



## Using Google Classroom

13<sup>th</sup> December 2021

Dear parents/carers,

The school uses a learning platform called Goggle Classroom (GC). Although Reception children do not receive formal homework, we use GC to set homework throughout the rest of the school. In addition we use GC to share daily timetables/work with parents during remote learning – if/when asked by Government to move to this way of working.

In light of the concern raised by the Omicron variant, we are reviewing our contingency plans. As part of this we would like every parent to set up Google Classroom. That way we will all be ready for remote learning should Government feel it necessary at some point next year. Please see instructions after this letter.

Please see the information attached to help you set up Google Classroom at home. When you set up Google Classroom, you will need a login/password. This can be found in the reading record for your child.

Mrs Parsons will send you a message via GC today-it will be on the 'stream'. She will send you a short, Christmas 'homework' activity to do with your child. If time is stretched for you as a family then please do not spend long on this task– the aim of the task is to make sure you can communicate via Google Classroom with Mrs Parsons. Please send your child's work back using Google Classroom **by Thursday 16<sup>th</sup> December**. This will help you to become familiar/use the platform. If you have problems with this please let us know as soon as possible. We have a few friendly parents who are skilled at computing who will be happy to call you to help.

All homework will appear in the classwork section of your child/ren's google classroom account. A topic folder called 'homework' is in this section.

Click on the homework assigned to your child/ren. Then click, 'view assignment'. This section will have the details about what your child needs to do to complete their homework. This is also where the homework is returned.

To return the homework back to the teacher, click on '+ Add or create'. Upload the file or photograph and then click, 'turn in'.

### **There are different ways which children can complete their homework to return it:**

1. Print the homework. Complete it by hand and then scan or photograph the homework. Return as above.
2. If you are unable to print the homework, refer to it on the computer. Write the answers on paper, then scan or photograph the paper. Return as above. (If you would like an exercise book for your child to work in please ask your classteacher.)
3. Complete the homework on the computer for example by using ink /completing the word document sent (some tasks may be set in PDF format so this will not be possible). Return as above.

Please do let the school know if you have any problems using google classroom-we have a several parents who have strong computing skills who can call to help you if needed.

With many thanks for your help in this matter,

Zoe Avastu

Headteacher

# How to use Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers when we use Google Classroom to support remote learning.

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**Note:** your child will need their log-in details for their school G Suite for Education account to complete the steps below. These log in details will be sent to you via text message.

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## Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>&gt; Open the Play Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>&gt; Open the App Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their G Suite for Education account using their log in details.
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## Computers and laptops: log in to Google Classroom

Your child needs to:

- > Go to [www.classroom.google.com](http://www.classroom.google.com)
  - > Log in to their G Suite for Education account using their log in details.
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## How to get and hand in work (computers and laptops)

Your child needs to:

- > Go to Google Classroom (see link above)
- > Click 'Classwork'
- > Click on an assignment, then 'View assignment'
- > On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- > Once they've finished, click 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

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## How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- > Open the Google Classroom app
- > Tap on their class, then 'Classwork' (at the bottom)
- > Tap on an assignment, then the arrow at the bottom
- > Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- > Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

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## To see feedback from teacher

They can find their returned work by following the steps below.

### On a computer or laptop

- > Go to Google Classroom, then click 'Classwork'
- > Click 'View your work'
- > Click 'Returned with grade' on the left-hand side

### On a mobile device (Android or iOS)

- > Open the Google Classroom app
- > Tap on their class, then 'Classwork'

Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.

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