Glossopdale School

Student username and email address

Your school **username** looks something like this

jblog25-1

First letter of your first name and first 4 letters of surname
The year started in year 7
Almost always 1, your teacher will tell you if it isn't

Your school **email for google classroom** looks something like this

jblog25-1@edu.glossopdale.school

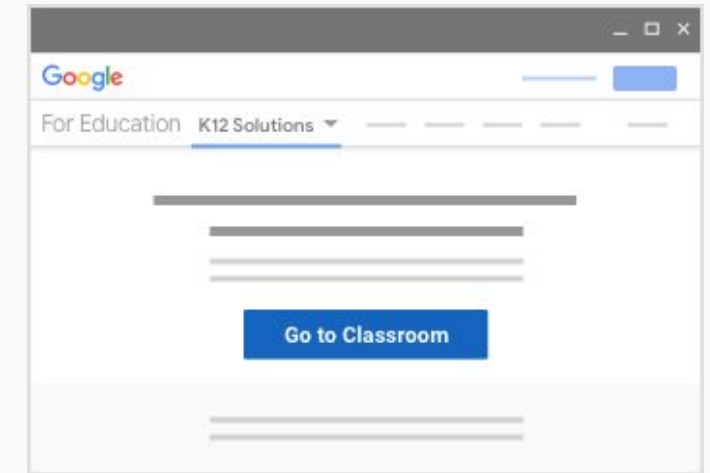The first bit is ALWAYS the same as your username
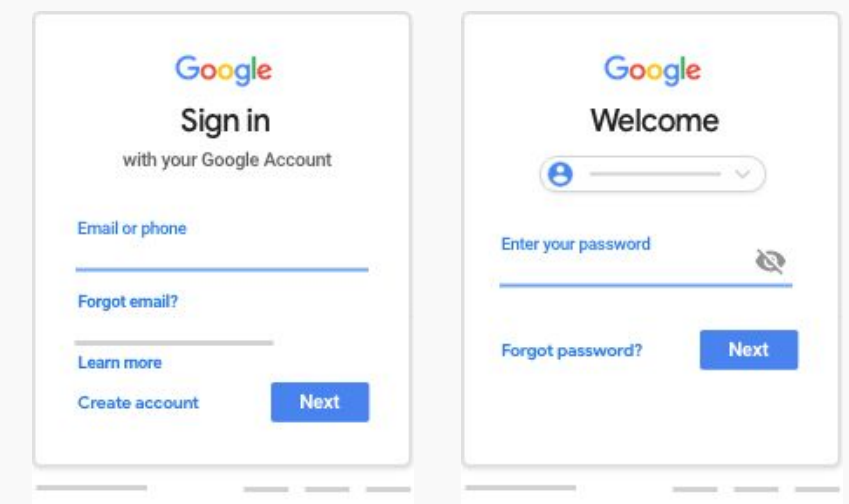The second bit is ALWAYS @edu.glosopdale.school

Please note

The most common cause for logins not working, or google classroom not showing classes are due to students being logged into their personal emails. Instead of their school email

1. Open Google Chrome
2. Into the search box go to www.classroom.google.com
3. Click on the blue classroom button

Go to Classroom

4. Enter your email address
5. Click Next
6. Enter your password
7. Click Next

Google
Sign in
with your Google Account

Google
Welcome

Here is the class code, it starts with the year, then has the code for the class. The important bit here is Co4 - for computing 4
Other classes have different codes, such as MA for maths

Class 2025-7CCo1
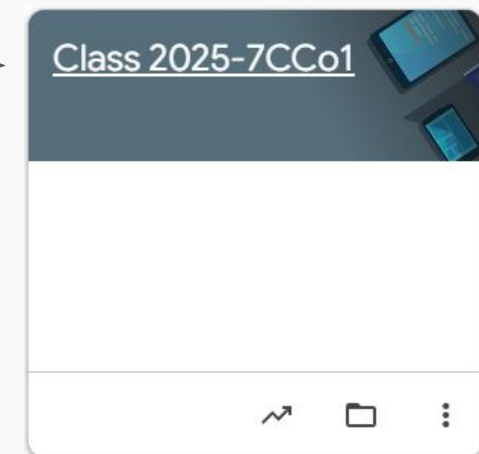
Completing and submitting work on google classroom

## Completing work on google classroom

1. Find the assignment in google classroom

2. IF there is already work under the 'your work' section you can simply click it and work on it

3. OTHERWISE click the ' + add or create' button and choose what you need, you may need to create a new document from scratch (so choose docs, sheets, slides or drawing) or you may need to attach some work, so choose the most relevant from the first 3.
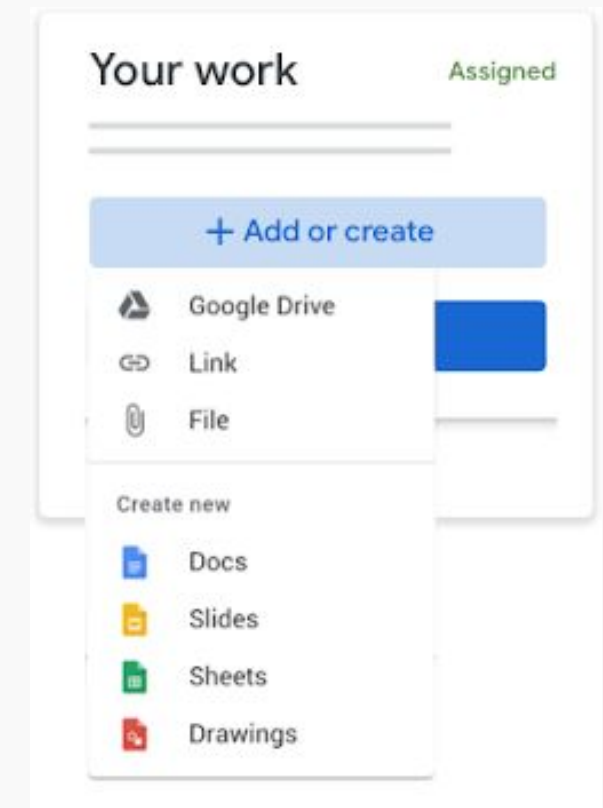
Submitting work on google classroom

In the assignment there is a blue button marked, 'turn in' if you click that the work will now be handed in for the teacher.
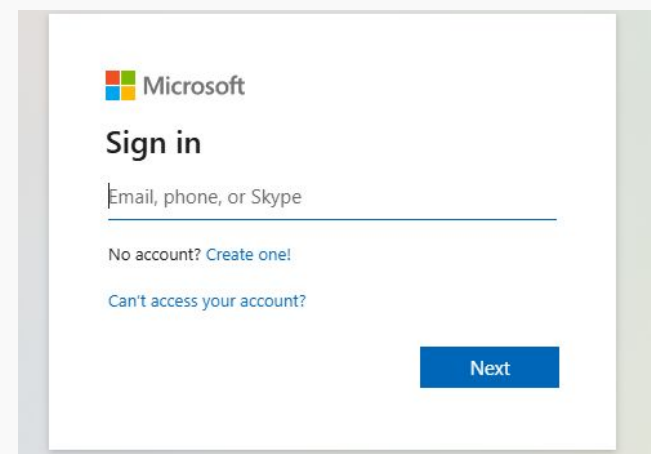
NOTE: you can't edit the work when it is turned in, if you need to edit it after, click 'unsubmit'
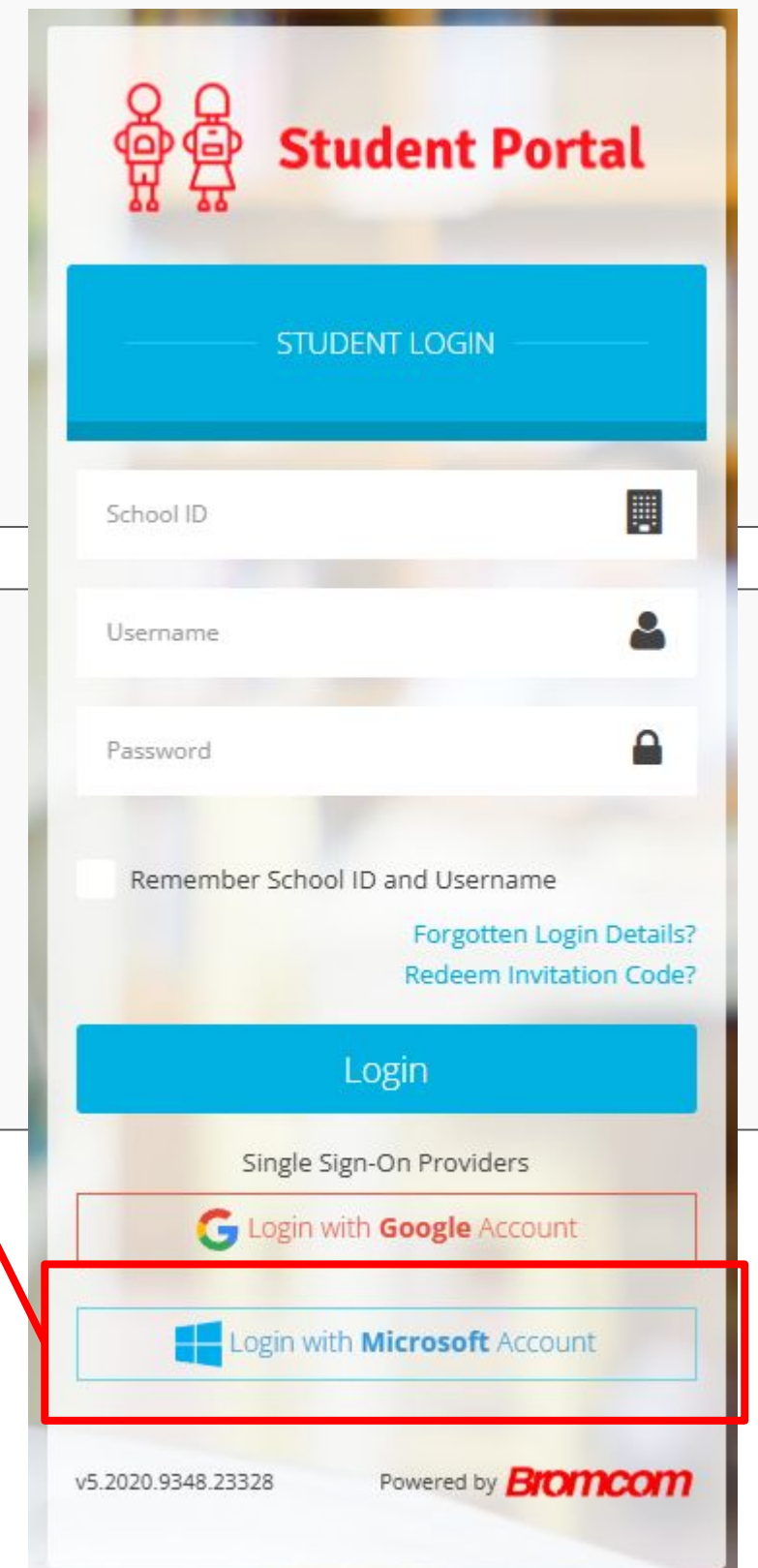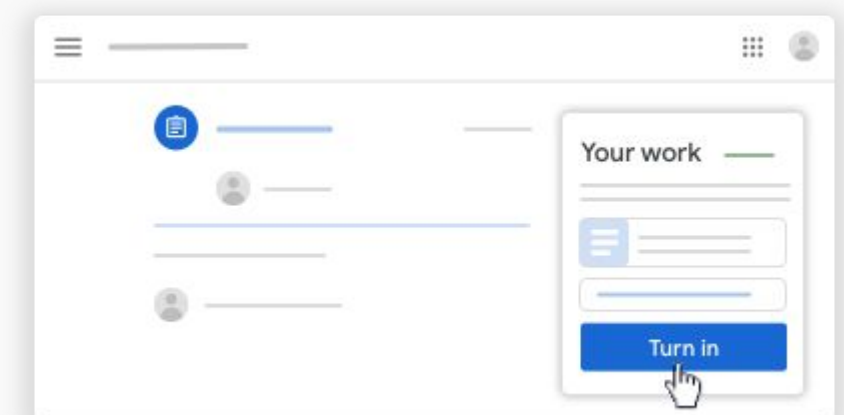
Logging into Student bromcom

1. Open a web browser
2. Into the search box go to www.bromcomvle.com
3. Click on the blue 'log in with microsoft account' button

4. Enter your email address
5. Click Next
6. Enter your password
7. Click Next