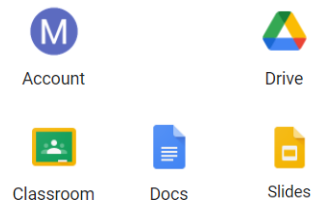


Installing Google classroom and other Google apps:

These instructions are for use on the I PAD or other IOS device.

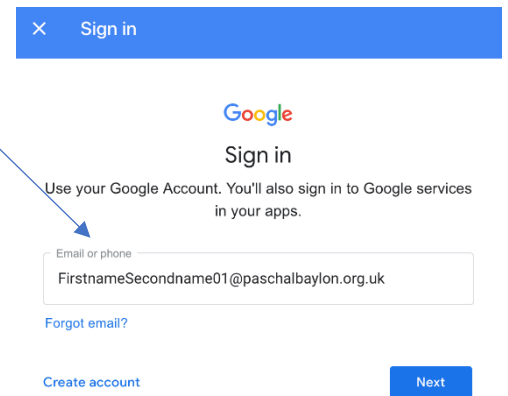
Download all of the google apps needed to support Google classrooms:

- Google classroom
- Google drive
- Google docs
- Google slides



Open google classroom and enter your username and password.

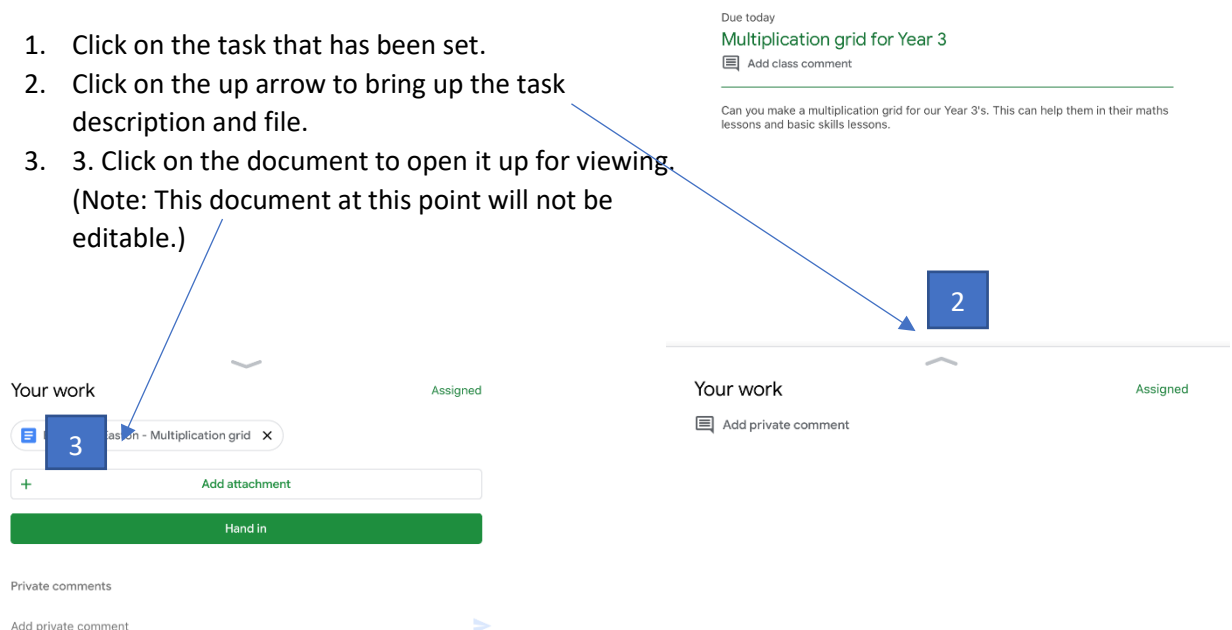
This will then open up your class where your teacher has set work and tasks.



NB: You will also need to sign into the Google docs app and google drive app (your device may have stored your logins from the previous login). These login details are the same as your Google classroom details.

Opening a Google Doc or other Google type:

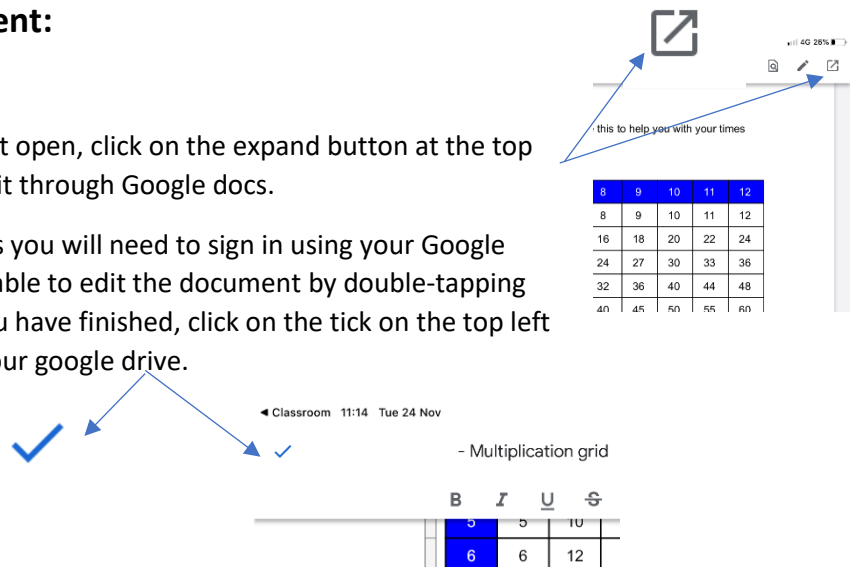
1. Click on the task that has been set.
2. Click on the up arrow to bring up the task description and file.
3. Click on the document to open it up for viewing.
(Note: This document at this point will not be editable.)



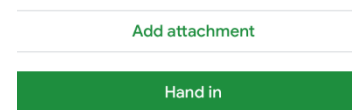
Editing an existing document:

Now that you have your document open, click on the expand button at the top right corner which will then open it through Google docs.

The first time you use Google docs you will need to sign in using your Google classroom login. Now you will be able to edit the document by double-tapping where you want to edit. When you have finished, click on the tick on the top left corner and this will save it onto your google drive.

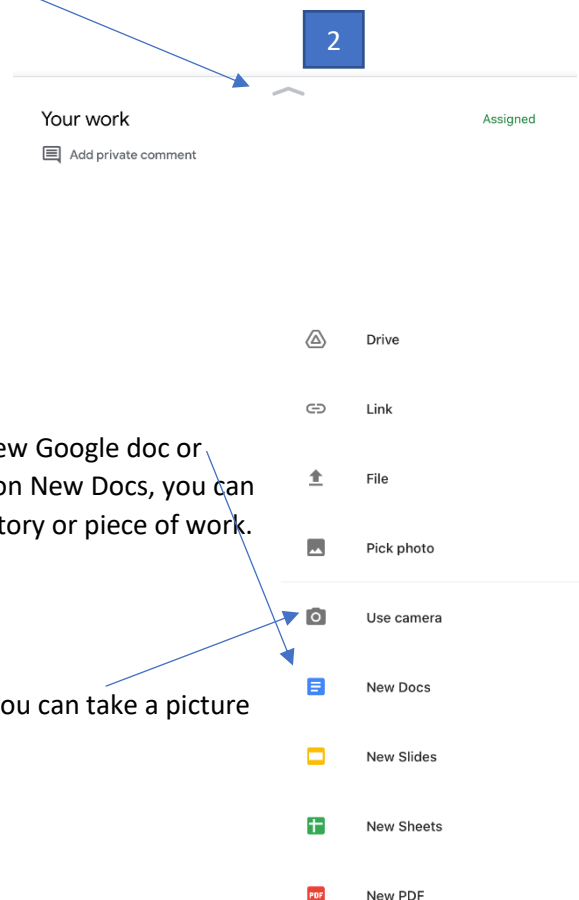
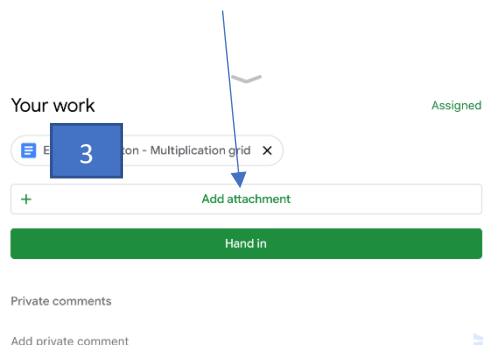


When returning to the google classroom app, you can then hand in your work by clicking on the button.



Creating a new document:

1. Click on the task that has been set.
2. Click on the up arrow to bring up the task description and file.
3. Click on add attachment.



There may be times whereby you will need to create a new Google doc or Google slide to present work. If for example you clicked on New Docs, you can click the pen at the bottom right to begin creating your story or piece of work.

You will also notice here that there can be times where you can take a picture of your work and upload it that way.