A PARENT'S GUIDE TO
GOOGLE CLASSROOM

Google Classroom is a web-based learning tool that teachers use to post assignments, communicate with students, and provide feedback on student work.

Your child's teacher will be using Google Classroom this year. This guide will provide an overview of Google classroom and introduce you to some tools that you can use to support your child's learning.

Accessing Google Classroom

Your child can access Google Classroom using a phone (iPhone or Android), tablet, or computer (Mac, PC, or Chromebook).

Children will use their school provided email address to log in to Google Classroom.

Parents do NOT have direct access to Classroom, but are welcome to log in with their student to review learning and communication from teachers.

On smartphones and tablets: download the free Google Classroom app

Android devices iOS devices	iOS devices (iPhones, iPods and iPads)
Open the Play Store app • **Search for 'Google Classroom'** • **Tap 'Google Classroom'** • **Tap 'Install'**	Open the App Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Get'

Classroom Home Page

If you are accessing Google classroom from a mobile device, download the appropriate Google apps to make best use of the shared resources. The most useful Google apps are: Classroom, Calendar, Docs, Slides, Sheets and Drive.
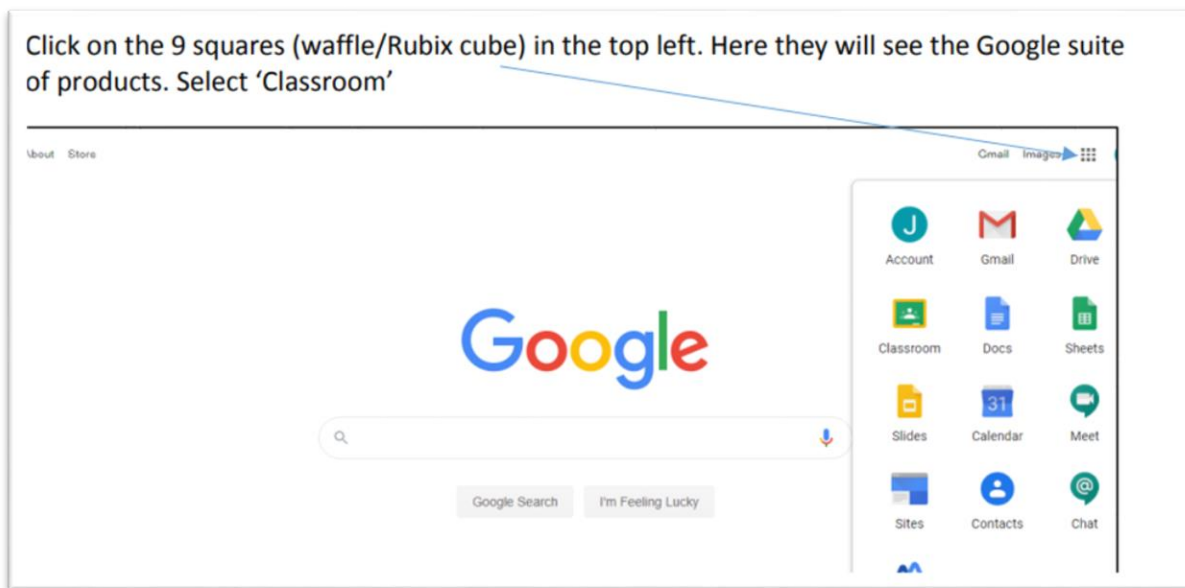
When learning is set online, it can be submitted directly within Google Classroom online without needing to be printed.

If you are accessing Google classroom from a computer or laptops, go to www.classroom.google.com

Open Google Chrome 🌐 and click the "sign in" button.

Children should sign in using their School Google account. It will be in the following format: @ₘeldreth.education

Click 'Next'

Click on the 9 squares (waffle/Rubix cube) in the top left. Here they will see the Google suite of products. Select 'Classroom'

Your child will then see all the classes they are a member of. If they are asked to join a class for the first time, they should click 'Join'. They can enter a classroom by clicking on its title. (If they are having problems and can't view their classes it may be because they are logged in to a personal Google account. They will need to click on try another account and log in with their School Google details.)
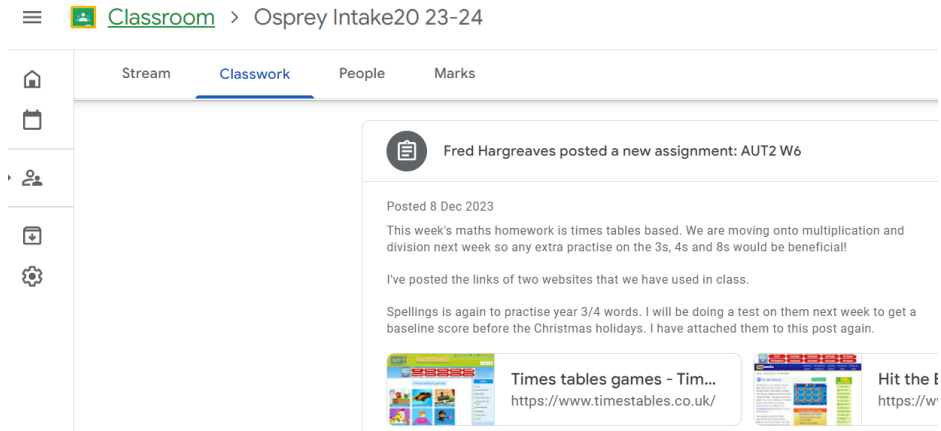
Once they have entered a classroom they will see a range of features as explained below.

The Stream Tab is public for all members of the class to see. Teachers may write messages to the whole class on here and students can reply to them. Anything they write on the Stream page will be shared with all members of the class. Stream is also where they will see when their teacher has posted homework or file. They can open it here or in the Classwork section.

The Classwork Tab is where they will find work that has been set for them. You will see assignments and relevant resources, links or files that have been shared with them by their teacher. Only the teacher is able to edit the content on this page. Children should click on the work that has been assigned and click view assignment. This will open up the work.

If they click the 'Add or Create' button they will be able to create files and documents for the assignment. All work created on Google saves automatically. When they have finished they simply press 'Hand in' or 'Mark as Done' and the teacher will receive their work to mark and comment on. They will

return the work when done. Sometimes the teacher may set a file that they want them to edit and return. Simply open the file, edit it and then press 'Hand In'.

(Please note: Children using a smartphone or tablet may need to download the 'Google Docs' or other Google apps for free from the app store before they are able to start creating and editing files and documents.)

If children have a question about the work then they can write a private comment to their teacher. No one else in the class will be able to read this. They should only use this when necessary to communicate with their teacher about their work. Teachers will respond when they have had time to review the week.

If you or your child have any difficulties using Google Classroom they should contact their teacher. The videos linked below may also be helpful:

Parent Notifications

Parent/guardians are not able to log directly into Google Classroom. Instead, you can receive a Guardian Summaries. Guardian Summaries are a digest of what has been posted in your student's Google Classroom(s) for the week. By default, email summaries for classes are turned off. If you wish to have access to this, please email finance@meldreth.cambs.sch.uk.