


Google Classroom – How to Guide (for parents/carers)

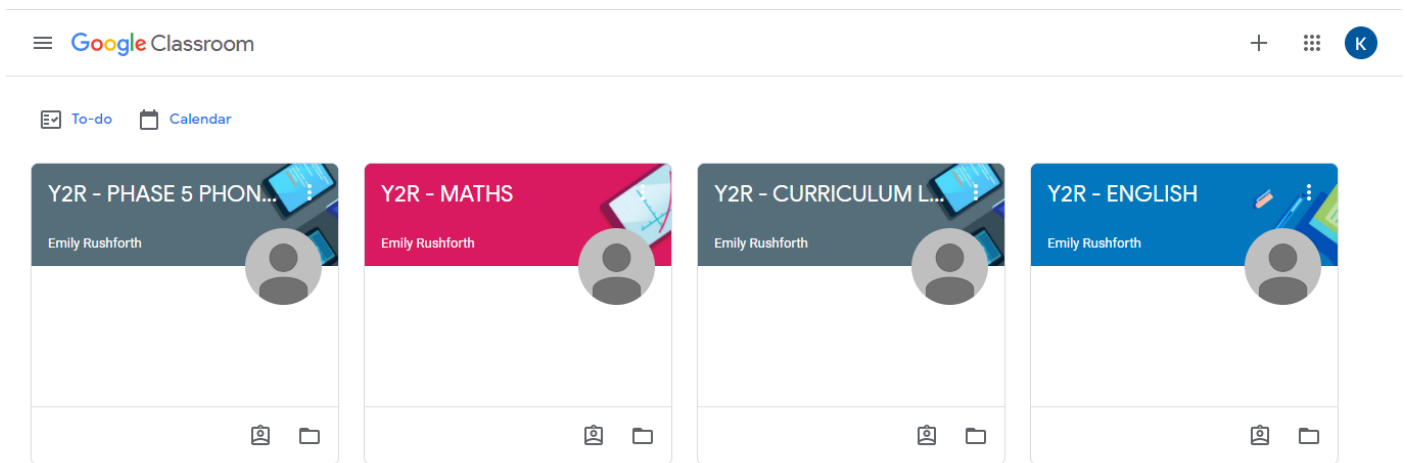
In the event your child is required to access Remote Learning (e.g. Lockdown, Bubble Closures), teachers will be posting daily work on our new remote learning platform – Google Classroom.

There is an expectation that work will be completed and returned daily.

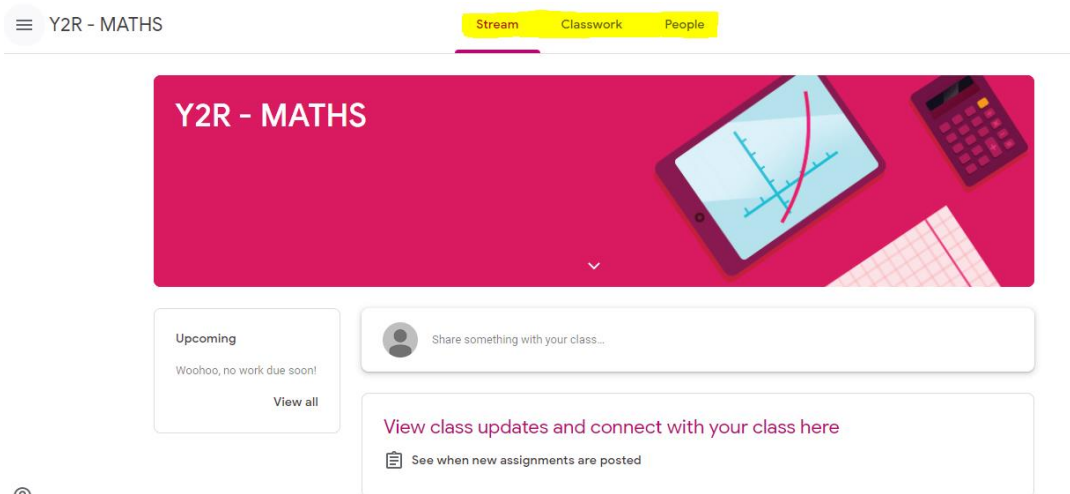
1. Search: <https://classroom.google.com/h> 
2. Your child will have logged on or been logged on before and they should see the home screen pictured below. (Log ins are stuck in their planners)
3. This home screen will have all their 'classes' (your child's will say their classes name followed by the subject e.g. Y2R – Maths).

There should be one for:

- English (there may be an additional story time one too)
- Maths
- Curriculum Learning
- Phonics (if your child is learning phonics in school)
- PE



4. Work will be set **daily** on the classroom and it is expected that children complete the work and send it back to the teacher (via this google classroom – see instructions on how to do so further down) that day.
5. Click on one of the classrooms and you will see the three headings (highlighted in yellow below)

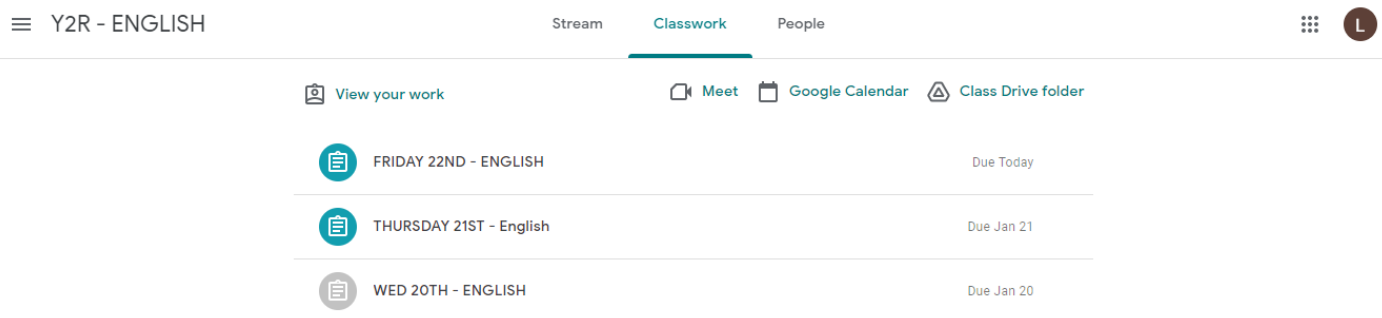


STREAM – this is a little bit like a Facebook home page – messages/reminders/live links will get posted here.

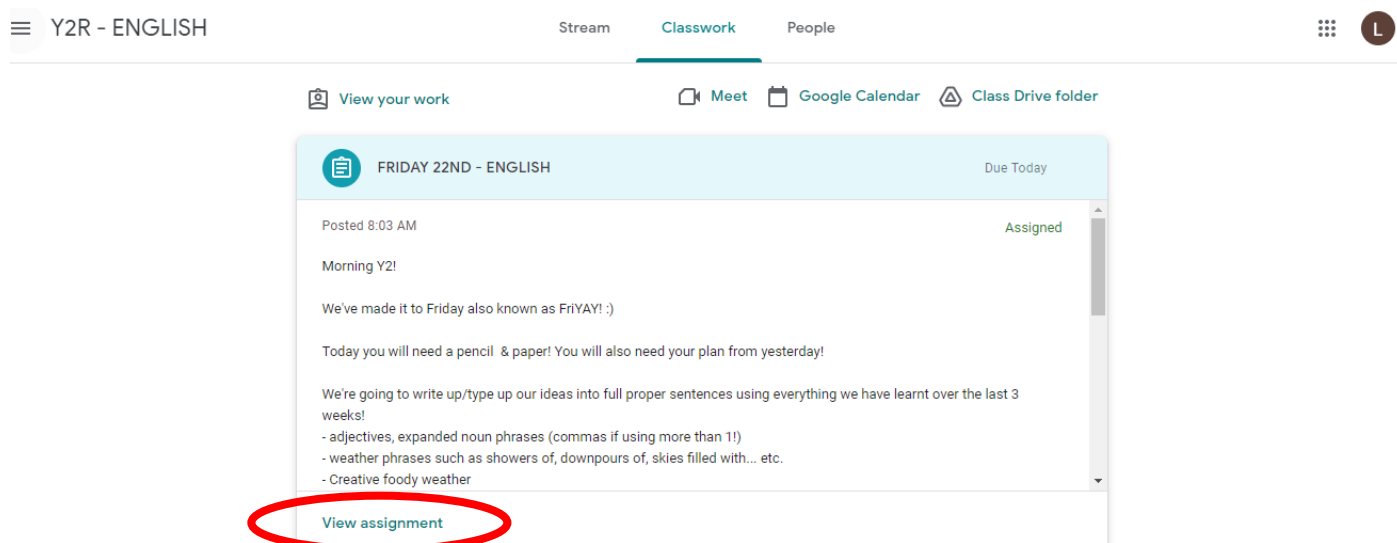
CLASSWORK – this is where the work will be posted and the links to the lessons (lessons will be prerecorded videos from the class teacher).

PEOPLE – You don't need to go on this one. (It will just say the teachers).

6. Click on the heading **Classwork**. – Then you will see a list of all the lessons/tasks they have been set. (a new one uploaded daily)



7. Click the relevant day and then click **view assignment**.



8. This is then the child's work for that lesson. Read the instructions carefully.

Date set/Date due (points to 'Due Today')

Click here for the work/task (points to the assignment title)

Press this + add or create to upload a photo (points to the '+ Add or create' button)

'Turn in' sends the work to the teachers (points to the 'Turn in' button)

Private comments: messages between teachers/students. Marking and feedback comments will be posted here. Make sure you click back to check. (points to the 'Private comments' section)

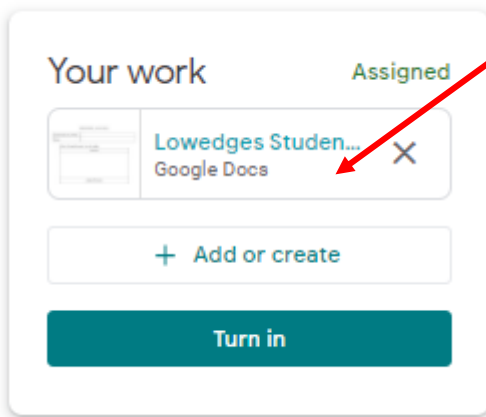
Other helpful resources may be added (points to the 'GLOSSARY --.pdf' and 'WORD MAT - FOOD AND W...' attachments)

Instructions (points to the main text of the assignment)

Prerecorded Lesson Video Link – Click the link, watch the lesson by pressing play and pause when needed. (points to the video link)

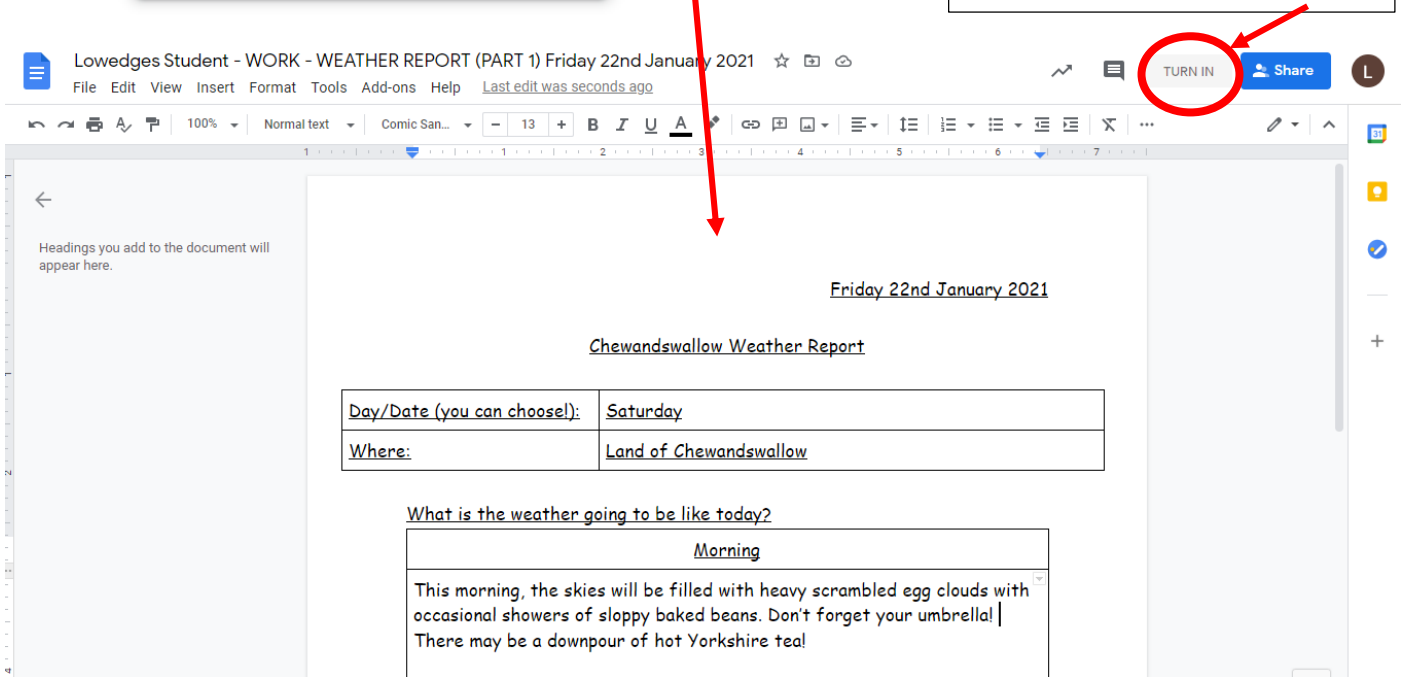
Glossary – explanations and terms for parents. (points to the 'GLOSSARY --.pdf' attachment)

9. Open the work and complete the task. Return the work by pressing 'Turn in' once it's complete. See pictures below.

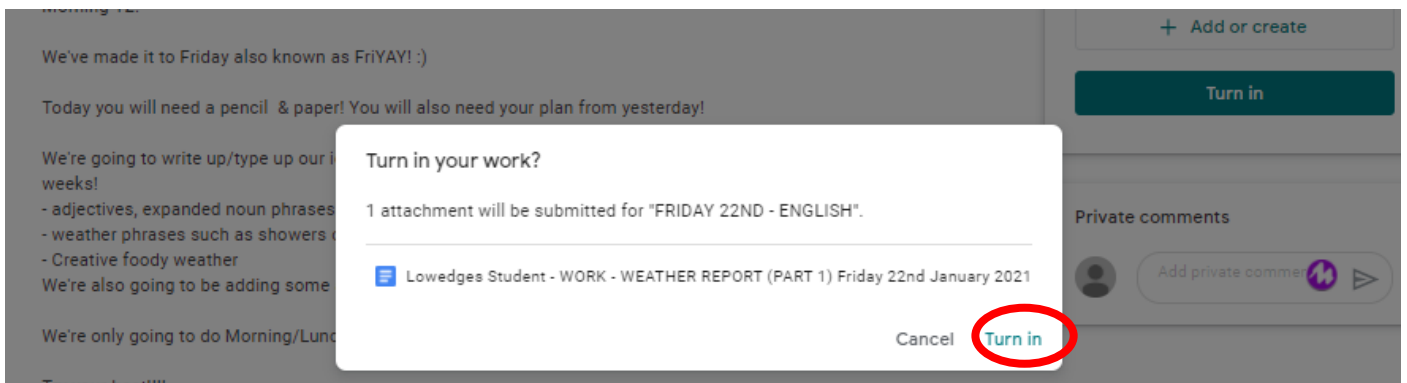


Click this box to open the worksheet/task (the picture below is an example of what this may look like).

Once the work is finished please click **TURN IN**. This sends the work back to the teacher to be marked.



This will pop up (picture below) – click **turn in** again.



Your class teacher will then mark it and return it to you. They may leave a comment for you in the Private Comment box with some feedback. It is expected that you go back to your work and see what your teacher has said. If you have to add something open the document again using the steps above and press **turn in** again once you have finished editing and this will be resubmitted.

Hopefully this helps, if you're stuck email your child's class teacher (teacher emails are on the newsletter).