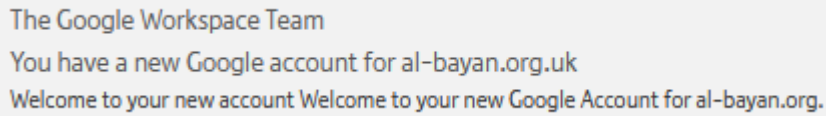


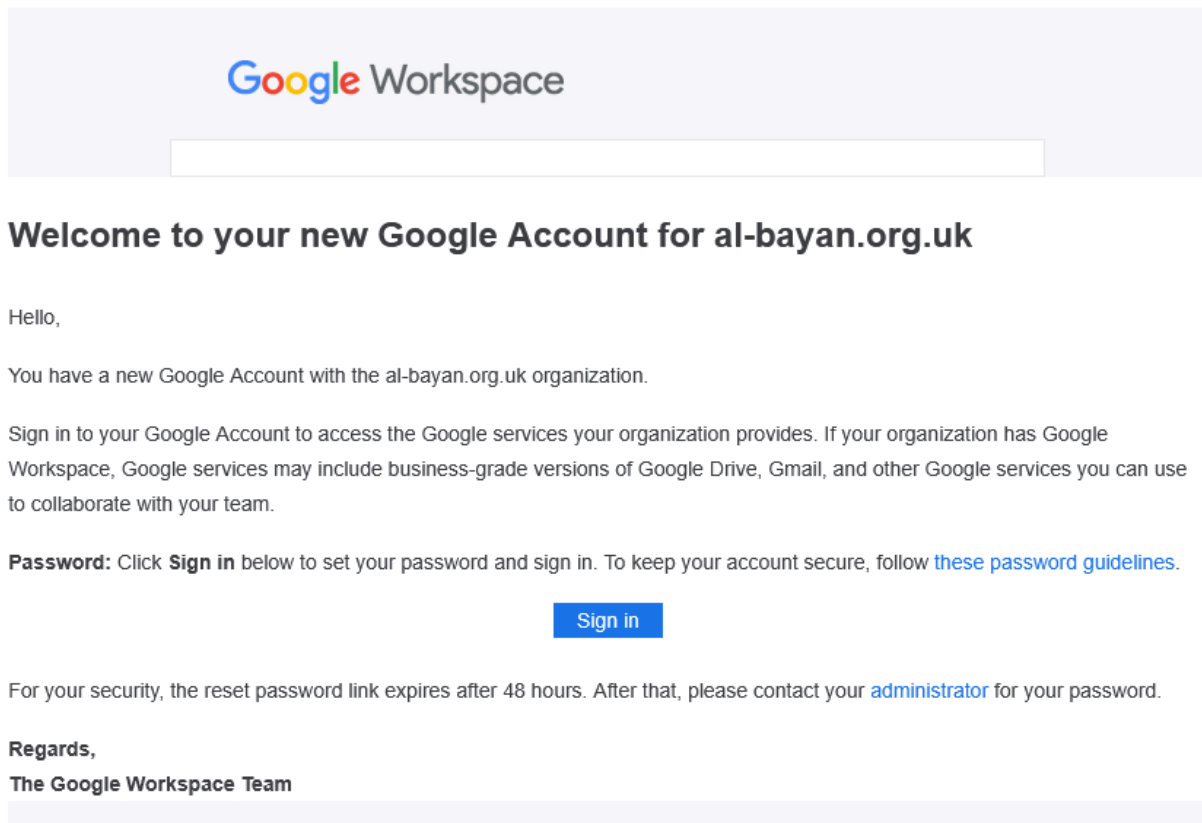
Google Workspace / Classroom Guide

1. You will soon receive an email from **'The Google Workspace Team'**, which will look similar to the examples shown in the images below:



The Google Workspace Team
You have a new Google account for al-bayan.org.uk
Welcome to your new account Welcome to your new Google Account for al-bayan.org.

2. When you open the email, it will appear as shown in the image below. Please click on the **'Sign in'** button to proceed.



The image shows a screenshot of the Google Workspace welcome page. At the top, there is a light blue header with the Google Workspace logo. Below the logo is a white rectangular input field. The main content area has a white background. It starts with the heading "Welcome to your new Google Account for al-bayan.org.uk". Below this, it says "Hello," followed by "You have a new Google Account with the al-bayan.org.uk organization." Then, it explains that signing in will grant access to Google services provided by the organization. A "Password" section instructs the user to click "Sign in" to set a password and follow password guidelines. A blue "Sign in" button is centered below this text. Further down, it states that the reset password link expires after 48 hours and to contact an administrator for a password. It ends with "Regards, The Google Workspace Team" and a light blue footer bar.

Welcome to your new Google Account for al-bayan.org.uk

Hello,

You have a new Google Account with the al-bayan.org.uk organization.

Sign in to your Google Account to access the Google services your organization provides. If your organization has Google Workspace, Google services may include business-grade versions of Google Drive, Gmail, and other Google services you can use to collaborate with your team.

Password: Click **Sign in** below to set your password and sign in. To keep your account secure, follow [these password guidelines](#).

[Sign in](#)

For your security, the reset password link expires after 48 hours. After that, please contact your [administrator](#) for your password.

Regards,
The Google Workspace Team

3. You will then be redirected to Google's website, where you'll need to review and accept the terms and conditions. In the third-to-last paragraph, you will see your new username, which you'll use to log into the **Homework** section on Google Classroom.



Welcome to your new account

Welcome to your new Google Workspace for Education account: nancy@al-bayan.org.uk.

Your school manages this account, which means that:

- Your school chooses which services you can access when using this account, like Gmail, Docs and Google Maps
- Your school manages [data saved in the account](#) and can choose if you can access that data
- Your school can see how you use the account, including the emails that you send and the Docs that you create
- Your school can also see and change your privacy settings and delete your account

The [Google Workspace for Education Privacy Notice](#) describes additional details about what information is collected and how it's used.

Here are the types of Google services that you may be able to access with your account:

- **Google Workspace services.** Core services include Gmail, Calendar, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Chat, Meet, Vault and others.

You can learn more about these services in the [Services summary](#). You can learn more about your privacy while using these services in the [Google Cloud Privacy Notice](#). Your school's agreement with Google describes your use of these services.

There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes. [Other services](#) may also be made available under your school's Workspace agreement.

- **Google Workspace additional services** include Google Search, Maps, YouTube and others.

Your school decides which additional services that you can use with your account. If you use this account to access additional services, your use of those services is explained by their terms, such as the [Google Terms of Service](#), the [Google Privacy Policy](#) and any [service-specific terms](#). If you access third-party services with your account, separate terms and policies set by those third parties will apply.

Some additional services show ads. But if you're using this new account(nancy@al-bayan.org.uk) in primary and secondary schools (K-12), we don't show you personalised ads, which means that we don't use information from your account or past activity to target ads. However, we may show ads based on other things like your search query, the time of day or the content of a page you're reading.

Your use of Google services on this [nancy@al-bayan.org.uk](#) account is also limited by your school's internal policies.

You can review and change your privacy settings at [myaccount.google.com](#).

You should ask your school, parent or guardian for help understanding this notice or any of the information at the links shared above.

I understand

4. On the next page, you will be prompted to create a new password, which you will use to access your new account.



Change password

[Find out more about choosing a smart password](#)



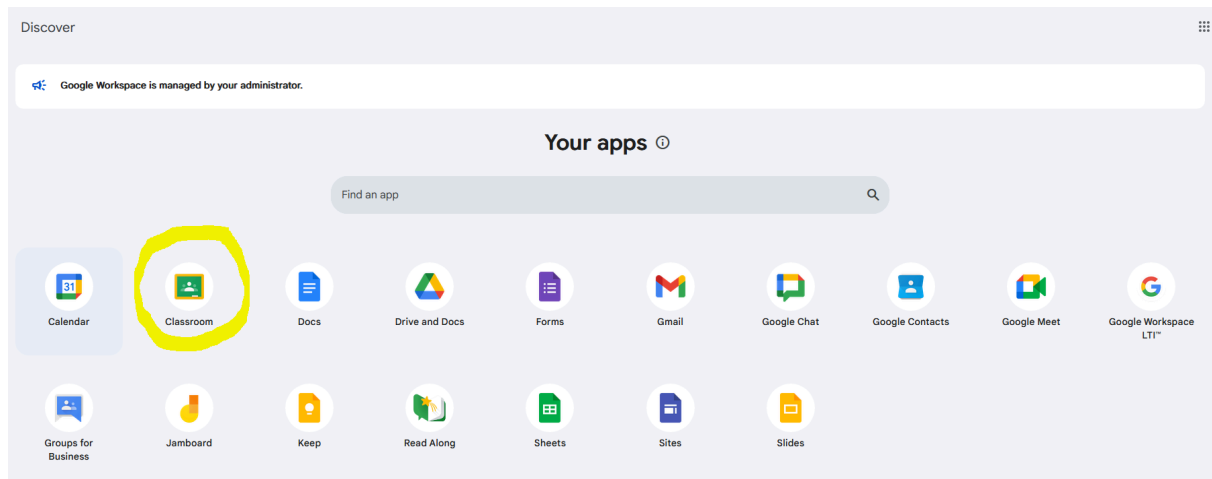
Create a new, strong password that you don't use for other websites

Create password

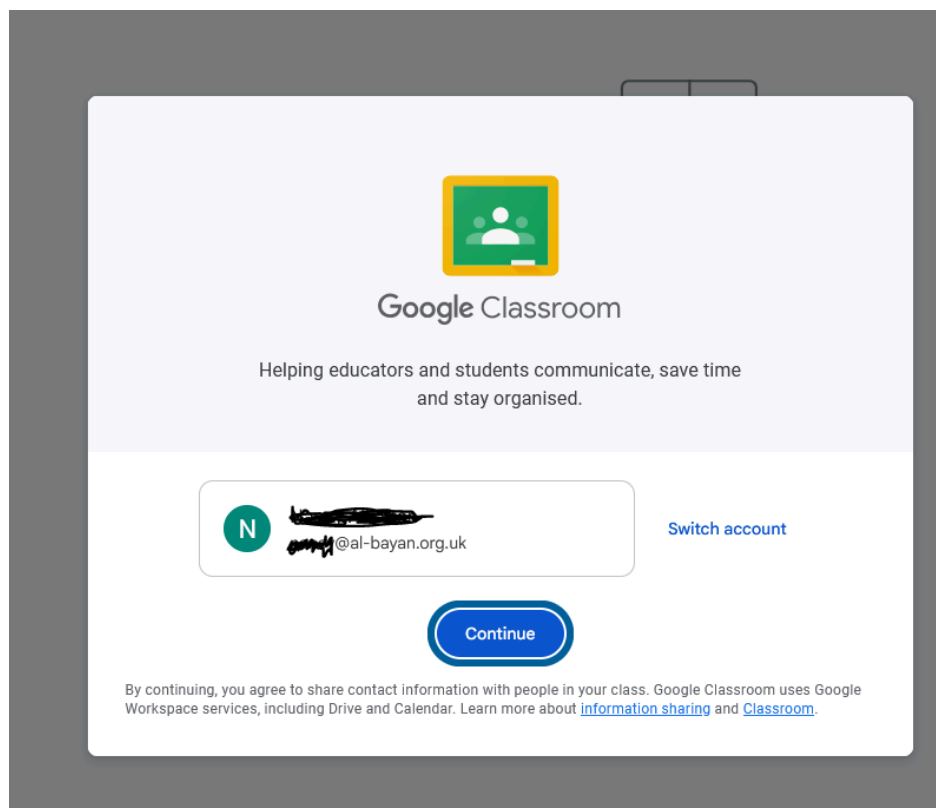
Confirm password

Change password

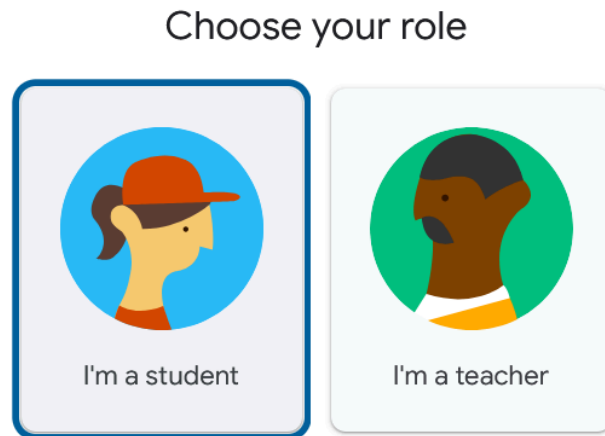
5. After creating your password, you will be automatically logged into your account. From there, you will see different options available. To continue, select the **'Classroom'** app.



6. After selecting **'Classroom'**, a pop-up box will appear. Simply click the **'Continue'** button to proceed.



7. Next, choose your role by selecting either **'Student'** or **'Teacher'**.



8. Once you are in the Google Classroom environment, you will see a **'Homework'** class with the option to **'Join'**. After clicking **'Join'**, you will be able to access and participate in the Homework class.

