# Student and Parent Guide - Google Classroom

1. Download, install and login

The **Google Classroom** app is available to install from the Google Play Store or the Apple App Store. It is also recommended to install the **Google Docs**, **Google Slides** and **Google Drive** apps, as this will give you the ability to edit files on Google Classroom.

To download the apps, go to your app store on the device and search for the Google apps listed, then click 'install'. When you open the apps for the first time, it will ask you to log in. Students should use their Outwood Google Account details to log into Google. The email address will be similar to **s123456@student.outwood.com**.

2. Viewing work set by your teacher

In the Google Classroom app, you should select your classroom. You can then click 'Classwork' > 'View your work'.
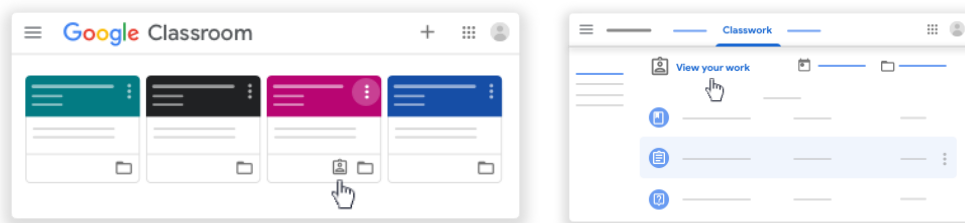
3. Completing work
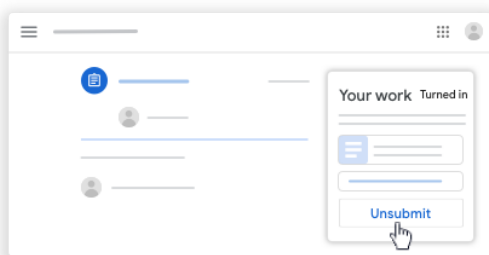
Most work set by teachers will comprise a presentation, reading activity or instruction sheet. Anything that will be required to type onto will be in the 'Your Work' section of the assignment. You will be able to edit these files if you have the Google Docs, Google Slides and Google Drive apps installed on your device.

To edit 'Your Work', simply click on the titled document or activity. Private comments can be sent to teachers just beneath the 'Your Work' section if a student is struggling to access the activity.

4. Handing in work

Before handing in work, it is important to attach any additional files that have been completed as part of the work (or photographs if the work has been done on paper), then click the 'Hand In' button.

If you require more support with Google Classroom, please ask your teacher, or visit:
https://support.google.com/edu/classroom