Google Classrooms Parents Help Sheet

What is it?
Google Classrooms is an online classroom that children and staff can use to help children to learn if they are at home. It is completely free, safe and secure.
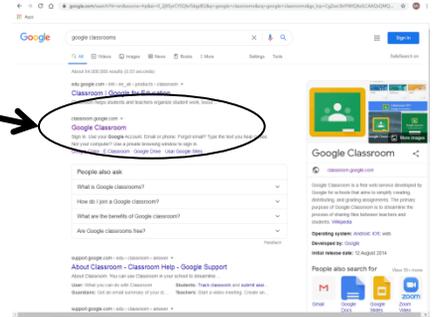
How do I access it?
All you need is access to the internet, either using a phone, tablet, laptop or PC. It can either be accessed through the Google Classrooms App (Android or Apple) or through the internet on a computer or laptop.
Every child in school has their own username and password and will be sent home with a card containing these. Your child's teacher will also email these details to you.
Every child's username is their firstname.surname@weststreetprimary.co.uk
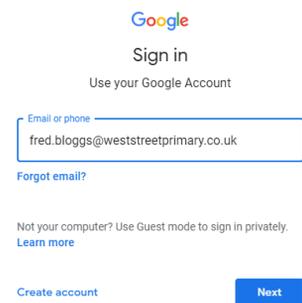e.g. fred.bloggs@weststreetprimary.co.uk

Step 1
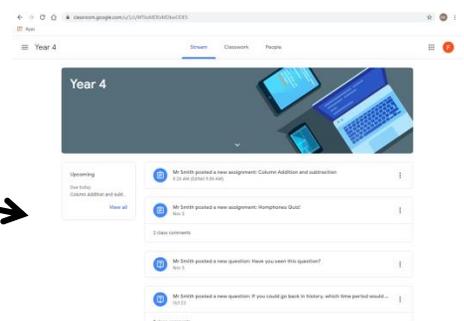Use Google, to search 'Google Classrooms' and click the link

Step 2
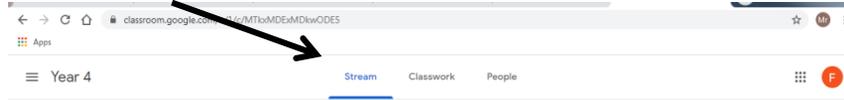Use the child's username and password to log in.
The password is case sensitive!

Step 3.
Once you have logged in, click on your child's class. This will take you to the class stream. (A running record of everything that has happened in their class.)
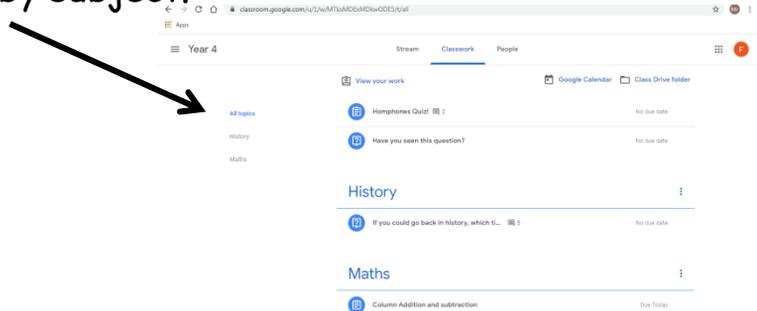
Step 4
Across the top of the page, there are 3 tabs (Stream, Classwork & People).

Step 5
When you click on 'Classwork' it will take you to any work that has been set by the teacher. These will be organised by subject.
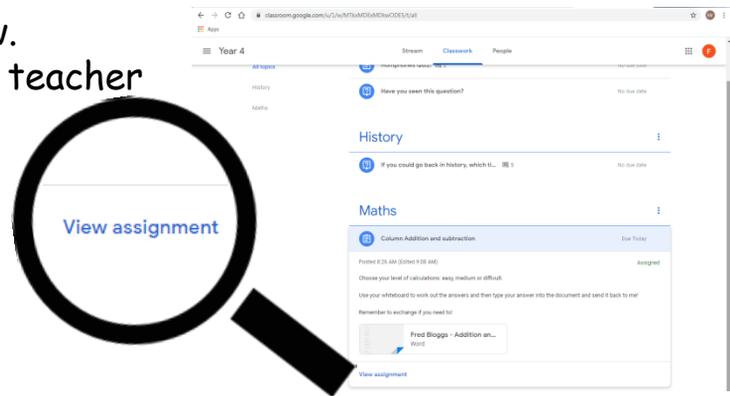
Step 6
Click on the work that you want to view.
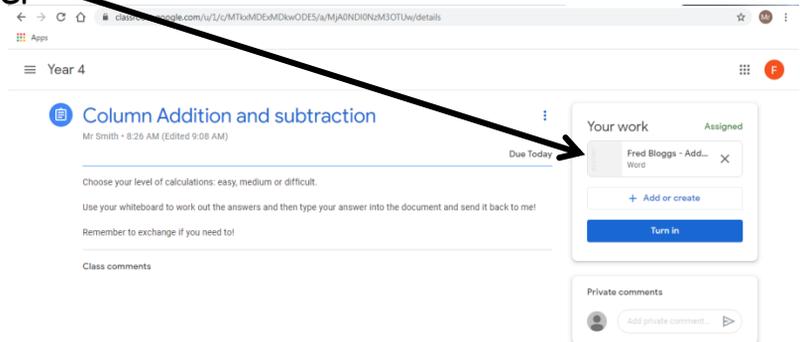This will show you the instructions the teacher has given.
Click 'View Assignment'.

View assignment

Step 7
Click on 'Your Work'.
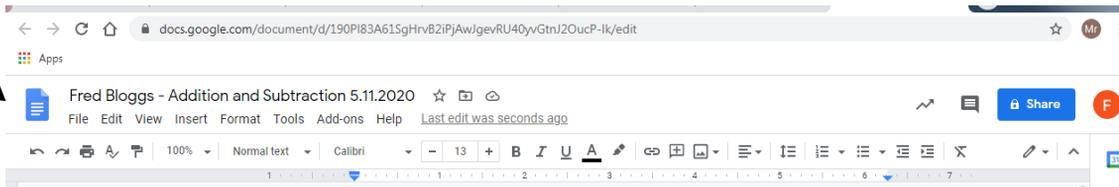This will open a file that the teacher has made for your child.

Step 8
Click 'Open with Google Docs'.
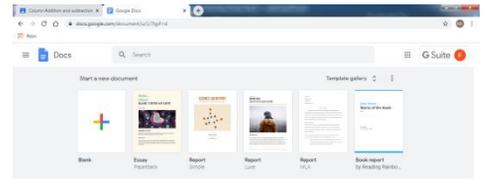This will allow you to type your answers onto the document.

Step 9
Once you have finished, click the blue button.
This will save your work.

Step 10
This will take you to your 'Google Drive'. This is where all of your work will be saved for you to access.
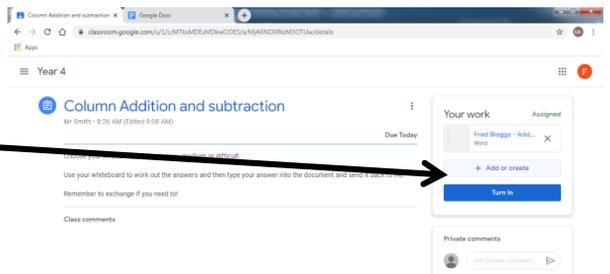

Step 11
Click back onto your first tab.
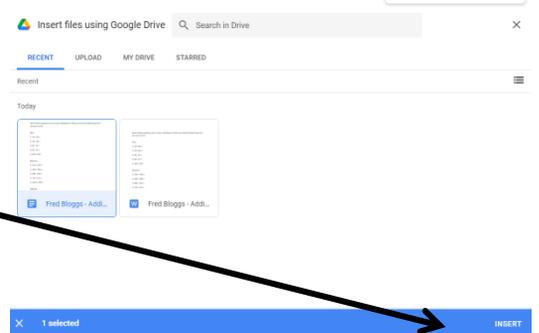This takes you back to your classwork page.

Step 12
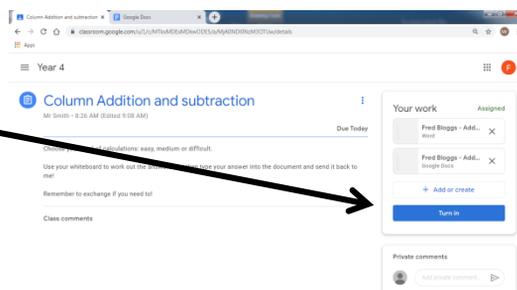Click '+ Add or create' and select.

Google Drive

Step 13
Choose the file you want to send to the Teacher and click insert.

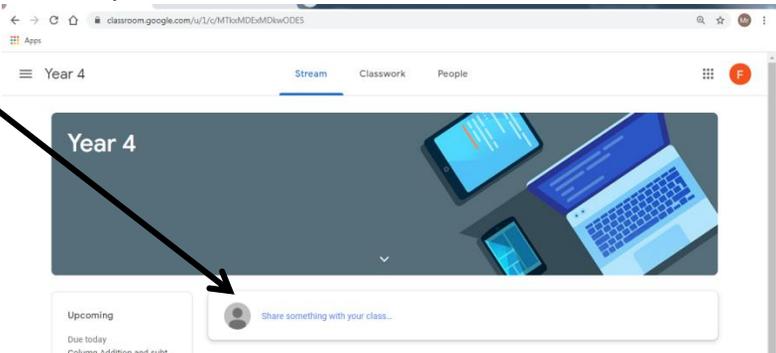

Step 14
Finally, click 'Turn in'

Other Features

Google Classrooms also allows your child to chat to their teacher and other members of their class. This is controlled by the teacher and is completely safe.
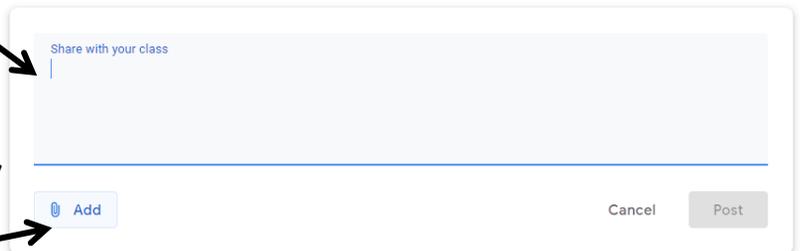
Click on the 'Stream' tab.

Click on 'Share something with your class'.

You can write a message to your class by typing in the box.

Or you can attached documents, photographs etc. to share with your class by clicking 'Add'.