

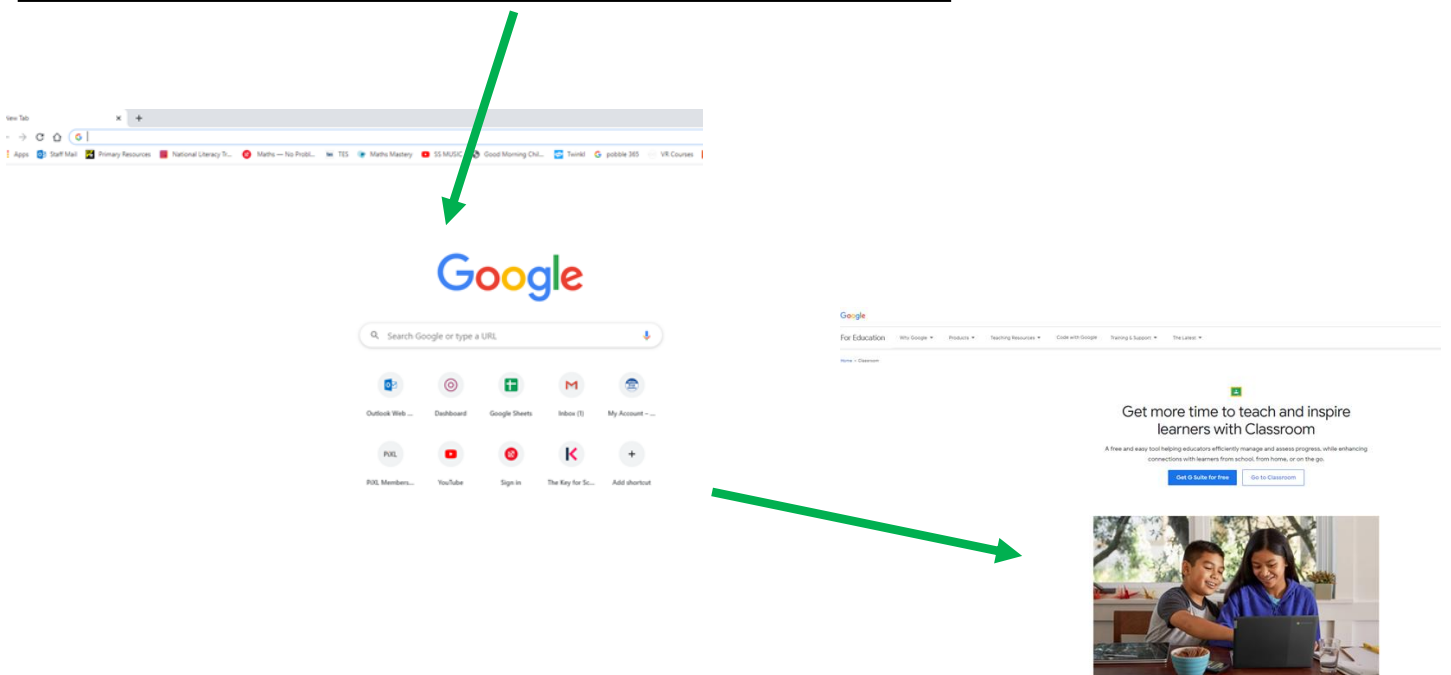
Google Classroom Access Guide

Step One

Your child has been given login details to access their Google Classroom account.

Step Two

In the web browser tab, enter the web address <http://classroom.google.com>



Step Three

Click on and enter the email address and password from the login details your child has been given.

The image shows two screenshots. The left screenshot is the Google Classroom homepage, featuring a header with 'Training & PD', a main heading 'Get more time to teach and inspire learners with Classroom', and a sub-heading 'free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.' Below this are two buttons: 'Get G Suite for free' and 'Go to Classroom'. A green circle highlights the 'Go to Classroom' button, and a green arrow points from it to the right screenshot. The right screenshot is the Google sign-in page, titled 'Sign in' with the subtitle 'Use your Google Account'. It features an 'Email or phone' input field, a 'Forgot email?' link, a note about guest mode, a 'Learn more' link, and a 'Next' button. At the bottom, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

Step Four

The image shows the Google Classroom interface. At the top, there is a navigation bar with 'Stream', 'Classwork', 'People', and 'Marks'. Below this is a large blue banner with the text 'Welcome to your classroom!' and 'Class code: cxyhij'. There are also links for 'Meet link' and 'Generate Meet link'. Below the banner, there is a section for 'Upcoming' tasks, which currently shows 'No work due in soon' and a 'View all' link. To the right, there is a chat area with a 'Share something with your class...' prompt. A message from 'Hannah Farrell' at 10:20 says 'Hello! And welcome to your online classroom where we will be teaching you, setting you work and also communicating with you.' Below the chat, there is an 'Add class comment...' input field.

Google Classroom Pupil Work

Notifications of class activities will be visible on the Google Classroom main page. Pupils (or parents on behalf of younger pupils) can comment on this main page but they cannot post.

Class work

The screenshot shows the Google Classroom interface. On the left, a box labeled 'Class work' has a green arrow pointing to the 'Classwork' tab in the top navigation bar. The main content area shows a 'Welcome to your classroom!' message with a class code and a 'Meet link'. Below this, there's a 'Share something with your class...' section. On the right, a 'View your work' section shows a 'PSHE' assignment titled '17.09.20 PSHE - Keeping Healthy - Less...'. The assignment details include the date posted (17 Sep), the due date (18 Sep), and the instructions: 'Please complete the grid below annotating the key features of keeping healthy:'. The grid lists: Being Active, Being Hydrated, Being Hygienic, and Oral Health. There's also a 'To recap on what keeps u... Google Docs' link and '10 class comments'.

Once a piece of work is completed, the pupil needs to click on '**Turn In**' so the work is sent to the teacher to mark. Once marked, the teacher will return it back to the pupil.

You have now gained access to the Google Classroom for your child!

Your class teacher will use the classroom to:

- Upload work for your child to complete. It will be marked and returned through the classroom.
- Send links to useful learning resources
- Share school messages
- Attend live teaching sessions using the meeting link provided.

When delivering a **live lesson**, a link will be made available on the Google Classroom page for pupils to access. When attending a live teaching session, pupils must:

- Blank their screens
- Mute their microphones
- Follow teacher instructions during the live teaching
- Ask questions using the comments tool.
- Leave the meeting once the teacher has announced the live lesson is over.

If a parent has any questions about either Google Classroom or the learning in their child's year group then can use the email below to contact the teachers: