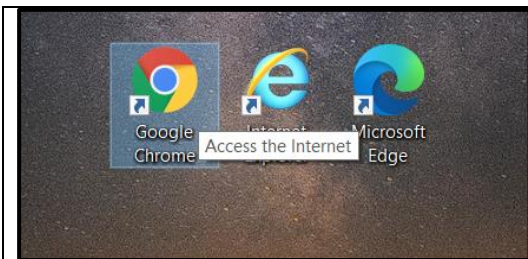




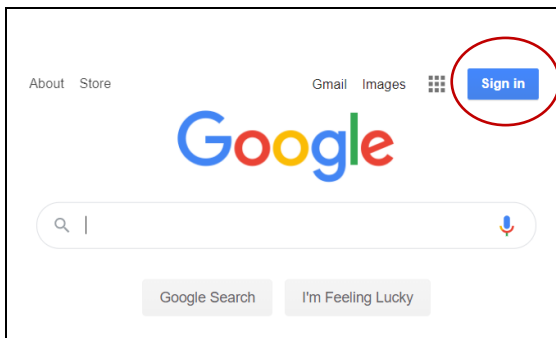
Google Classroom

## Google Classroom Guide for Parents

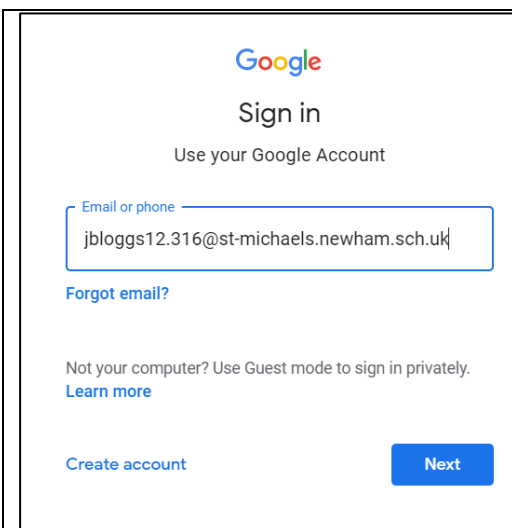
### How to sign in and access Google Classroom using a PC/laptop



Open Google Chrome web browser.



Click the **sign in** button on the top right-hand corner of the screen.



Enter the username that your teacher has given you.

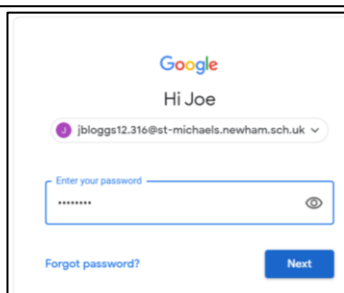
For example:

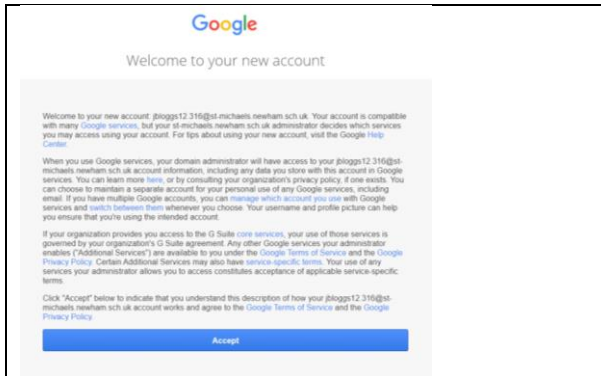
[jbloggs12.316@st-michaels.newham.sch.uk](mailto:jbloggs12.316@st-michaels.newham.sch.uk)

Then click **Next**

On the next screen, enter your password.

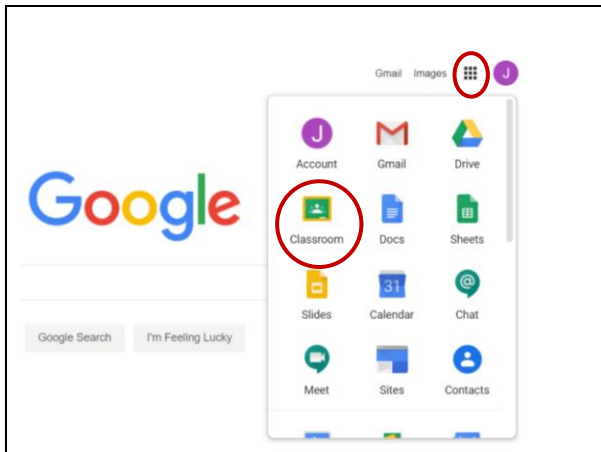
Then click **Next**




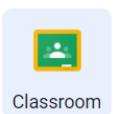


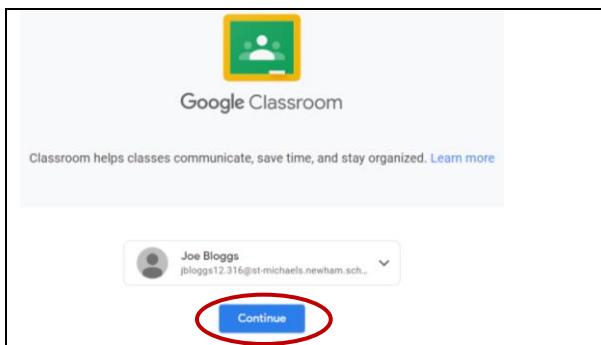
The first time you log in, you will need to **Accept** some terms and conditions.

Click **Accept**

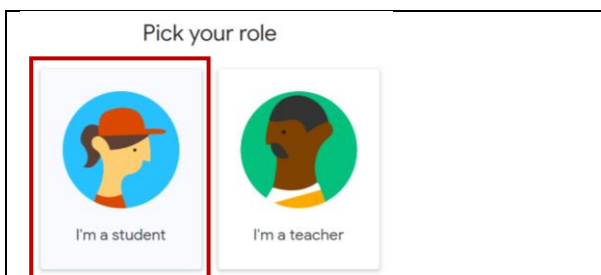


On the next screen, click the Google Apps launcher (9 grey dots ).

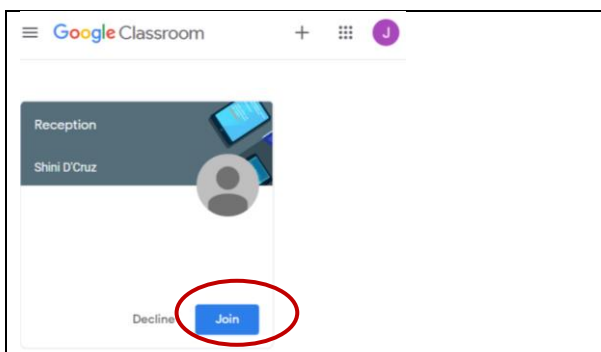
Then click the Google Classroom icon. 



On the following screen, click **continue**.



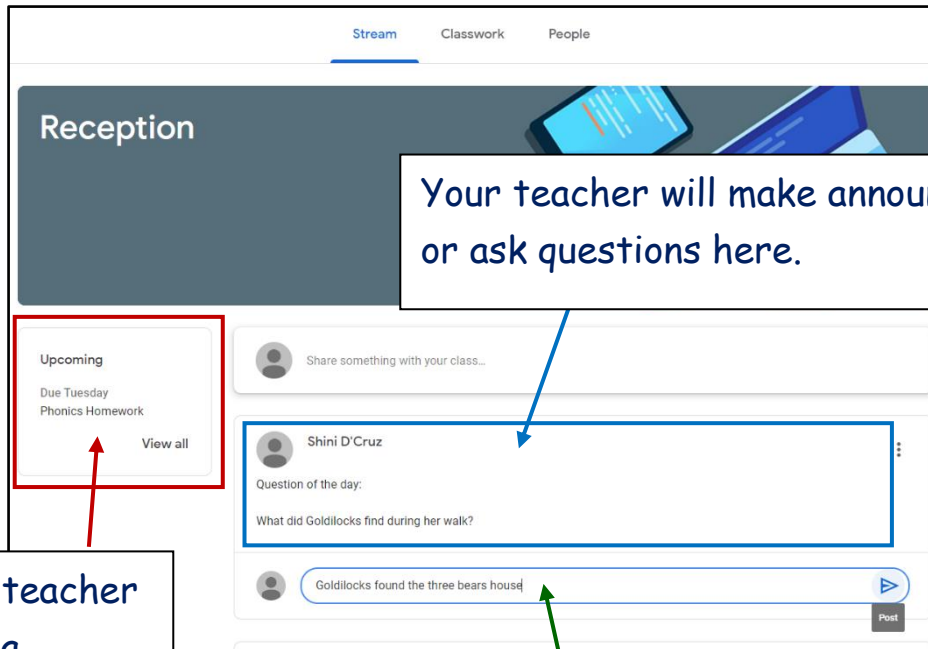
Click the **'I'm a student'** icon.



Click the **join** button to join your classroom.

# How to navigate through Google Classroom

## The **Stream** section:



Your teacher will make announcements or ask questions here.

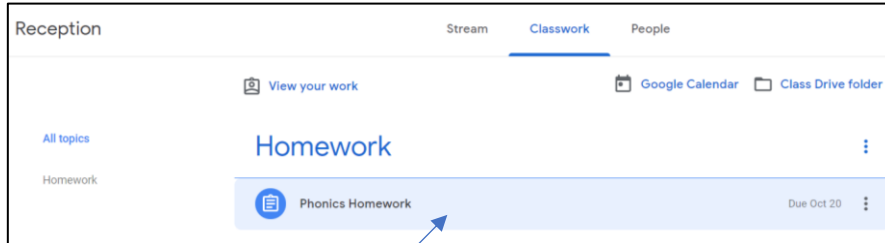
Upcoming  
Due Tuesday  
Phonics Homework

View all

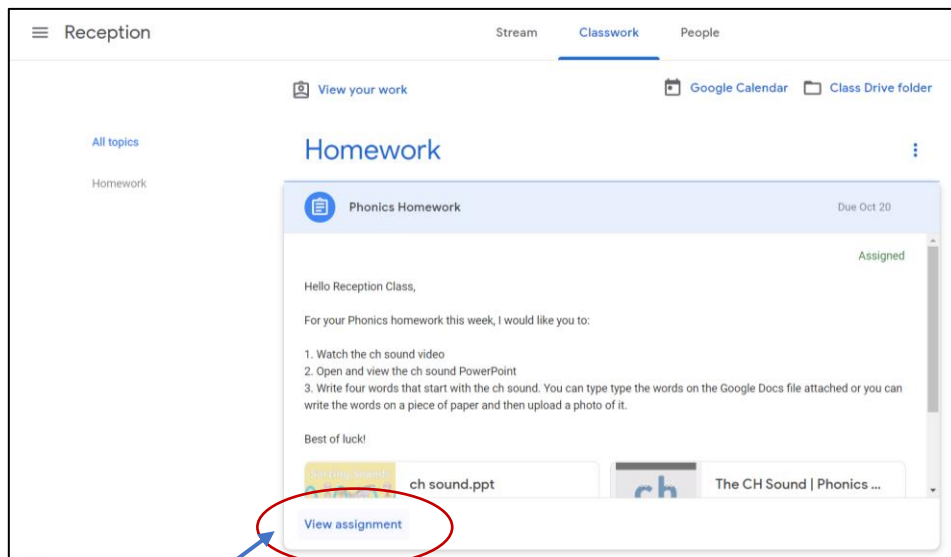
If your teacher has set a deadline for any homework, it can be seen here.

You can respond to questions here by typing in a comment and clicking the **post** button.

## The Classwork section:



Click the assignment to view more information about it.



Click **View assignment**

Read the instructions for your homework here.

Your teacher may attach a Google Docs/Slides file for you to complete your homework on.  
Click here to open the file on a new tab.

**Phonics Homework**  
Shini D'Cruz · Due Oct 20

Hello Reception Class,

For your Phonics homework this week, I would like you to:

1. Watch the ch sound video
2. Open and view the ch sound PowerPoint
3. Write four words that start with the ch sound. You can type the words on the Google Docs file attached or you can write the words on a piece of paper and then upload a photo of it.

Best of luck!

Sorting Sounds ch sound.ppt PowerPoint

The CH Sound | Phonics Video YouTube video 2 minutes

**Your work** Assigned

Joe Bloggs - Ch S... Google Docs

+ Add or create

Turn in

**Private comments**

Add private comment...

Class comments

Add class comment...

Your teacher might add PowerPoints, website links or videos for you to use as part of your homework.

### Private comments

You can privately message your teacher here, if you have any questions about the homework that has been set.

## How to complete and submit homework on Google Classroom

The screenshot shows a Google Classroom assignment titled 'Phonics Homework' by Shini D'Cruz, due on Oct 20. The assignment instructions are: 1. Watch the ch sound video, 2. Open and view the ch sound PowerPoint, 3. Write four words that start with the ch sound. A 'Your work' panel on the right shows an assigned Google Docs file 'Joe Bloggs - Ch S...' with a 'Turn in' button below it. A blue arrow points from the 'Turn in' button in this panel to the 'TURN IN' button in the next screenshot.

Click here to open the **Google Docs** file your teacher has made for you to complete your homework on.

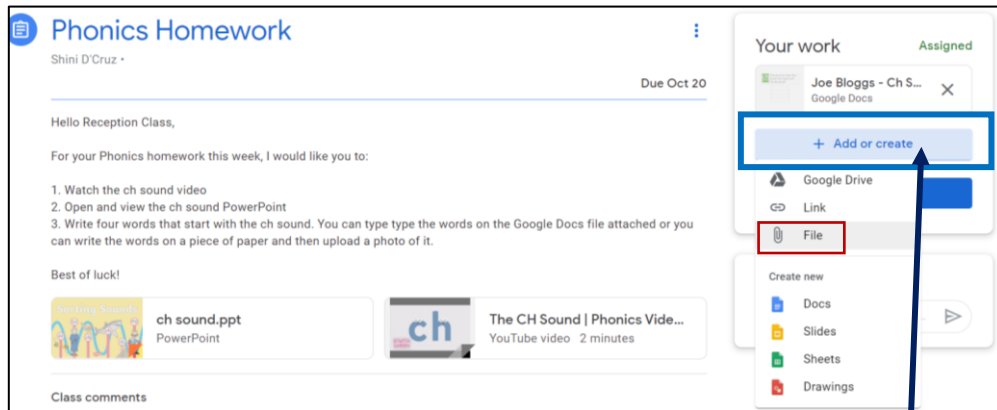
This will open in a new tab on your web browser.

The screenshot shows a Google Docs document titled 'Joe Bloggs - Ch Sound'. The document content includes a 'ch words' logo and the question: 'Can you write down four words that begin with the ch sound?'. Below the question is a table with four rows for writing words. The first row contains the word 'chat'. A red box highlights the 'TURN IN' button in the top right corner of the document interface. A blue arrow points from this button back to the 'TURN IN' button in the Google Classroom assignment panel above.

Complete your homework, as per your teacher's instructions. What you type on Google Docs is saved automatically.

Once you have completed your homework, click the **TURN IN** button to submit your homework to your teacher.

## Uploading photo/video evidence



Phonics Homework

Shini D'Cruz · Due Oct 20

Hello Reception Class,

For your Phonics homework this week, I would like you to:

1. Watch the ch sound video
2. Open and view the ch sound PowerPoint
3. Write four words that start with the ch sound. You can type the words on the Google Docs file attached or you can write the words on a piece of paper and then upload a photo of it.

Best of luck!

Starting Sounds ch sound.ppt PowerPoint

ch The CH Sound | Phonics Vide... YouTube video 2 minutes

Class comments

Your work Assigned

Joe Bloggs - Ch S... Google Docs

+ Add or create

Google Drive

Link

File

Create new

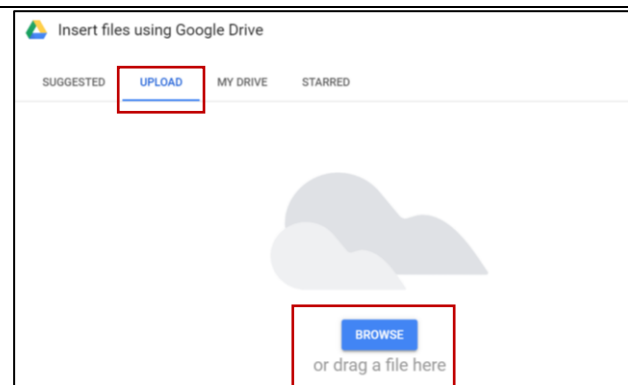
Docs

Slides

Sheets

Drawings

If you want to upload photo or video evidence, click: **+ Add or create**  
Then click **File**.



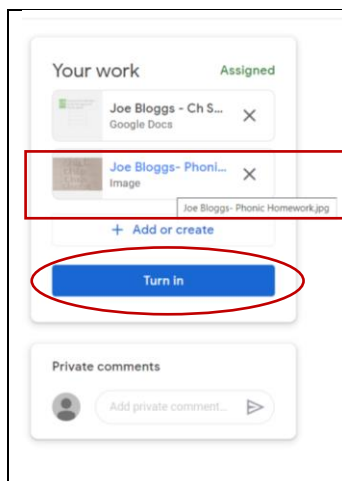
Insert files using Google Drive

SUGGESTED **UPLOAD** MY DRIVE STARRED

BROWSE  
or drag a file here

On the screen, click **UPLOAD** and then **BROWSE** to find the photo/ video you wish to upload.

**\*\*Photos taken on your mobile phone need to be imported onto your PC/laptop. You can use a USB wire to import photo/videos onto your laptop. Alternatively, you can email the photo to yourself or upload photos/videos from your phone to any cloud-based storage that you have\*\***



Your work Assigned

Joe Bloggs - Ch S... Google Docs

Joe Bloggs- Phoni... Image

+ Add or create

Turn in

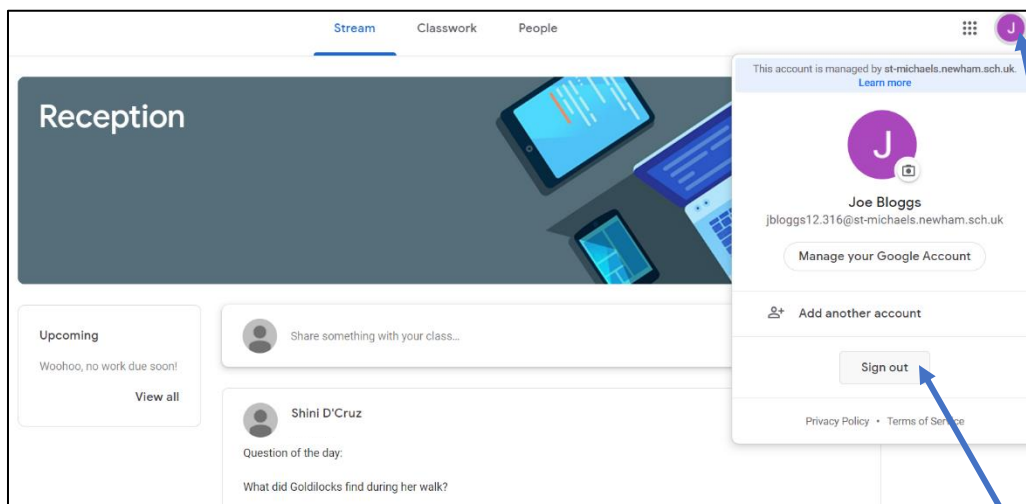
Private comments

Add private comment...

Once you have uploaded your photo/video, click **TURN IN** to submit your homework to your teacher.

## Notes:

If you and your siblings share a computer or laptop, then you need to make sure you sign out of your Google account, so that your sibling can access their Google account.

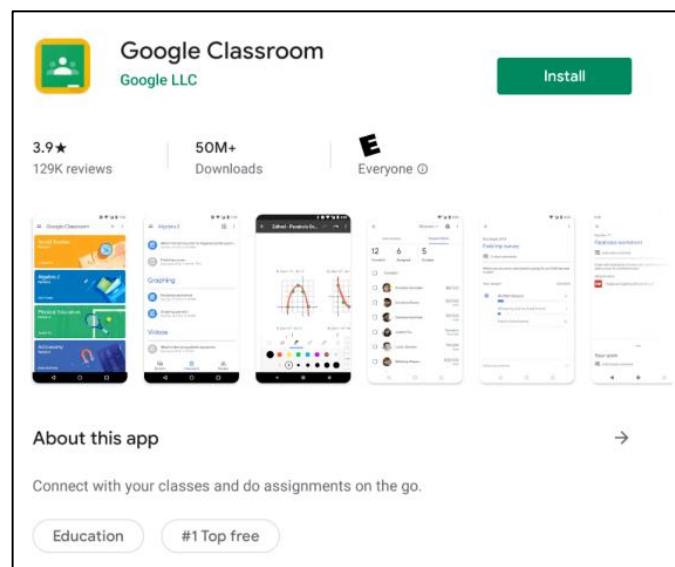


### How to sign out:

Click the circle with your initial.  
Then click the **Sign out** button.

## Accessing Google Classroom on a tablet (iPad/Android)

1. Go to your **settings** on your tablet and make sure you have the most up-to-date software available.
2. Next go to the App Store or Google Play and download:
  - Google Classroom
  - Google Docs
  - Google Slides
  - Google Drive



If you have any problems with accessing or using Google Classroom, please send an email to: [admin@st-michaels.newham.sch.uk](mailto:admin@st-michaels.newham.sch.uk)