

Google Classroom for Smartphones and Tablets

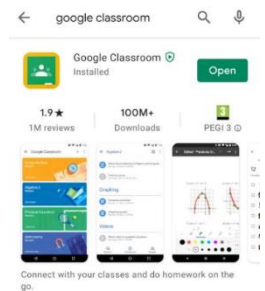
Instructions for parents - how to use Google Classroom

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

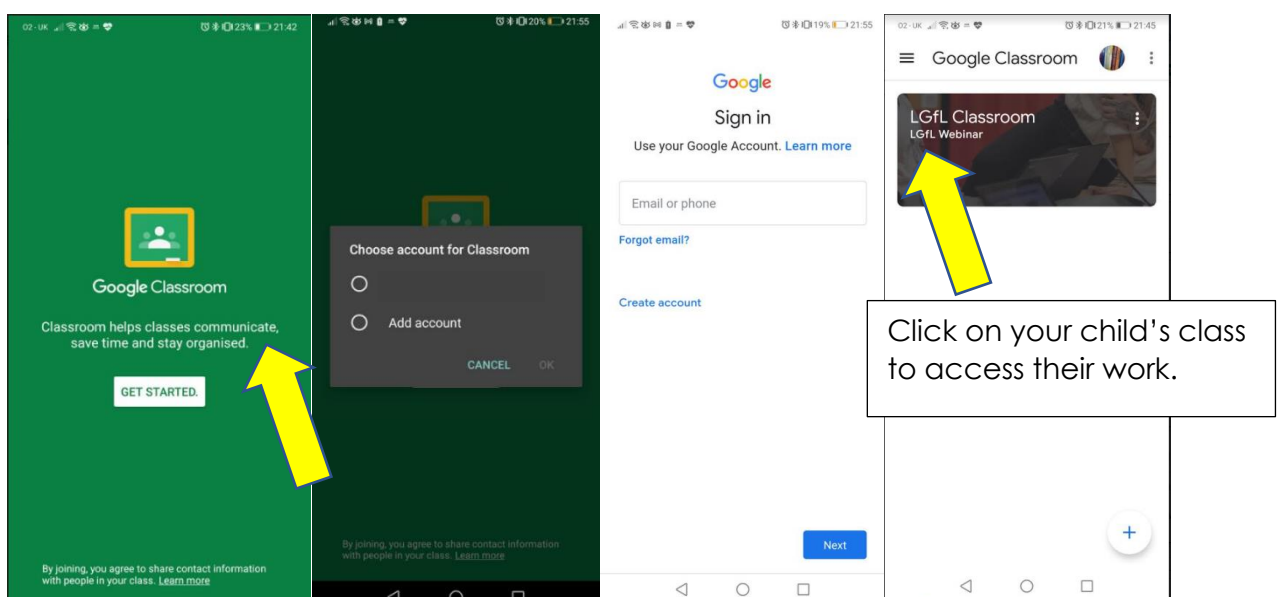
First, download the free Google Classroom app (see table below)



Android Devices (e.g. Huawei and Samsung)	iOS devices (iPhones, iPods and iPads)
<ul style="list-style-type: none">• Open the Play Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Install'	<ul style="list-style-type: none">• Open the App Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Get'

Once the app has downloaded, open it, tap get started and log into your child's 'Google Classroom' account using the login details sent from school. Their login details can be found on the sheet sent home from school. 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'

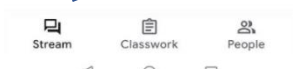


2. How to access the work set and join a meeting.

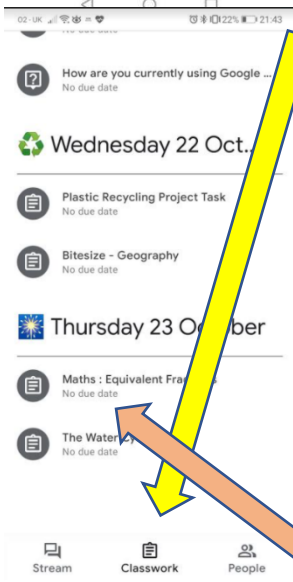


Stream: Messages from your child's teacher and links to your child's class meetings will be posted here. Your child can also post messages to their teacher. Remind your child that this is online school and they should post politely and use standard English.

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

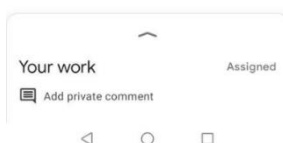
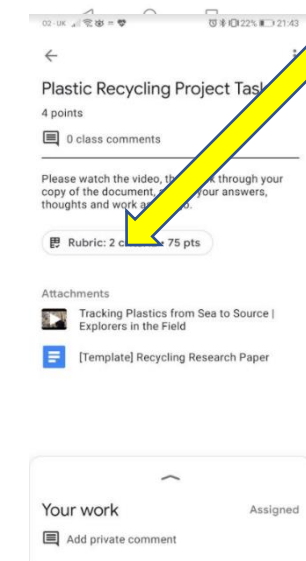


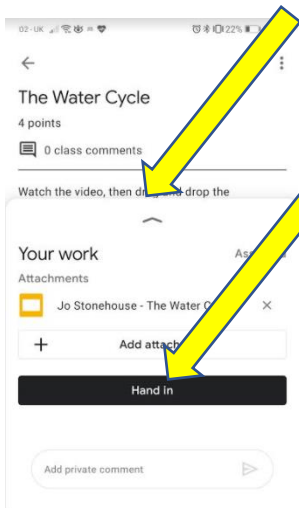
Classwork: Your child's work can be found here. There is a new section each day. Your child's timetable and Activity Calendar can be found at the top of the page.



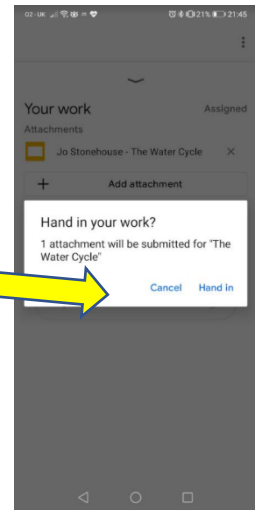
Finding and completing the work: Click on each subject to find each lesson. There will be instructions and attachments. Some of the attachments will be videos so that your child can watch their teacher. Some will be work for your child to complete. They can complete the work online using the attached 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: Once your child has finished a piece of work, drag up the small arrow on the bottom section where it says 'Your work'. This will pull up the 'Hand in' tab. Add any attachments such as photographs of work. (Documents made in Google Classroom will be attached automatically.) Click the black 'Hand in' button and then click 'Hand in' in 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.