Ladysmith Federation

Instructions for children and parents

How to use our school's Google Classroom

Please help your child to follow these steps so that they can access their Google Classroom at home. All children should have already logged in at school using their class code. Please contact your child's teacher or Mr Broad if you need your child's class code.

Note: your child will need their log-in details for their school G Suite for Education account to complete the steps below.

Their username is the same as the one they use to log in to the computer at school and will start with either 21, 22, 23 or 24. They then need to add '@ladysmithfederation.net' onto the end.

Their password will be the same as the one they use to log in to the computers at school.

If they can't remember these log-in details, please Mr Broad at
dbroad@ladysmithfederation.net

Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
› Open the Play Store app › Search for 'Google Classroom' › Tap 'Google Classroom' › Tap 'Install'	› Open the App Store app › Search for 'Google Classroom' › Tap 'Google Classroom' › Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

› Log in to their G Suite for Education account

› Tap the '+' icon (in the top-right corner), then 'Join class'

› Enter the class code that their teacher has provided, then tap 'Join'

Ambition Adventure Achievement

Computers and laptops: log in to Google Classroom

Your child needs to:

> Go to www.classroom.google.com

> Log in to their G Suite for Education account

> Click the '+' icon (in the top-right corner), then 'Join class' (This only needs to be done once and will probably have already been done)

> Enter the class code below if needed, and click 'Join'

Class	Class Code		Class	Class Code
3NW:	ncqo3m3		5CH	5o7l2a2
3MS:	jhtdifp		5MC	x3ufghg
3CP:	rqznmtx		5LD	pgbjzwf
4AN	3jikfem		6JE	z2pnswf
4JC	fnfnldv		6IE	ahpkoso
4SC	w2qqm2u		6GM	bdvslre

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.

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.