

# How to use Google classroom - Parent Guide



Here is a YouTube link to how to use Google classroom, should you wish to follow this: <https://www.youtube.com/watch?v=2lowi-gmbys>

## How to log-in

- 1) Go to [classroom.google.com](https://classroom.google.com). This can be accessed through either **Internet Explorer** or **Google Chrome** – it tends to work best on Chrome. There is a ‘**Google Classroom**’ app that can be downloaded as well on tablets or phones.
- 2) Enter the email address that has been provided for your child. *Please note that children will not have the ability to email from this address – it’s only used for the purpose of logging-in into Google classroom.*

Username:

\_\_\_\_\_@stjosephsotley.org

Password: *Your child will have their own personalised password.*

These can be found in your introduction letter. If you cannot access, then please contact office@stjosephsotley.org

The screenshot displays the Google Classroom sign-in interface. At the top center is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. To the left of the input field is a blue link for 'Forgot email?'. Below the input field, there is a line of text: 'Not your computer? Use Guest mode to sign in privately.' with a blue link for 'Learn more'. At the bottom left of the sign-in area is a blue link for 'Create account'. At the bottom right is a blue button labeled 'Next'. To the right of the sign-in area is a product card for 'Google Classroom'. The card features the Google Classroom logo (a green screen with a white person icon and a yellow border), the text 'Google Classroom | Instant. Paperless. Easy.', 'Google LLC', '#1 in Education', a 4.5-star rating from 149.9K users, and 'Free' pricing.

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<p><b><u>‘Stream’</u></b> This is the main page that the children will see when they log on their Google classroom. All notifications, messages to the whole class, links to learning, and work, assignments will all be posted on here by your child’s class teacher. <b><i>It is therefore important that your child does log in to Google Classroom to find out what their learning activities are for the week.</i></b></p>	<p>The screenshot displays the Google Classroom interface. At the top, there are three tabs: 'Stream' (selected), 'Classwork', and 'People'. Below the tabs is a pink banner for 'Year Four' by 'Miss Chappel', featuring an image of a tablet with a graph and a calculator. Underneath the banner, there is an 'Upcoming' section with the text 'Woohoo, no work due soon!' and a 'View all' link. To the right of this is a text input field with a person icon and the placeholder text 'Share something with your class...'. Below that is a post from 'Year Four' with a question icon, the text 'Year Four posted a new question: Any Questions?', and the time '1:33 PM'. A three-dot menu icon is visible on the right side of the post.</p>
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## 'Classwork'

Within this section, there will be different 'Topics' where children will find different assignments, quizzes, links to learning and various other resources to support and enhance children's learning at home.

When a child has completed any form of assignment, having completed the quiz assigned or uploaded their work by selecting '+ add or create' there is a button that they will need to click that says '**Mark as done**'. It's really important that they click this once they are happy for their work to be submitted to their teachers.

If a child wants to ask a personal question on an **assignment** that they are working on, there is an option for them to send a **private comment** to their class teacher about their work. This can then allow the class teacher to support accordingly and provide some individual feedback where and when appropriate.

The screenshot shows the 'Classwork' tab for a class named 'Year Four' by Miss Chappel. The 'Classwork' tab is highlighted with a yellow circle. On the left, a list of topics is shown: 'All topics' (with a yellow arrow pointing to it), 'Rainforests 1.6.20', 'Maths', 'Writing', 'SPaG', 'Topic', and 'General'. The main content area shows the 'Rainforests 1.6.20' topic selected, with a sub-section for 'Maths'. Under 'Maths', there are three assignments: 'Rainforests: Monday Maths', 'Rainforests: Tuesday Maths', and 'Rainforests: Wednesday Maths', all due on 'Due Jun 6'. There is also a 'Any Questions?' button with a question mark icon.

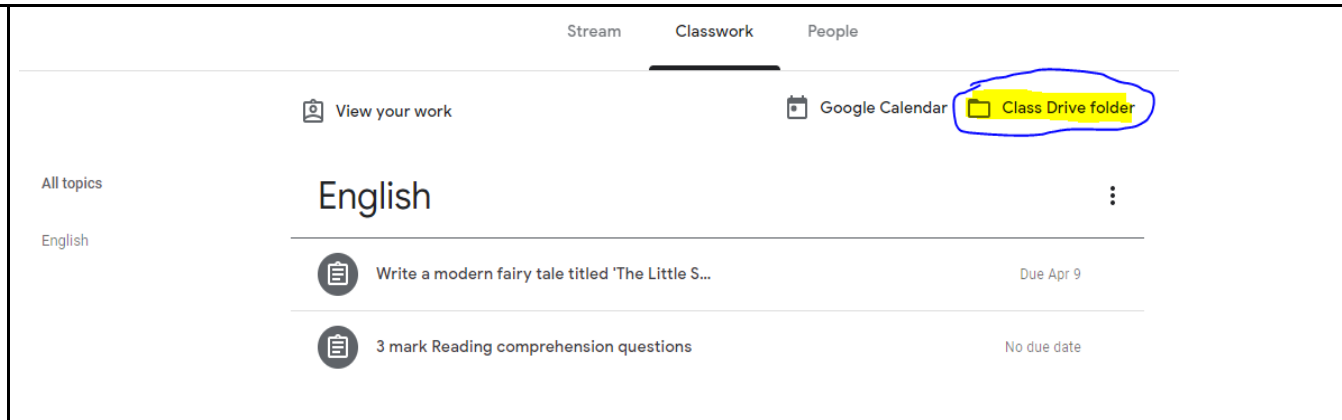
The screenshot shows a detailed view of an assignment titled 'Rainforests: Monday Maths' with a due date of 'Due Jun 6' and '100 points'. The assignment is marked as 'Assigned'. The 'Your work' section shows a '+ Add or create' button and a 'Mark as done' button. The 'Private comments' section has an 'Add private comment...' input field. The 'Class comments' section has an 'Add class comment...' input field. The assignment content includes a lesson title 'Lesson 1: Time: Marathon Training', a link to a National Academy website, and instructions to complete exercises, watch a video, and upload completed worksheets.

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## **Class Drive Folder**

This is the folder where children can find all their work and any other additional learning resources to support their learning. When your child's class teacher puts anything additional into that folder, notifications should appear on the Stream. However, should this not be the case, just keep checking into this folder on a regular basis.



## **How often will teachers update the classroom?**

It is envisaged that your child's class teacher will update children on a daily basis, dependent on teachers' own circumstances. It is therefore advised that you support your child to log on to Google classroom every day to check for the day's work.

## **A final note**

*Every Google Classroom for each year group will look different and expectations will differ from year group to year group. Above all, Google Classroom is a fantastic online learning resource and we know your child will continue to get the best learning experiences that their class teacher can provide in these circumstances.*