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RE: Google Classroom

Dear Parents/Carers

We will be using Google Classrooms to set homework for your child. This online platform allows the teacher to assign work for your child to complete and submit digitally. This should work on any device (phone, tablet, laptop or desktop) and you should not have to print off work to complete it (although you can if you prefer to). If you are using a phone or tablet, you may find it easier to download the Google Classroom App (Apple or Android).

How to login

- Go to www.classroom.google.com
- Type in your child's email and click next. For example,

Google
Sign in
Use your Google Account

Email or phone
joeb@belswainsps.org.uk

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

Then type in your child's password and click next.

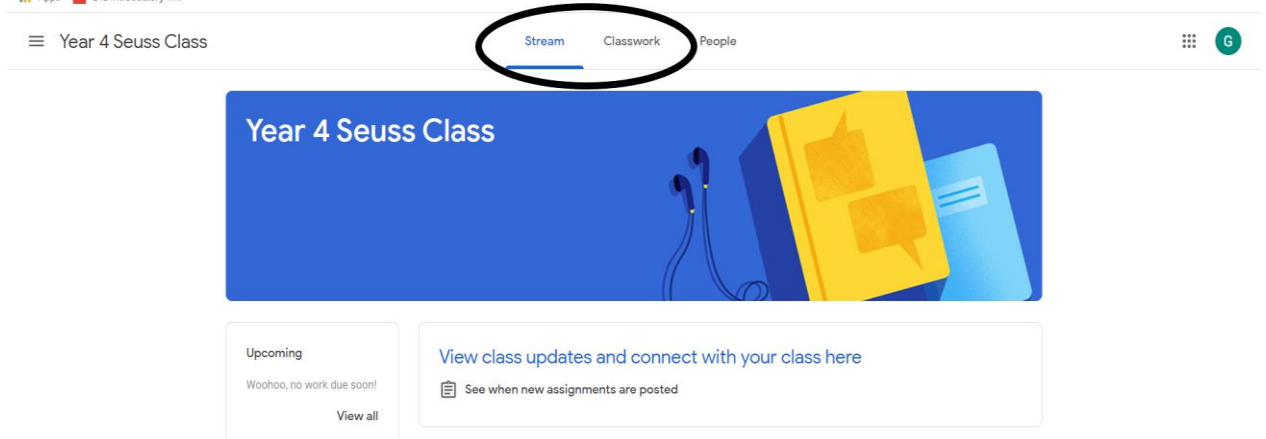
Your child's email and password will be sent home in a separate letter.

- The first time you sign in you may be directed to a welcome screen and asked to accept the terms of service and privacy policy.
- The first time you sign in you may be asked to confirm your account and if you are a student or teacher- select student.
- A box with your child's class should appear on the screen. Click on this. This will take you to the Classroom.

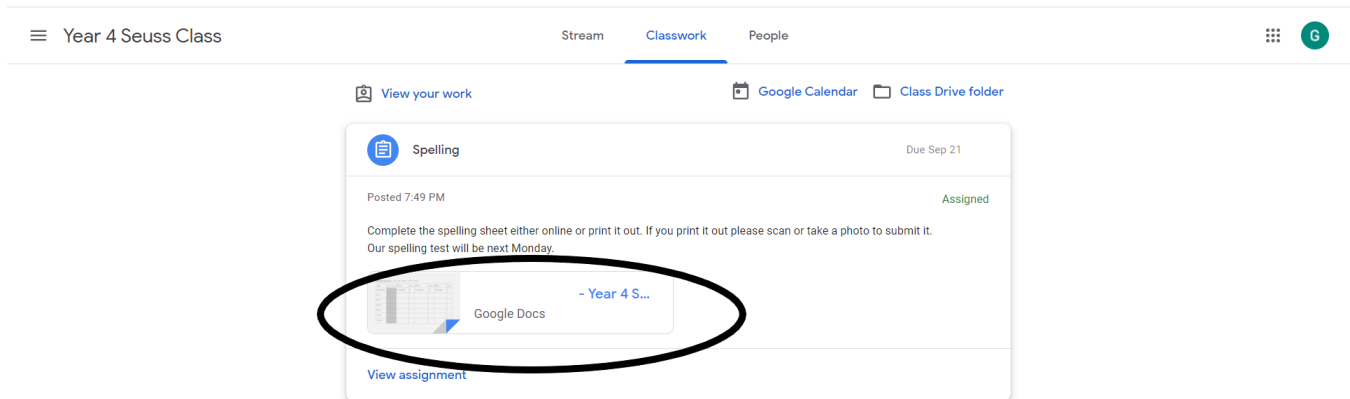


How to view and submit assignments

- You can view the work set in either the Stream or the Classwork section of the Classroom. This is at the top of the page on a computer or the bottom of the page if using the app.



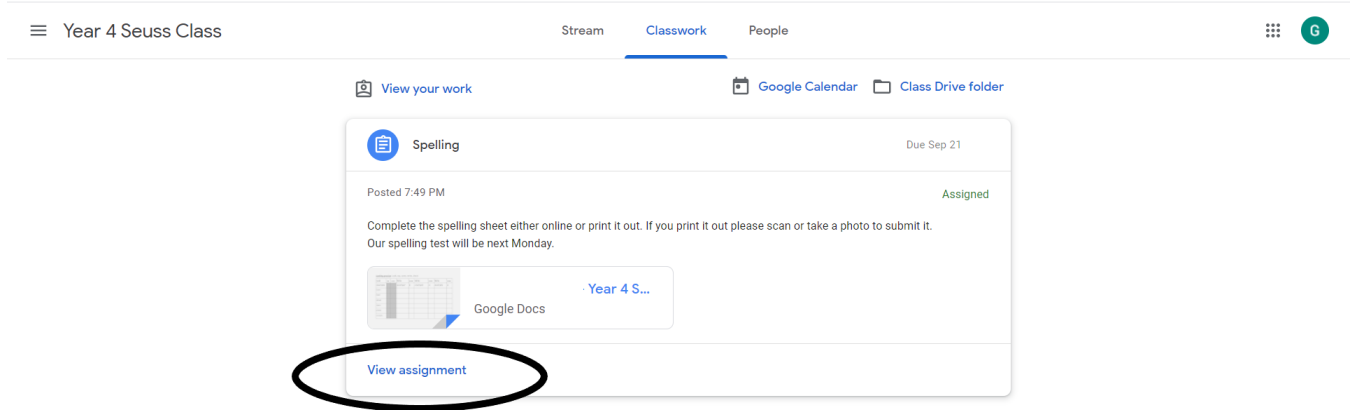
- To view a piece of work click on the title.
- There may be some instructions for how to complete the work and a due date. To view the work set click on the document.



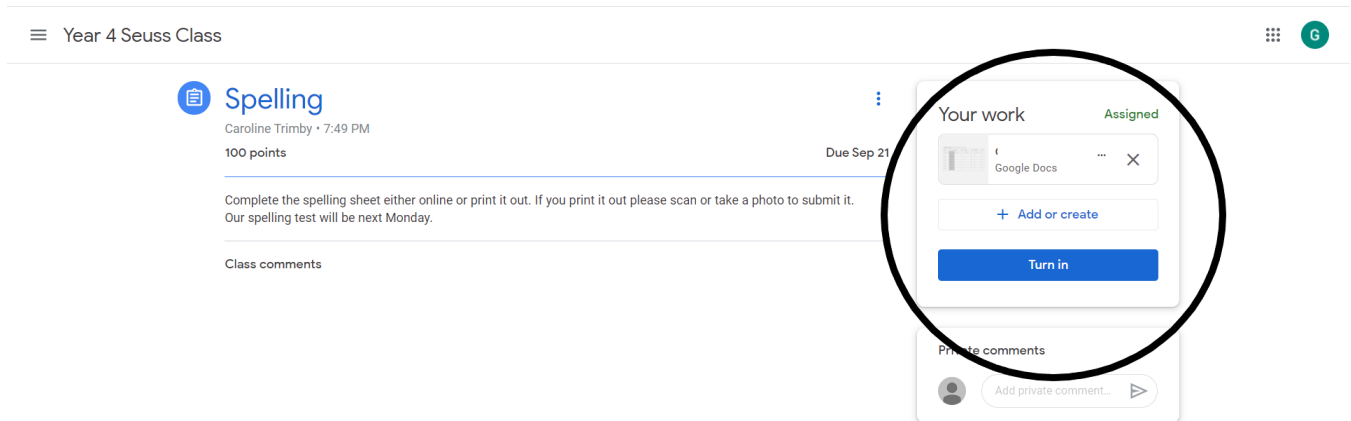
- Work can be completed online or printed out, completed and submitted by a photo or scan. If you complete the work online, any changes you make will be saved automatically.



- Once you have finished the piece of work go to the Classwork page and click View assignment underneath the document.



- When completed you can submit work by clicking Turn in (Hand in in the App). To submit photos or scans click + Add or create, then file and browse the folders on your device to find the photo/scan you want to upload.



- Your teacher will know that you have turned in your work. The teacher can view it and when appropriate give feedback which the child can then look at.
- If you have any problems signing in or viewing your child's work please email the class teacher. Please note emails will only be answered in working hours (i.e. not during the evening or weekends) and teachers will not be able to respond immediately to emails that are sent when they are teaching.

Kind Regards

Caroline Trimby

Computing Subject Lead

