



## A Guide on Using Google Classroom on Mobile Devices

To get started, please download the free Google Classroom app on your device.



Other essential apps will need to download are Google Sheets and Google Drive.



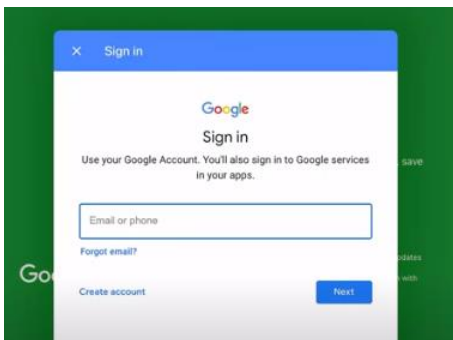
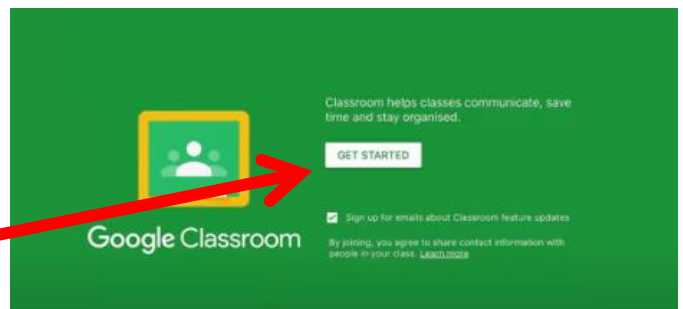
Google Sheets is a little bit like Microsoft Word and will allow you to edit assignments set by the teacher.



Google Drive is an online storage for all your work.

Once you have downloaded the apps you are ready to go.

1. Click on the Google Classroom app and click on 'Get Started'

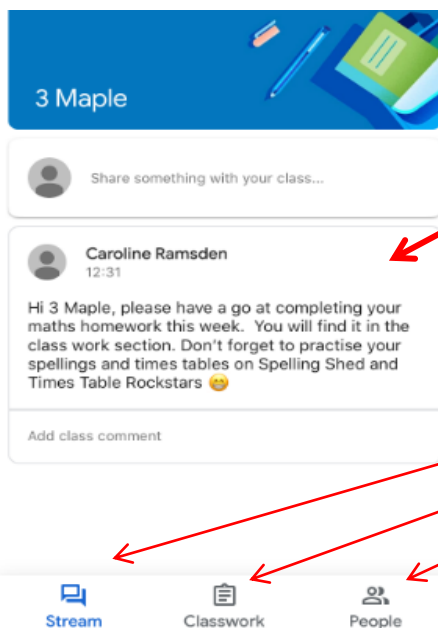


2. Sign in using your school account (if you need your child's log in details, please get in touch with your child's teacher).

3. After signing in, you will taken to a page showing your child's class.



4. Click on the class to access.



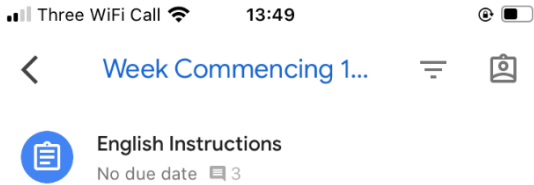
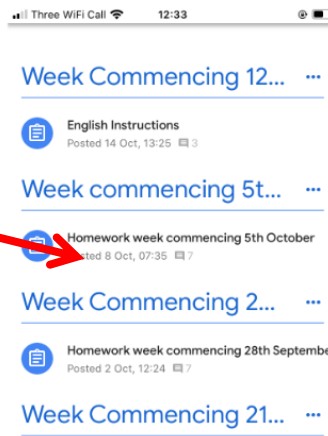
5. Once inside the class, you will see the main stream. The stream is like a message board. Your child's teacher will post important messages and information here for the whole class to see.

The children can also comment on this stream and communicate with their teacher and their friends.

6. At the bottom you will notice three tabs. The stream (message board), classwork (where the work is) and people (the children and teachers in the class).

7. Click on the classwork tab. This is where the teacher will post the work for your child to complete.

We organise our work into weeks. Here you will find your child's homework and in the event of a bubble closure or another lockdown their daily work.

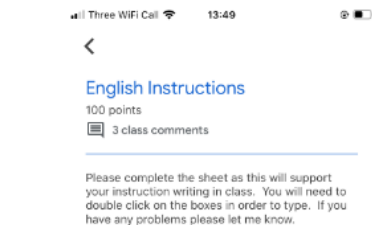
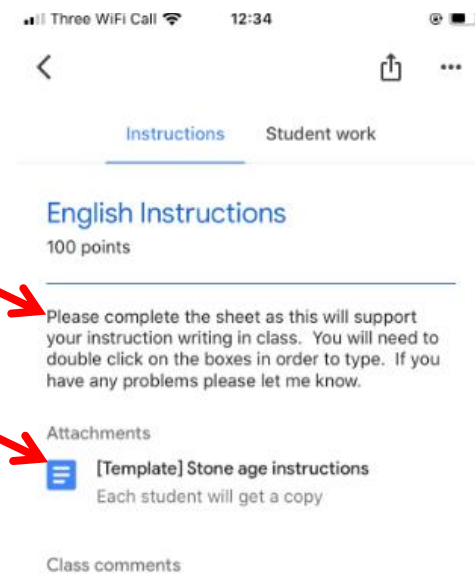


8. Click on the relevant week and that will take you to the work that has been set by the teacher.

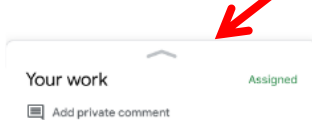
Click on the assignment.

For each assignment the teacher will give instructions on what to do.

The teacher will add any attachments that may be needed to complete the work. Here the attachment is a Google Doc so the children can edit directly on to it. Some attachments may be added to help pupils and are not meant to be edited e.g. a PDF.



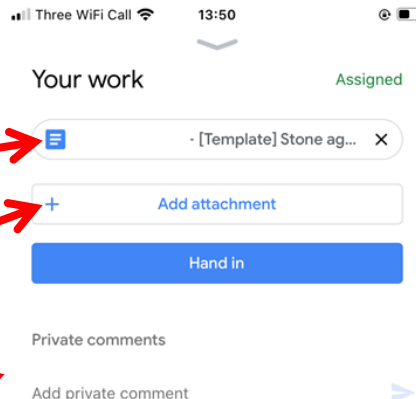
To complete the work, click on 'Your work' at the bottom of the page.



Click the document to edit online.

Alternatively, you can complete the work on paper, take a photo and upload for the teacher to see.

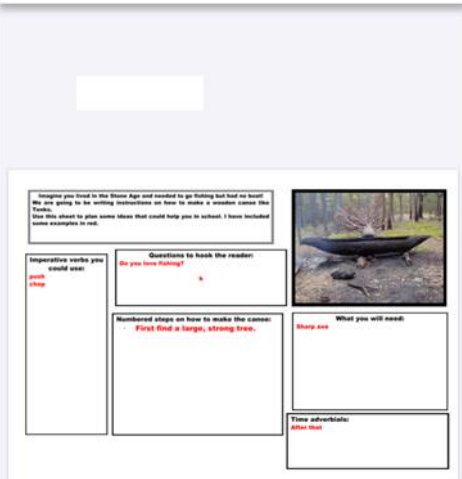
If your child needs further information or has a question they can private message their teacher here.



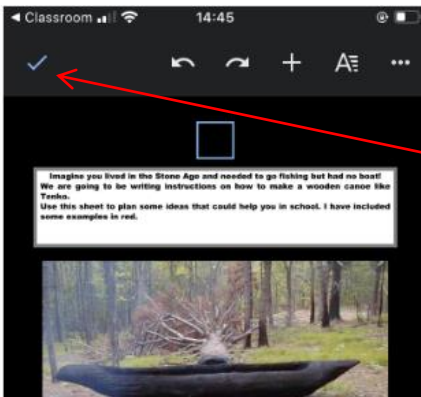


To edit and complete your work online, click on this button.

This will take you to the Google Docs app and allow the document to be edited.



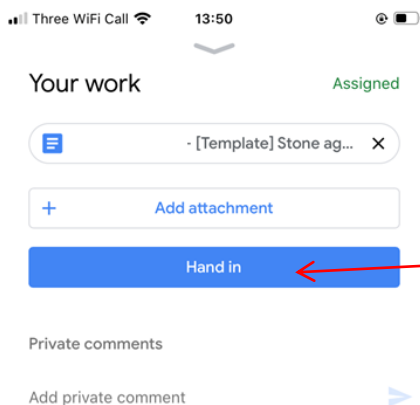
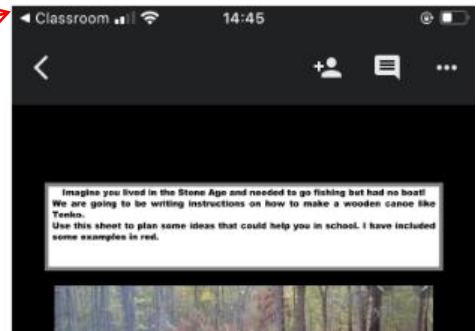
Click the pen to edit.



Once the editing is completed, click the little tick to save the work.

If using an Ipad or Iphone, click the Classroom link at the top of the page to return to the Google Classroom app.

Or click back into the Google Classroom app from the home screen if using another device.



Click 'Hand in' and the teacher will receive the completed work. Once the teacher has looked at the work, they will give feedback on what your child has done well and what they need to do to improve further.