

## Step 1: Go to classrooms

The homepage for Google Classrooms is <https://classroom.google.com/h> but to find your own classrooms you must be signed in with your English Bridge School account. Any class or classes you are enrolled in will be displayed on screen.

How to create a **bookmark** for your classroom page: click on the star at the right-hand side of the search bar

if you don't see any classes – check you are signed in with the right google account (will only apply if you have an existing google account and it has defaulted to this account.)

The screenshot shows the Google Classroom homepage in a browser. The browser's address bar shows 'classroom.google.com/h'. The page header includes the 'Google Classroom' logo and a user profile icon with the letter 'H'. Below the header, there are 'To-do' and 'Calendar' icons. The main content area displays three classroom cards: 'Beginning Bridge' with a 'Join' button, 'Incoming Learners - ...' with a profile picture, and 'Get started with Clas...' with a profile picture of Kiat Huang. Three callout boxes with arrows point to specific elements: 'Bookmark this tab' points to the star icon in the browser's address bar; 'This is where you see which google account you are signed in with' points to the user profile icon in the top right; and 'Your teacher has invited you to join a new class' points to the 'Join' button on the 'Beginning Bridge' card.

If your teacher has invited you to join a class – you will see a classroom with a “join” button. Click on the button to join the class.

You also get an email in your EBS google account – you can click on the join button from the email instead.

Note – these instructions apply to Google Chrome users – others are similar

## Step 2: Choose “Get started with Classrooms – Learners”

Read the Welcome to English Bridge School

Bookmark the applications you will be using: Gmail, Classroom and Drive (for the Bridge Library)

You additionally have access to all the other G-Suite applications.

## Step 3: Explore your classroom

If this is a new course, there may not be much material posted yet. Your teacher may only post material just before or after each lesson is delivered. Once the course is running, you can review previous lessons.

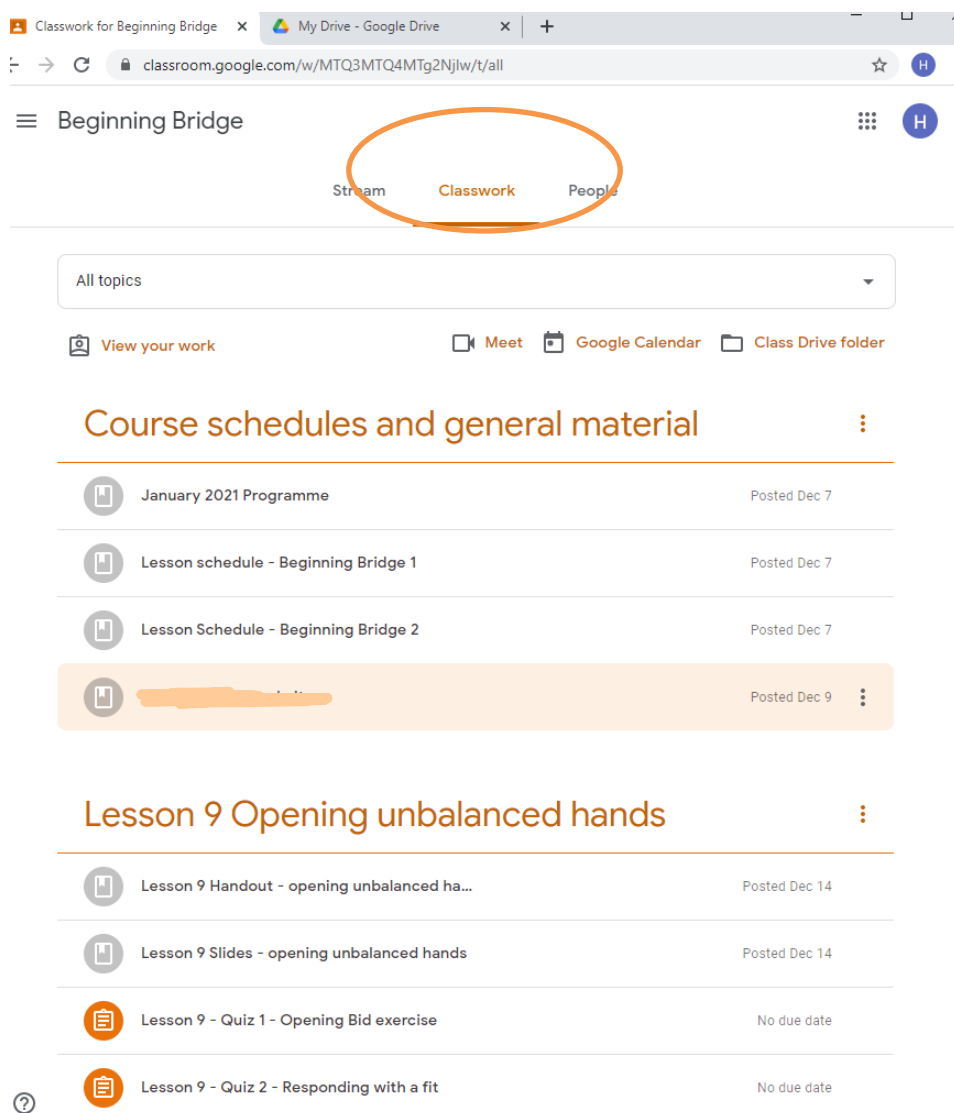
You start off in the classroom “Stream”. This is where announcements and updates are posted.

The screenshot shows a web browser window with two tabs: 'Beginning Bridge' and 'My Drive - Google Drive'. The address bar shows the URL 'classroom.google.com/c/MTQ3MTQ4MTg2NjJw'. The page title is 'Beginning Bridge'. Below the title, there are three tabs: 'Stream' (highlighted with an orange circle), 'Classwork', and 'People'. The main content area has a red header with the text 'Beginning Bridge' and a 'Meet link' with the URL 'https://meet.google.com/lookup/bltb2tm5xp'. Below the header, there is a section titled 'Upcoming' with the text 'Woohoo, no work due soon!' and a 'View all' button. To the right of the 'Upcoming' section, there is a list of announcements and assignments. The first announcement is 'Announce something to your class'. The second is 'posted a new assignment: Lesson 9 - Quiz 2 - Respo...' dated Dec 14. The third is 'posted a new assignment: Lesson 9 - Quiz 1 - Openi...' dated Dec 14. The fourth is 'posted a new material: Lesson 9 Slides - opening un...' dated Dec 14. The fifth is 'posted a new material: Lesson 9 Handout - opening ...' dated Dec 14. There is a refresh icon at the bottom left of the page.

Note – these instructions apply to Google Chrome users – others are similar

## Step 4: Select the “Classwork” tab

You see the material that has been posted to the classroom organised in topics.



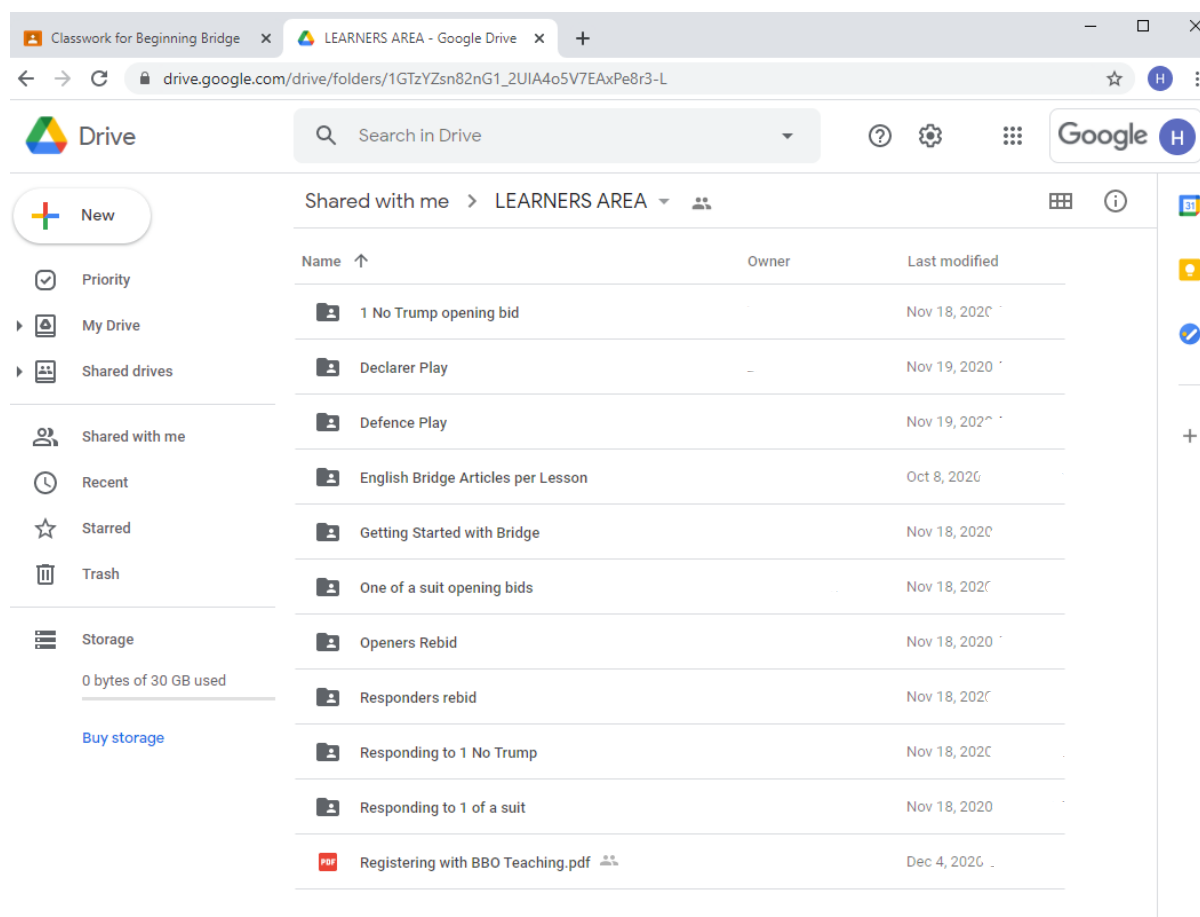
The screenshot shows a web browser window with the URL `classroom.google.com/w/MTQ3MTQ4MTg2NjJw/t/all`. The page title is "Beginning Bridge". At the top, there are three tabs: "Stream", "Classwork", and "People". The "Classwork" tab is highlighted with an orange oval. Below the tabs, there is a dropdown menu set to "All topics". Underneath, there are icons for "View your work", "Meet", "Google Calendar", and "Class Drive folder". The main content area is divided into two sections. The first section is titled "Course schedules and general material" and contains four items: "January 2021 Programme" (Posted Dec 7), "Lesson schedule - Beginning Bridge 1" (Posted Dec 7), "Lesson Schedule - Beginning Bridge 2" (Posted Dec 7), and a redacted item (Posted Dec 9). The second section is titled "Lesson 9 Opening unbalanced hands" and contains four items: "Lesson 9 Handout - opening unbalanced ha..." (Posted Dec 14), "Lesson 9 Slides - opening unbalanced hands" (Posted Dec 14), "Lesson 9 - Quiz 1 - Opening Bid exercise" (No due date), and "Lesson 9 - Quiz 2 - Responding with a fit" (No due date). A help icon is visible at the bottom left of the content area.

Material may be posted as Handouts, slides or interactive quizzes.

## Step 5: Take a look at the Bridge Library – in “Drive”

My Drive is your own cloud storage area.

In “shared with me” you will find the Bridge Library – Learners Area. This contains articles and additional material organised into topics.



## Step 6: If you are not sure how to bookmark tabs or want to customise google Chrome, have a look at the next help sheet, Customising Chrome

Why do I need to customise Chrome? Chrome has some great features which are designed for

- multiple users of one computer
- people who have more than one Gmail account

If you are sharing a computer or have more than one google account (gmail) you can keep separate bookmarks for each one. You can even save passwords, colour schemes and much more if you want to. The main thing is, that it makes it easier to know which account you are signed in with and you can keep the settings separate if you want to.

Note – these instructions apply to Google Chrome users – others are similar