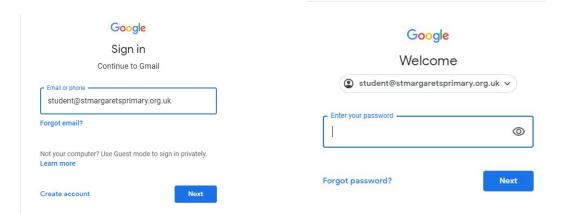
Introduction to Gmail and Google Classroom Account



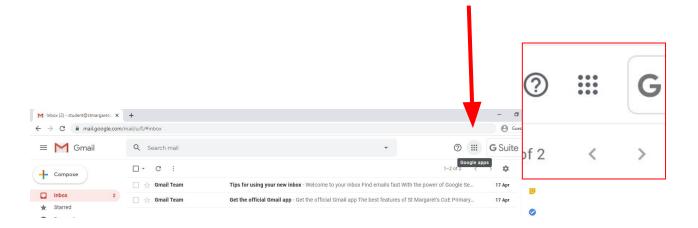




Start by visiting <u>www.gmail.com</u> and using your St Margaret's email address and password to log in.

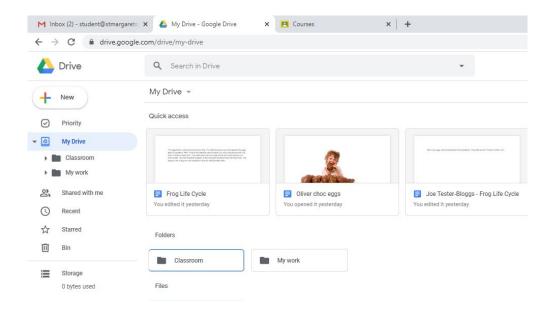


This is your email inbox; messages you get from your teacher and contacts will show here. You can see a box of 9 small dots ("dot menu"). This is where you can find your "Google Apps" including Google Drive and Google Classroom



Google Drive is where you can create documents, spreadsheets and slide show presentations. It saves all your work automatically. You can also access things your teacher has shared with you here.

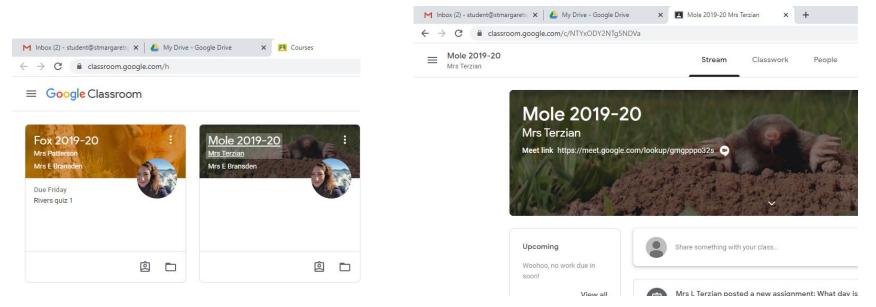
Any work you do in Google Classroom will be saved here automatically.





Google Classroom (GC) is a digital learning tool. Your teachers will post one activity here a week for you to try.

Click on the GC icon in the "dot menu" and when asked "join" as a "student". Your teacher has already invited you with your email address so your class will then show up here! Click "Join" to enter the class. You will then see your classroom "stream" page. See our other guide to Google Classroom on the website for more info!



Have a look around and see what else you can do within your St Margaret's account! Maybe send your teacher an email to say hi!

Don't forget, this is all new to us in Year 4 and we are all learning. We all know that learning should be fun, so if you are finding anything too difficult, don't worry, we are here to help and support you!

Have fun exploring Google Classroom and your new Google apps! We look forward to sharing our learning together!

