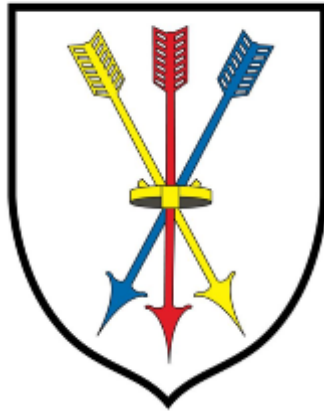


Purbrook Junior School



# How to use our school's Google Classroom

As you will be aware attendance at school is compulsory, and yet we live in a time where children may be absent from school due to self-isolation or a class bubble having to close for 14 days. The Government have asked that all schools come up with a plan for remote learning and supporting parents at home, if this were to happen. Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Follow this link for a step-by-step video on how to access and use Google Classroom

<https://www.youtube.com/watch?v=qSxNLaWm74g>

October 2020

**Note:** your child will need their log-in details for their school G Suite for Education account to complete the steps below. If they can't remember these log-in details, please contact the main school office.

## Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"> <li>&gt; Open the Play Store app</li> <li>&gt; Search for 'Google Classroom'</li> <li>&gt; Tap 'Google Classroom'</li> <li>&gt; Tap 'Install'</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Open the App Store app</li> <li>&gt; Search for 'Google Classroom'</li> <li>&gt; Tap 'Google Classroom'</li> <li>&gt; Tap 'Get'</li> </ul>

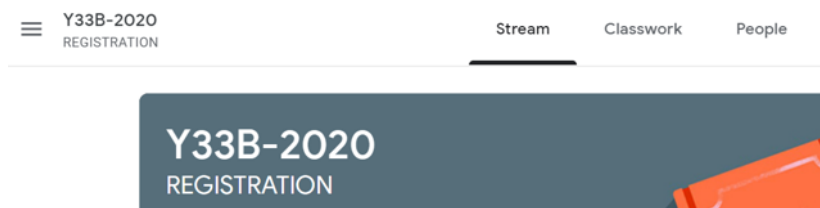
Computers and laptops: go to [www.classroom.google.com](http://www.classroom.google.com)

Once you have installed and opened the app or have accessed the website, then you will need to log into G-Suite for Education using the email and password that your child's class teacher has provided.

**STREAM:** shows recent posts from teachers and your child's classmates. You and your child can ask the classteacher questions by posting in the stream. Remember, this can be seen by all your child's class mates.,and teachers!

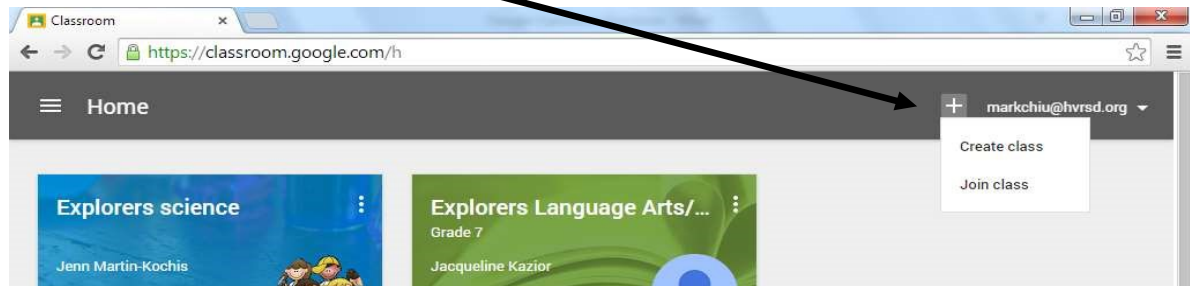
**CLASSWORK:** This shows all the work or assignments that have been set. To see the tasks that are due, you should click **view your work**.

**PEOPLE:** Shows the other members of the class!



## How to Log onto a specific Google Classroom

1. Once you are logged in and on the classroom.google.com site, click the “+” in the top right hand side of the screen
2. Select “Join Class”.



3. Enter the class code(s).

**Class code**  
Ask your teacher for the class code, then enter it here.

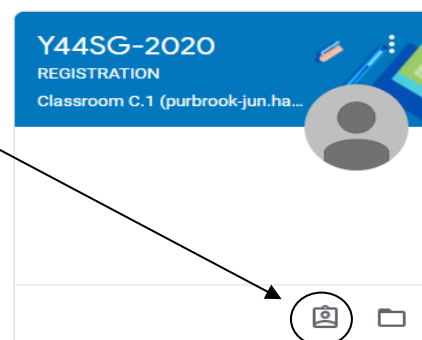
Class code

4. The classroom that you are now joined to will now be one screen. The next time you use classroom.google.com, this will be the “home screen”.

## How to get and hand in work (computers and laptops)

Your child needs to:

- > Go to Google Classroom (see link above)
- > Click ‘Classwork’
- > Click on an assignment, then ‘View assignment’
- > Select the assignment that you need.
- > On the right-hand side of the page, click ‘Add or create’. Follow their teacher’s instructions on how to complete their work



## Fix My Poster

Class comments

Your work Assigned

Word

+ Add or create

Turn in

Private comments

Add private comment...

› Once they've finished, click 'Turn in', then 'Turn in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

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## How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- › Open the Google Classroom app
- › Tap on their class, then 'Classwork' (at the bottom)
- › Tap on an assignment, then the arrow at the bottom
- › Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- › Once they've finished, tap 'Turn in', then 'Turn in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

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**In line with school policy your child's work may be marked by their teacher. If this happens, your child will be told by email.**

They can find their returned work by following the steps below.

### On a computer or laptop

- › Go to Google Classroom, then click 'Classwork'
- › Click 'View your work'
- › Click 'Returned with grade' on the left-hand side

## On a mobile device (Android or iOS)

- Open the Google Classroom app
  - Tap on their class, then 'Classwork'
  - Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.
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## Using Google Drive

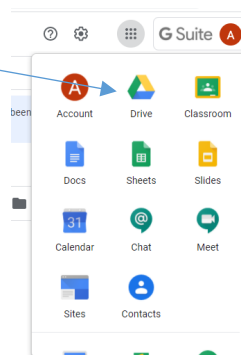
Using Google Drive means that you can access your work using any computer from absolutely anywhere. It is best to use Google Docs and Google Slides instead of Microsoft Word or Powerpoint for your school work.

### To access Google drive:

Click on the Waffle



Then click on Drive



To create new document when in Google Drive, click



Any work that you ever create using Google will automatically be saved in your Drive. You will never again lose your work because you forgot to save it!