

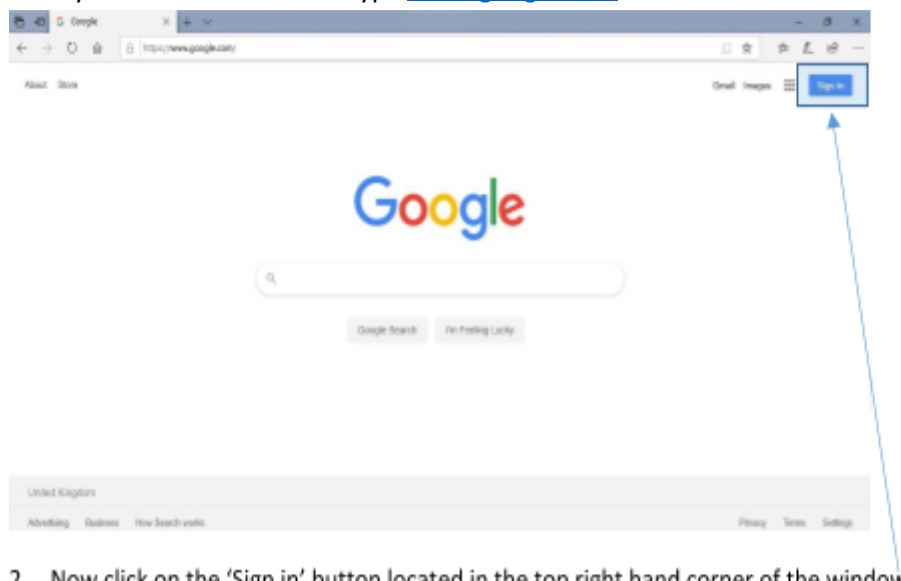
Online Learning Guidance- Google Suite

In the event that students are needed to work at home the academy has a number of platforms and websites that make this process possible. The key platform that all students have access too is the Google Suite of applications. This document is designed to inform all students how to successfully utilise this platform for successful learning away from the academy.

Access to Google Suite of Applications

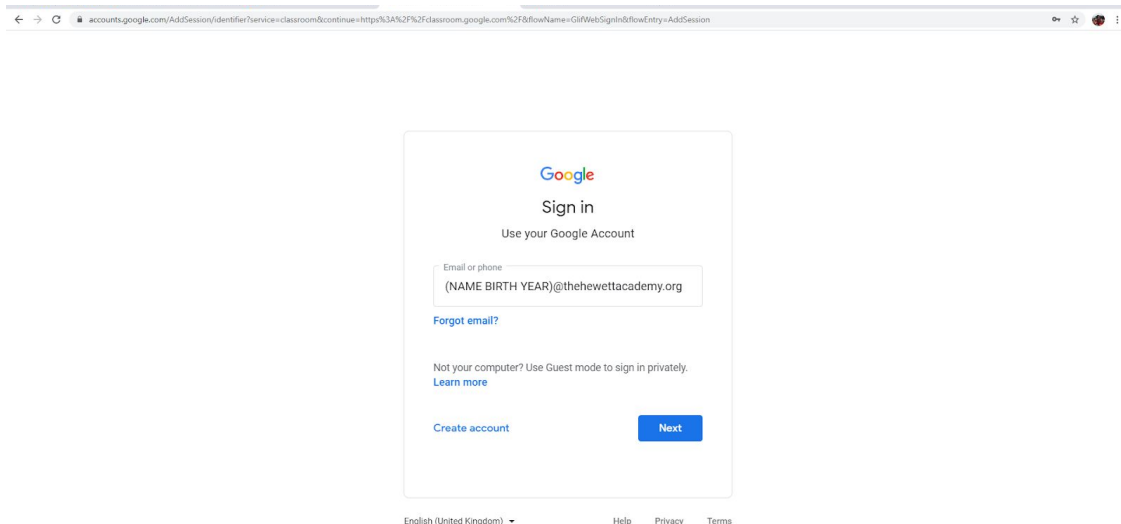
The most important form of communication with students will be through their google email account. It is important that this is checked daily for information and updates regarding work.

1. Access your web browser and type www.google.com into the address bar like in the example below.



2. Now click on the 'Sign in' button located in the top right hand corner of the window

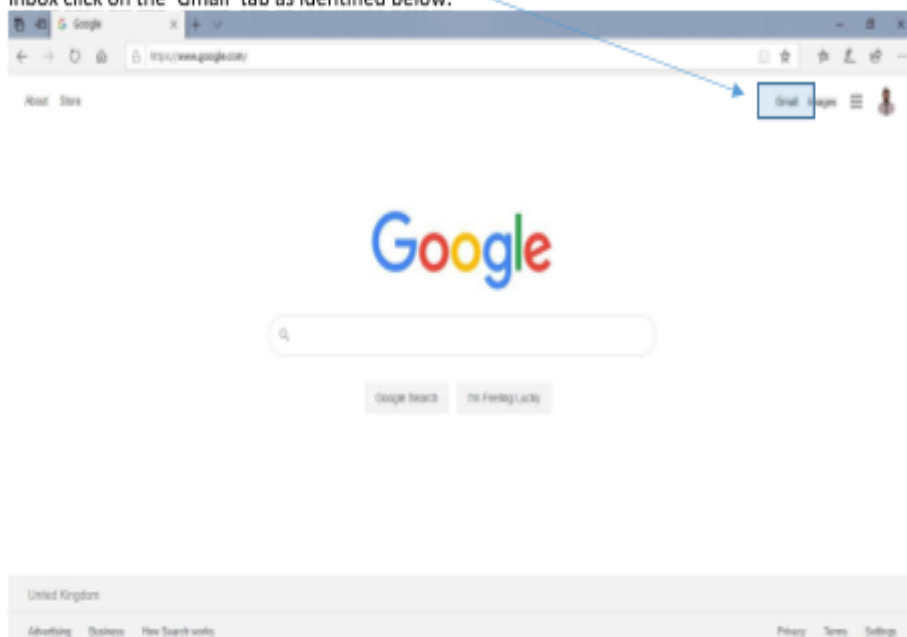
3. You will be taken to the sign-in screen (as below). Students will enter their academy email address. An example of this is here to demonstrate the generic suffix of **@thehewettacademy.org** applicable to all students. Then click 'Next'



- Students will then be asked to enter their password. This is the same password that students use to sign in to the computers at the academy. Once students click 'Next' they will be taken back to the Google home screen.



- From this point students can access all of the personalised Google Applications. In order to access their email inbox click on the 'Gmail' tab as identified below.

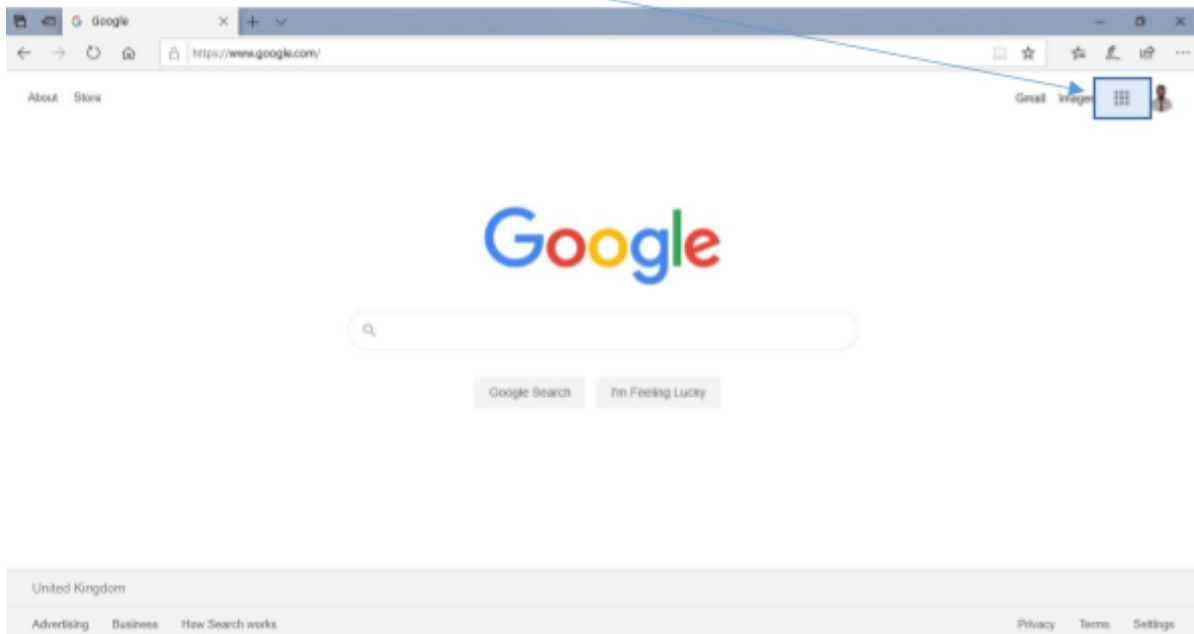


Google Classroom

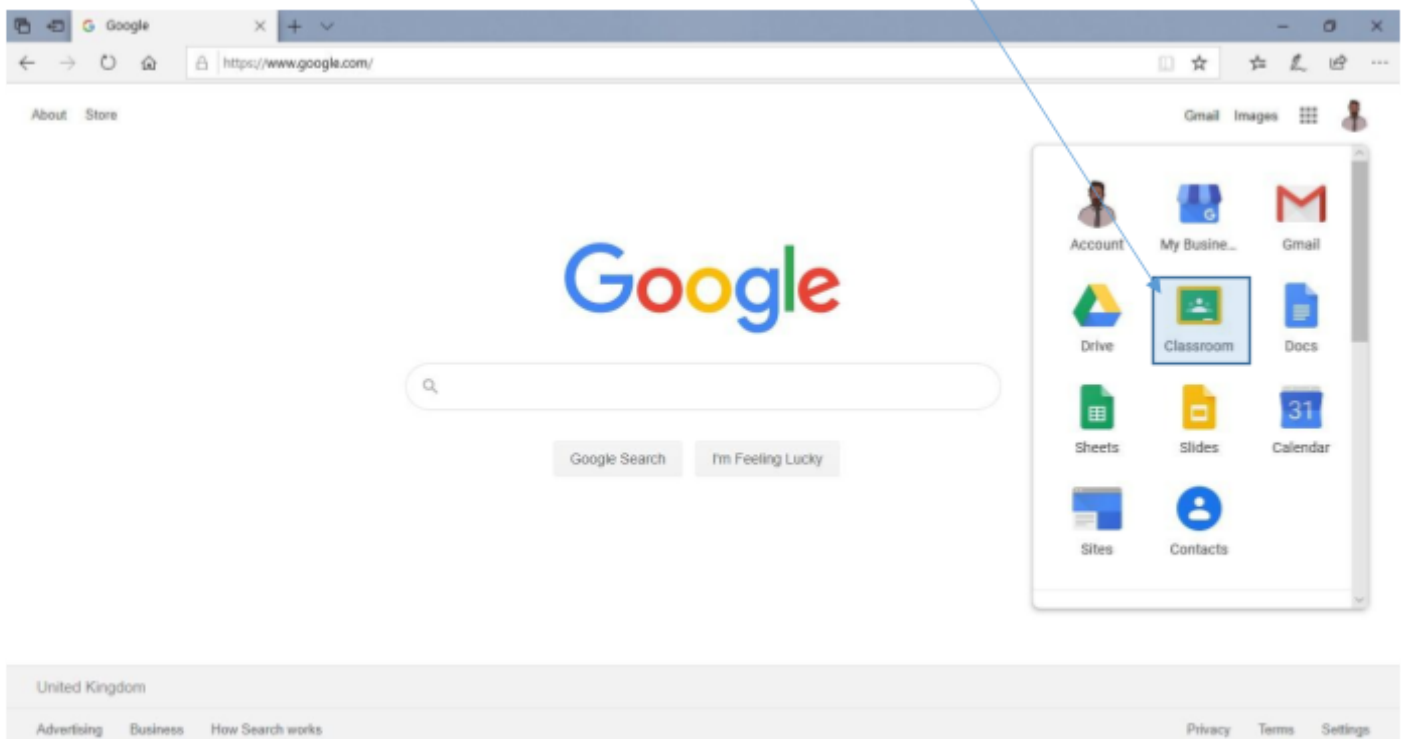
Once signed into Google one of the most useful applications is 'Google Classroom'. Each student will have personalised virtual classrooms that staff can populate with resources, tests, presentations and assessments for them to access.

- Follow the stages above to ensure that students are signed in to the Google Suite.

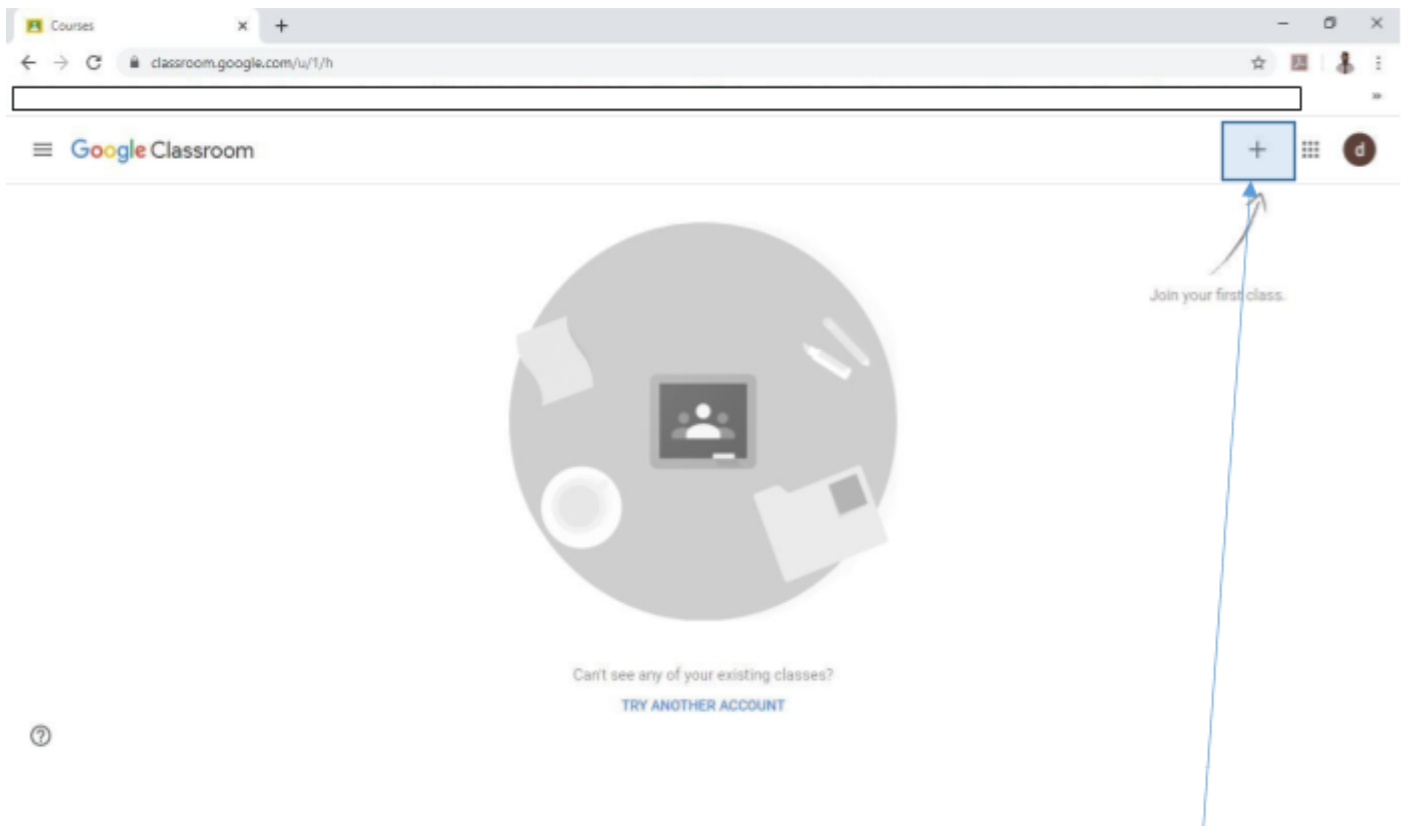
2. Click on the square made up of 9 dots in the top right hand corner to access all of the Google applications.



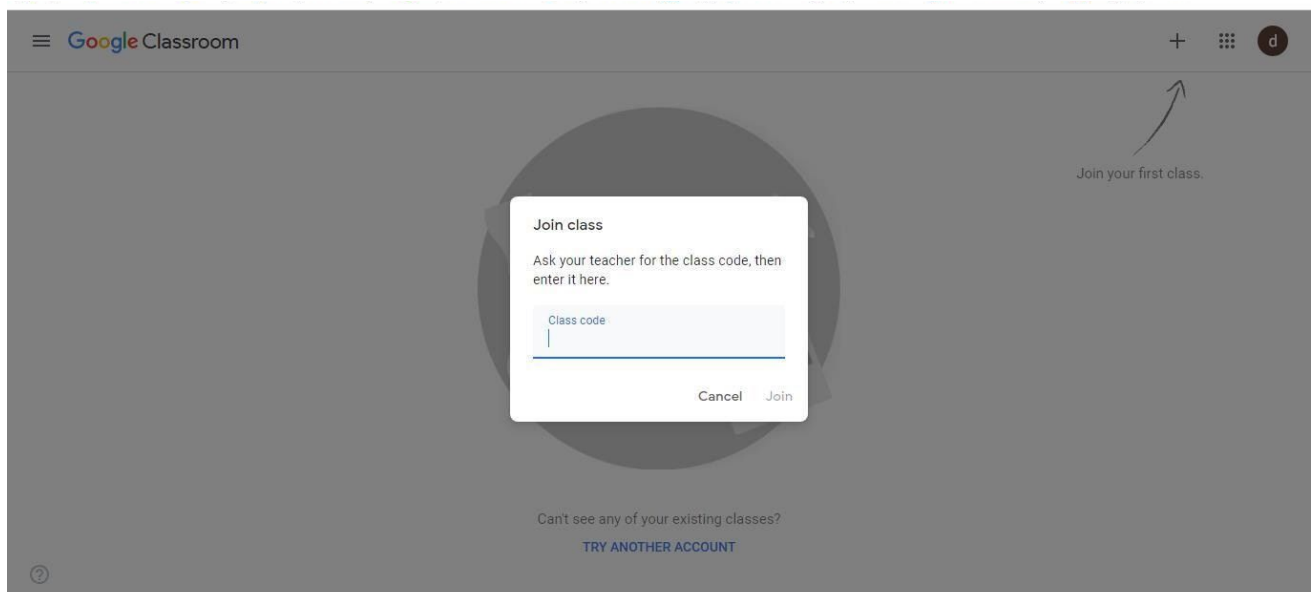
3. Once here you will need to click on the Google Classroom icon (see below)

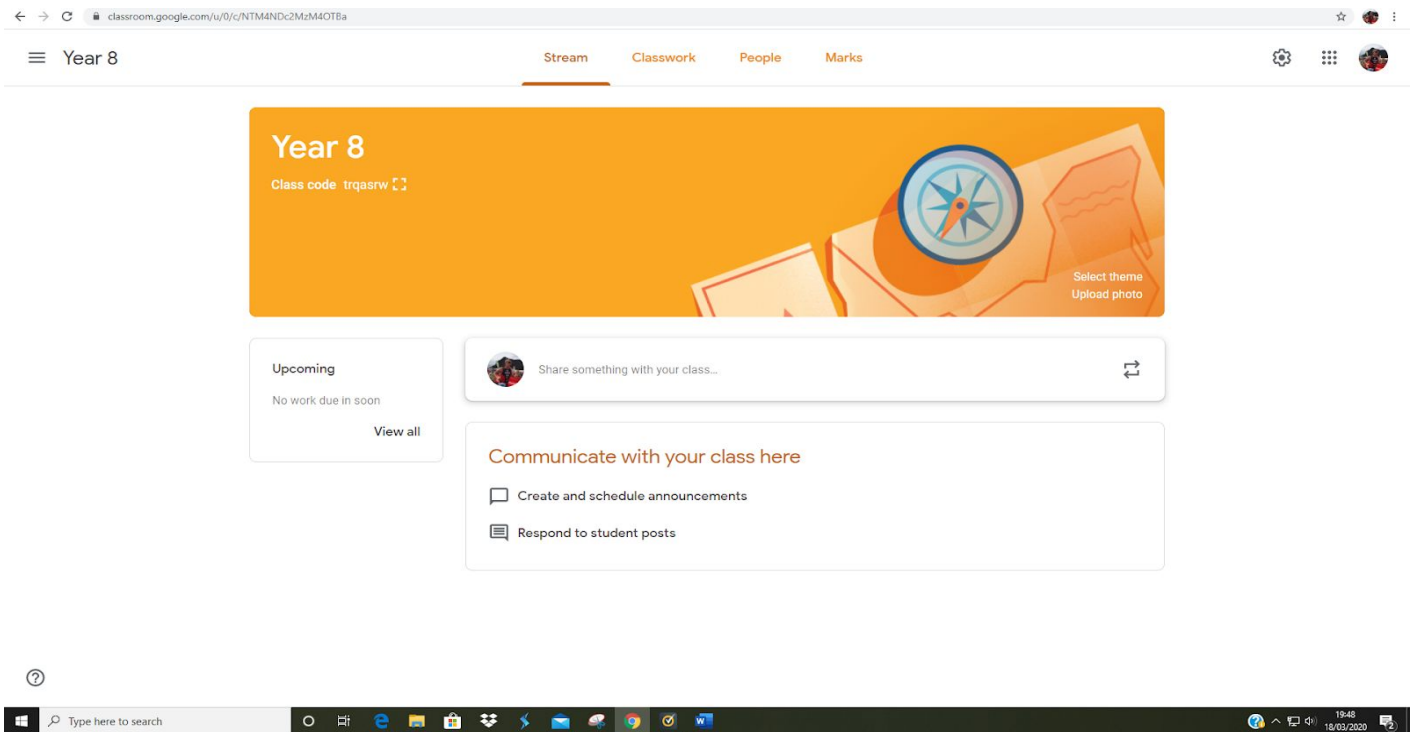


4. Once you have clicked on the Google classroom icon you will be taken to your own Virtual classroom as below.



5. In order to access an individual class simply click on the '+' button in the top right hand corner.
6. You will then be required to enter the class code and press 'Join'. All students' class codes are included at the bottom of this document. Please only join the classroom allocated to your year group.
7. You will then be taken to the Virtual classroom for that class.





8. The **Stream** is the social hub of **Google Classroom**. This is where announcements can be made by the teacher. Students, if enabled, are able to share resources or ask questions. If you would like to ask the teacher a question simply type into the 'Share something with the class' bar and press 'Post'
9. The **Classwork** tab is where teachers will add resources, assignments, presentations and quizzes so that students can learn remotely.
10. Once you have added all your classes, when you log in you will have a home screen with all of your classes as below. Click on the banner of the class you would like to access: