



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

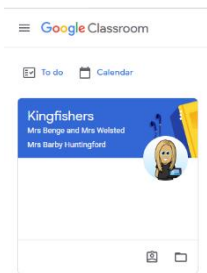
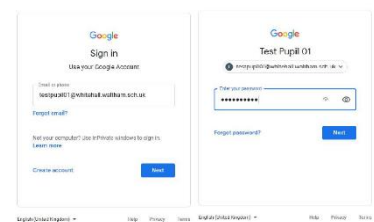
Smartphones and tablets: download the free Google Classroom app

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'

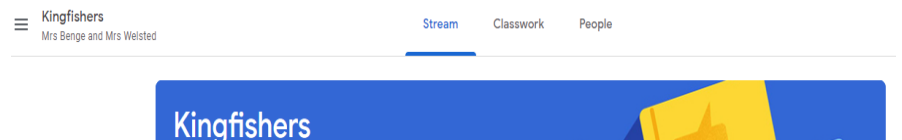
Once the app has downloaded, open it and log into your child's Google account. (Log in details are in your child's home contact book)

Computers and laptops: log in to Google Classroom

- Go to www.classroom.google.com
- Log in with your child's Google account. (Log in details are in your child's home contact book)



Once logged in you will see your child's classroom. Click on this to open.



Every classroom has three main sections called Stream, Classwork and People which can be switched between using the links at the top of the page:

Stream

This is the homepage for the classroom, any new classwork or messages to the class from your child's teacher will appear here.

Classwork

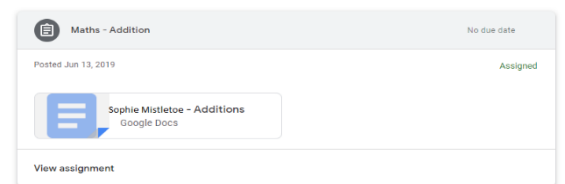
This will allow you to view and access all the work assigned by the classrooms teacher.

People

This displays the class teacher and list of children in the class. For safeguarding e-mail access for all child accounts has been turned off.

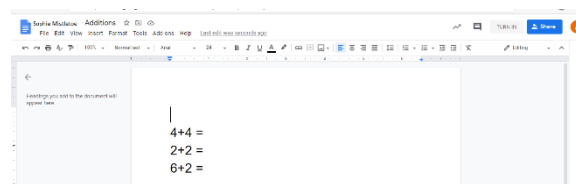
Accessing and Submitting Classwork

From within the classroom section clicking on any piece of classwork will display instructions from the teacher, along with any attached resources:



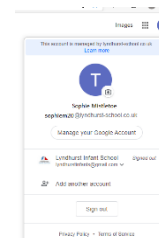
Depending on work set these attachments might include links to an online resource or activity, e-books or fact sheets, quizzes, or a document template for your child to work from.

Clicking on the attachment will open a new tab and allow you to view it:



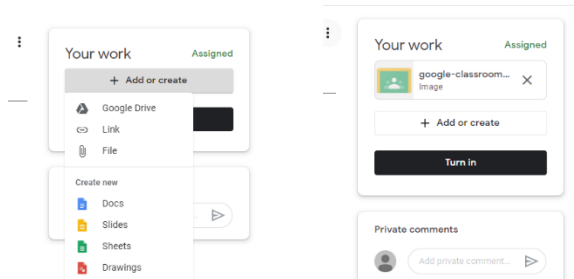
How to get and turn in work

Attached documents are saved automatically as they are edited. You **MUST TURN IN** work for the teacher to review. This can be done by clicking the “TURN IN” in button at the top of the document:



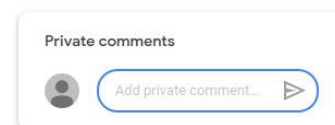
You can take photos of your child’s completed work and “**TURN IN**” for a teacher to review.

- upload them to your computer first and then upload the photos into Google Classroom
 - click ‘File’ then ‘Select files from your device’
 - then ‘Upload’
- or, your child can type up their answers in a Google Doc
- click ‘Docs’ to load a new Google Doc.
 - once your child has finished their work, click ‘TURN IN, then ‘TURN IN’ again to confirm



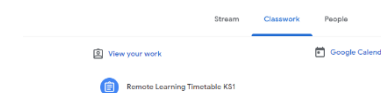
If you have made a mistake, you can click ‘Unsubmit’ to return the work to you then follow the previous steps to resubmit work.

If you have any questions regarding a piece of classwork, you can send a message to the teacher using the private comments box:





Please note that some mobile and iOS devices will look slightly different to the images above.

To see if your teacher has responded to your comment or has commented on a piece of work click on “Classwork” at the top of the page, then “View your work”



You will then see a list of work that has been set. If there is a small comment box by the assignment then the teacher has left you a comment. Simply click on the small comment box and this will expand the section for you to read the comment.

PSCHE	Oct 23
Music  1	Oct 23
PE  1	No due date

To respond to the comment you need to click “View Details” and this will open up the assignment allowing you to reply.

Logging out

Please do not forget to log out once you have finished.

Hopefully this guide has covered the basics and you should now be ready to start using Google Classroom. For a video tutorial, please visit our website: <https://www.lyndhurst-school.co.uk/> and select Children / Remote Learning. .

Google Classroom FAQ's

This sheet is designed to support parents and carers with accessing and completing Google Classroom at home when their child is self-isolating. The Government expectations are that schools provide work for Remote Learning when a child is away for COVID related reasons and that parents and carers support their child in completing and returning work.

How do I access Remote Learning for my child? The best way is to Google search for Google classroom. Enter your child's username (which ends in@lyndhurst-school.co.uk) and their password. This should take you to a screen asking if you are a student or a teacher. Select STUDENT and you are on the Google classroom homepage where you will see the class name and the teachers name.

Where do I find my child's log in details? Log In details for Google Classroom have been glued in your child's Home School contact book and an email has been sent to you. If you don't have this book at home, please contact the school office and we will be able to give you their details.

Which tasks are my child expected to complete? From the classroom homepage, click on the class name and then select CLASSWORK across the top of the screen. This takes you to the CLASSWORK PAGE where all work that has been set is organised by terms and weeks (Eg Autumn WB 19/10/20). We expect your child to complete the work under the heading for any weeks that they are off school self-isolating. We do not expect your child to complete Remote Learning tasks on any days that they are poorly themselves. Nor do we expect them to complete work for any previous weeks when they were in school. We understand that every family situation is different and that sometimes it is hard to complete tasks at home. We ask that you try to do as much as you can to support your child as otherwise they will be missing chunks of the curriculum that they would have covered in school.

How do I access the work? Select the task you want to do on the CLASSWORK PAGE and a box expands with the instructions and a link to any video or Powerpoint that has been attached. Do NOT click this direct link! Underneath this it says VIEW ASSIGNMENT. **It is important to click VIEW ASSIGNMENT as it takes you to the Assignment page.**

How do I attach documents to share the work my child has done? On the right hand side on the ASSIGNMENT page there is a tab that says + ADD OR CREATE. Click this to give you options about what you want to attach to share your child's work. Most work handed in so far consists of photos of the child's work. This seems to be the easiest and quickest way to share the work your child has completed and allows the teacher to see what they have produced. Not all tasks require evidence to be seen. It is fine to just write a comment in the PRIVATE COMMENTS box (on the right hand side) about how your child did on the task. This PRIVATE COMMENT goes directly to the teacher and so is a good way to ask questions if you are unsure of expectations.

How do I show that my child has completed a task? At the top right hand side of the screen next to YOUR WORK it says ASSIGNED. After completing the task from the Assignment page, and after attaching any photos or documents that you want to share, you can click MARK AS DONE on the right hand side of the screen. **It is important to click 'MARK AS DONE' otherwise the teacher will not see that your child has completed the work!** Remember you do not have to attach anything if you don't want to. Once you have clicked MARK AS DONE, the word ASSIGNED changes to TURNED IN. You can return to the CLASSWORK page by selecting the class name on the left hand side of the screen and CLASSWORK across the top again.

How do I know if the teacher has seen my child's work? On CLASSWORK PAGE at the top it says VIEW YOUR WORK. Click this to see all subjects, their due dates and their status (eg Assigned or Turned In). Next to the subjects an icon appears if your teacher has sent you a message about work you have turned in. If you click on this icon a window expands so that you can read your teacher's response.