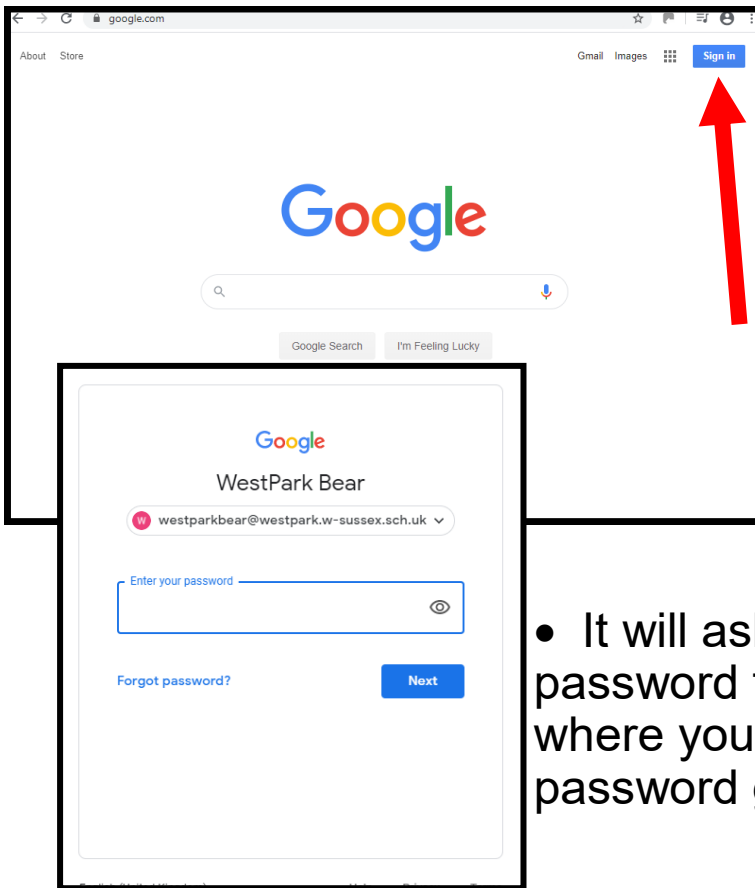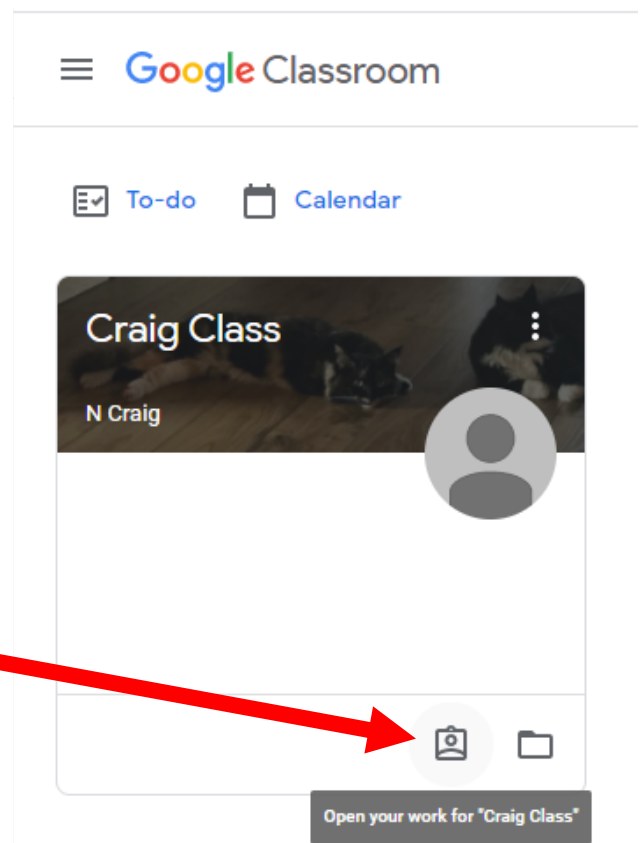Google Classrooms:

- Turn on your computer and open a web browser (this could be Internet explorer, Safari, Chrome or any other).
- Go to www.google.co.uk. In the top right corner you will see a blue 'Sign In' button which you need to click on (see left).

- It will ask you for a username and password to a Google account. This is where you can put your username and password given to you by school.
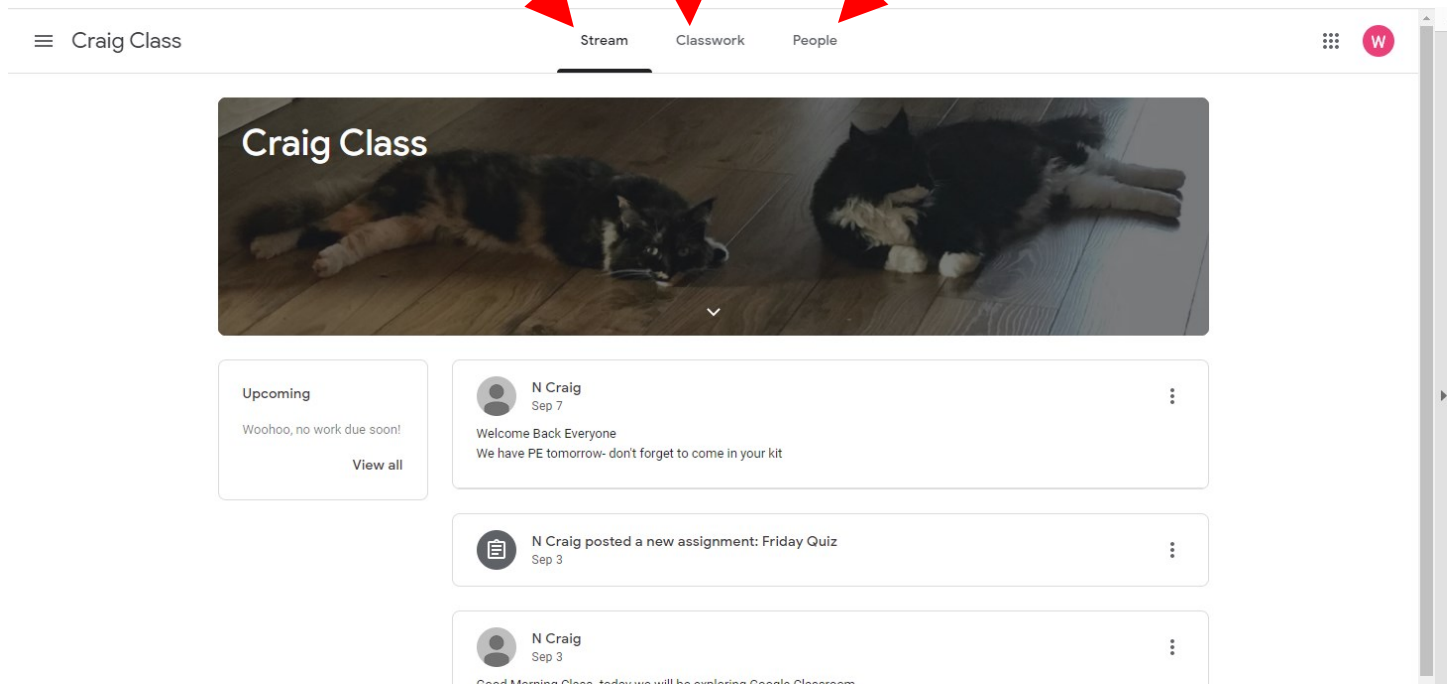
- Once you have logged in you should be in your Google class– West Park Bear is a member of Mrs Craig's class

(all classes will have different pictures– Mrs Craig has a picture of her cats!)

- Click on this icon to open your work

- Click on the class name to see the screen below with 'Stream', 'Classwork', and 'People'

- You will now be able to click on the class and see the 'Stream' where the teacher will post messages and assignments (this is the class news feed)

- If you choose the 'Classwork' tab you can see the tasks set by the teacher

- Choosing 'People' will provide a list of teachers who are part of the class– if you need to send a message or ask a question about the work click on ✉