

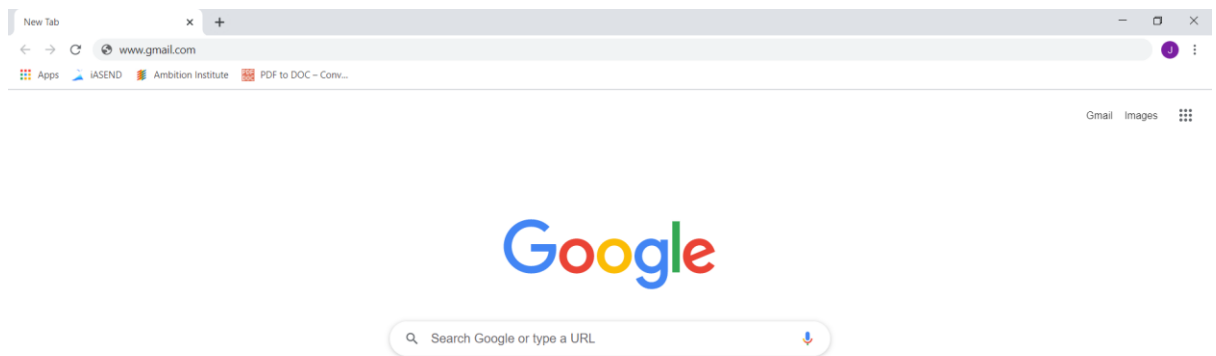


## Step by step guide access Google Classroom

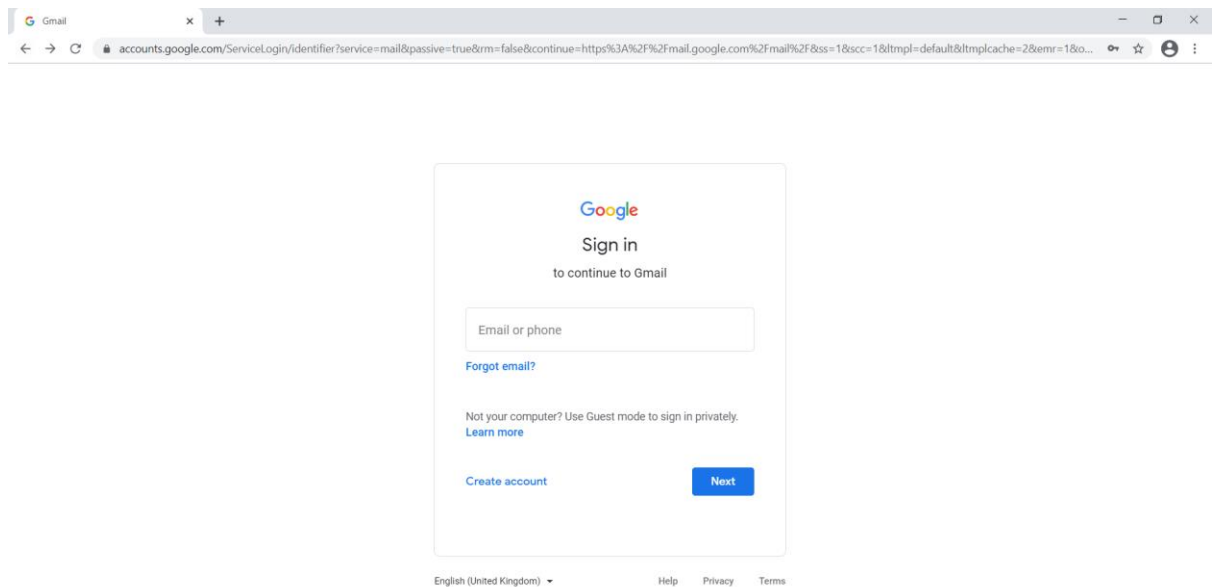
1. Turn on laptop using power button
2. Log on to the laptop using the password provided

**Password:**

3. Open google chrome  or the internet explorer 
4. In the search bar, type [www.gmail.com](http://www.gmail.com) and press enter/return



5. You will then see this screen

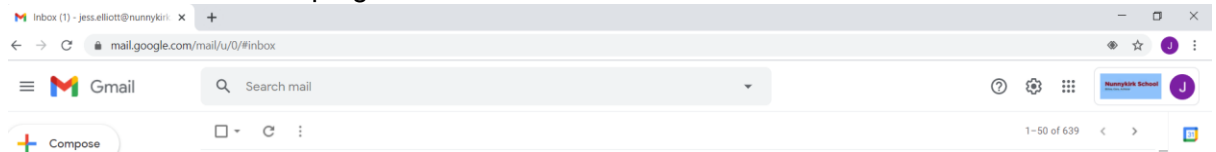


6. Log on to Gmail using your @nunnykirk.school email address and password provided

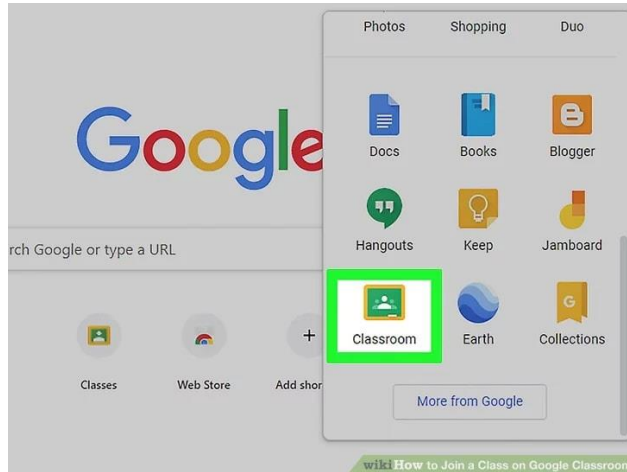
**Email:**

**Password:**

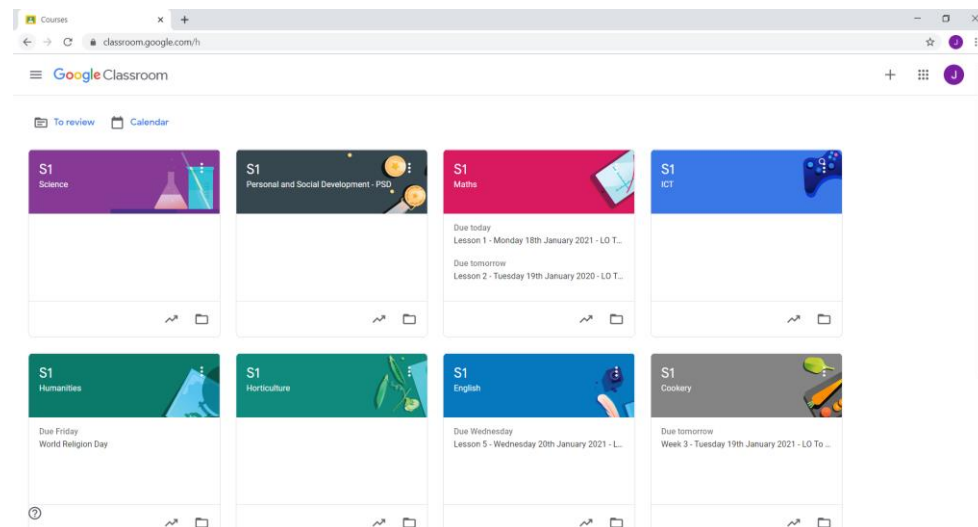
7. Click on the waffle at top right of the screen



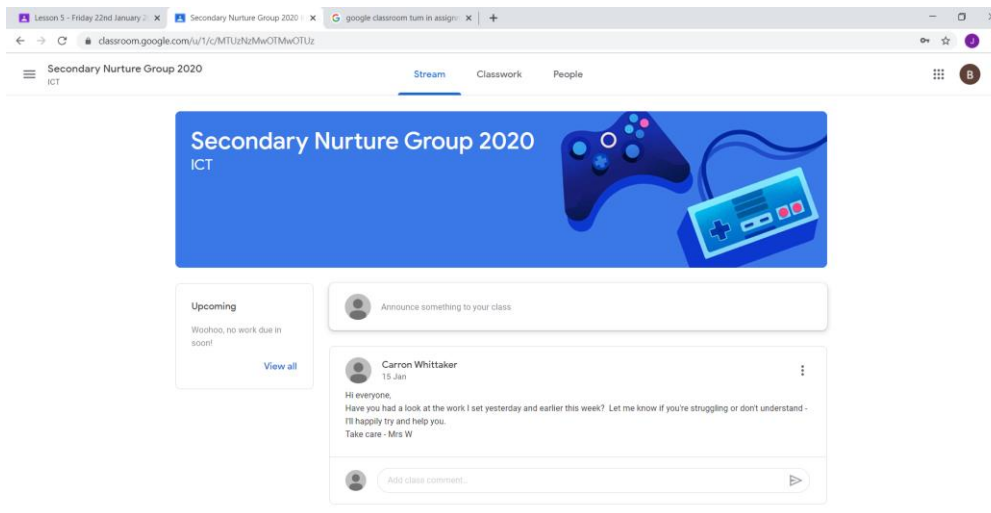
8. Select the classroom icon



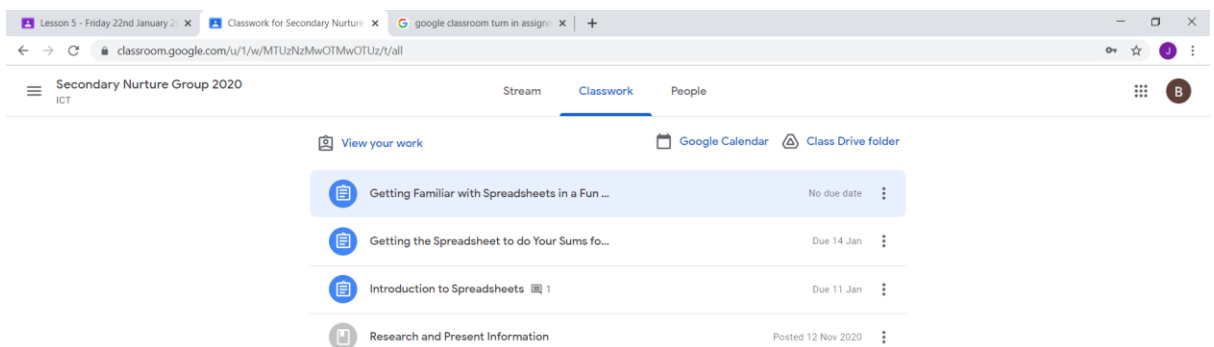
9. This will allow you to view all the classes that you are part of



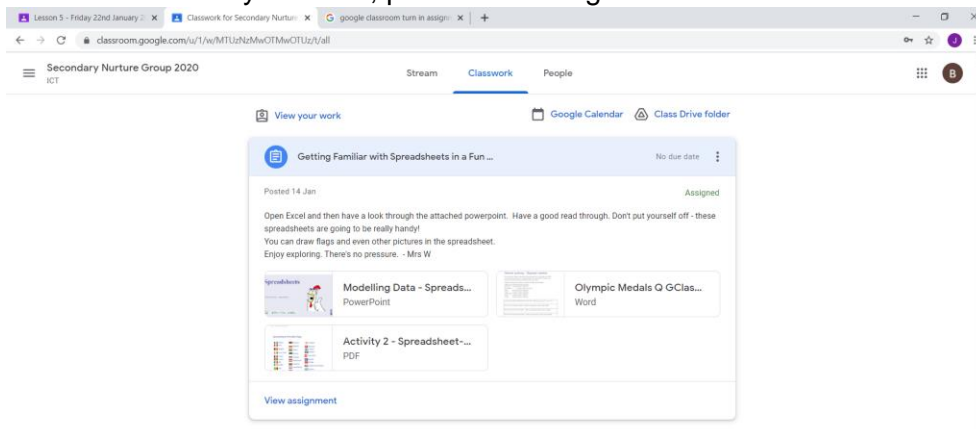
10. Select a subject, for example ICT. This will show you the stream for the class.



11. Press classwork and you will see all the work set for you to complete



12. Select a piece of work. On the right hand side you will be able to see when the work is due. To access your work, press view assignment



13. Select the piece of work. You will be able to type on the documents sent to you by your teacher. You can click on the documents to view. On some documents you will be able to type directly onto the documents and for others you will be able to add a google doc/slides and type your work onto there.

## Getting Familiar with Spreadsheets in a Fun Way!

Carron Whittaker · 14 Jan  
100 points

Open Excel and then have a look through the attached powerpoint. Have a good read through. Don't put yourself off - these spreadsheets are going to be really handy!  
You can draw flags and even other pictures in the spreadsheet.  
Enjoy exploring. There's no pressure. - Mrs W

Spreadsheets

- Modelling Data - Spreadshe...  
PowerPoint
- Olympic Medals Q GClassro...  
Word
- Activity 2 - Spreadsheet-fri...  
PDF

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

Class comments

Add class comment...

14. When you are finished, mark as done. Your teacher will receive a notification and mark your work.