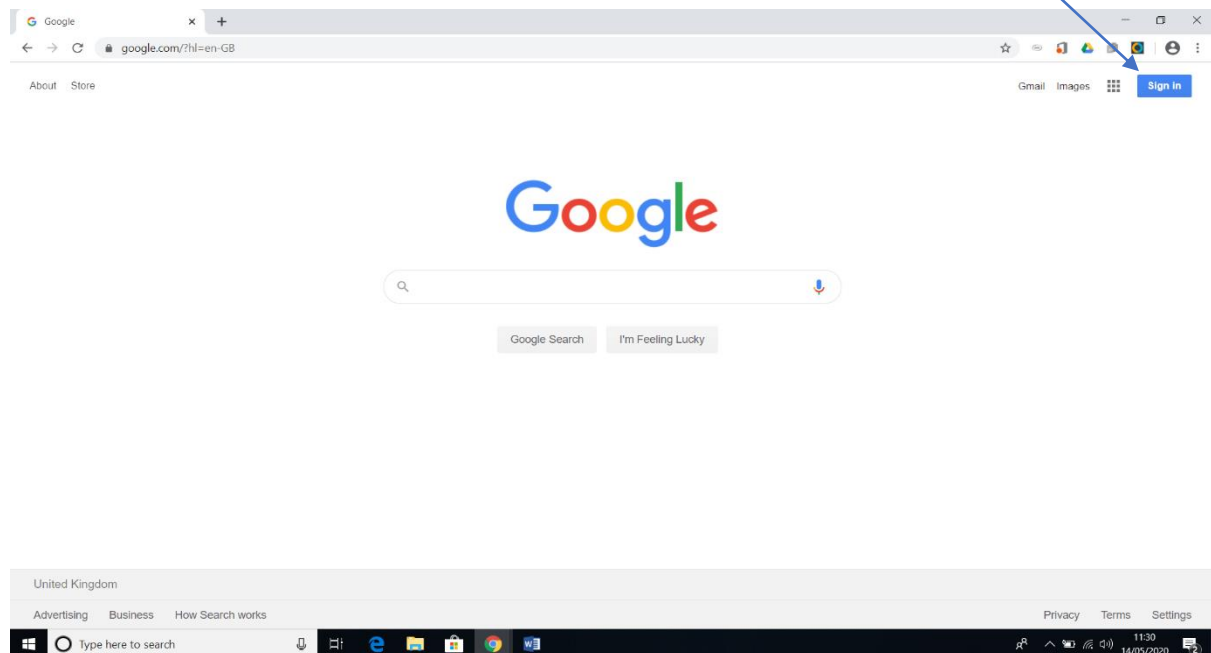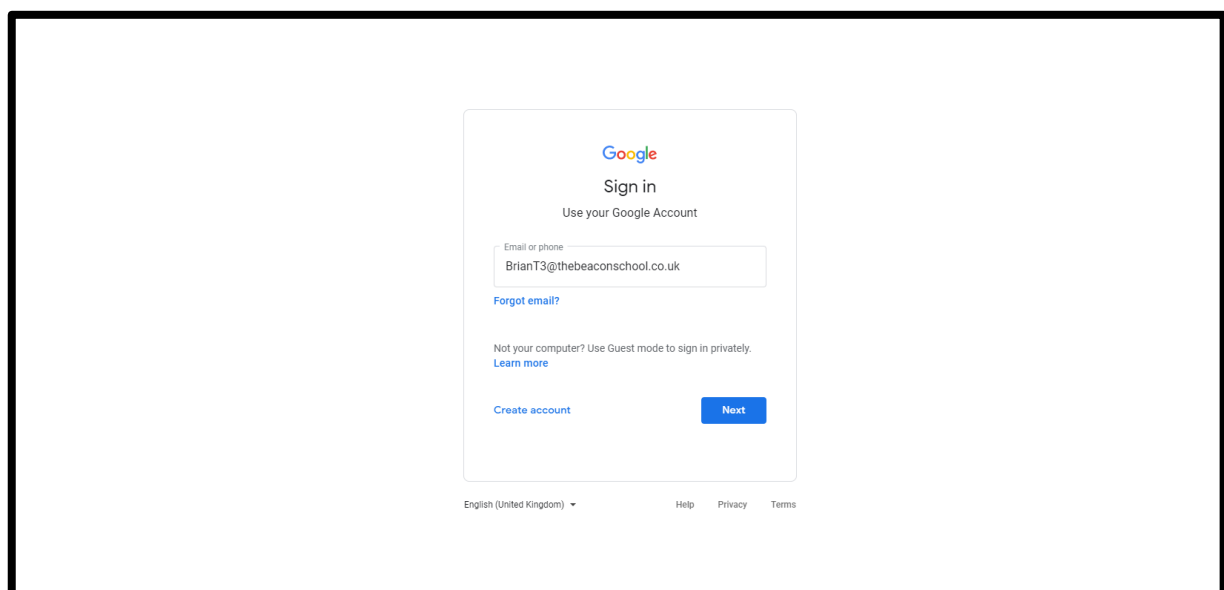# Parent/Carer and pupil - Google Classroom Help Sheet

There is help to show you how to do this on a computer and how to use a phone to carry out the tasks.
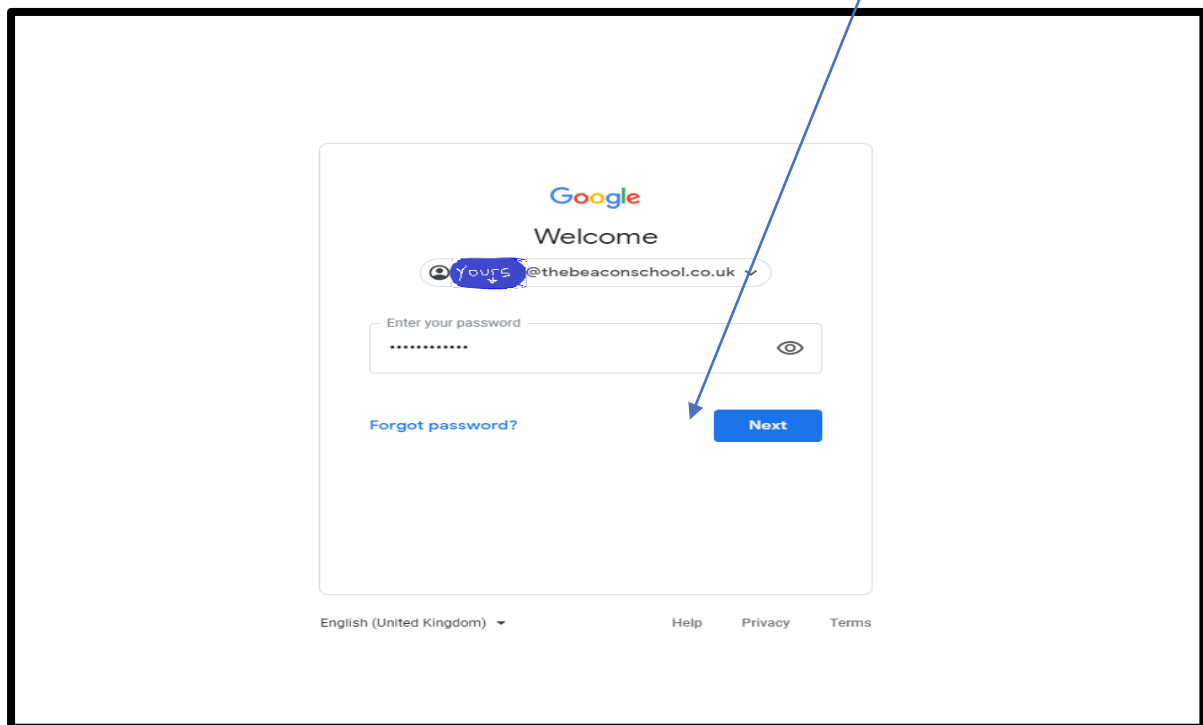
Logging on to google classroom - Computer:

There are 2 ways to get on to the google classroom, the first is: Go to google homepage www.google.co.uk. Then click on 'sign in' on the top right.
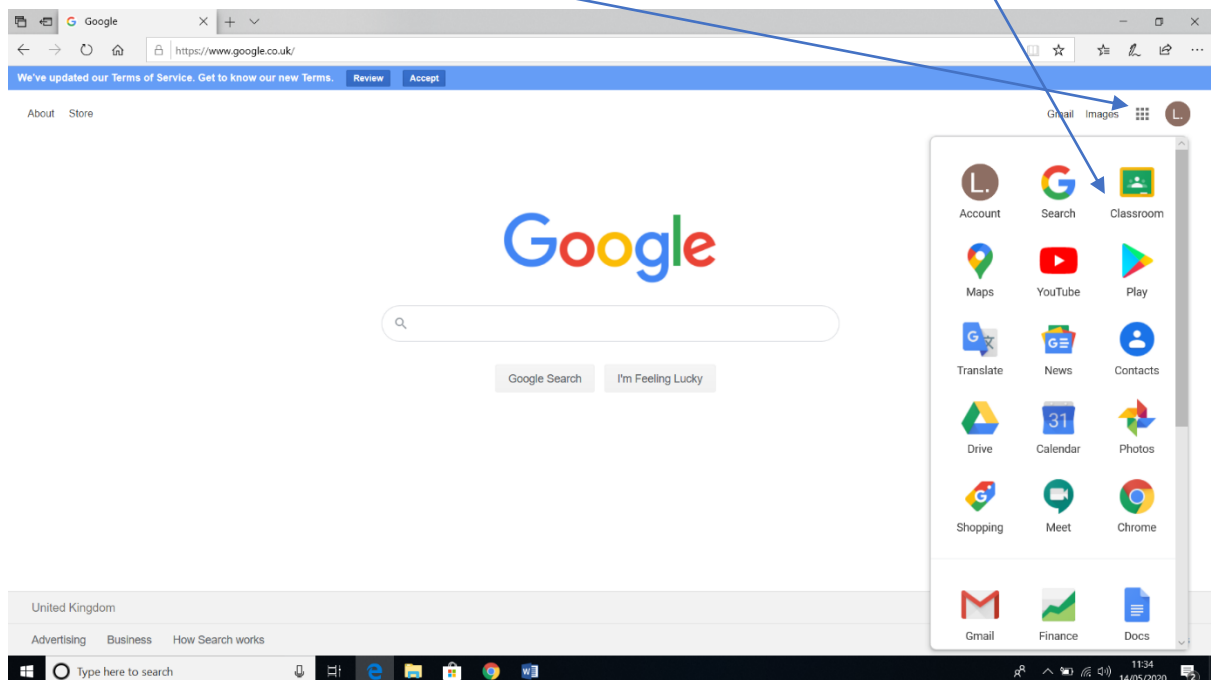

Sign in using your school details "username.319'apps.wandlevalleyacademy.org.uk, NOT a personal account. There password should be the same as the one you logon to the school computers with.

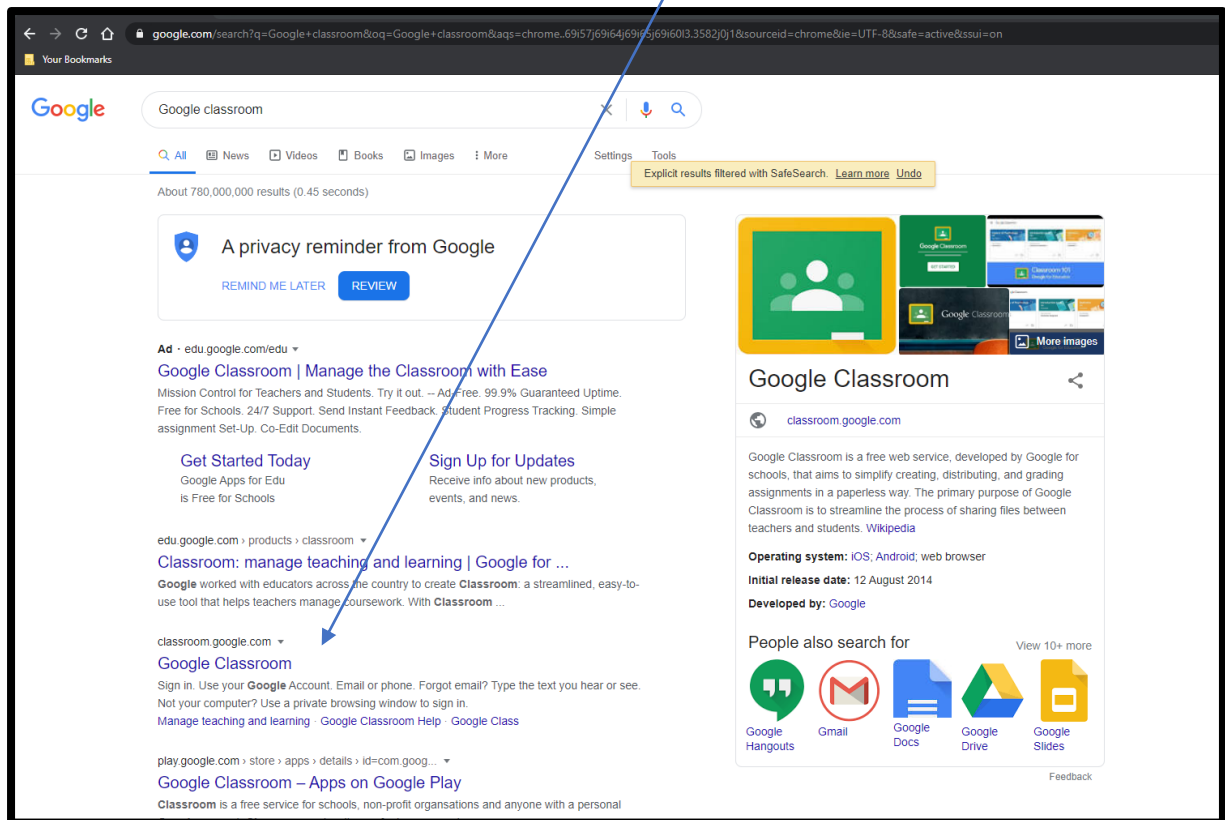When you type it in you enter your school password and click next.

Then you can select the 'box of squares' on the right-hand side and click on 'classroom'
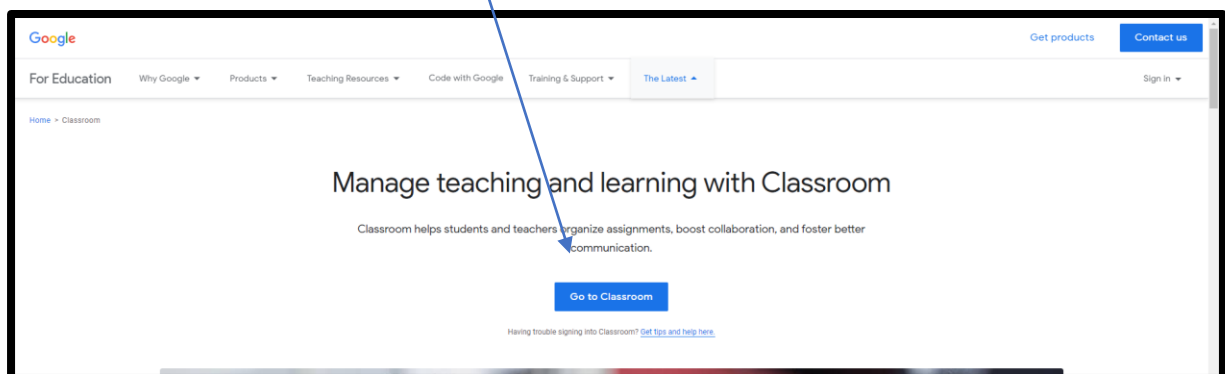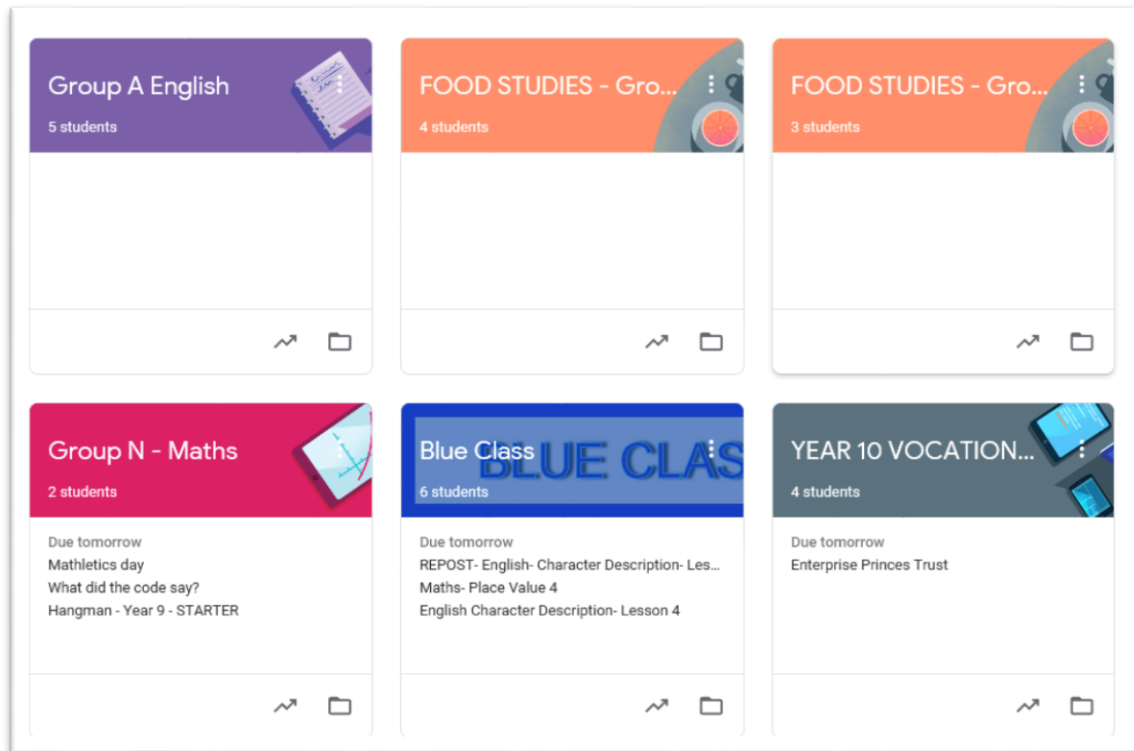
OR:

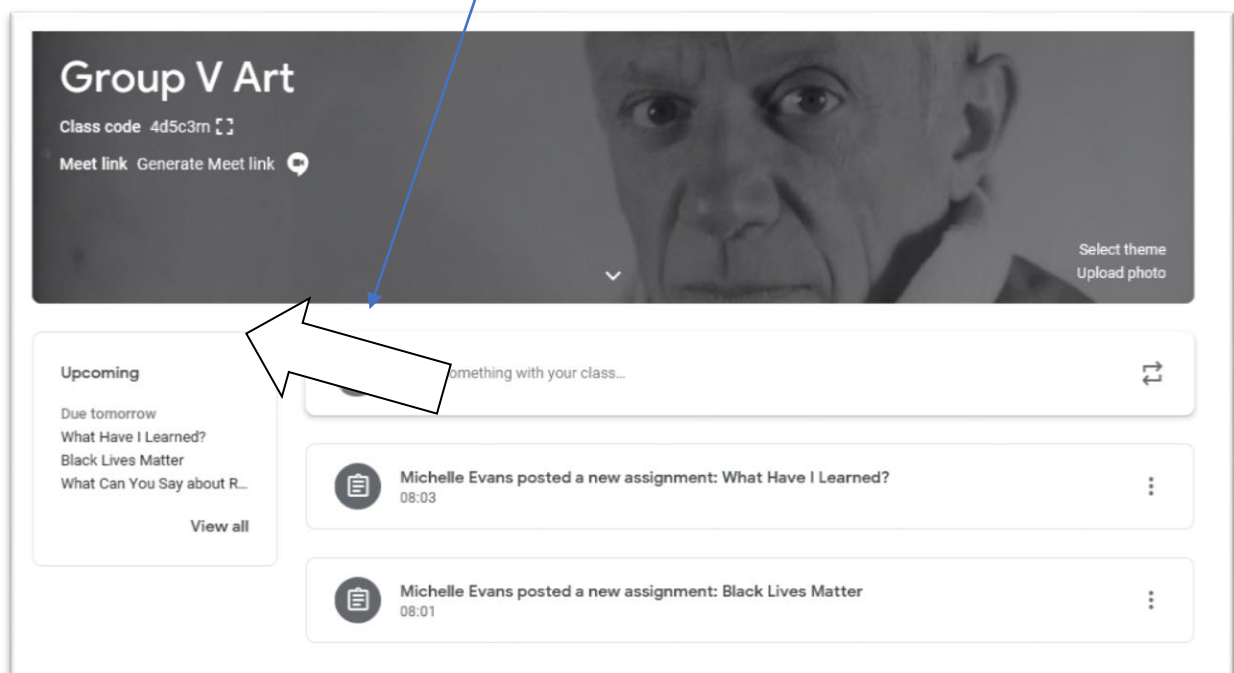Step one is to go onto google and search up 'google classroom'.

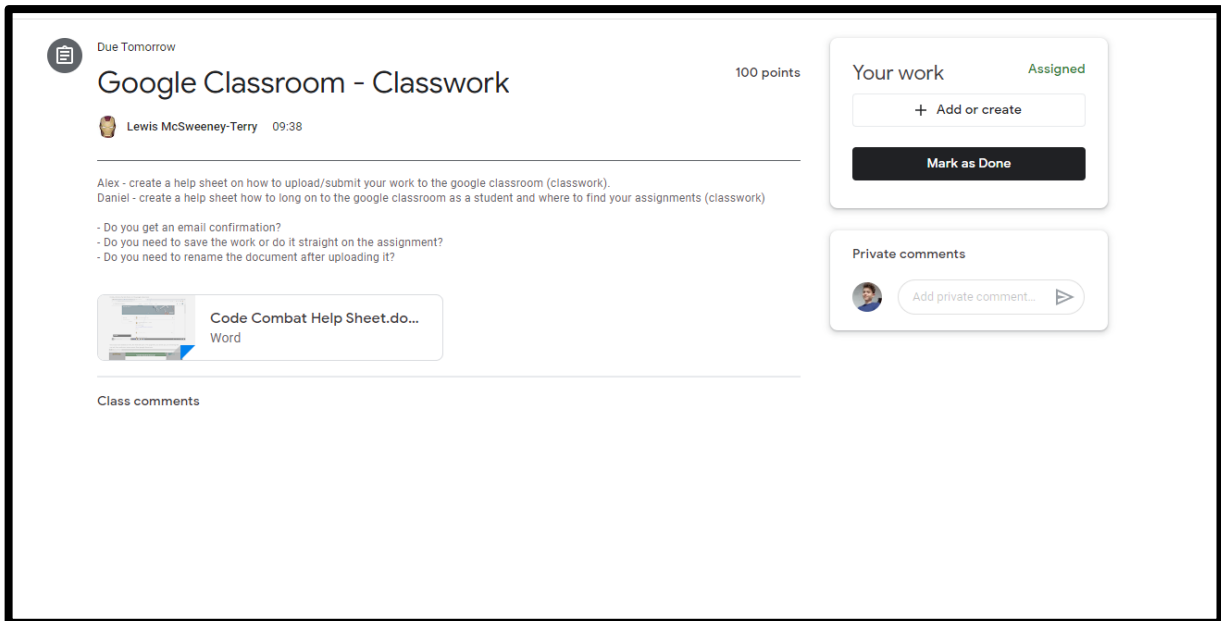Click into the website "Google Classroom" Then click go to classroom.

You will get into your google classes, it will show all your classes. Your teachers upload work onto these classes, click on the class you have today. E.g. Maths.

Tasks/Classwork: When you go onto the google class you will arrive on the stream where messages and information can be posted. Tasks/Classwork will appear with a grey circle next it, this is your assignment. Or click on 'classwork' at the top of the page.
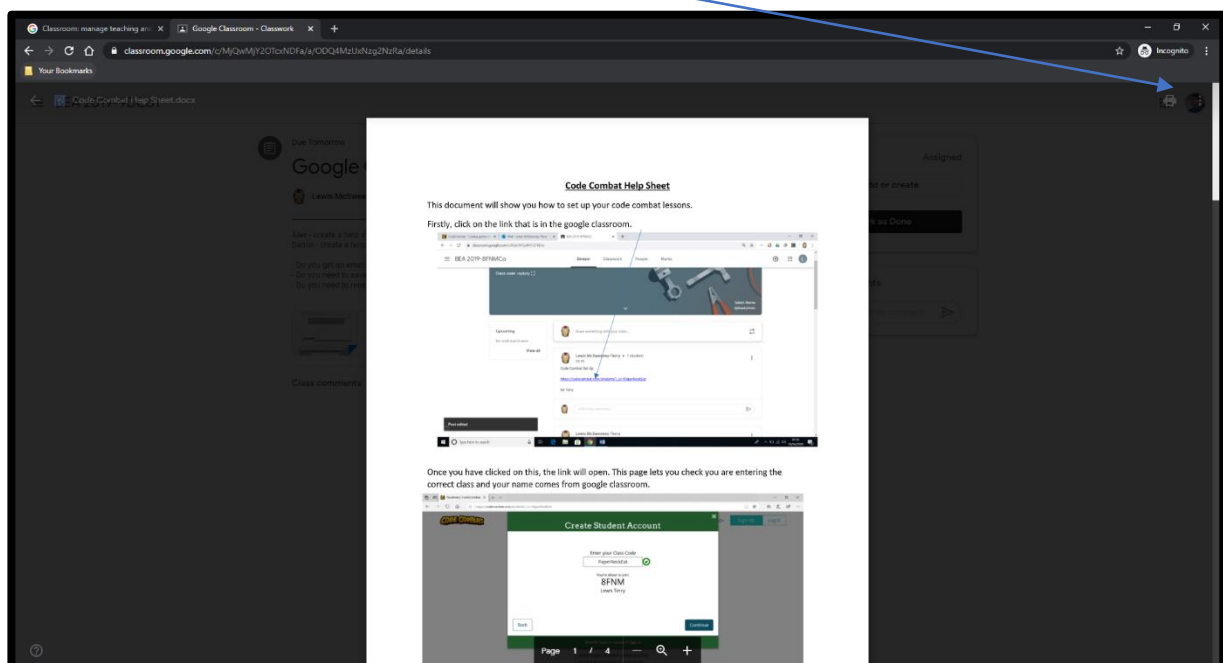
You click on it and you will see a task, mine is making this tutorial, but for you it will be classwork. E.G "Read and highlight chapter 7 of An Inspector Calls". You will see add or create and submit followed by add a private comment. You may also see an attachment, this is what you do.
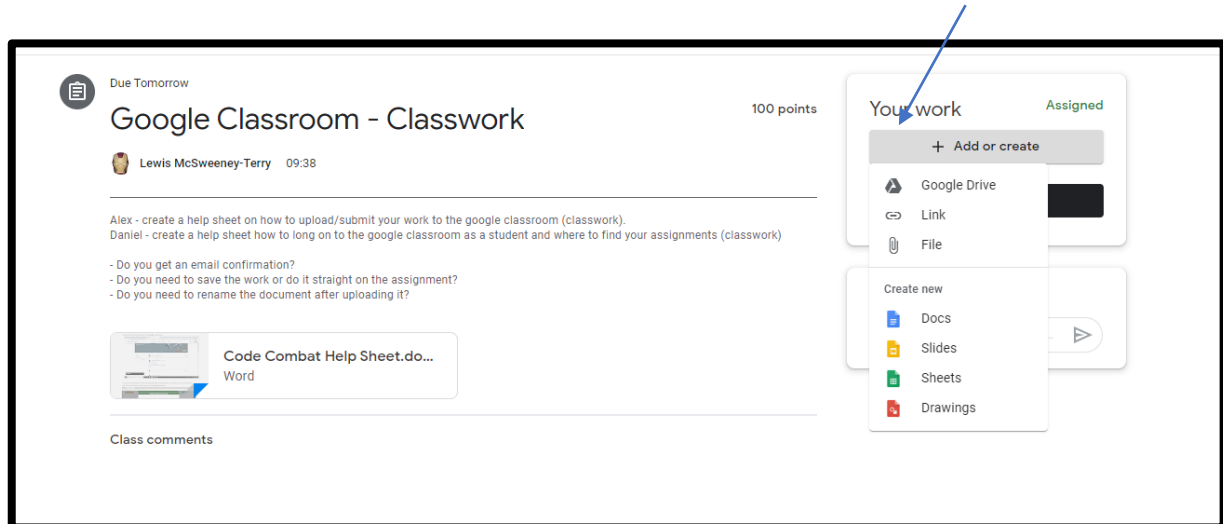

Attachments:

Click onto the attachments and you will see either an image, docs or multiple slides, here you will be able to print it out or click the three dots and select 'open in new window' you can then download it from there on to your own computer.

Submitting/Uploading work:

When you click onto 'add or create' you will get the options to use: google drive, a link, a file from your computer **OR** complete the task directly using a google doc**.**

Select the option and follow the steps google give to either attach the file or save the google doc.

Making Comments to your teacher:

When you're finished and have submitted work, click the mark as done icon and if you have any questions or difficulties add a private comment.