

Google Classroom for PCs and Laptops

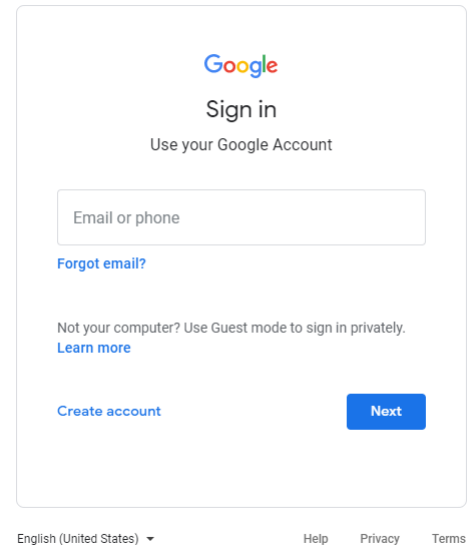
Instructions for parents - how to use Google Classroom

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

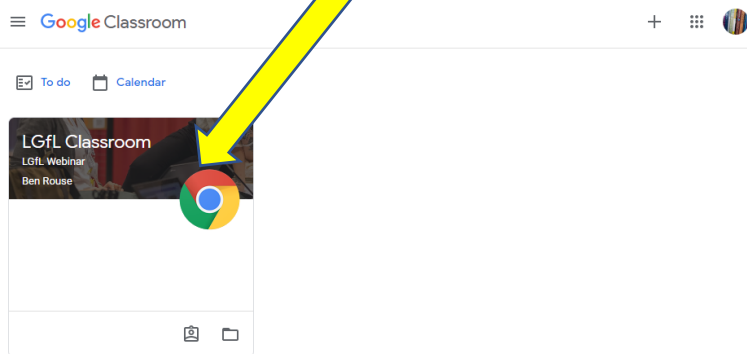
Using Google Classroom.

1. Getting onto Google Classroom

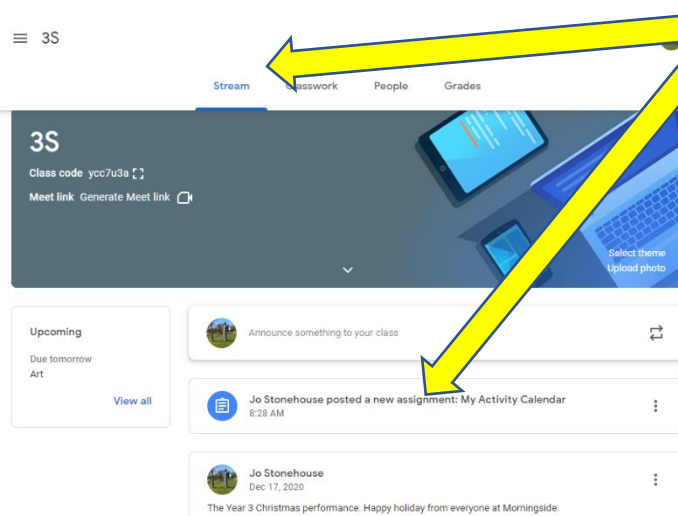
- Go to www.classroom.google.com
- Log in with your child's 'Google Classroom' account. The login details are on your child's home learning sheet. If you do not have this, or are asked for a class code, then please email admin@morningside.hackney.sch.uk, giving your child's name and class.
- If asked, choose 'I'm a student'
- Click onto your child's class



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by 'Sign in' and 'Use your Google Account'. There is a text input field for 'Email or phone'. Below it are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom left is a link for 'Create account' and at the bottom right is a blue 'Next' button. The footer contains 'English (United States)', 'Help', 'Privacy', and 'Terms'.

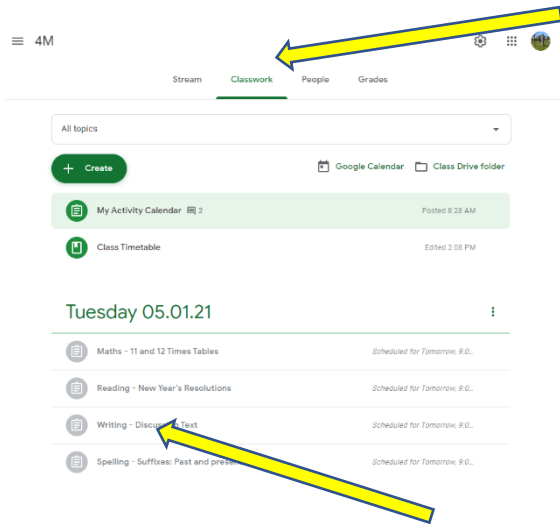


2. How to access the work and join a meeting

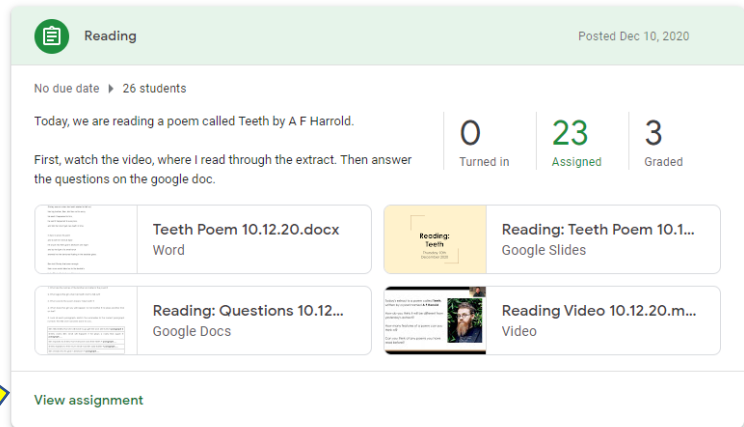


Stream: Messages from your child's teacher and links to your child's class meetings will be posted here. Your child can also post messages to their teacher. Remind your child that this is online school and they should post politely and use standard English.

Meets: To join the meeting, click on the link in the stream. The link will be posted at the start of each meeting.



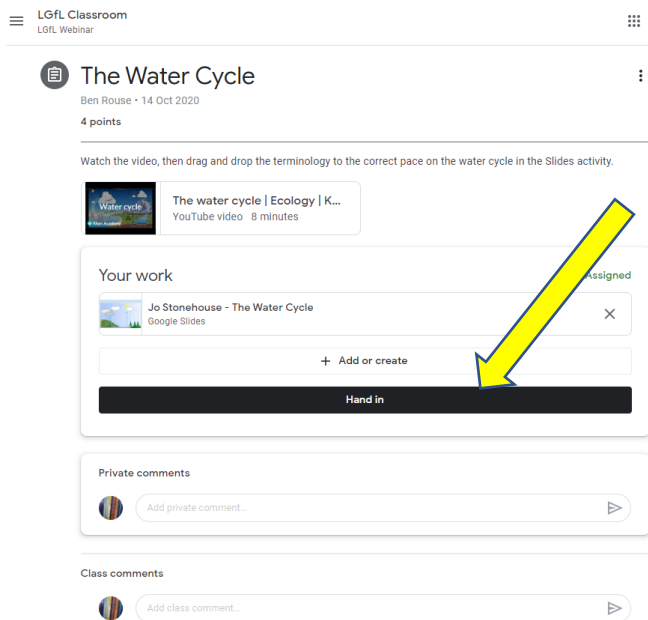
Classwork: Your child's work can be found here. There is a new section each day. Your child's timetable and Activity Calendar can be found at the top of the page.



Finding and completing the work: Click on each subject to find each lesson. Then click on 'View assignment' to access the lesson.

There will be instructions and attachments. Some of the attachments will be videos so that your child can watch their teacher. Some will be work for your child to complete. They can complete the work online using the attached answer sheets, or open their own Google Doc. They can also write their work into their homework book and upload a photograph.

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'.



Handing in work: At the bottom, there assignment is a section called 'Your work'. This is where you hand in work. The work done in Google Classroom is attached and saved automatically. Add any attachments such as photographs of work. When you have finished the work click the black 'Hand in' button and then click 'Hand in' on the pop-up. If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

If you have any problems with access or use, please contact admin@morningside.hackney.sch.uk and we will respond to you as soon as we can.

