



We are using Google Classroom for all children in Otterham Primary School in the event of isolating due to COVID-19.

Google Classroom is a space where children can access their learning online. It is available through a laptop, Chromebook, as well as a downloadable app on most tablets and smart phones.

Below are instructions for how to log on and access work for your child.

Usernames and Passwords

Each child has a unique username and password to log on. Their username is made up of:

- The initial of their first name.
- Their surname
- @otterham.cornwall.sch.uk

For example for a child called John Smith, this would be jsmith@otterham.cornwall.sch.uk

Their password will have been provided to the child or parents (age depending).

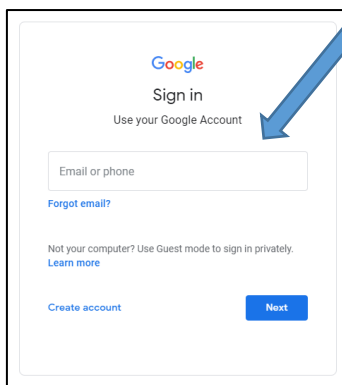
If you need help with this, please contact your child's class teacher.

Google Classroom

If accessing through a Desktop PC, Mac or laptop, this can be done by clicking on this link <https://classroom.google.com> or typing it into the search bar on your browser.

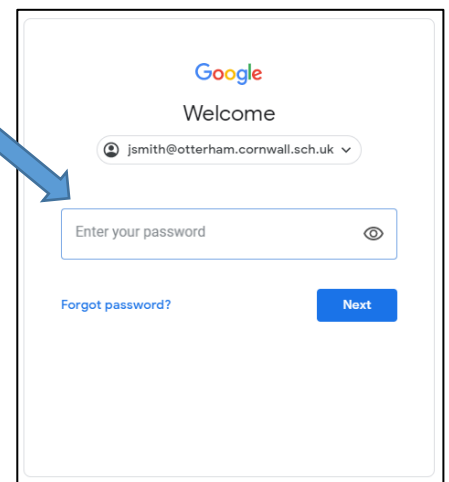
If you are using a Chromebook, you will need to download the Google Classroom app from the Web Store. Once done, ask your child to sign in using their school login as below. If you are unable to do this, it may be that you will need to login to the Chromebook using your child's username and password instead from the startup screen.

If you are using an iPad or other tablet or smartphone, please download the free Google Classroom app from the App Store.

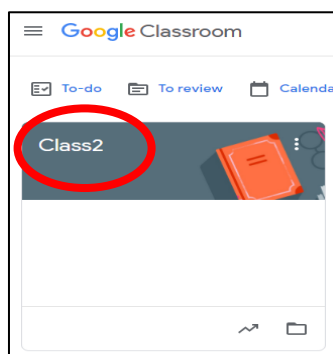


To sign in Your child should enter their username as detailed above. This needs to be the full username including the @otterham.cornwall.sch.uk part. Click next.

Now, enter their password and click 'Next'

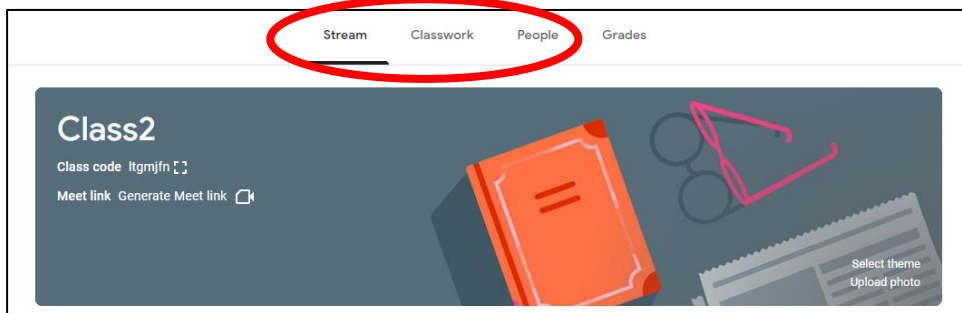


Click on the title to enter the Classroom (the first time they log in they may need to click 'accept' to join the class).





You will see the following options as tabs across the top of the page:



Stream

This is where your child will see posts from their teachers. Posts may contain links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Posts are monitored by your child's teacher, as are any accompanying comments made by individuals, so we ask that children only use this feature if they are asking a question about their work or responding sensibly to a post.

Classwork

This is where your child will access curriculum content set by the teacher. **This is the best way of accessing the content** set rather than having to worry about searching on the Stream.

Any curriculum content added will be in the form of a Google Doc, Google Slide or other Google Suite app (If you are using a tablet, you may be required to download additional free apps) as this will allow the children to edit and hand in their work individually to the teacher. Classwork will be added regularly and may have a due date for completion. Teachers will be able to see your child's progress and support them where necessary and can add comments to the children's work.

By clicking the Classwork tab, you will find work for your child that will updated on a daily basis. Routines are important to children and so we suggest you create a timetable that works for you. We understand of course that managing working from home, supporting children with home learning is a difficult juggling act, and so it is important to find something that works for you.

In the event of a whole bubble isolating at home, teachers will make contact to let you know a time in the morning (between 9 and 10) and a time in the afternoon (between 3 and 4) that they wish to make contact with the pupils face to face, via google meet.

If your child is stuck with a piece of work, they can post a comment using the private message function at the right hand side of the screen to message the teacher.

Here is a link to a YouTube video that provides some extra guidance on how to use google classroom.

<https://www.youtube.com/watch?v=xfgqtCi7hdo&safe=active>

Alternatively you can search for **Google Classroom Tutorial for Students and Parents on Youtube**