

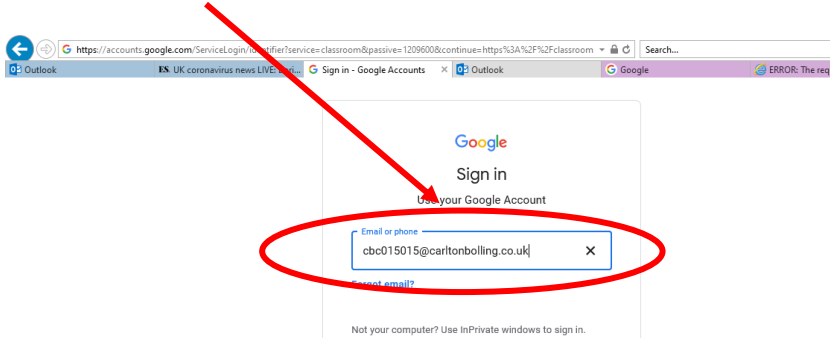
## Google Classrooms: Student guide

You will need your school password, if you do not have this, please call Ms Whitaker who can get you this information.

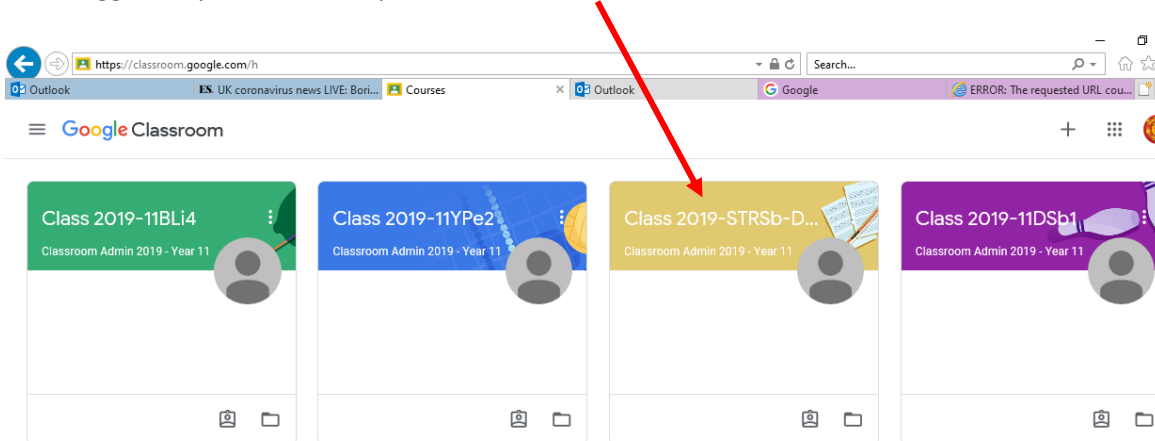
### How to log into Google Classrooms

Search for 'Google Classrooms' in Google.

Use your school email address (which is the normal username you use to log into the school computers e.g. [CBC010002@cb.catrust.uk](mailto:CBC010002@cb.catrust.uk)). Your password will be the same one you use in school.

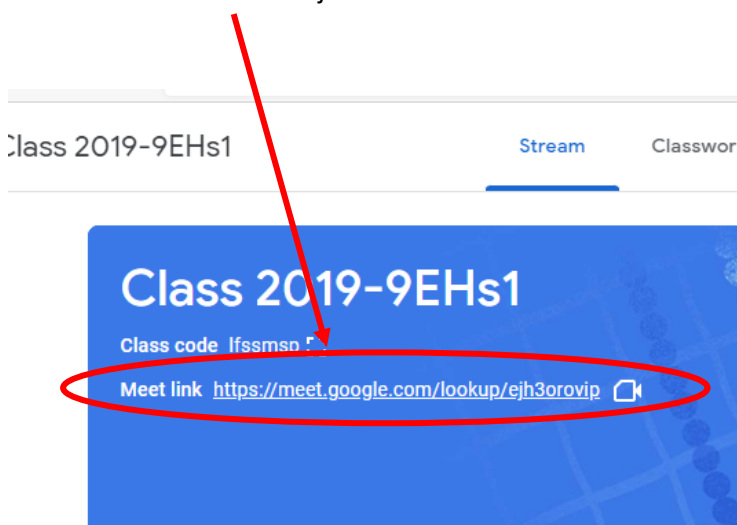


Once logged in, you will see all your classes like this:

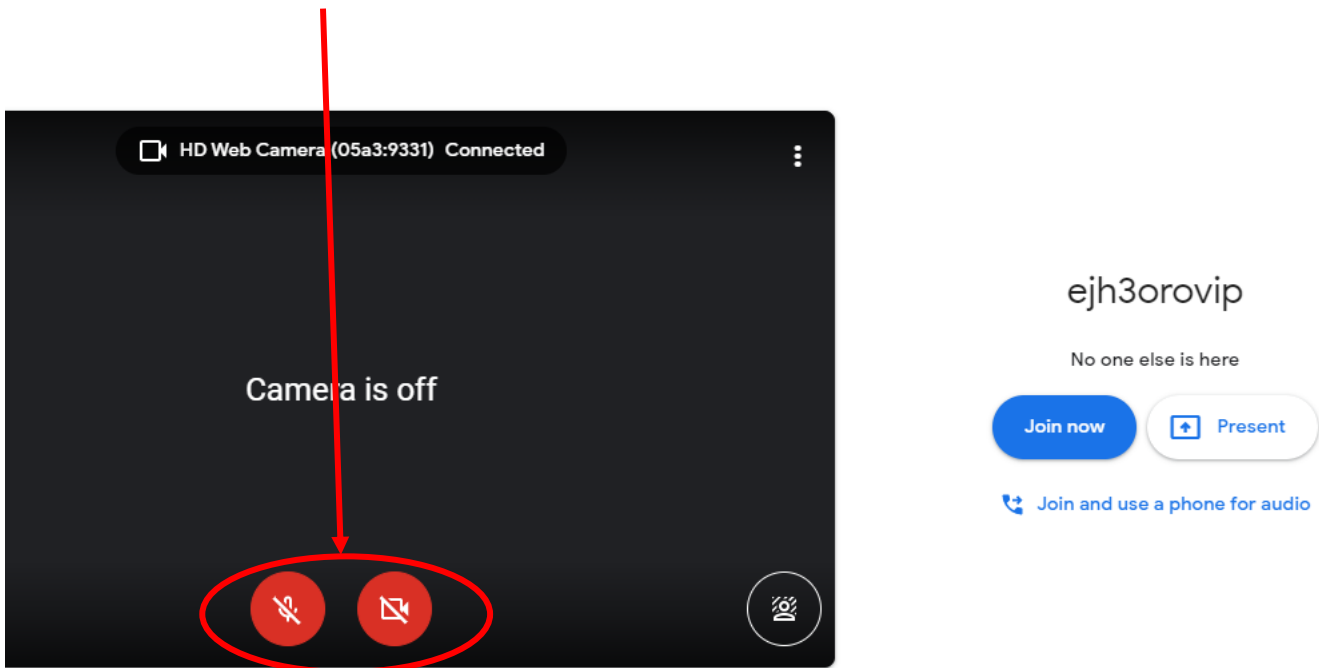


### How to join the live lesson

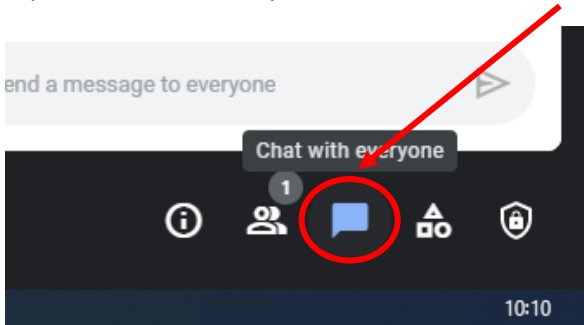
Click on the 'meet link' to join the lesson.



Switch off your camera and mic before joining the class

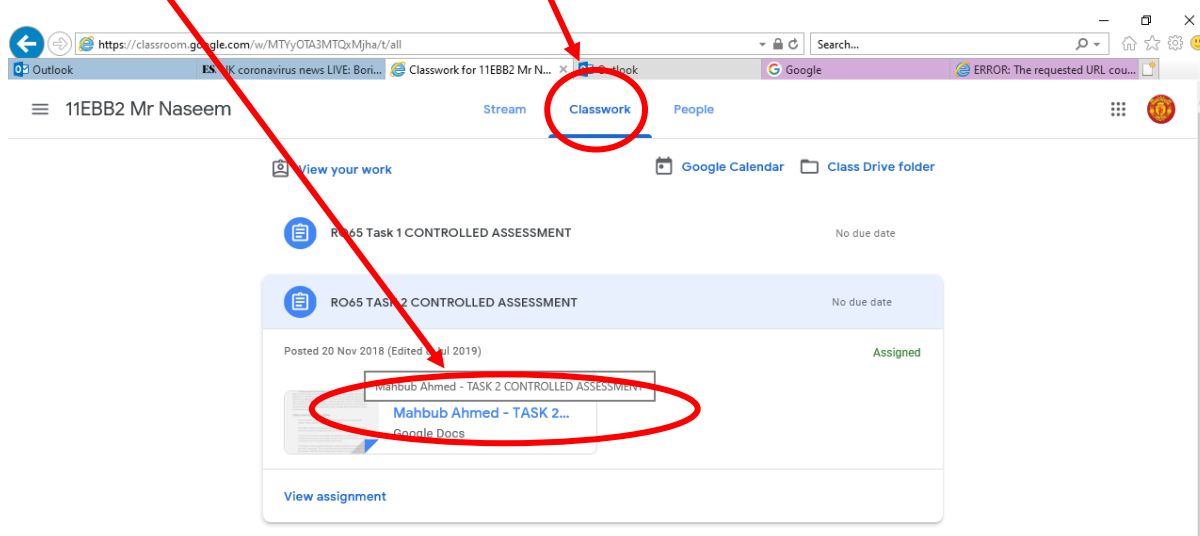


If you need to chat to your teacher, use the chat function.



### Completing work and feedback

you will need to complete all work in 'classwork'. To complete the work, click on the Remote Learning assignment, and then the document.



If your teacher will give you feedback during the lesson. They may also leave you feedback as comments which looks like this:

Once you have responded or improved your work, click 'resolve' and your teacher will be notified.

The screenshot shows a Google Classroom interface. On the left, a list of objectives is visible: 'Objectives' and 'Use of Appropriate Media'. The student's response is highlighted in yellow. A teacher's feedback comment is shown on the right, with a 'Resolve' button and a tooltip that says 'Mark as resolved and hide discussion'.

- Objectives  
My first objective is to inform them about my hat. Also I need to show them all my costs and how many products I need to sell to breakeven. Also I need to persuade the decision making panel to stock my products in their shop. I can persuade them by using more complex words so they know I am more professional.
- Use of Appropriate Media  
In the classroom I will have all the resources I need. I will have a computer and a projector and a screen. Also on the day I need to make sure everything

Ubaidd Naseem 11:17 26 Feb  
write in more detail about your communicating effectively from p149  
Resolve  
Mark as resolved and hide discussion

**You do not** need to 'turn in' or 'hand in' your assignment.

Your teacher may leave you messages, information, or documents like exam papers in the 'Stream'. You can respond to your teacher here. Remember to use appropriate language as messages will be seen by your teachers and other students.

The screenshot shows a Google Classroom Stream. A teacher's message is highlighted with a red circle. The message says: 'Your marks for R064 and R065 are confirmed. Please check what marks you need for R066, and what grade you are likely to achieve.' Below the message is a document titled '11EBB2 Tracking.xlsx' with an Excel icon. The Stream tab is selected at the top.

11EBB2 Mr Naseem  
Stream Classwork People  
Upcoming  
Woohoo, no work due in soon!  
View all  
Ubaidd Naseem 10 Mar  
Your marks for R064 and R065 are confirmed. Please check what marks you need for R066, and what grade you are likely to achieve.  
11EBB2 Tracking.xlsx  
Excel  
Ubaidd Naseem 26 Feb

## Contacting your teacher

You can email your teacher by clicking on the class, then click on 'people'. Then click on the email icon.

