



# Google Classroom

Parents Introduction and step-by-step guide

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## Logging In via the Web Browser

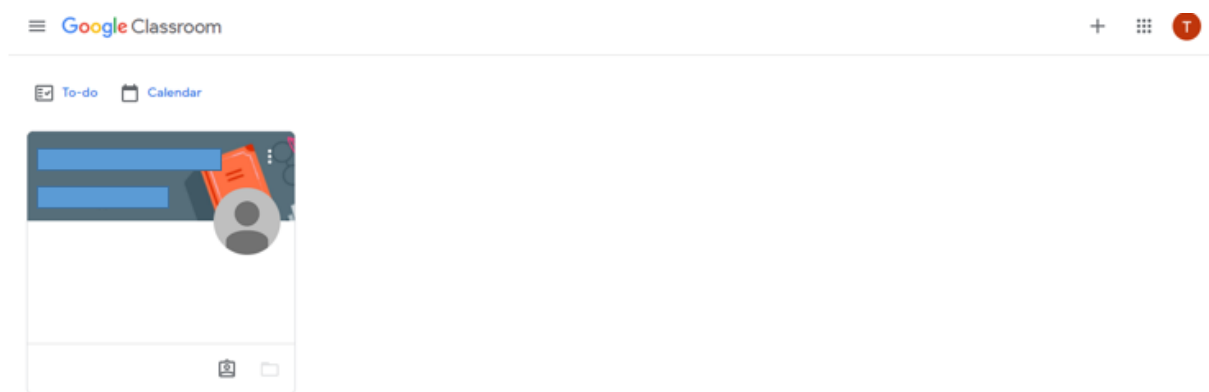
To login to Google Classroom, follow the link below.

<https://classroom.google.com/>

Once you have loaded this page, you may be prompted with a login page. This will utilise your school G Suite email account.

Please enter your school email address, followed by your password.

Once logged in, you will be presented with the Google Classroom window, simply select your class from the list.



## Downloading the App

Google Classroom also has an app for both Windows, iOS and Android.

The Android and iOS applications can be downloaded from their individual app stores either by searching for “Google Classroom” or by using the links below.

**iOS** - <https://apps.apple.com/gb/app/google-classroom/id924620788>

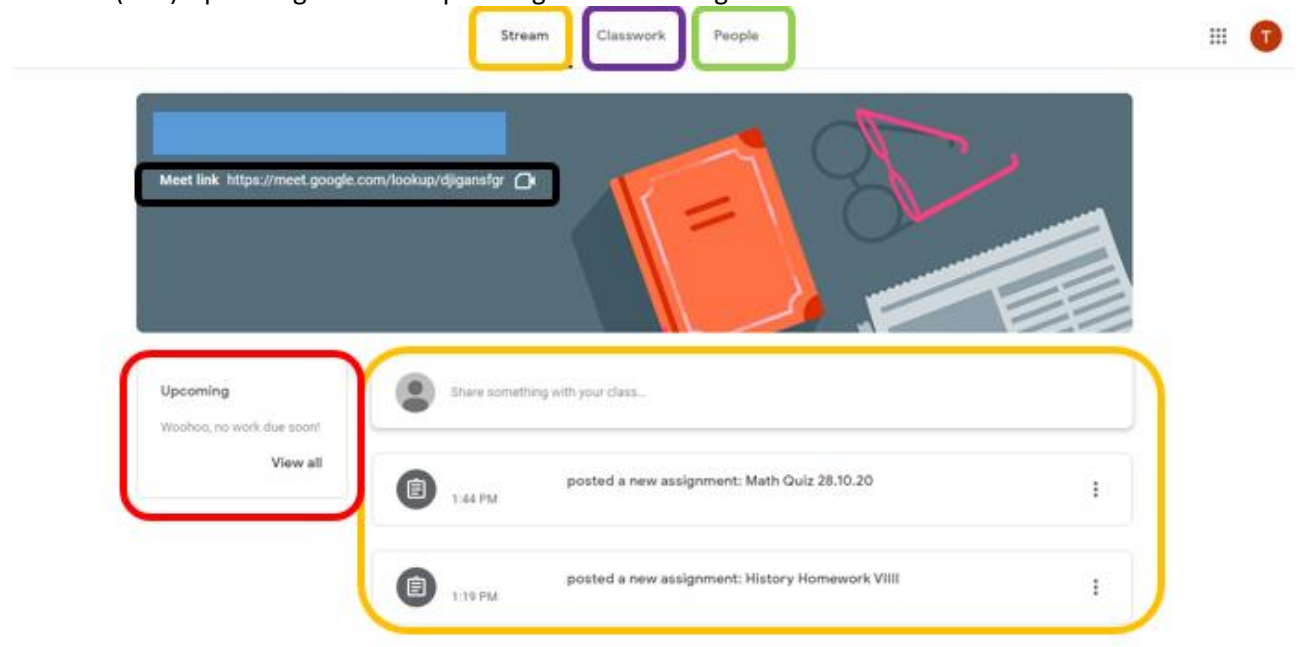
**Android** -

[https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en\\_GB&gl=US](https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en_GB&gl=US)

## Overview of Classroom Layout

Along the top of the white bar are your different sections within your Class.

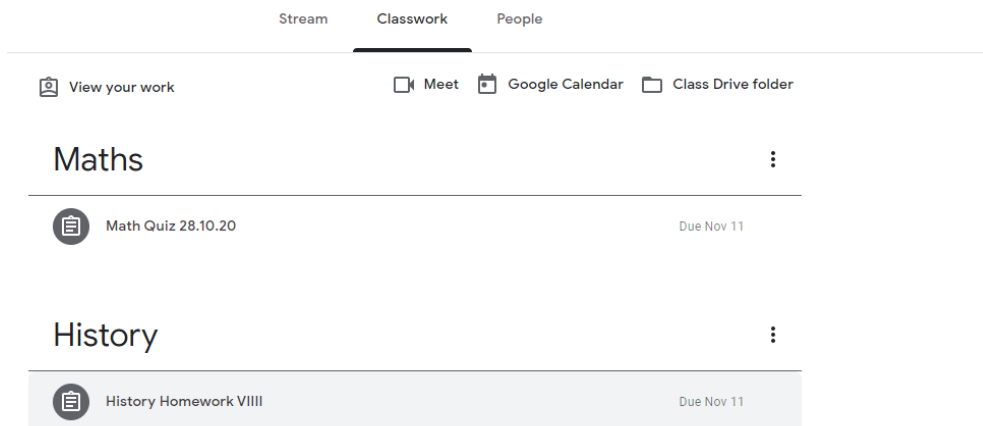
- (Orange) Stream – a newsfeed where content is shared with members of the class.
- (Purple) Classwork– allows you to assign classwork or homework to your students.
- (Green) People – View your Teachers for your class.
- (Black) Meet Link – Start a new Video/Audio meeting or schedule a lesson.
- (Red) Upcoming – a list of upcoming work and assignments due.



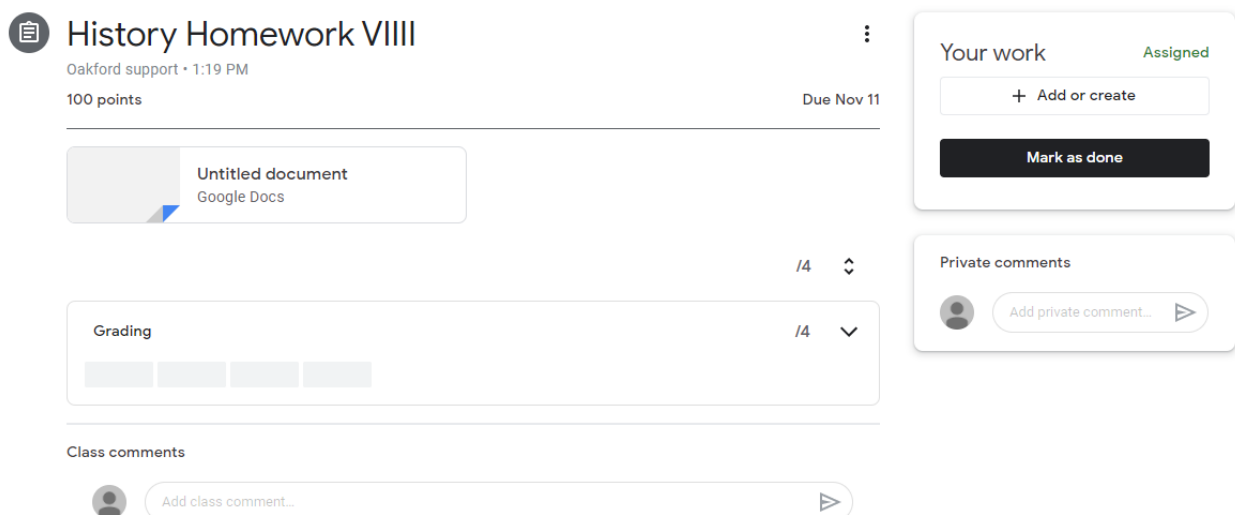
## Reviewing/Completing an Assignment

In this section, we are going to cover how to review or complete an assignment set by your teacher.

Firstly, navigate to the Classwork section along the top bar of your class. You will then be presented with a list of all assignments currently assigned to you/your child. Select the correct assignment from the list.



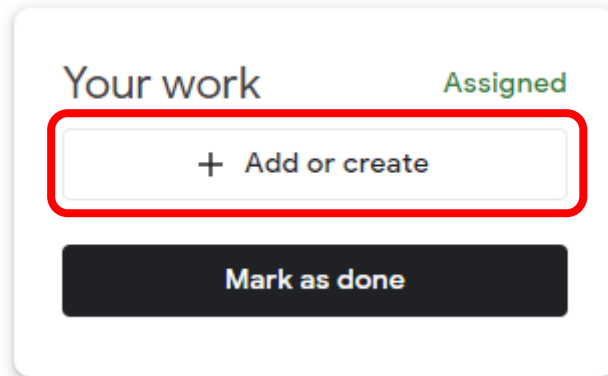
Once selected, you will see an overview of the assignment. Below you will see; Instructions for the assignment, Resources such as links and videos to review, plus a Rubric/Grading for the piece of work.



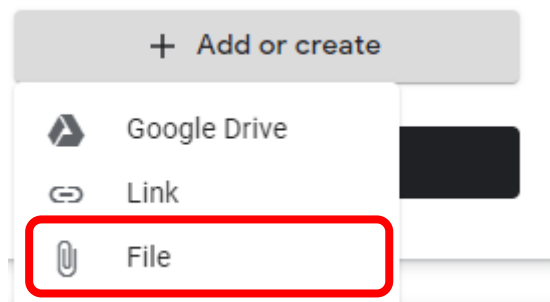
## Handwritten Task

If you have been asked to complete a handwritten task, complete the work on paper or in your exercise book and take a photo(s) of the work ready to upload.

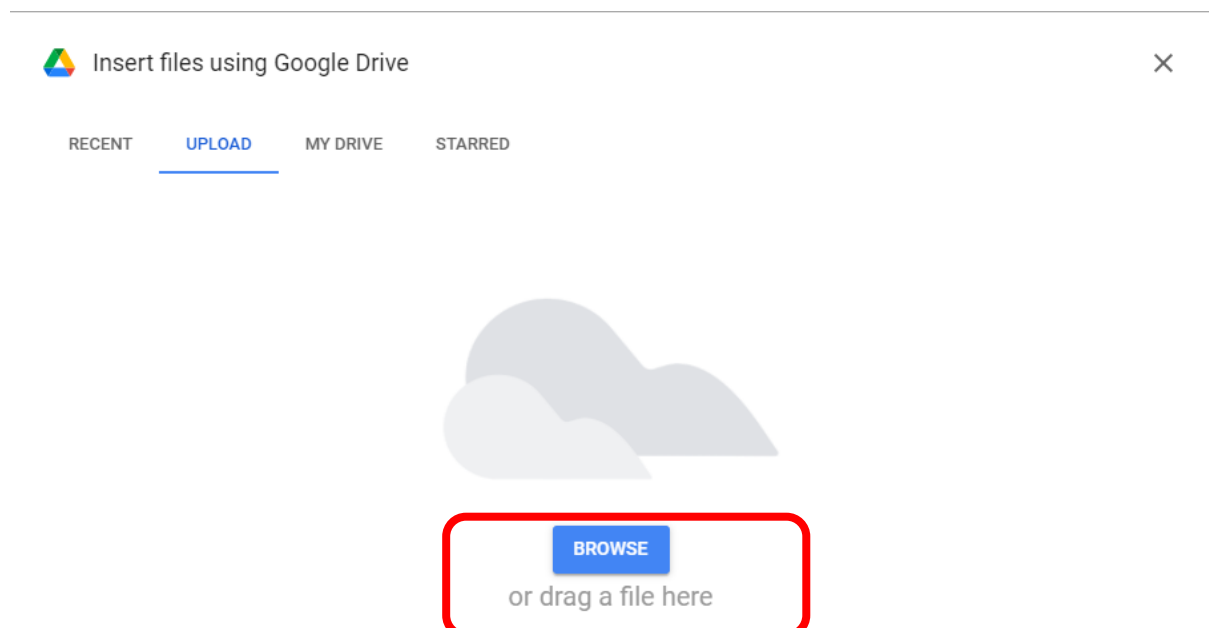
Once completed, locate the assignment and select “Add or create” from Your work on the right hand side of the window.



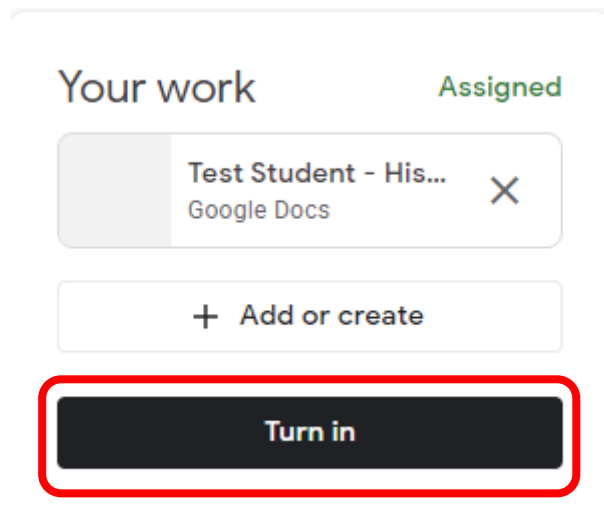
Then select, “File” from the list of options.



Then select browse. Once you have selected your photo(s), choose attach.

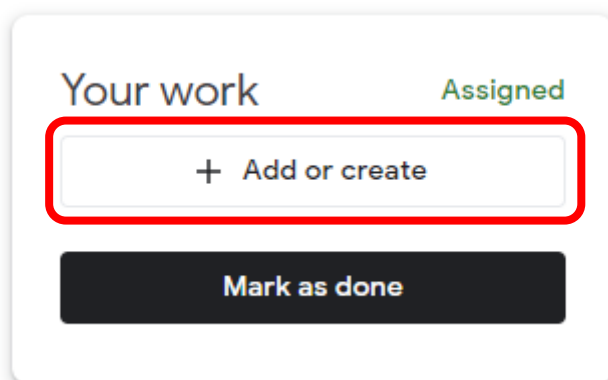


Finally, choose “Turn in” in the top right hand corner of the Window. Your work has now been sent off to your teacher to mark.

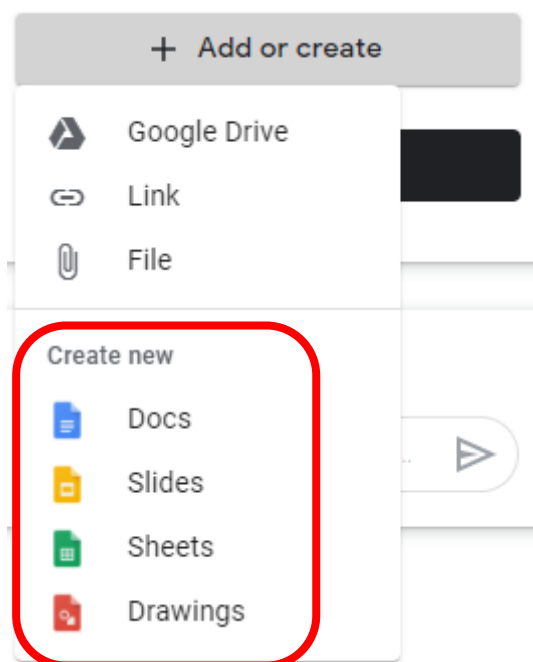


## Digital Document Task (Docs, Sheets, Slides)

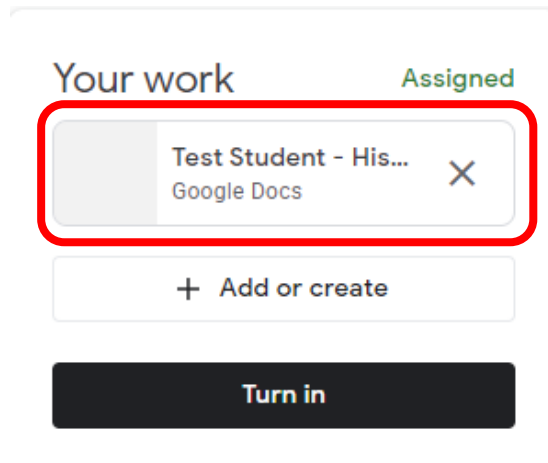
If you have been asked to complete a digital document task, locate the assignment and select “Add or create” from the Your work section.



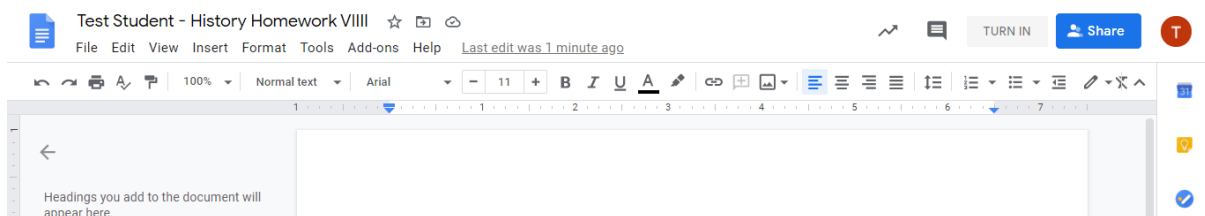
Then select, the type of file you have been asked to create from the list of options.



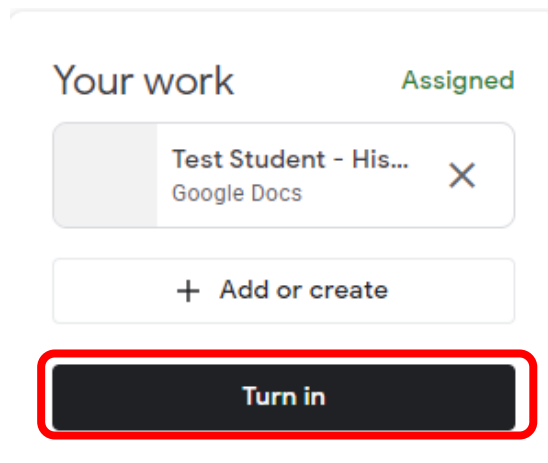
Next, select your document from Your work.



This will load you into an online document, which you can then complete your work in. There is no need to save your work; it will save for you automatically. Simply close the Window when you are finished.

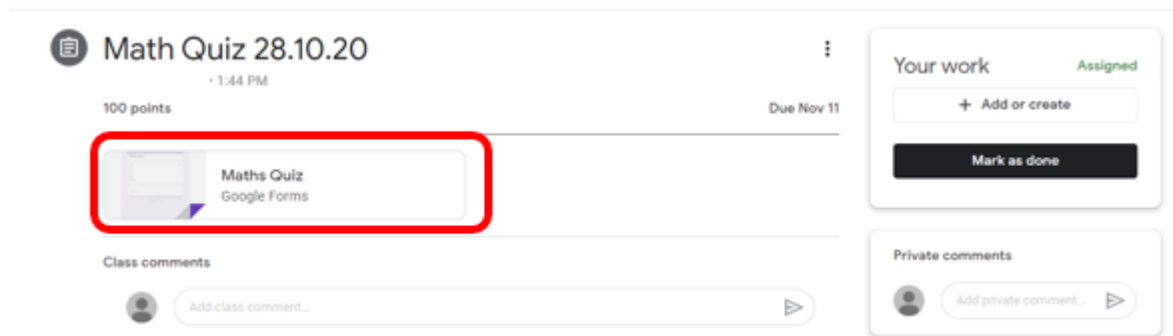


Finally, choose “Turn In” in the top right hand corner of the Window. Your work has now been sent off to your teacher to mark.

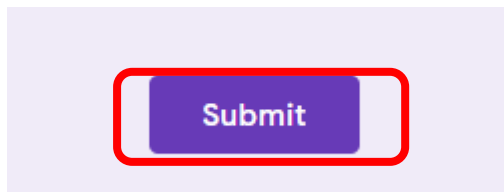


## Quiz Assignment

If you have been asked to complete a quiz, locate the assignment and select the Quiz link under my work (as below).



You will then be loaded into your quiz to complete. Work through the questions as listed and once completed choose submit.



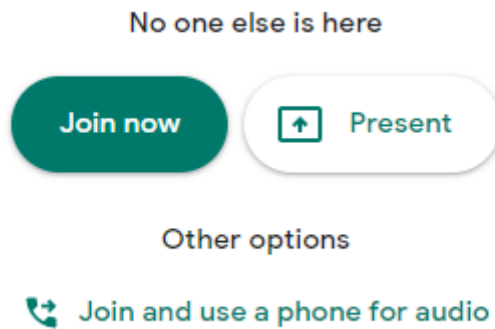
Once you have completed the quiz, close the window or tab. Your quiz will automatically be sent back to your teacher.

## Joining the Lesson

On the day of the lesson, navigate to your class and select the meet link in the header.



Once loaded, select “Join now” on the right hand side.



## Features and Functions within the Meet Call

Once you are inside the Meet call you will be presented with a bar along the bottom and the top of the screen where you will be able to control your own settings.

### Bottom Bar

- Turn on or off your Camera (Red)
- Turn on or off your Microphone (Green)
- End Call.



### Top Bar

- Open Call chat window (Purple)
- Show Participants (Blue)

