



Sledmere Primary School **A Parent Guide to Google Classroom**

We are using Google Classroom for our home learning offer.

Google Classroom is a space where children can access their learning online. It is available through a laptop or Chromebook as well as a downloadable app on most tablets and smartphones.

Below are instructions for how to log on and access work for your child.

Username and Passwords

Each child has a unique username and password to log on.

Their username is their first initial, a fullstop, their lastname and then @sledmere.dudley.sch.uk.

E.G: r.smith@sledmere.dudley.sch.uk

Their password will be set by the school- your class teacher will inform you of these details.

How to access our school's Google Classroom

Follow these steps so your child can continue to complete learning activities and hand them in while they are unable to come into school.

Smartphones, tablets, X-box and Playstation 4: download the free Google Classroom app

Android devices

- Open the Play Store app
- Search for 'Google Classroom'
- Tap 'Google Classroom'
- Tap 'Install'

Once the app has downloaded, open it and log into your child's 'G Suite for Education' account.

- Tap the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that your child's school has sent to you, then tap 'Join'

iOS devices (iPhones, iPods and iPads)

- Open the App Store app
- Search for 'Google Classroom'
- Tap 'Google Classroom'
- Tap 'Get'

Playstation 4 and 5

- To access Google Classroom on a Playstation console, navigate to the browser. On the PS4, this is done by accessing the www icon, or through your library- under apps. For the PS5, type Google Classroom into the browser and follow the log in procedure.

Xbox

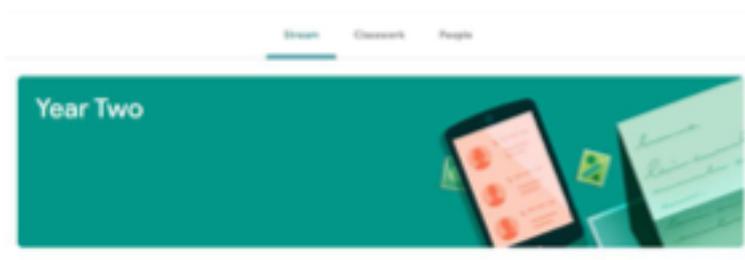
- To access via X-Box, navigate to the Microsoft Edge app. Open the app, type Google Classroom into the browser and follow the log in procedure.

Computers and laptops: log in to Google Classroom

- Go to www.classroom.google.com
- Log in with your child's 'G Suite for Education' account
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that your child's school has sent to you, then click 'Join'

Features of Google Classroom

You will see the following options as tabs across the top of the page:



Stream

This is where your child will see posts from their teachers. Posts may contain links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Posts are always monitored by your child's teacher, as are any accompanying comments made by individuals, so we ask that children only use this feature if they are asking a question about their work or responding sensibly to a post.

Classwork

This is where your child will access curriculum content set by the teacher. **This is the best way of accessing the content** set rather than having to worry about searching on the Stream.

Any curriculum content added will be in the form of a Google Doc, Google Slide or other Google Suite app (If you are using a tablet, you may be required to download additional free apps) as this will allow the children to edit and hand in their work individually to the teacher. Classwork will be added regularly and may have a due date for completion. Teachers will be able to see your child's progress and support them where necessary and can add comments to the children's work.

Under the Classwork tab you will see dates for the week covering the home learning for a period of 5 days. Under this you will see work for each day. On a daily, or weekly basis, these will be populated with work for your child.

Routines are important to children and we will post a suggested timetable for each week on the website and in the Google Classroom. You don't have to stick to this rigidly and we understand of course that managing working from home and supporting children with home learning is a difficult juggling act, but we think this is a useful guide to help you and your child manage their time.

If your child is stuck with a piece of work, they can post a comment using the private message function at the right-hand side of the screen to message the teacher.

Please note that teachers are working in school with groups of children during the week so won't be able to respond to messages every day. Year group teams will work together and may share work across more than one classroom.

[How to retrieve and hand in work](#)

Computers and laptops

- Go to Google Classroom
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set.

- You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload'
- Or, your child can type up their answers in a Google Doc – click 'Docs' to load a new Google Doc

- Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

Mobile devices – Android or iOS

- Open the Google Classroom app
- Tap on your child's class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Depending on the type of work the teacher has set:

- You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then tap the file on your device
- Or, your child can type up their answers in a Google Doc – tap 'New Doc' to load a new Google doc

- Once your child has finished their work, tap 'Hand in', then 'Hand in' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.