

Google Classroom Instructions for Parents - How to use our school's Google Classroom

Follow these steps so your child can continue to complete learning activities and hand them in while they are unable to come into school.

Smartphones and tablets: download the free Google Classroom app

Android Devices	IOS Devices
<ul style="list-style-type: none">• Open the Play Store app• Search for 'Google Classroom' Tap 'Google Classroom'• Tap 'Install'	<ul style="list-style-type: none">• Open the App Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Get'

- Once the app has downloaded, open it and log into your child's 'G Suite for Education' account.
- Tap the '+' icon then 'Join class'
- Enter the log in details provided by school
- To add another child, click on the '+' icon again, then 'switch account' and 'add another account'
- This is how you change between siblings once logged in.

Computers and laptops: log in to Google Classroom

Go to www.classroom.google.com

Log in with your child's 'G Suite for Education' account

How to get and hand in work (computers and laptops)

- Go to Google Classroom
- Click 'Classwork'
- Click on an assignment, then 'View assignment' (Blue assignments are new)
- On the right-hand side of the page, click 'Add or create'.
- Depending on the type of work the teacher has set:
 - You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload'
 - Or, your child can type up their answers in a Google Doc or Google slides – click 'Docs' to load a new Google Doc
- Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

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

- Open the Google Classroom app
- Tap on your child's class, then 'Classwork' (at the bottom)

- Tap on an assignment, then the arrow at the bottom
- Tap on the work attached (if the teacher has attached something) or
- Tap 'Add attachment'.
- Depending on the type of work the teacher has set:
 - You can take or upload photos of your child's completed work by selecting the photo
 - Or, your child can type up their answers in a Google Doc/Slide as on the laptop
- Once your child has finished their work, tap 'Hand in', then 'Hand in' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

Your child's teacher will review the work submitted and leave a comment when needed. You can view comments by going back to the completed assignments and selecting it to read the comments.