

1. Getting Started with G Suite for Education

To login into your G Suite as the first time user, you need to visit www.google.com and click on sign in.

In order to use any of the G Suite application such as Classroom, Meet and Docs, you will have to login your G Suite profile using your school email address (*firstname.lastname@woodford.school*) and a password provided to you by the school through an email sent to your current email address. If you do not have access to that email, contact the [IT Help Desk](#) via the school website to request for login details.

2. How you will access any of the G Suite Tools will differ depending on the device used


- i. On handsets and other mobile devices, you will have to first find and download all the Google Apps from either the Google Play Store (for Android devices) or the App Store (for Apple® iPhone and iPad).

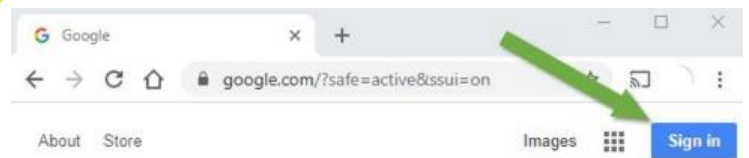
These include:



To install your application, click on it.

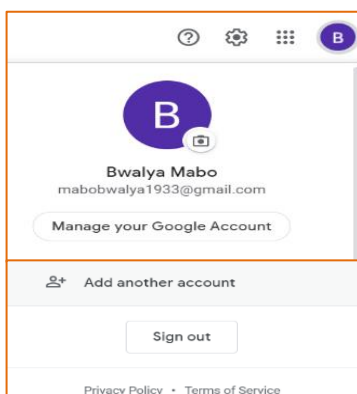
- ii. On a computer (PC or MAC) or Chrome OS devices (Chromebooks, Chrome tablets), you do not have to install anything.

Open a web browser such as Google Chrome 
Type www.google.com in your web address bar, and click on 'Sign in'

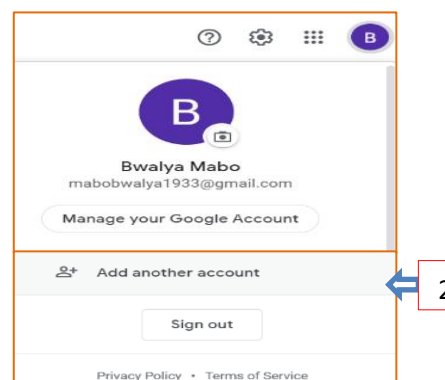


Note: If you have used a personal Google account before on your device, it may already be signed into that account. You have to sign out of your personal Google account and sign into your school account (*firstname.lastname@woodford.school*).

- iii. To sign out and in, follow the two steps as illustrated in the pictures below:



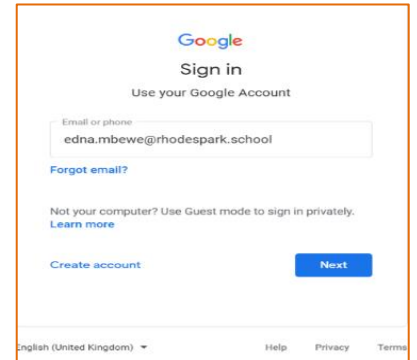
1. Click on the initial at the tip right hand corner of the screen



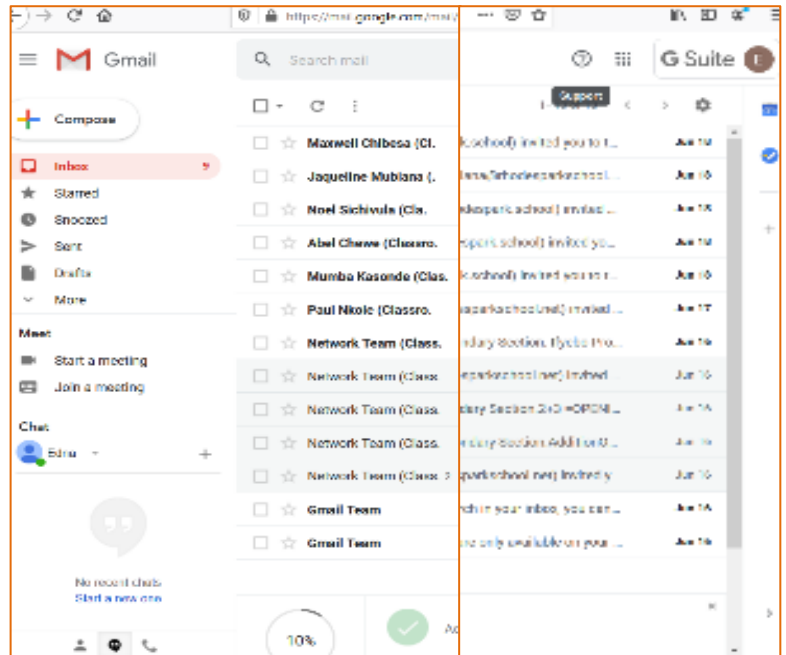
2. Click on 'Add another account'

iv. Continue the login process by doing the following:

- a. Type in your *firstname.lastname@woodford.school* email address that was sent to you via your current email.
- b. Click Next, and then enter-in the Default Password given to you by the school and then change to your own.




v. Now you will see that you are signed in to your Woodford School Lusaka G Suite for Education account

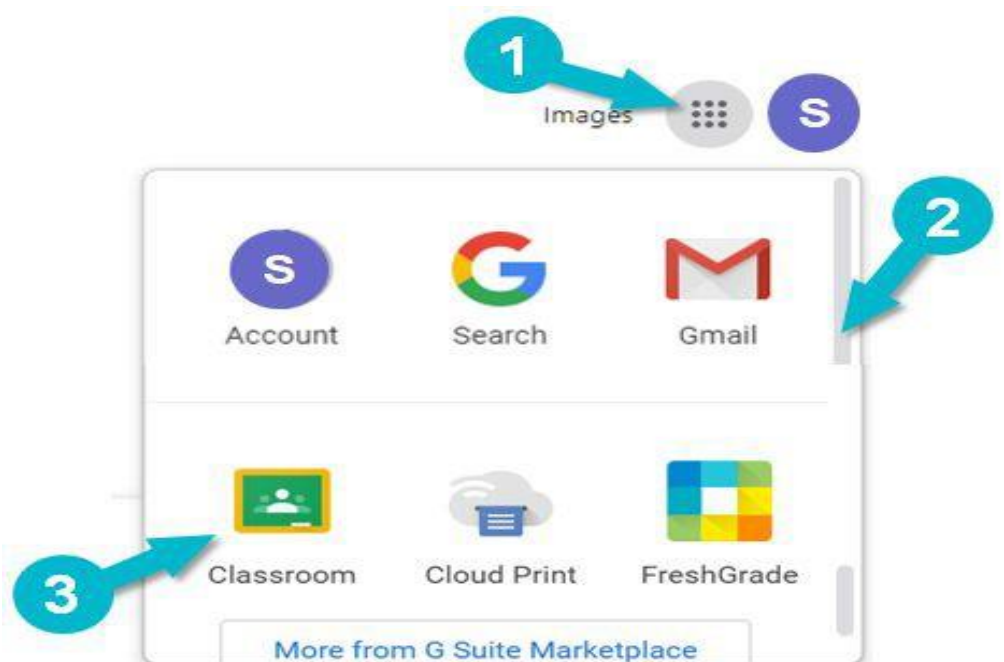


vi. **How to navigate to Google Classroom**

On a mobile device, simply click on the Google Classroom App.

On a pc or Chromebook, simply type *classroom.google.com* in your web browser, or:

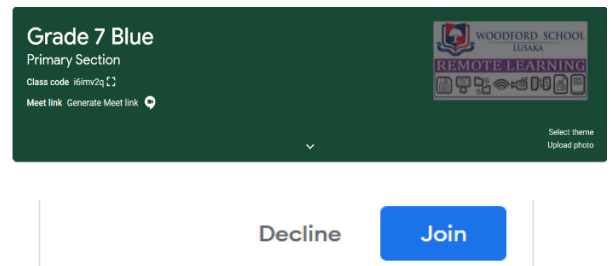
1. Click on the 9 Squares Icon  (also called the Waffle) in the top right hand corner to launch the G Suite for Education Tools.
2. With your cursor on the Waffle, scroll and click on a specific tool you would like to use.
3. To join your class and accept class invitations, Click on the Google Classroom icon.



3. Joining Your Google Classrooms

- i. If you have already been invited to a class by your teacher, or have already joined a class, you will see it.

Simply click on the **Join** button to enter the class.



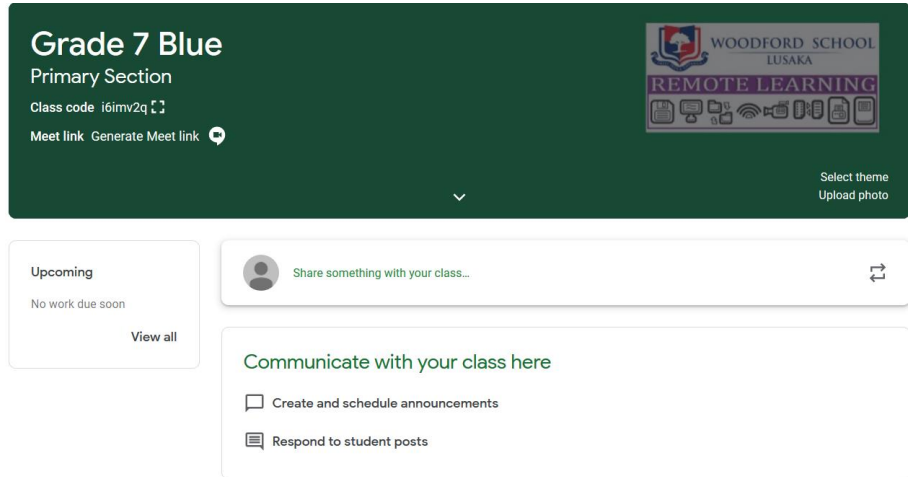
- ii. When you join a class, you will see the following tabs along the top row:

- a. **Stream** – This is where announcements can be made by the teacher.

Upcoming – alerts you on work that is scheduled.

- b. **Classwork** – this is where you will find school work, notes, assignments and tests.

- c. **People** – shows class members and teachers.



iii. What you can do with the Classwork Tab:

Here are the main features found in the Classwork Tab

The screenshot shows the 'Classwork' tab selected in a Google Classroom interface. The page title is 'Google Classroom Tutorial Teachers K-12'. The top navigation bar includes 'Stream', 'Classwork', and 'People'. The main content area shows a topic 'Science' with an assignment '01 - Exploring Floating and Sinking' due on 'Apr 30'. The assignment details include a post from 4:05 PM and a Google Form attachment titled 'Exploring Floating and Sinking'. A 'View assignment' button is at the bottom.

- Classwork Tab (Assignments)
- See your grades
- See Due Dates in Calendar
- View all your files
- Topics
- Topic Headings
- Assignment Title
- Assignment Due Date
- Assignment Status
- Attached files / links
- Click to view assignment