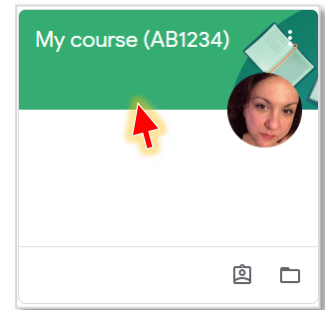


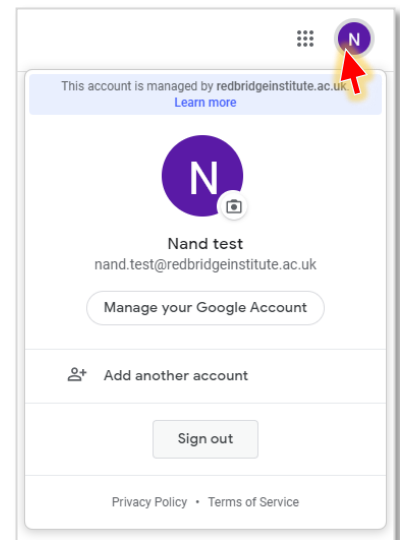
# Google Classroom - Quick User Guide

1. Go to the **Redbridge Institute website (www.redbridge-iae.ac.uk)**, click on **“Learning Zone”** and then click on the **“Login Google Classroom”** button on the right. (or you can visit <https://classroom.google.com>)
2. Select your course by clicking on the tile.



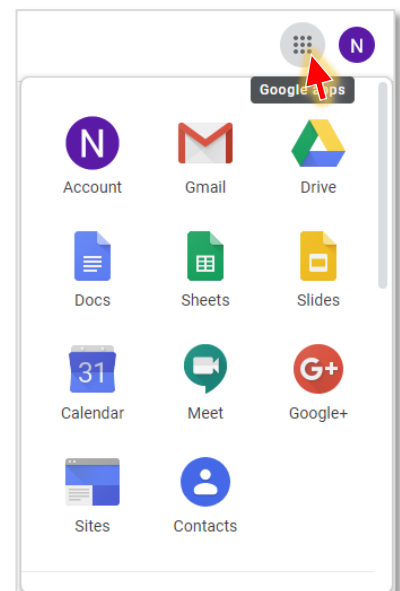
If there are no course tiles, make sure you are logged in with the correct account. Click on the **account icon** on the top right of your screen and select the correct account.

If you haven't logged in your account for a while, you might be asked to log in again. Make sure you type in your password carefully. Remember passwords are case sensitive.

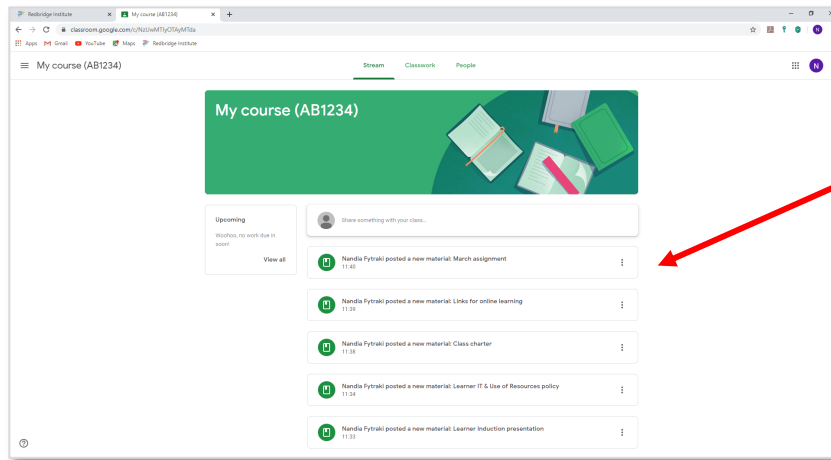


Or you can click on the **“Google Apps” selection button** and click on the **“Account”** icon to log in to your account.

You can also use this icon to change your password, personalise your account and check other account settings.

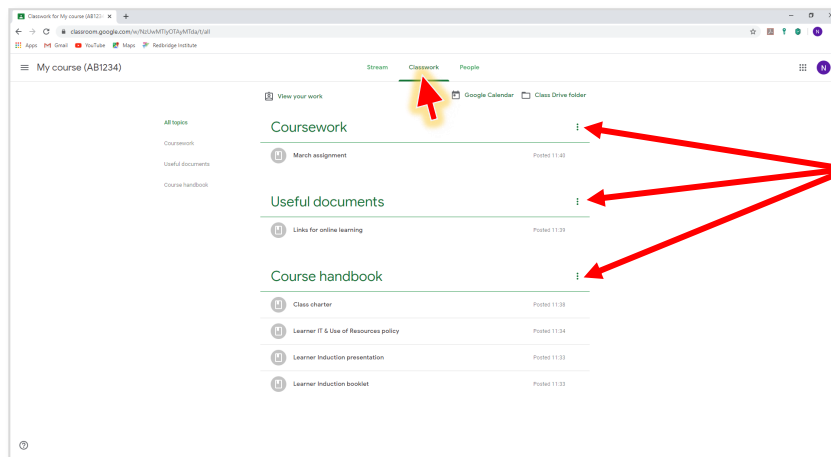


3. The first thing you see when you click on your course is this screen which is called the **“Stream”**



Here you can see any updates that happened to the files in your class or any messages/questions/reminders your tutor or your classmates might have posted. You can also type your own messages by clicking on the **“Share something with your class”** option.

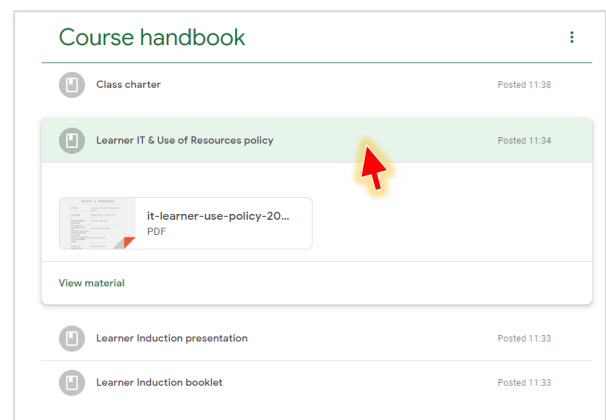
4. To see your class files, click on the **“Classwork”** in the top middle of your screen



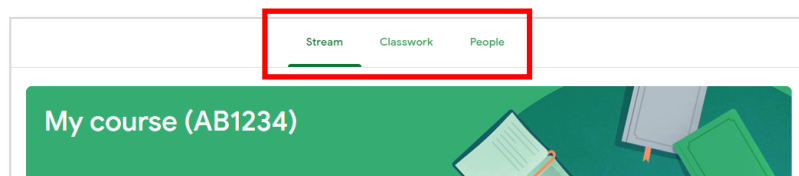
Here you can see all your class files that the tutor has uploaded/created. The titles in the bold, larger font are called **“Topics”**.

Under each topic you will see the grey icons called **“Materials”**

Materials are like folders and can have more than one file in them so click on them to expand them and see all the files.



5. To navigate between **“Classwork”** and **“Stream”** just use the links on the top of your screen.



## A few notes:



With your Redbridge Institute Google Classroom account you also have access to a number of other apps and services that you can access by clicking on the “**Google Apps**” selection button (on the top right on your screen)



Some of these apps and services are:

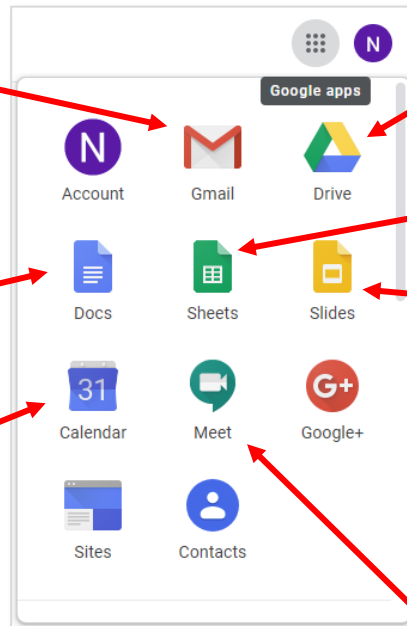
**Gmail:** your email account (your email address is the same as the account name you use to log in)

**Google Docs:** Word processing app

**Google Calendar:** online calendar - your tutor might use this to set up deadlines for assignments or online classes

**Google Photos:** save your photos and create slideshows

You can navigate back to the **Google Classroom** page by clicking on this button



**Google Drive:** an online drive for your files

**Google Sheets:** Spreadsheet app

**Google Slides:** Presentation app

**Google Meet and Hangouts:** Web chat and conference apps your tutor might ask you to join on a virtual class using these apps

