



*Shining as we learn in
Faith, Family and Friendship!*

Google Classroom

Guidance for Parents

(For computers and laptops)

2020

This guide can be used to support your child in their online learning. Where possible, your child should complete each step by themselves. Although some children may need help accessing their work, they should always attempt to complete tasks set by themselves and let their teacher know if they are struggling.

How do I sign in to Classroom?

Your child has a school account for Google Classroom, known as a G Suite for Education. Your child will have been given an email address that looks like this (NB. The number will be different in every year group):

20smithj@st-williams.bolton.sch.uk

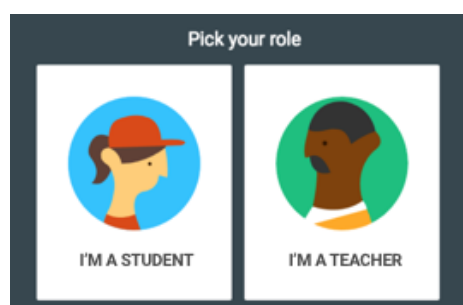
If you don't have an email address and a password for your Google account, please contact your child's class teacher.

1. To login to Google classroom, go to the following website and use the details you have to login:

classroom.google.com

You can also download the Classroom app from the Android Play Store and the Apple App Store.

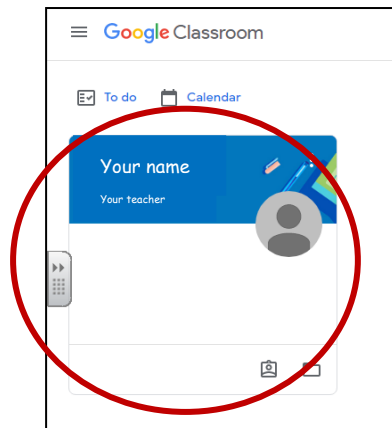
2. If there is a welcome message, review it and click Accept.
3. If prompted, click 'I'm a Student'



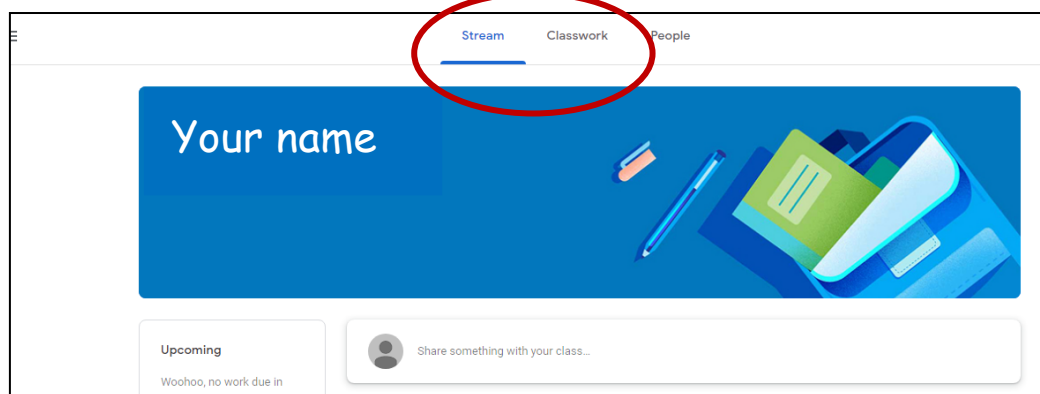
Please note: parents and guardians can only access Classroom and assignments through their student accounts and other children can only access their own. There are very stringent privacy restrictions around each account so please be assured that all activity is logged and can be viewed by staff in school.

How do I access my work?

1. Double click on your classroom to enter and view your assignments.



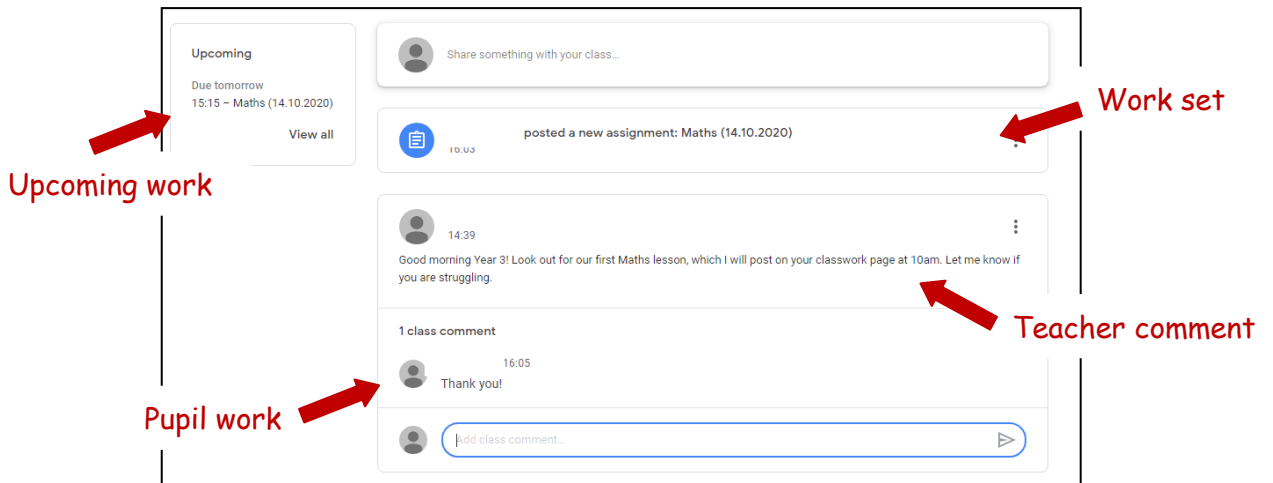
2. At the top of your page, you will see 'stream' and 'classwork'.



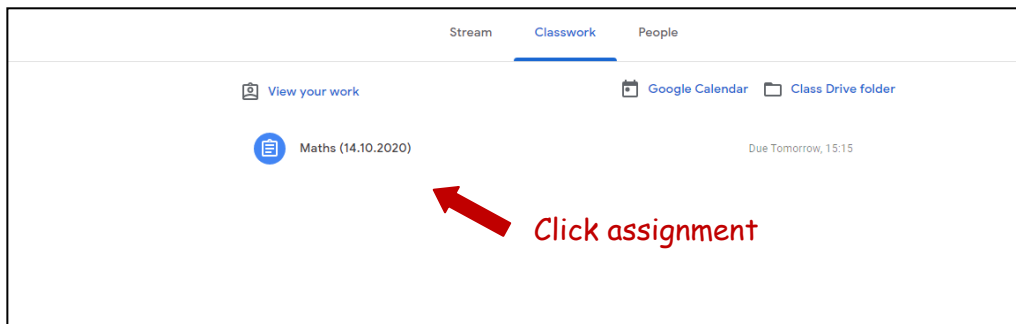
On the 'stream' page, there may be announcements from your class teacher. You can read these and reply to them using the comments section. The teacher will be sent an email whenever someone posts here.

On the 'classwork' page, you will find all work set for your child's class.

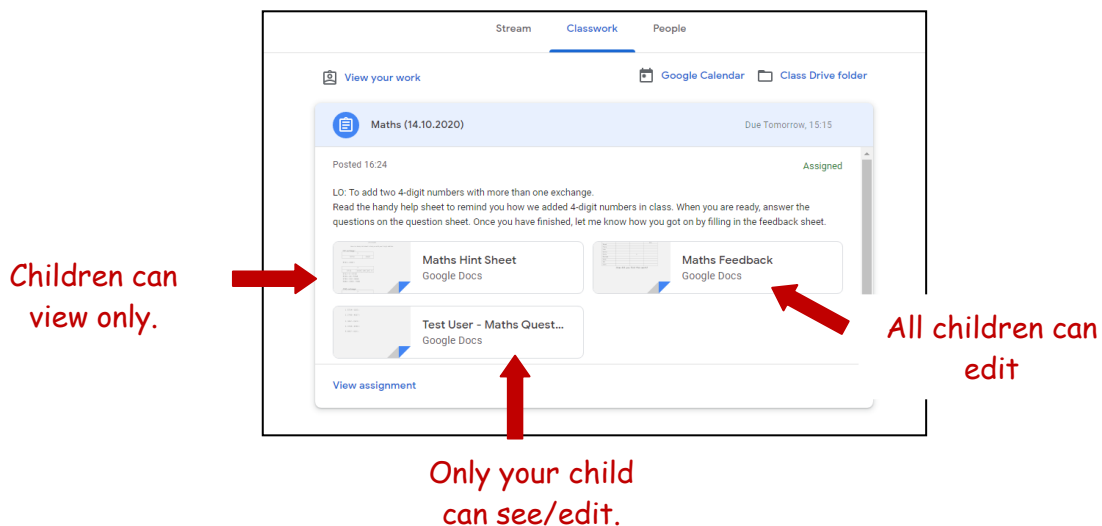
STREAM



3. Click onto 'classroom' and click the assignment once.

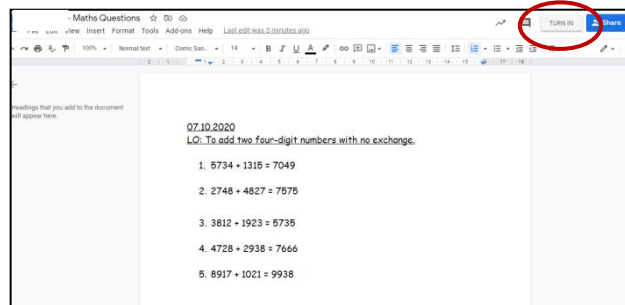


4. To open a document, click it once. Your child will be able to open files to read OR to edit. If they are able to edit a document, it will save automatically with every key they press. If a document starts with their name, this means that is their own copy that no one else can see. Some documents can be edited by all pupils (NB. Other children will NOT know who is writing on the document, but all teachers will know who has edited it and when. Teachers will also know if a pupil changes someone else's response.).

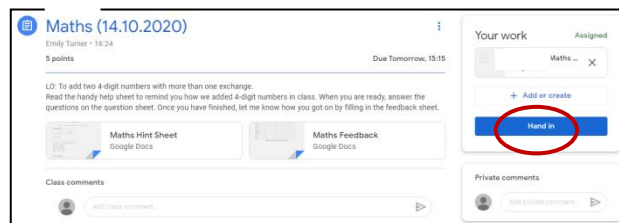


How do I hand in my work?

1. When you have opened and completed each document, click 'turn in'.



2. If you only have one task to complete, click 'hand in'. If you have more than one, complete and turn in the other documents and then click 'hand in'. You can 'unsubmit' if you have made a mistake.



What should I do next?

1. Wait for feedback from your teacher. You can read their comments, check your score and comment back. If they have asked you to edit, you can click 'resubmit'.

