

GOOGLE CLASSROOMS

How to log on and use

▶ **What Is Google Classroom?**

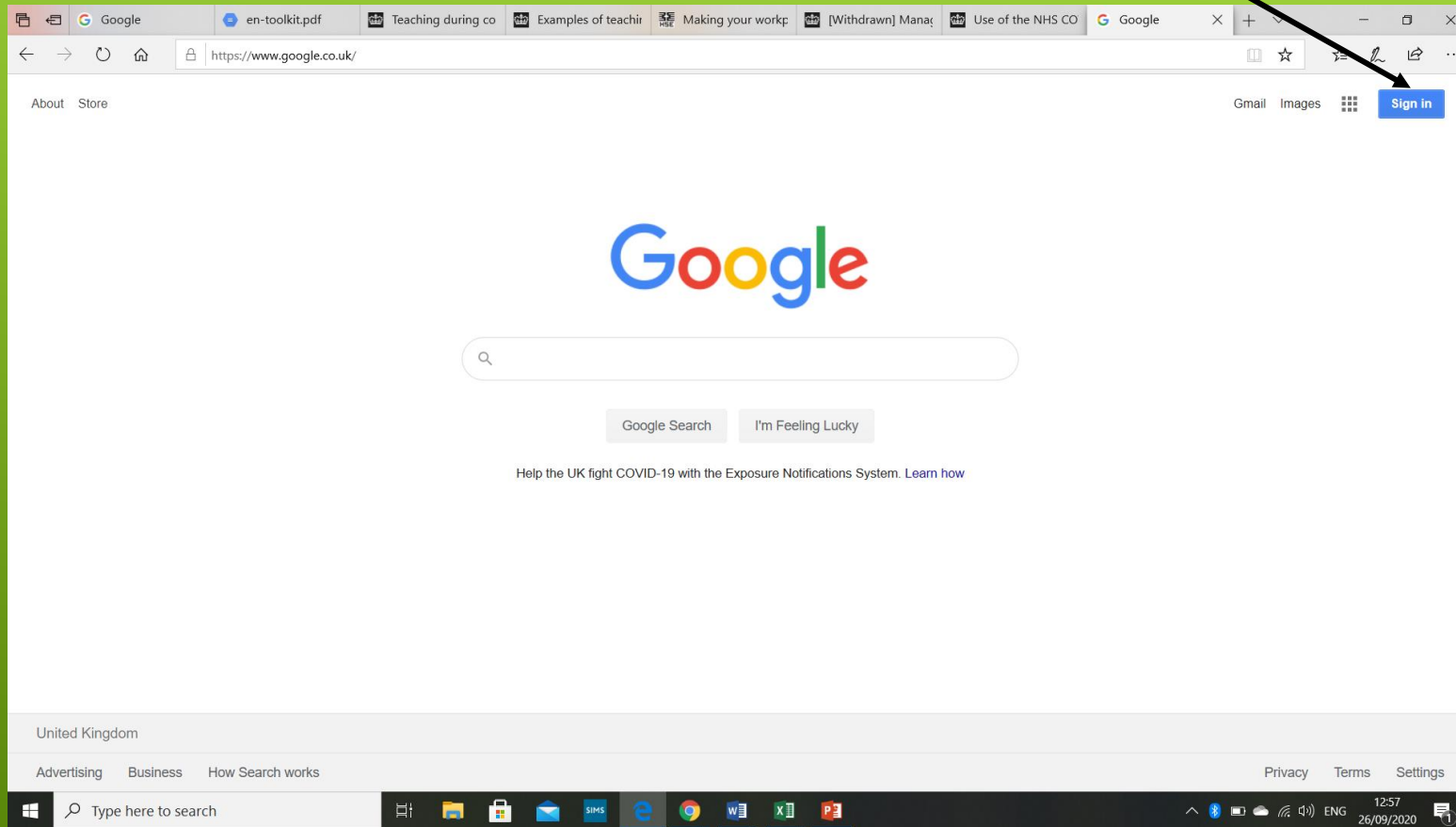
- ▶ Google Classroom enables teachers to create an online classroom area in which they can manage all the documents that their students need. Documents are stored on Google Drive and can be edited in Drive's apps, such as Google Docs, Sheets, and so on.
- ▶ In simple terms this will enable teachers to set work, mark work, and stay in contact with their class if we go into another lockdown. However it has been so well received by staff we will be using as part of everyday practice.



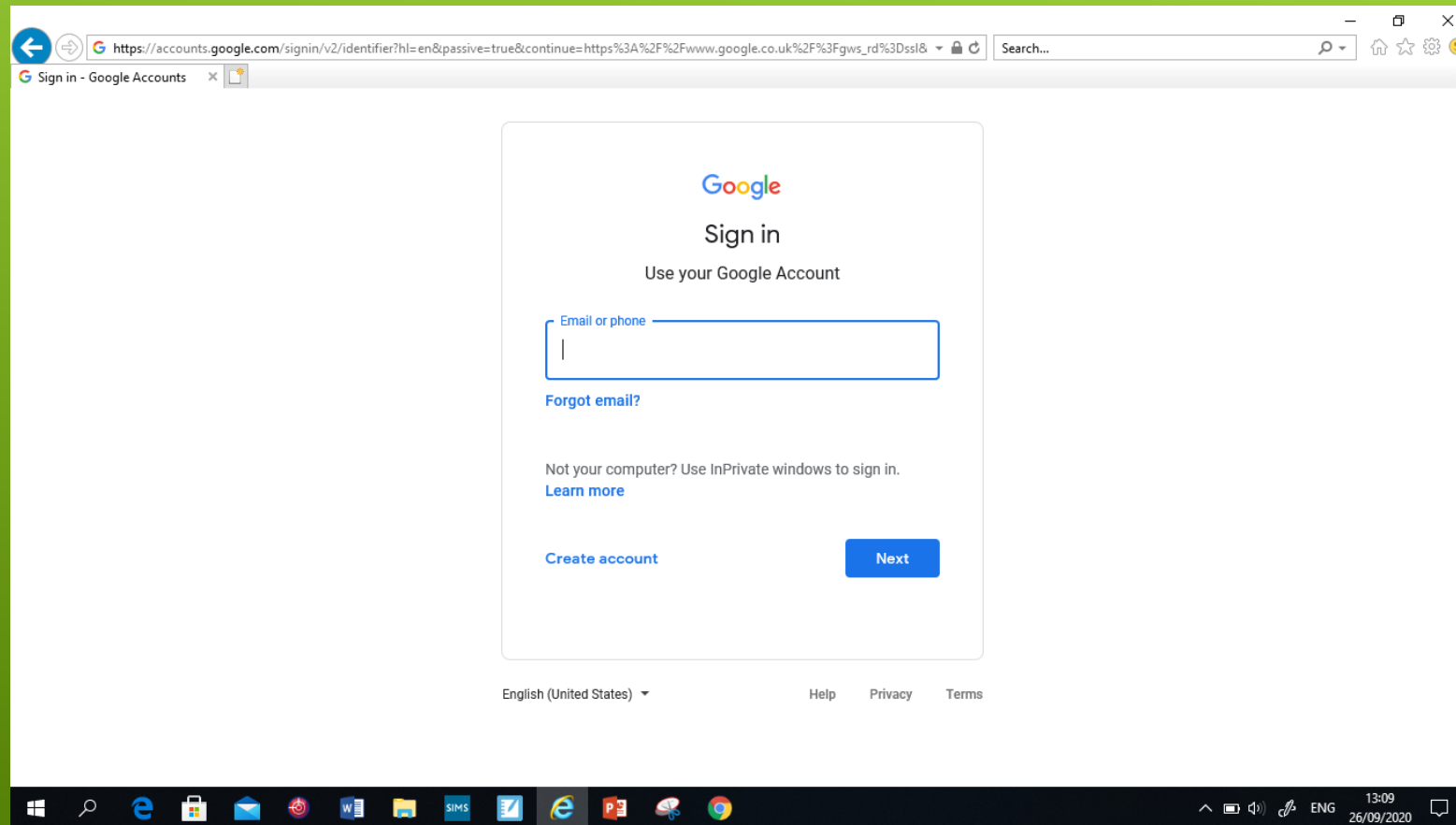
▶ **How to get started with Google Classroom**

- ▶ Like other Google applications, you need a Google account to use it. But not just any Google account will do for Classroom; you need a Google Apps for Education account. This is different than your standard Google account. You should have received a username and password for your child's account. Follow these steps to log on.

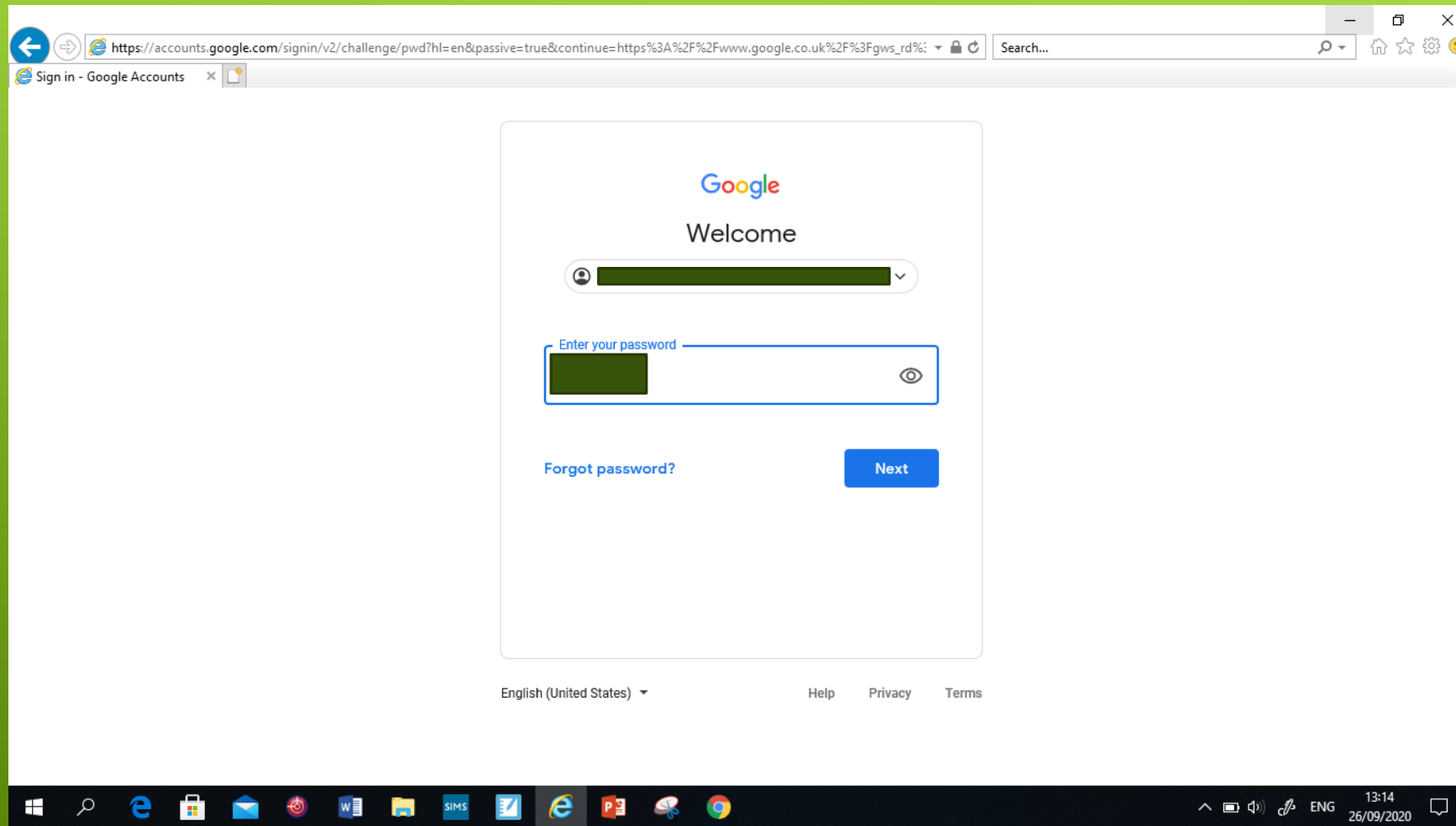
Go to Google home page and click on the sign in button. If there is an initial there you will have to log out of your active account.



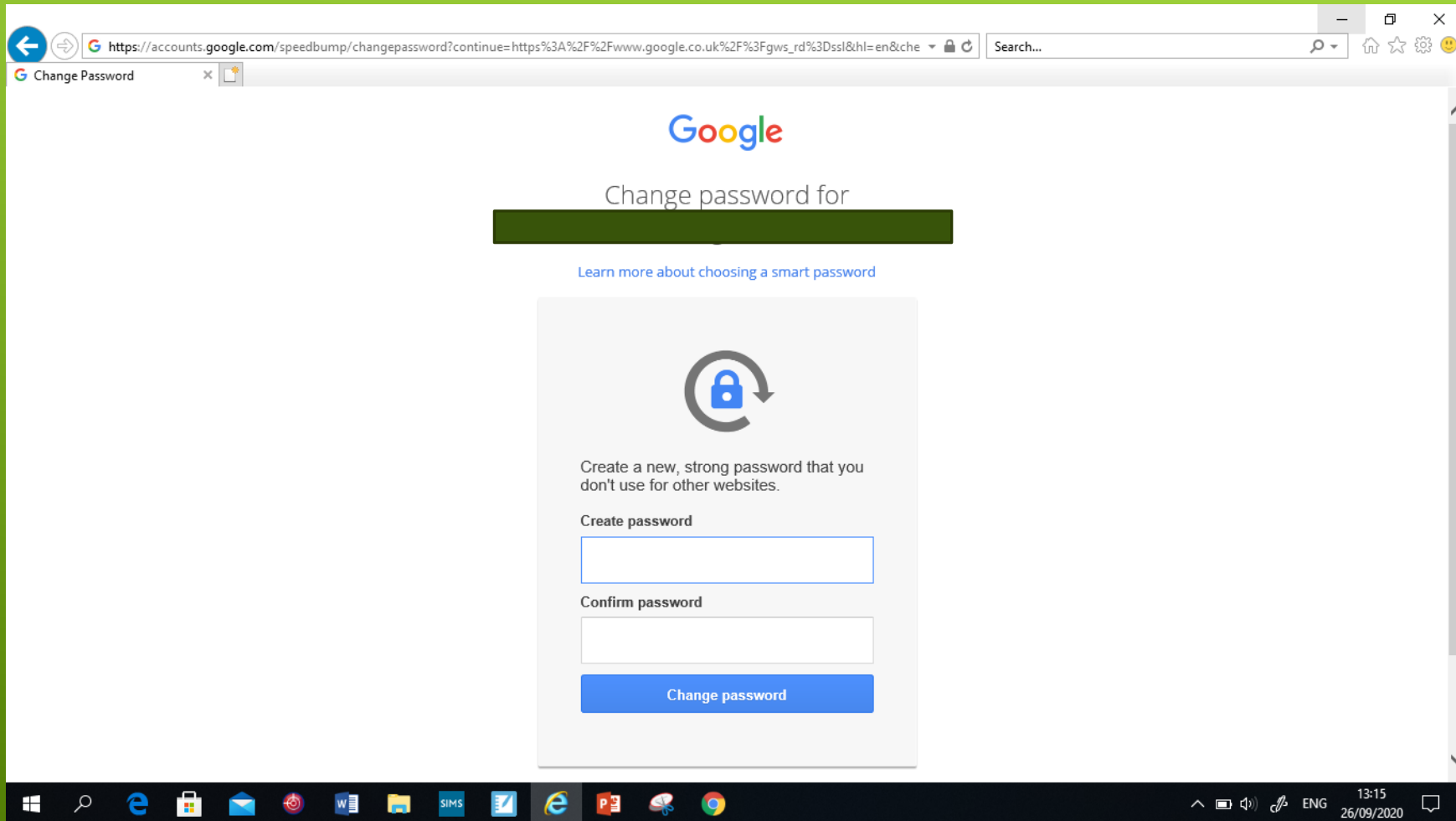
- ▶ On this screen insert your child's username this has been sent home



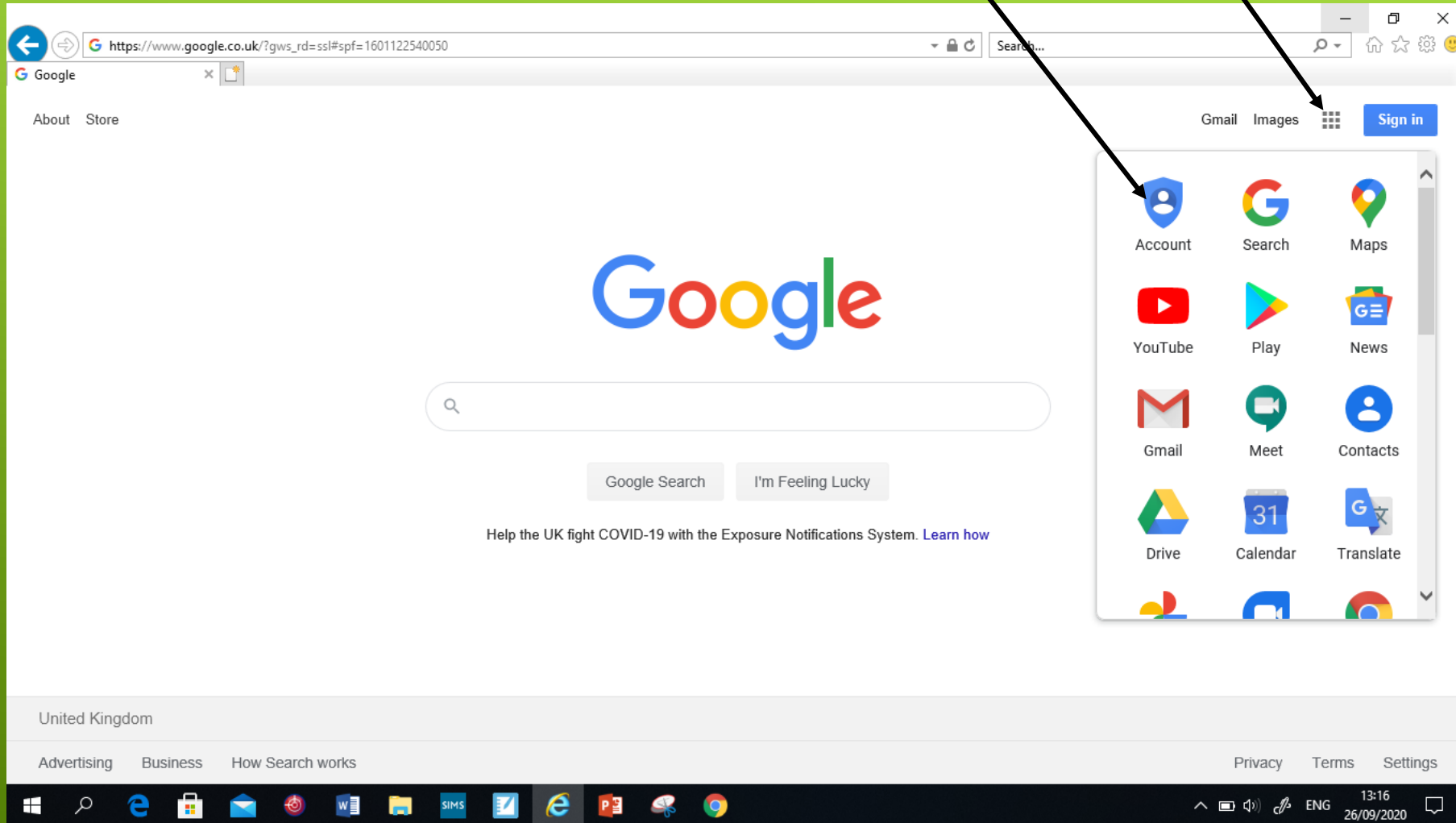
- ▶ Insert the password – this was sent home with the username



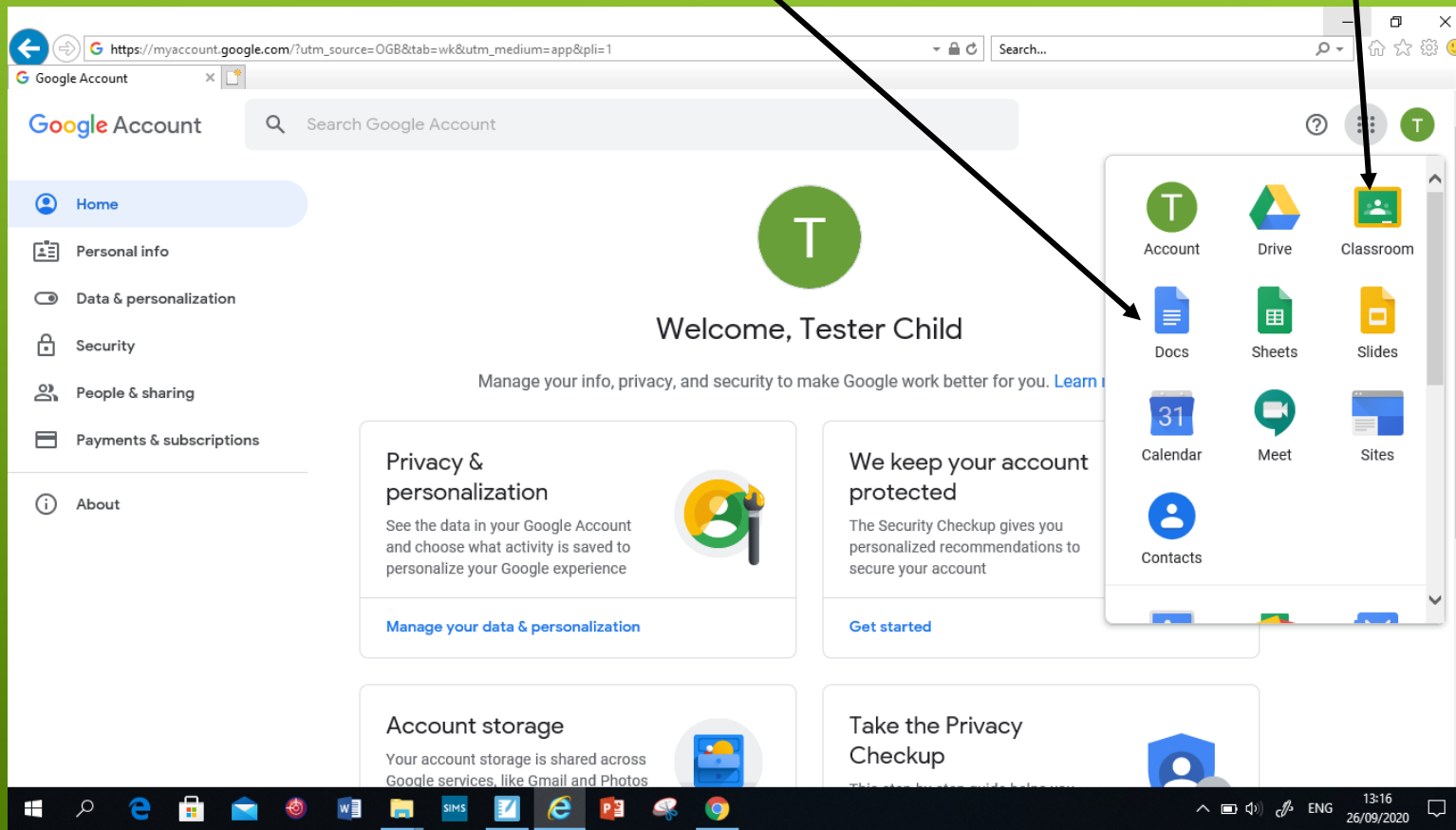
- ▶ You will be asked to update your password. School can reset it if you forget but please keep it somewhere safe- and reiterate with the children about not sharing their passwords with other children.



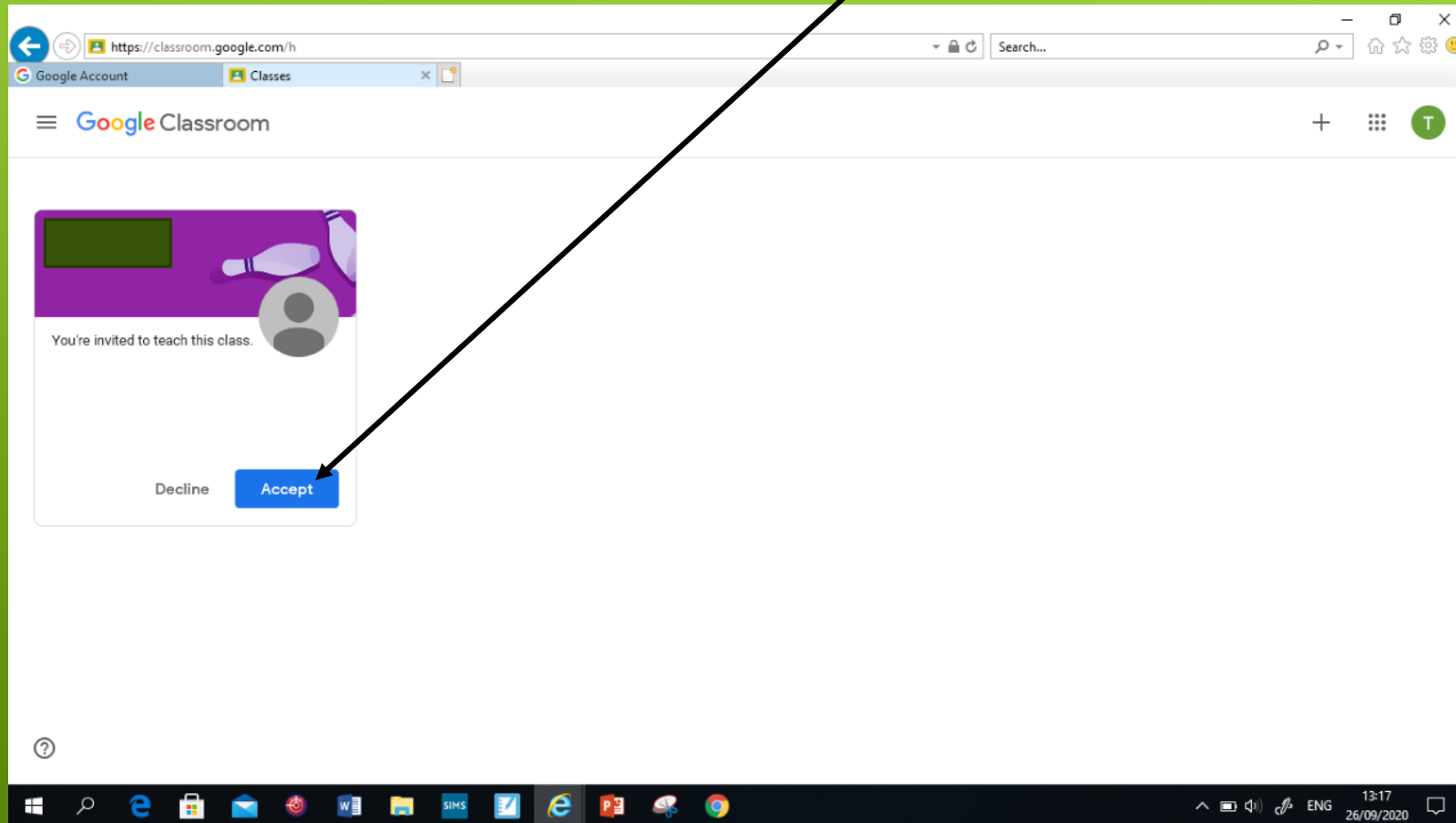
- ▶ In class we use the vocabulary waffle (the nine dots in the top right corner). Click on the waffle and then account.



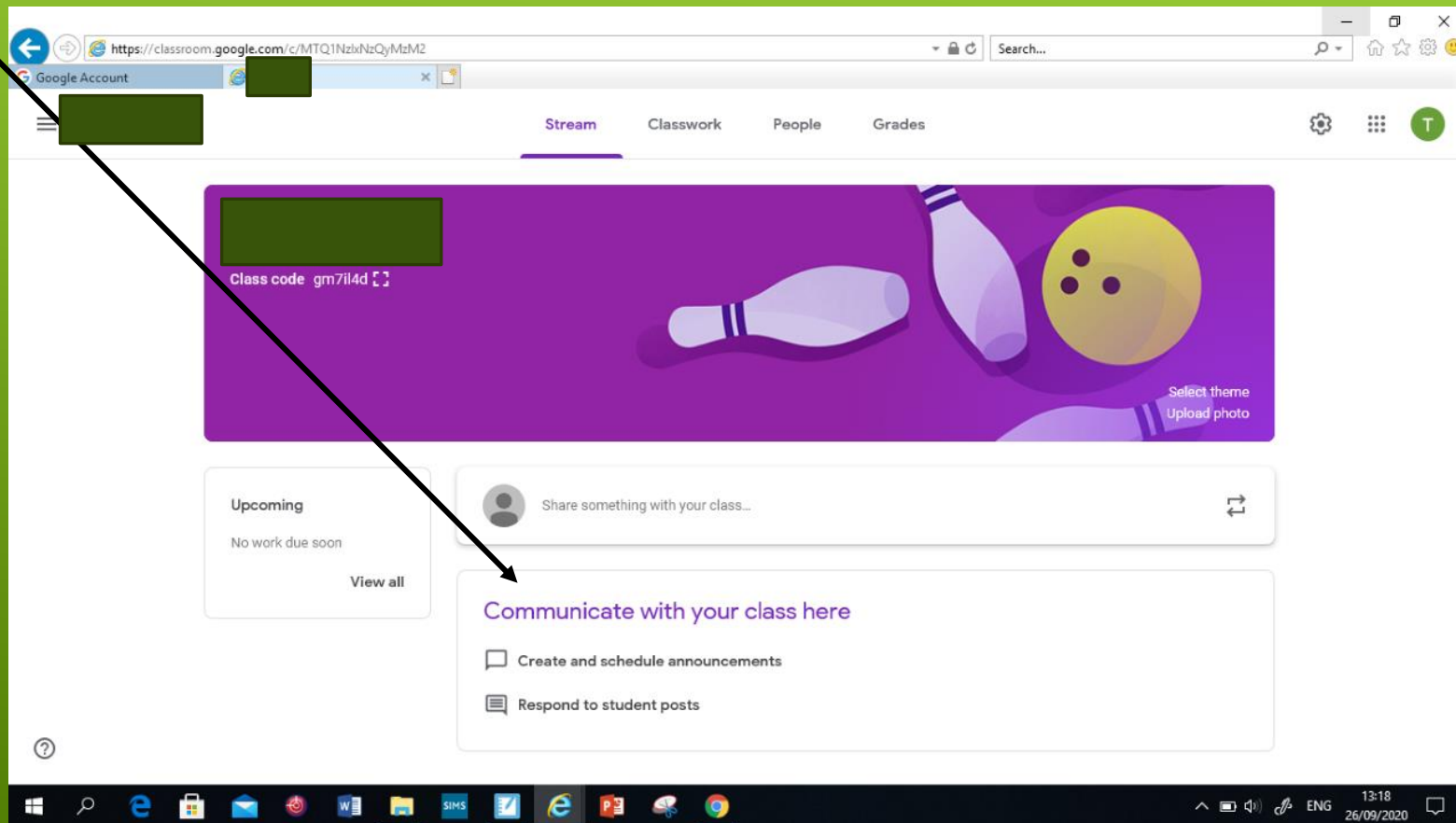
- ▶ This will lead the children to their home page. From here they can access their classroom. They need to click on the waffles and then classroom.
- ▶ This area also has access to Googles version of word (known as doc), excel (known as sheets) and powerpoint (known as slides).



- ▶ You will be shown this page. Your child has been allocated to their class - they will need to click on Accept



- ▶ This is your child's class, the banner will reflect the class they are in at school. This is where they will access work and communicate with the teacher. The teacher can communicate with their class here.



- ▶ If they click on classwork they will be able to see any work that has been assigned.

