

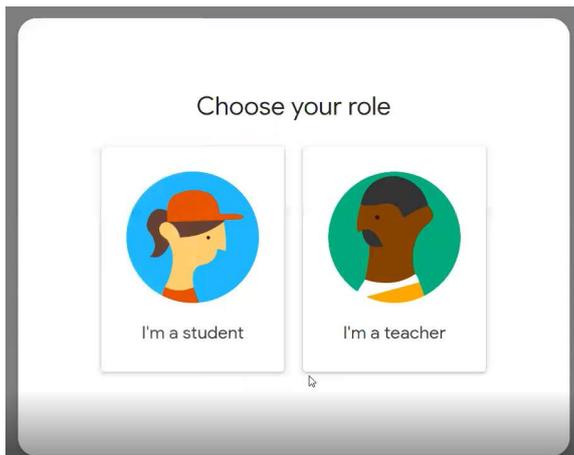
How to Use Google Classroom on a Computer or a Laptop

1. To use Google Classroom at its best, download these apps:

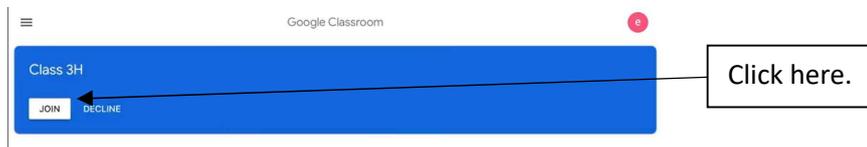


Google Classrooms
Google Docs
Google Slides
Google Drive
Google Meet

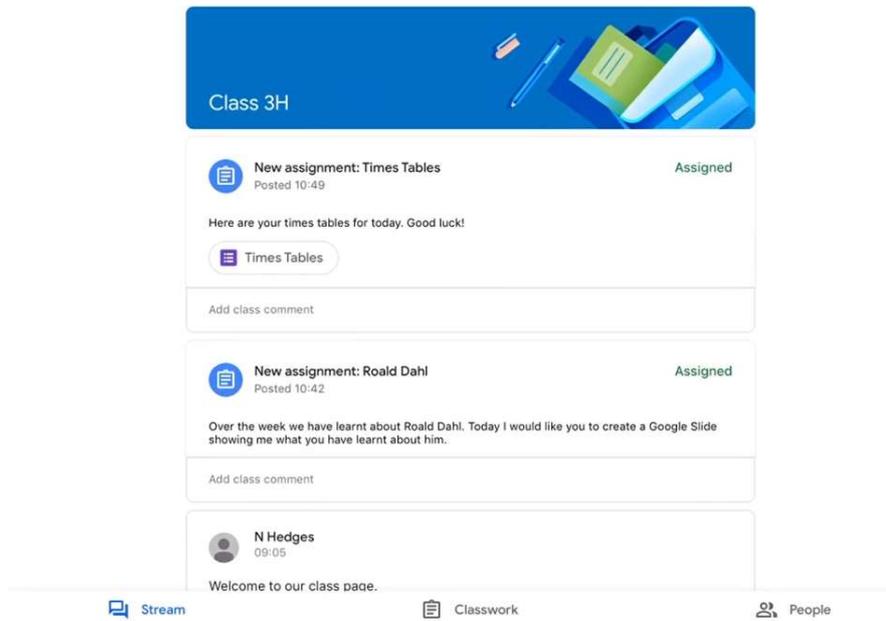
2. Open the Google Classrooms App.
3. When you first use Google Classroom, once logged in, it will ask if you are a student or a teacher. Click Student.



4. When you first log in, you will need to accept the invitation to join the class by clicking 'join'. You will not need to do this after the first time.

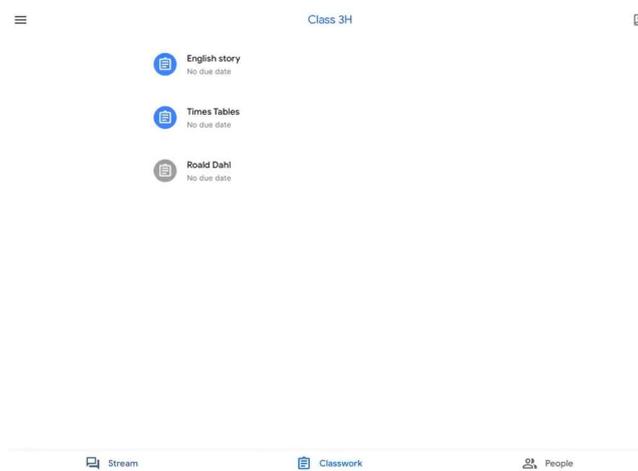


5. This will take the children to their class page.



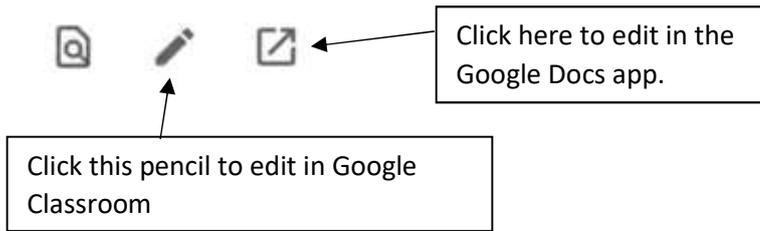
On the 'Stream' it will show the announcements from the class teacher. They will tell the children what lessons they will have that day and what time their live lessons are. 'Classwork' will show all of their assignments that are due and what they have handed in. The assignments will also appear on the stream.

6. Assignments will be a bright colour and will turn grey once they have been handed in.



7. Click on the assignment to read the teacher's instructions.
8. If the work is to be completed on Google Docs (a Google version of Microsoft Word), the teacher may have already added a Google Doc that they want the child to complete. They may have included a picture or table on that Doc ready for the child.

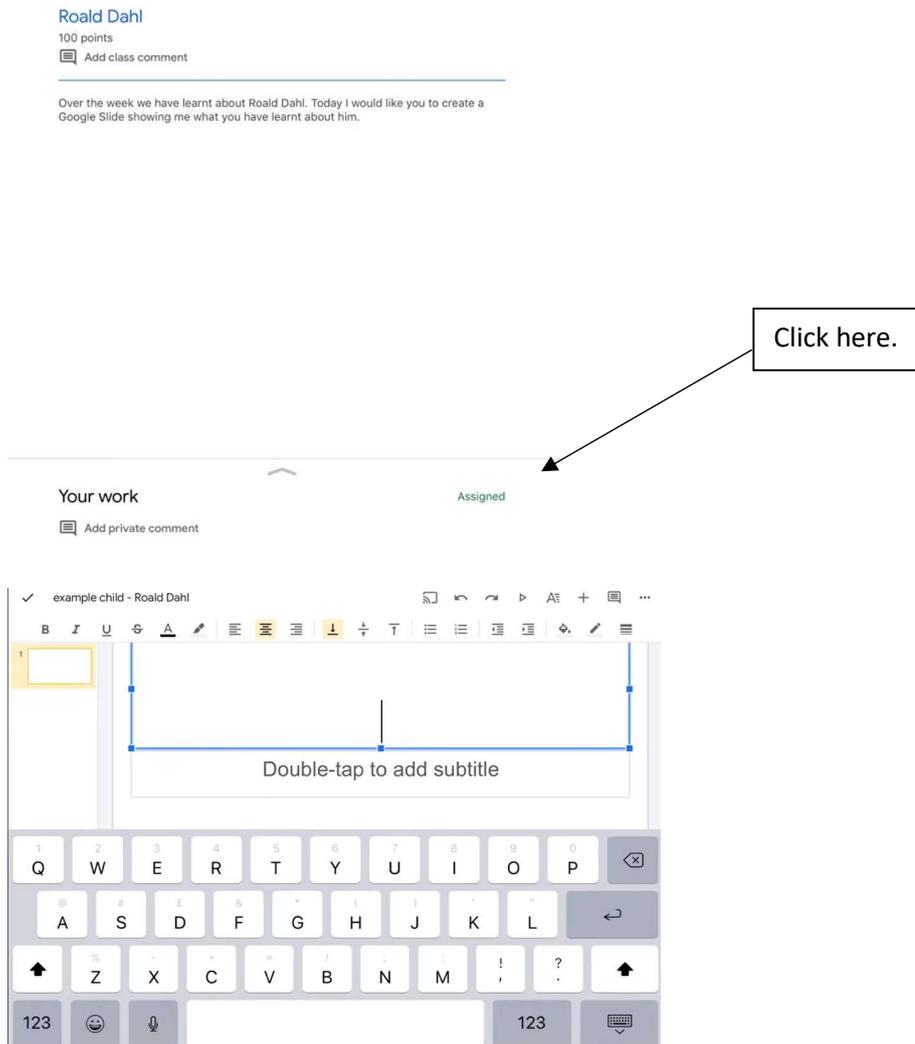




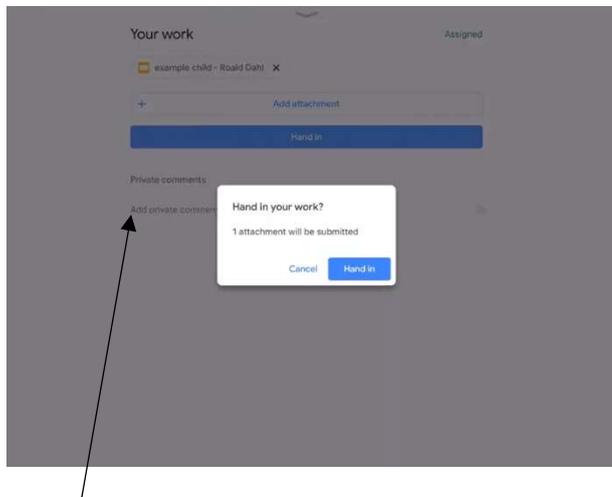
To edit the document on the Google Docs app, click on the pencil at the bottom corner of the page.

When using Google Docs, once the child has finished the work click the tick and return to the Google Classroom app. They will then need to click 'Hand in' and then confirm they want to 'Hand in'.

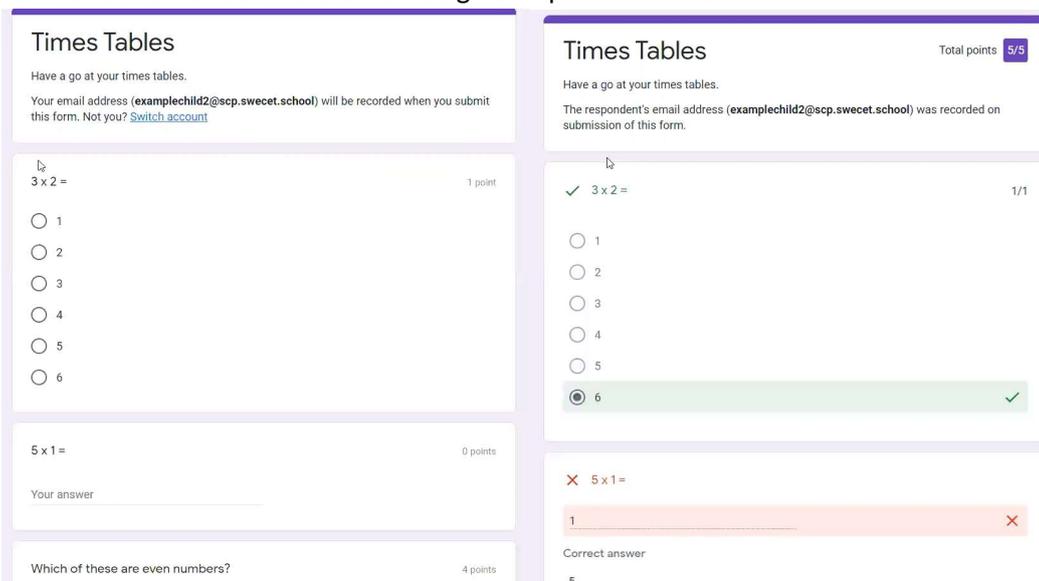
9. If the teacher wishes the child to use Google Slides (a Google version of Microsoft PowerPoint), the child will need to click on the arrow at the bottom and then 'Add attachment' box. This will give the child different options and then scroll to and select Google Slides. They also have the option to upload a picture taken on a camera if they are completing the work on paper.



Once they have completed their Google Slide, click on the tick and reopen Google Classroom App. Click on 'Hand in' and then it again will ask for your confirmation if you want to 'Hand in'. All Google Apps automatically save the work so no pressing save is needed and work will not be lost.



10. If your child needs support from their teacher, or wants to ask a question, on an assignment they have the option to write a private comment to the class teacher. This is also where a class teacher will give feedback on some of their pieces of work.
11. If the class teacher has set the child work on Google Forms, the best way to open it is by using safari or another web browser. There will be a range of options for the children to complete the form. Once they have submitted the form, some will have been set up to give the child instant feedback on what questions were correct and which were incorrect with the correct answer displayed below theirs. Sometimes a teacher may have missed a possible way to write an answer by a child. Therefore, the answers will be checked by the class teacher and amended if the child had given a possible correct answer.



12. Google Drive is where all of the child's work is kept. They can create their own folders as well as make additional Google Docs or Google Slides. If they click 'Share' when on the Doc or Slide, they can then search for their teacher's email to share the work with them.
13. Click on the '+' button, they can create a folder, Doc or Slide.