

## Parent guide to Google Classroom.

Google Classroom is a space where children can access their learning online. It is available through a laptop or Chromebook as well as a downloadable app on most tablets and smartphones.

Below are instructions for how to log on and access work for your child.

Each child has been given their own unique username and password to login to their Google classroom account.

They should use the email address given to them by their class teacher as their username and the password alongside this.

For example:

[18Charlied@johnjames.hackney.sch.uk](mailto:18Charlied@johnjames.hackney.sch.uk)

18Charlied

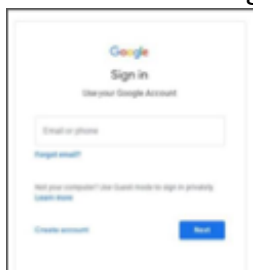
If accessing through a **Desktop PC, Mac or laptop**, this can be done by typing <https://classroom.google.com> into the search bar on your browser.

If you are using a **Chromebook**, you will need to download the Google Classroom app from the Web Store. Once done, ask your child to sign in using their school login as below. If you are unable to do this, it may be that you will need to login to the Chromebook using your child's username and password instead from the startup screen.

If you are using an **iPad** or other **tablet** or **smartphone**, please download the free Google Classroom app from the App Store.

### **To sign in**

Your child should enter their username as detailed above. This needs to be the full username including the @johnjames.hackney.sch.uk part. Click next.



Once logged in you will be able to see the class you child is a part of. Click on this to get to the home page.

You will see the following options as tabs across the top of the page:



### **Stream**

This is where your child will see posts from their teachers. Posts may contain links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Posts are always monitored by your child's teacher, as are any accompanying comments made by individuals, so we ask that children only use this feature if they are asking a question about their work or responding sensibly to a post.

### **Classwork**

This is where your child will access curriculum content set by the teacher. **This is the best way of accessing the content** set rather than having to worry about searching on the Stream.

Classwork will be added regularly and may have a due date for completion. Teachers will be able to see your child's progress and support them where necessary and can add comments to the children's work.

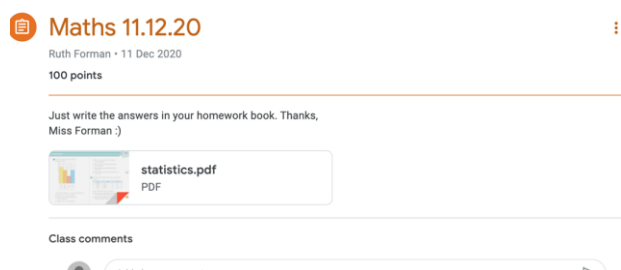
Under the Classwork tab you will see dates for the week covering the home learning for a period of 5 days. Under this you will see work for each day.

If your child is stuck with a piece of work, they can post a comment using the private message function at the right hand side of the screen to message the teacher.

## How to hand in work

1. Click on an assignment, then 'View assignment'
2. On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set.
3. You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload'
4. Or, your child can type up their answers in a Google Doc – click 'Docs' to load a new Google Doc .
5. Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm.
6. If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

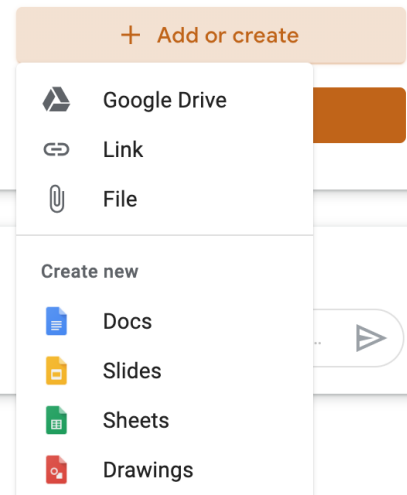
1.



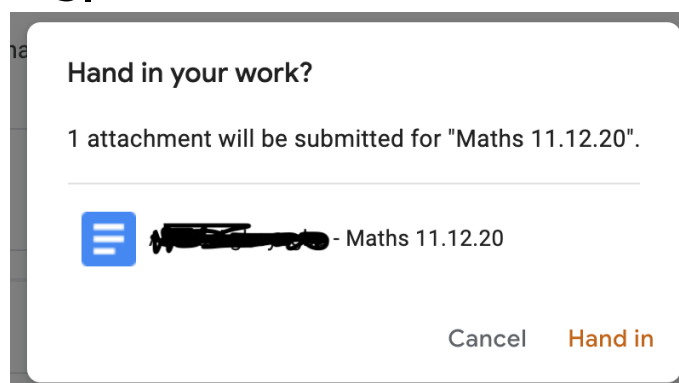
2 and 3.

Your work

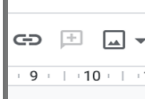
Assigned



5.



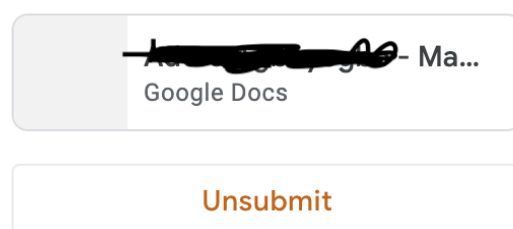
4.



6.

Your work

Handed in



If you need any help with any work that has been set, you can privately message your class teacher for any help and they will message you back.

### Private comments



Add private comment...

