

Instructions for Joining Your Online Classroom and Video Lessons

At Swarthmore, we use Google for Education to power our teaching. We mainly use two services called Google Classroom and Google Meet that are helpfully linked together for you.

To access to them, you will need to sign into the Google account we have made for you. You must use this account, as you'll be unable to join in with the lessons using your own personal account.

Your Swarthmore account credentials will be sent to your personal email address following your booking. Please keep an eye out for the email as it may end up in your junk/spam folder. Make sure to note down your username and password somewhere safe.

Accessing Google Classroom on a computer/laptop/Chromebook:

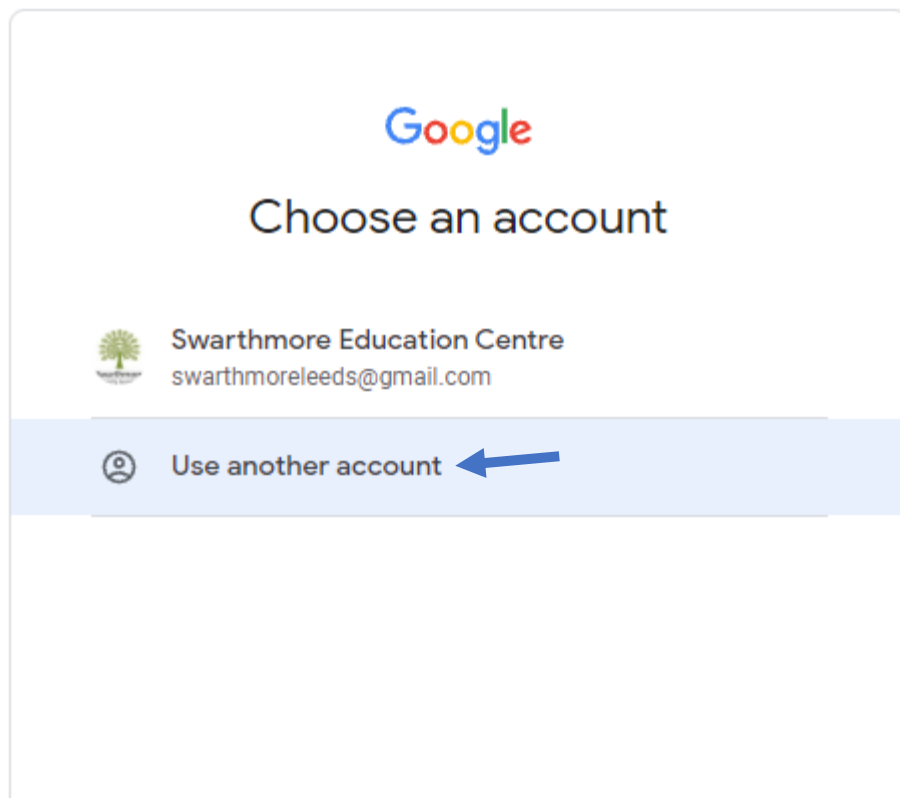
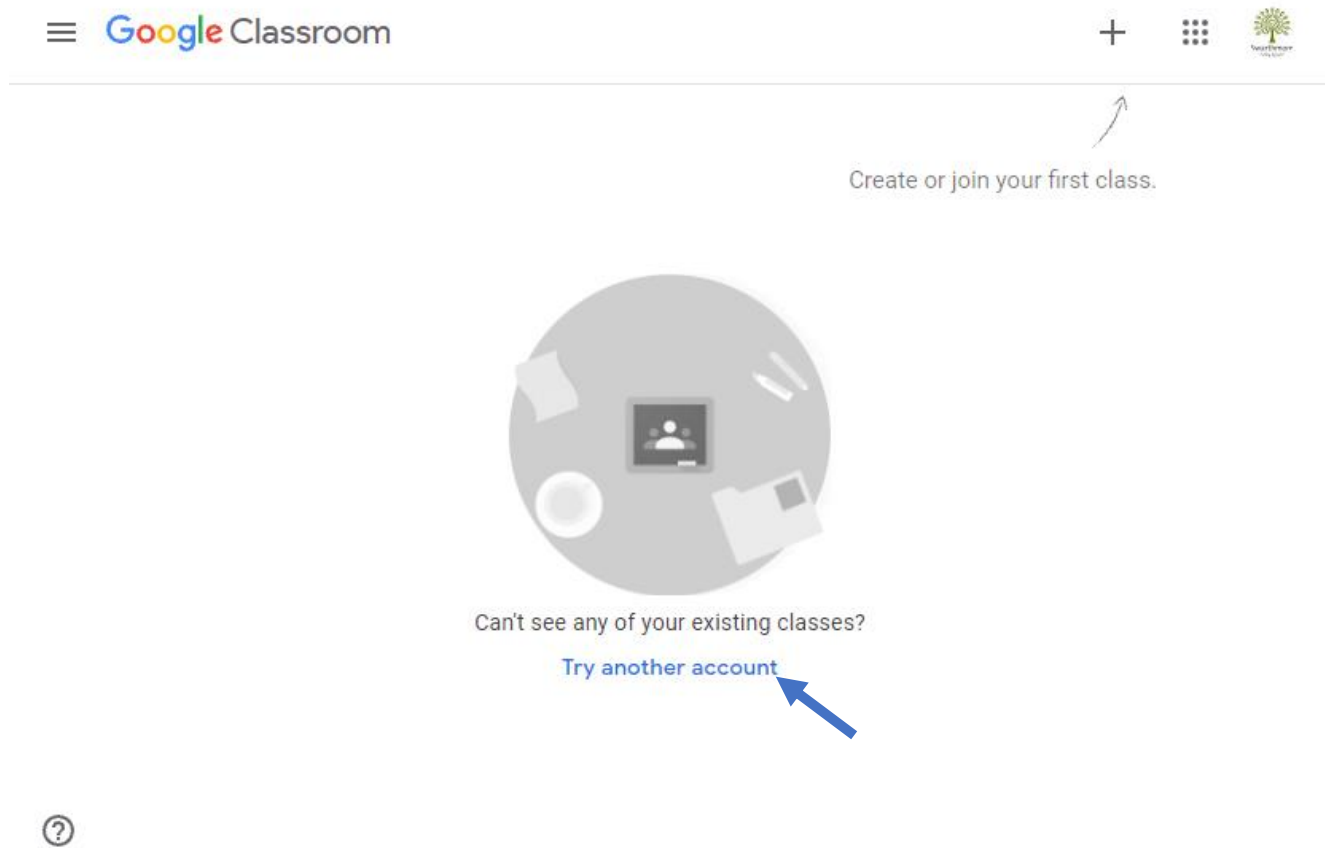
First, please access the internet on your device and then search for "Google Classroom". Alternatively, please click this link to go directly there:

<https://edu.google.com/products/classroom>

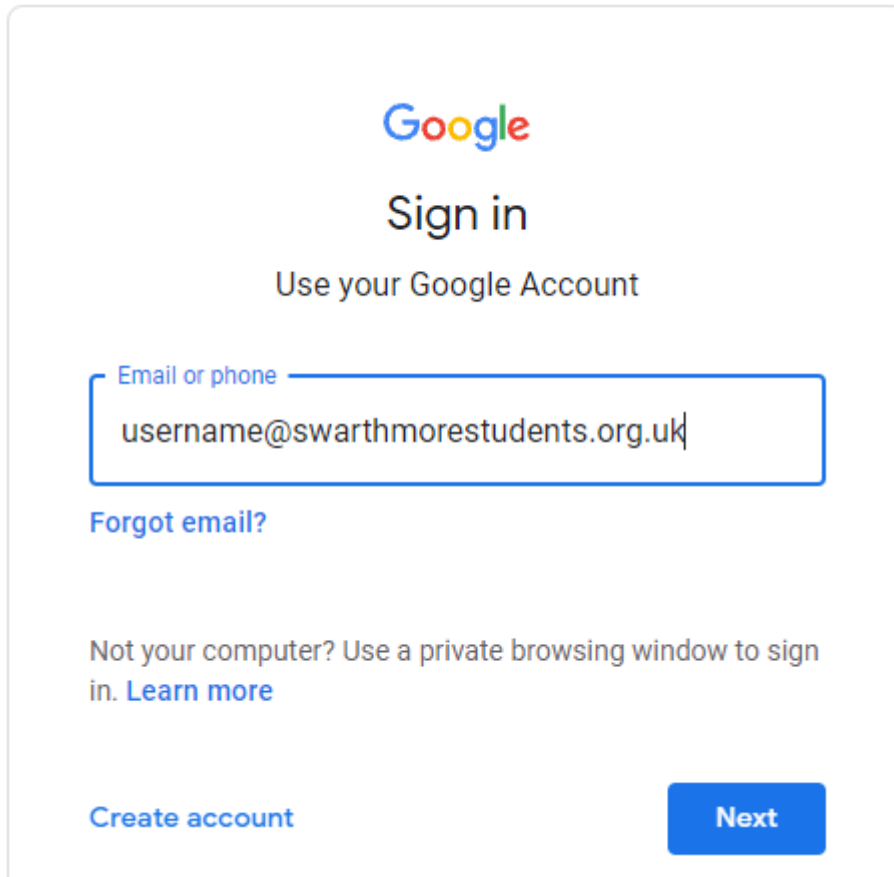
In the search results, click "Classroom | Google for Education", then "Go to Classroom"

The image shows a Google search for "google classroom". The search bar contains "google classroom" and the results show "About 8,450,000,000 results (0.31 seconds)". The top result is "Classroom | Google for Education" with a blue arrow pointing to it. Below the search results is the Classroom landing page, which features the Google logo, "Get products" and "Contact sales" buttons, and a navigation menu. The main heading on the landing page is "Where teaching and learning come together". Below this heading is a description: "Google Classroom is your all-in-one place for teaching and learning. Our easy-to-use and secure tool helps educators manage, measure and enrich learning experiences." At the bottom of the landing page are two buttons: "Get started for free" and "Go to Classroom", with a blue arrow pointing to the "Go to Classroom" button.

If you have a personal Google account already, your Classroom screen may be blank like below. If so, click “Try another account” at the bottom, and then “Use another account” in the next screen:

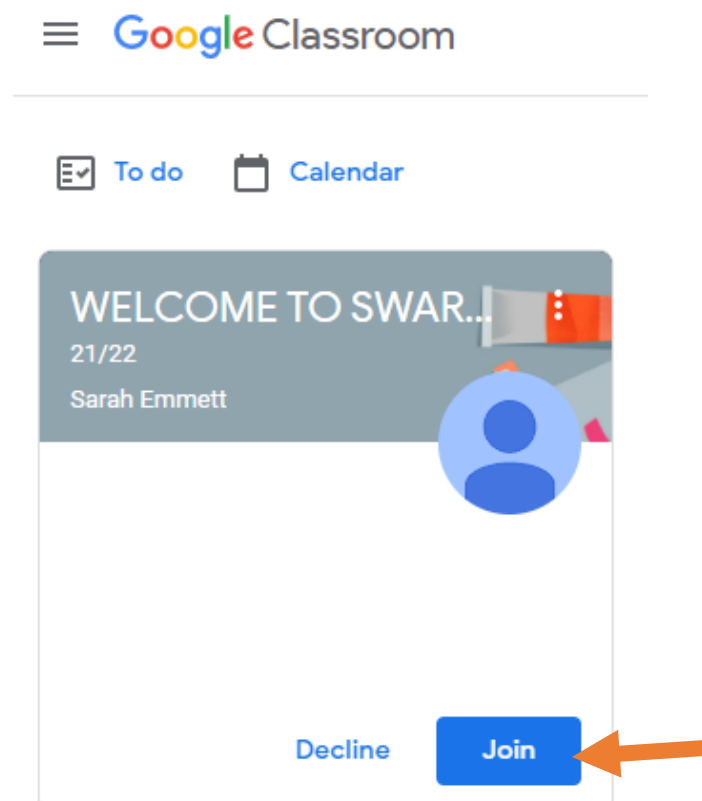


Enter your Swarthmore account credentials, following the on-screen prompts. Please accept any T&Cs and select “I am a student” if you are asked:

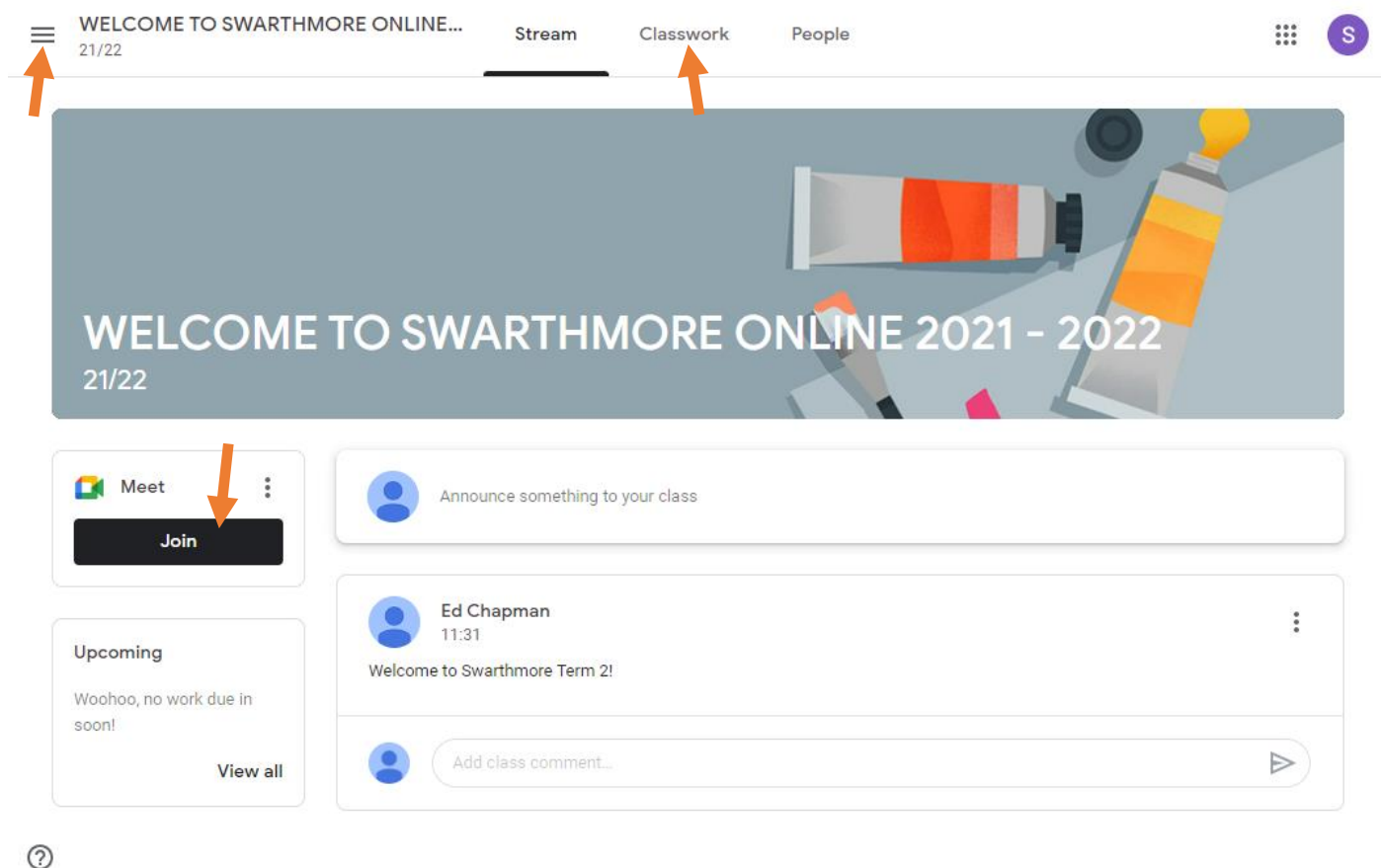


The image shows a Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and the text "username@swarthmorestudents.org.uk" entered. Underneath the input field is a link "Forgot email?". Further down is a message: "Not your computer? Use a private browsing window to sign in. [Learn more](#)". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

You should then see one or more small boxes with the course name. The first Classroom we will always invite you to is our “Welcome Classroom”. Click the blue “join” button in the corner to accept the invitation.



Once you have accepted the invite using the “join” button, you’ll see a colourful banner at the top with the course name.



You can navigate between the different pages of any Google Classroom by clicking on the tabs at the top. “Stream” is where your tutor and classmates can post messages and announcements. “Classwork” is where you can view all the learning materials and any assignments set by your tutor.

Please check out the material we have posted in the Classwork tab of the Welcome Classroom, there are lots of resources there to help you make the most of your learning with Swarthmore, and feel free to introduce yourself in the “Stream” tab to your fellow students!

To get to your video lessons if you are on an Online course, you must first be in the Google Classroom page for that course. Use the ≡ button in the top left-hand corner, to access the main menu that’ll pop out from the side. Click “Classes” at the top which will display all the classes you are enrolled onto, then click the one you are trying to access. In your courses Google Classroom page, click the “Join” button in the “Meet” box.

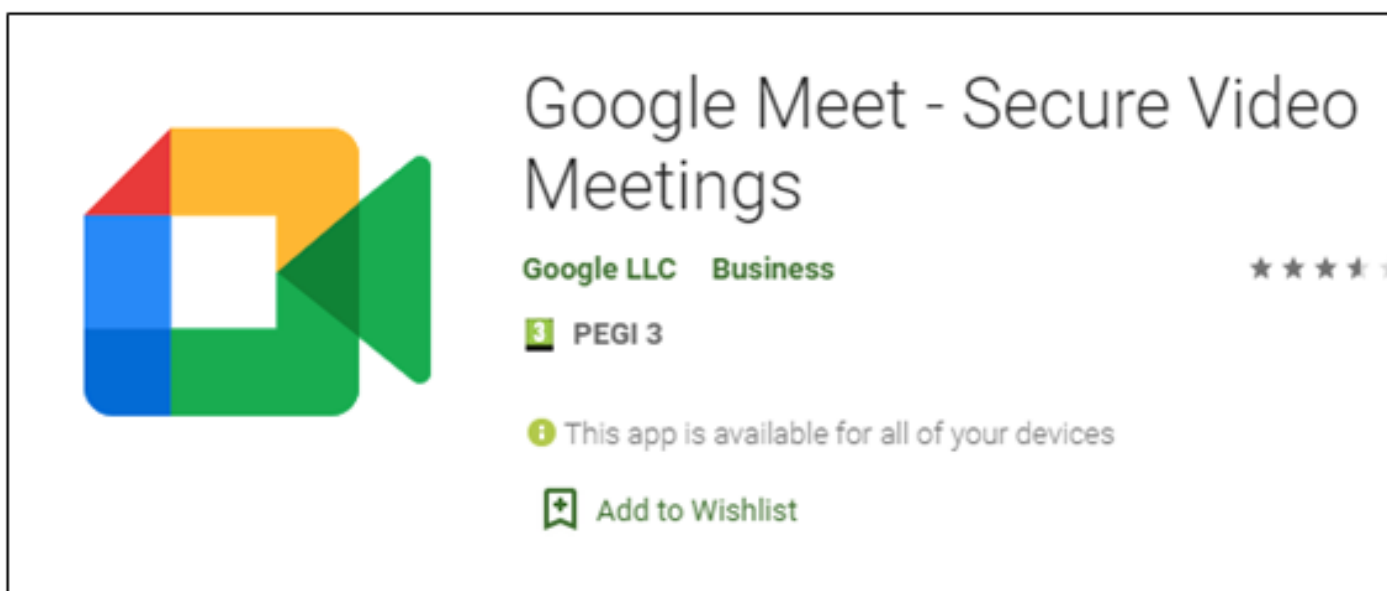
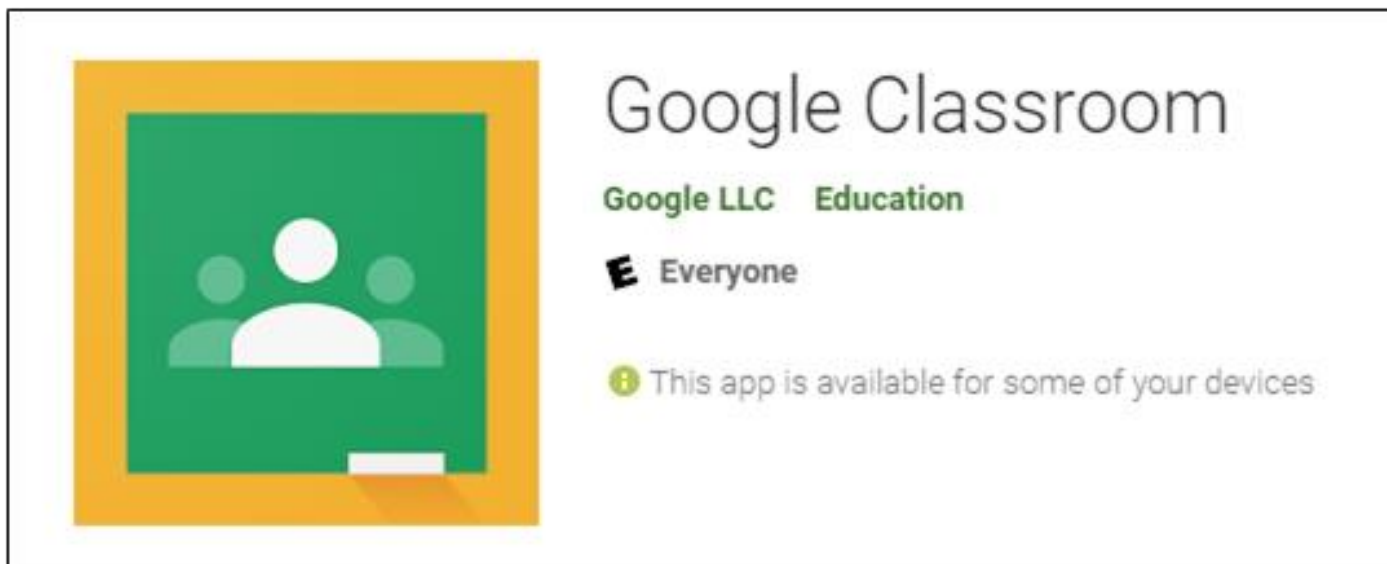
Depending on your device, a new webpage will open using the Google Meet service. You’ll need to allow it access to your microphone and web camera and then click the “Join now” button to the right-hand side of your screen.

Your tutor will run you through navigating the site in as part of your first session to help you familiarise yourself with Google Classroom.

Accessing Swarthmore Online on smartphones and tablets:

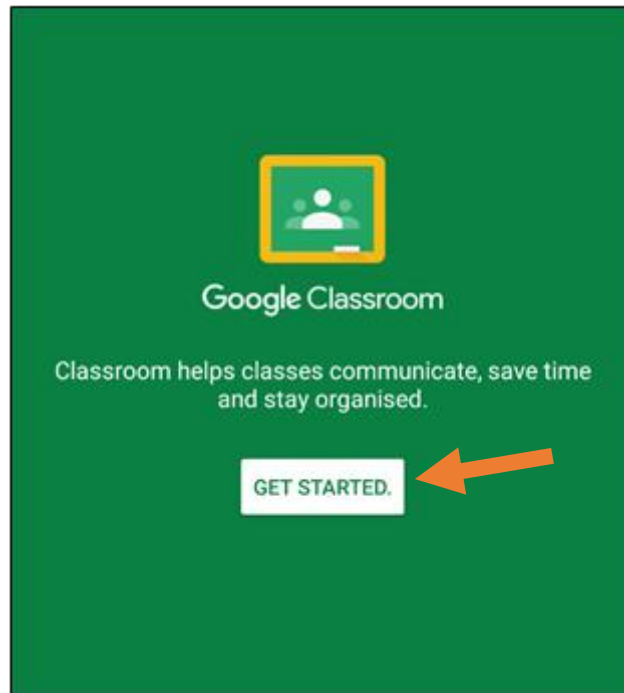
If you would like to join your video lessons on your phone or on a tablet, you can! The process is like the above steps, with a just a few differences.

To begin, you first need to download both the Google Classroom and Google Meet apps from your device's app store, they are free:

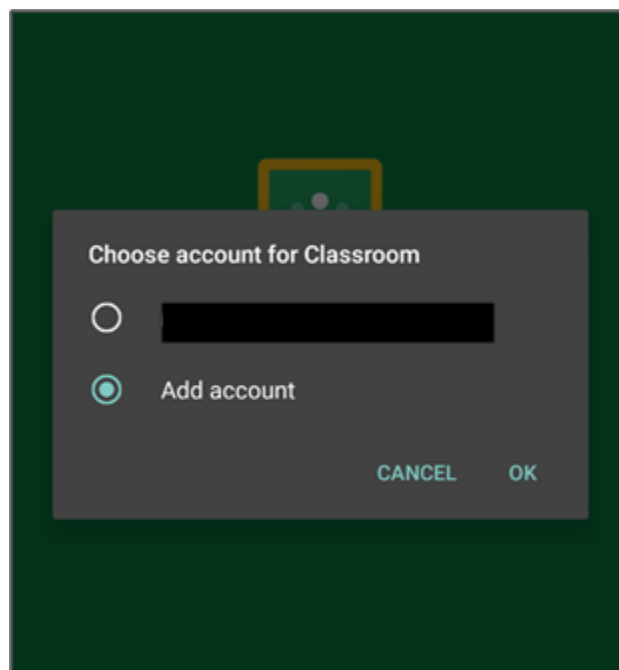


You must get the Google Meet app, as when you join your classes video lesson from the Google Classroom app, it will do so through Google Meet. Do not worry, your device will start Google Meet automatically when you join the video lesson for your class in the Google Classroom app. Follow these instructions below for how to sign-in to your '@swarthmorestudents.org.uk' account on the Google Classroom app.

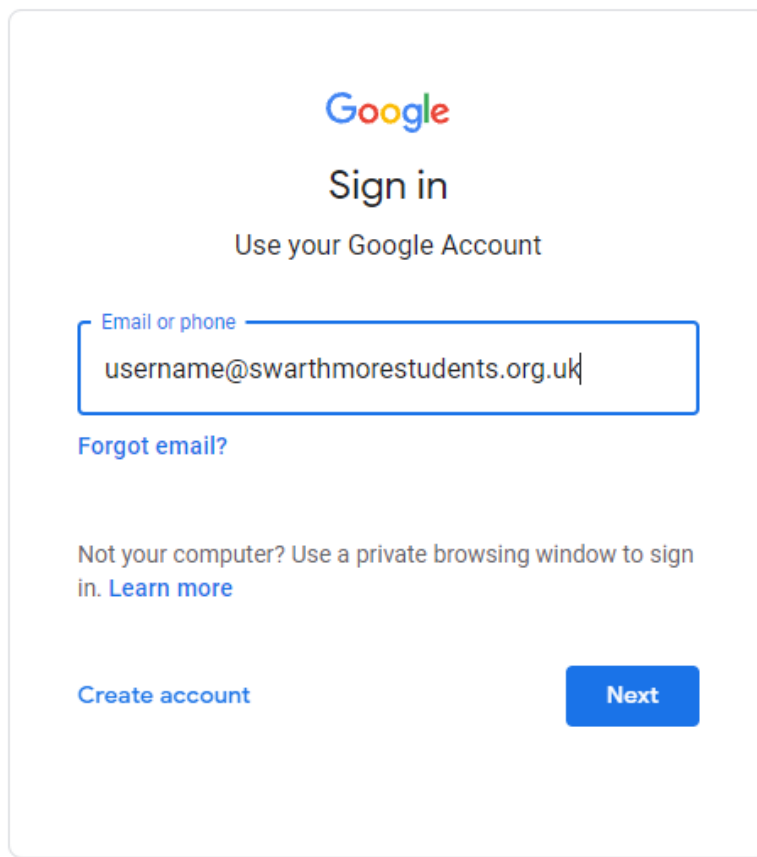
Once the apps have downloaded, open Google Classroom. When you first open the app, you will see this page. Click the button labeled “Get Started”:



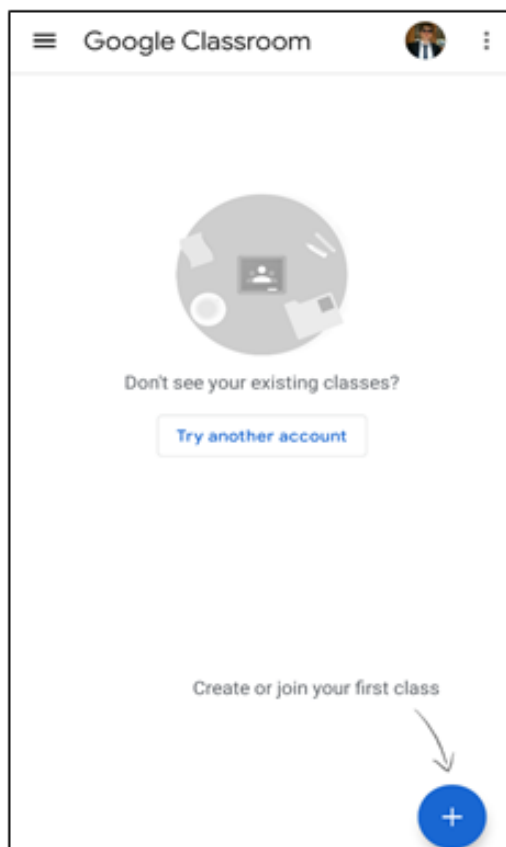
On the next screen you will be asked to choose which account you would like to use. Click “Add account” and then tap “Ok”. You may be asked to verify yourself; this will probably be a case of typing in the PIN code you use to unlock your device:



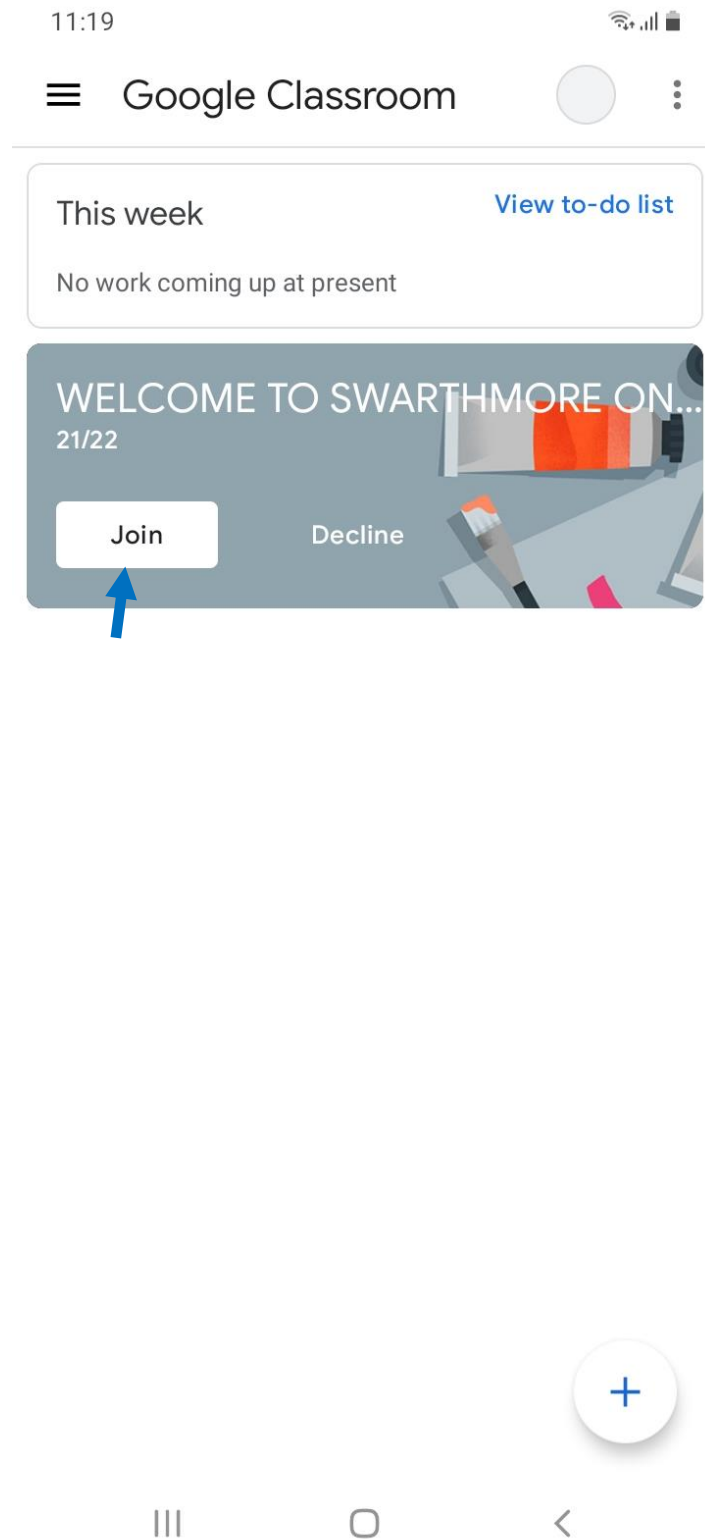
You will be taken to a screen asking you to sign in. Enter your Swarthmore account name that we sent to your personal email and click next, then type your password and follow the prompts; accepting the T&Cs and choose “I am a student” if asked.



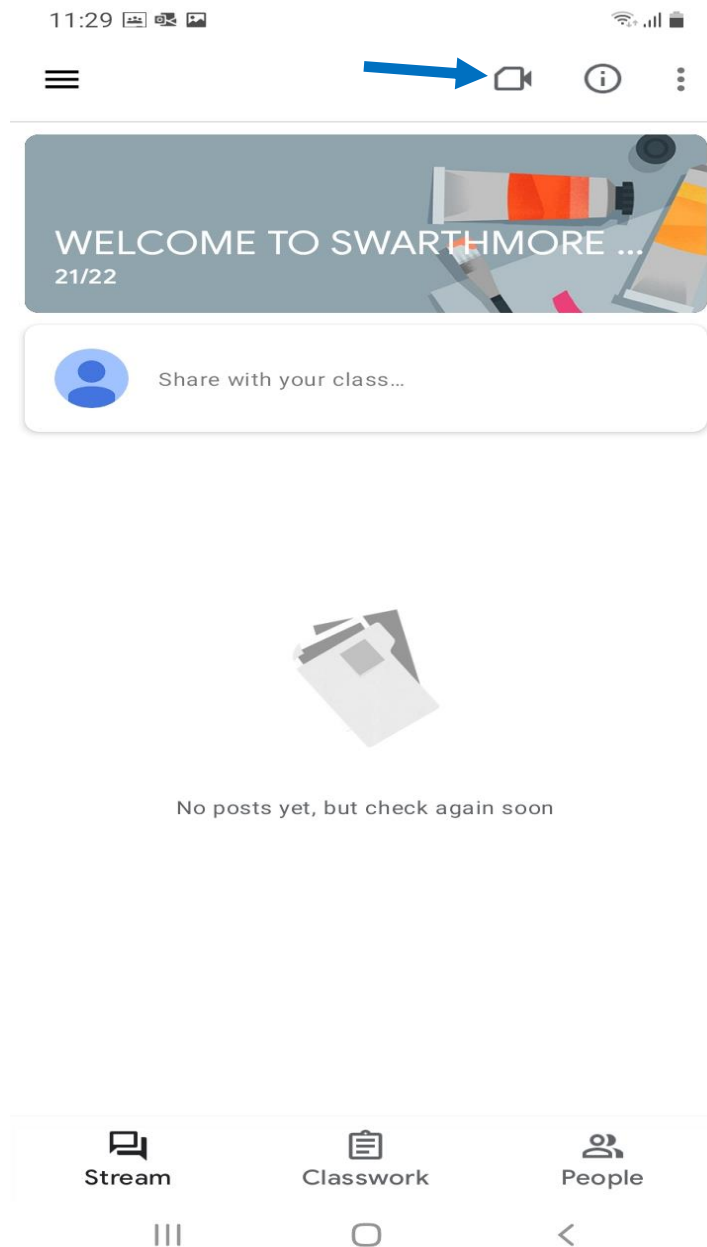
If you are not asked to sign-in, and are immediately taken to a screen like this, click “Try another account”; then “add another account” and then enter the Swarthmore account we sent to you via email.



You will see your class or classes here, tap the “Join” button:



Once you have accepted the join invitation, your Classroom app will automatically open into the course page like so:



To access the video lessons, please tap the video camera icon in the top corner. This will launch the Google Meet app and take you to the video chat with your tutor. Please make sure you have downloaded the Google Meet app and be aware that you may need to sign into the Google Meet app as well. This process should be identical to signing into the Google Classroom app.