

Lanark Grammar School

Physical Education Department

Google Classroom & Google Drive Help Sheet



GLOW Username: _____

What will pupils require?

- Pupils will require a smartphone/tablet or computer
- Pupils will require an internet connection on the device



What is Google Classroom?

- An online classroom
- Pupils access it via an app on a smartphone/tablet or a computer
- All pupils in the class will be in the "Google Classroom"
- Resources will be uploaded to here on a daily/weekly basis
- There is no chance of pupils losing resources because they are all stored on here
- Pupils can access at any time and from anywhere in the world



Google Classroom™

What is Google Drive?

- Online storage facility
- Pupils can save resources specifically to here
- Homework will be saved



Google Drive

What is Google Docs?

- Similar to Microsoft word
- Pupils need this app on their smartphone/tablet in order to complete homework effectively



Google Docs

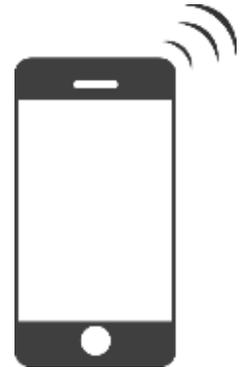
Pupils will need to download all 3 apps to their smartphone/tablet in order to access all facilities.

There are 2 different ways to access Google Classroom. Follow the steps below in order to successfully access the resources.

How to log in using the Google Classroom App

Device - Smartphone or Tablet

1. Download “Google Classroom app” from the app store. It is free
2. The first time you open the app you will be required to sign in
3. Enter your login details – username@lanarkgrammar.org.uk
4. Example – gw14campbellmr@lanarkgrammar.org.uk
5. Enter your password for your GLOW account
6. The app will start
7. Select Student
8. Click on the + icon and select join class
9. Enter the class code given by your teacher
10. You will now be “in the Google class”
11. Each time you now open the app from now on you shouldn’t have to sign in etc



How to log in using the Google Classroom on the computer

Device - Laptop or PC

1. Open up a web browser (internet explorer)
2. Go to Google and search for “GLOW”
3. Click on the top result (website says RM unify)
4. Enter your GLOW username and password
5. You will be taken to the “Launch Pad”
6. The first time you access this, go to the left hand side click on the 2nd icon from the top which looks like a house.
7. Scroll down to find Google Classroom and Google Drive
8. On the top left of both tiles there will be an “i”. Click on this and select “add to launch pad”
9. Go to the left side and now click on the top icon which looks like a person. This is your personal space. Google classroom and Google Drive will now ***always appear here.***
10. Click on Google Classroom. When it opens up, click on the + icon at the top and select join class.
11. Enter the class code given by your teacher.
12. You will now be “in the google class”

