



G Suite



For Pupils and Parents

Google Classroom

This is where all your work is set. Click on the class and then stream. Click on assignments set by your teachers. All instructions and everything you need is here. Click on linked documents to complete. Your teacher can see your work at all times- no need for you to do anything other than complete in the required time.

Docs

This is the same as Word. Ideal for typing up long essay questions.

Slides

This is the same as Powerpoint. Imagine it is blank pieces of paper and not a PP slide.

Sheets

This is the same as Excel

Key points.

- You can log in anywhere (with wifi).
- Once you login you can access everything via the waffle/9 dots.
- Use any device (including your phone).
- Everything you do is autosaved.

Using your phone:

You can use the browser (as you would on a PC) exactly the same.

Or you can use APPs.

You will need Google Classroom, Docs, Slides all downloaded.

You can NOT edit in classroom app alone.

Google Drive

This is your storage area - just like your drive on the computers in school. But you can access this anywhere and everything you do its autosaved. You should not need to do anything in here as all your work is set via classroom.

Gmail

This is your email. Use this to contact teachers if you need to. Press the plus sign, compose and then type the surname of the teacher. It will find them. Then add a brief subject for example: Assignment 1 or IT lesson. Then type your message below. Remember to be polite!