Google Classroom at Sutton College

For learners

Lifelong Learning

Sutton College

Adult Education

What is Google Classroom?

Google Classroom is the most popular eLearning platform, giving learners and tutors a place online to communicate. It is here that your tutor will post important information about your class. For example; coursework, quizzes and feedback on the work you have completed and submitted. It is also a space for you to ask questions and talk to your fellow learners and tutor.

Google Classroom has many new features, including an app for mobile devices, support for video chat and more.

From 2020-21, Google Classroom will replace the previous VERA eLearning system for all learners.

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Classroom for PCs and laptops

1 of 3

Google Classroom works well on most modern Windows PCs, Macs and laptops with a web browser.

Google Chrome is the recommended web browser, however Firefox, Safari and Internet Explorer are also supported. Note that Microsoft Edge is NOT supported.

Supported Browsers:

Not supported:

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Classroom for PCs and laptops

2 of 3

To open Classroom on your device, open one of the supported web browsers and either search for ‘Google Classroom’ or go to:

https://classroom.google.com/

You will be asked to sign in. Use your Sutton College email address and password. If you are unsure of these, contact your tutor.

You can also email ithelpdesk@suttoncollege.ac.uk

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Classroom for PCs and laptops

3 of 3

Once signed in, you will see your classes listed. Click on the one you wish to access.

Your browser may give you the option to remember these credentials and stay logged into Classroom.

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Using Meet for PCs and laptops

1 of 2

Sutton College also use Google Meet for voice and video chat between tutors and students.

You can access Meet through your web browser without signing in again once you are in Classroom. To do this, click on the Google Tile menu on the top right and look for the Meet icon:

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Using Meet for PCs and laptops

2 of 2

If Meet does ask for credentials, these will be the same as Google Classroom - your Sutton College email address and password.

Note that you will need a working webcam and microphone to fully participate in Meet chats.

Meet may ask for access to your microphone and camera so that your tutor can hear and see you.

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Classroom for phones and tablets

1 of 2

Google Classroom works well on phone and mobile devices.

To install, go to the App Store (iPhones and iPads) or Play Store (Android Devices) and search for ‘Google Classroom’.

App Store

Play Store

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Classroom for phones and tablets

2 of 2

Once installed, you will be asked to sign in. Use your Sutton College email address and password. If you aren't sure what these are, contact your tutor.

When you are signed in, you will see your classes listed. Click on the one you wish to access.

Your device will now stay logged into Classroom.

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Google Meet for phones and tablets

1 of 2

Sutton College also use Google Meet for voice and video chat between tutors and students.

You can install Meet on your device the same way Classroom was installed, this time searching for ‘Meet’. Look for this icon:

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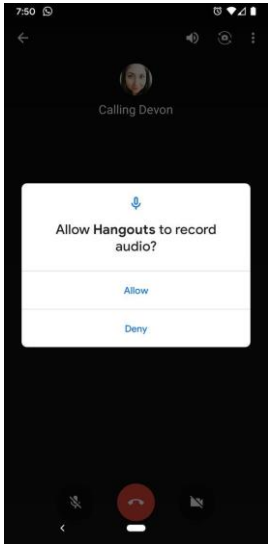
Google Meet for phones and tablets

2 of 2

Once installed, log into Meet with the same credentials as Google Classroom - your Sutton College email address and password.

Meet may ask for access to your microphone and camera so that your tutor can hear and see you.



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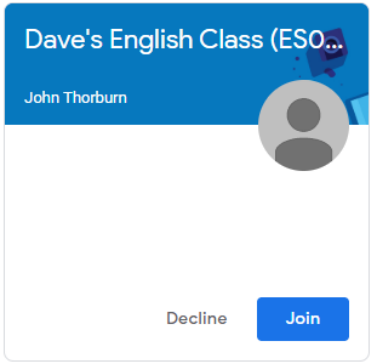
Inside Google Classroom

1 of 5

When you first open Classroom, you will see a list of your classes.

Click '*Join*' to confirm and you will enter the main class interface:



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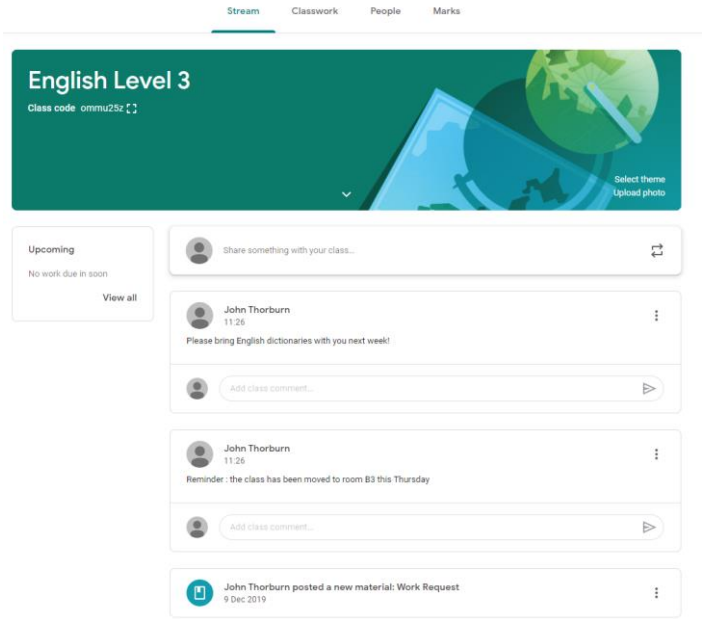
Inside Google Classroom

2 of 5

The first tab open when you enter a class is the Stream tab.

This tab has useful info and reminders from your tutor about upcoming class events. You can reply to any comment by clicking below it.



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Inside Google Classroom

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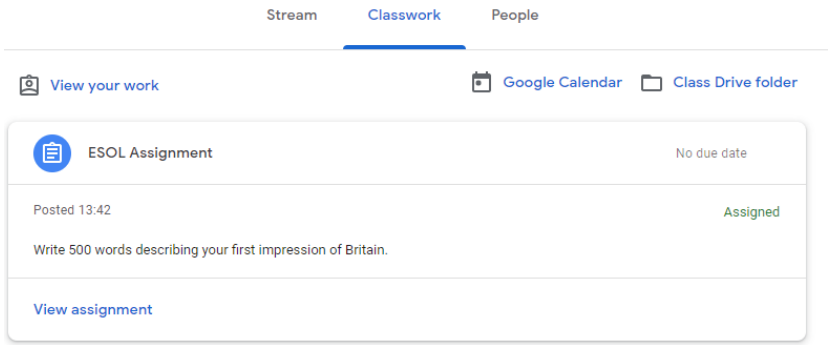
The second tab is Classwork. This is a list of all the homework, quizzes, documents, videos and images that your tutor has shared with you.

If your tutor would like you to complete a piece of coursework by a certain date, you will see ‘scheduled for…’ next to the material.



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Inside Google Classroom

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To work on an assignment, click ‘View Assignment’:

Your screen may look different depending on the type of assignment. You can add files and images by clicking the ‘*Add or create*’ button.

Always remember to click the ‘*Mark as Done*’ button once you are finished:

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Inside Google Classroom

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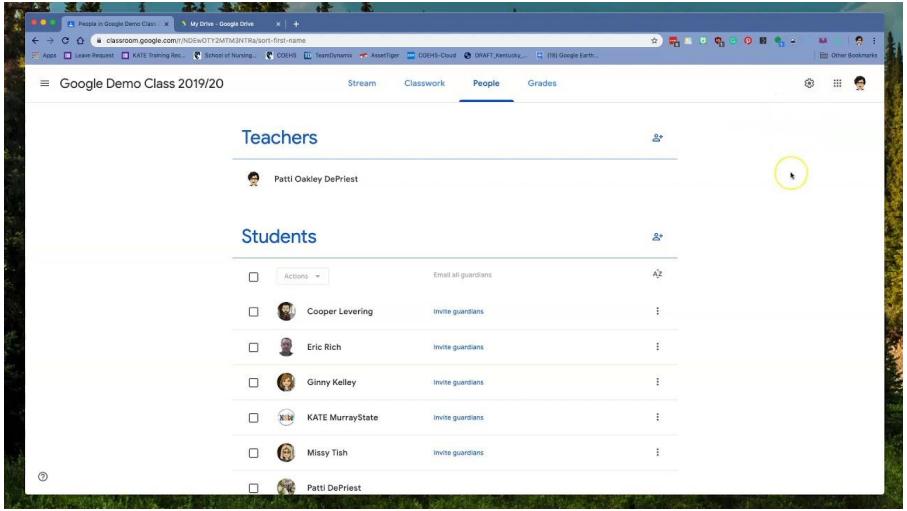
The third tab is ‘People’.

At the top your tutor is displayed. Below is a list of your fellow learners.

You can click on the envelope icon to email your tutor.



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