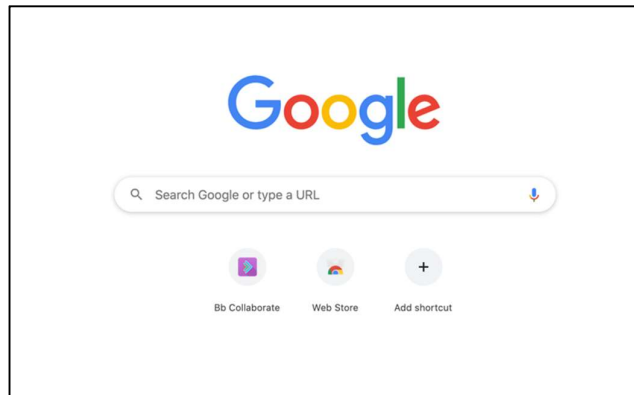


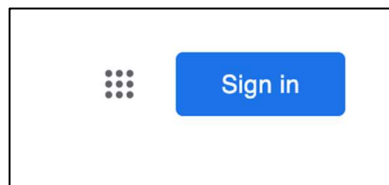


Guide to using Google Classroom (laptop / computer)

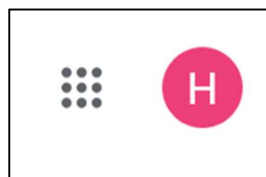
1. Go to www.google.co.uk (if possible use Google Chrome)



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

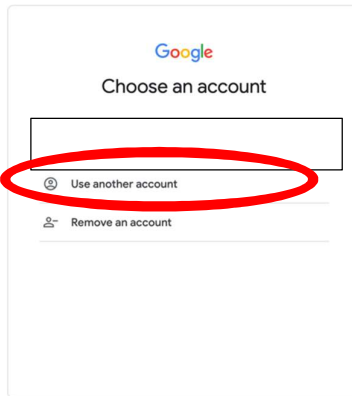


If someone is already logged on it will look like this:

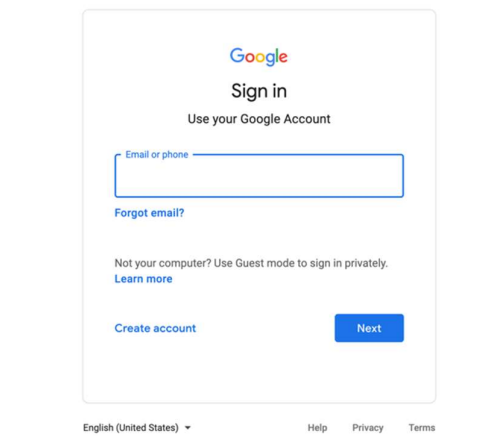


2. To sign in or change the person logged in, click either the sign in box or the circle.

3. To log in your child, click *use another account*.



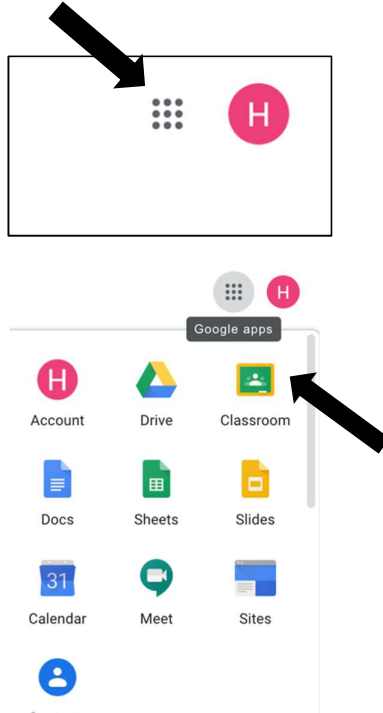
4. Firstly enter their school email (provided by class teacher)



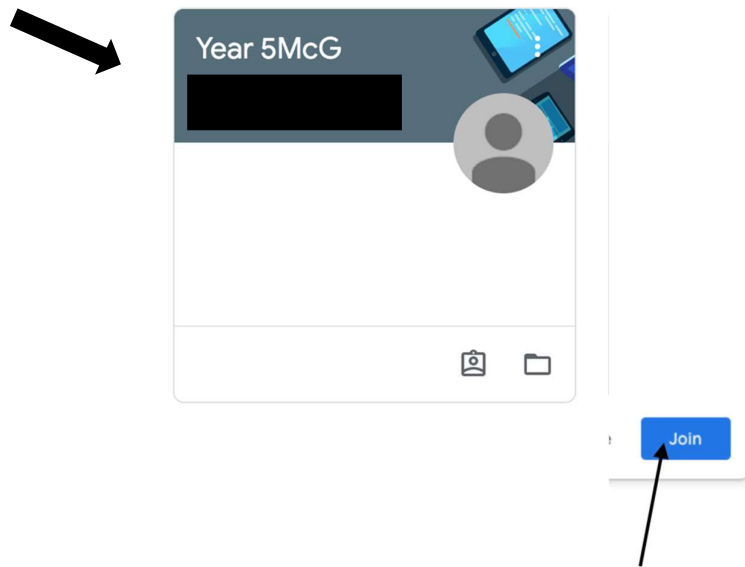
5. Click *Next*

6. Enter password (provided by class teacher)

7. 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.

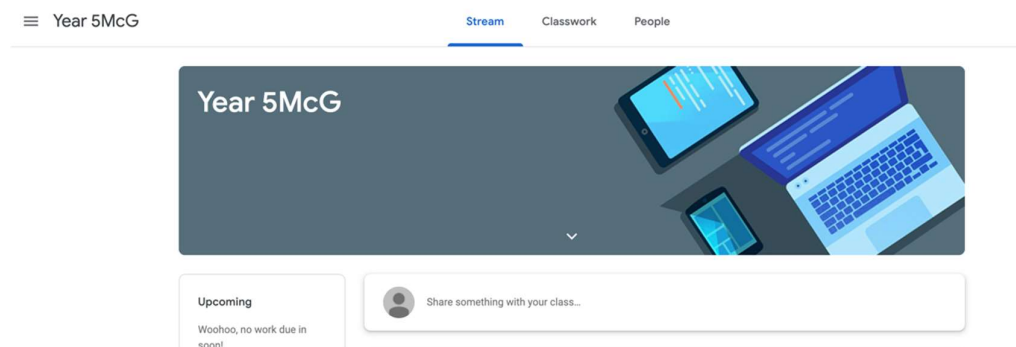


This should bring you to a page similar to this:

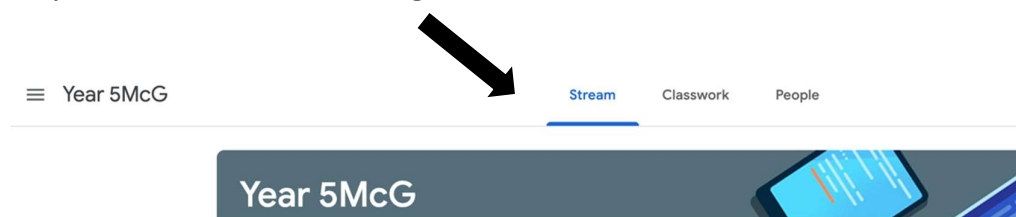


For your child to access their classroom, they will need to click *Join*

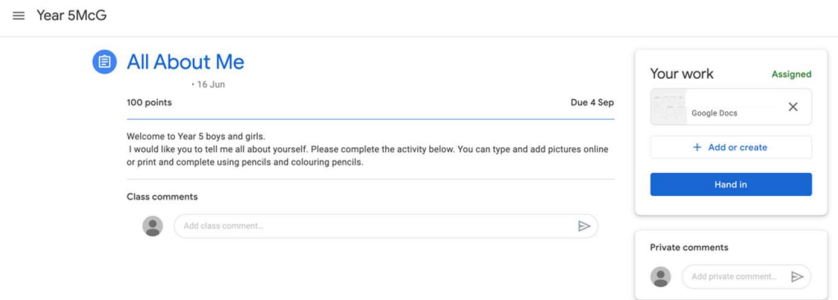
The following screen will then show:



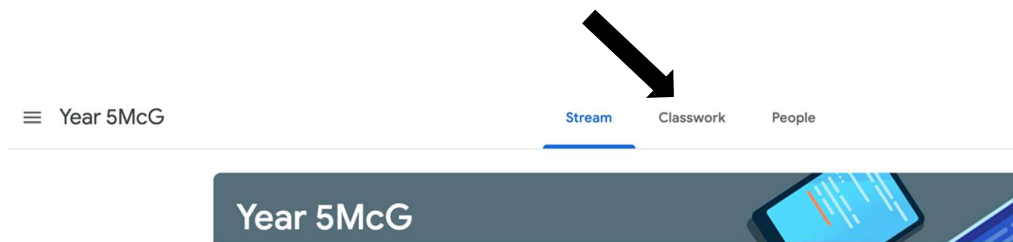
Any work that has been assigned will show under the *Stream* tab.



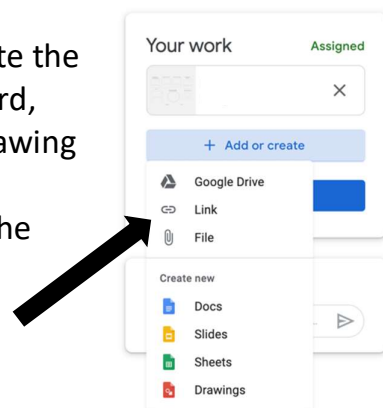
Pupils should click on the most recent task. The next screen will give instructions on how to complete the work and any accompanying documents.



All work that has been assigned can always be accessed through the *Classwork* tab.

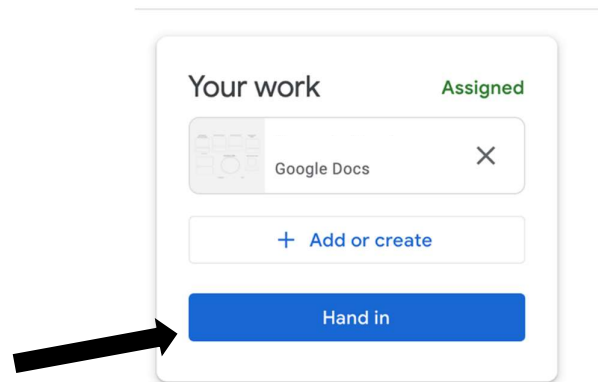


Pupils are able to use the Google programs to complete the work by clicking *+ Add or create*. Docs is similar to Word, Slides is similar to PowerPoint, Sheets to Excel and Drawing to Draw. If pupils complete something which can be photographed or as a video this can be uploaded via the File Button.



If the teacher has provided a template for you to use, you simply click on the document provided.

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 pupils.

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

If you are having any problems accessing Google Classroom please let us know.

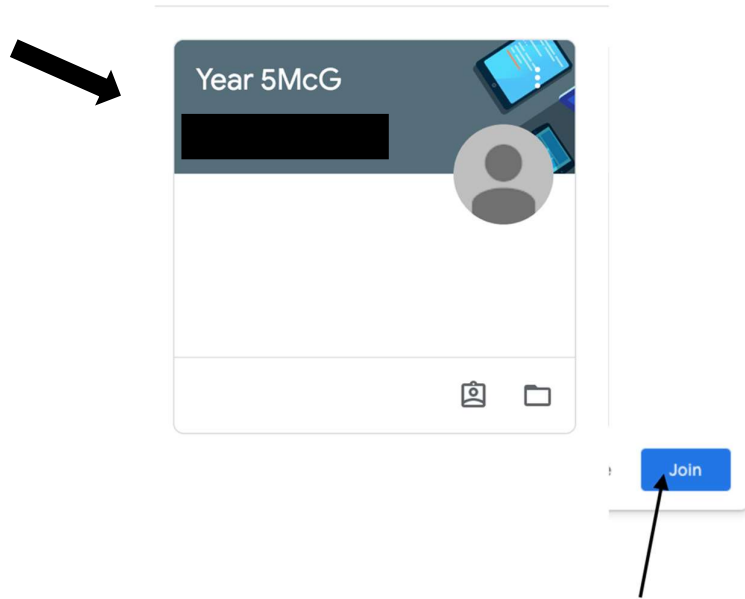


Google Classroom Help Sheet (electronic devices)

Download and open the Google Classroom App
Enter your child's login details (provided by class teacher)

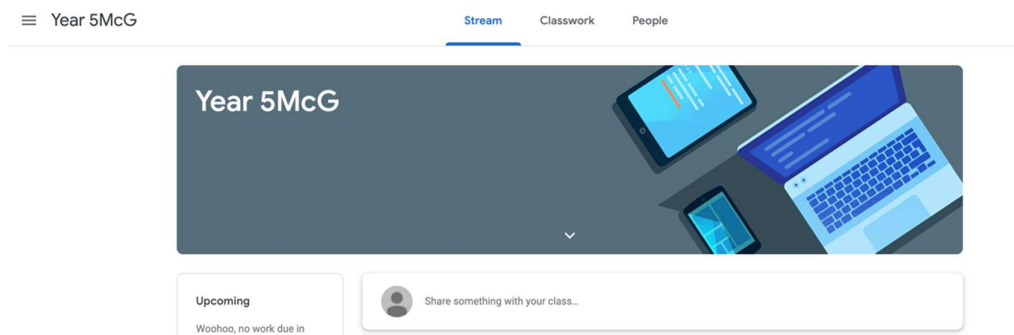


This should bring you to a page similar to this:

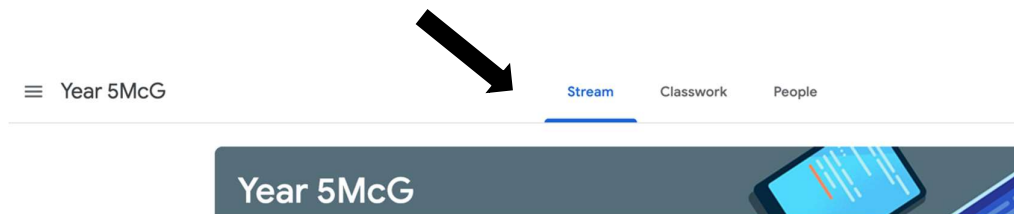


For your child to access their classroom, they will need to click *Join*

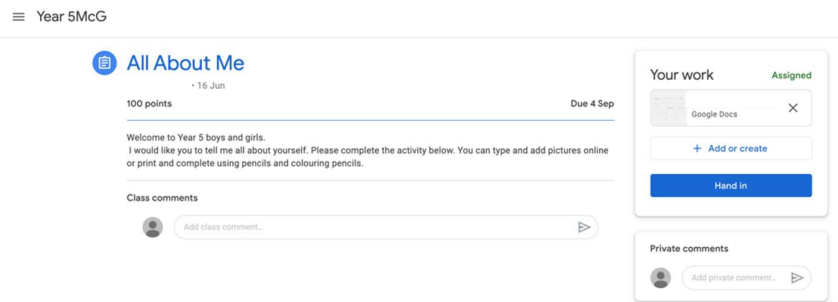
The following screen will then show:



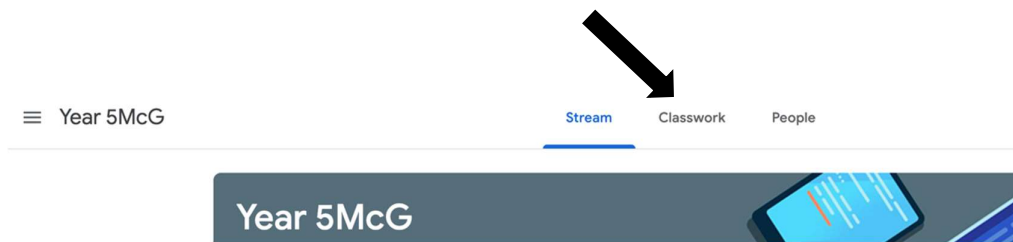
Any work that has been assigned will show under the *Stream* tab.



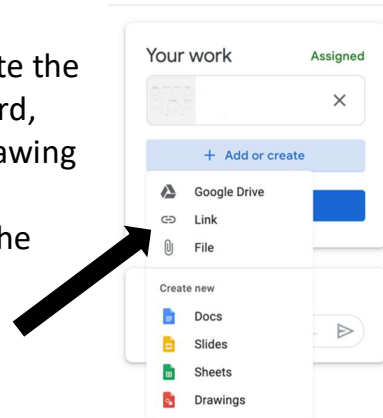
Pupils should click on the most recent task. The next screen will give instructions on how to complete the work and any accompanying documents.



All work that has been assigned can always be accessed through the *Classwork* tab.

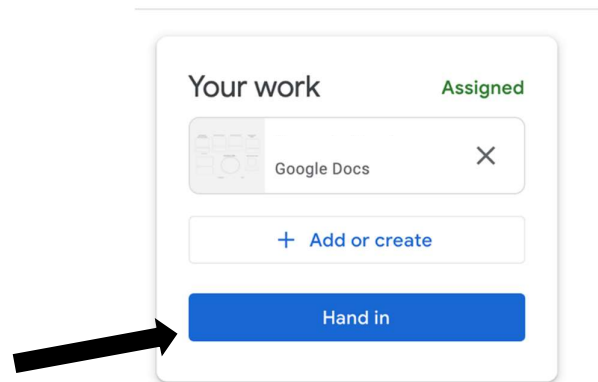


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