



How to use Google Classrooms and access emails.



Go to Google search engine and type 'Google Drive'

Choose to Sign in - Google Drive

Google
https://drive.google.com > drive > my-drive

Google Drive: Sign-in
Access Google Drive with a Google account (for personal use) or Google Workspace account (for business use).

Then you will be taken to this page where you need to enter your email address:

Year 5: 20InitialSurname@mybest.org.uk
Year 6: 19InitialSurname@mybest.org.uk
Year 7: 18InitialSurname@mybest.org.uk
Year 8: 17InitialSurname@mybest.org.uk
Year 9: 16InitialSurname@mybest.org.uk
Year 10: 15InitialSurname@mybest.org.uk
Year 11: 14InitialSurname@mybest.org.uk

Google
Sign in
to continue to Google Drive

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) Help Privacy Terms



Google Drive

A screenshot of the Google login page. At the top is the Google logo and the word "Welcome". Below that is a dropdown menu showing the email address "14hwood@gmail.com". A password field is labeled "Enter your password" and contains several dots. To the right of the password field is an eye icon. Below the password field is a blue "Next" button. At the bottom left is a link for "Forgot password?". At the bottom right are links for "Help", "Privacy", and "Terms".

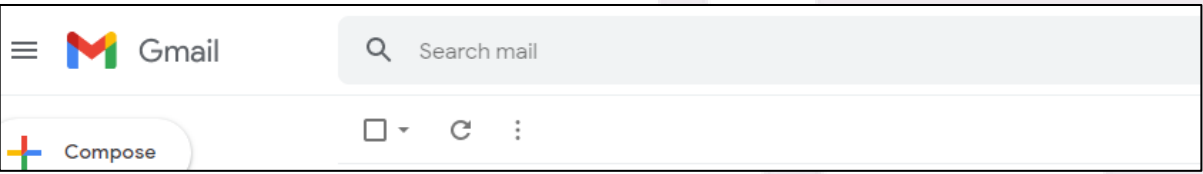
You will then need to enter your password: (remember it's case sensitive)
This is the password you use on the Chromebooks in school.
You are now logged into your Google Drive.



Email



Click on the waffle/9 dots at the top of your google drive page and then choose the Gmail icon to access your emails.

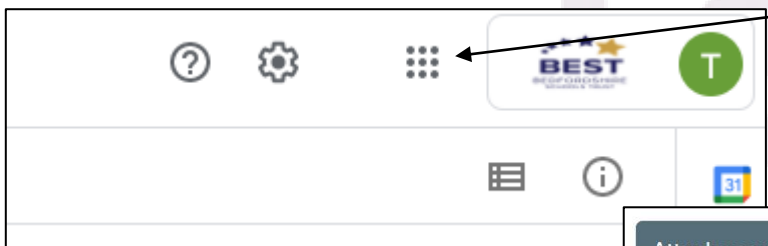


You will then be taken into your emails.



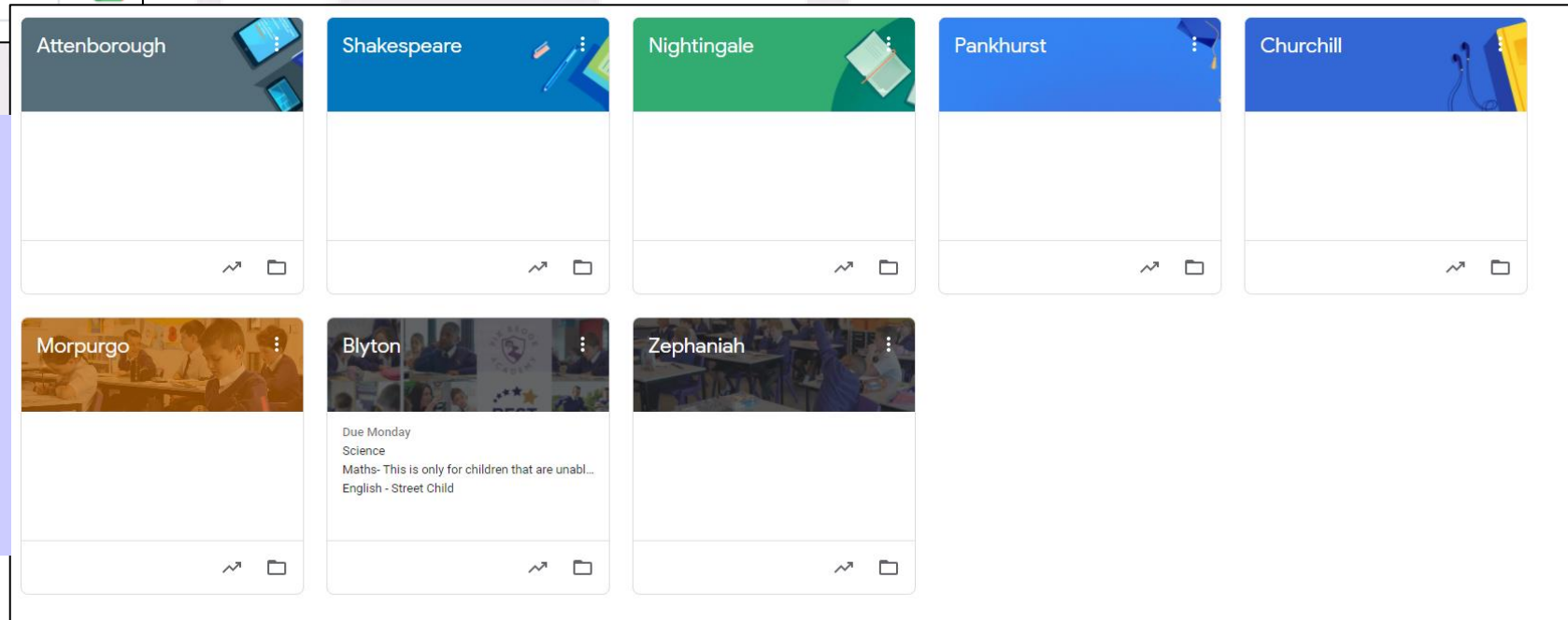
Google Classroom

Click on the waffle / 9 dots and choose the classroom icon to access Google classroom.



You will only be able to see your google classrooms.

Each class has a special code which you will need to have entered to join each subjects/teacher classroom. Your teacher will either give you this code to join the class. Or will have invited you to their classroom you can accept on the invite on this page.





Google Classroom

Work will be added and will be visible on the stream so you know what you need to do.

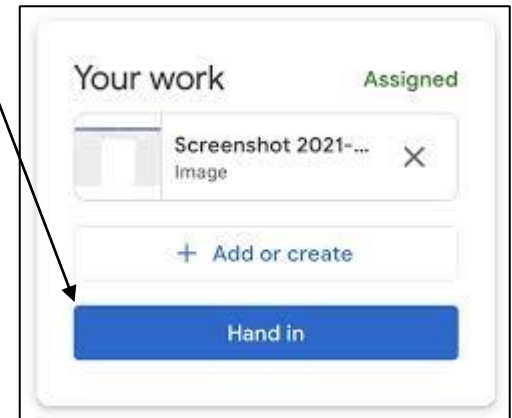
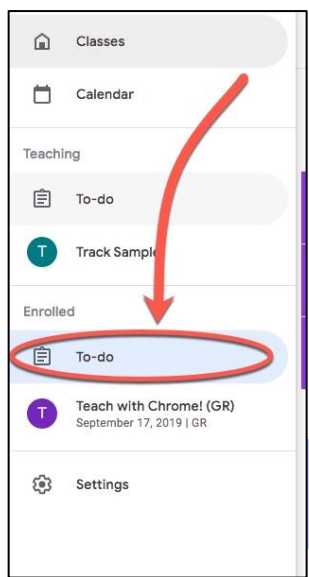
Click on classwork to see the work in different folders for you to complete.



Marking, Comments, Homework

Your teacher will be able to mark your work and also leave comments for you which can only be seen by you and them; it is not able to be viewed by everyone in your class.

Your teacher will be able to see your comments and mark you work once you have **handed in** the work



If you have any homework set on Google Classrooms your teacher will set a deadline. This Will show in your **To Do** section