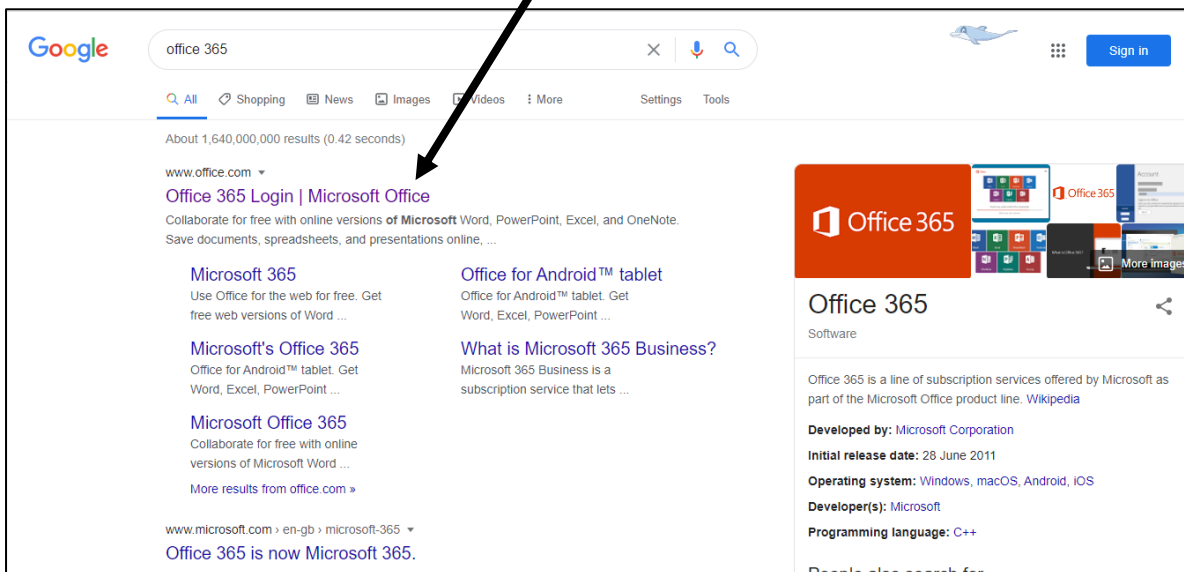# How to log into my school email and access Google Classroom
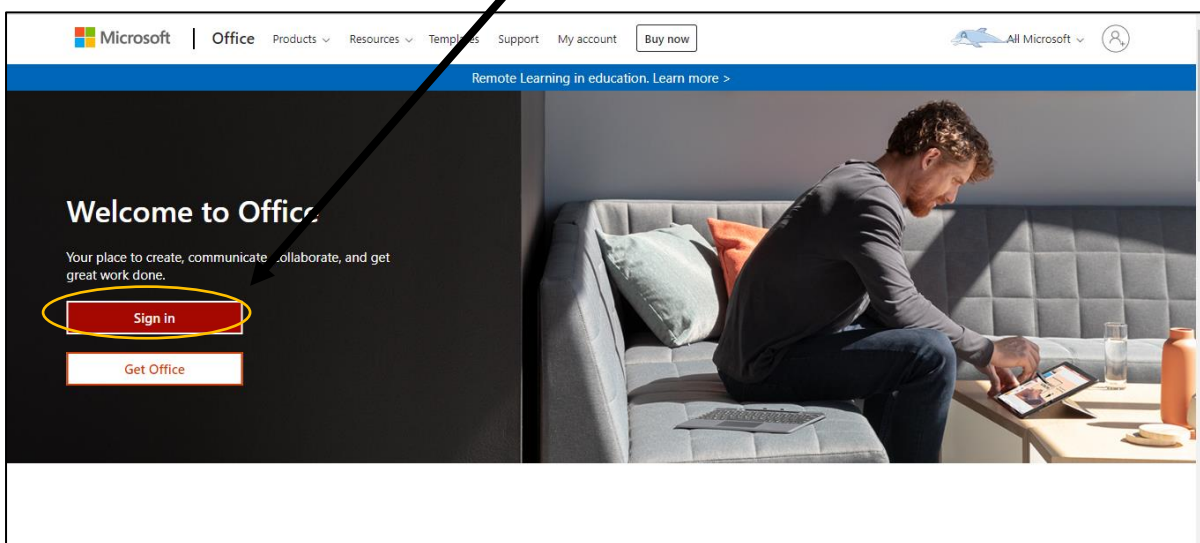
Please follow this step by step guide, in order to access Google Classroom and your child's Remote Learning.
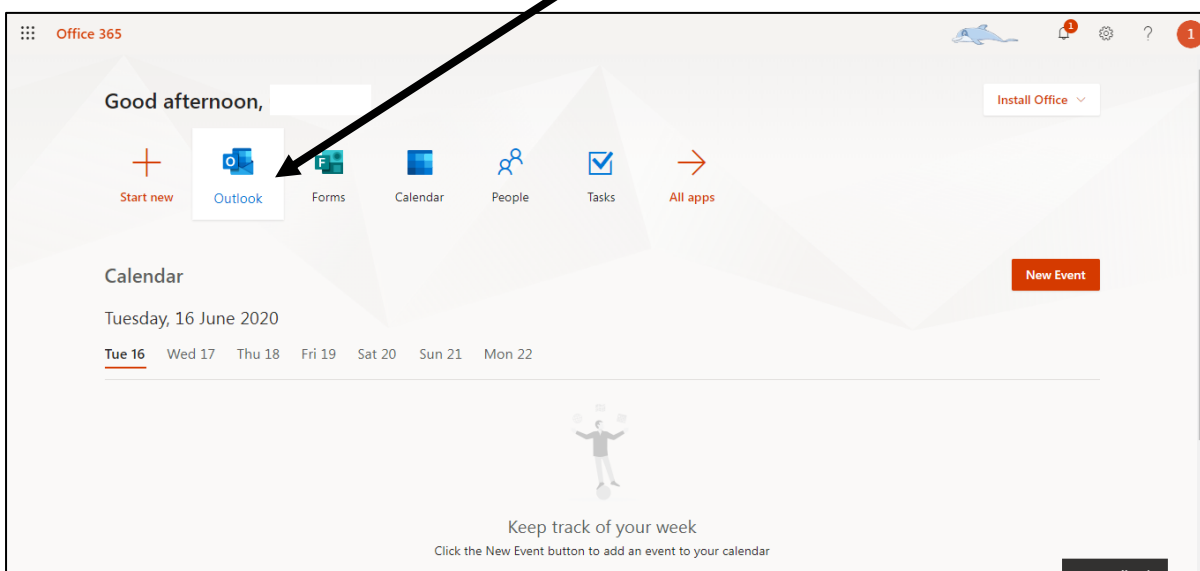
Accessing Google Classroom:

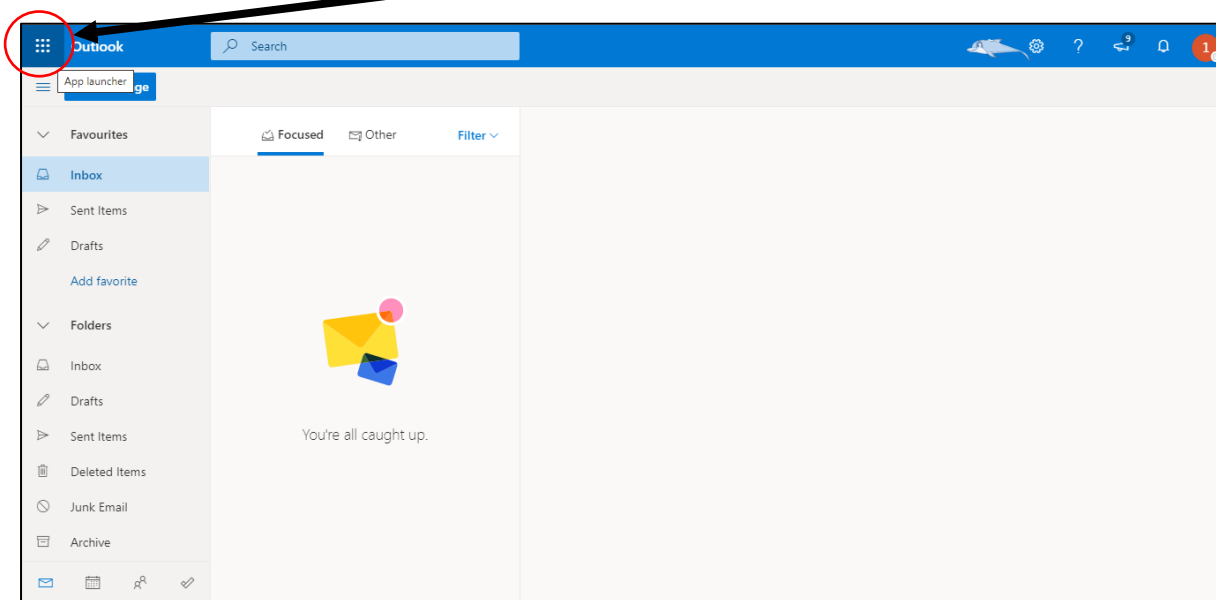1. Click on google chrome and type in office 365- https://www.office.com/

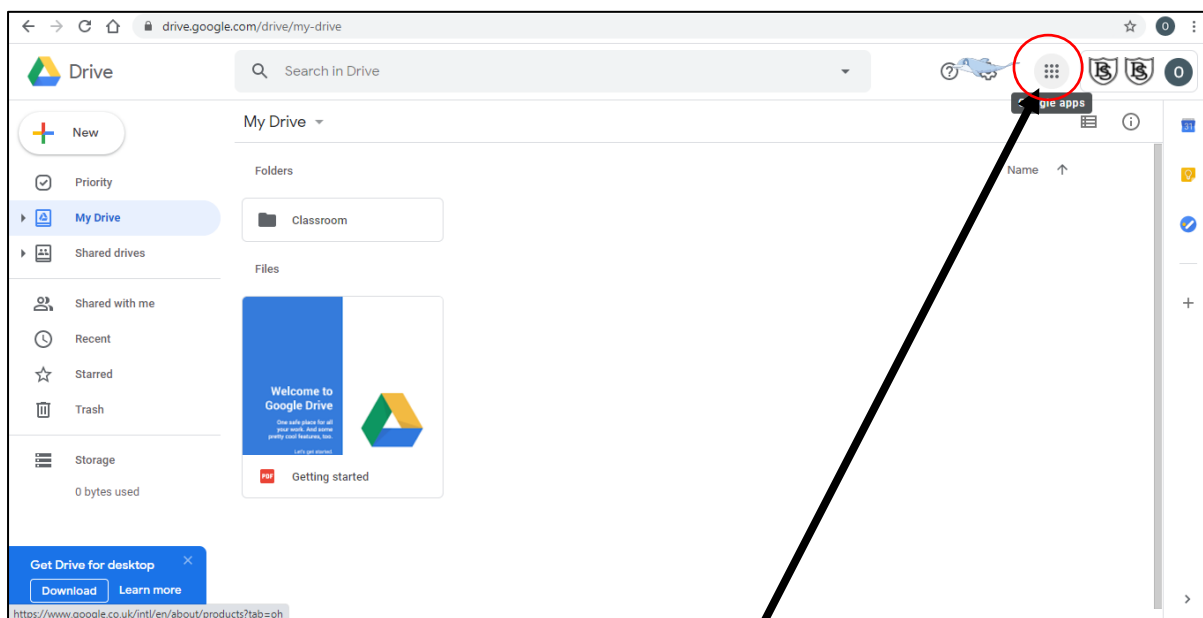2. Click on 'sign in' and type in your school email address and password.

3. You should see this screen. Click on '**outlook**' to access your emails.
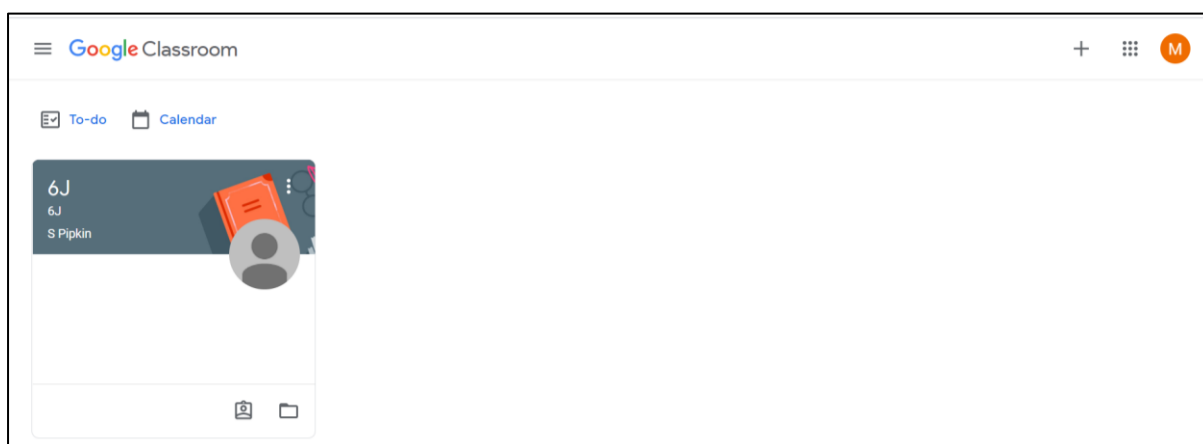
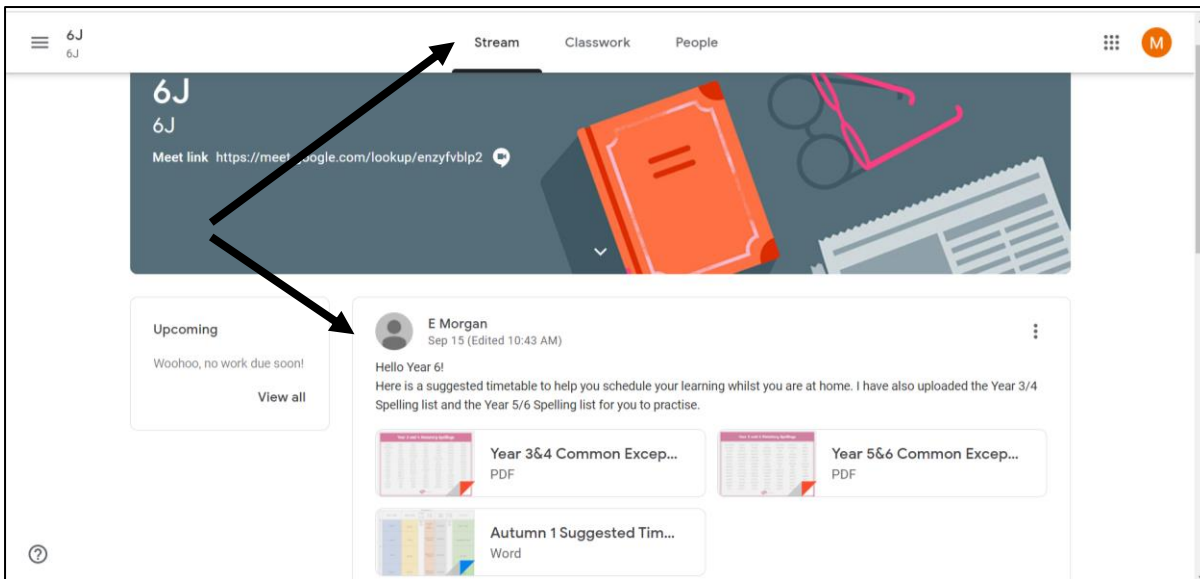4. After, click on the icon in the left hand corner.

5. Click on all apps. Then google drive. You should see this screen. (Below)

6. Then click on the same icon (this time it's in the right-hand corner) and click on the **classroom icon**. You should see this screen:
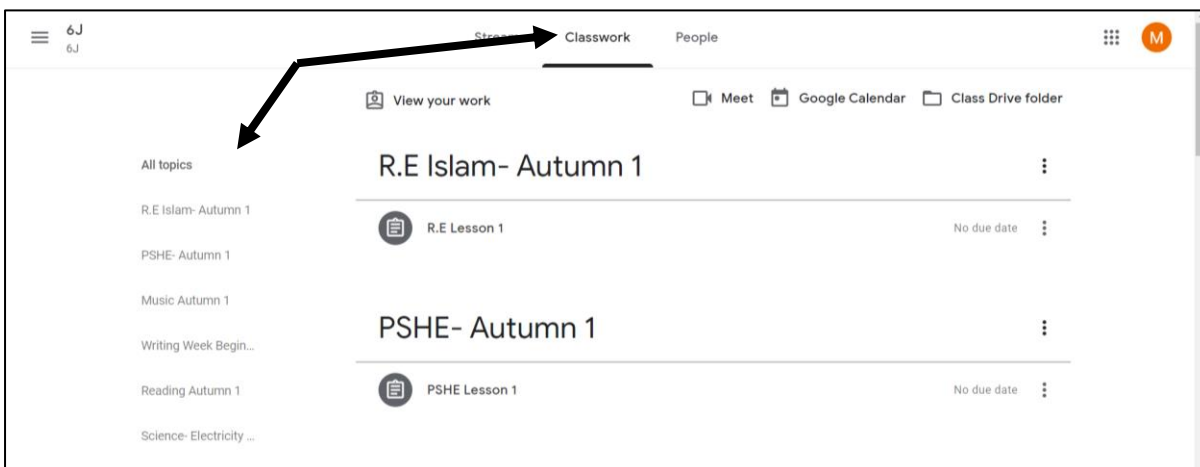
7. You will now be able to access the 'Stream', which is where your child's teacher can post any messages for the class.

Accessing the Remote Learning:

1. You will now be able to access the 'Classwork' section which has all of your child's work uploaded for the week. You will see all of the Topics (subjects) down the left-hand side.

2. You will find that some of the lessons that have been set, have come directly from the National Oak Academy. For these lessons, click on the link and you will be taken directly to the Oak Academy website.
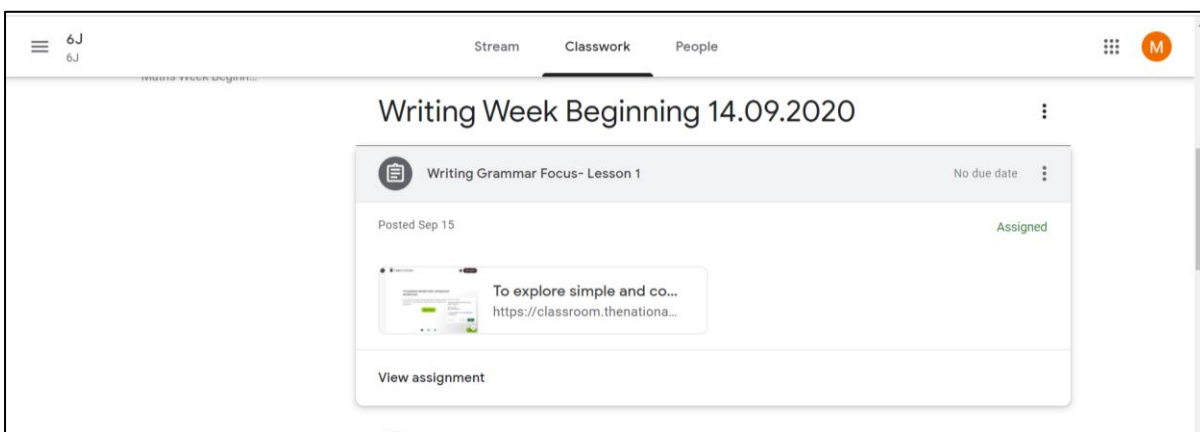
These lesson use a video link which will start when you click 'Start Lesson'. Some of the lessons have separate resources, but most lessons have the activities within the video clip and a quiz to finish.
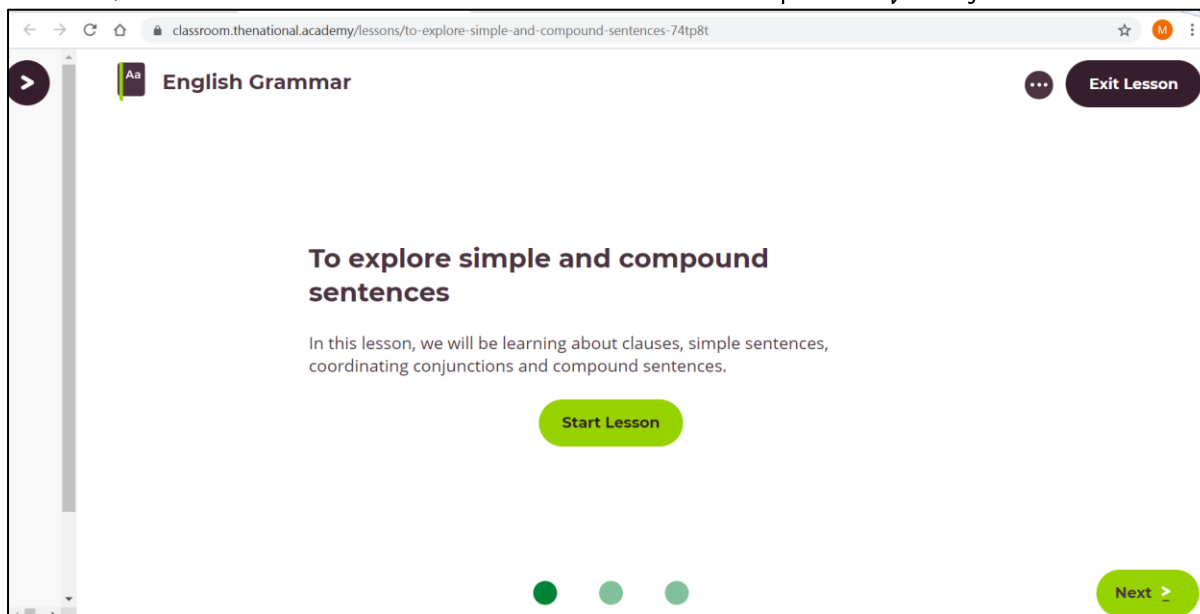
3. You will also find that some of the lessons that have been set, have come directly from the lessons that would take place in the classroom.
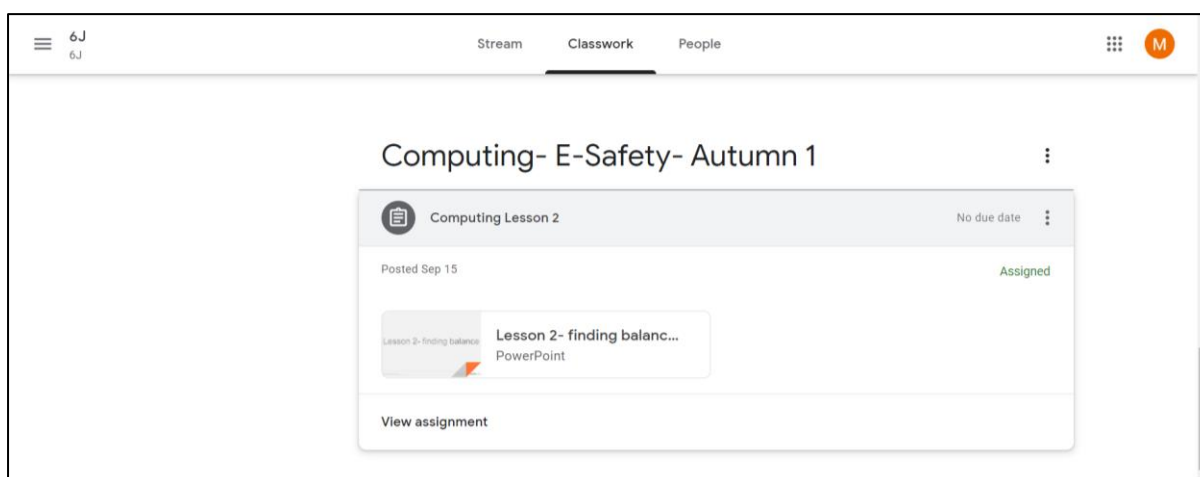
Some of these lesson will have a PowerPoint with the activities included, whereas, some lessons will also have some resources attached with the activities.
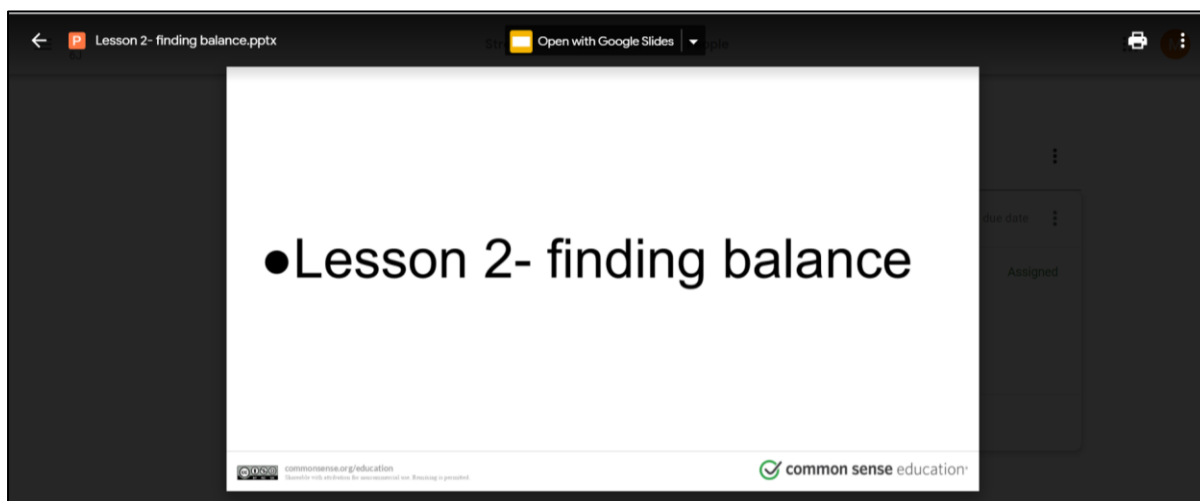
4. Once your child has completed the lesson, they can go back on to their Google Classroom and click 'View Assignment.

This page will then load where they can add their work as an attachment and click, 'Mark as done'. If your child has any questions or comments about the work, they can also type them here.
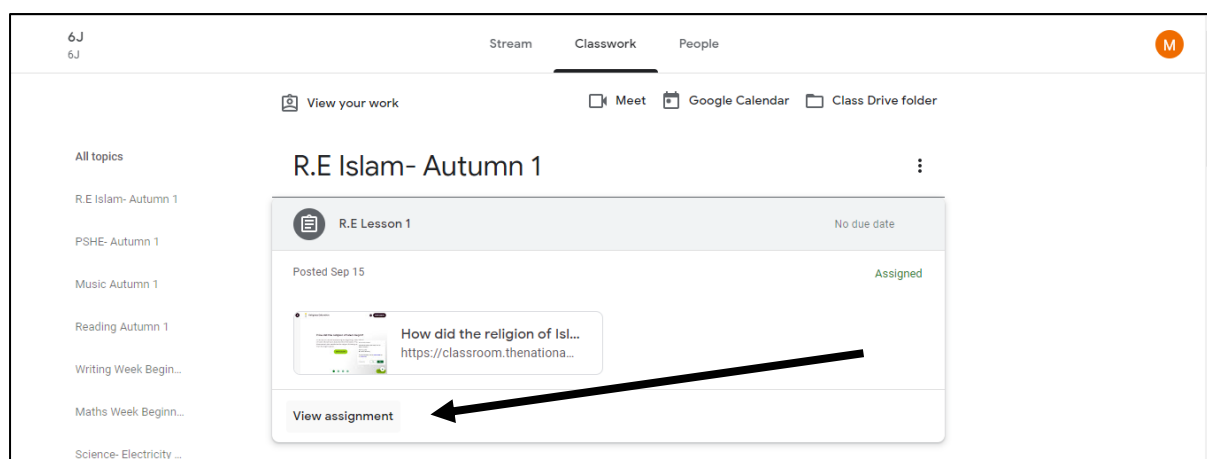

Submitting work

On a laptop:
Once logged in, select 'classwork' tab.

Select the subject from the tab on the left hand side, e.g. Maths. All assigned lessons related to that subject will be listed below the subject title.

Click on the lesson title - e.g. 'K Wilks-Burton posted a new assignment: Maths - 5.1.21'
This is written next to an orange dot.

This will allow you to fully view the selected assignment.

In the top right hand corner there is box titled 'Your Work'. To submit work, click on 'Add/Create'. This will give you a drop down menu.
Click on file – you can then browse, select and upload any file/photo from your computer that you want to submit.

Once this has uploaded you will see it in the box in the top right hand corner – click 'Turn In' to submit. This will then be saved in 'Your Work' and your teacher can see and comment on it – these will appear in the comment boxes below.

If you want to add more than one file/photo – click 'unsubmit'- you won't lose your previous uploads, they will remain there and it will simply give you the option to add further attachments/ pieces of work. You can then use the same process as before to upload.

Phone via app
Some parents have found using the 'Google Classroom' App easier when submitting work:

-Download the app and log in with same details as you would do if using a computer.

-Open class.

-Click on 'Classwork' at the bottom of the screen.

-Click on the lesson you want to submit work for – this will bring up the lesson details.

-Click on the 'Your Work' bar at the bottom

-Click on 'Add attachment'.

-Click on 'Pick Photo' – this will take you to your camera roll on your phone. You can then just select the photo that you took of your child's work. It will automatically upload. Once uploaded click 'Hand In'.

Google Classrooms will be uploaded weekly with a new set of lessons. Any problems, please contact enquiry@boldmere.bham.sch.uk and we will try to rectify as soon as possible.

Thank you for your co-operation and patience.