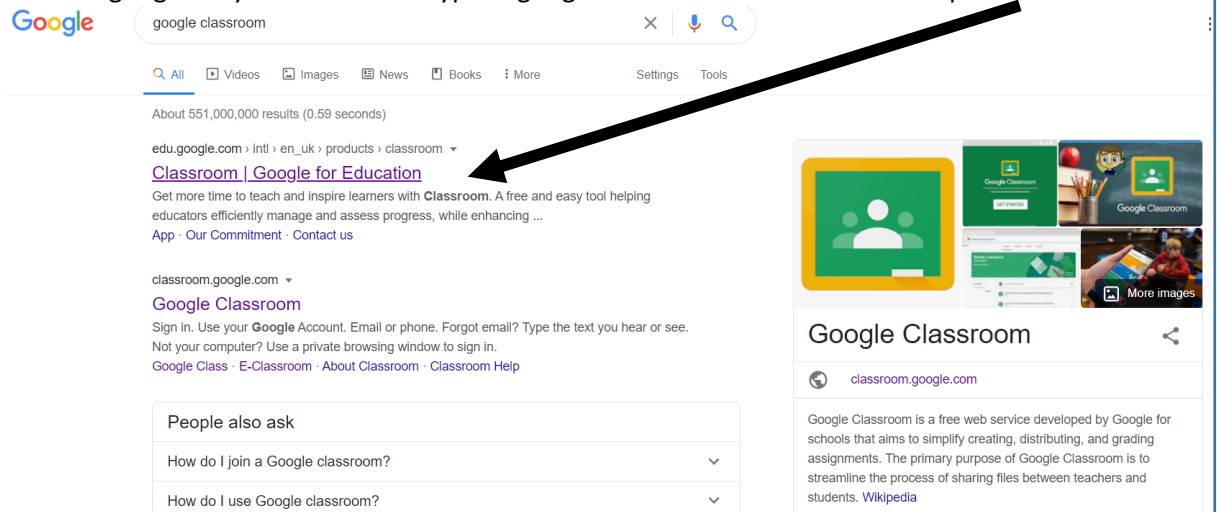


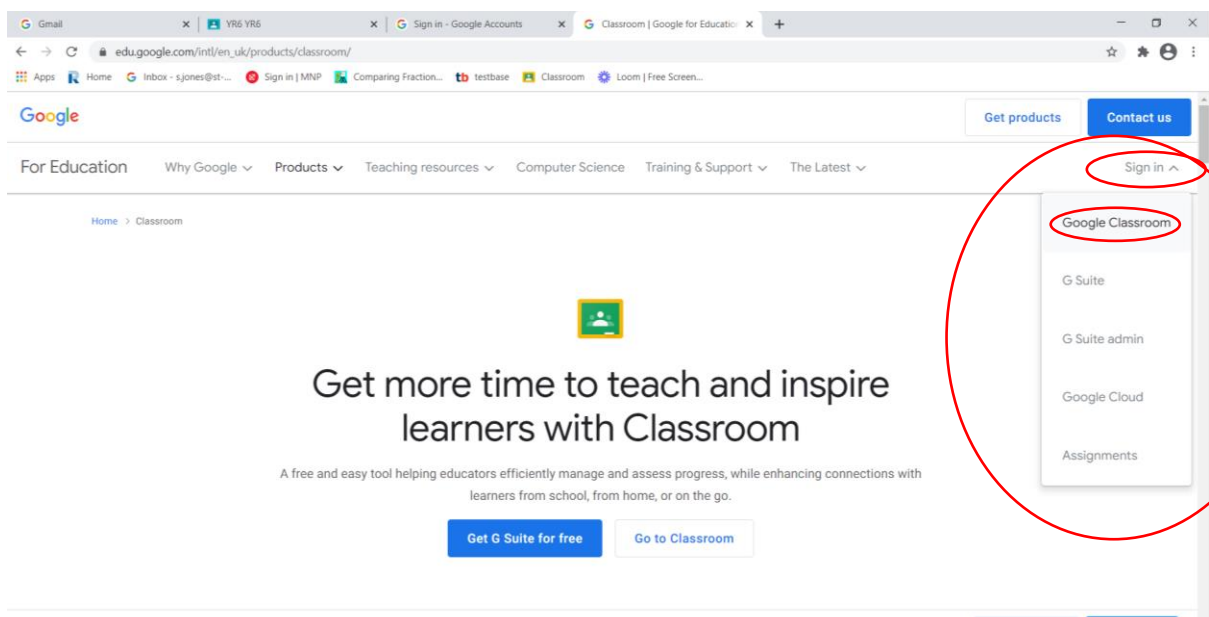
How to use google classroom

- 1) Go onto google on your device and type in google classroom. Choose the first option



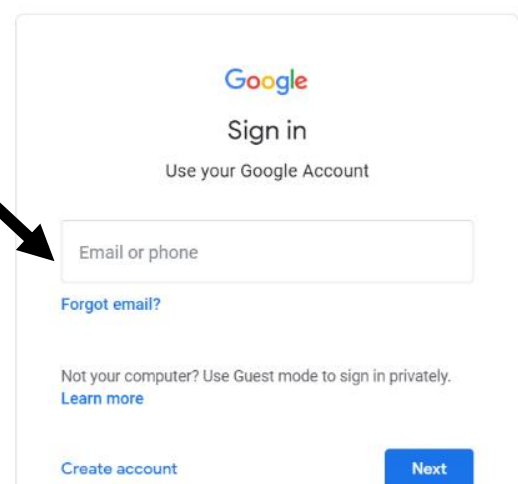
The screenshot shows a Google search for 'google classroom'. The search results include a link to 'Classroom | Google for Education' from edu.google.com, which is highlighted with a black arrow. Below the main results, there is a 'People also ask' section with questions like 'How do I join a Google classroom?' and 'How do I use Google classroom?'. On the right side, there is a featured snippet for 'Google Classroom' with a description and a link to classroom.google.com.

- 2) This page will appear. On the right hand side, click 'sign in' and then 'google classroom'.



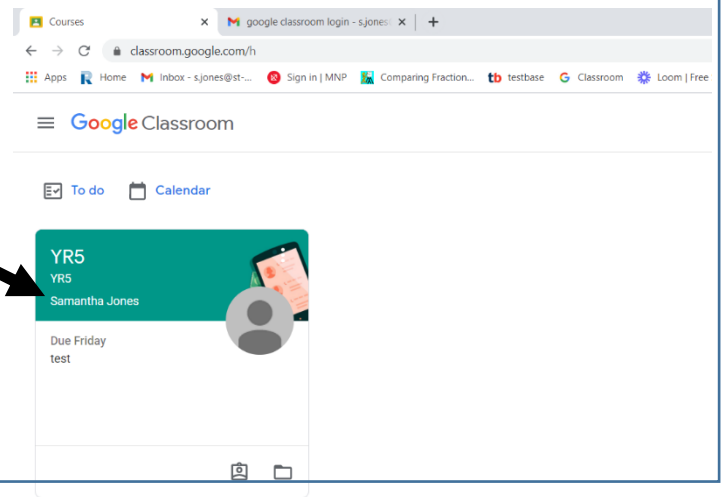
The screenshot shows the Google Classroom landing page. The main heading is 'Get more time to teach and inspire learners with Classroom'. Below this, there is a sub-heading: 'A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.' There are two buttons: 'Get G Suite for free' and 'Go to Classroom'. On the right side, there is a 'Sign in' dropdown menu with 'Google Classroom' highlighted in red.

- 3) Now log in using your username and password. If there is another google account already logged in, this will need to be signed out so that the child can log into their account.

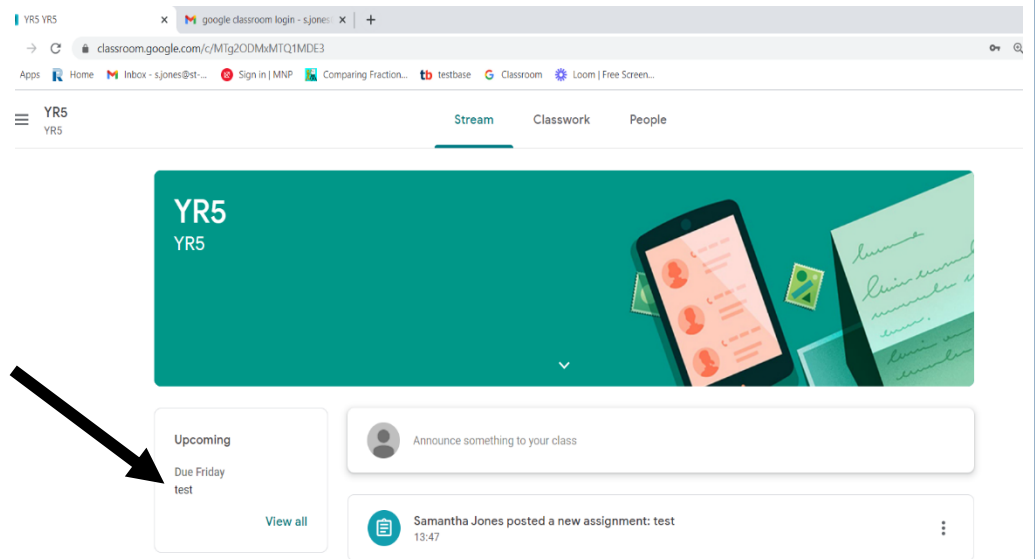


The screenshot shows the Google Sign in page. The heading is 'Sign in' with the sub-heading 'Use your Google Account'. There is a text input field for 'Email or phone'. Below the input field, there is a link for 'Forgot email?'. At the bottom, there is a link for 'Create account' and a 'Next' button.

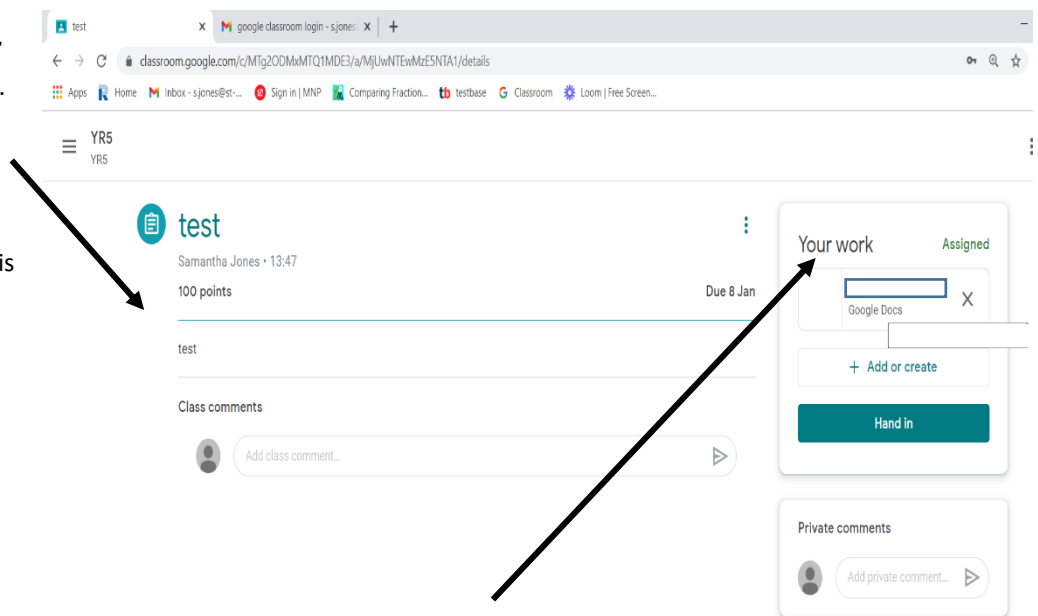
4. Your child's year group should be here. Click on the blue rectangle with the year group in.



5. Here is the 'home page' for your child's classroom. On the left hand side, any work that is due in that day will be displayed here. It also states the date that the work is due. Click on the work that is upcoming (In this example it is the document stated as 'test').



6. This page will now appear. The name 'Test' is the name of the work. Any instructions for the work will be here. The 'points' is what the teacher will grade your child's work out of. In this example, it is 100.

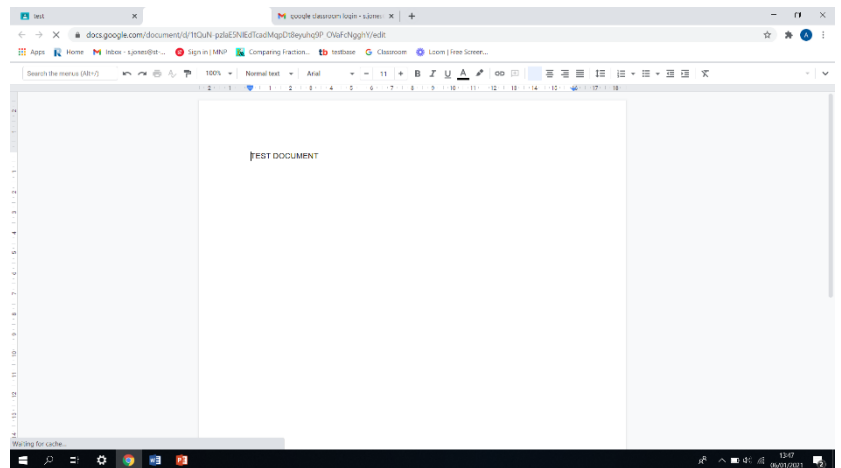


6a) Over here is where you will find the child's work (worksheets, slides or videos) that they need to either read, watch or complete. It might be in a version called a 'google doc' or 'google slides' or a 'loom video'. Click on the attachments to see what is needed. This will open a new tab.

7. This is an example of what a google doc will look like. It opens in a new tab and it is very similar to Microsoft word.

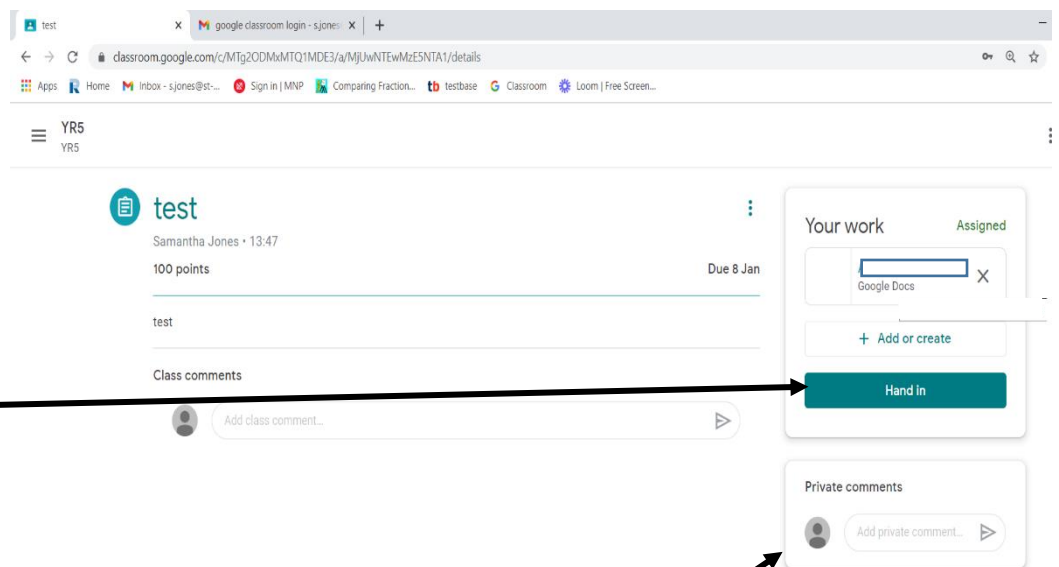
Google slides is very similar to Microsoft Powerpoint.

Your child will have questions or work to complete on one of these document formats. They might need to watch the teacher video again before completing (if there is one). You can simply click and type on the page to complete. Please ensure it is clear for the teacher to see for when they receive it back.



Important!!- You **do not** need to save this. It saves automatically as you work after 3 seconds of your last typing or action. When your child has finished the work required, simply close the tab (don't worry it would have saved!)

8. Lastly, when your child has closed the tab of their work, they will be back on this page. They simply now just have to click 'Hand in' and then 'hand in' again on the next pop up. This now means that the teacher can mark it.



If your child is struggling with the specific work set, then they can write a **private comment** to the class teacher. This can be found here.

After the work is submitted:

When the teacher has marked the work, they will return and provide your child with either an amount of points (as shown earlier) or a private comment to show that they have seen it. Your child is required to complete a maths, literacy and foundation subject piece of work per day.