

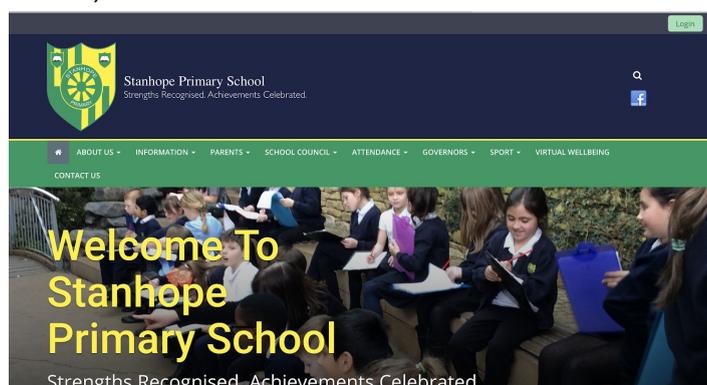


Stanhope Primary
Strengths Recognised, Achievements Celebrated

Google Classroom User's Guide

Please be aware that by logging on using a range of devices, can result in a slight variation as to how the pages look. We recommend you use Chrome or Safari, preferably on a laptop computer rather than a mobile phone or iPad.

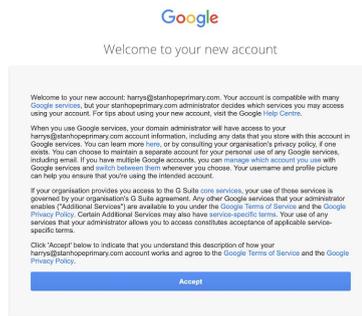
1. Sign in to your Stanhope Primary account via our school website. There is a 'login' button at the top right of the page. Use your username and password (if you require this information please get in touch with school).



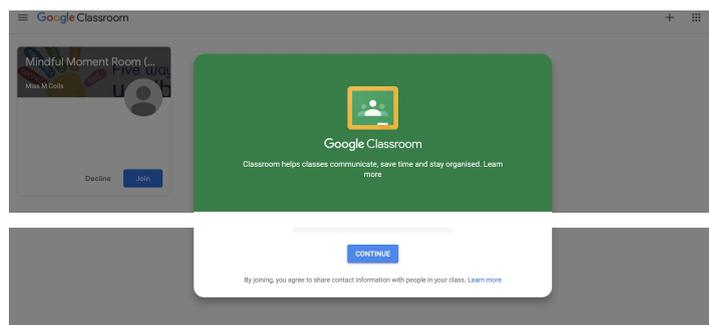
2. Once you have logged in, select the 'Google Classroom' icon along the top left of the screen. It has a yellow border, green insert with an outline of a person).



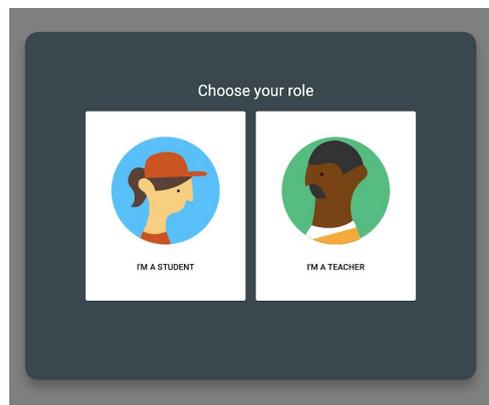
3. If it is the first time you or your child has logged in, you will be greeted with a Welcome message and some terms to adhere to.



4. The next page you see will be what we call the 'classroom' area. You will again be greeted with an introduction page. Please confirm if the details on the screen are correct (you should see your email address).



5. Finally, you will have to select one of the following. Please make sure you select 'student'.



6. Once you have followed the on screen instructions, you will see the splash page with the class or classes, in which a member of staff has invited you. You can join via this page by clicking on 'join' or you can also join via your email that invites you. You only need to join once.

*You may be a member of more than one 'class'. If this is the case, you will have more classes visible compared to this example. All children are a part of Miss Coil's Mindful Moment Class.

