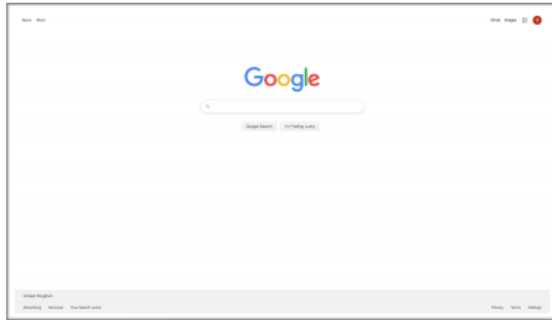


Guide to using Google Classroom

1. Go to www.google.co.uk



2. If no one is currently logged in, the top right hand corner will look like this:

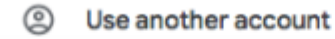


If someone is already logged in it will look like this:

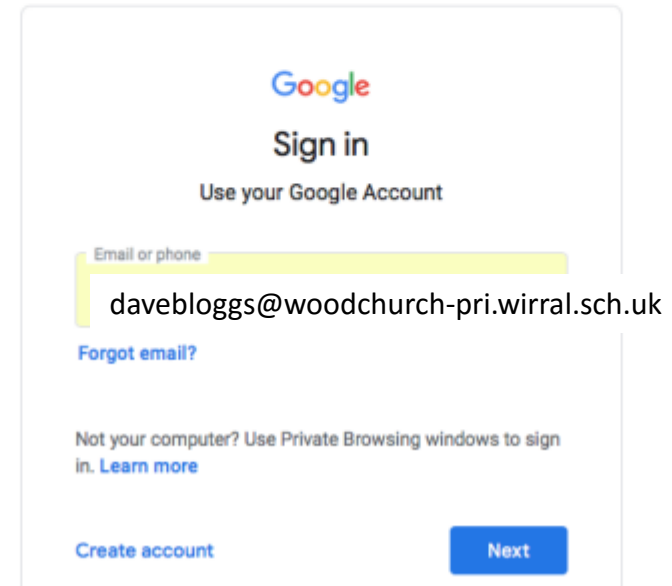


3

If your child has not used your computer before you will need to click on use another account

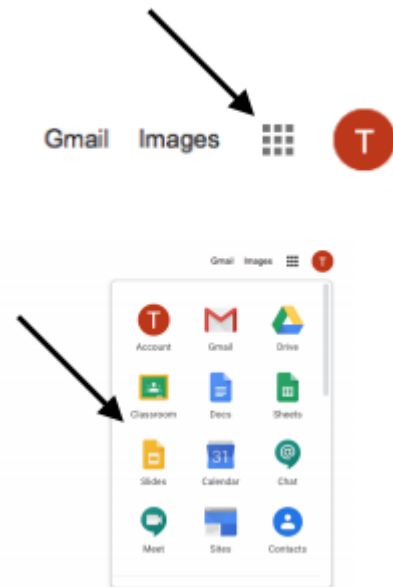
A close-up screenshot of the "Use another account" button on the Google sign-in page. The button features a person icon and the text "Use another account".

Firstly enter their school email.



4. Now type in the password you have been given from school, then click on 'Next'.

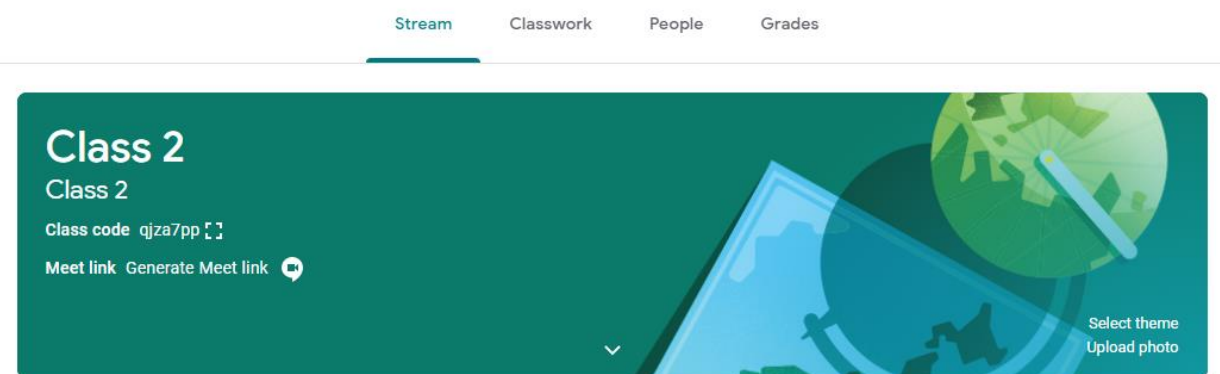
Once the correct person is logged in the initial of the child will show in the top right corner of the page. Click on the 9 squares next to the circle with initial and select Classroom. If the classroom option does not appear you can use www.classroom.google.com instead and login that way.



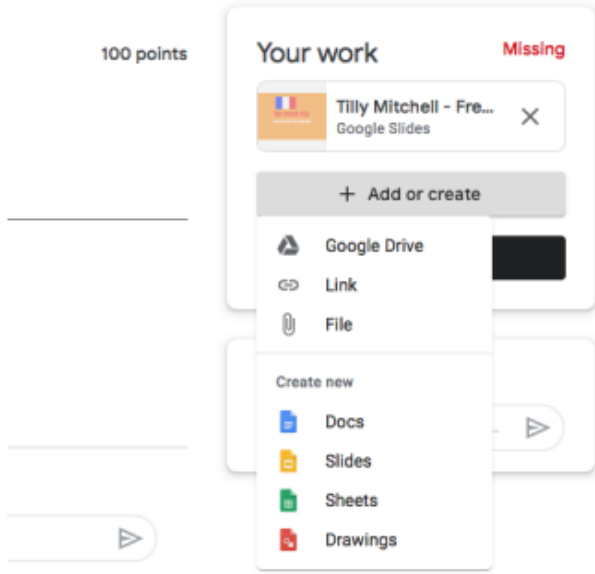
5. You will now need to click on 'Join' in Google Classroom. This means your child will be able to access the work set for them by their teacher.



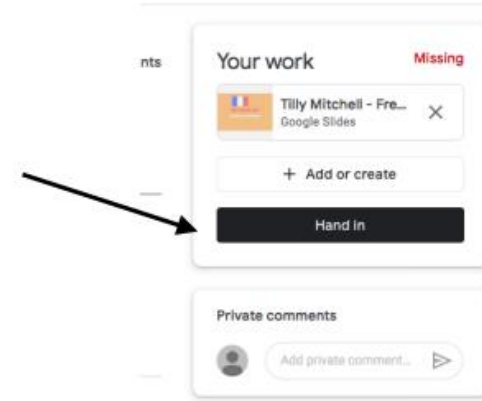
6. You should get to a page that looks like this. You then need to click on 'Stream' to find their work for that day. Your child will also be able to get to their work through their email. Just open the email to get to their work.



Pupils are able to use the Google programs to complete the work. Docs is similar to Word, Slides is similar to PowerPoint, Sheets to Excel and Drawing to Draw. If pupils complete something which can be photographed or as a video then this can be uploaded via the File button.



Once a piece of work has been started it will automatically save so it can be edited later, or if it is ready for submission you should click Hand In.



Any work that is carried out in the Google programs (Docs, Slides, Sheets, Drawing) will be visible to teachers. Teachers will be able to suggest changes and leave comments on the work to help the pupils.

Teachers can only mark a piece of work once it has been handed in, so don't forget to submit it!

If a parent needs to ask a question the best option is to email the teacher directly rather than via the chat room. A full list of teacher email addresses is included at the end of this document.