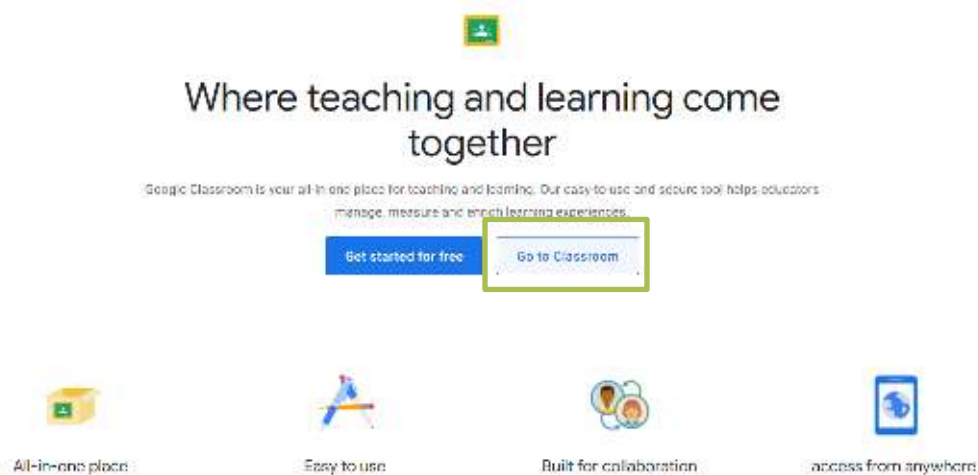


INITIAL LOGIN

STEP 1 – VISIT THIS URL https://edu.google.com/intl/ALL_uk/products/classroom/

STEP 2 – CLICK ‘GO TO CLASSROOM’



STEP 3 – ENTER YOUR USERNAME

THIS WILL BE YOUR FIRSTNAME.LASTNAME@FFC.AC.UK
E.G. JOHN.TEST@FFC.AC.UK

STEP 4 – YOUR PASSWORD THE FIRST TIME YOU LOGIN WILL BE Pa55word2021

STEP 5 – CLICK ‘ACCEPT’ ON THE TERMS AND CONDITIONS SCREEN

STEP 6 – YOU WILL BE ASKED TO SET A NEW PASSWORD FOR YOUR FUTURE LOGIN

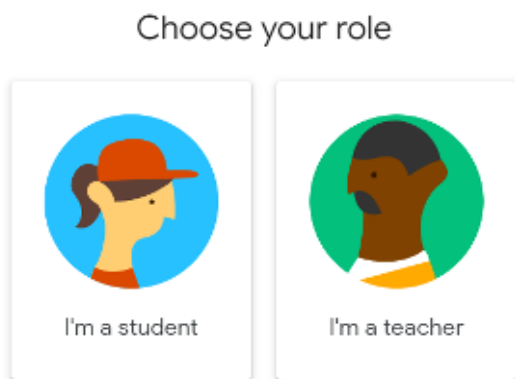
You will only need to go this step when you login for the first time, after you've set your password, this will be used for your future login.

The password will need to be secure, and must include 1 number and a capital letter.



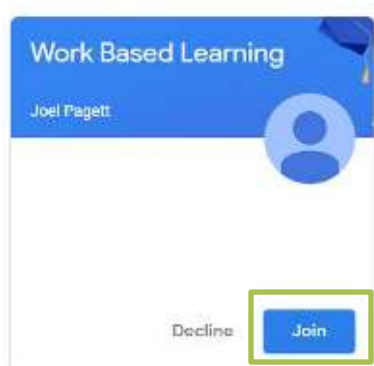
STEP 5 – CLICK CONTINUE ONCE YOU’VE LOGGED IN

STEP 6 – CLICK ‘I’M A STUDENT’



STEP 7 – WHEN YOU ARRIVE ON YOUR HOMEPAGE, YOU WILL NEED TO ACCEPT TO JOIN EACH CLASS. SIMPLY CLICK ACCEPT ON ALL CLASSES. YOU WILL NEED TO CLICK ACCEPT ON EACH ONE INDIVIDUALLY.

☰ Google Classroom



STEP 8 – ENTER INTO THE RELEVANT CLASS, AND YOU CAN VIEW ALL THE LATEST WORK, PROJECTS, AND INFORMATION SET BY THE TUTOR

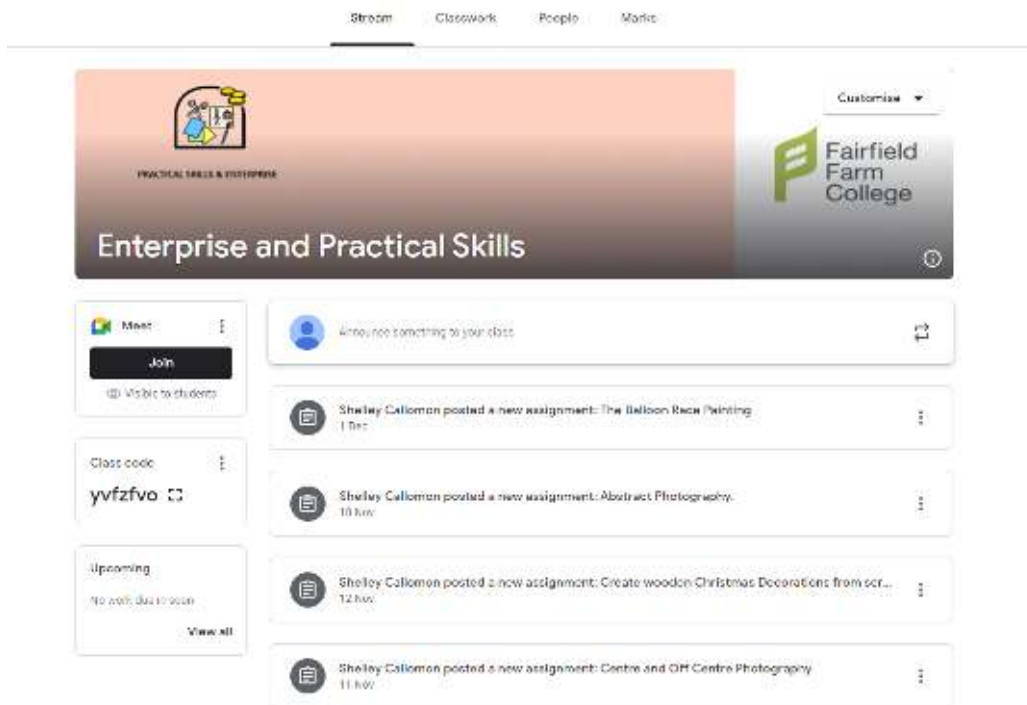
Once you’ve logged in the first time, you will simply need to remember your login username and password, and you will be taken straight through to the Classroom portal.

HOW TO USE GOOGLE CLASSROOM

STEP 1 – CLICK ON THE DESIRED CLASSROOM.

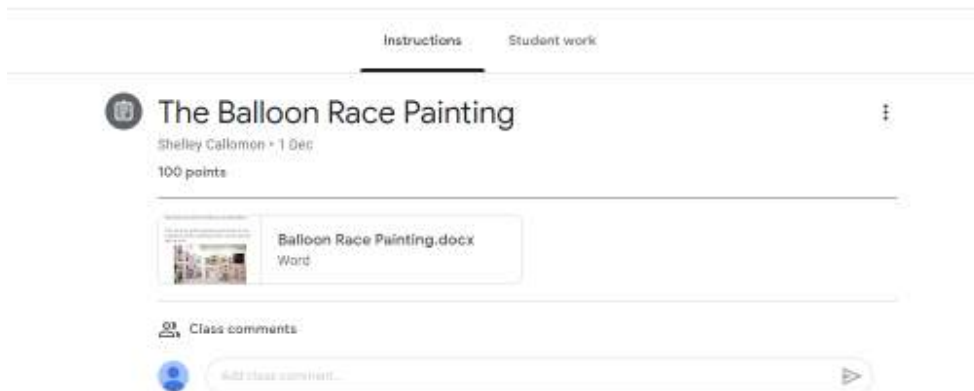
STEP 2 – YOU'LL BE GREETED WITH THE CLASSROOM STREAM.

This is where you will find all the work set by your class tutor. It is also known as a work stream. The newest work will always be at the top of the stream.



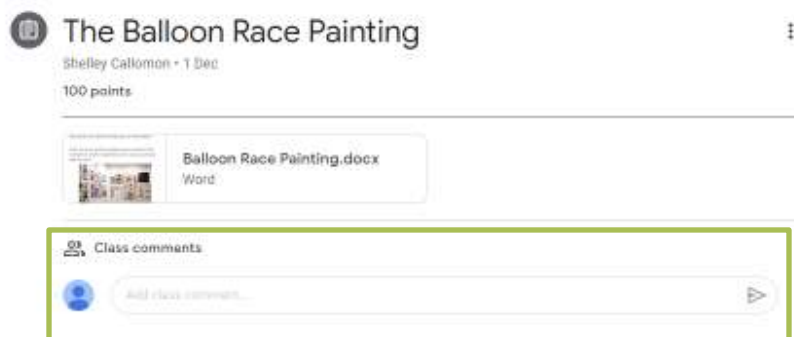
STEP 3 – FOLLOW THE WORK INSTRUCTIONS

This will be where your tutor has left instructions on how to complete the work. This can be in various different formats such as a Word document or a Powerpoint.



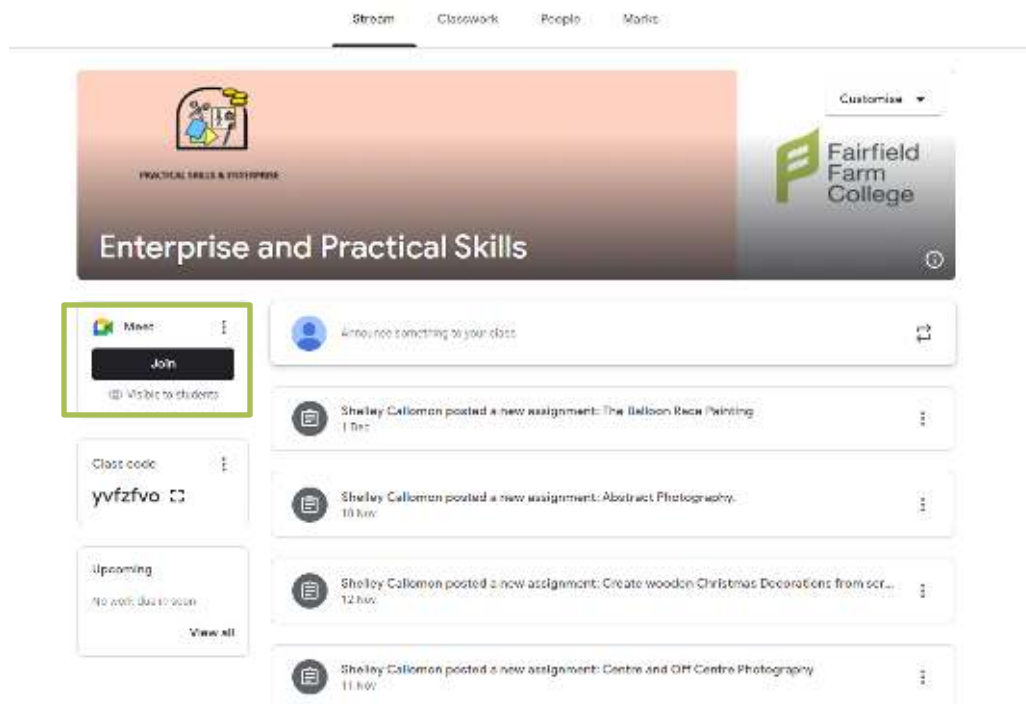
STEP 4 – GOT ANY QUESTIONS?

You can ask your tutor questions on the word on the **Class comments** section below the instructions.



JOIN A GOOGLE MEET

Google Meet is a similar concept to Zoom. All you need to do is go to the Google Classroom of your choice and click **join**.



You will then be able to join the class meeting, but only if one is being run. If you join before or after the class has started, you'll need to wait for the tutor to admit you to the meeting.