

COLLIERLEY NURSERY AND PRIMARY SCHOOL

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Google Classroom Instructions for Parents How to use Collierley's Google Classroom

Dear Parents/Carers,

As a school, Google Classroom will be used as a remote learning tool to support children in school as well as home. In the current climate, Google Classroom will support your child/ren to access all necessary resources to continue their learning remotely. The children are being shown how to use Google Classroom in school so it will hopefully be a smooth transition. Homework will be set weekly on Google Classroom. This may include a quiz, research, worksheet or other digital task. If your child is unable to come into school, their learning will be uploaded daily.

Google Classroom can be used on all devices connected to the internet. Please find instructions of how to download and use Google Classroom below.

Android devices	iOS devices (iPhones, iPads, iPods)
<ul style="list-style-type: none">• Open Play Store app• Search for Google Classroom'• Tap 'Google Classroom'• Tap Install 	<ul style="list-style-type: none">• Open the App Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Get' 



Once the app has downloaded, open it and log into your child's google account. Your child will have accessed Google Classroom in school so their class will appear on the front page

Computers and laptops

- Go to www.classroom.google.com
- Log in with your child's Google account.
- Your child will have accessed Google Classroom in school so their class will appear on the front page.



Children are able to hand in their work via Google Classroom so no printers or paper copies are needed. Below you will find step by step instructions to support your child when uploading/handing in their work. Everything may sound confusing initially however after a few times of using it, it will become second nature.

Handing work in using Computers or Laptops

- Go to your Google Classroom
- Click 'Classwork'
- Click on an assignment, then 'View Assignment'
- If there is a worksheet added onto the assignment, click on the file at the bottom and edit their worksheet.
- If the assignment has no document attached you can 'Add or Create' a document. On the right hand side of the page, click 'Add or Create'.
- If your child's task was a practical task, you can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom by clicking 'File' > 'Select files from your device' > 'Upload'.
- If your child is wanting to type up their answers use a Google application to load a new file.
- Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm.



- If you have made a mistake, you can click 'Unsubmit' to return to work to you again then follow the steps again to resubmit.

Handing work in using iOS or Android Devices

- Go to your Google Classroom app
- Tap your child's class and then 'Classwork' (at the bottom)
- Tap on an assignment.
- Tap 'Add attachment'.
- You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then tap the file on your device
- Or, your child can type up their answers in a Google Doc – tap 'New Doc' to load a new Google doc
- Once your child has finished their work, tap 'Hand in', then 'Hand in' again to confirm
- If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

If you have any problems with access or use, don't hesitate to contact your child's class teacher, the school office or Miss Young so we can support you as soon as we can.

