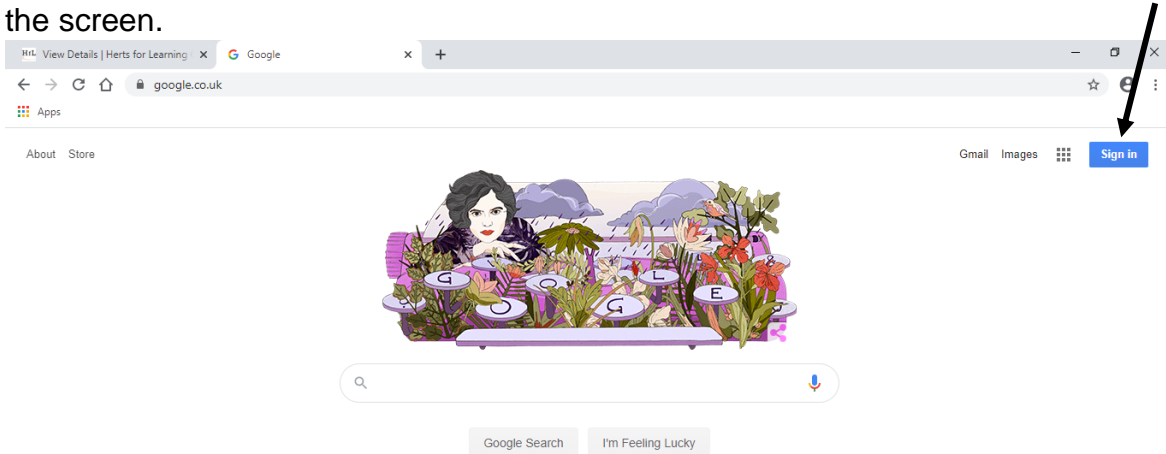


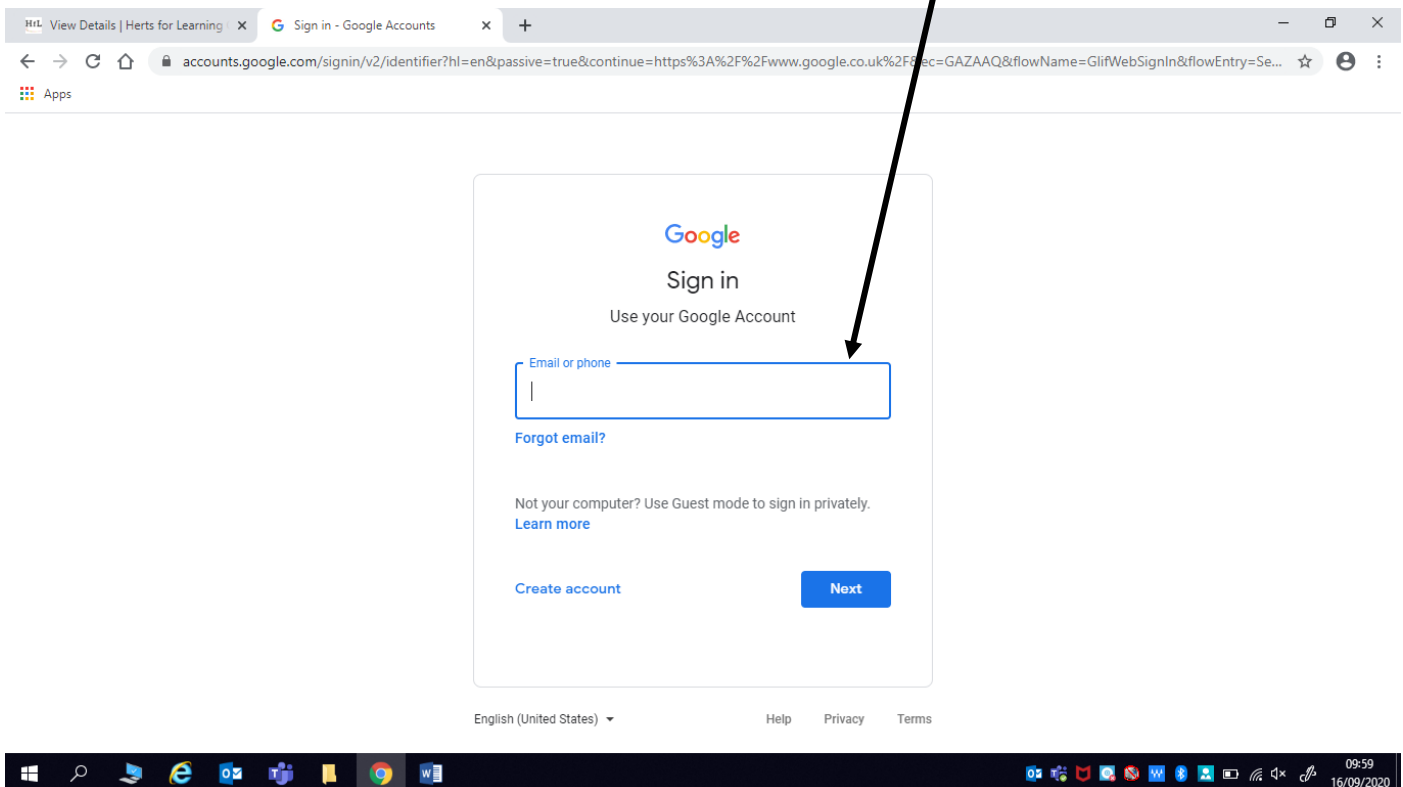
## Google Classroom – How to access your child's homework

### A. Logging in

1. First go onto an internet browser and go to google.co.uk. (We have been advised that if possible using a modern browser such as Google Chrome, Firefox or Microsoft Edge or Safari is best)
2. Once you are on google you click on the blue sign in button which should appear in the right of the screen.

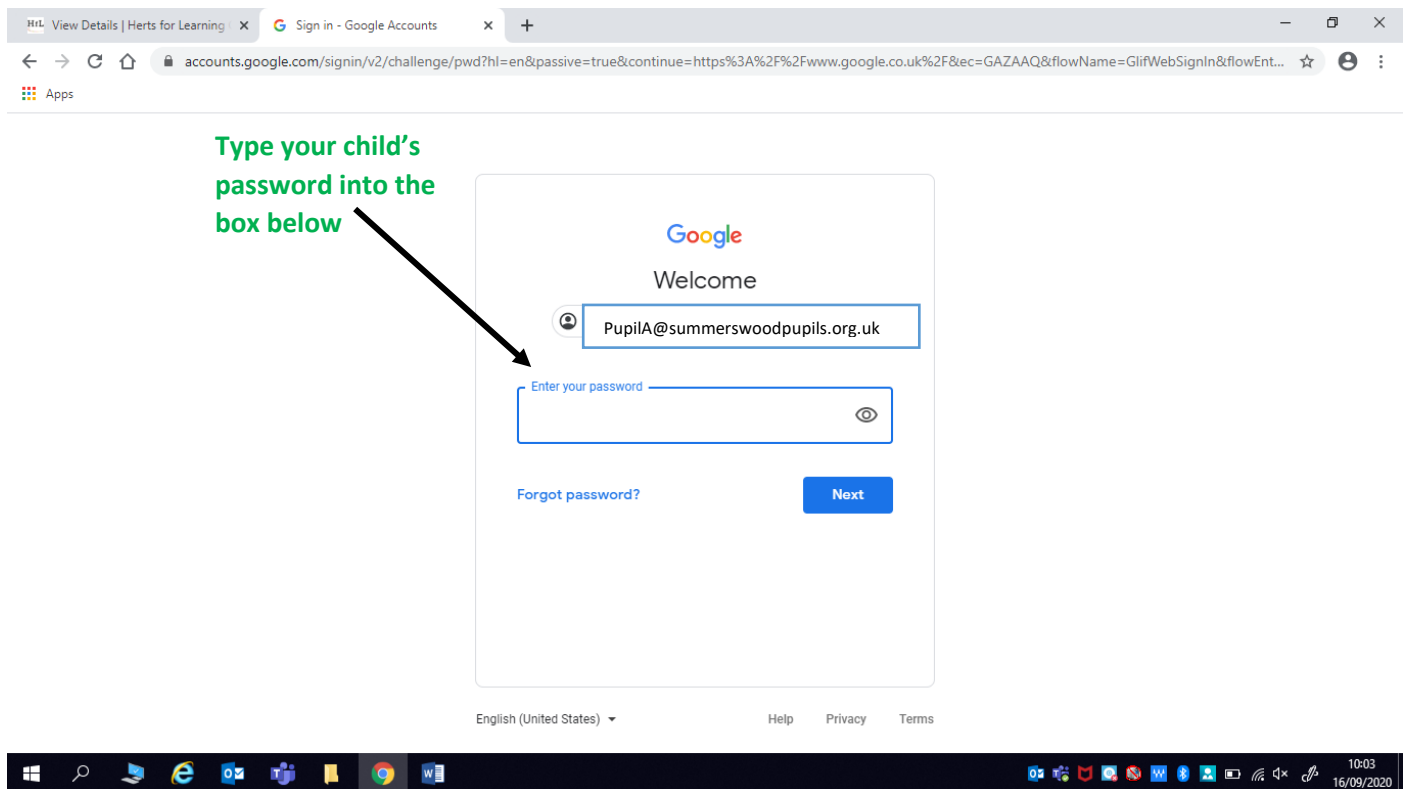


3. Once the sign in screen opens type your child's username into the box provided. Then click next.

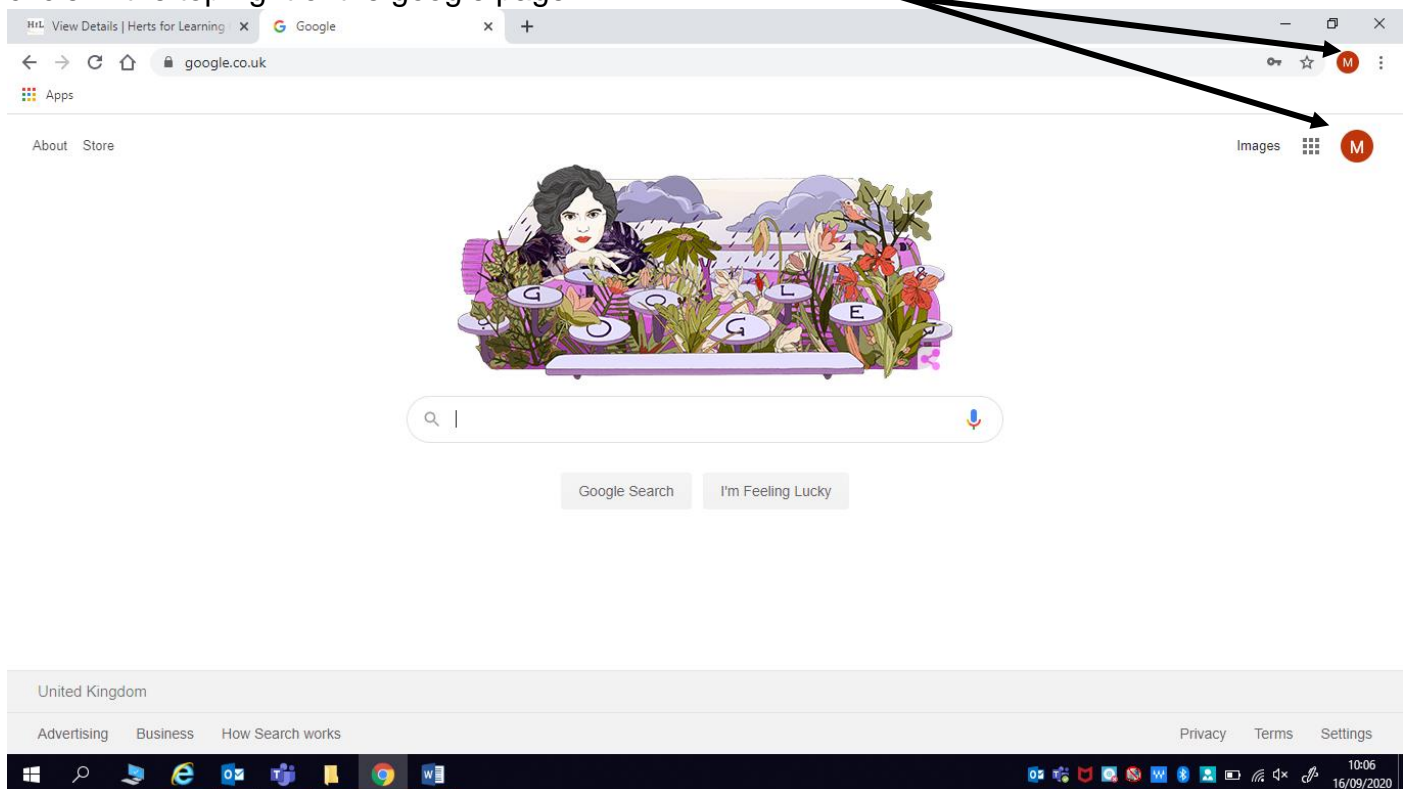


You will be sent the format for your child's username via email. Please note that although it appears to be an email address, there is no functionality for sending/receiving emails (no gmail)

4. After clicking next you will be asked to provide your child's password. Type the password into the box provided and click next. You will be sent the format for your child's password to you via email.

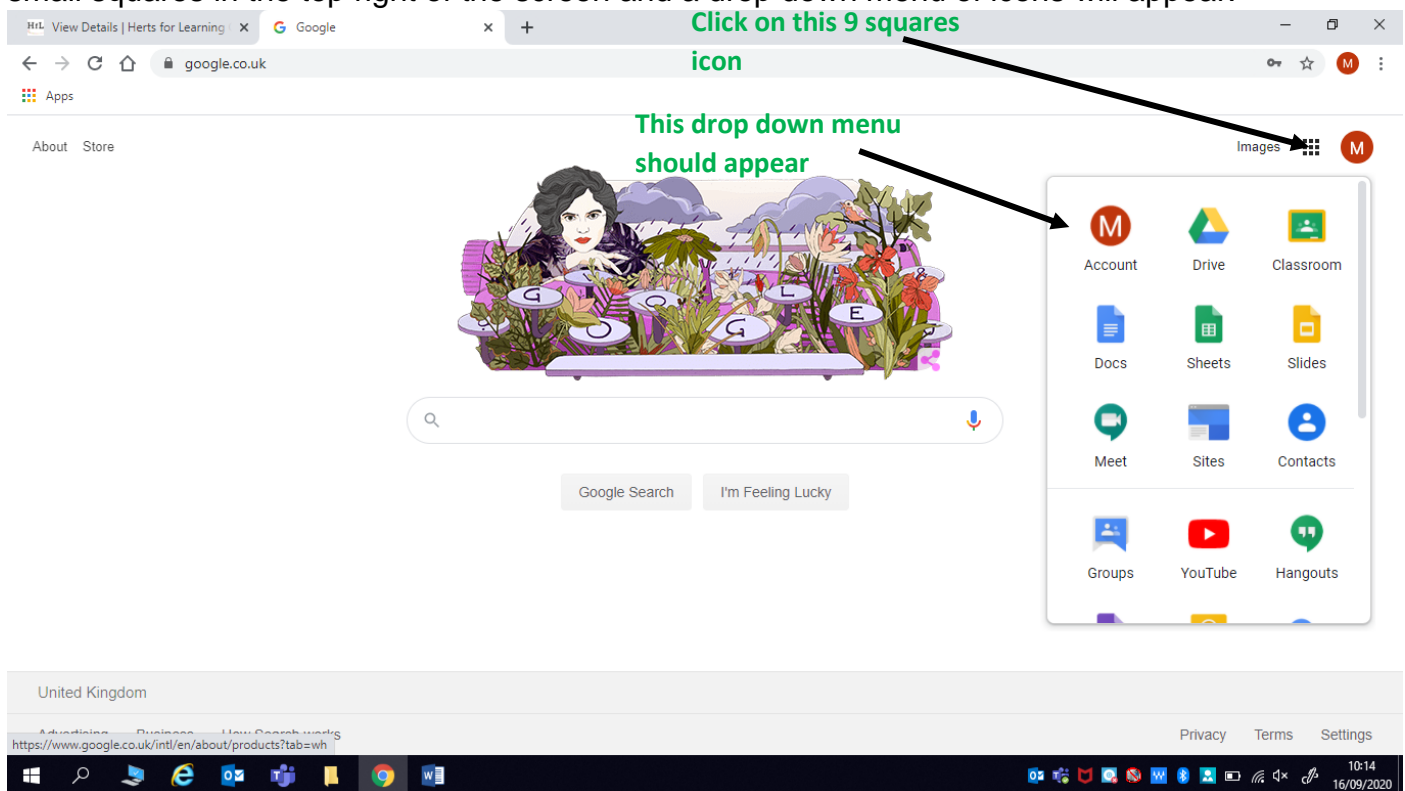


5. Now you should be brought back to the google homepage, but it should be a small difference. You will know if you have successfully logged in if you can see your child's first initial in a coloured circle in the top right of the google page.

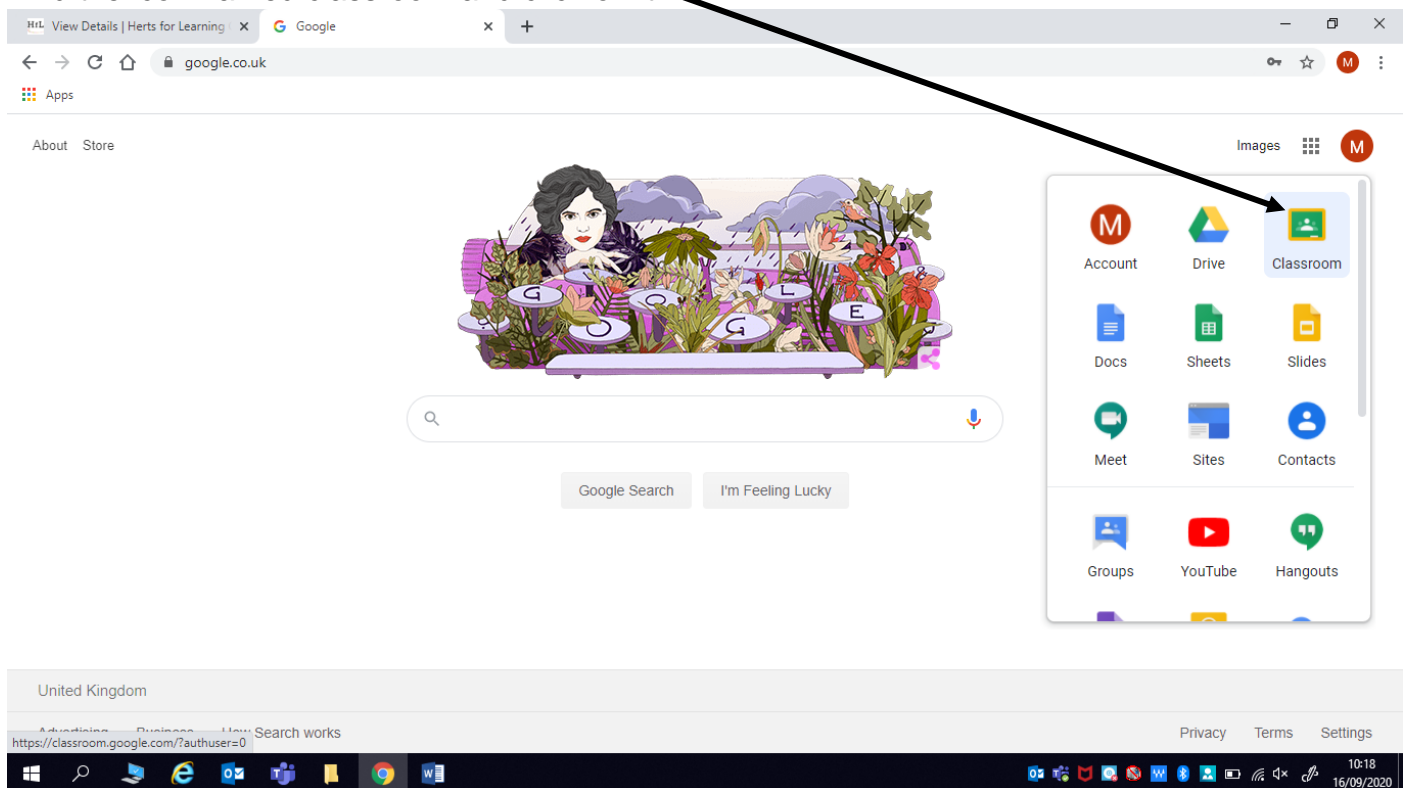


## B. Getting onto your child's Google Classroom

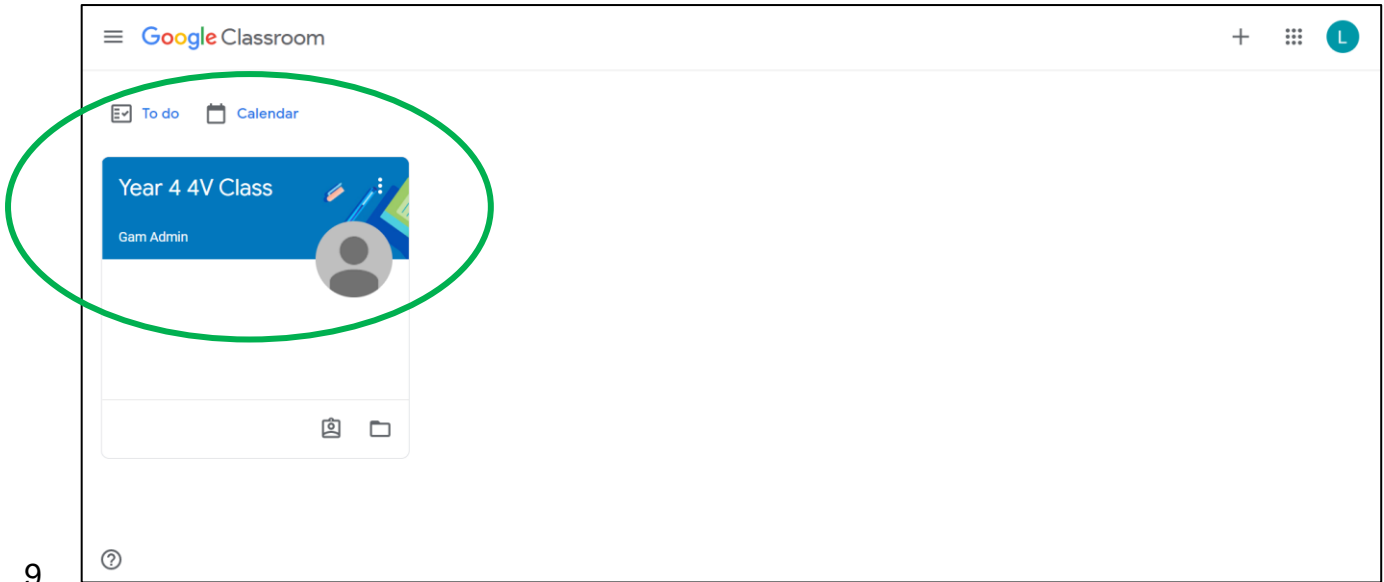
6. Now you have logged in you can access google classroom. To do this click on the image of 9 small squares in the top right of the screen and a drop down menu of icons will appear.



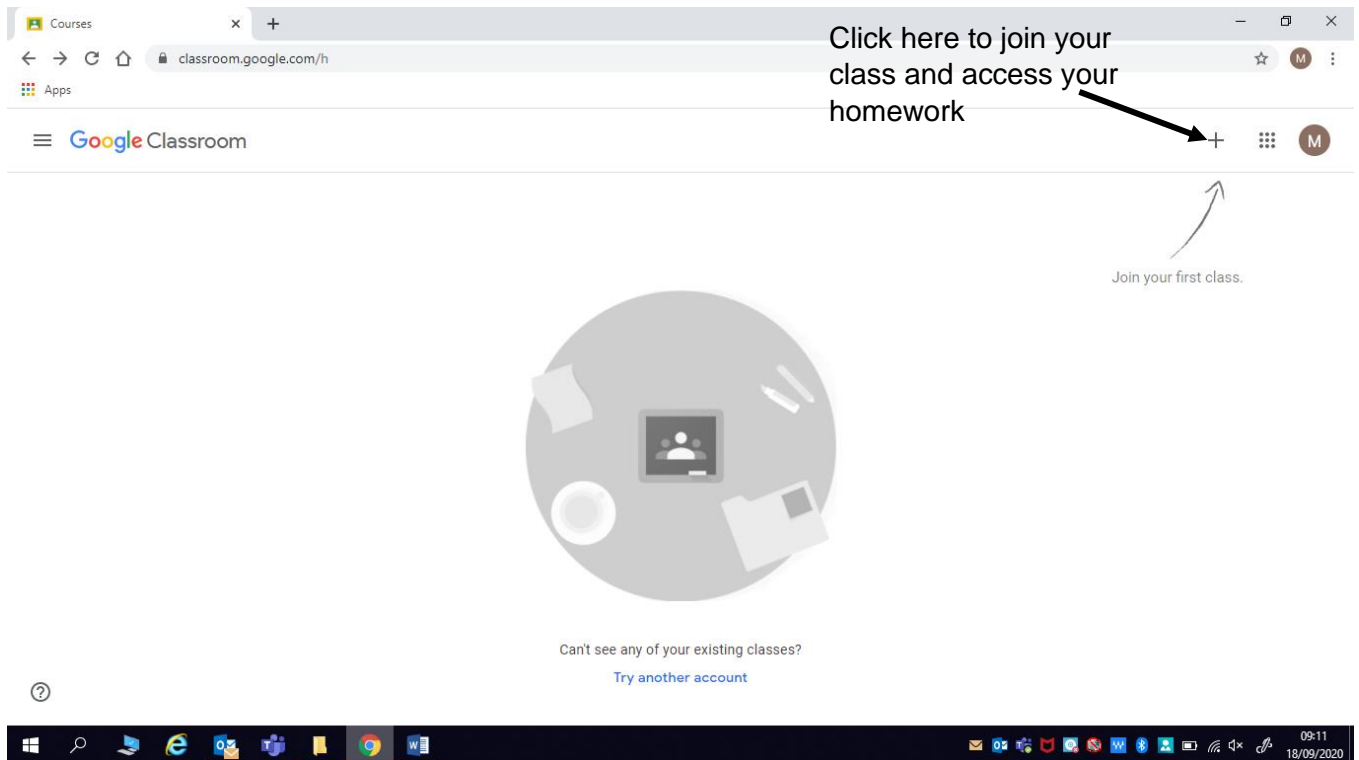
7. Find the icon named classroom and click on it.



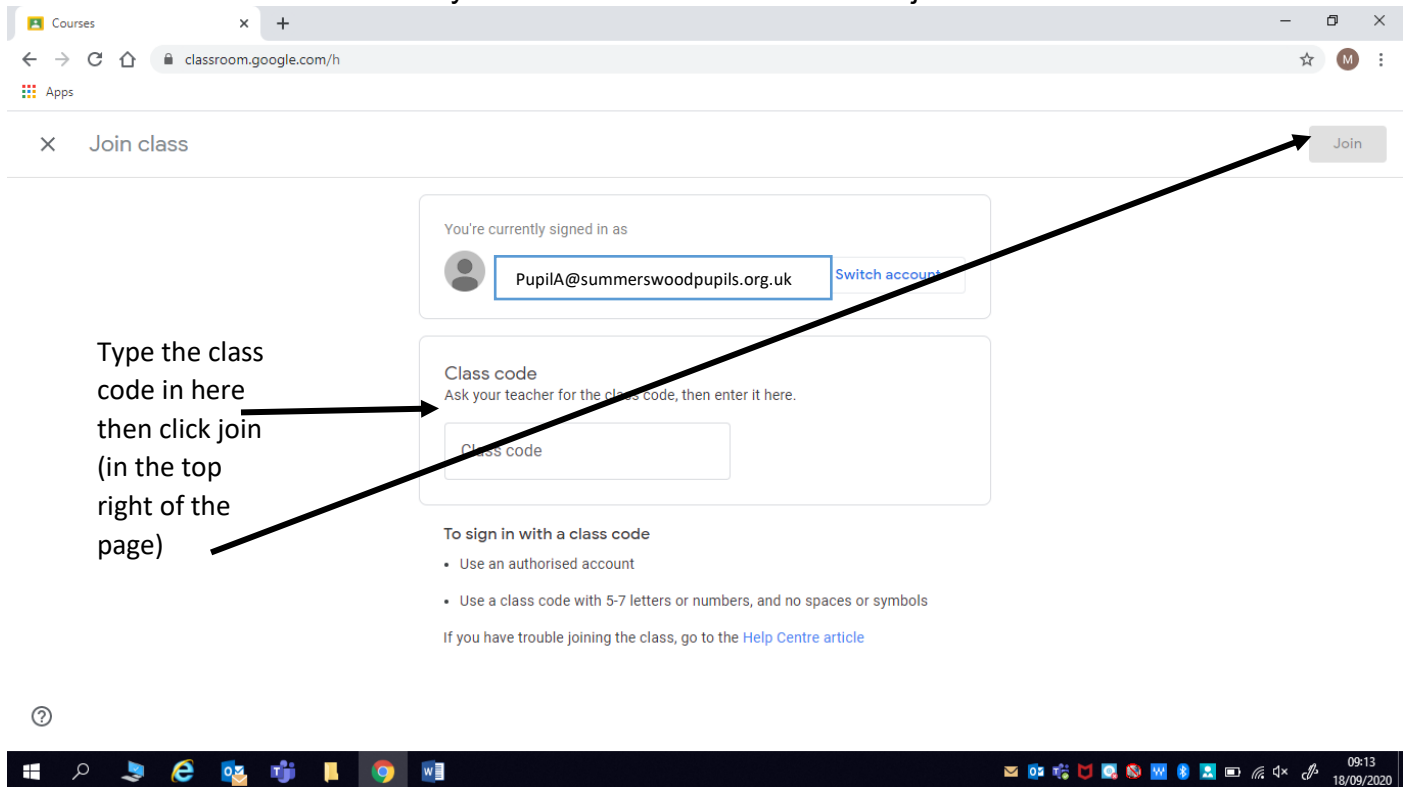
8. Google Classroom should now have opened for you. If your child's class is not showing on the main page of Google Classroom (see below), then your child will need to click on the + icon on the top right of the screen to join their class



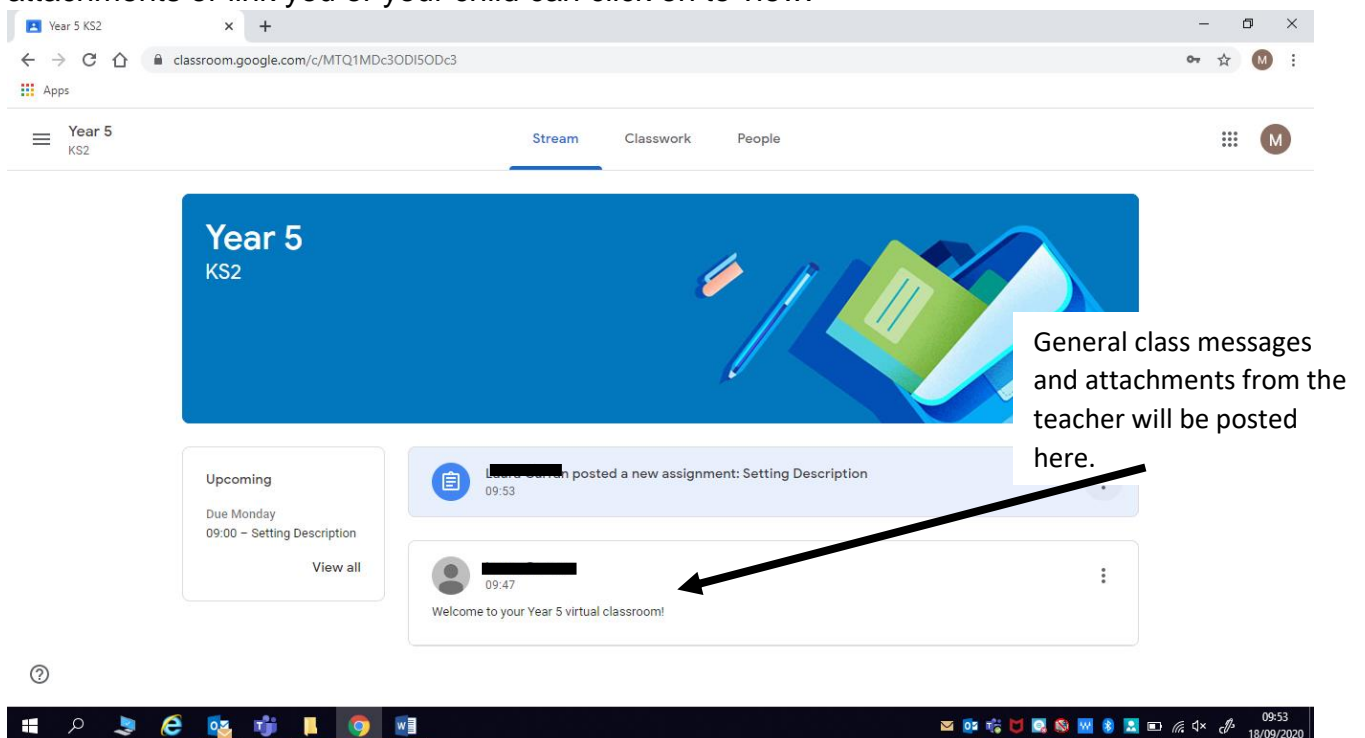
9.  
10..



11. You will now be asked to enter your child's class code and click join.



12. Now you should be able to see your child's virtual classroom. In the virtual classroom you will find messages on the centre of the class main page from the teacher. Some of these may have attachments or link you or your child can click on to view.



13. Your child's homework will appear in their virtual classroom on the left of the main classroom page under 'Upcoming'. There you will see the name of the task and a due in date (and possibly time). To access a piece of work you click on the link in the 'Upcoming' box and you will be taken to the work. Alternatively, if you can not see the piece of work you were looking for you can click view all to see the full list of homework pieces set and then click on the link to access the piece your child needs to complete.

This is where new homework will be posted for you and your child to access.

Year 5

Upcoming

Due Monday  
09:00 - Setting Description

View all

posted a new assignment: Setting Description  
09:53

09:47  
Welcome to your Year 5 virtual classroom!

Once you have clicked on the link of the piece of homework, you will be taken to that task. There you should find instructions to guide you with the work and you may find attachments to open that will support you and your child with the homework. You may also find attachments for your child to complete their work on - you **do not** need to print these. If your child has been provided with an attached document to work on they should be able to complete their work directly on the attached document and then share it with their teacher online. To find out how they can do this see '**How to view attachments and edit/complete work on an attachment**' and '**How to save and hand in a piece of work** below.

Once you child has completed a piece of work set they must click on 'Hand in' to send their work to their teacher and confirm they have completed that piece of homework.

Setting Description

Laura Curran • 09:53

100 points

Due 21 Sep, 09:00

Look at the attached document. There you will find a picture of a scene from the story we have been reading this week. Look at it closely and use descriptive language to describe the setting. Think about all the senses when writing your description. You can write on the attached document to complete this task and share it with me view google docs.

Success Criteria:

- Use adjectives
- Include figurative language (similes, metaphors and personification)
- Remember commas for list and commas after fronted adverbials

Class comments

Your work

Assigned

Word

+ Add or create

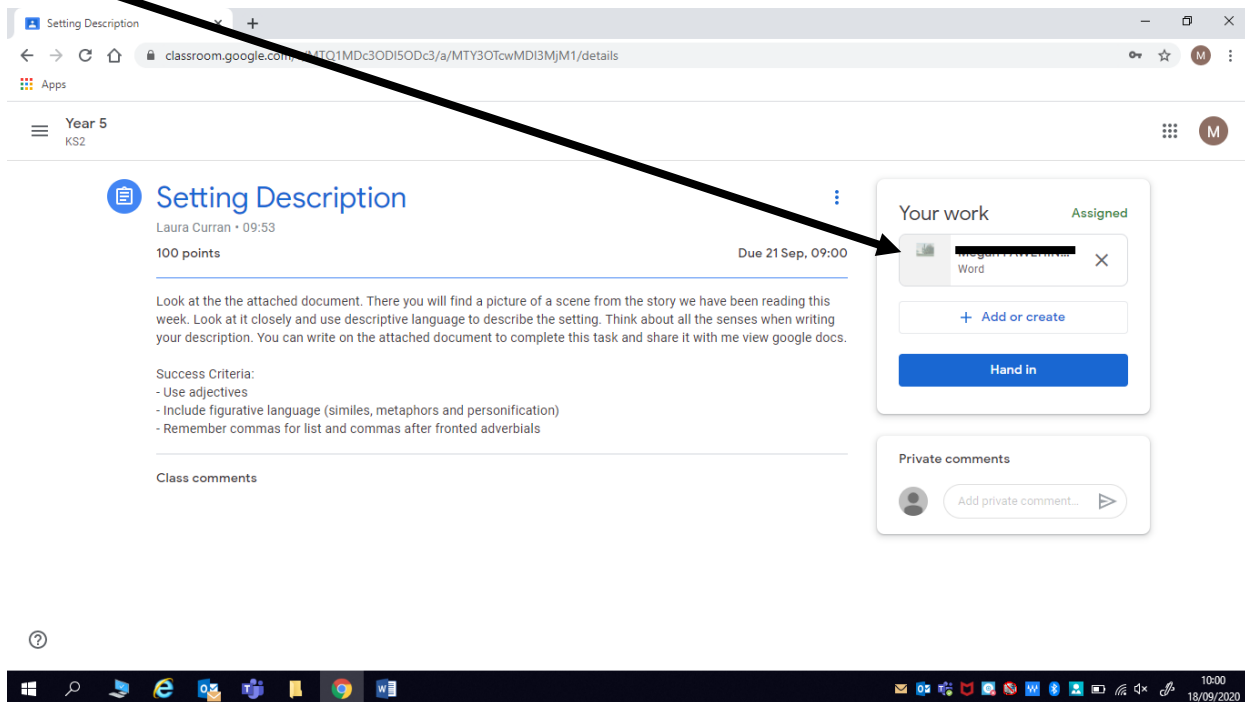
Hand in

Private comments

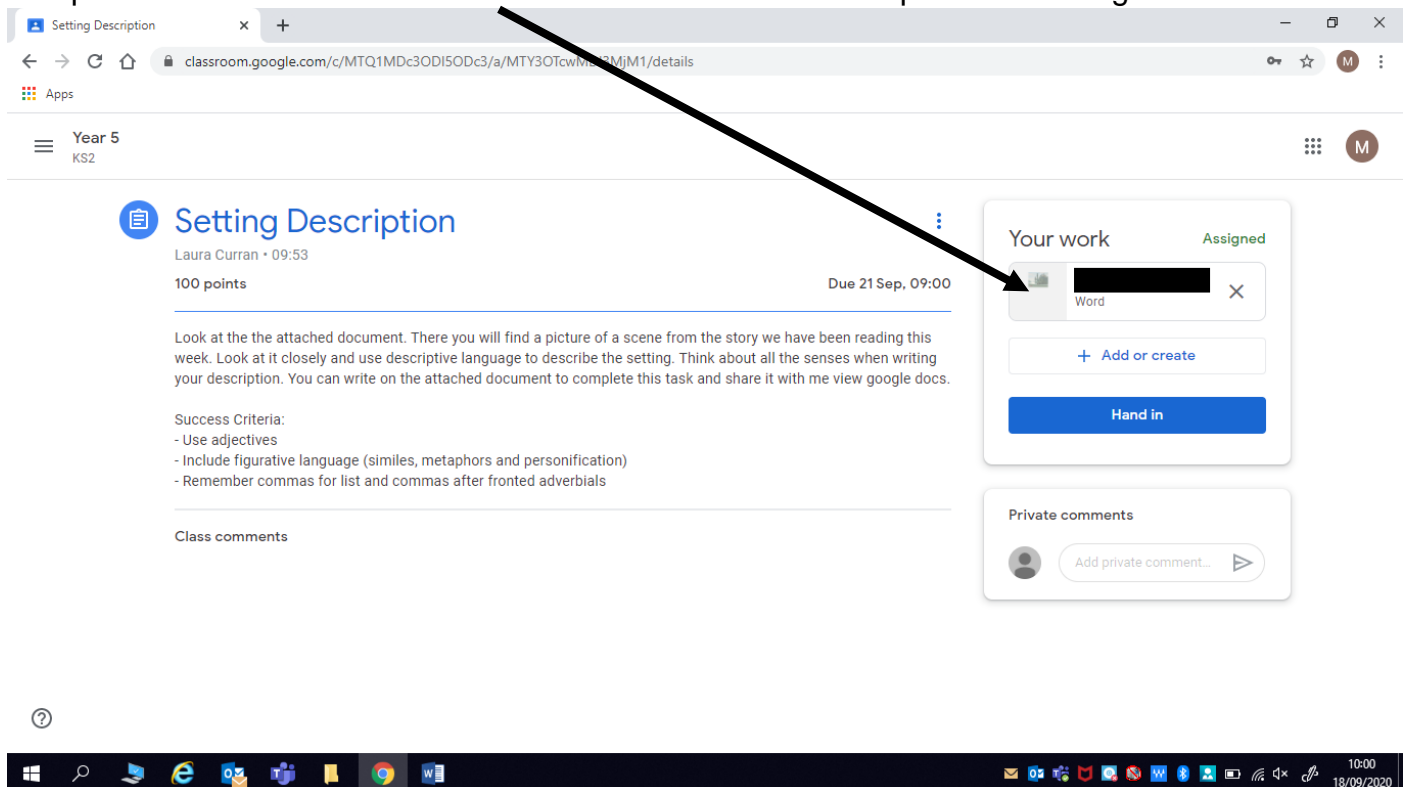
Add private comment...

## How to view attachments and complete/edit work on an attachment

1. Once you have clicked on a piece of work in the 'Upcoming Work' list you may find the teacher has provided attachments to support you and your child with the homework. These will appear here.

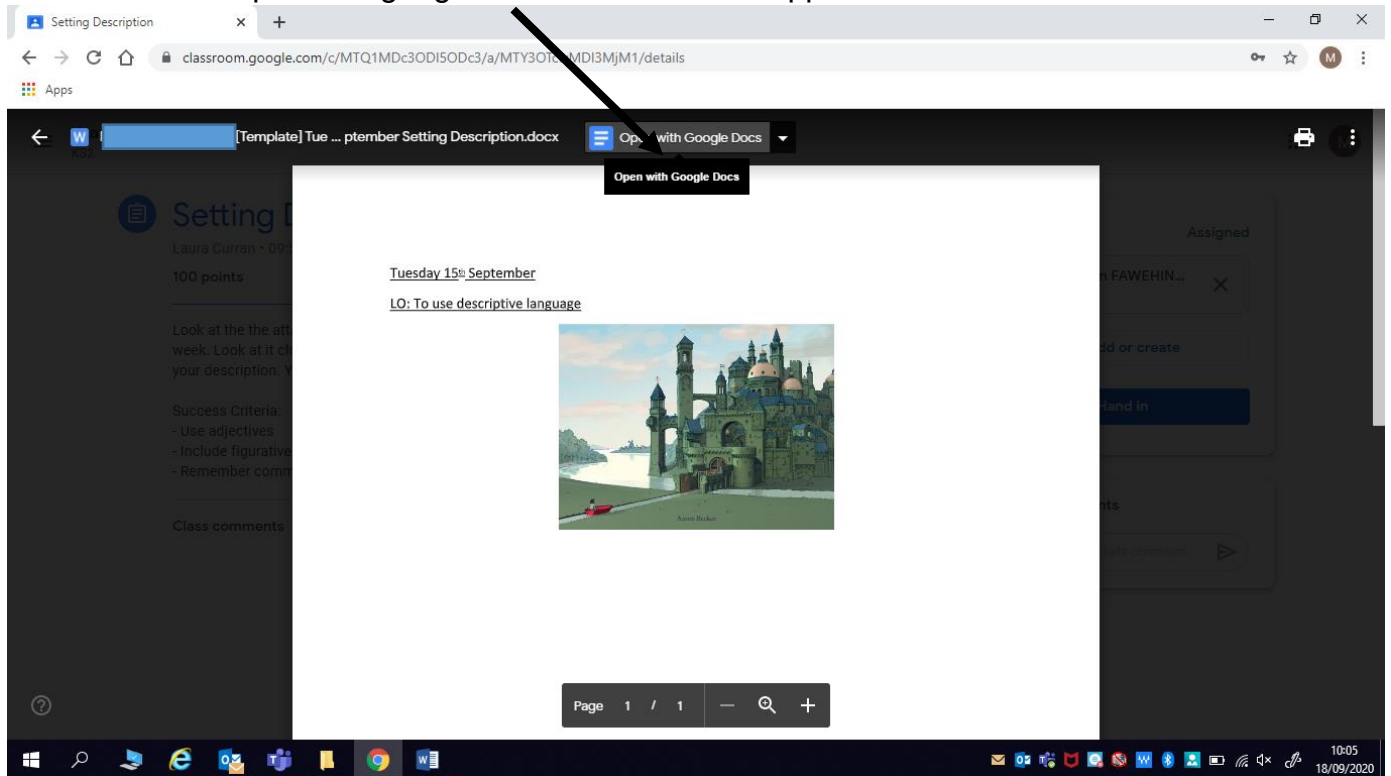


2. To open an attachment click on link. The attachment will then open in a viewing window.

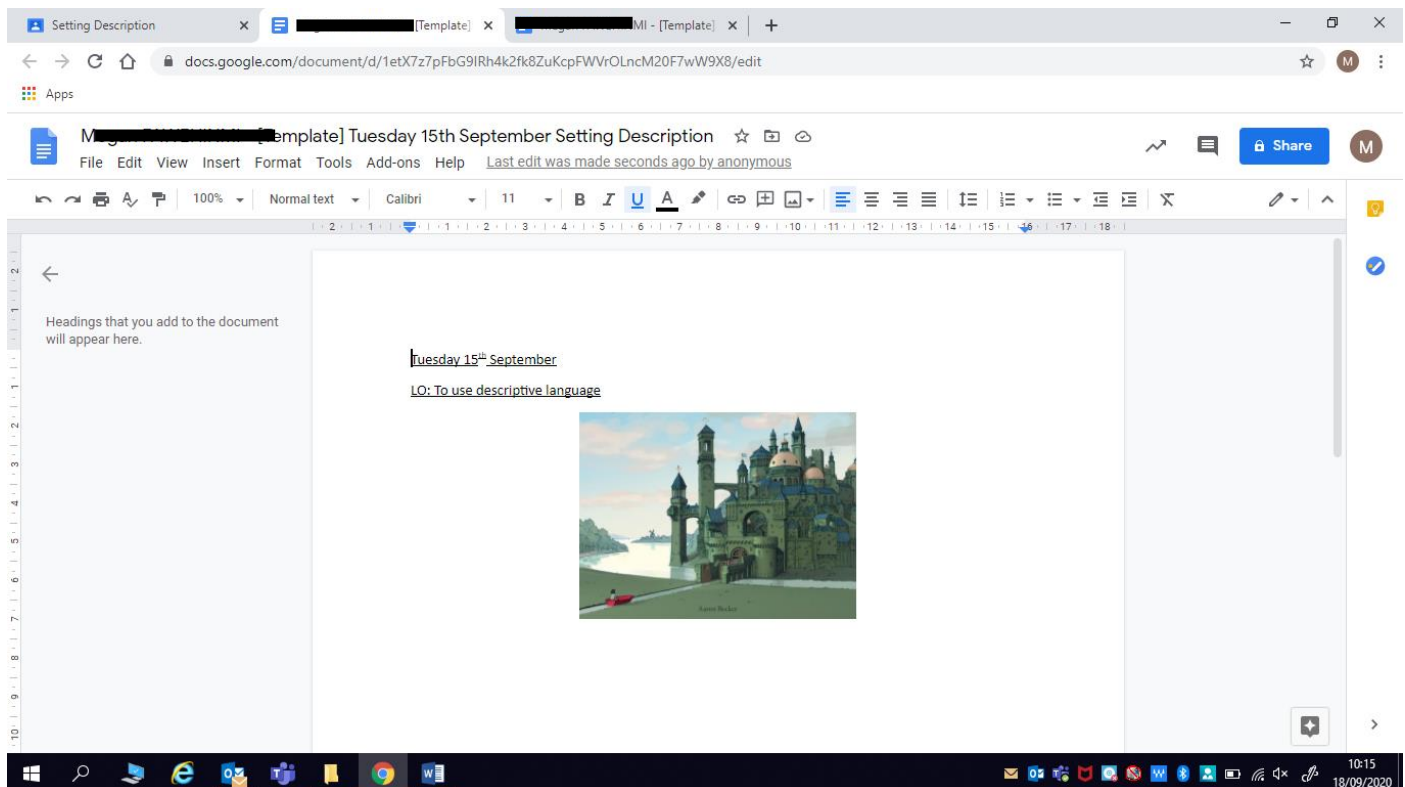




3. If it opens as below, to edit the document, hover the mouse/cursor over the centre of the top of the screen and 'open with google docs' button should appear. Click on this button.



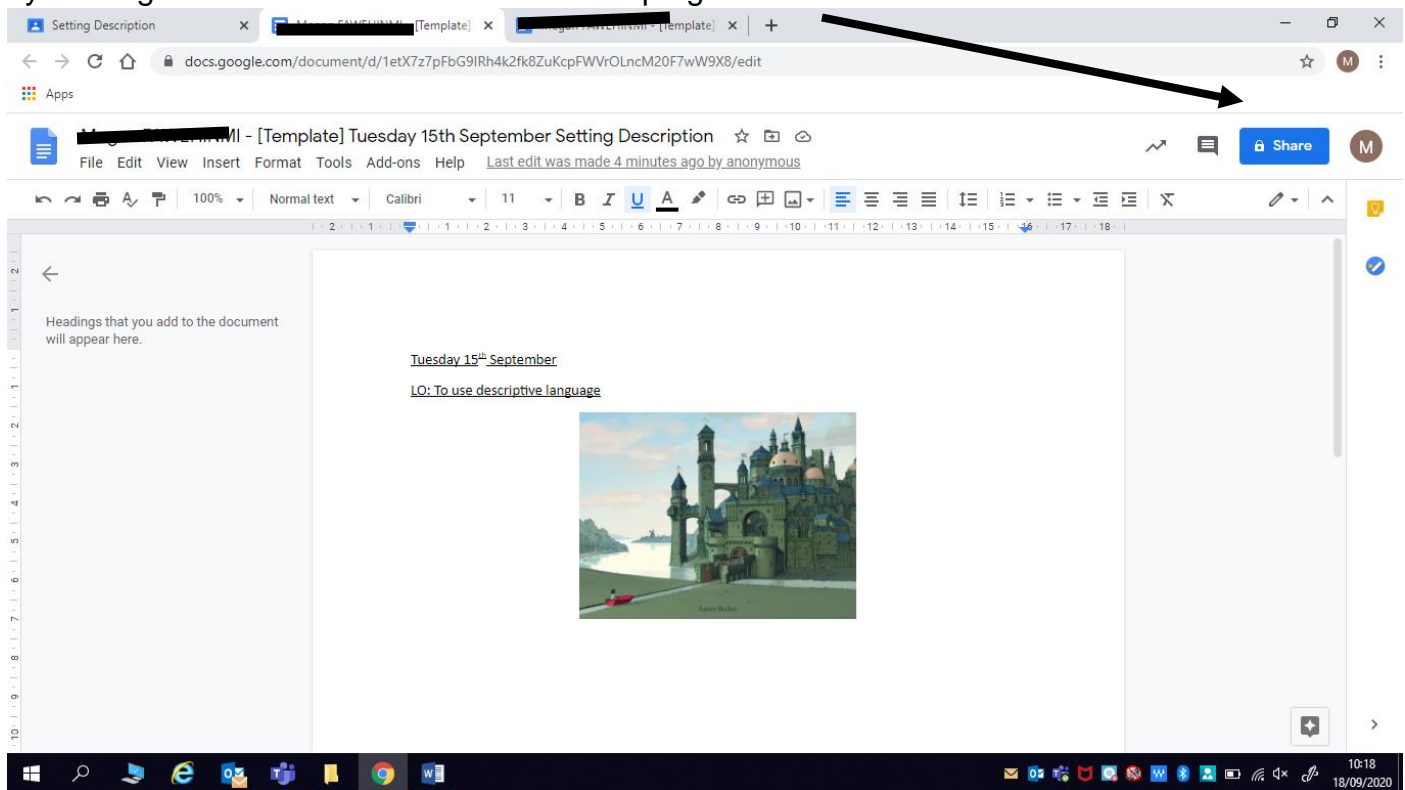
4. The document will now have opened in google docs (be patient as this may take a few moments). Now your child can complete their work, just like they would on any normal word document.



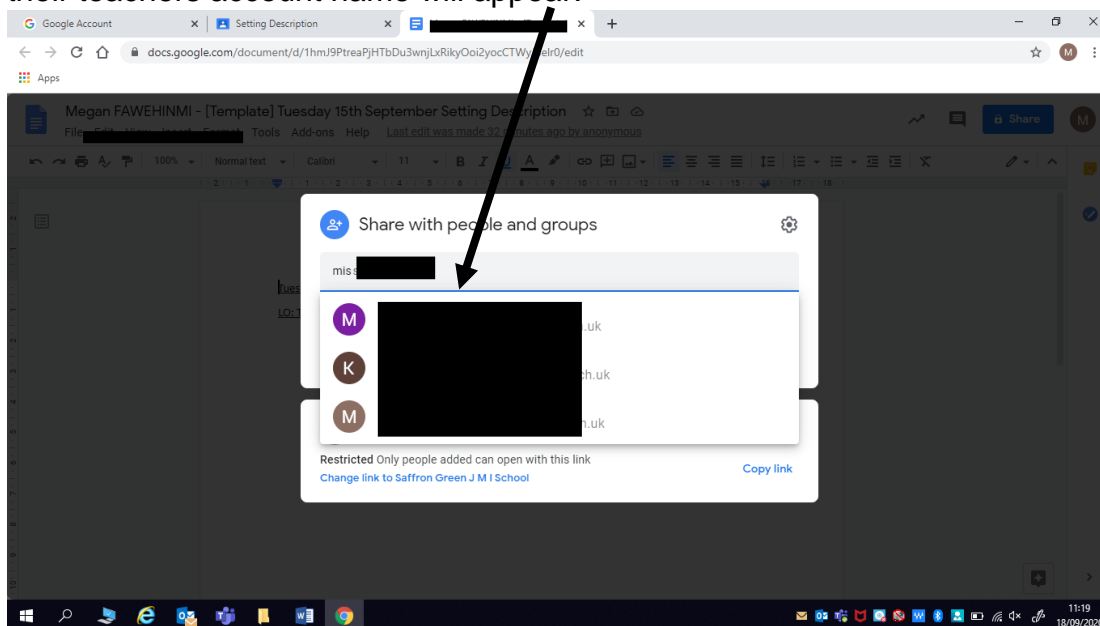


## How to save and hand in a piece of work

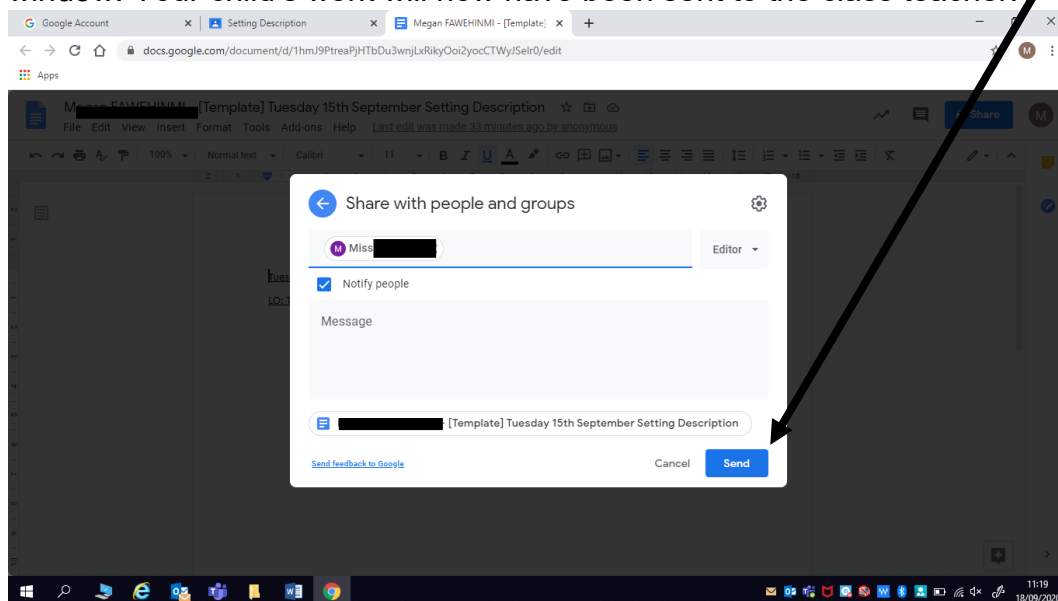
1. Once your child has finished their work on the document, they need to click on 'Hand in' if available, alternatively, click the share button to save it ready to share with their class teacher by clicking on the blue share button on the top right of the screen.



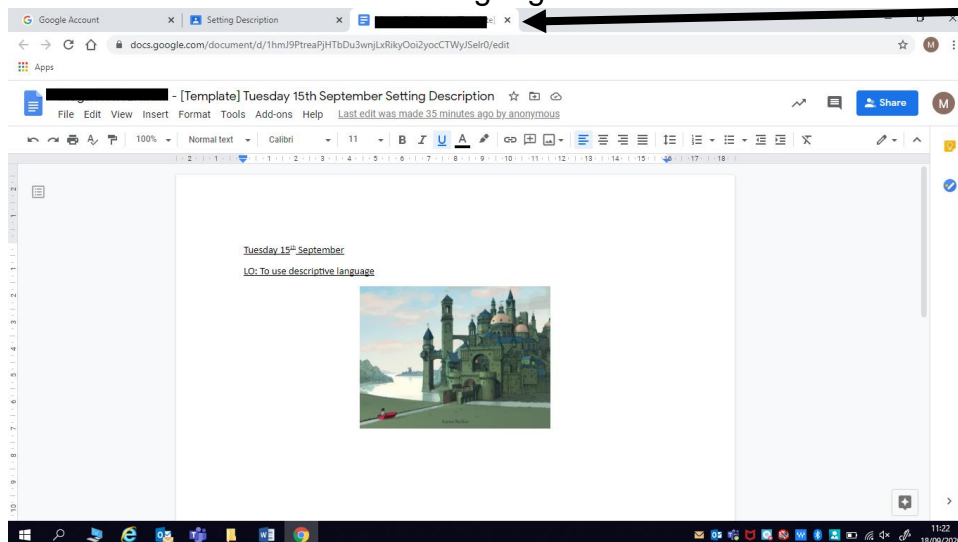
2. A small window will open up with a box. It will ask your child if they would like to share their work with anyone else. They need to begin to type their teachers name into the box and then their teachers account name will appear.



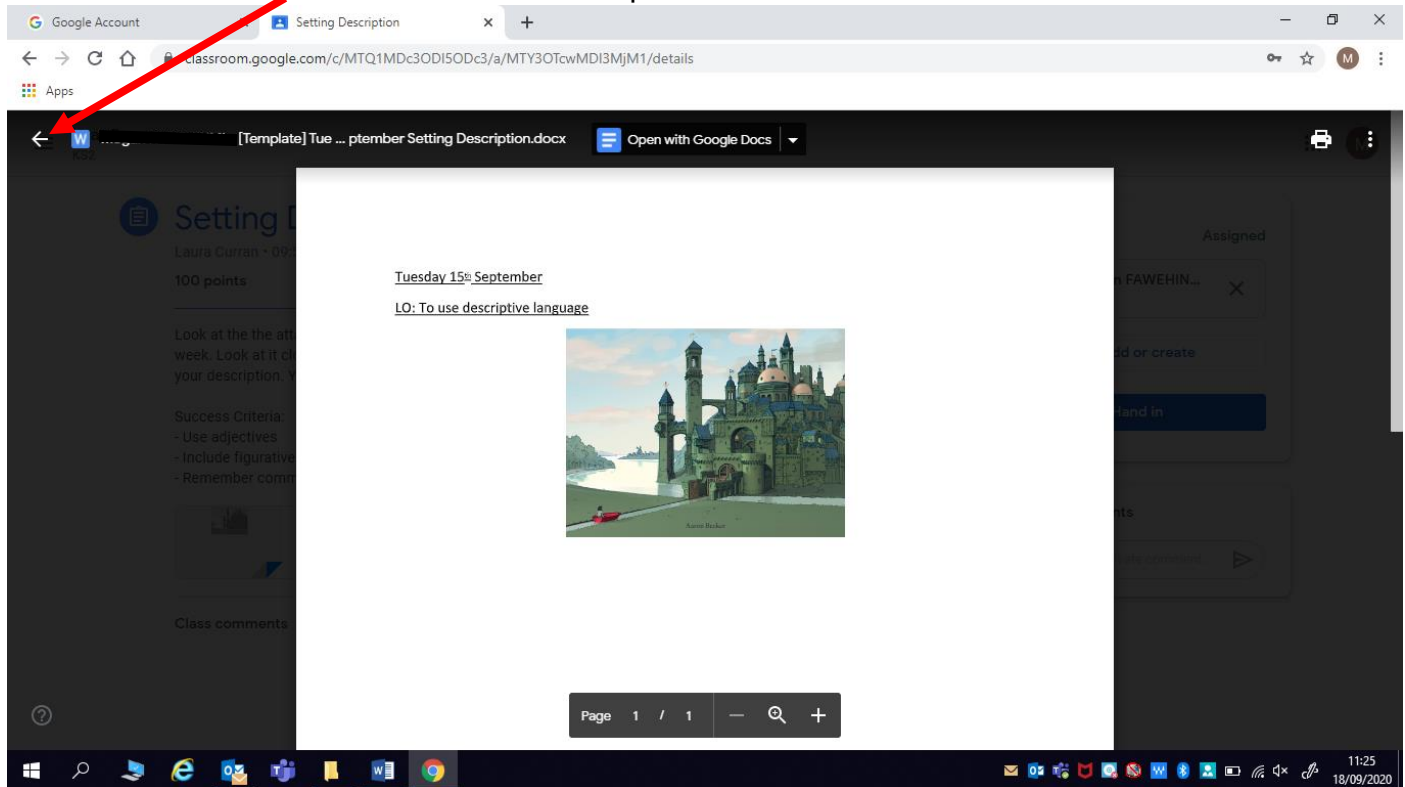
3. Select your child's class teacher account then click on 'Send' in the bottom left of the small window. Your child's work will now have been sent to the class teacher.



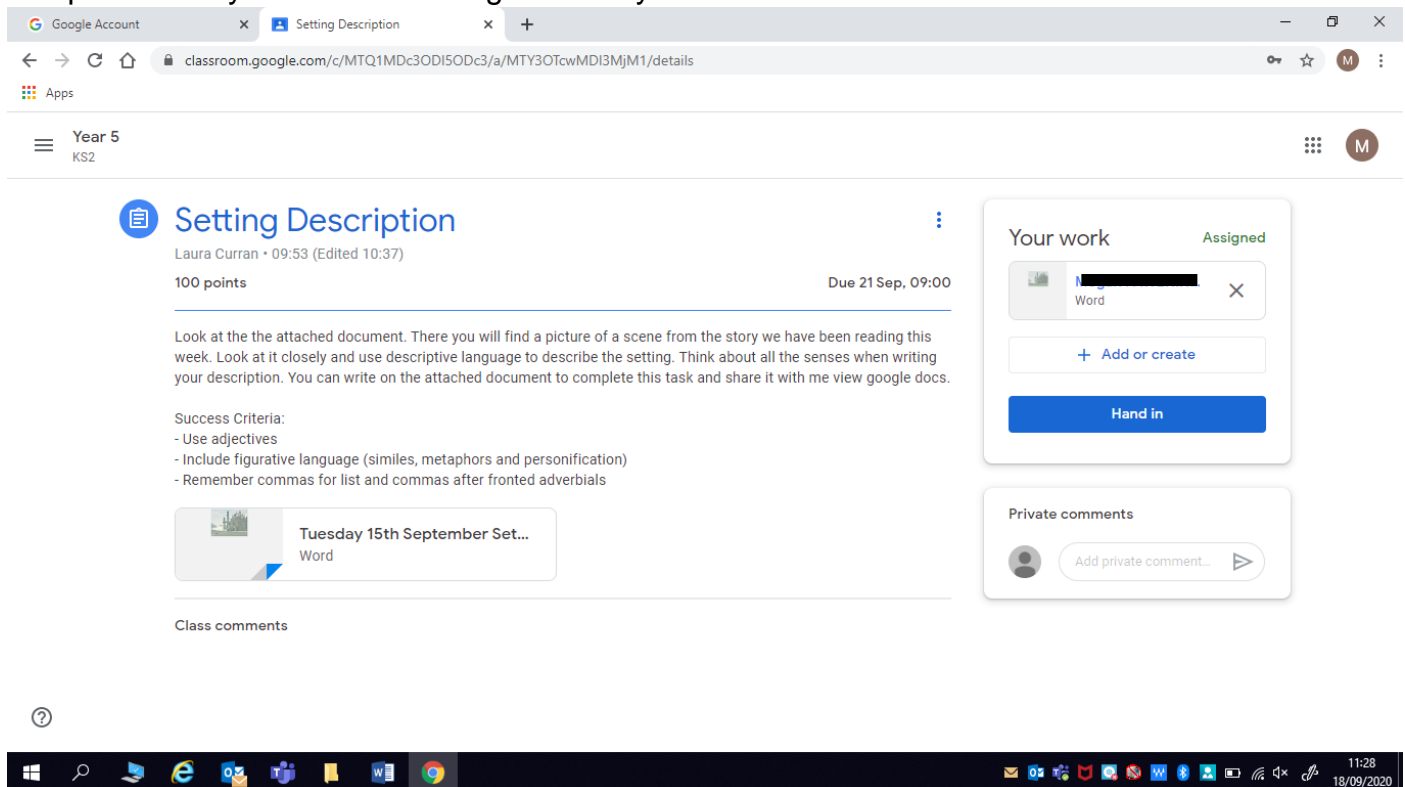
4. You will now be sent back to the google docs tab. You can close this by clicking on the tab x.



5. Now you should see the Google Classroom view of the document your child was working on. To exit this click on the back arrow on the top left of the screen.

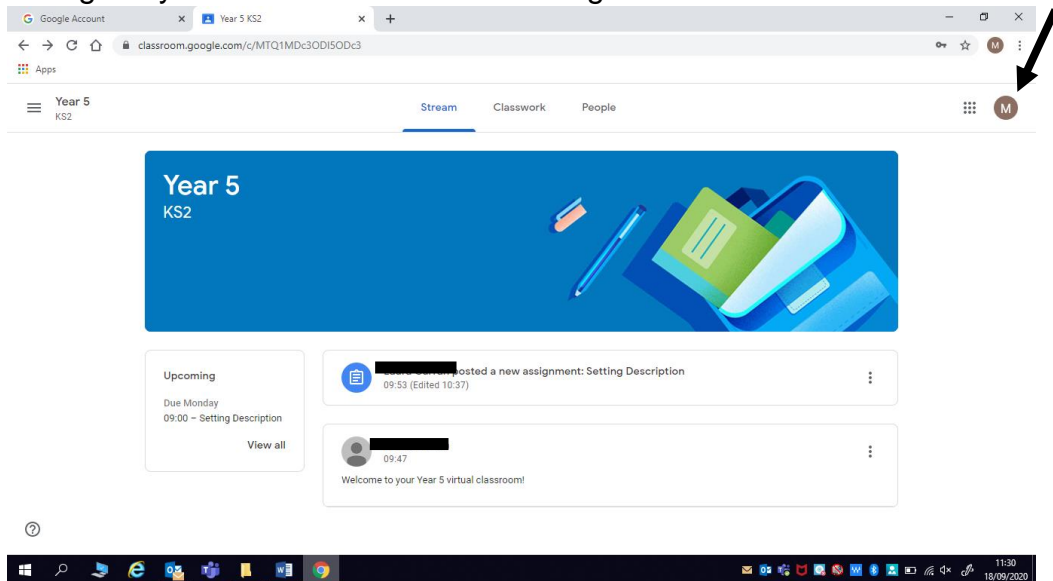


6. You should now be back at the Google Classroom page showing the piece of work with instructions and attachments that your child was set for homework. From here you child can choose to go back to their class main page and the list of work if they have other homework to complete or they can choose to log out if they have finished their homework.

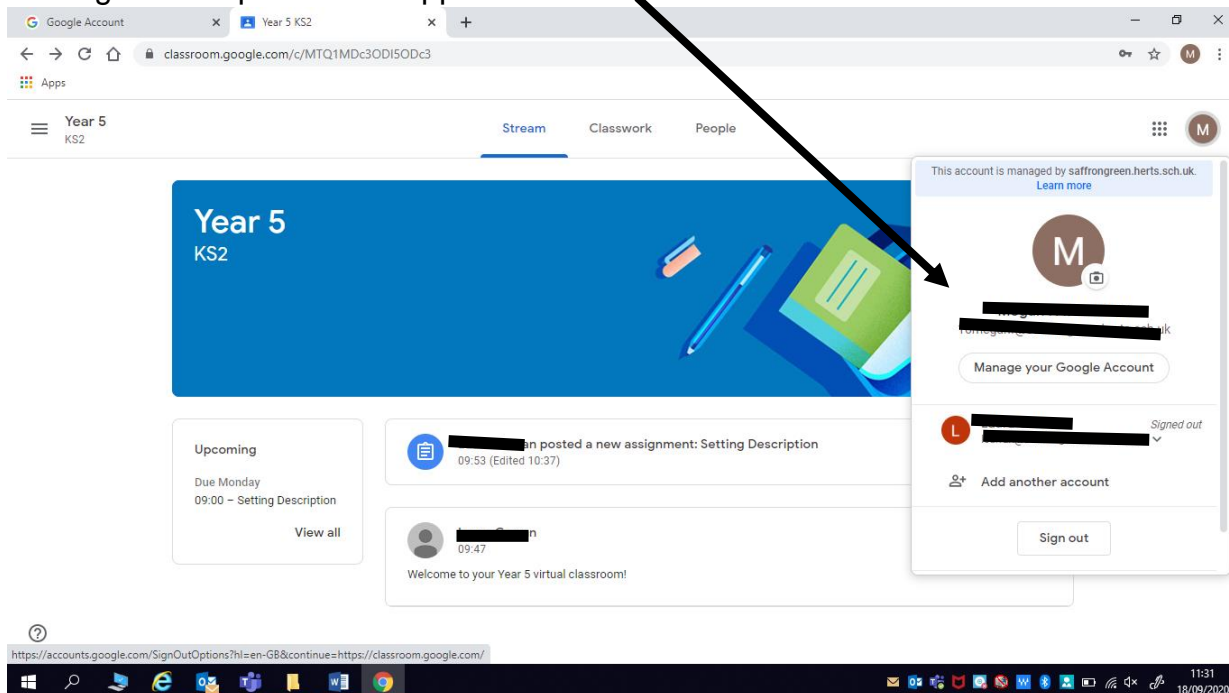


## Logging out

1. To log out your child must click on the larger coloured circle with their initial in.



2. The sign out drop down will appear like this.



3. Click sign out and this will sign you/your child out of the account.

