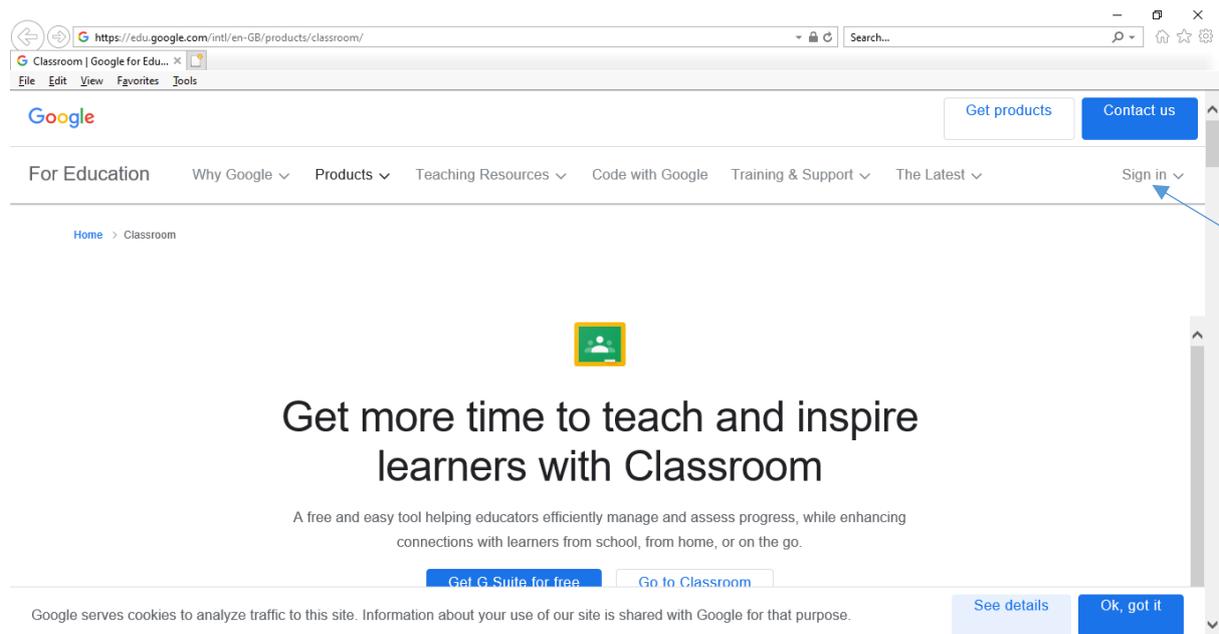


Google Classroom User Guide: Accessing and Completing School/Homework

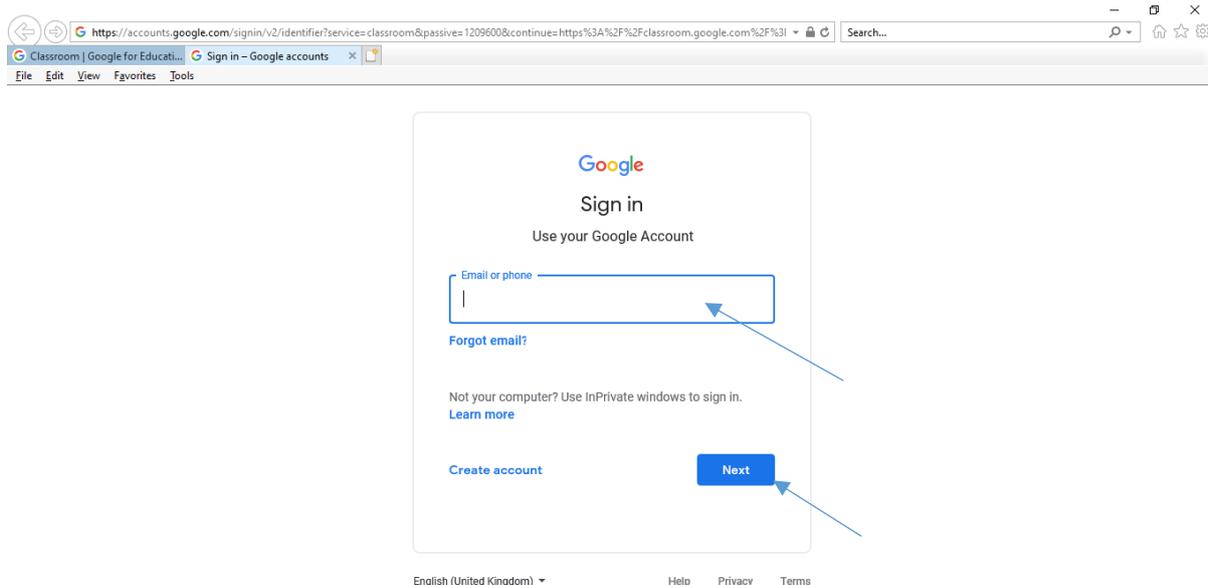
If you booked an online parents' evening last term, you have already been given your child's email address and password for Google Classroom. Please use this to access their account.

1. Go to <http://www.classroom.google.com/>

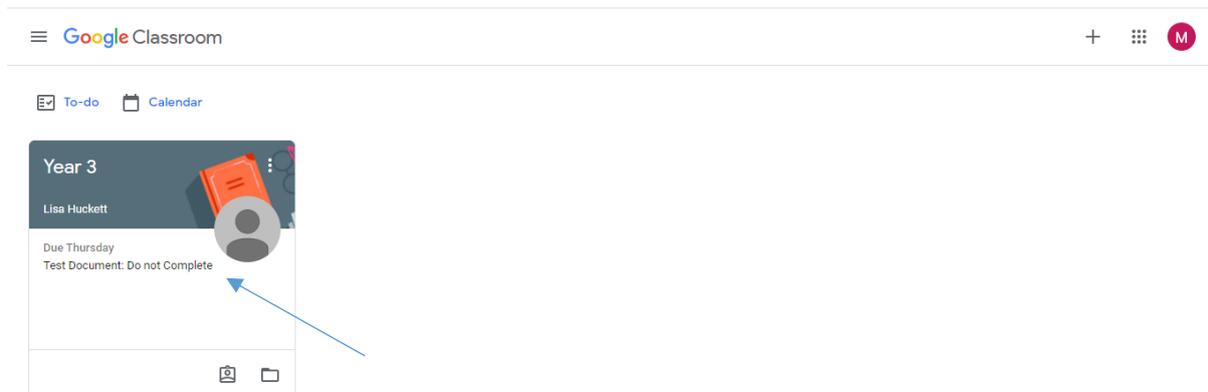


2. Click on sign in and then Google Classroom

3. Sign in using the email you have been given for your child, followed by their password (if you already have a personal Google account logged in, you will need to add another account and then click on use another account)



4. On the left hand side of the screen you will be able to see your child's current class and any lessons/homework that have been set, complete with a due date where applicable. Click on the lesson you wish to access.



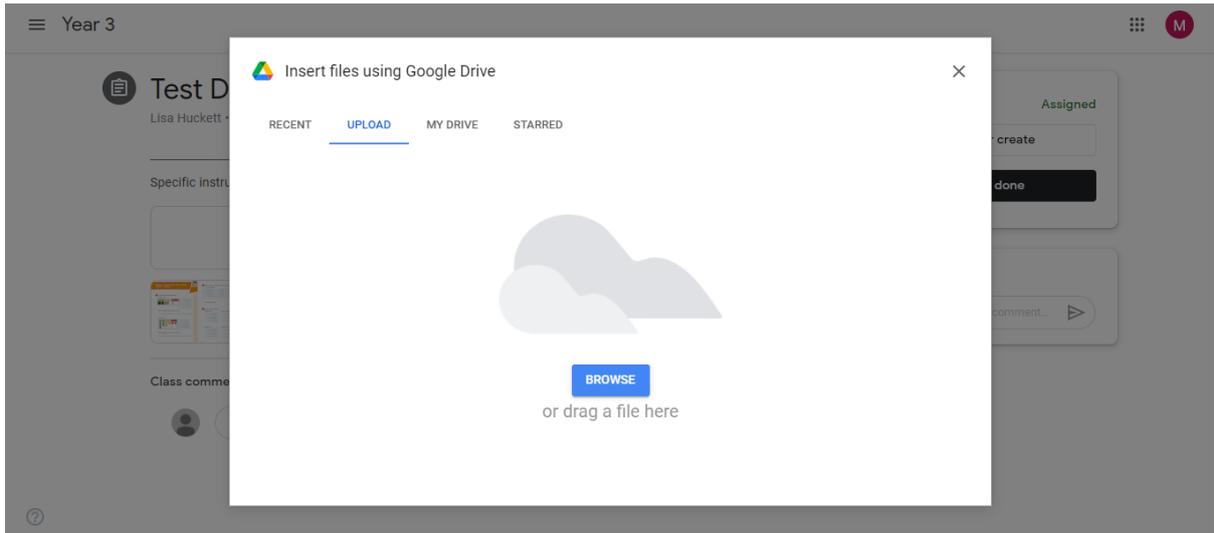
5. Once you have clicked on a particular lesson, you will be able to see specific details. You will find any instructions and resources that will be needed to complete the lesson.

The screenshot shows a Google Classroom assignment titled "Test Document: Do not Complete" by Lisa Huckett, due on Dec 24. The assignment includes four resources: a Word document, a PowerPoint, a PDF, and a video. On the right, the "Your work" section shows the status "Assigned" and a "+ Add or create" button, which is highlighted by a blue arrow. Below it is a "Mark as done" button. A "Private comments" section is also visible.

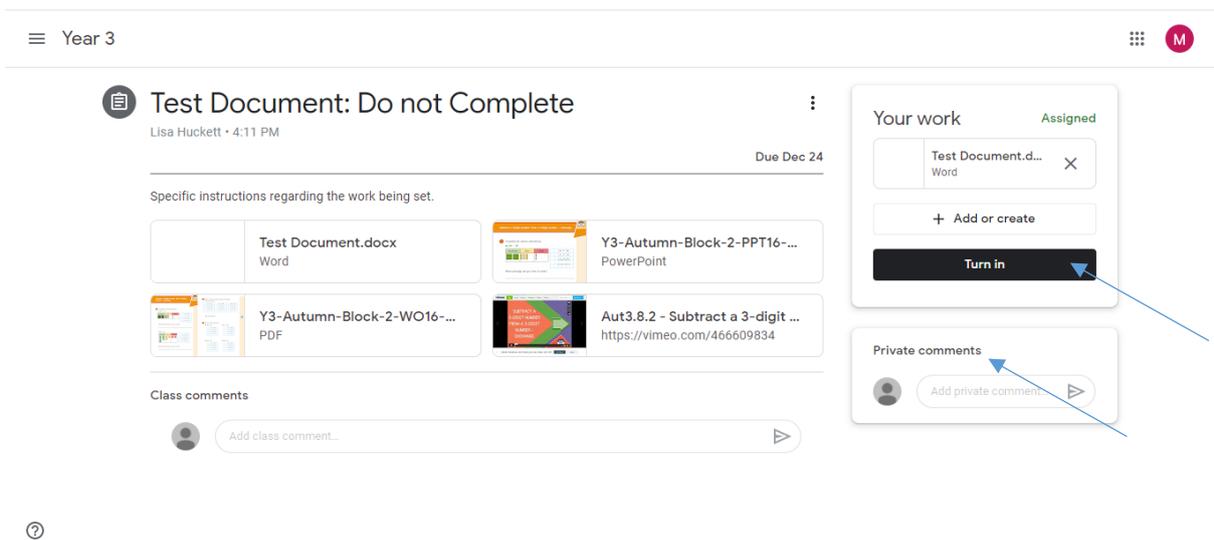
6. The resources for the lesson can all be accessed from this screen and unless otherwise stated, homework should be completed in your child's homework books that were sent home last term.

7. Once the work has been completed, take a photo of your child's work and upload the image or, if the work was completed digitally, upload the relevant file. To do this, click the add or create button (as shown above), then click file and attach the file either by browsing your device for it or by dragging and dropping the file into the Google Drive.

This screenshot is identical to the one above, but with the "+ Add or create" button clicked. A dropdown menu is open, showing options: "Google Drive", "Link", and "File". A blue arrow points to the "File" option. Below these are "Create new" options: "Docs", "Slides", "Sheets", and "Drawings".



8. Once the file is attached, click the turn in button. If you have any problems, you can message the class teacher privately using the private comments box.



9. To return to the main Google Classroom page, click on the main menu (3 lines-top left hand corner), followed by your child's year group.

