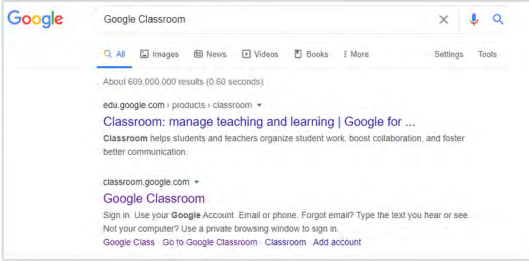




Access Instructions Laptops and Desktops

Opening Google Classroom



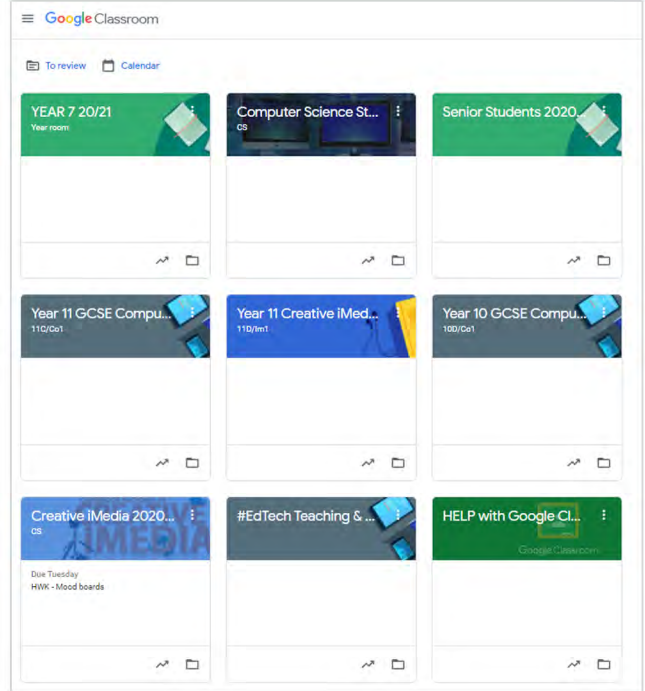
We would recommend using **Chrome** as your browser as it allows better file access for classroom.

Click '**Go to Classroom**' and enter your Alderman White email and school password. Your email address is:

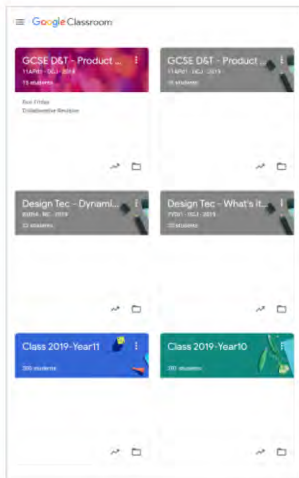
- Year you started
- first initial and surname
- @student.whptrust.org



Whilst in Google check in the top right corner that you are either signed in as your school account, or at least that you are not signed in to your personal Google accounts (for Gmail etc.)

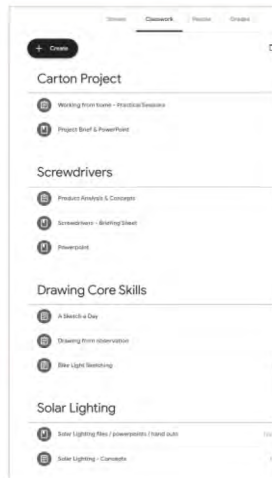


Using Google Classroom



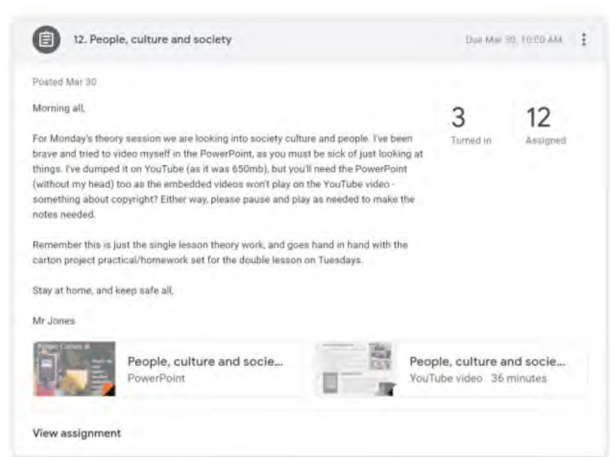
Your home screen will automatically show all of your classes, with imminently due tasks popping up under the class.

You will also see any other classes set up for clubs and teams you may be involved in.



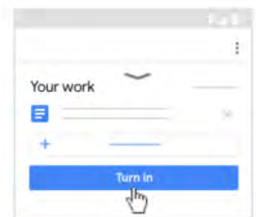
Inside a class. **Stream** – Will show you a feed of comments, materials and tasks.

Classwork – Will show you each assignment categorised by topics. You will see all work set, including past assignments and course materials.



When you click on any task/materials you will then see the full instructions along with additional files and links. You will also see a due date and how many marks the work is worth (if the teacher has set some).

You initially get a preview, but you need to click again to access the submission page.



Remember to **Turn In** or **Mark As Done** each task so that your teacher knows it's complete.