



# **Guide to Setting up and Accessing Google Classroom**

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Please note that lessons can only be accessed using a **desktop computer** or a **laptop**. Unfortunately, not all features are compatible when using a smart phone or tablet.

## Setting up for Online Sessions

To access online tutoring lessons with Knowmadic Tutoring, you will need to set up a Gmail account for your child. This will give them access to the google classroom assigned to them for their learning.

## Setting up a Google Account for the Student

You could watch this **video** to help you set up an account for your child:  
<https://www.youtube.com/watch?v=IHRn5aamArs>

**Alternatively**, you could follow these **step-by-step instructions** to set up a Gmail account.

1. Go to your internet web browser (Google Chrome). You will need Google Chrome to access Google Classroom.

Note: To **download Google Chrome** please visit:

[https://www.google.com/intl/en\\_uk/chrome/](https://www.google.com/intl/en_uk/chrome/)

You could also watch some videos to help you:

[https://www.youtube.com/results?sp=mAEB&search\\_query=how+to+download+google+chrome+](https://www.youtube.com/results?sp=mAEB&search_query=how+to+download+google+chrome+)

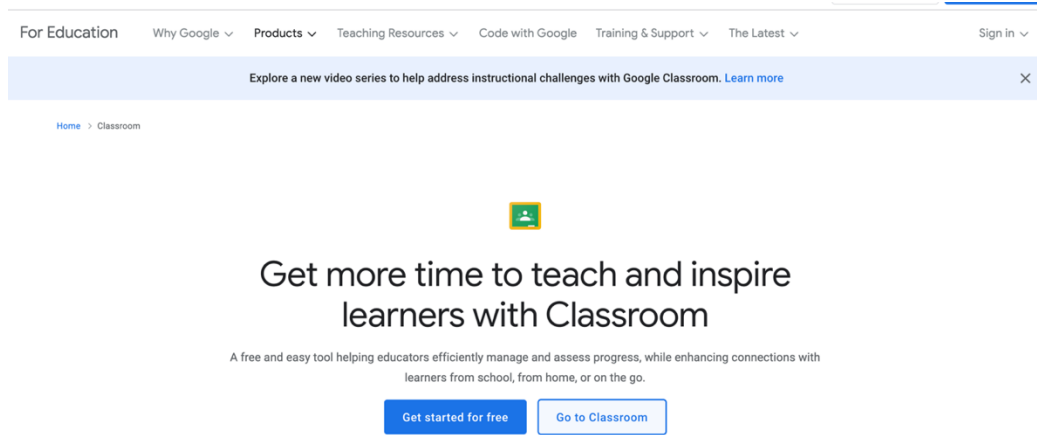


2. Type in classroom.google.com in the web address bar

← → ↻ google.classroom.com

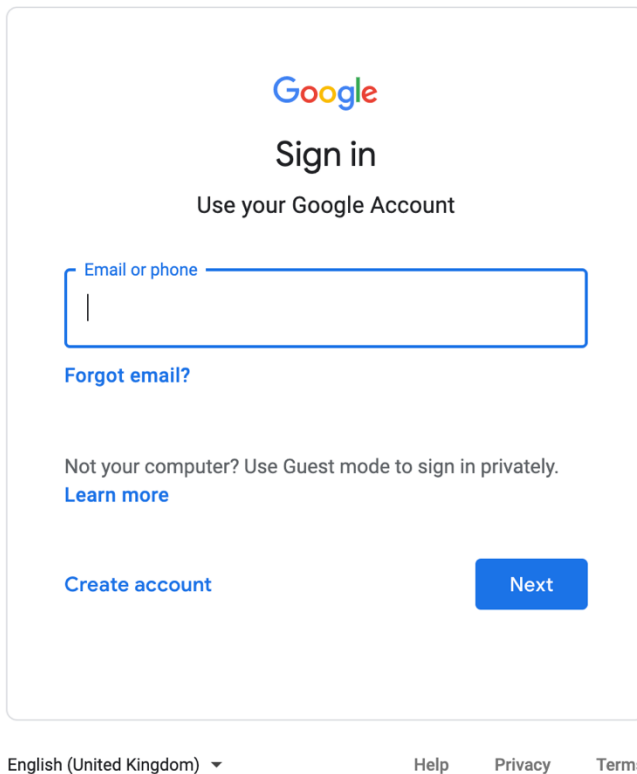
3.

### 3. Click on 'Go to Classroom'



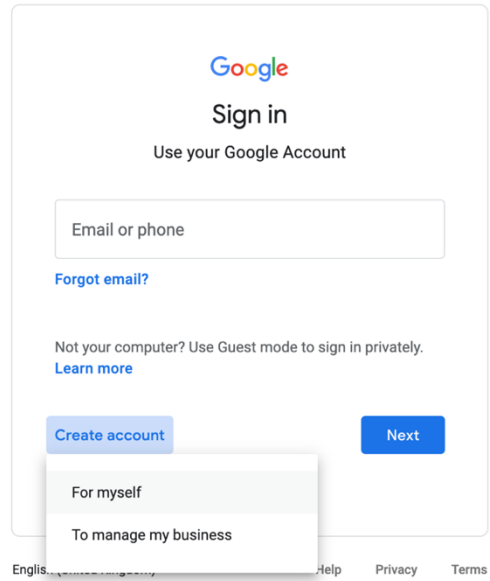
The screenshot shows the Google Classroom landing page for educators. At the top, there is a navigation bar with links for 'For Education', 'Why Google', 'Products', 'Teaching Resources', 'Code with Google', 'Training & Support', and 'The Latest'. A 'Sign in' link is also present. Below the navigation bar is a blue banner with the text: 'Explore a new video series to help address instructional challenges with Google Classroom. [Learn more](#)'. Underneath the banner, there is a breadcrumb trail: 'Home > Classroom'. The main heading is 'Get more time to teach and inspire learners with Classroom', accompanied by a small icon of a person at a desk. Below the heading is a sub-headline: 'A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.' At the bottom of the main content area are two buttons: 'Get started for free' and 'Go to Classroom'.

### 4. Click on 'Create account'

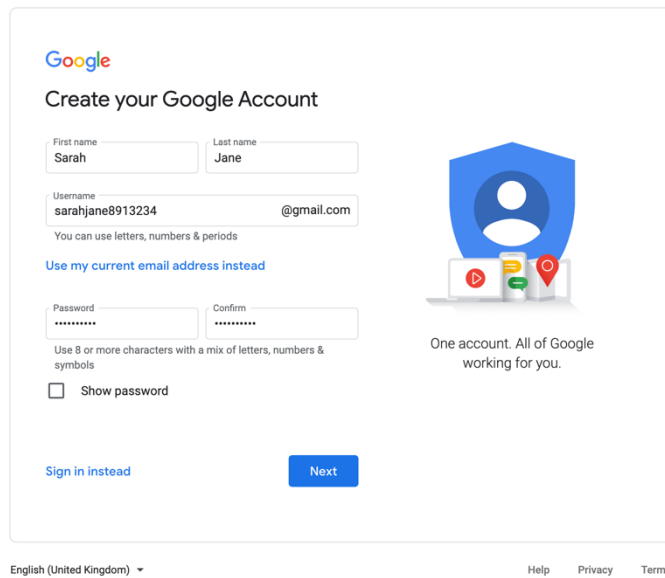


The screenshot shows the Google Sign in page. At the top is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone' with a vertical cursor. Underneath the input field is a link for 'Forgot email?'. Further down, there is a note: 'Not your computer? Use Guest mode to sign in privately. [Learn more](#)'. At the bottom left is a link for 'Create account', and at the bottom right is a blue button labeled 'Next'. At the very bottom of the page, there is a footer with 'English (United Kingdom)' (with a dropdown arrow), 'Help', 'Privacy', and 'Terms'.

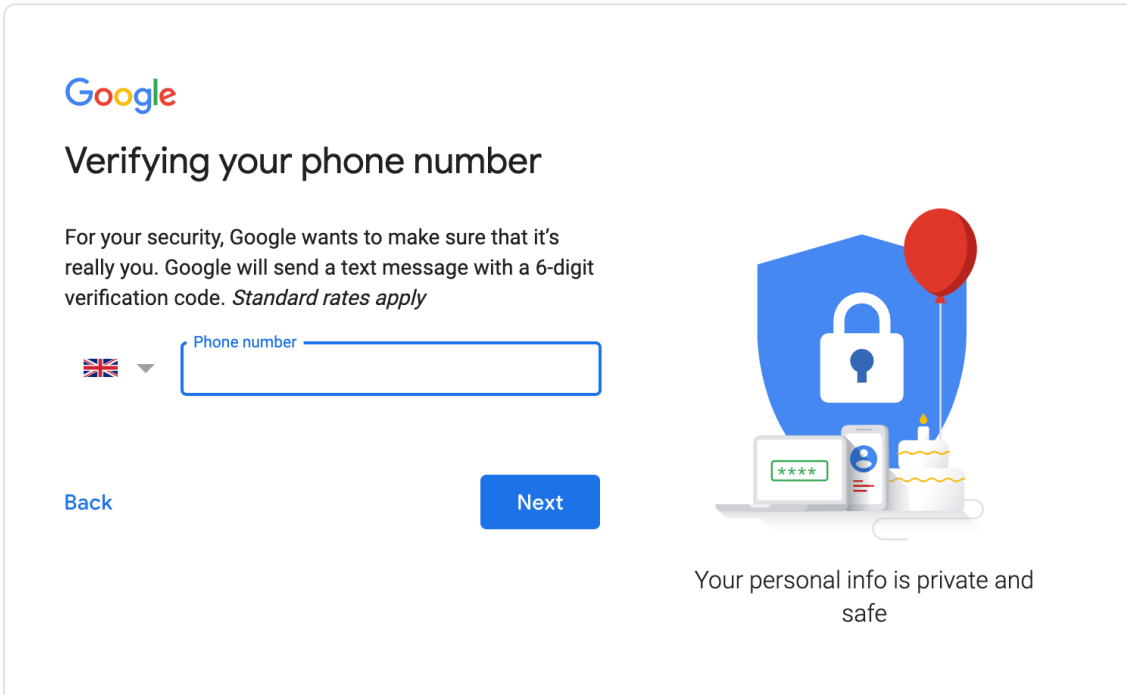
5. Select on 'For myself'



6. Fill out the details as requested

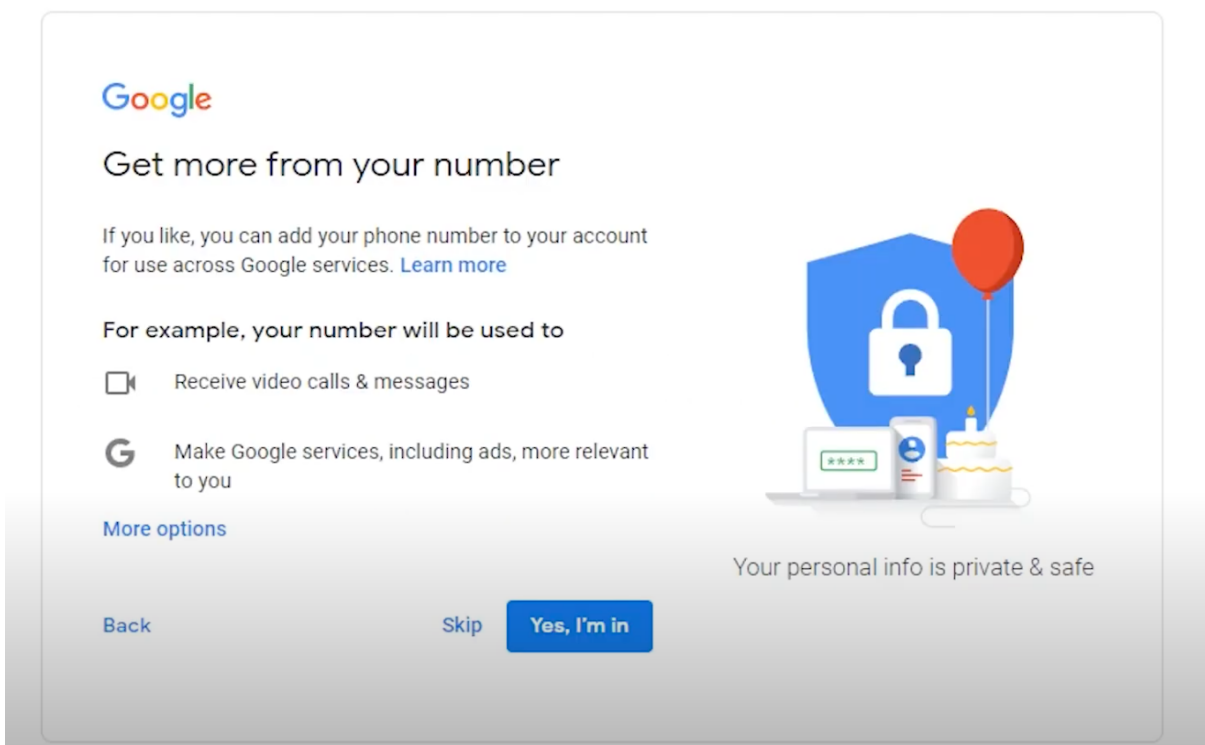


7. Enter your mobile phone number so that a 6-digit verification code can be sent to your phone. This is so that you can set up your account securely.



The screenshot shows the Google account verification interface. At the top left is the Google logo. Below it is the heading "Verifying your phone number". A paragraph explains that Google will send a 6-digit verification code via text message, with a note that standard rates apply. To the left of a text input field is a dropdown menu showing the United Kingdom flag. The input field is labeled "Phone number". Below the input field are two buttons: "Back" on the left and "Next" on the right. To the right of the text is an illustration featuring a blue shield with a white padlock, a red balloon, a laptop displaying "\*\*\*\*", a smartphone, and a birthday cake. Below the illustration is the text "Your personal info is private and safe".

8. Check and confirm the details that you have inputted
9. When taken to this page, you may press 'Skip', as you will not be using your phone to access the lessons.



The screenshot shows the "Get more from your number" page. At the top left is the Google logo. Below it is the heading "Get more from your number". A paragraph states: "If you like, you can add your phone number to your account for use across Google services. [Learn more](#)". Below this is the text "For example, your number will be used to" followed by two items: a video camera icon with the text "Receive video calls & messages" and a 'G' icon with the text "Make Google services, including ads, more relevant to you". Below these items is a link "More options". At the bottom left are two buttons: "Back" and "Skip". At the bottom right is a blue button labeled "Yes, I'm in". To the right of the text is the same illustration as in the previous screenshot (shield, padlock, balloon, laptop, smartphone, cake). Below the illustration is the text "Your personal info is private & safe".

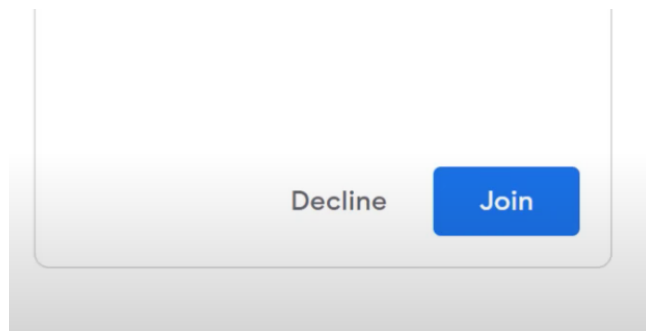
10. Read through Google's terms and conditions and then click on 'I agree'.
11. You will be taken to Google Classroom where you will need to click on 'continue'
- 12. Please email [info@knowmadictutoring.com](mailto:info@knowmadictutoring.com) with your child's Gmail email address. This will be needed to invite them to their assigned online classroom**
- 13. You will then be sent a Class Invitation to your Gmail inbox so that you can join the classroom. Open the email and click on 'Join'**
14. Next, you will see a message for you to 'Join class?'. Click on 'Join'
15. You will be taken to your 'Stream' page, where you can familiarise yourself with Google Classroom.

## Accessing Google Classroom

You can access Google Classroom again by going to your internet web browser (Google Chrome) and type in [classroom.google.com](https://classroom.google.com) in the web address bar (please see steps 1-3 on page 2) or you could click [here](#) . From here you can sign in using your Google Account details that you have entered during the set up.

If you have not joined the class via your Gmail inbox, then please follow the steps below:

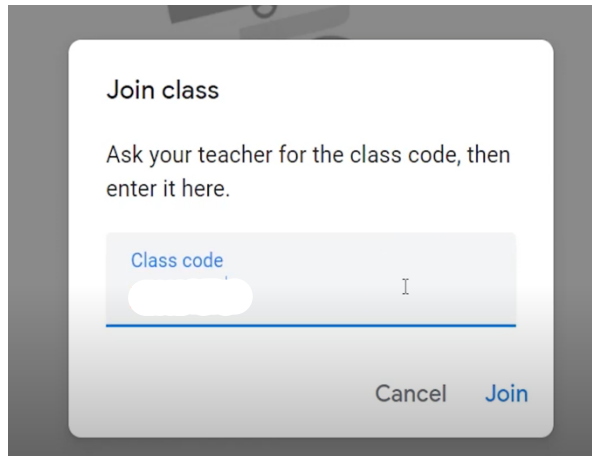
16. If you see your class appear you can click on 'Join'



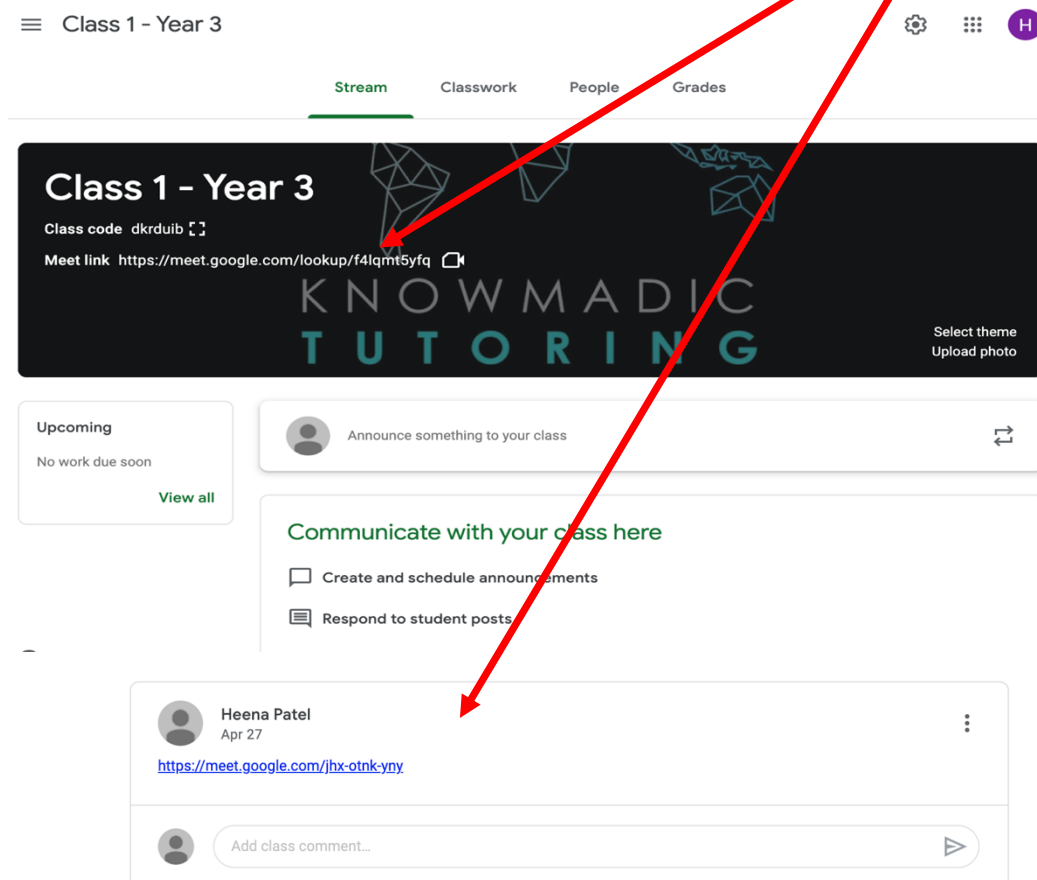
17. Alternatively, click on the '+' on the top right of the page



18. You will then need to enter the Class code given to your tutor. This will be emailed to you upon request.



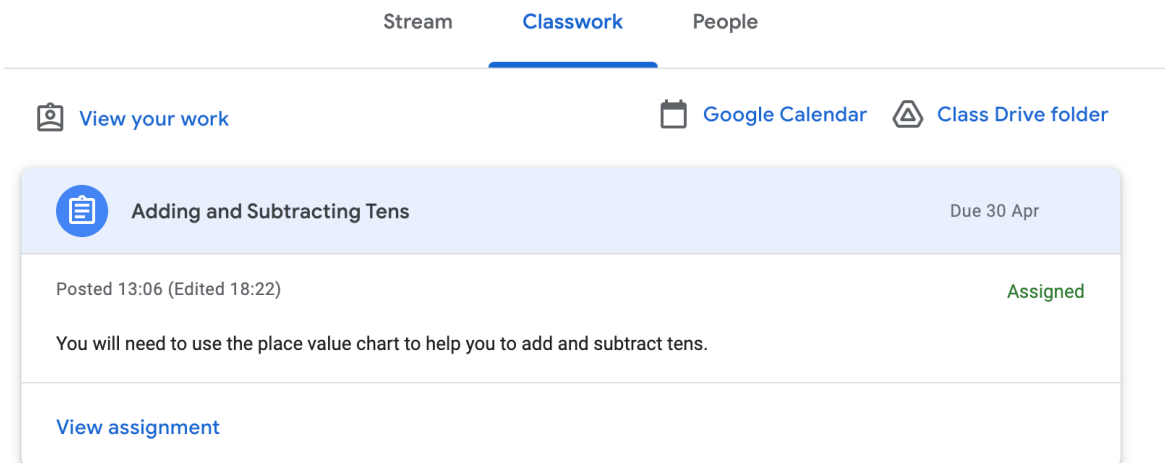
19. You will then be taken to your Classroom Stream. From here, you will be able to access your online lesson at your designated time by clicking on 'Meet Link' and 'Join Now'. Alternatively, the meet link will be sent to you via the Stream.



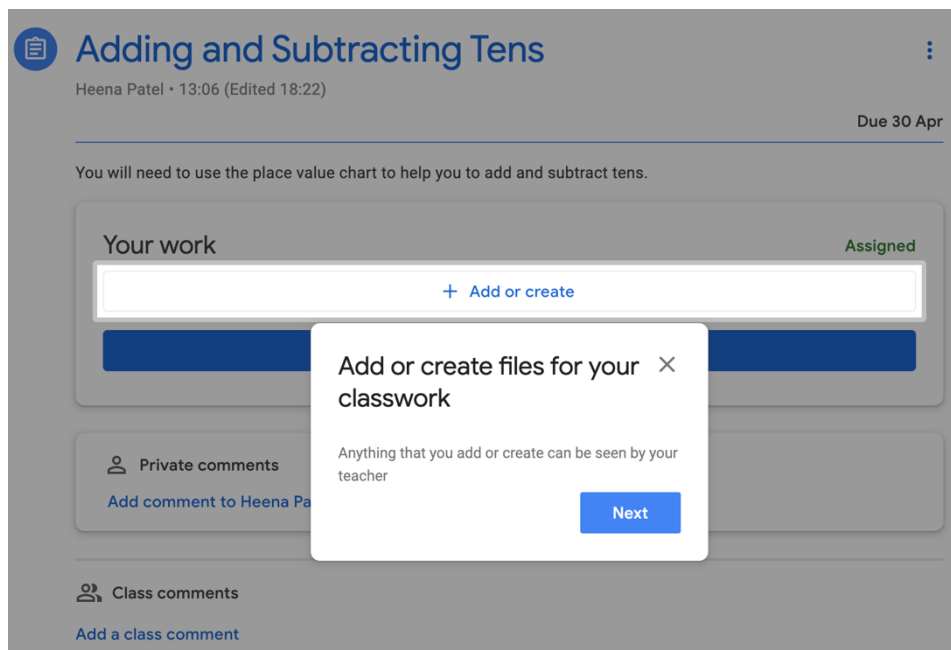
Note: From the 'Stream' tab you will be able to see any posts, links, assignments given to you by your tutor. Please be sure to check this regularly.

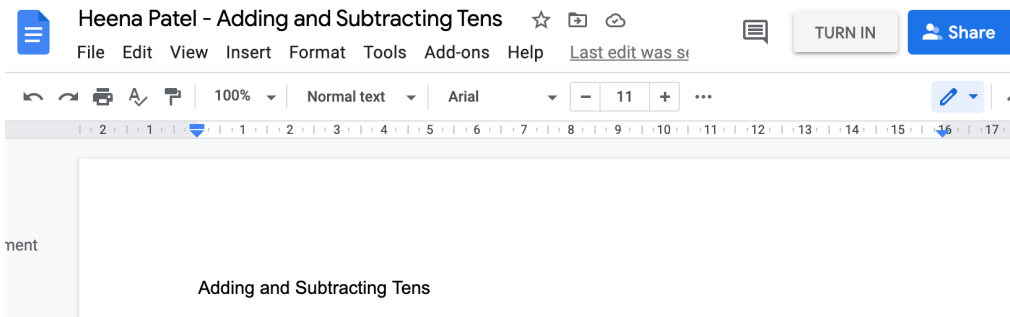
The 'Classwork' tab will give you access any documents uploaded to you by your tutor.

Click on 'View assignment' to see what your tutor has uploaded for you.

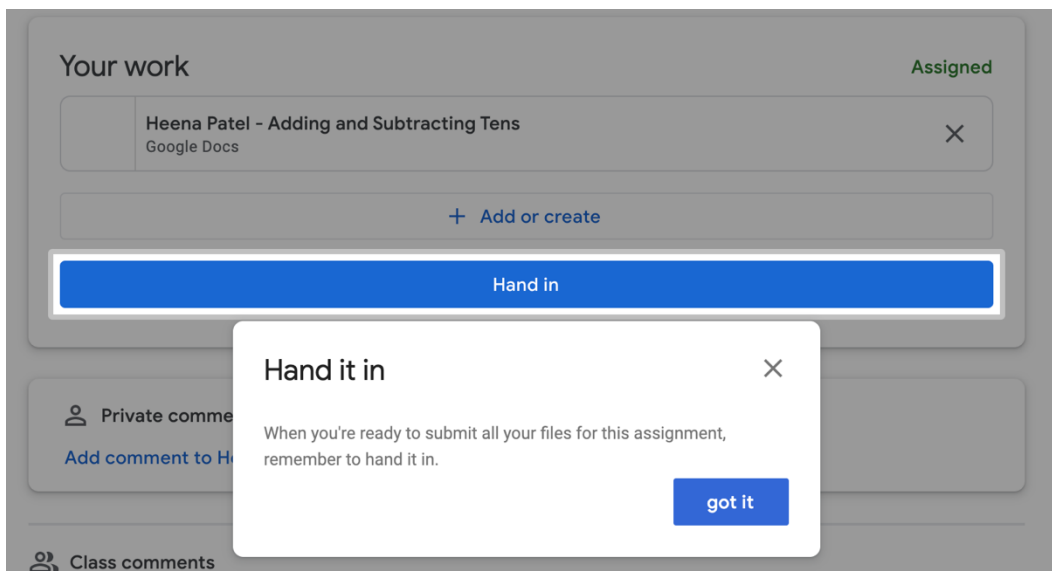


You can add/upload a document/image showing your completed work or create a file that has the completed work on it.





'Hand in' or 'Turn in' your work to submit it. If you have made a mistake you can always 'unsubmit' and then submit it again when you are ready.



## Helpful Videos:

- [https://www.google.com/intl/en\\_uk/chrome/](https://www.google.com/intl/en_uk/chrome/)
- <https://www.youtube.com/watch?v=IHRn5aamArs>
- <https://www.youtube.com/watch?v=VDmGcKnYFvM>
- <https://www.youtube.com/watch?v=88idNZxeZbo>