Langstone Infant School

Guide to Google Classroom

Smartphones and tablets: download the free Google Classroom app

Android devices	Ios Devices (iPhones, 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 and log into your child's Google account. (Log in details were sent home in the Autumn term in an A4 brown envelope)

Computers and laptops: log in to Google Classroom

- Go to www.classroom.google.com

- Log in with your child's Google account.

Once logged in choose your role: I am a student

Once logged in you will see your child's classroom. Click on this to open.
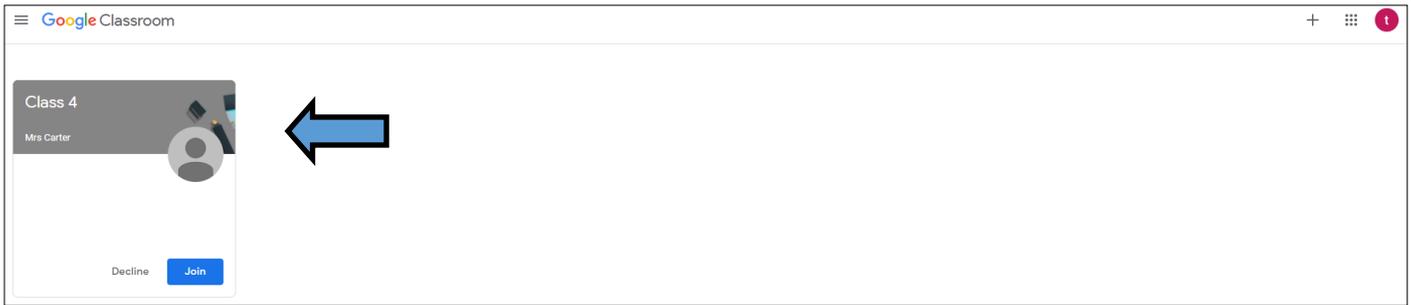
Every classroom has three main sections called Stream, Classwork and People. These can be moved between using the links at the top or bottom of the page, depending what device you are using.
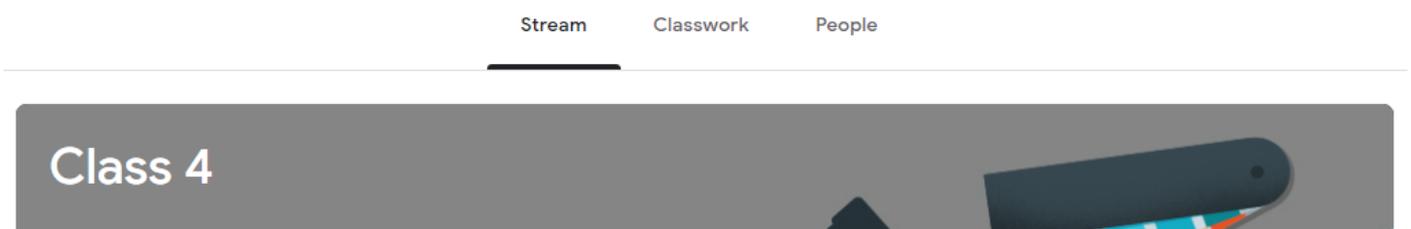
Stream

This is the homepage for the classroom, any new messages from your child's teacher will appear here.

Classwork

This will allow you to view and access all the work assigned by the class teacher.

People

This displays the class teacher and list of children in the class. To keep children safe the email function has been turned off.

Accessing and Submitting Classwork

From within the classroom section, clicking on any piece of classwork will display instructions from the teacher, along with attached resources.
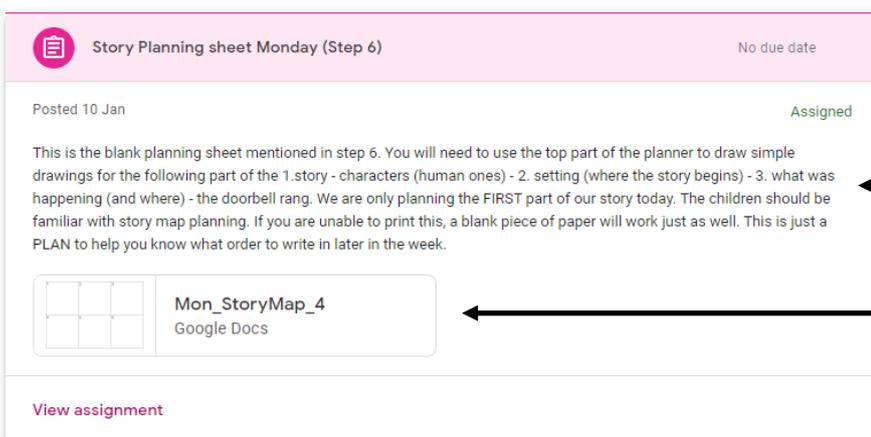
Depending on the work set, these attachments might include links to an online resource or activity, e-book, fact sheet, quiz or document. Clicking on the attachment will open a new tab and allow you to view it.

You do not have to print the resources. We add them to help you but all work can be done on paper.

**How to 'hand in' or 'mark as done' work**

By clicking this you can add photographs for your teacher to see.

When you click this the teacher can see that you have completed the job. It also changes the colour of the job so you can easily see what work is completed and what still needs to be done.

Top tip!

When completing Home learning with my daughter,
she uses the laptop to look at the work and examples provided by her teacher. Once she has completed her work on paper, I use the Google Classroom app on my phone to attach the work for her teacher to see.
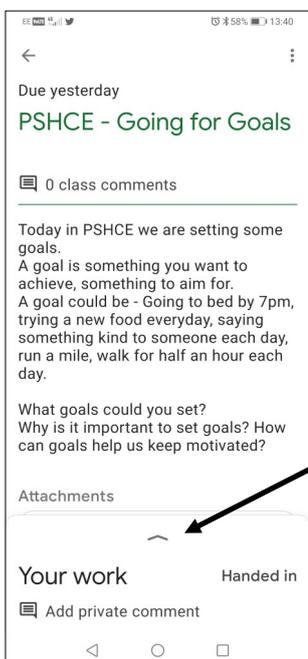

2. Click add an attachment

1. Select the pull up arrow
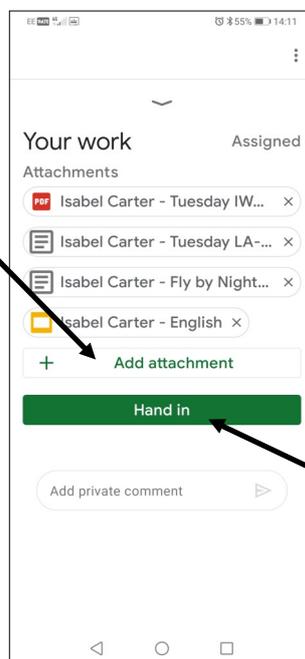
3. Select take a photo, it will then come up as a camera. That is when I take the photo and attach it.

4. Then click 'Hand in'.
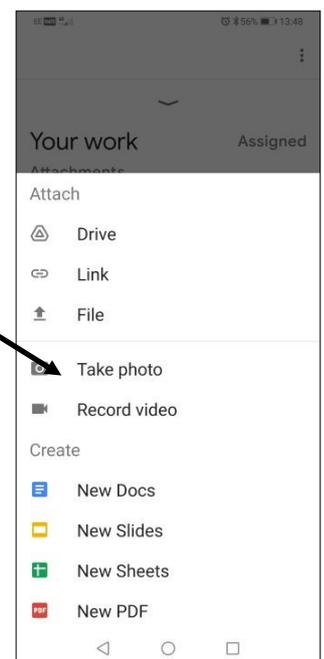
If you make a mistake and attach the wrong work or something, simply click 'unsubmit' to return the work and then follow the previous steps to resubmit work.

If you have any questions regarding a piece of classwork, you can send a message to the teacher using the private comment box.

Please remember that all teachers are teaching in class so may not be able to reply straight away.

If you see your teacher has responded to your comment or has commented on a piece of work click on 'Classwork' at the top of the page, then 'View your work'
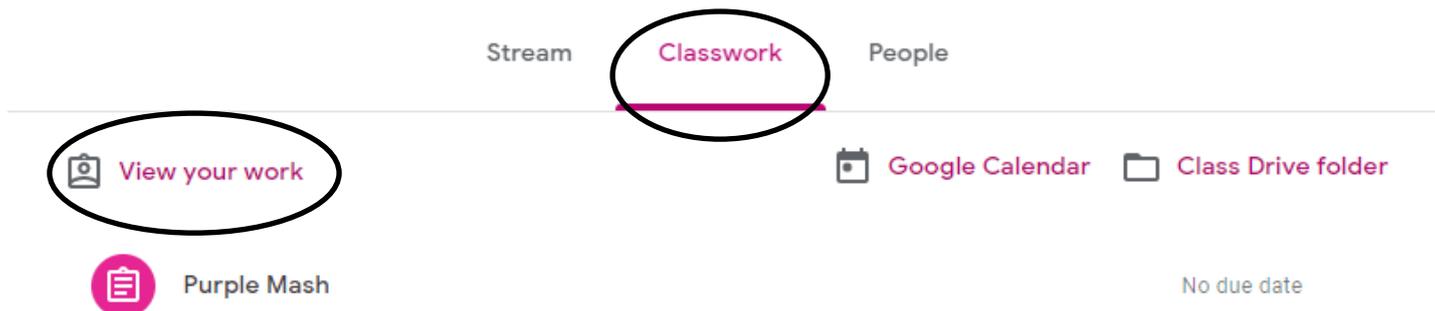
You will then see a list of work that has been set. If there is a small comment box by the assignment then the teacher has left you a comment. Simply click on the small comment box and this will expand the section for you to read the comment.
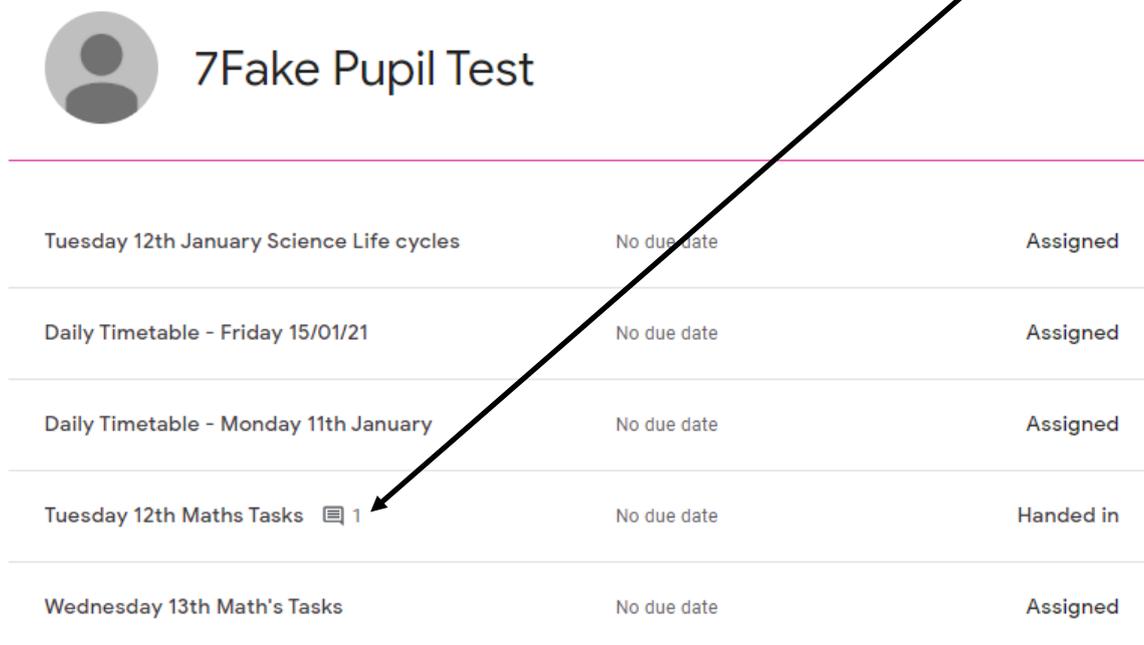
I do hope this has been helpful and covered the basics for you. The most important thing is to keep in touch. You can do this via Google Classroom or via the class email. We know this is a difficult time for everyone in many different and varied ways. We want to hear from you, whether it is about home learning or about a cake you have baked or a picture you have coloured or anything else you are up to, please tell us about it!