

Birkenhead High School Academy

Google G-Suite

Using G-Suite on any device.

24/03/2020



BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST

Google Chrome

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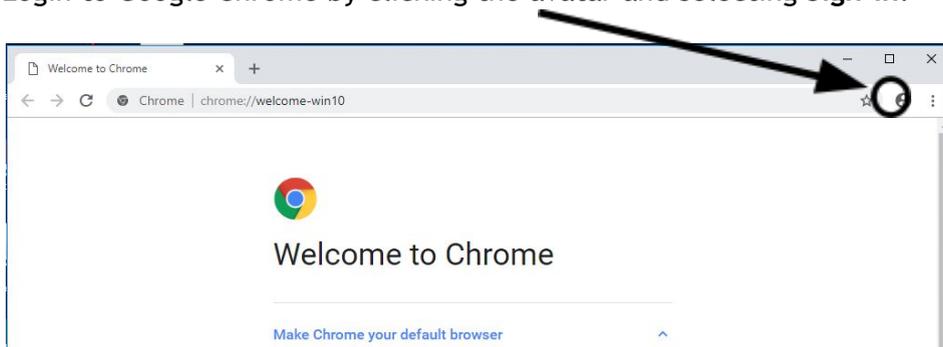
Google Chrome

Logging on to Chrome

We currently use Google Chrome for all our internet browsing because this allows us to login to it to save all our passwords, favourite websites and as a school we can provide a single location for all school related websites (located in a folder called BHS Managed on the bookmarks bar). *Please note that you can login on any device that has Google Chrome and use your favourites, saved passwords etc.*

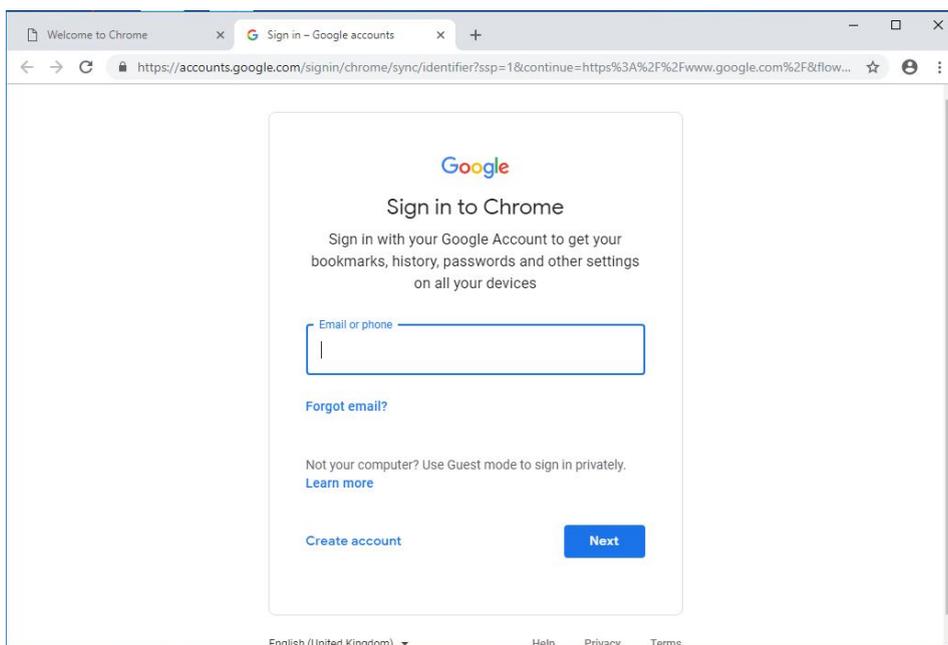
Step 1

Login to Google Chrome by clicking the avatar and selecting **Sign-in**.



Step 2

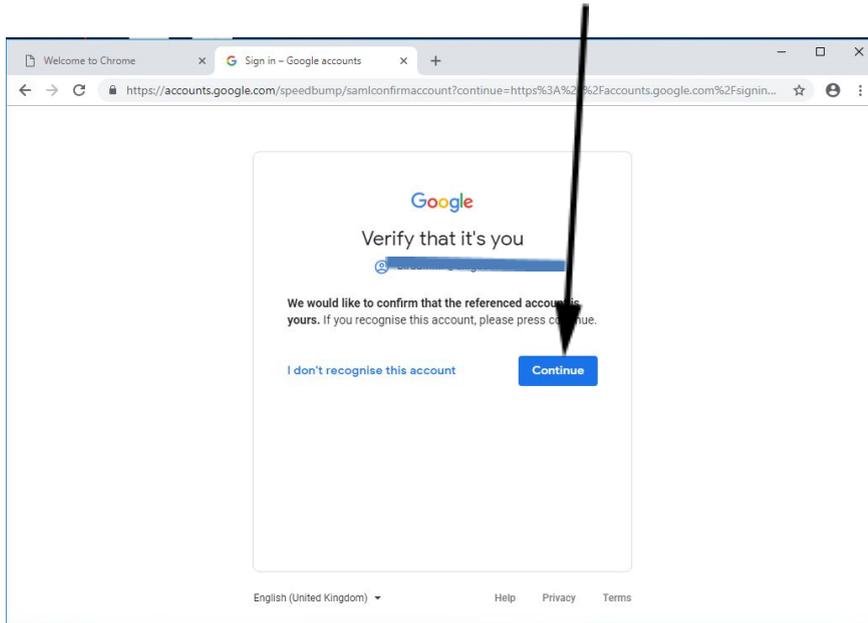
Enter in your school email address and click **Next**. *Please note that on personal devices you will need to enter your school password to sign in.*



Google Chrome

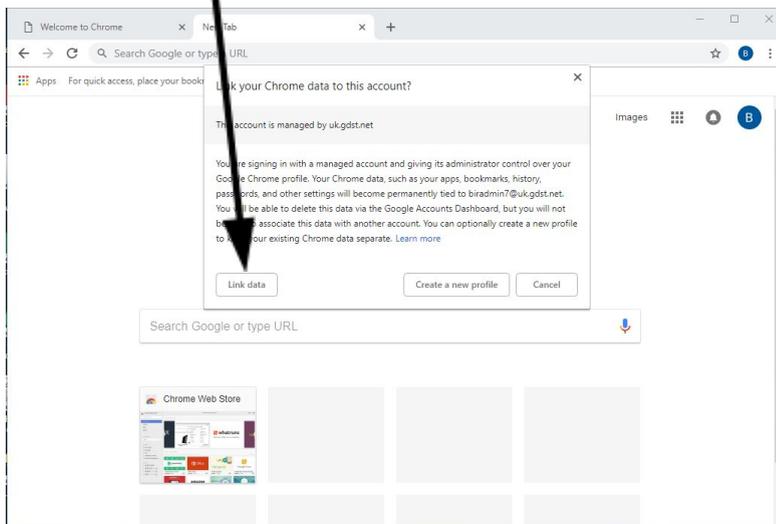
Step 3

To confirm that this is your account click Continue.



Step 4

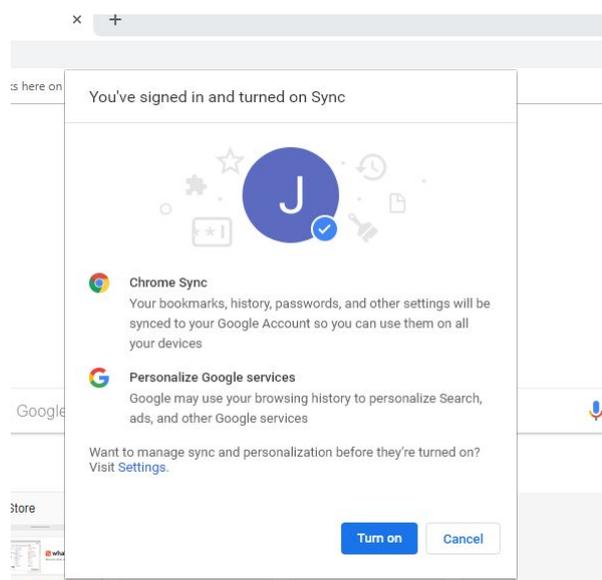
Select Link Data



Google Chrome

Step 5

Here you will need to **Turn on** your **Sync** settings, which will import all of your passwords, favourite internet pages, etc. from your Google account.



Logging on to a new device

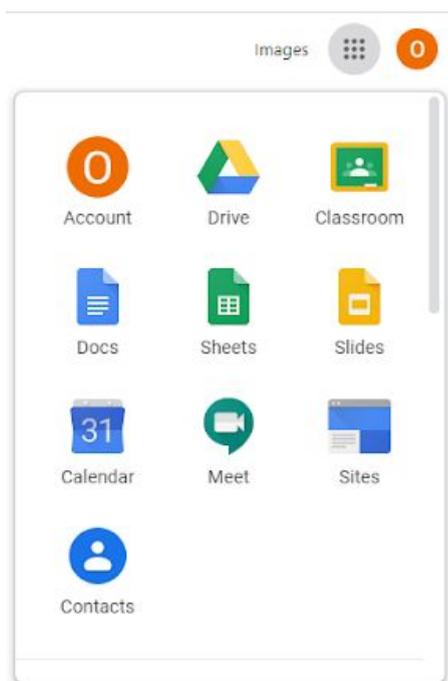
Follow steps one through to five on any new device, that has Google Chrome installed, to access all of your saved websites and passwords.

Google Chrome

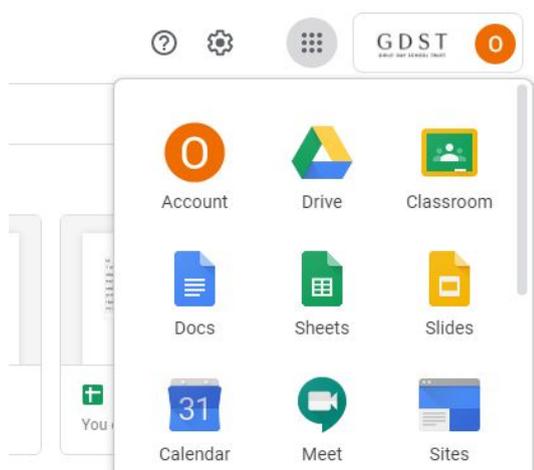
Accessing G-Suite Apps

Desktop / Laptop

Once you have logged into Chrome you can click on the “Apps” button, located to the top right of the window, you will see the available G-Suite apps.



Please note that you can also access these apps without logging into Google Chrome, to do this you will need to type the following into the address bar and the top of your browser: drive.gdst.net and then login with your school email address and password. Once logged in, click on the Apps button (9 dots) and you'll be able to access the required app.



Google Chrome

Mobile devices

You can also use mobile devices to access all G Suite apps, head to your app store and search for Google Drive, Classroom and any others you wish to download.

G-Suite Apps

There are various apps you can use with the G-Suite environment, much like Microsoft Office products, that will allow you to create new text documents (**Docs**), spreadsheets (**Sheets**) and powerpoints (**Slides**). Each of these automatically save back to your personal **Drive**, which means they are saved to the cloud where you are less likely to lose them and that you can access them on any internet enabled device.

Drive



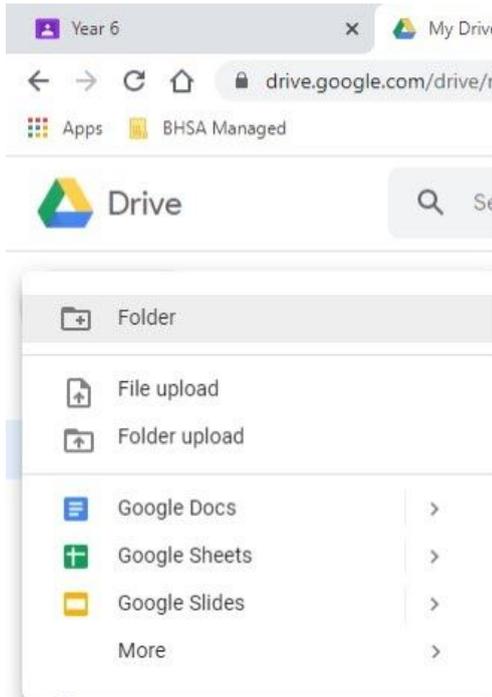
Google Drive is where you save all of your files and is much the same as your old home folders, it also has an app on the school computers that you will be able to use.

There are several ways of creating content within Drive, the easiest way is using the **New** button once you are in Drive.

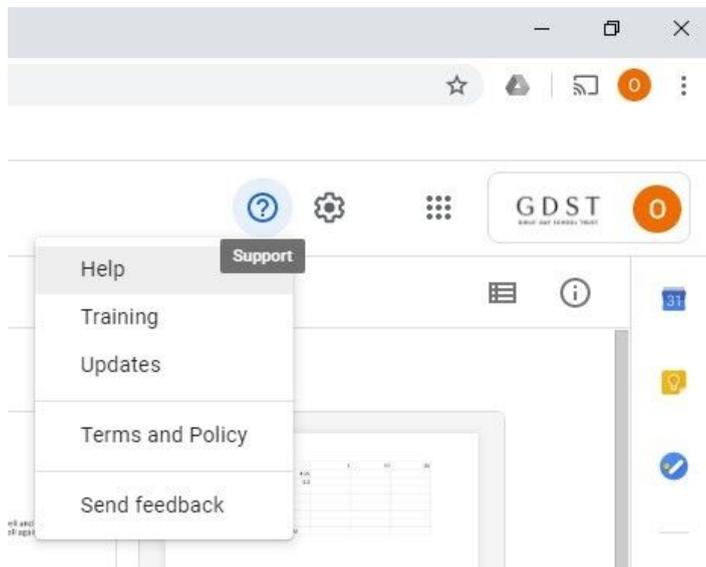


Google Chrome

This brings up the following menu, where you can create your new files / folders:



To note, within Drive, as with all Google products, you can look for help and training on Google features by clicking the ? located in the top left of the window.



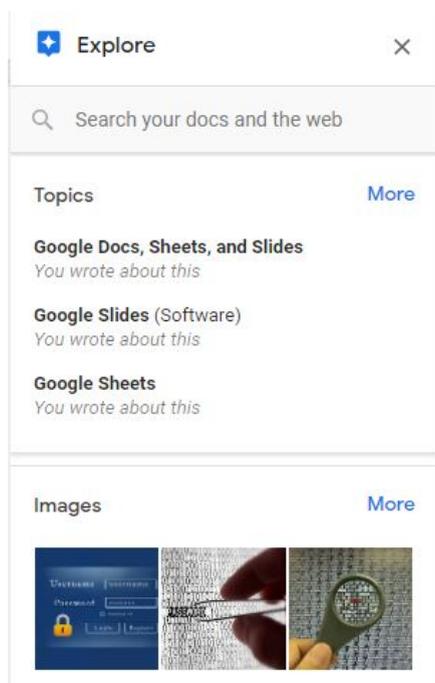
Google Chrome

Docs / Slides / Sheets

Docs / Slides / Sheets are very similar to their Microsoft equivalents, however some of the features are different. The main feature to look out for is the **Explore** icon:



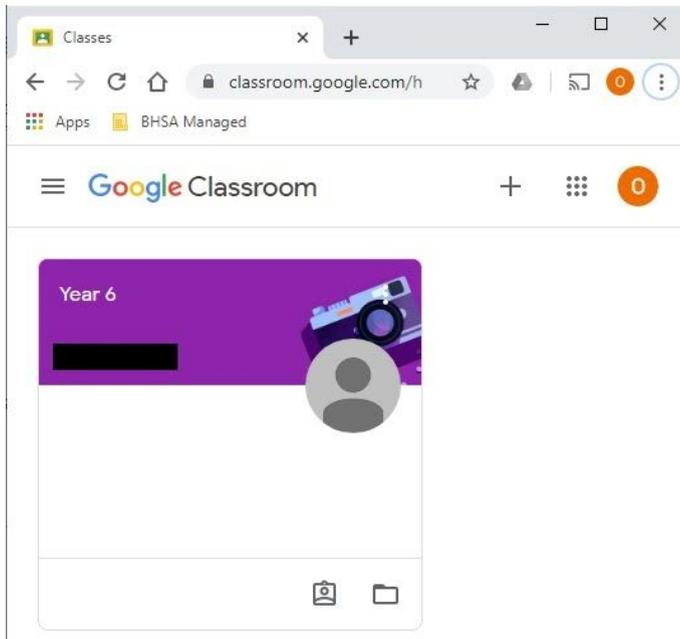
This will provide you with lots of useful tips, hints on improving your document (formatting) or slide (things like how to create timings) and also allows you to search for the topics you are learning / writing about.



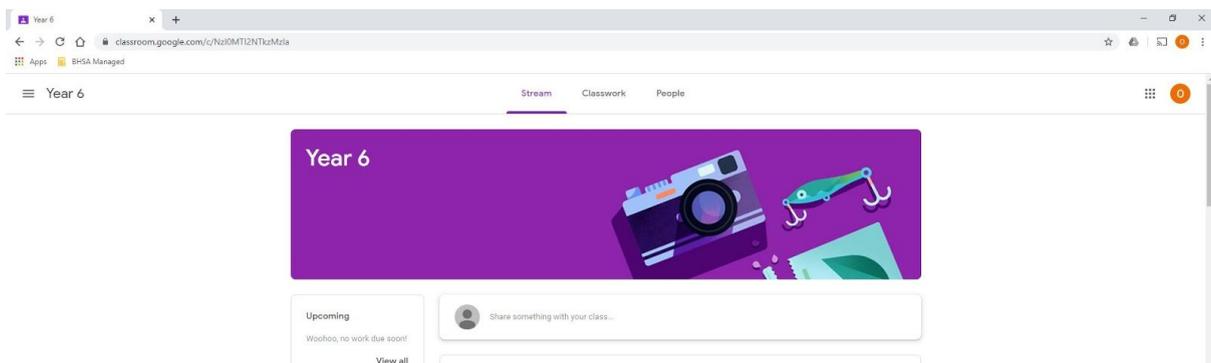
Google Chrome



When you click on the Classroom icon, you will be taken to your personal Classroom home page where you will see all the Classrooms you are part of.

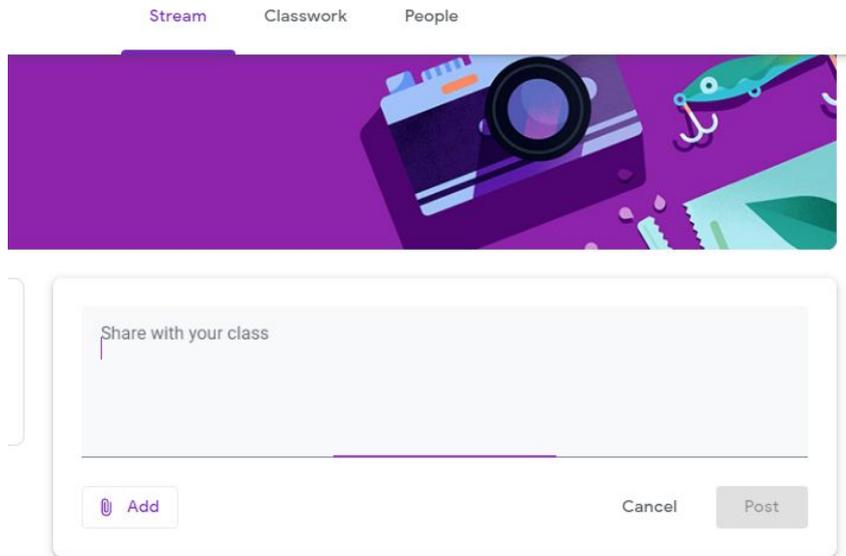


Select the Classroom you wish to view.



The first part of Classroom you will see is the **Stream**, this is where discussion between the class and the teacher can be had, questions asked etc. You can also upload files here for everyone to see. To make comments / add files click on the **Share something with your class...** you will then see the next box.

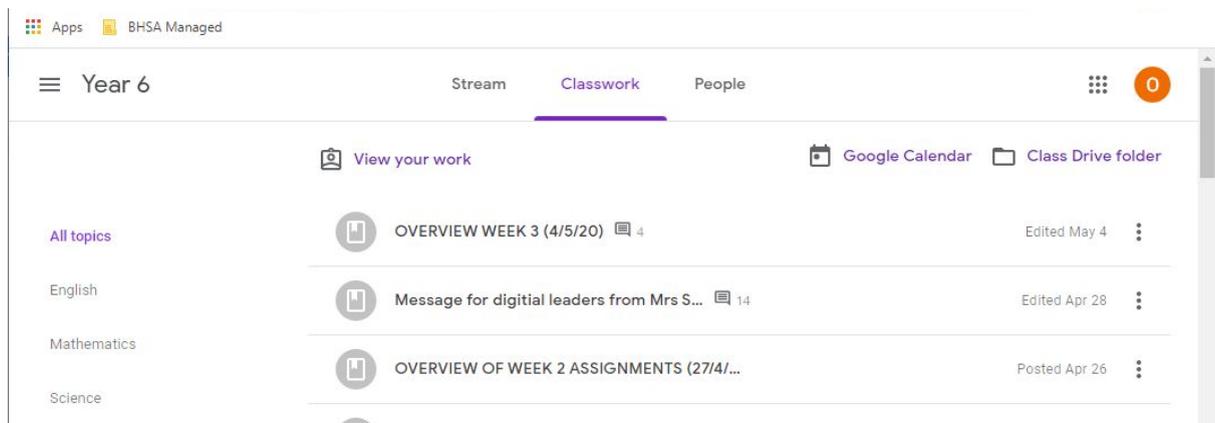
Google Chrome



Add will allow you to upload files (**File**), **Link** (a website), **Drive** and **YouTube**. To post a comment you will type into the box and press the **Post** button.

On the left hand side of the **Stream** you will see any upcoming assignments that are due, this leads on to the next tab **Classwork**.

The **Classwork** tab gives you an overview of all tasks / assignments set, you can click on any of these to see more information about the task.

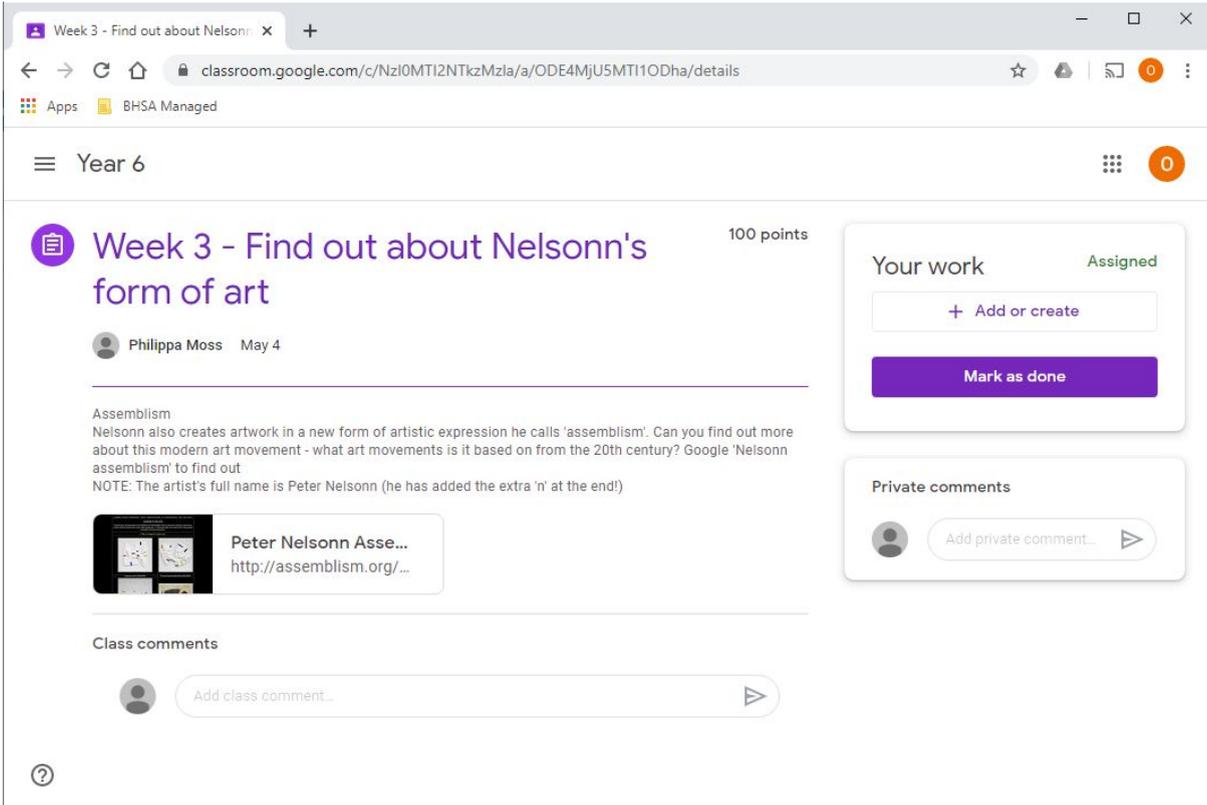


Google Chrome

If you click on **View your work** you'll see all the tasks you have assigned to you along with those that you've submitted and had marked by the teacher.

	Title	Due	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Filters</p> <p>Assigned</p> <p>Returned with grade</p> <p>Missing</p> </div>	Family PE sessions	No due date	Assigned
	Week 3 - Find out about Nelson's form of art	No due date	Assigned
	SMSC/History - Week 3 - VE Day	No due date	Assigned
	Geography - Week 3 (4/5/20) - Mountain Ranges of the World and...	No due date	Assigned

The full task can be viewed by selecting it and clicking **View details**, you are then presented with the task and the different things you can do on each task.



The screenshot shows a Google Classroom interface for a Year 6 class. The assignment is titled "Week 3 - Find out about Nelson's form of art" and is worth 100 points. It was assigned by Philippa Moss on May 4. The assignment description discusses Assemblism and asks students to find out more about this modern art movement. A note specifies that the artist's full name is Peter Nelsonn. A link to a website about assemblism is provided. On the right side, there are two panels: "Your work" which is marked as "Assigned" and has buttons for "Add or create" and "Mark as done"; and "Private comments" which has a text input field and a submit button. At the bottom, there is a "Class comments" section with a text input field and a submit button.

Things to note here are: **Class comments** are for all to see and **Private comments** are between yourself and the teacher - used if you don't feel confident enough to ask a question to the whole class. **Add or create** is used for creating or uploading work against the assignment - only you and your teacher will see these documents / files and you can

Google Chrome

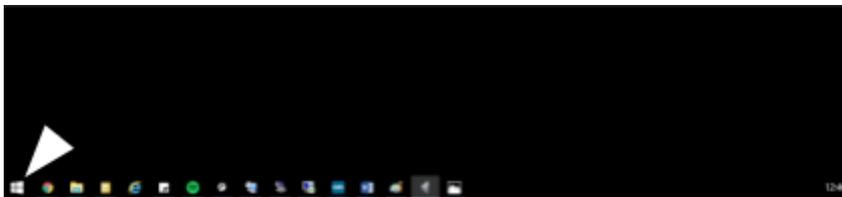
find them also saved in Drive under the Classrooms folder. Once you have finished the assignment, click **Mark as done** so that your teacher can mark your work and they can provide feedback directly to you.

Hints

Pinning Google Chrome to Taskbar

To save Google Chrome to your Taskbar please follow the steps below:

Press the windows button in the bottom corner.



Start typing **Google Chrome**, right click on the icon and select **Pin to taskbar**.

