



Google Classroom guidance for Parents/Carers Laptop/computer version



During full lockdown, Google Classroom was a huge success and allowed children to continue learning, remotely. It is vital that children are engaging in tasks regularly on Google Classroom as tasks set are in line with the National Curriculum. The following advice discusses accessing Google Classroom, how work can be completed and how to submit the tasks children complete.

If you have issues with logging on, please contact your child's class teacher.

Expectations of using Google Classroom

If your child is absent from school due to self-isolating, it is vital they are accessing remote learning, if they are well to do so. The learning provided will be matched with the National Curriculum objectives for your child's year group. We urge your child to access Google Classroom if they are absent for the following reasons:

- Absent due to a family member self-isolating
- Absent due to their bubble isolating.
- If they are well enough to complete tasks.

Log in details

Every child in school has been issued a new, school email address. The accounts used **before** full lockdown are no longer connected to a class and will not work.

Email address – firstinitialsurname@staugustinesrc.com

For example, jsmith@staugustinesrc.com

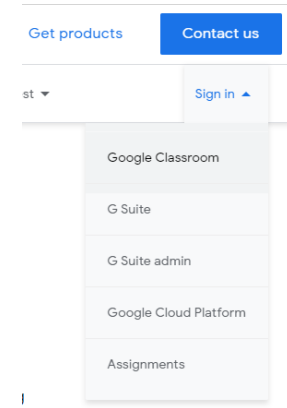
Password – All children created a unique, memorable password. If they have forgotten this, please contact your child's class teacher and we can reset this.

Accessing Google Classroom

The following steps explain how to log in and access your child's work.

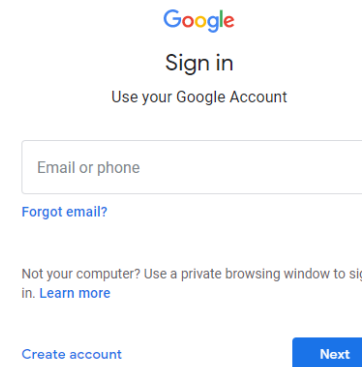
Step 1

Search for Google Classroom in your internet browser. It will give you the option to sign in on a variety of programmes. Select **Google Classroom** (see picture).

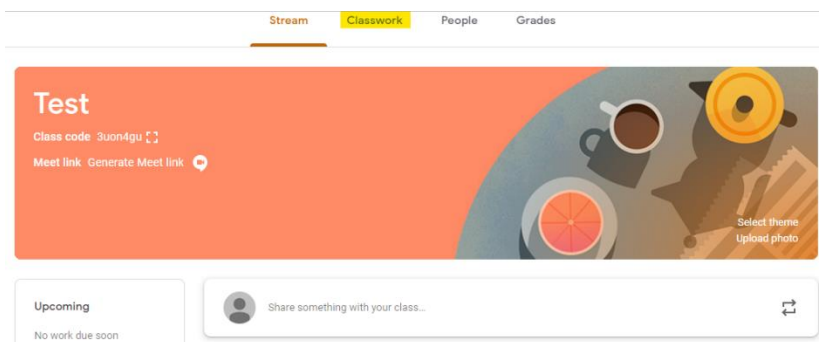


Step 2

By selecting Google Classroom, it will direct you to the signing in option (see picture). **Do not** select 'Create account'. All accounts have been created in school. Enter your child's log in details (see log in details section for an example).



Step 3



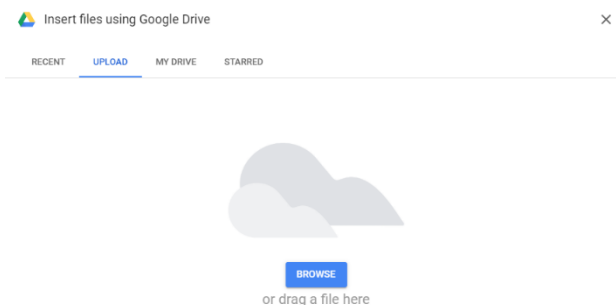
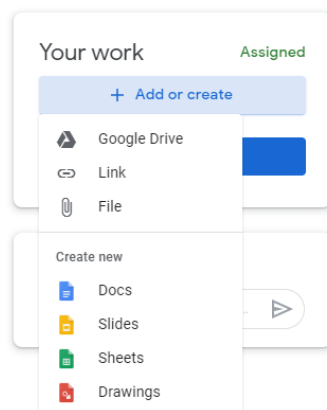
By selecting your child's class on the main page, you will then have access to their work. All work will be shown under the 'Classwork' category (see picture)

Step 4

Tasks may vary on how they can be completed. If it is a drawing task, this can be done on paper, photographed and then uploaded to Google Classroom (see mobile/tablet device guidance).

Uploading typed work or any tasks completed on a laptop/computer device can be done by following the steps below.

1. Save the task to a device or cloud location – on the Google Classroom task, it will allow you to **Add or create** – select **File**. Then locate where you have saved the work and select it (you should see the image below).



2. It will then show your work has been added. Select **Submit** and this will notify your class teacher that work has been submitted.

3. The comment section allows you to liaise with the class teacher. Please feel free to offer feedback on how your child has done with the task.

Reminder

- Accounts **do not** need to be created. We, as a school, have already done this.
- Tasks do not have to be completed on the device. They can be handwritten/drawn. As mentioned, just take a picture of the work and upload it Google Classroom.

If you have any issues or questions, please contact your child's class teacher.