

Google Classroom

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

Follow these steps so your child can complete learning activities at home and hand them in.

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 'G Suite for Education' account with the username (firstnamelastname@hillesleyprimary.com) and password given to your child at school.

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

Computers and laptops: log in to Google Classroom – (two ways)

Option 1 • Go to www.classroom.google.com • Log in with your child's 'G Suite for Education' account username (firstnamelastname@hillesleyprimary.com) and password • You will see your child's class – click on the class to enter.	Option 2 • Go to the main Google homepage www.google.co.uk • Click on the blue Sign In box • Log in with your child's 'G Suite for Education' account username (firstnamelastname@hillesleyprimary.com) and password • Click on the app boxes and find Classroom – click to enter. • Click on your child's class
---	---

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

- Go to Google Classroom and enter your class.
- You will see headings at the top – Stream, Classwork, People. Stream shows any recent activity or postings, but the main area you will need is Classwork.
- Click 'Classwork'. You will see various Topic Headings – click on one to open. Some of these topics may be homework or class assignments, general resources or other materials. Click to open one.
- If work needs to be completed and handed in on a Google Doc (like Word) the document posted to the assignment by the teacher can be opened and edited by your child and it will automatically save to the class drive. Just click on the document title to open it and edit.
- 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.

- There are other ways you may submit work in an Assignment depending on what the teacher has asked for, for example:
- By clicking on the Add or Create button your child can create a new blank Google Doc to type on, or upload a Word or other Office file as an attachment. To attach a file click on File then Browse or Drag your file to be uploaded.
- If you wanted to send a photo – maybe a picture of handwritten, practical or art work you can take photos of your child's completed work then upload them via the Add or Create button in the same way.

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. Depending on the task, do one of the following:
- Open the Google Doc posted to the assignment by the teacher and edit – it will automatically save to the class drive. All done.
- Tap 'Add attachment'. 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 tap the file on your device
- Or, your child can type up their answers in a Google Doc – tap 'New Doc' to load a new Google doc
- Once your child has finished their work, tap '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.

Please note – individual pupil Gmail has been disabled – children cannot send or receive email using their school Google account.

Other GSuite apps, such as Google Meet, may be used in the event of any future school closure due to Covid-19. Further instructions about using this facility will be given as necessary.

Please remember that your child must sign out of their Google account when they have finished a session if they are using a shared device.

If you have any problems with access or use, please contact your child's class teacher on ks1@hillesley.gloucs.sch.uk or ks2@hillesley.gloucs.sch.uk or more general queries to the school office on admin@hillesley.gloucs.sch.uk and we will respond as soon as we can.