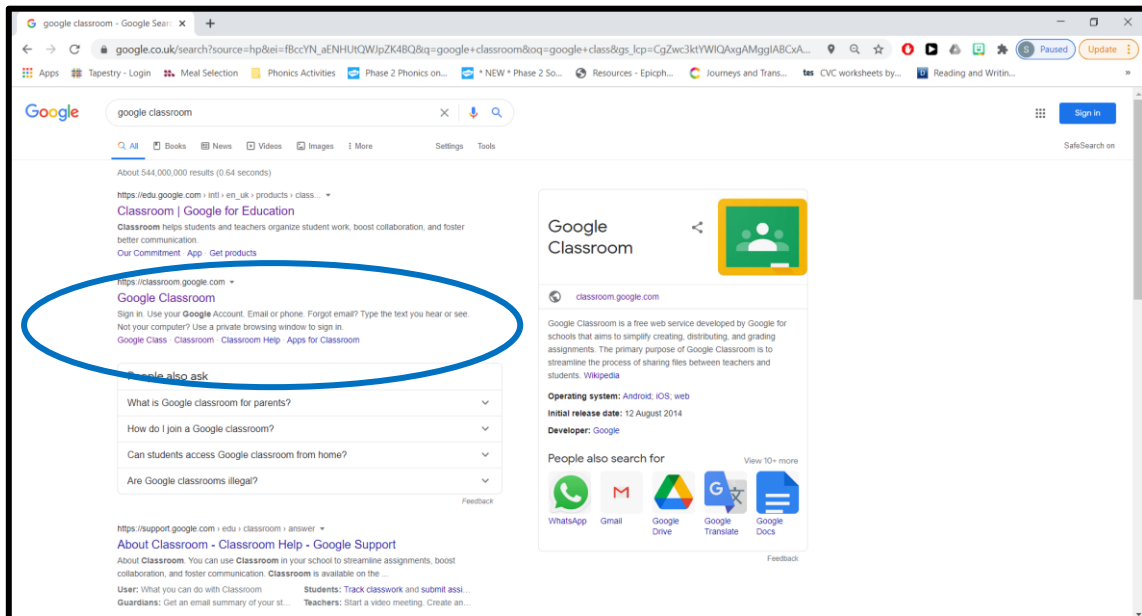


# Aldermaston CE Primary School

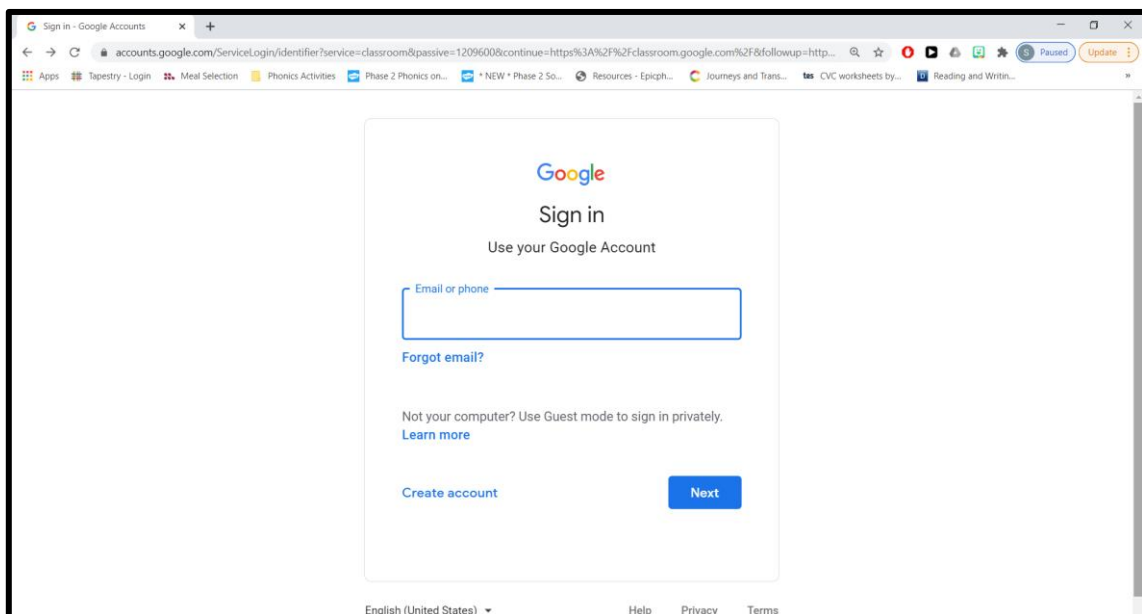


## How to use Google Classroom – A Guide

To log in to Google Classroom, open Internet Explorer or Google Chrome, and type 'google classroom' into the search bar. You will get a page similar to this. Click the link that is circled in the picture.

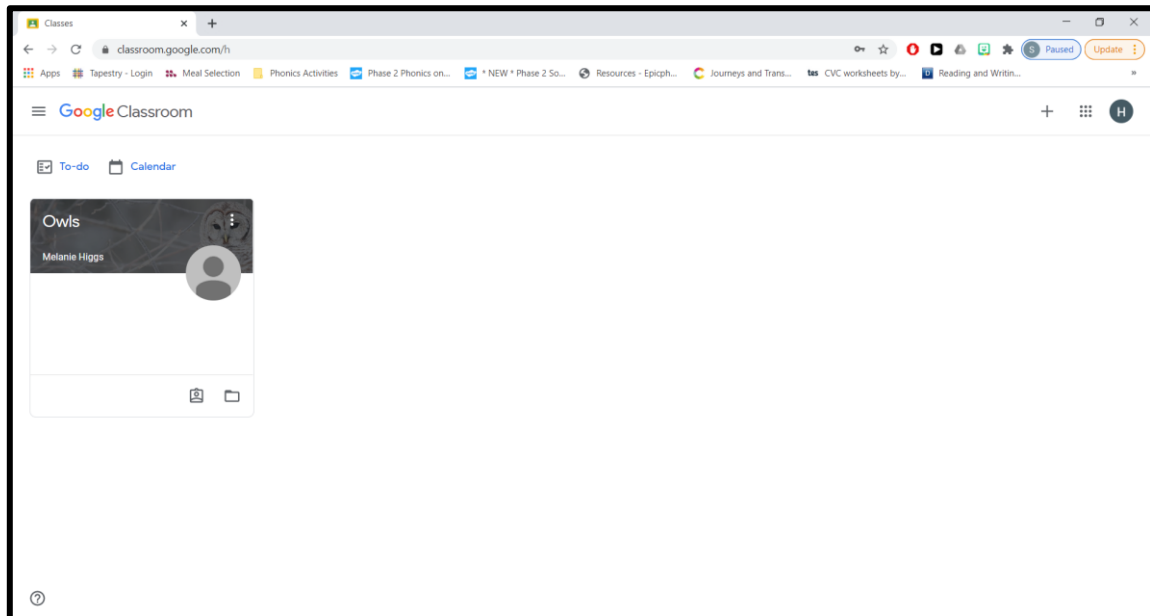


It will open a page that looks like the photo below. Your child can log in with their Google Classroom log in details. If you need these to be provided again, please get in touch with the School Office.

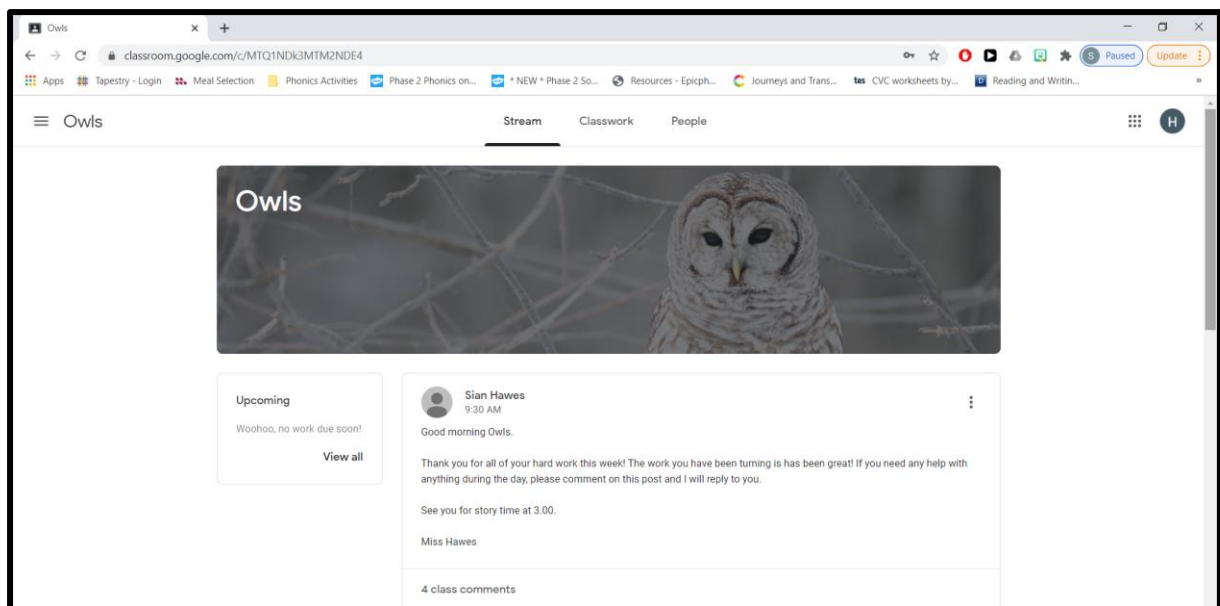


## Aldermaston CE Primary School

You will see a screen that looks similar to this (the Class shown will depend on which class your child is currently in). Click on the class and it will open up your child's class page.

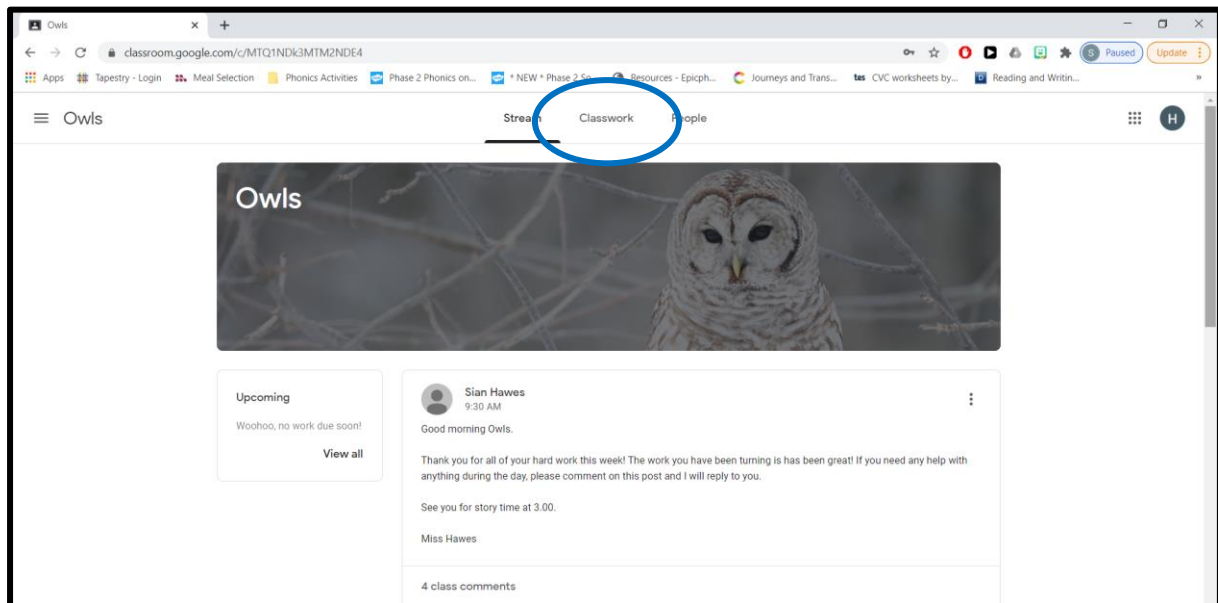


Your child's class page will look similar to the picture below. Upcoming work is shown on the left hand side of the screen, and your child's assignments can be viewed if you scroll down the page. This is also the screen where teachers will post announcements to the class, and where children can ask questions throughout the day.

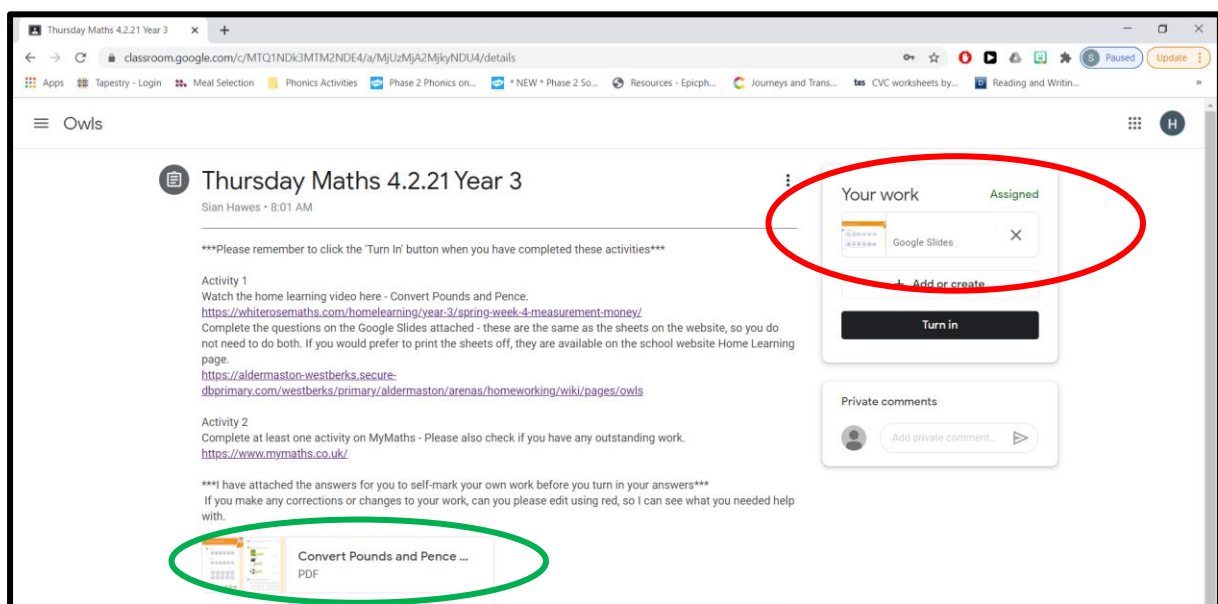


## Aldermaston CE Primary School

Your child's assignments can also be accessed by clicking on the 'Classwork' tab at the top of the page. This is circled in the picture below.

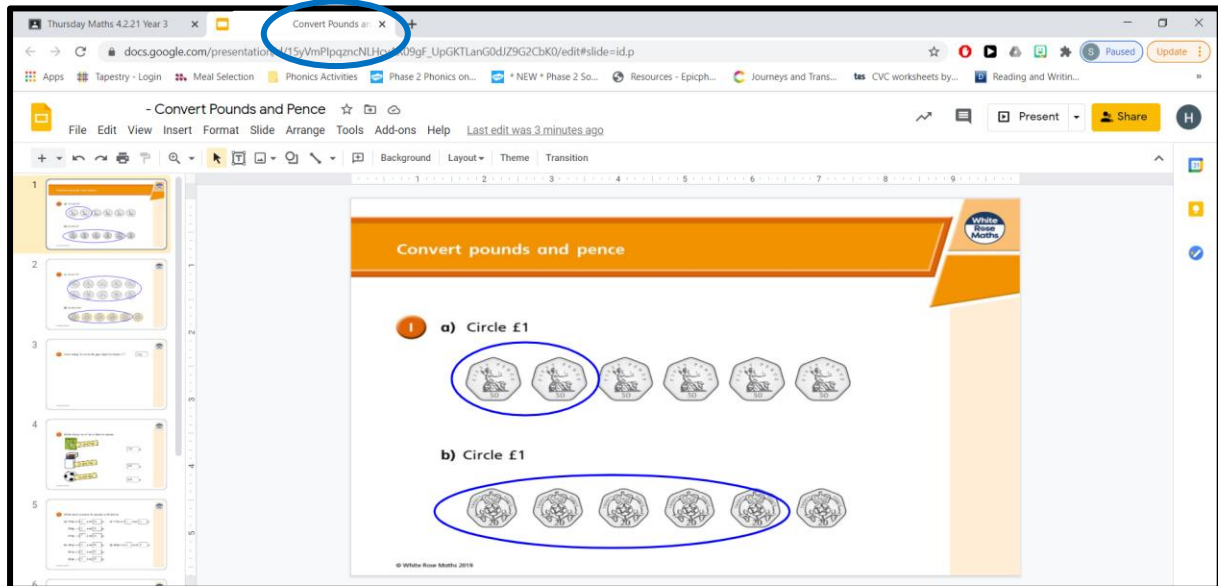


Once you have clicked on an assignment, there are instructions that explain what the activity is and what needs to be completed. The assignment and attachments are also visible on the screen. Any useful attachments will show up underneath the information given by the teachers (circled in green). Your child's assignment, which they can complete on the computer or print and complete, will show up on the right hand side of the page (circled in red). Click on the assignment to open it.

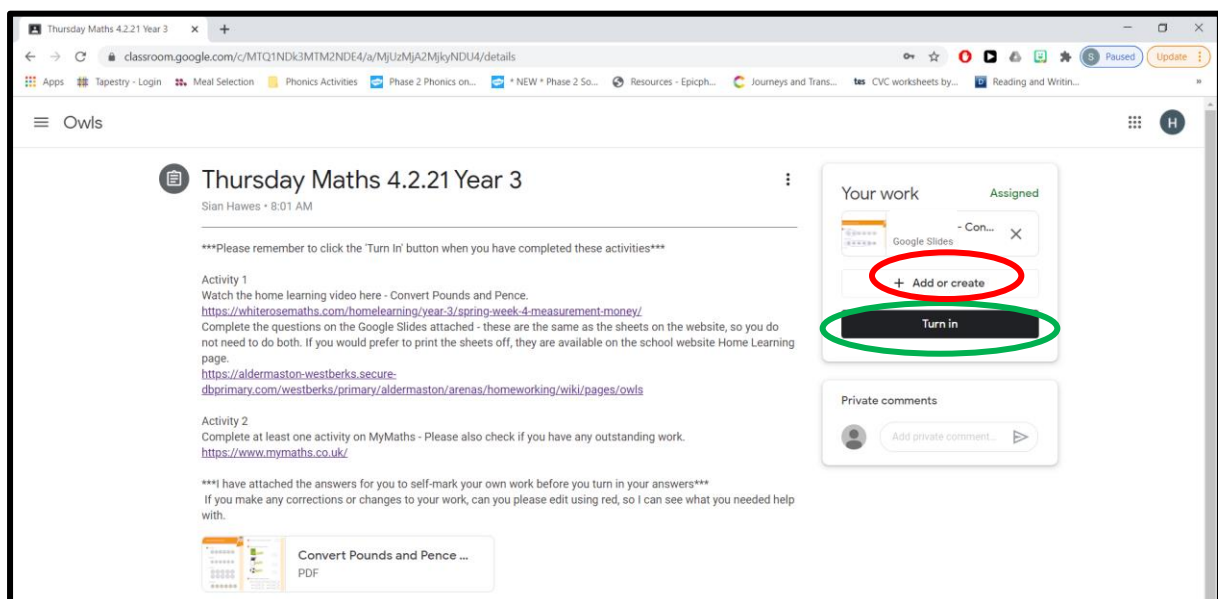


# Aldermaston CE Primary School

Once you have opened an assignment, you can edit the work on the computer, or you can print the assignments off to complete. If working on Google Classroom, you do not need to save the work, as it automatically saves as your child is working. Once your child is finished with their work, they just need to close the tab at the top of the page (circled below) to go back to the assignment page.

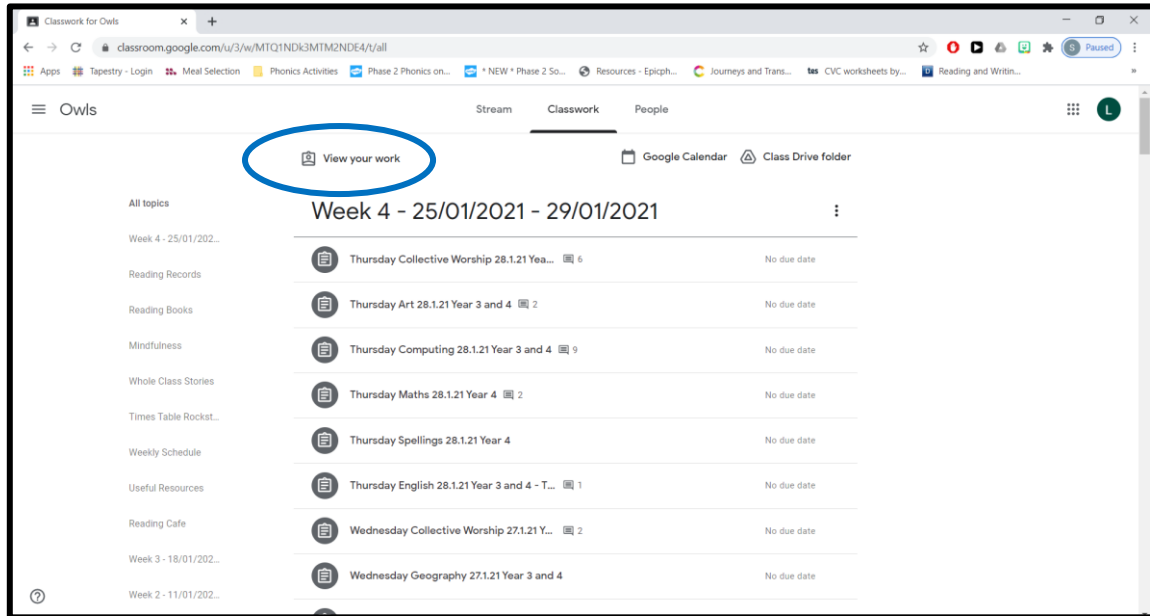


Once your child has completed their work, they can turn their work in using the 'Turn in' button (circled in green) on the right hand side of the page. If they need to attach a picture or a video to their work before turning it in, they need to click on '+Add or create' (circled in red), click 'file' and then upload from the computer. You can also use the '+Add or create' button to create a blank Google Doc if your child would like to write their ideas when there isn't a document already assigned.

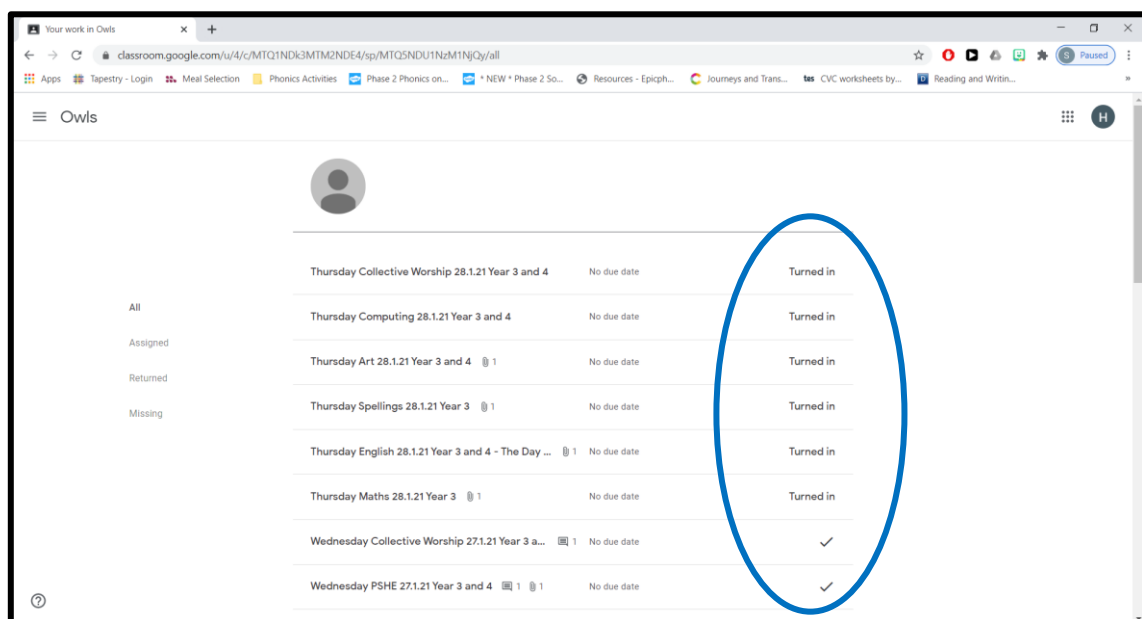


## Aldermaston CE Primary School

Once your child has turned their work in, their teacher will be able to view their work, and mark and comment on it. Teachers will then return your child's work to them. There will sometimes be actions given by the teacher for your child to complete. The quickest way to view comments from class teachers is to click on the link that says 'View your work' at the top of the Classwork tab (circled below).



This will open up a screen that looks like the picture below. The column on the right hand side lets you know what has happened to that piece of work – it has either been 'Assigned' (not yet completed), 'Turned in' (completed and with your teacher), or there will be a tick (returned by your teacher).



## Aldermaston CE Primary School

If you click on the titles of the work which have got ticks next to them, you can see the comments your teacher has sent to you (circled below). If you then click 'View details' at the bottom of that assignment, it will take you to that assignment page, where you can either make the corrections on the document and 'Turn in' your work again, or discuss with an adult at home and comment back to let your teacher know that you have completed the actions.

