

If you have any questions or difficulties accessing *Google Classroom*, please speak to your child's class teacher.



Google Classroom Parents Guide

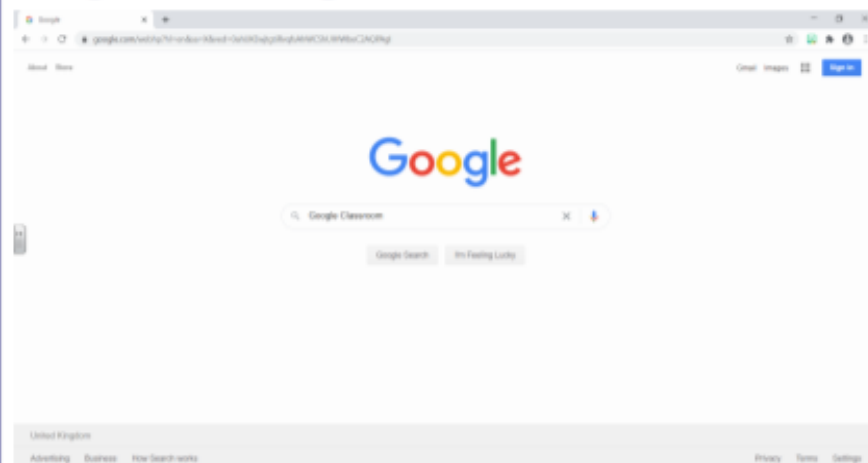


Follow this step-by-step guide to access *Google Classroom* for the first time. We will be using *Google Classroom* for any future Home Learning activities if a class/year group is asked to isolate. We may also begin to use *Google Classroom* throughout the year for some homework activities.

Accessing Google Classroom

There are a few ways to access *Google Classroom* from home. You can access *Google Classroom* on most phones, tablets and laptops.

Using a Search Engine



- 1) Open the internet to your chosen search engine (*Google* etc)
- 2) Type in '*Google Classroom*'
- 3) Select the option titled '*Google Classroom*'
- 4) When the page loads, click '*Go To Classroom*'

The '*Pupils*' section just shows a list of the children in the class, but your child will not need to use this at home.

When looking at a piece of work, you may see a number of options including:

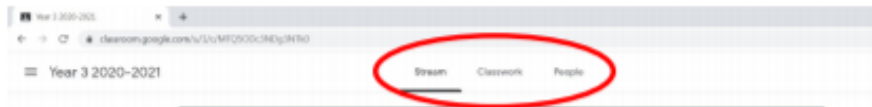
- 1) A piece of work to edit, complete and save.
- 2) A collection of resources to download and use
- 3) The opportunity to answer a question
- 4) A link to another website or video
- 5) A button to add or create your own piece of work
- 6) A '*private comments*' box which can be used to send a question/message to the teacher
- 7) A '*turn in*' button or '*mark as done*' button to show the teacher that your child has completed their work.

Please have a conversation with your child to make sure that they understand the behaviour expectations of using *Google Classroom*.

They should only be using *Google Classroom* to complete work/tasks set by the teacher and therefore should only be posting material/comments related to the work that has been set.



Quick Summary of Google Classroom



At the top of the page, there are three main sections. Stream, classwork and people.

Stream

The stream is a section for the teacher to communicate with the children. You might notice messages for the children here, as well as some information about the classwork that has been set.

Classwork

If you click on the classwork section, you will find all of the work that has been set.



There will be a title for the work, and on some pieces of work there may be a deadline, as you can see in the image above.

Click on the piece of work, and select 'view' to allow your child to complete the work.

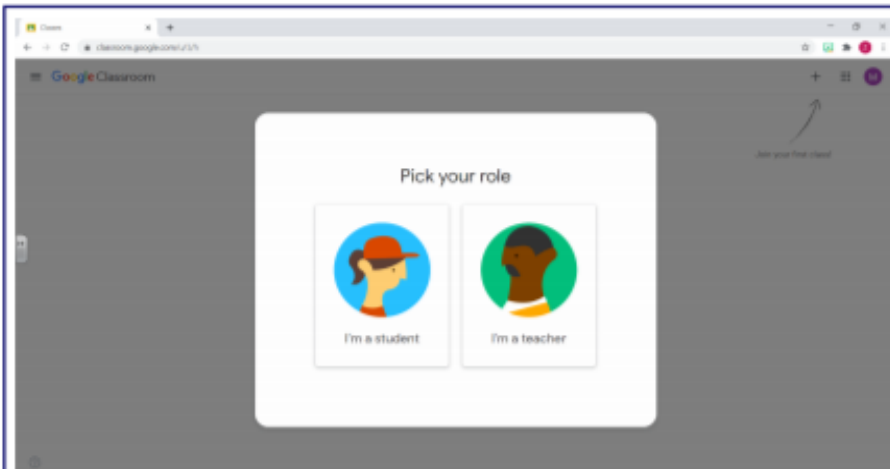
Your child should then be able to follow the instructions and complete the work.



5) Type in your child's email address and click next
e.g. 14BloggsJ@park.wirral.sch.uk

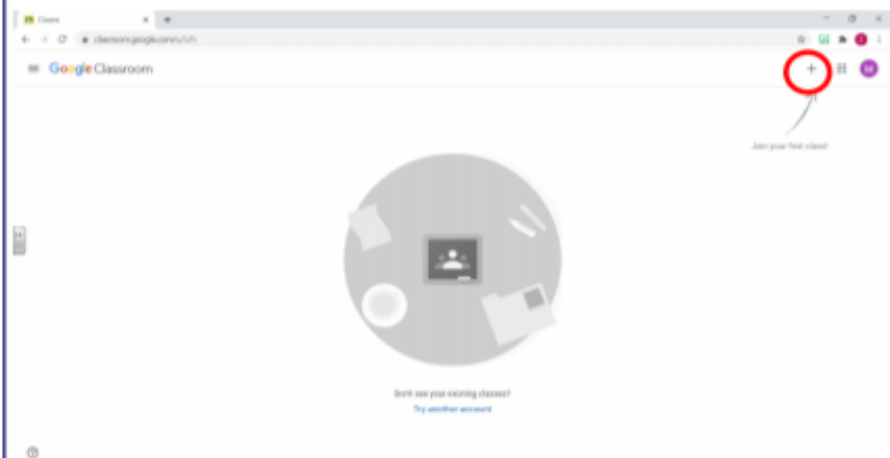


6) Type in your child's password (If you are unsure of this, please ask your child's class teacher)

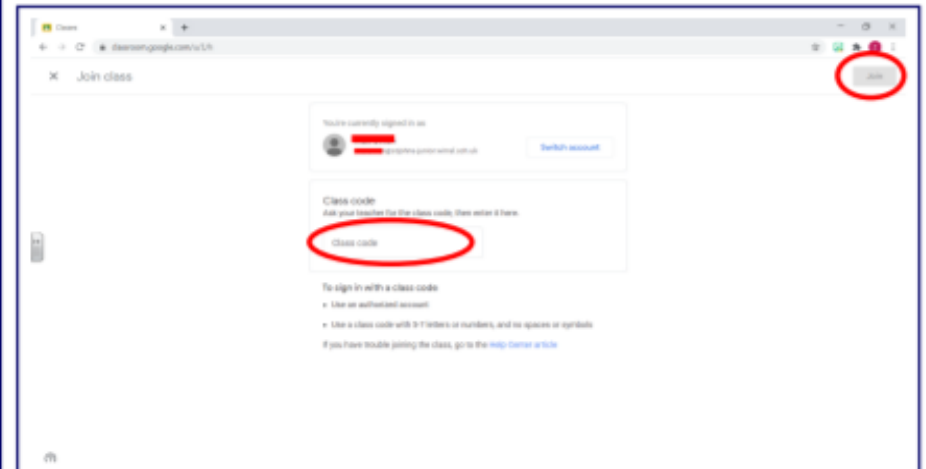


7) Select 'I'm a Student'.

8) Select the '+' button to join a class



9) Make sure you are logged in using your child's school email address



10) It will then ask for the class code. If you don't know this, ask your child's class teacher. Enter the class code and click 'join'.

11) Your child should then be successfully logged into Google Classroom and a member of the correct class.

Downloading the App

Alternatively, you can download the 'Google Classroom' app.

To do this:

1. Go to the 'App Store' on a phone or tablet

2. Type in 'Google Classroom' and select the app



3. Once it has downloaded, open the app

4. Click 'get started' and log in using your child's email address.

5. Select the '+' button to join a class and enter the class code.