



SAA ONLINE GOOGLE CLASSROOM USER GUIDE (2020/21)

Southern Arts Academy
West Lodge
Thompsons Lane
Denmead
Hampshire
PO7 6NB

Version 1

GETTING STARTED

GOOGLE ACCOUNT

Every student will require a Google account. These are free to set up, and the Google user guide can be found [here](#). To start you must be signed into your Google Account. Instructions on how to 'Sign In' to your Google Account for the first time can be found [here](#)

ACCESSING GOOGLE CLASSROOMS

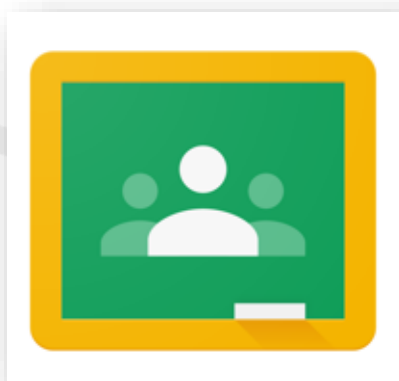
From a PC/Laptop via a Web Browser

Go to <https://classroom.google.com> and sign in to your Google Account

From an iPhone/iPad or Android Device

Download the free 'Google Classrooms' app from the App Store and sign in to your Google Account.

The app logo you are looking for is this...



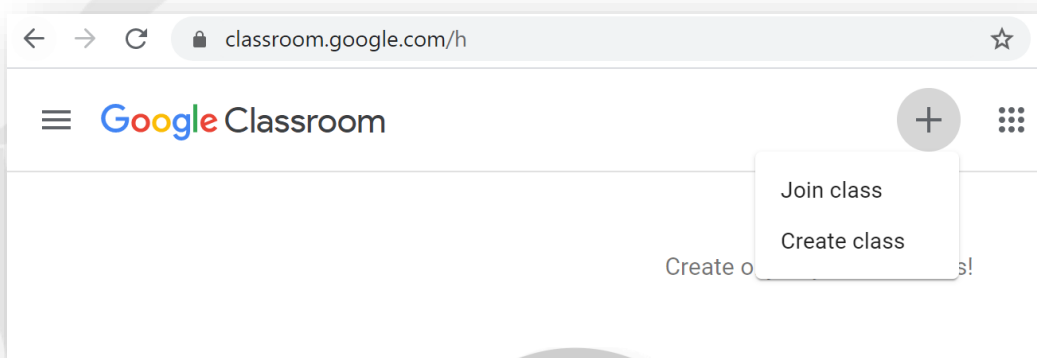
JOINING THE CLASSROOM

ACCESS CODE

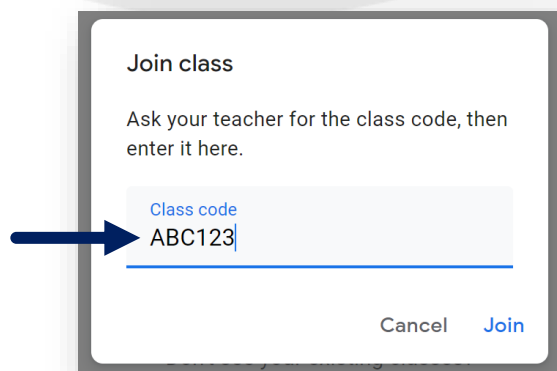
You will receive an email from Charlotte (admin@southernarts.co.uk) with the 'Google Classroom Code'. If you have not received this, please check your Spam Folder before emailing for help.

ADDING A CLASS

To join a 'Google Classroom' select the '+' button, then select 'Join Class'




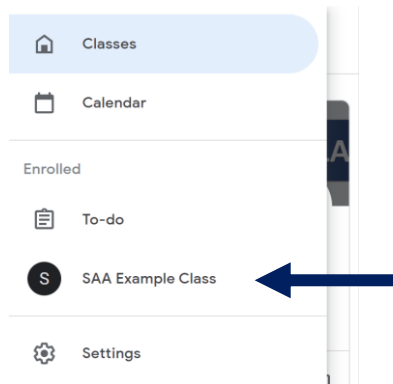
You will then need to enter your classes unique 'Google Classroom Code' and click 'Join'. Please repeat this step for every class.



IN THE CLASSROOM

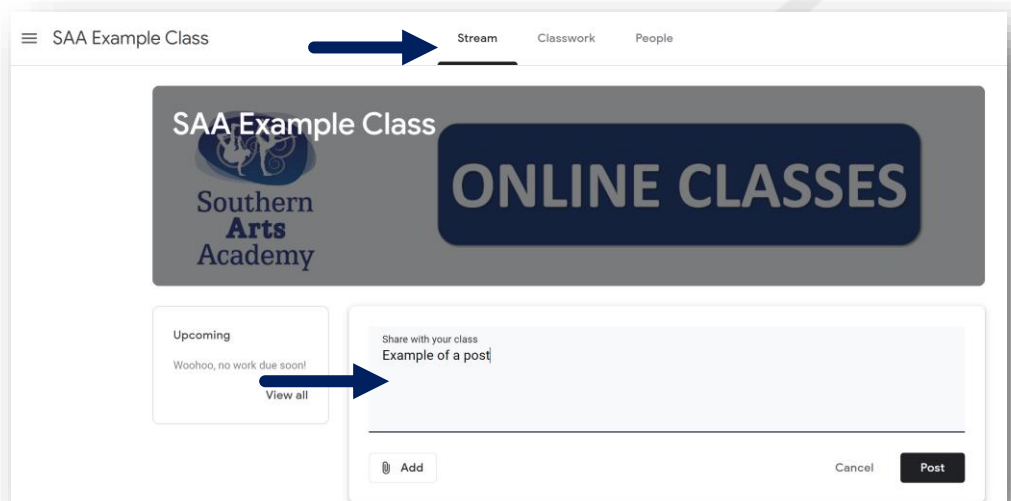
NAVIGATING YOUR CLASSROOMS

To jump from one class to another click the  button on the left hand side and a menu should appear with all classes you have joined.



DIFFERENT VIEWS - STREAM

The stream view is similar to that of a timeline on social media platforms. The latest classroom activity pops up on here in chronological order. A teacher and student can make a 'Post' on this page by selecting 'Share something with your class...'



IN THE CLASSROOM

DIFFERENT VIEWS - CLASSWORK

This view has been structured by your teacher and we find this the easiest way to navigate resources.

CLASSWORK VIEW TERMINOLOGY

- **Topic** is the heading for a category or collection of exercises
- **Material** is the subheading for each exercise
- **Assignment** is a task we'd like you to complete, usually a quick challenge or something we'd set you to do independently in a normal class

Stream → **Classwork** People Grades

All topics

+ Create Google Calendar Class Drive folder

1) Topic #1

1.1 Material #1 Edited 10:14 AM

Material is the subheading for each exercise

Test File.png Image

View material

1.2 Material #2 Posted 10:13 AM

1.3 Assignment #1 Posted 10:14 AM

MULTIPLE ACCOUNTS

HOW TO ACCESS DIFFERENT GOOGLE ACCOUNTS ON ONE DEVICE IF YOU HAVE MORE THAN ONE STUDENT USING THE SAME DEVICE

Start on the Google Classroom Class Homepage, then select your profile image on the top right hand side.

There will then be options to sign in as someone new or switch accounts.

