



# Learning & Skills

“Learning for Life”

## Google Classroom Explained

### Accessing Google Classroom

In order to provide you with access to our virtual learning environment, you will be invited to join your Tutor’s Google Classroom at <https://classroom.google.com>. Your Tutor will discuss the course with you using Google Meet, which is an online webinar (video service) when you start your class.

If you are a new learner to Learning & Skills, a new account will be set up for you using our Education License. Along with access to Google Classroom you will also be able to use the Google Drive for Cloud Storage, YouTube, Google Docs and many more Apps. Current learners enrolling onto new courses will retain their current account.

Your new student email will start with your initial and surname in lowercase with no spaces i.e. [alerner@dlas.ac.uk](mailto:alerner@dlas.ac.uk). Your default password will be **Darlington!1**

An introduction to joining Google Classroom can be viewed on our YouTube page:  
<https://youtu.be/mla2A15CIDQ>

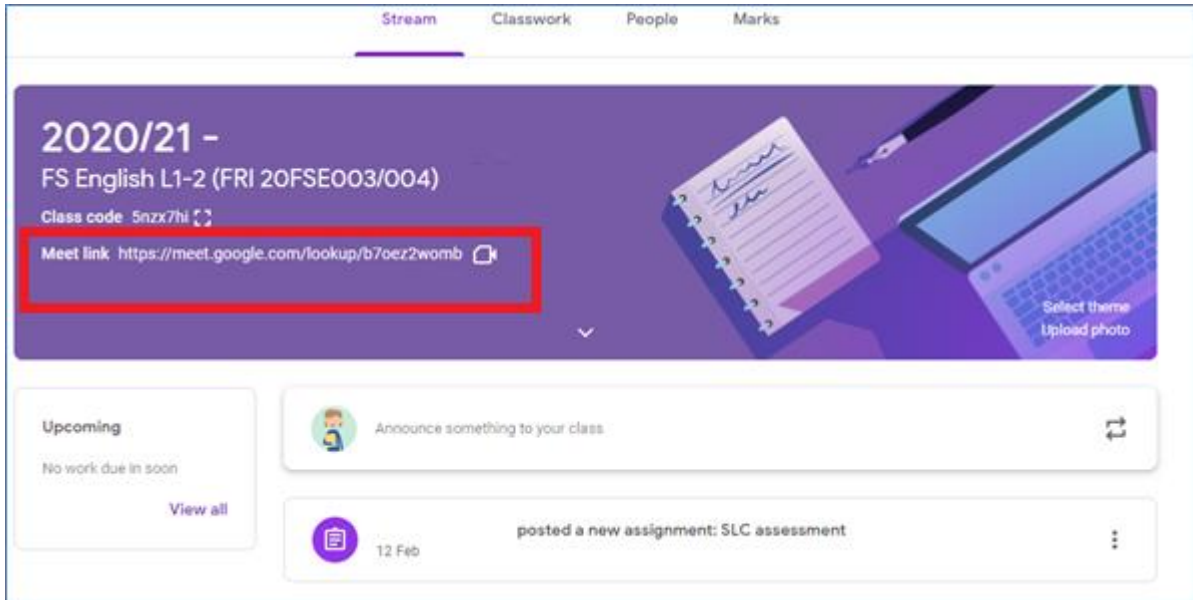
Please ensure you are signed out of any other Google accounts before joining your class. This is because by default Google will try and revert to the already signed in account meaning your Class won’t appear on your screen. Once logged on correctly you should see the invitation to your class.

***If you are using a tablet or phone then you will need to install Google Classroom, Google Meet and Google Docs, which are all free on the Apple or Android Store.***

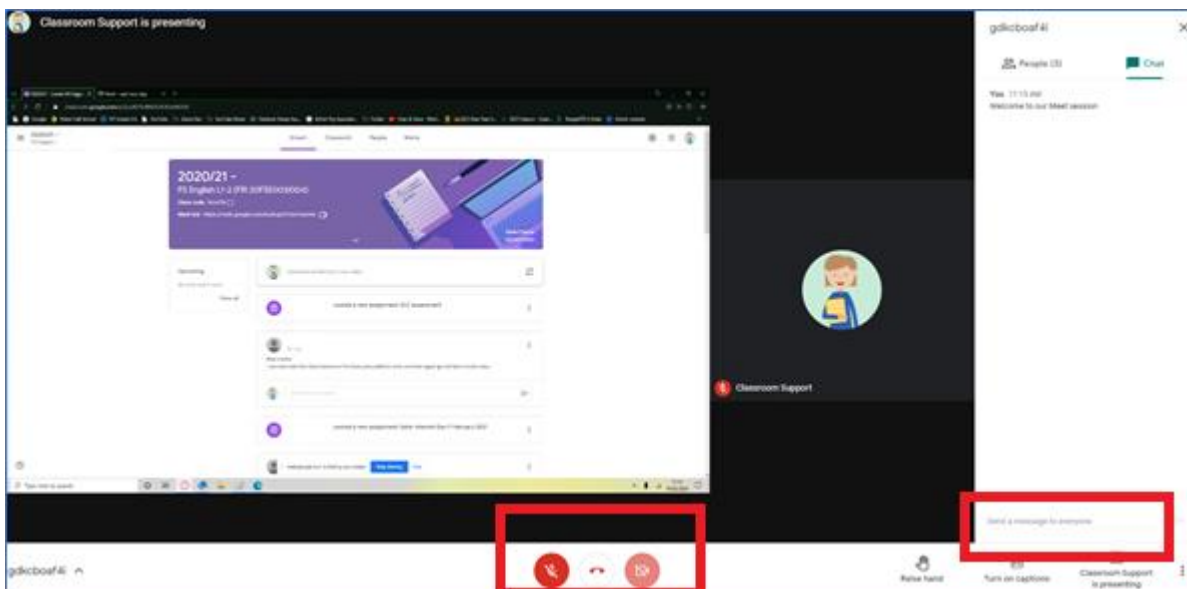
Continue to page 2 for guidance once you are logged into Google Classroom.

## When you have logged in

The Google Classroom is a platform for work to be stored. When you login to the Classroom you will start on the Stream page. This posts announcements, comments or advises that a new assignment has been set. At the top of the page you will see the Meet Link. When your Class starts you need to click that link to join Google Meet.

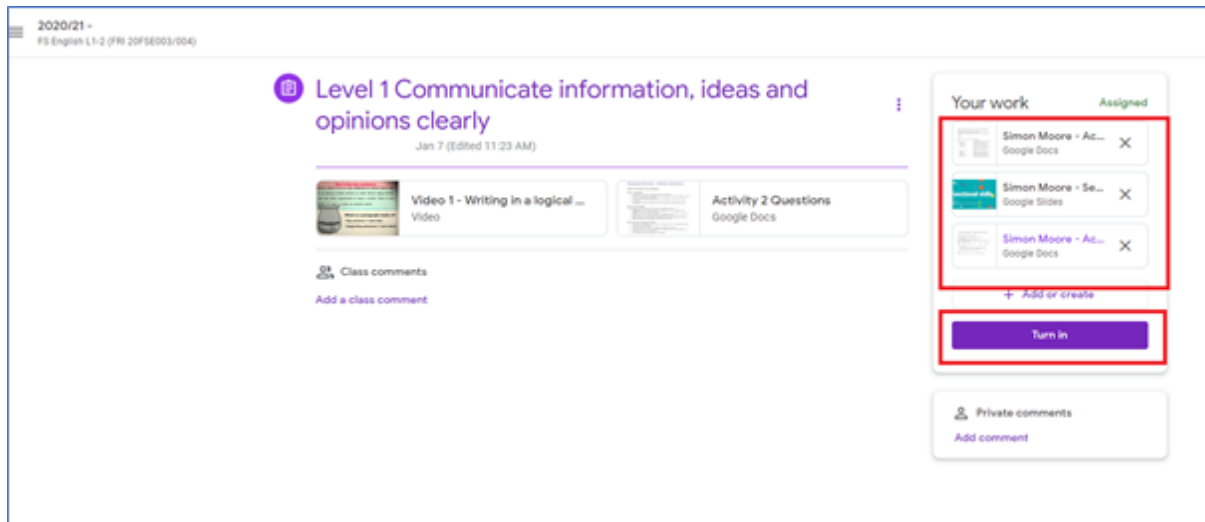


Google Meet is an online webinar where your Tutor will talk to you all in a group and present their own screen so they can conduct their lesson over the internet. For this you simply watch, listen and, if necessary, ask any questions by unmuting your microphone or typing them in the chat window. You do not need to have your camera turned on if you are not comfortable to do so, and this can be turned off by clicking the icon at the bottom.

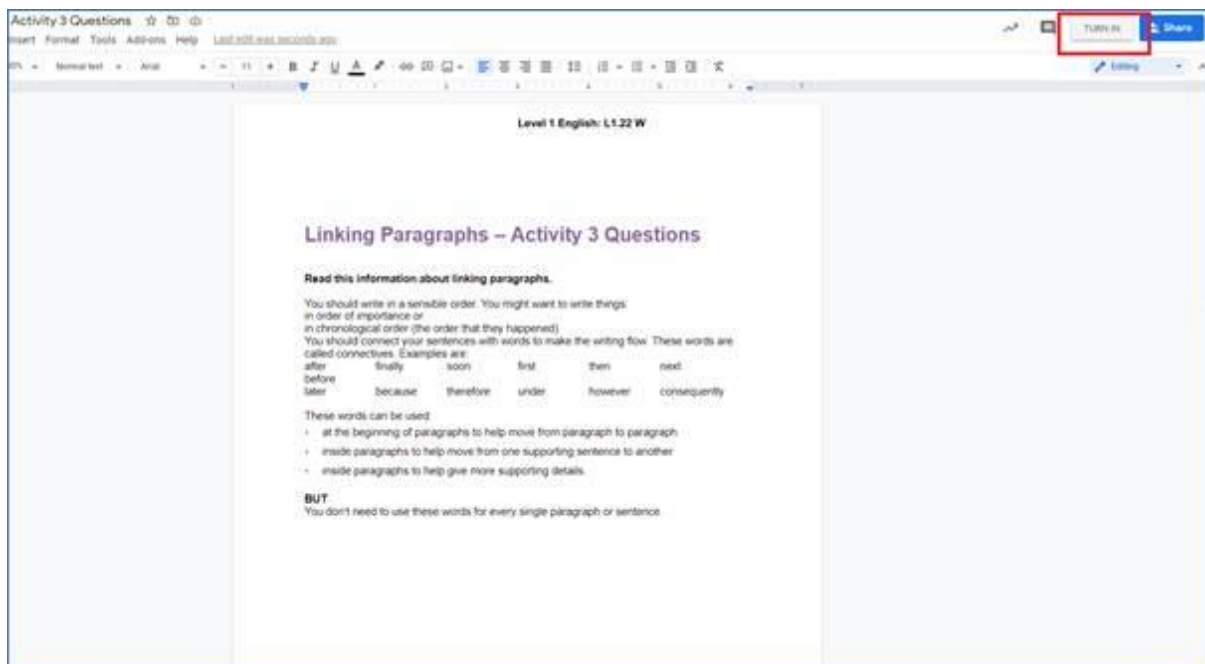


The work you need to complete will be under the Classwork Tab in Google Classroom. These are assignments and your Tutor will guide you to the correct one. On the left-hand side is a list of the topics, for instance 'Term 2 Week 1'. These are usually named for the date they

will be set. When you click on the assignment you will see an instruction along with some documents that your Tutor wants you to complete. The work that you need to submit will be on the right under the 'Your Work' area.



Open each document and complete the instructions, then once you are happy you can simply click the 'Turn In' button at the top of the document. Or do it all at once from the previous image. Your work is constantly being saved after each key press so you can close each document once you have finished.



Once your work has been marked you will get an email at your 'dlas.ac.uk' email inbox. You can then open the document again to see your feedback.

If you are still struggling, a 1:1 on Google Meet with your Tutor can be arranged. Alternatively, you can contact Learning & Skills on 01325 405601, 07932 869325 or [I&S@darlington.gov.uk](mailto:I&S@darlington.gov.uk).