The Mosslands School

Google Classroom
Students' Guide

Remote Learning @ Mosslands

What is my username?

How do I login from home?

I have forgotten my password

How do I join a class?

How do I access my classwork and homeworks?

How do I send a message to my teacher?
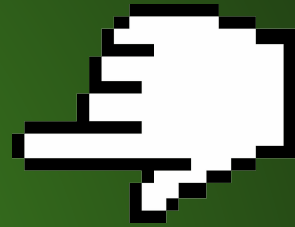
How do I turn in my work?

I cannot access my work

It looks like my work has been deleted - how do I get it back?

How do I create new documents?

How can I attach my own document to an assignment?

How do I collaborate or share work with a classmate?

Click a link for help

What is my username?

At Mosslands, you'll be given a unique login that will give you access to the school network. Your username is made up of…

[Year you joined] + [your surname] + [the initial from your first name]

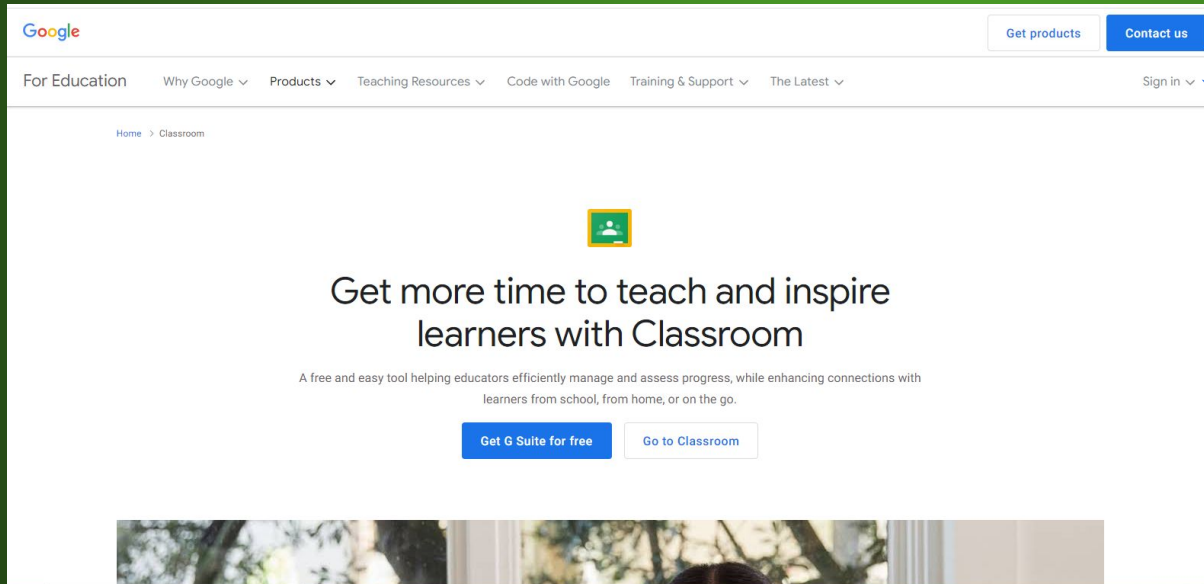For example, Joe Bloggs who joined in 2020 would have the username…

20bloggsj

To join Google Classroom, you simply add @mosslands.co.uk to the end…

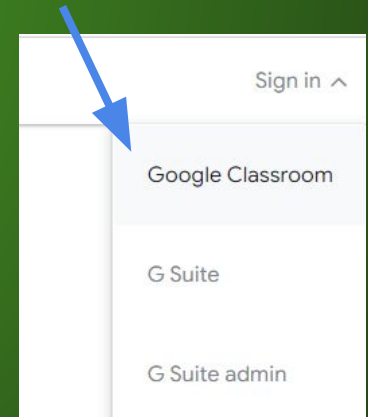e.g. **20bloggsj@mosslands.co.uk**

How do I login from home?

In a browser, type **classroom.google.com** (*we recommend Google Chrome*)

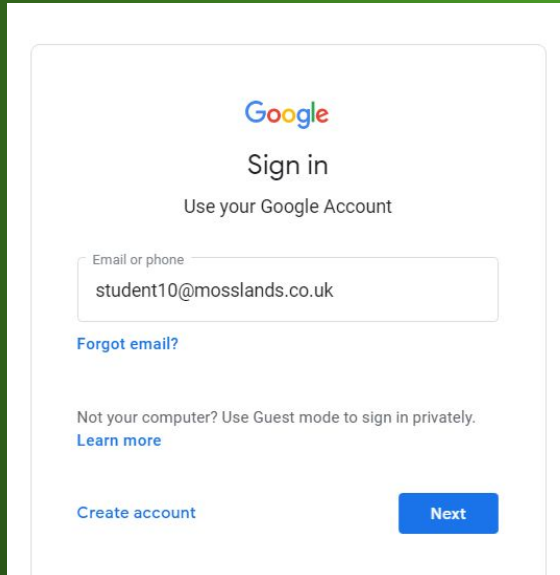Click **Sign in**, in the upper right corner and choose **Google Classroom**
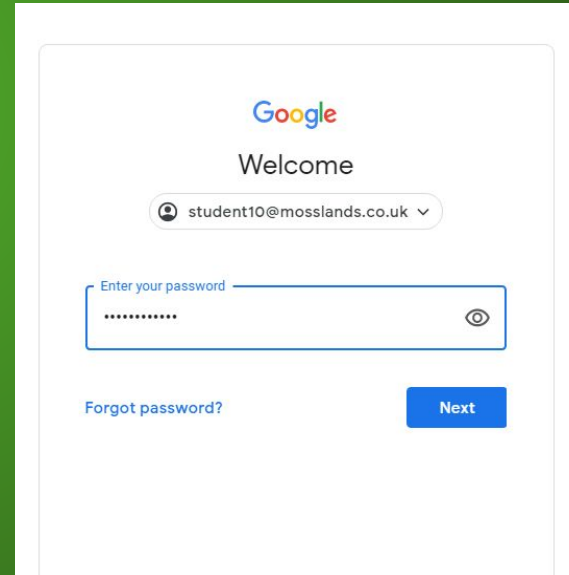
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How do I login from home?

Enter your username
e.g. **20bloggsj@mosslands.co.uk**
click **Next**

Next, enter your password
click **Next**

Google

Sign in

Use your Google Account

Email or phone
student10@mosslands.co.uk

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account

Next

Google

Welcome

student10@mosslands.co.uk

Enter your password
•••••••••••

Forgot password?

Next

I've forgotten my password!

You will need to email **ICTSupport@mosslands.wirral.sch.uk** and ask them to reset your password

In the email subject, write **Password reset**

Password reset _ ⤢ ✕

ictsupport@mosslands.wirral.sch.uk

Password reset

Sorry,

My son has forgotten his Google Classroom password. Can you please reset it?

His username is 20bloggsj@mosslands.co.uk

Thanks,

Mrs. Bloggs
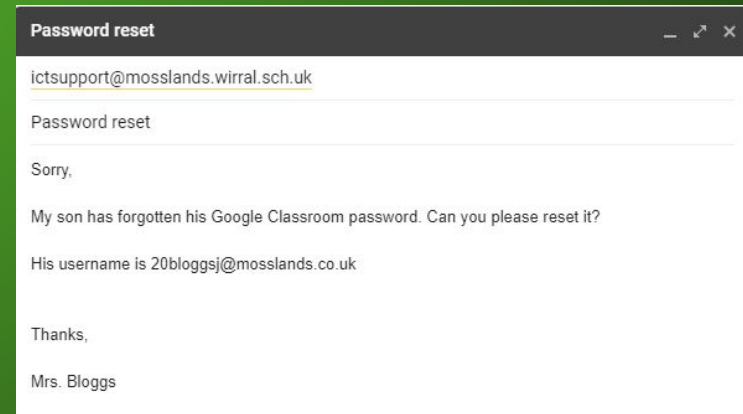
How do I join a class?

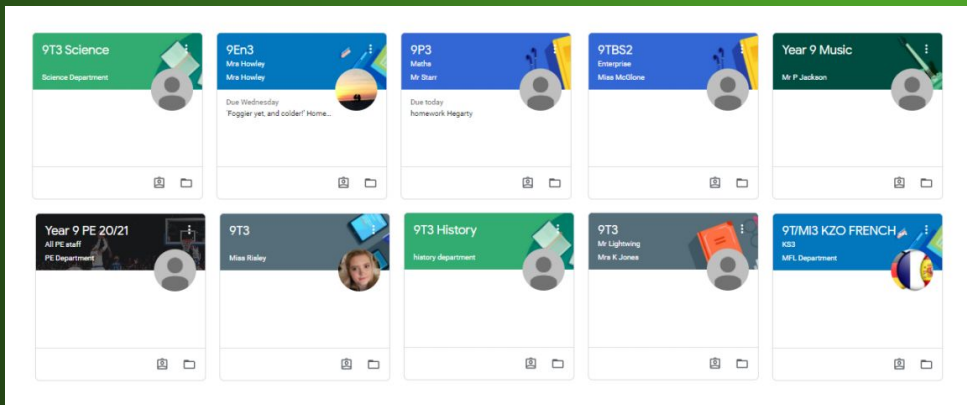Once you have signed in, from the Classroom summary page **click the + icon**
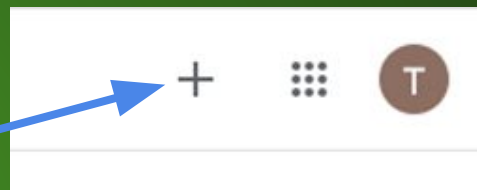
Next, enter the **Class code** given by your teacher or from the website then **Join**.

Class code
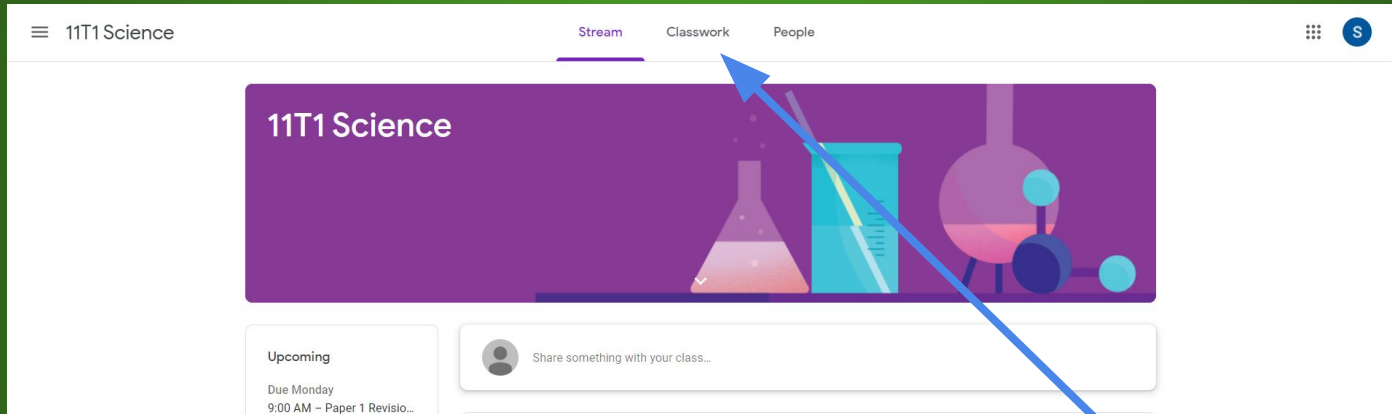Ask your teacher for the class code, then enter it here.

Class code
uwirf4y

To go to a Class, click on the **class name** on the Classroom summary page

How do I access my work?

Once in your class, you will need to click on **Classwork** from the top menu

How do I access my work?

Assignments are listed here by topic.

Work is labelled as either **Classwork** or **Homework**

Find the work you need to complete and click on the assignment's title.

How do I access my work?

Your instructions can be found here.

Please be sure to read these carefully!

19 - 23 October (week 8)
Mosslands Admin • Oct 22 (Edited 7:37 AM)

Due Oct 25

SPACES, SHAPE AND MEASURES (RECAP LESSON)

Students should firstly watch the attached YouTube video.
Then open the presentation below and carefully read the instructions on each slide. Slides contain questions and you can type your answers directly onto these slides.
Please remember to TURN IN your work once it is complete.

Shape Songs Collection
YouTube video 31 minutes

Class comments

Your work   Missing

P   Student1 Test - Co...   ✕
    PowerPoint

    + Add or create

    Turn in

Private comments

Add private comment...

Click here to gain access to **Your Work.**

You can also add your own documents to an assignment, click **+ Add or Create**

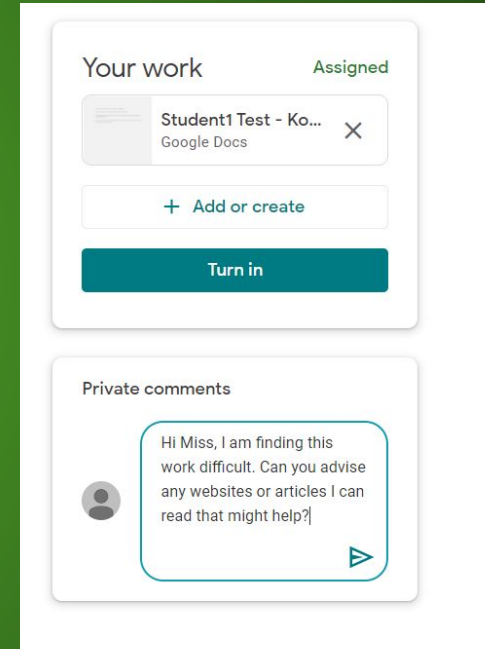Any resources that will help you to complete your work is shared here.

Leave a comment or ask your teacher for help here.

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How do I send a message to my teacher?

Open an assignment to find **Private comments** beneath the **Your Work** section.

Here you can communicate with your class teacher. Please allow teachers a reasonable timeframe to respond - especially if your teacher is still teaching at school as it may take them longer to respond to your request.

You should treat what you write in the same way as you would speak to a teacher in class - be careful of the language you use.

How do I turn in work?

Once you have completed all of the work set by your teacher, return to the assignment page. Click **Turn in** to submit your work.

I cannot access my work

The most common reason for a student being unable to access their work is because it has already been **Turned in**.

This is easily fixed. Simply return to the assignment window, click **Unsubmit** and then go back to the assignment and refresh the window.

This should fix the problem. If this doesn't work then please send your teacher a **private comment**.
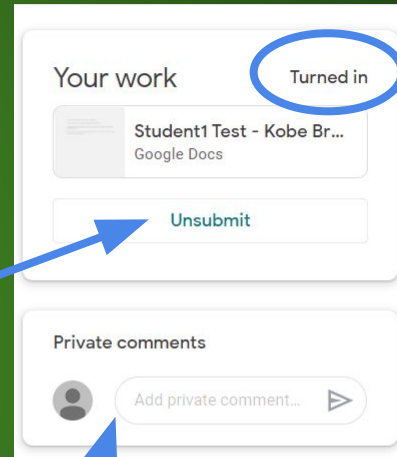
How do I get a deleted assignment back?

Under the **Your work** section in your assignment, you are given a digital copy of the document to complete your work. If it has been deleted accidentally, click **Make a copy** and your copy will be restored!
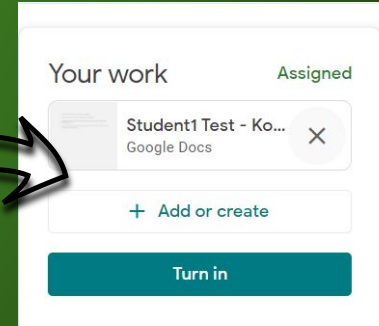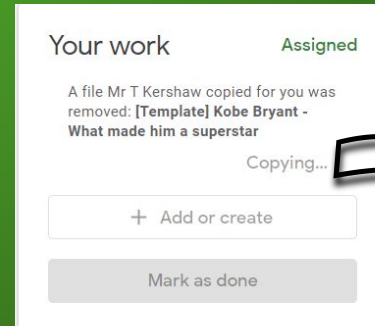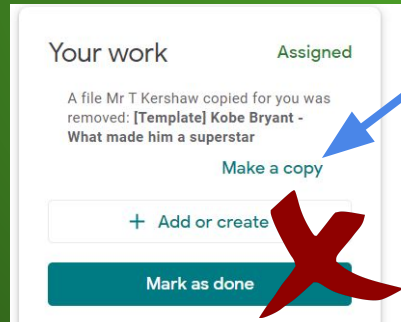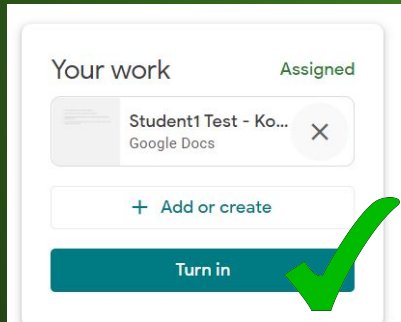
Creating new docs in GDrive

Create your own documents directly in your browser using GSuite, which is accessed from your Gdrive.

Type **drive.google.com** in your browser or click the 9 dots icon and select **Drive**

When in **Drive** you can create a new document by clicking the ➕ New icon. You can select to use word processing (**Docs**), presentation (**Slides**) or spreadsheet (**Sheets**) software as well as many others.

All documents are saved directly into your GDrive.
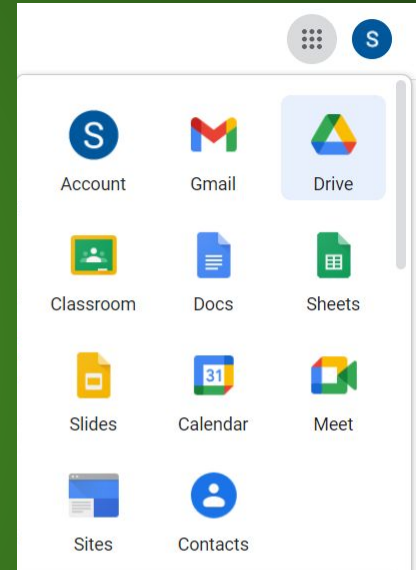
How can I attach a doc to my assignment?

Sometimes, for an assignment, you may be required to create a document of your own or you'll need to attach a piece of work created at home - it could even be a photo from your phone for Art or PE.

To do this, click **+ Add or create**

You can then attach:

- Files created in your **GDrive**
- A **link** to a website or online resource
    (*e.g. your own YouTube channel or blog*)
- A **File** from your own computer
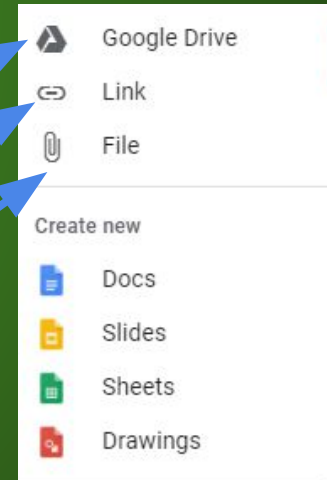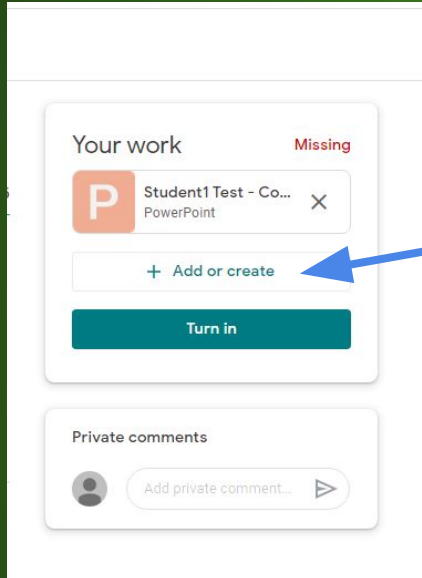
How can I share a piece of work with my friend?

You can share documents and collaborate with other students!

To do this you must **Share** your work and then type their *@mosslands.co.uk* account details.
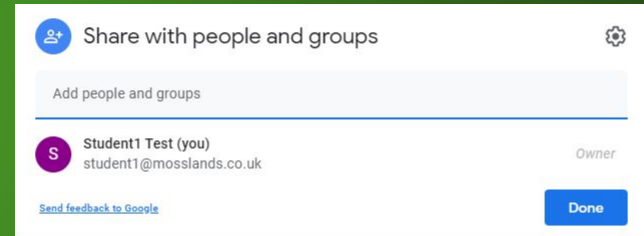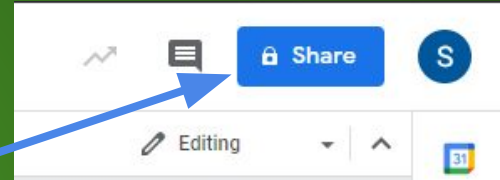
To find any document that has been shared with you, you need to be in **Drive** and in the menu options choose **Shared with me**.