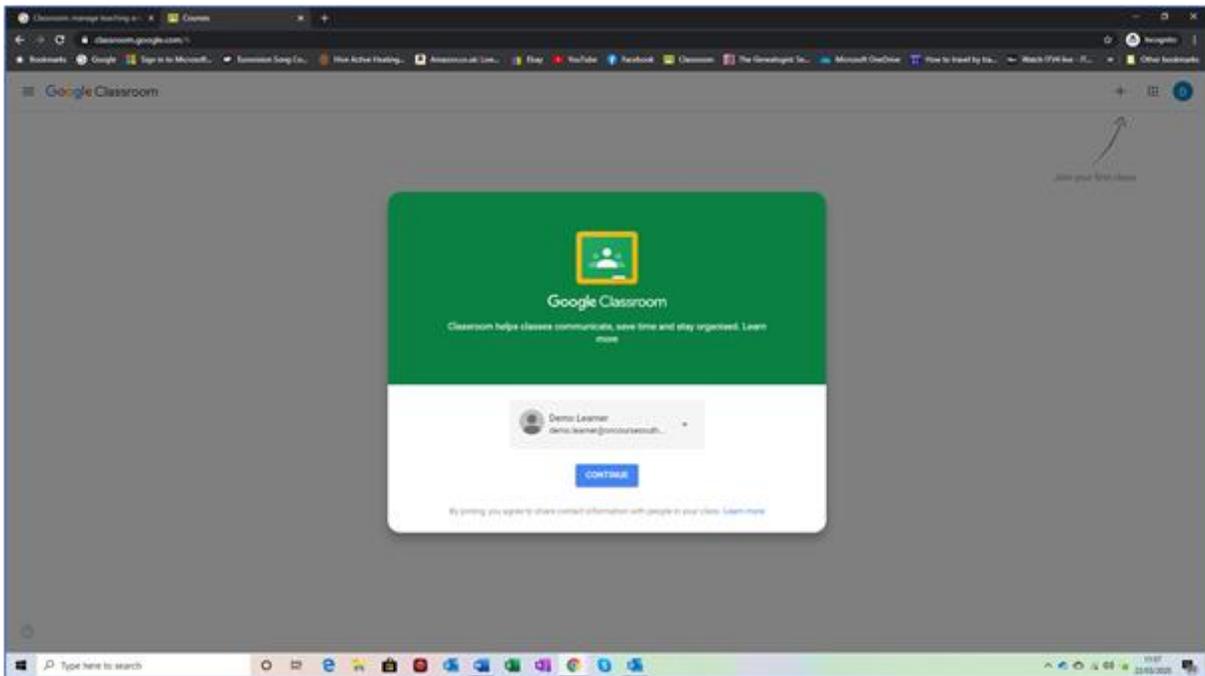
Once you have done this, click on the *Change password* button.



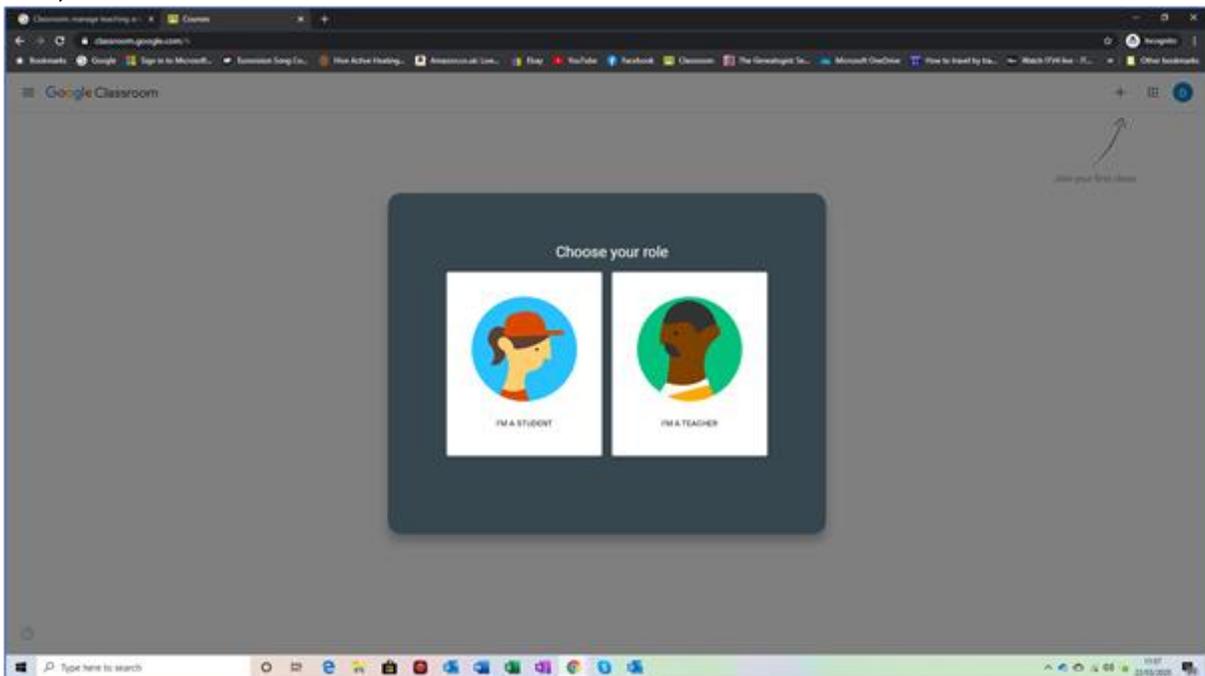
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You are now almost there!

Click on the *Continue Button*.



Next, click on *I'M A STUDENT*.

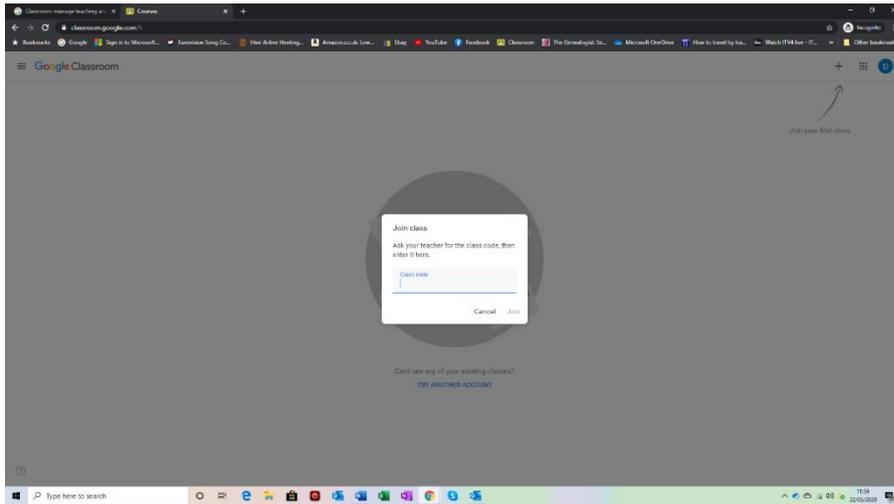


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You are now in Google Classroom.

Click on the cross on the top right of the page, which is labelled *Join your first class*.

You now need to enter a class code, which your tutor will send to you via email.



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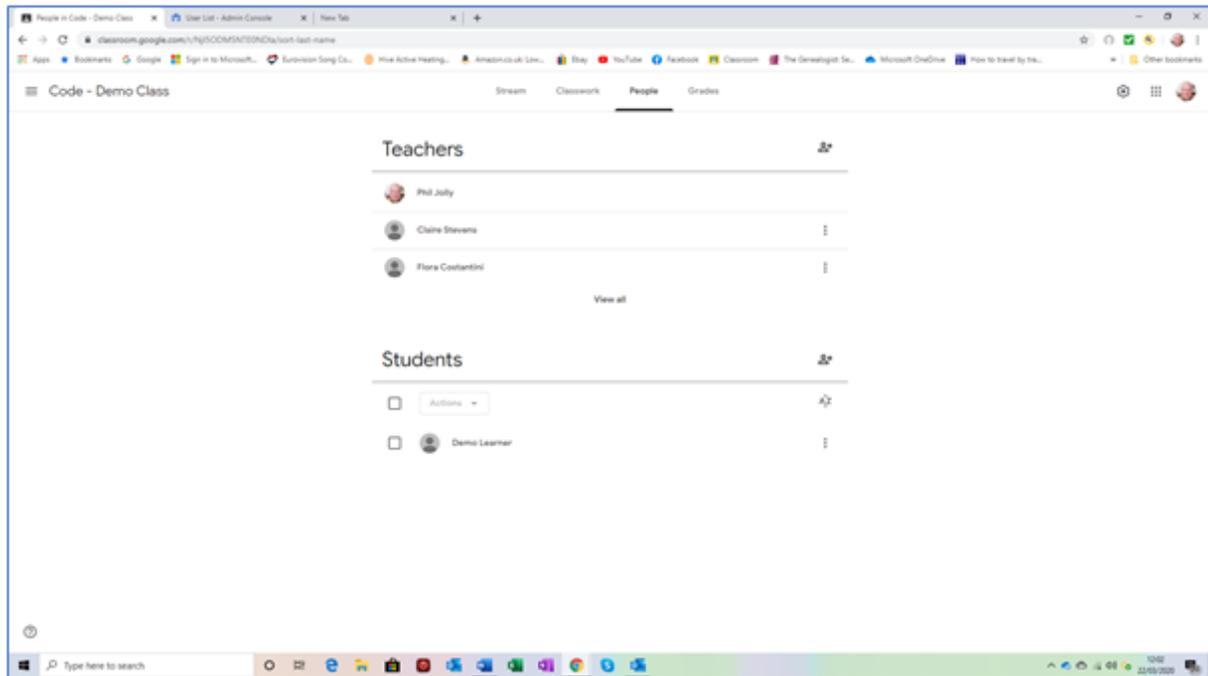
Here I have entered the code for a demo class that I have set up for the tutors. Enter your code exactly as given and then click on *Join*.

You should now find yourself in your new 'virtual' classroom.

This is the front page of the classroom, known as the 'Stream'. This is a message board to which you can contribute your thoughts, questions and ideas.

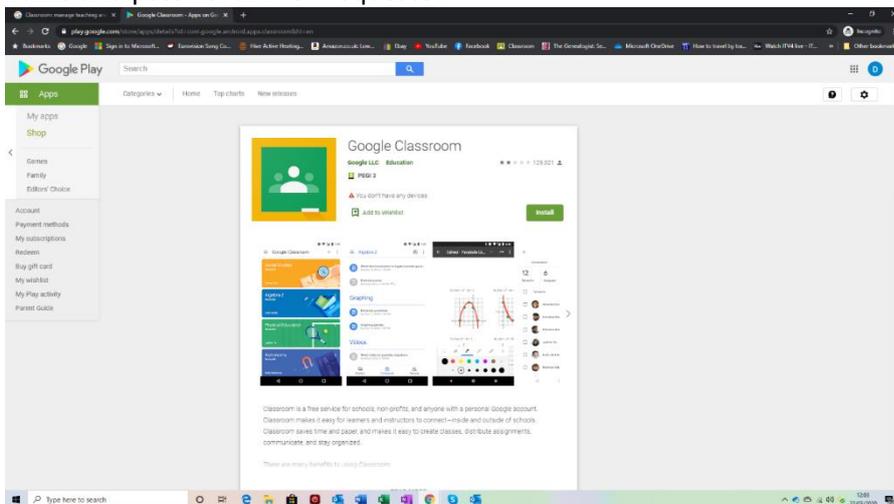
The second tab, 'Classwork' will contain resources and other information that your tutor will post for you. You can click on the resources to open them and then, if required, download them to your own device.

The third tab is called 'People'. Here you will find all of the learners and tutors assigned to the classroom.



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You can install Google Classroom onto a smart phone or tablet. Simple go to your App Store and search for Google Classroom. Click on the *Install* button and enter your Google Classroom user name and password when requested.



For those of you who have a Google account, the screen will find your personal account and give you the option of creating a new account. Create a new account, ensuring that you use your On Course user name and password.

Good luck with your installation. If you hit problems, please don't hesitate in contacting me at google@oncoursesouthwest.co.uk and we will do my best to get you going.



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