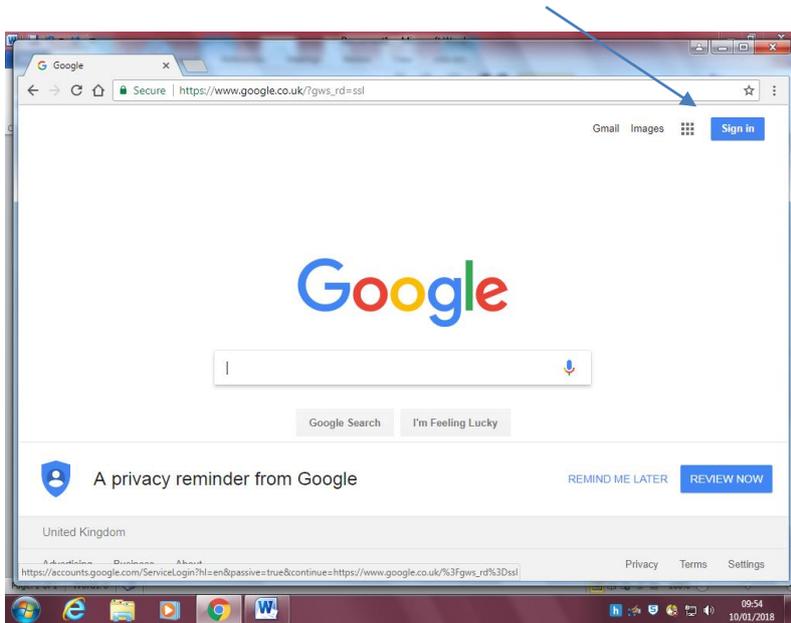
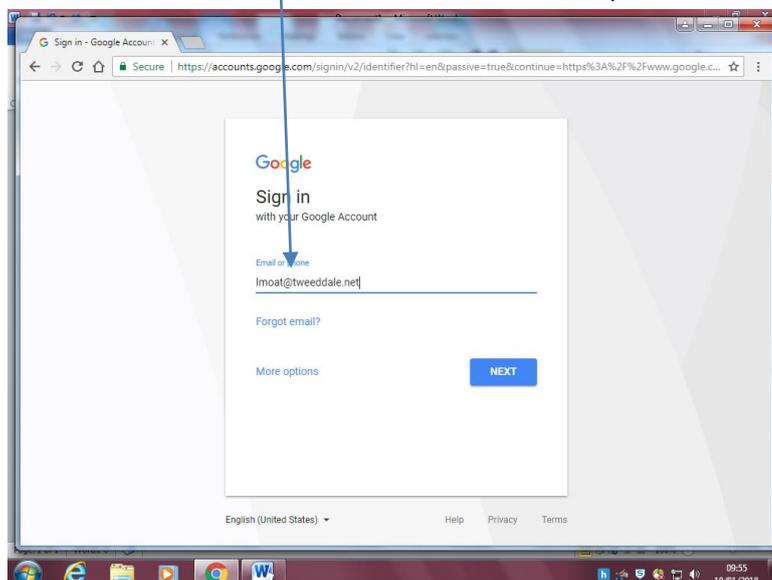


## How to get onto the Cloud and Google Classroom

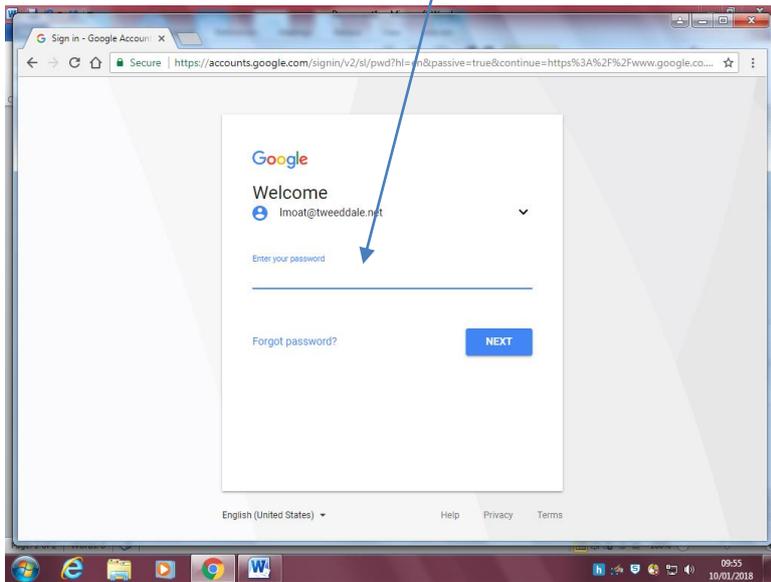
1. Then click on the blue sign in button in the top right hand corner of the screen. If it is missing type 'google sign in' into the search bar to access the sign in page from there. **MAKE SURE YOU SIGN INTO GOOGLE NOT CHROME ACCOUNTS!**



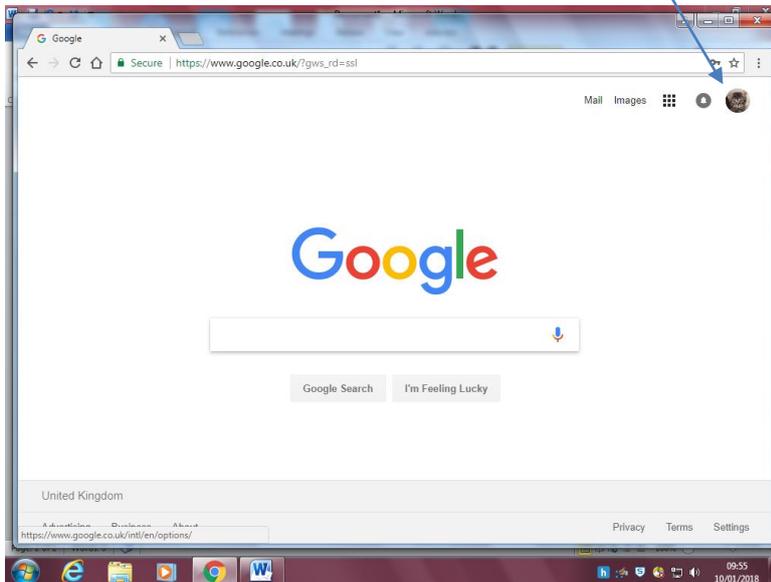
2. Type your full Tweeddale email address in the sign in section as shown below. (THIS WILL BE THE EMAIL ADDRESS ENDING IN TWEEDDALE.ORG) Then click NEXT.



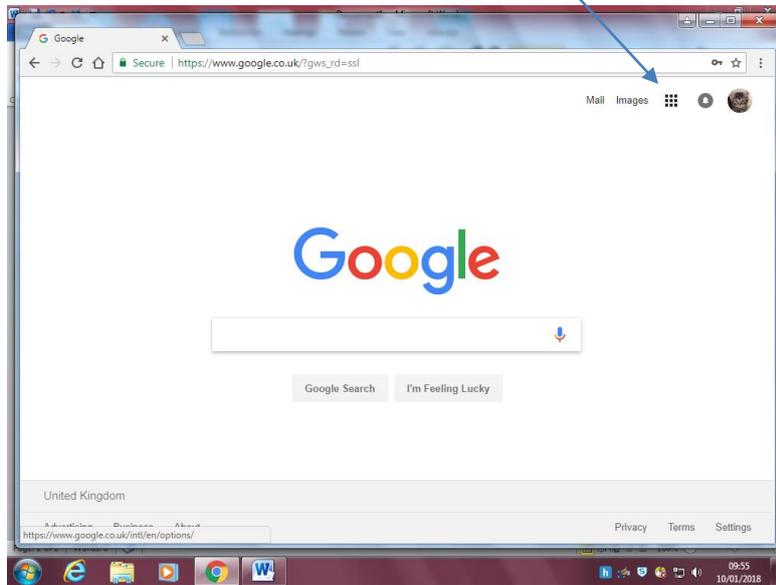
3. Then type in your password on the next screen. Then click NEXT.



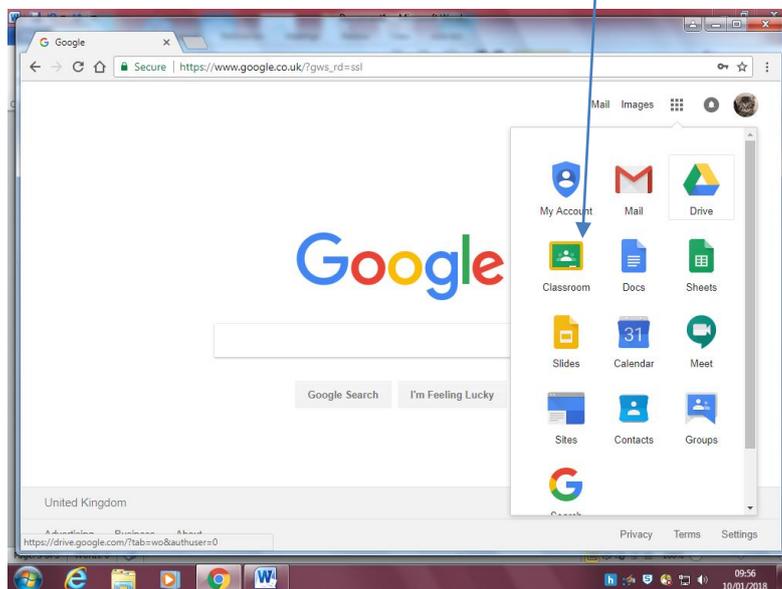
4. You are now signed in. You will see an icon either with a picture or with your initials in the top right corner of the screen.



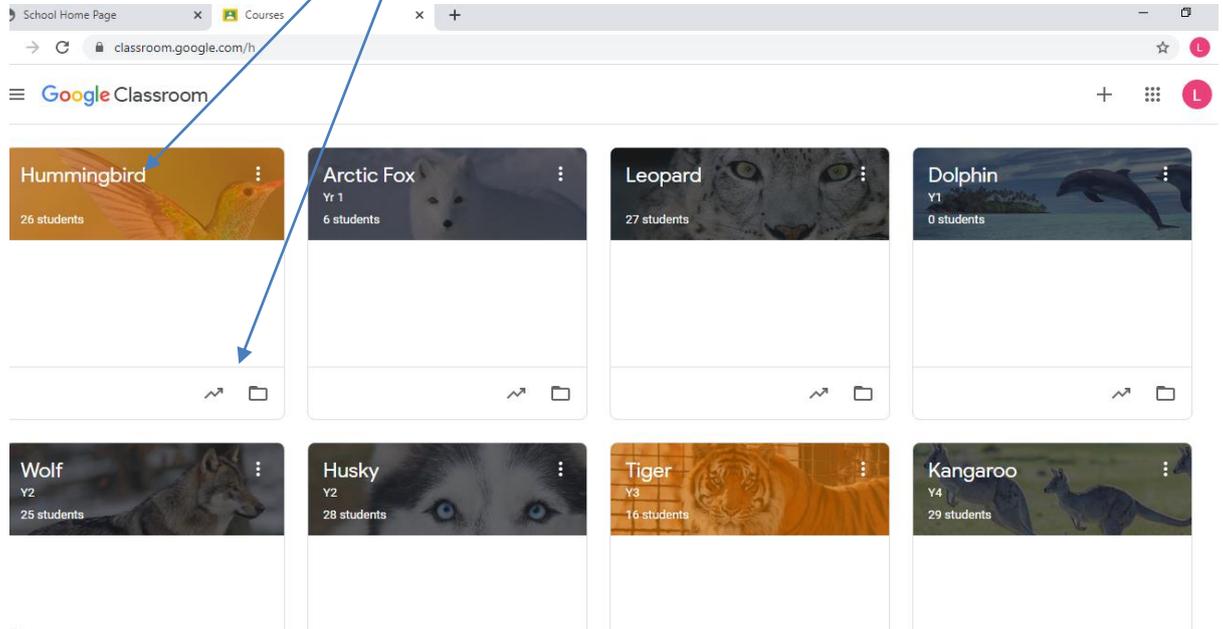
5. Now click on the icon showing 9 dots in a square shape. This will take you to your available Google apps



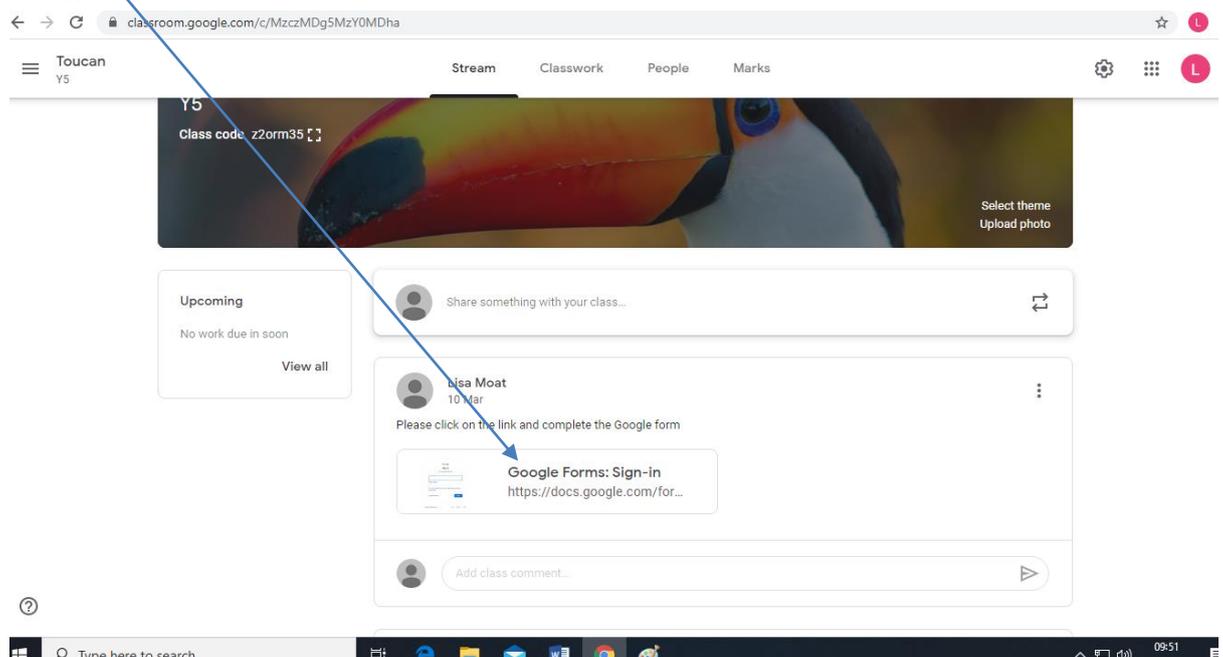
6. To access Google classroom please click on the app that you will find in the available drop down list.



7. You will be taken to the list of Google Classrooms that you have been invited to. Most pupils and staff will only be able to see one classroom in this area. You will need to click onto the classroom name to enter the classroom. If you have not been on the classroom before you may need to click accept invitation. If you have this, you will see a button at the bottom of the classroom. Just click accept and you will then have access to the classroom.

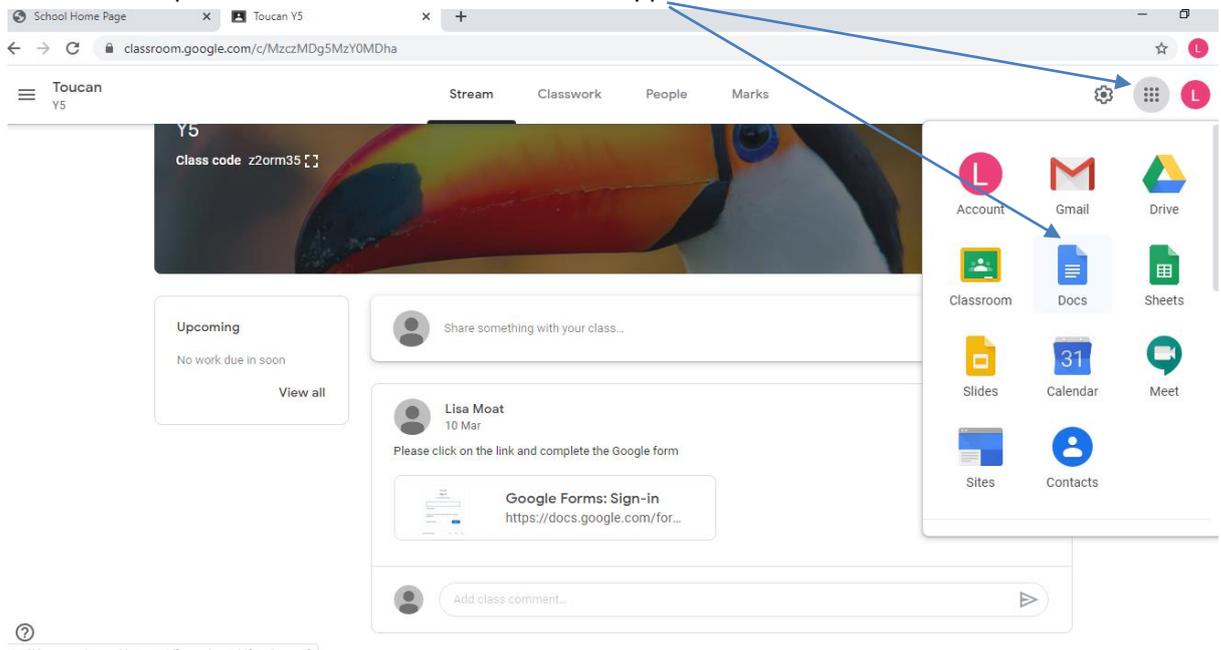


8. Once in your classroom you will see the main page. This will have posts from the class teacher. Posts can include links to websites, worksheets for you to open and powerpoints to follow.

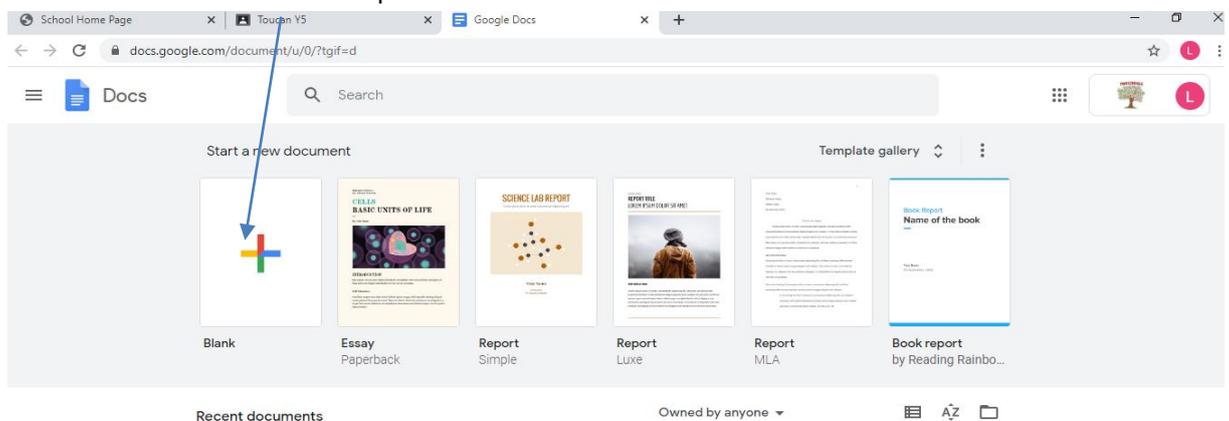


9. Teachers can post work on here for pupils to complete. They can also post useful website links for pupils that they feel might help them with their learning. Weekly spelling lists and homework can also be posted on this page.
10. There is a section underneath each post for pupils and teachers to comment. **Please use this area for discussions about the work only and not as an area to chat freely with your class friends.**
11. Some of the worksheets that will be posted by teachers will be PDF format and you will not be able to type on them. When this happens, please create a Google doc to type your answers in and share these with your class teacher using the following instructions.

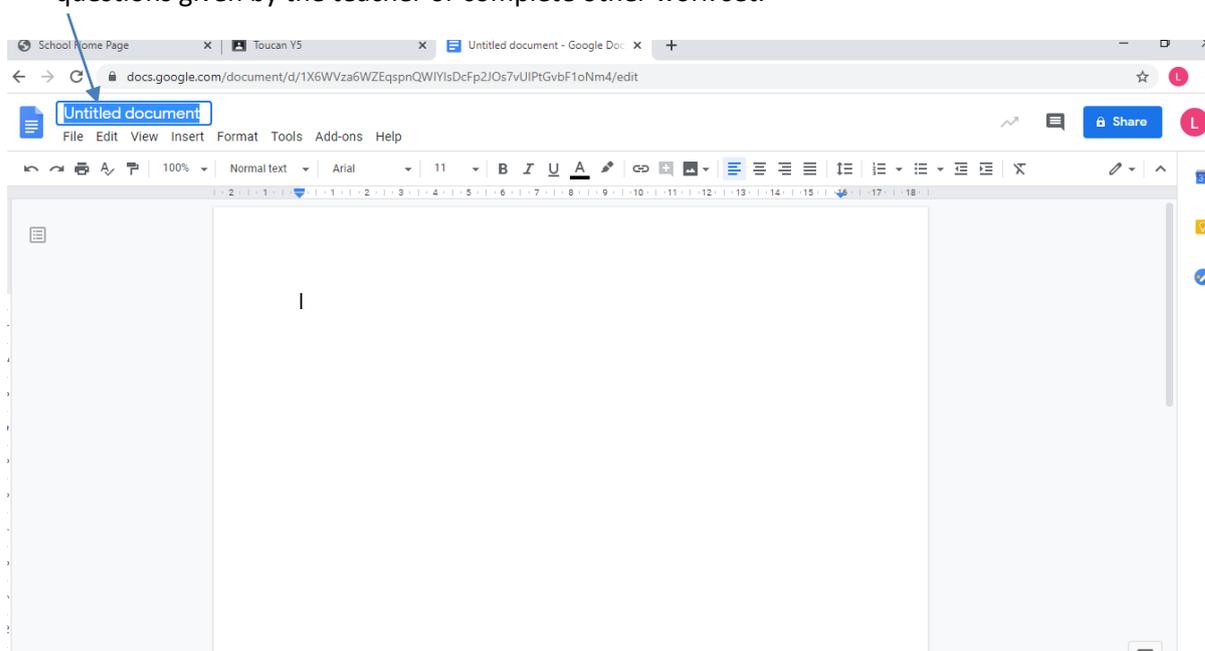
12. Click on the square filled with 9 dots then the docs app



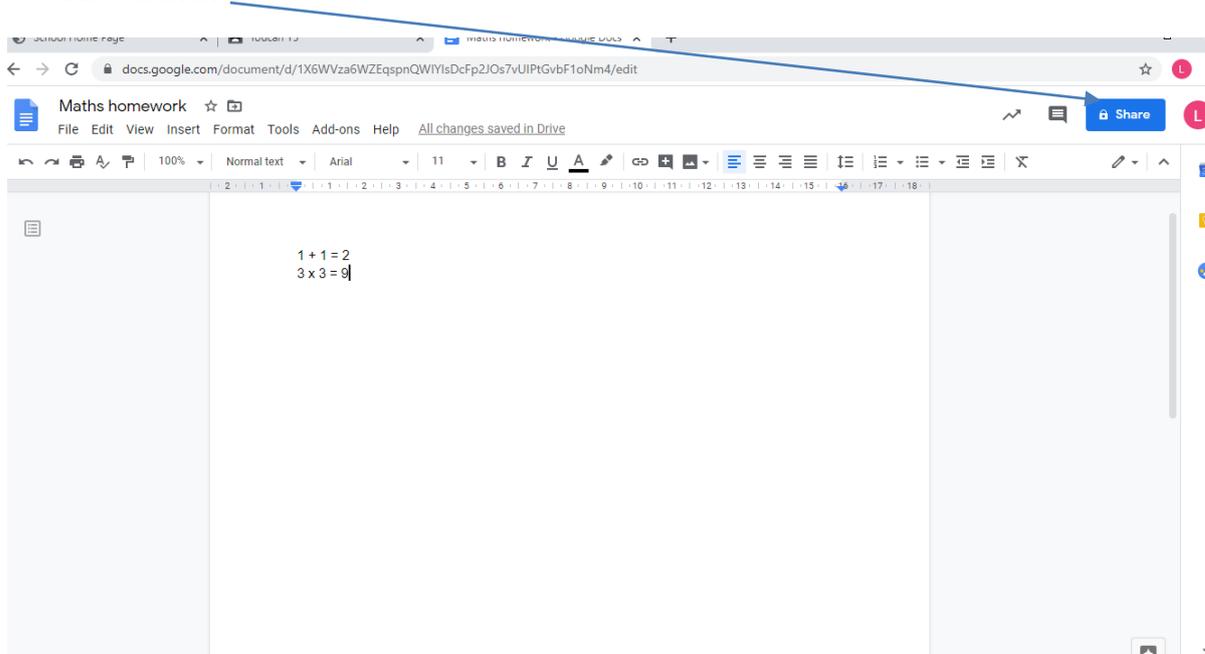
13. Click on a blank document to open a new document.



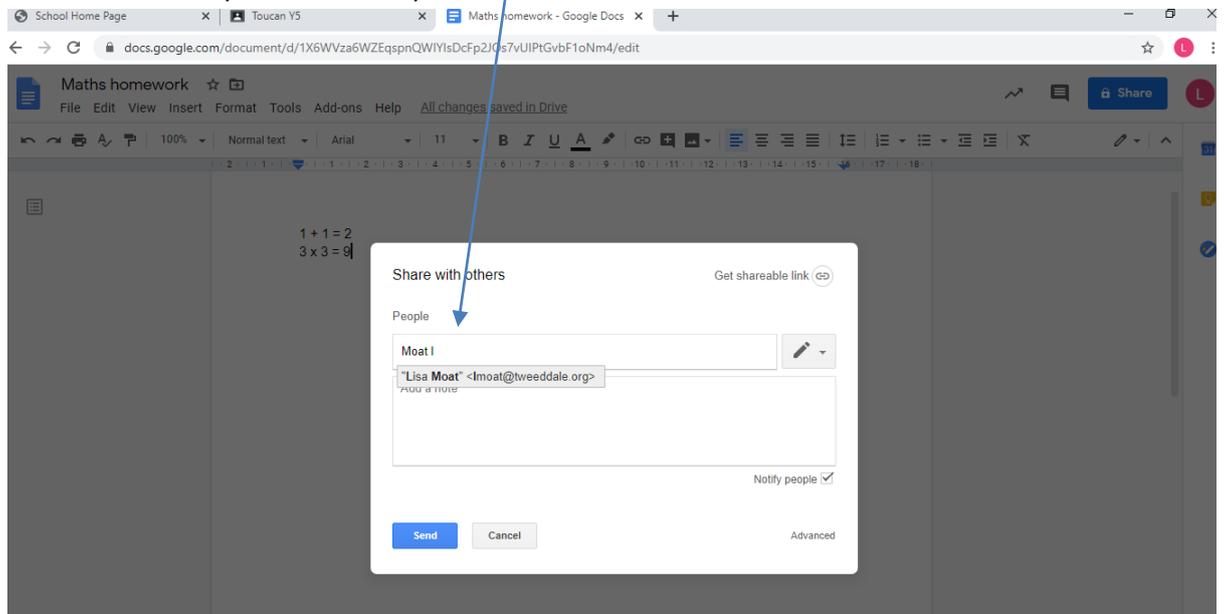
14. Click on the section shown to give your document a name. Then start typing the answers to questions given by the teacher or complete other work set.



15. When the work is completed, click on the blue share button to share your work with your class teacher.



16. Start to type the surname of the teacher you want to share the work with. All possible names will then appear in the drop down list. Choose the correct name and click send. You have then shared your work with your teacher.



17. There is no need to save the work. As it is a Google document it will automatically save as you start working on it.

