

How to use our Academy's Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Note: your child will need their log-in details for their school G Suite for Education account to complete the steps below. **These have been provided for you attached to this letter.**

Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
Open the Play Store app	Open the App Store app
Search for 'Google Classroom'	Search for 'Google Classroom'
Tap 'Google Classroom'	Tap 'Google Classroom'
Tap 'Install'	Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

Log in to their G Suite for Education account

They should have an invite or multiple invites to join a class(s). They will need to press the blue 'Join' button

➤ If they do not have an invite, you will need to contact the school and ask for the class code.

Computers and laptops: log in to Google Classroom

Your child needs to:

Go to www.classroom.google.com

Log in to their G Suite for Education account

They should have an invite or multiple invites to join a class(s). They will need to press the blue 'Join' button

If they do not have an invite, you will need to contact the school and ask for the class code.

How to get and hand in work (computers and laptops)

Your child needs to:

Go to Google Classroom (see link above)

Click 'Classwork'

Click on an assignment, then 'View assignment'

On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work

Once they've finished, click 'Hand in', then 'Hand in' again to confirm

Made a mistake? Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

How to hand in work (mobile devices – Android or iOS)

Your child needs to:

Open the Google Classroom app

Tap on their class, then 'Classwork' (at the bottom)

Tap on an assignment, then the arrow at the bottom

Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work

Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

Made a mistake? Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

If work has been marked, your child will be told by email

They can find their returned work by following the steps below.

On a computer or laptop

Go to Google Classroom, then click 'Classwork'

Click 'View your work'

Click 'Returned with grade' on the left-hand side

On a mobile device (Android or iOS)

Open the Google Classroom app

Tap on their class, then 'Classwork'

Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.
