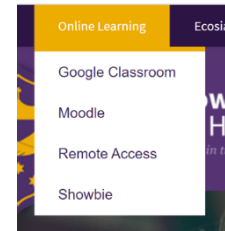## The All Hallows guide to using Google Classroom

This guide will hopefully help you with the sign in process for one of the online learning platforms that we use in school called Google Classroom.

If you still have questions, after reading this guide, please see your teacher who will help you further.
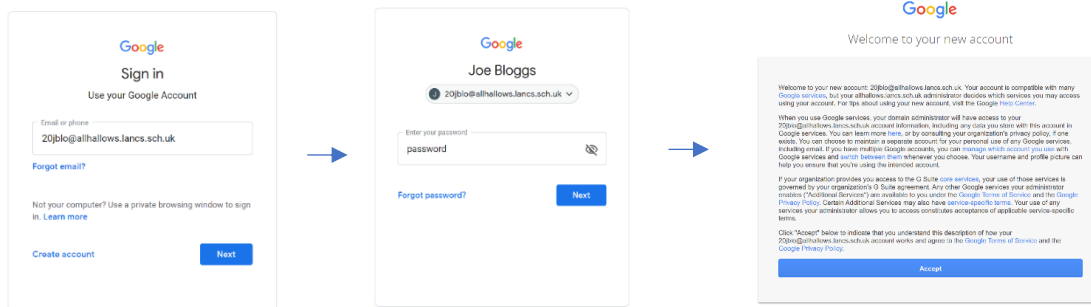
How to sign in to your Google account.

Go to the School website https://www.allhallows.lancs.sch.uk/

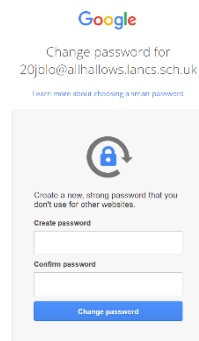Click on *Online Learning* at the top of the page and then select *Google Classroom*.
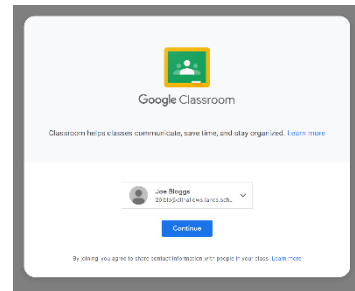
You will then see the sign in screen shown below:

- Enter your school e-mail e.g. 20jblo@allhallows.lancs.sch.uk and then click *Next*

- Your password will be *password* the first time you log on enter this and then click *Next*

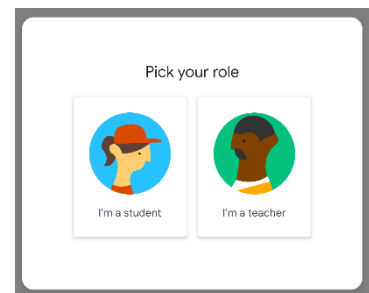- You will then see the 'Welcome' screen, read the information and then click on *Accept*

- You will then be asked to choose a password for your Google Account and then to retype it to confirm
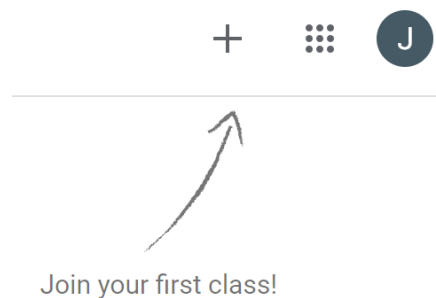
- Then click on '*Change password'*

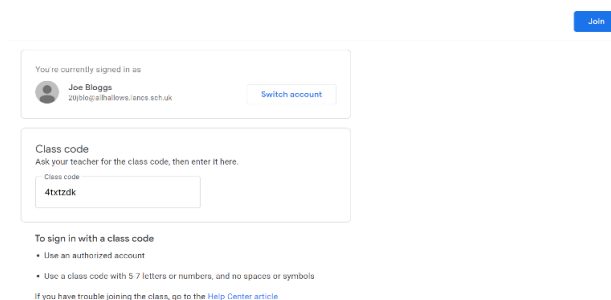- You should then see a screen with your name on, click on *continue*:

- You then need to select your role, click on '*I'm a student'*. You will then be taken to Google Classroom

- Click on the '**+**' symbol at the top right of the screen to join your classes.

Join your first class!

- You should then enter the 'class code given to you by your teacher and then click on '*Join*' in the top right. You will need to repeat this step for all your subjects that are using Google Classroom.

- Your teachers will explain how to navigate Google Classroom and how they will be using it to set assignments for you to complete.