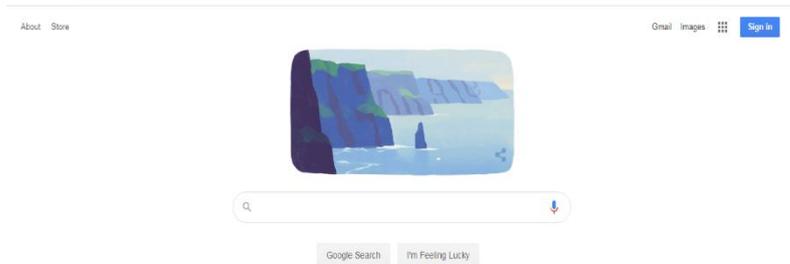


Google Classroom

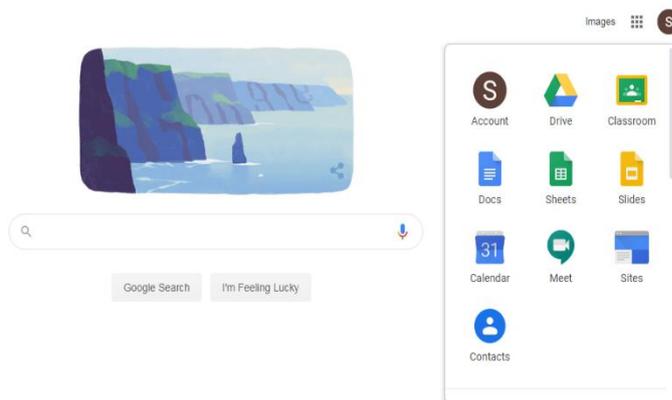
This document will guide you through Google and access work for your child.



To access Google classroom, you will need to first “Sign in” to your child’s account. Their email address and password will be inside their *Home Book*.

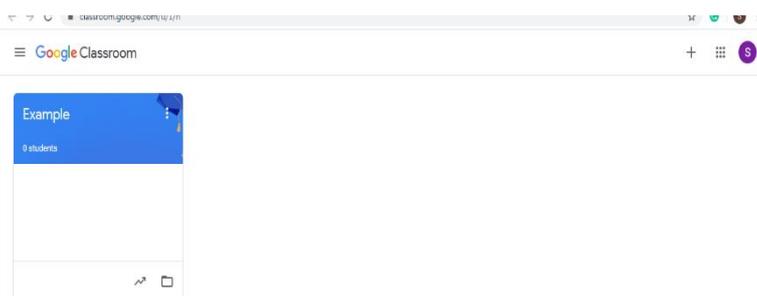
Example;

BGLC16JBloggs@schoolsedu.org.uk



On the top right of your screen there will be a 3x3 grid which will provide you with a range of Google applications.

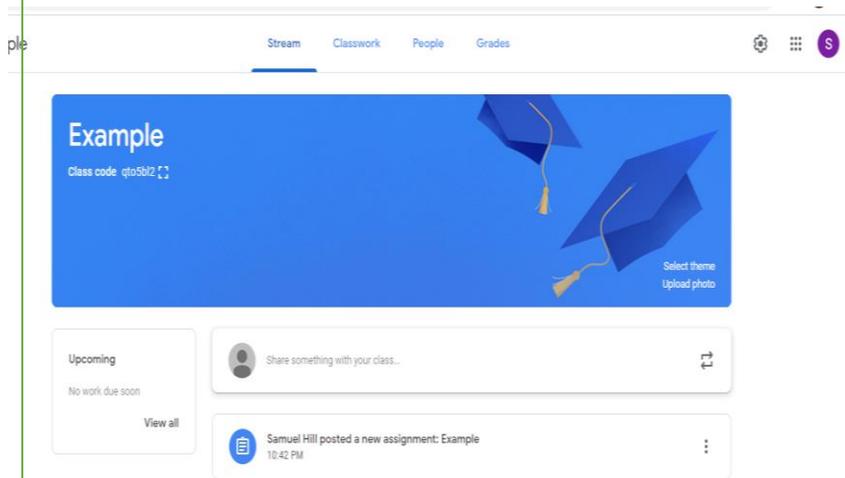
You will need to select “classroom”



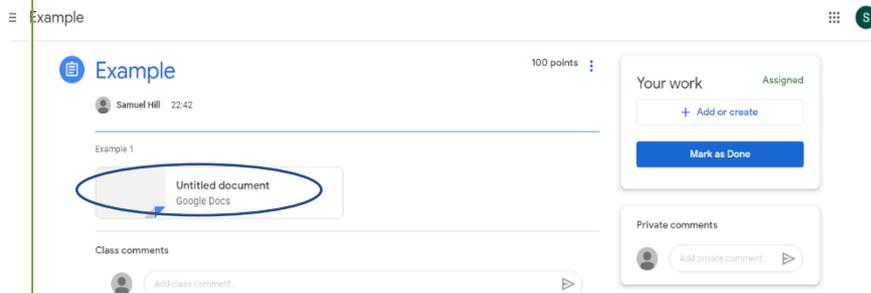
This is where you will be able to see your child’s class. Within this class there will be work posted every day.

If a classroom **does not** appear, click the Plus icon on the top right of your screen and then click Join class.

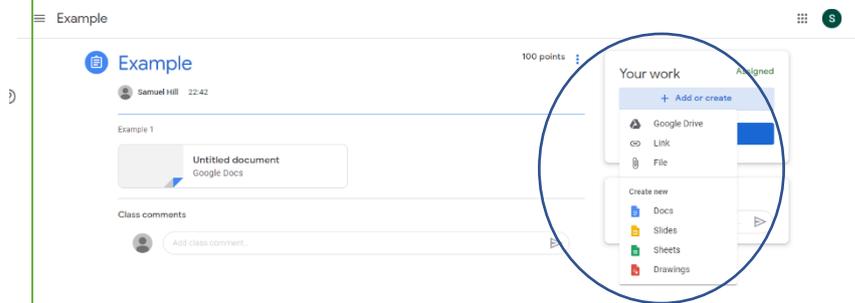
The class code will be inside their *Home Book*



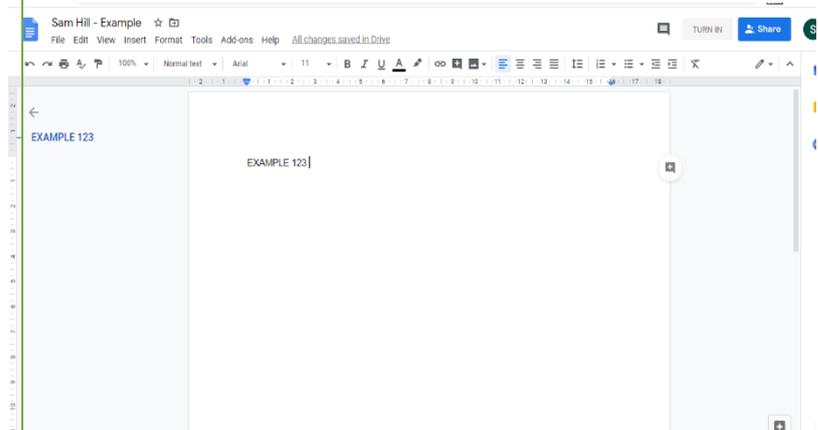
This is the home page for Google Classroom. Your child's teacher will post an activity on here daily. Click on the assignment posted.



To complete this assignment, click on the document provided. If there is **not** a document provided, click "add or create". This will allow you to select what application you want to do your task on.



Some tasks will need photo evidence or work they have done on paper. There is an option to upload files from your; Computer, Photo album (smart phone or tablet) or from their google drive. (see bottom of page for information on Google drive)



Once the work has been completed. Click "Turn in".

Once you have clicked "Turn in" the work has been submitted ready for your class teacher to mark.

You will be notified once the teacher has added a comment on your work.

The screenshot shows a digital workspace interface. At the top, there is a 'Return' button and a user profile icon. Below this, a 'Files' section contains a document titled 'All about...'. A 'Grade' section has a text input field with '/100' and a dropdown menu. The 'Private comments' section features a text area with the following text: 'Good work! Can you give an opinion using the connective 'because'?'. Below the text area are 'Cancel' and 'Post' buttons.

The teacher will post a comment on the right-hand side of the work. The teacher will pose a question to further develop your child's work.

Google Drive

Google Drive is a free cloud-based storage service that enables users to store and access files online.

To access Google Drive, Click the 3x3 grid and click on 'Drive'

Google Drive can be used to store work. Your child will already have a folder called Classroom which will store all their work which they have uploaded.

To upload work onto google drive using a computer is "right click" or click the Plus icon on your iPad/Tablet device.

Google drive allows you to upload files stored on your computer, smart phone or iPad/tablet.

