

Google Classroom- A Parent's Guide



We are now using Google Classroom for all children in Years 1-6 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.

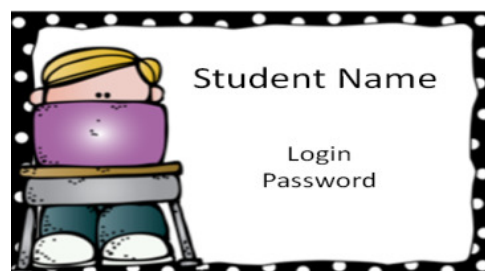
Below are instructions for how to log on and access work for your child.

Username & Passwords

Each child has a unique username and password to log on. These have been attached to their reading diaries.

Their username is made up of:

- their first name
- the first initial of their last name
- A number (this is the year their cohort entered school)
- @elvedenacademy.co.uk



For example for a child in Year 3 called Amelia Smith, this would be

amelias17@elvedenacademy.co.uk

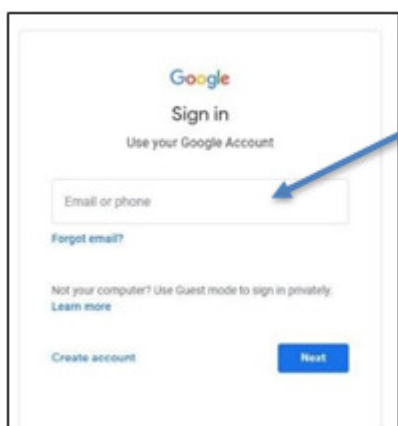
If you need help with this, please contact the school office office@elvedenacademy.co.uk

Google Classroom

If accessing for the first time through a **Desktop PC, Mac or laptop**, this can be done by clicking on this link <https://classroom.google.com> or typing it into the search bar on your browser.

If you are using a **Chromebook**, you will need to download the Google Classroom app from the Web Store. Once done, ask your child to sign in using their school login as below. If you are unable to do this, it may be that you will need to login to the Chromebook using your child's username and password instead from the startup screen.

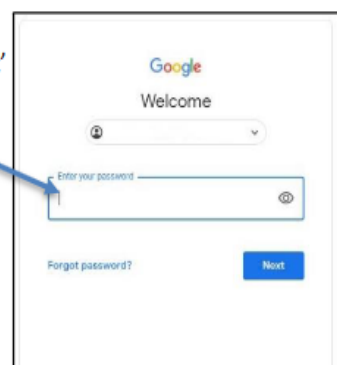
If you are using an **iPad** or other **tablet** or **smartphone**, please download the free Google Classroom app from the App Store.



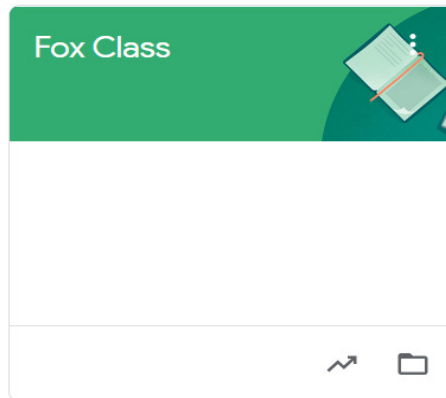
To sign in

Your child should enter their username as detailed above. This needs to be the full username including the @elvedenacademy.co.uk Click next.

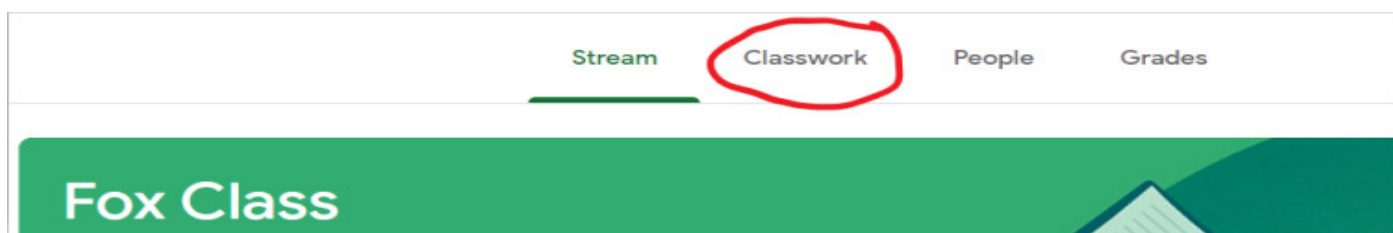
Now, enter their password and click 'Next'



Click on the title to enter the Classroom (the first time they log in they may need to click 'accept' to join the class).



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 teacher. 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 their home learning that has been set by the teacher. **This is the best way of accessing the content** set rather than having to worry about searching on the stream.

Most 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. **Children must open the work in google docs to be able to complete.** Home learning will be added weekly and will 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 each subject and dates for the week covering the home learning. 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.

This useful video guide will help to support you in using google classroom and this is also available on our home learning padlet on our website: <https://www.keychaincomputing.co.uk/how-to-videos> (Google classroom for parents)

We would suggest that once your child has logged in a few times that they change their password and make a note of this in their reading diaries for future reference.

Top Tip: You can also find a quick link to google classroom in your 'waffle' once you have signed into your gmail or google browser.

