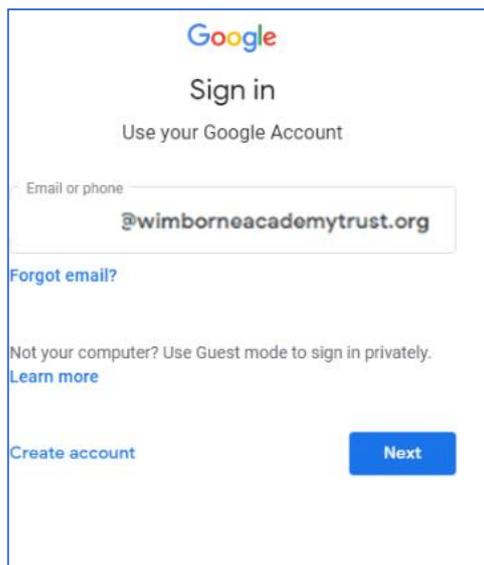


Hillside First School Guide to Google Classroom

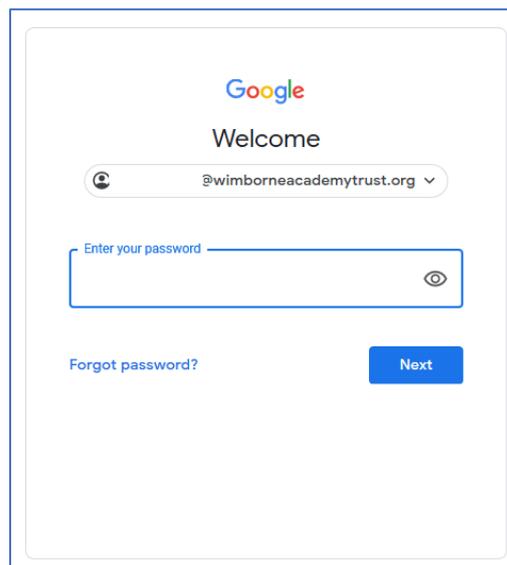
How to log in

Go to www.classroom.google.com

To sign in, pupils must enter their school google account details. These will have been provided to you by the school.

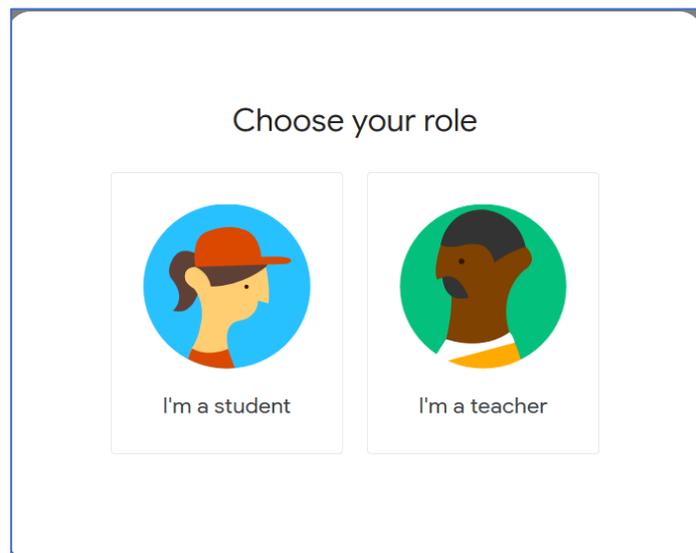


The screenshot shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "@wimborneacademytrust.org". To the left of the input field is a link for "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." with a link for "Learn more". At the bottom left is a link for "Create account" and at the bottom right is a blue "Next" button.



The screenshot shows the Google welcome page. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "@wimborneacademytrust.org". Below the dropdown is a text input field labeled "Enter your password" with a password visibility icon. To the left of the input field is a link for "Forgot password?". At the bottom right is a blue "Next" button.

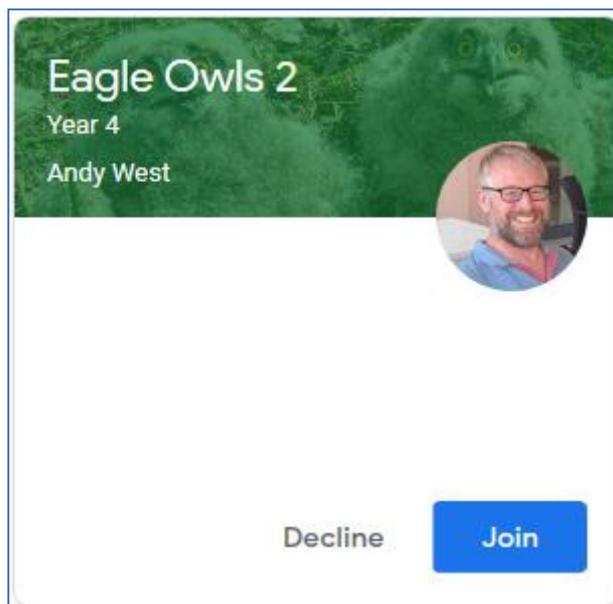
You may then see this page:



The screenshot shows the "Choose your role" page. At the top is the text "Choose your role". Below this are two options, each with a circular icon and a text label. The first option has a blue circular icon with a female student wearing a red cap and is labeled "I'm a student". The second option has a green circular icon with a male teacher and is labeled "I'm a teacher".

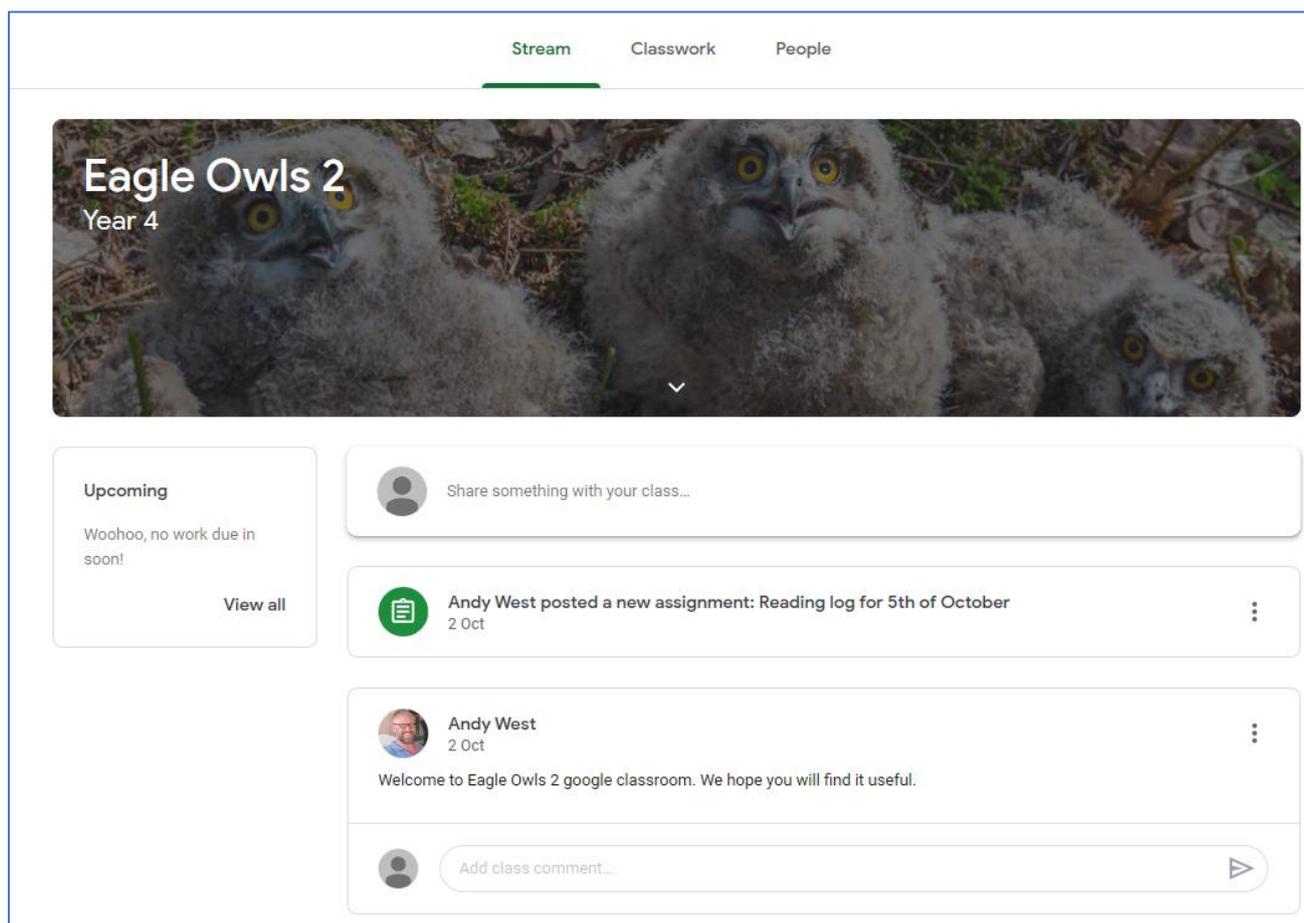
Choose **'I'm a student'** (if you choose teacher you will not be able to access anything)

Then you will see your class page:



Click to join the classroom and you will see the Stream page.

The Stream Page

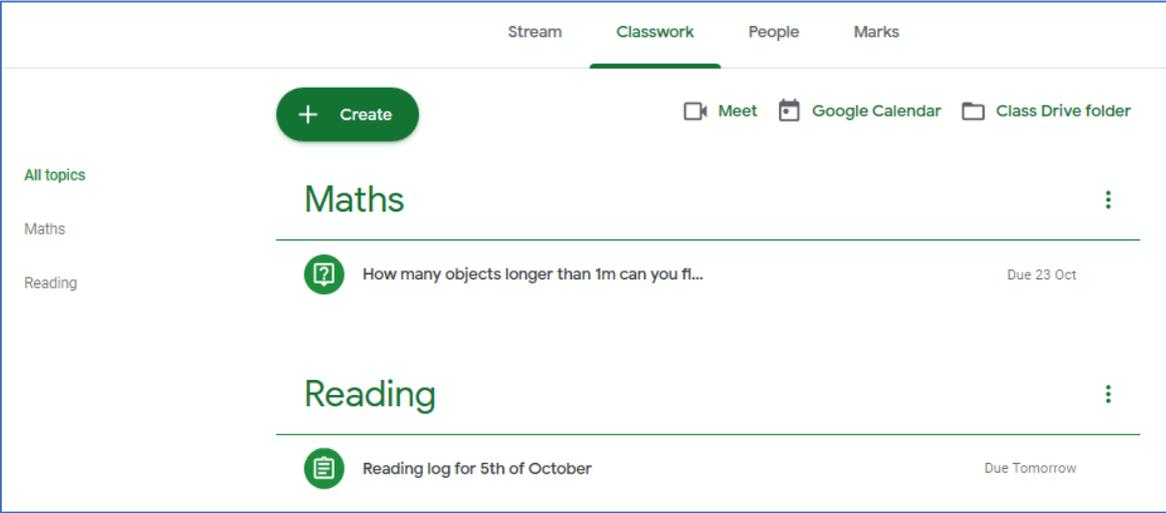


The stream works a bit like a social network page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Posts might just be a message from the teacher or they might be an assignment for your child to complete.

When a teacher posts an assignment on their Google Classroom, it will appear on the classwork page.

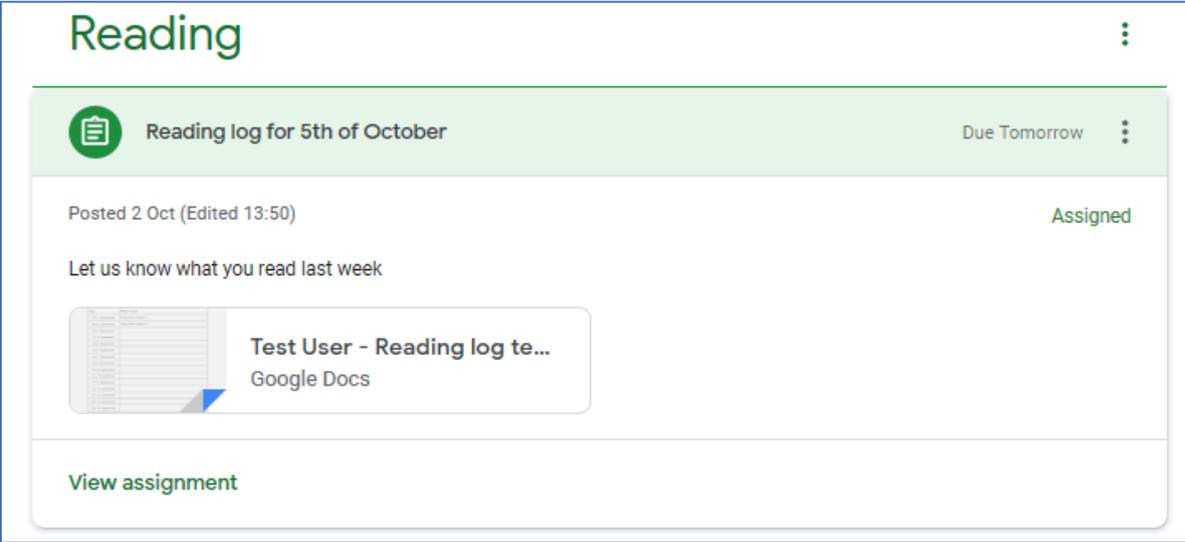
The Classwork Page

The classwork page shows you any assignments the teacher has set.



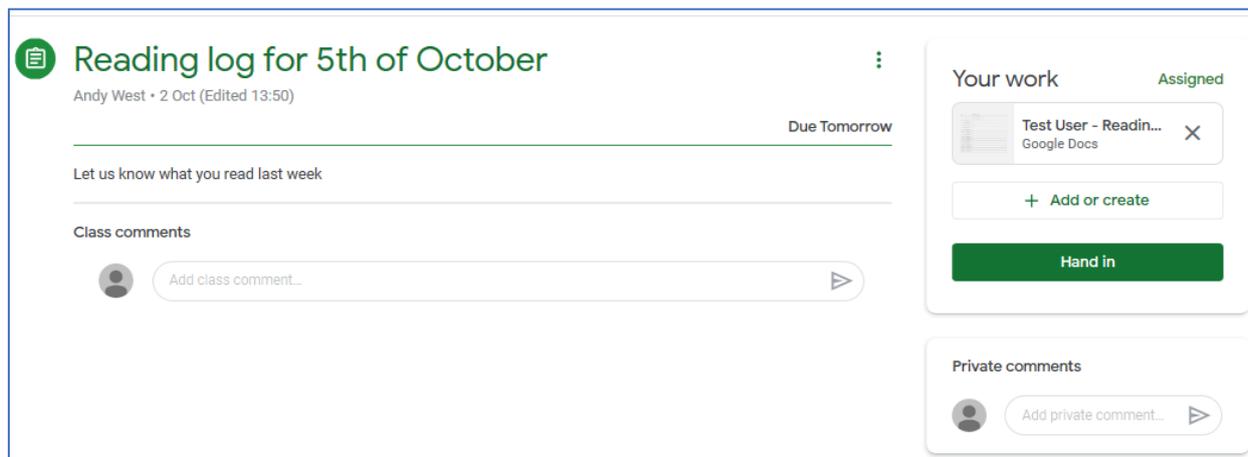
Assignments have a due date on the right hand side but they are listed by topic, so the assignment at the top may not be the one that is due soonest.

When you click on an assignment, you will see a description of what your child has to do and any associated resources that are needed.



It will also have a date when the completed work is due in. The teacher will let you know whether work needs to be completed online using Google Classroom or offline in another way (for example, you might be asked to send a picture of an activity you have done).

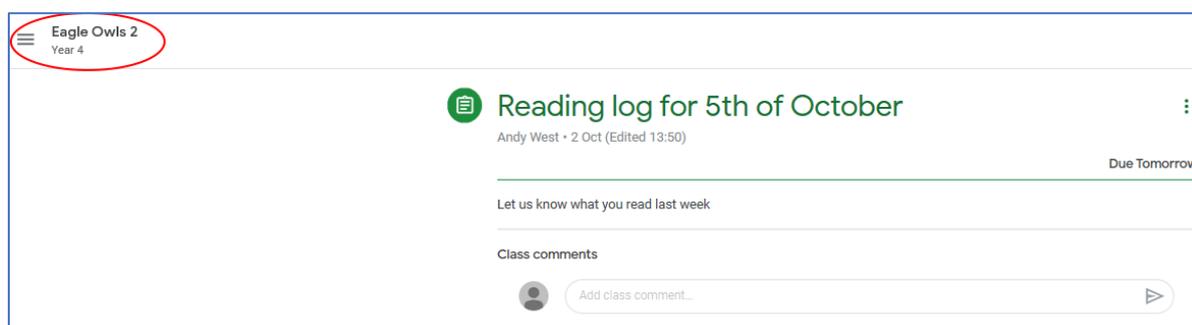
Click the **'View Assignment'** button to access any resources you need and to hand in the task when it is finished.



Any resources you need will be on the right. In the picture above there is a google document you can click on and complete online. Any changes you make will be saved automatically.

After the work has been completed or added to the assignment you will need to press the "Hand In" button.

To get back to the Stream page after handing in an assignment, click on the Class name at the left hand side of the page.



Completing work offline

Pupils who have been asked to complete the home learning offline will need just to access the information about the assignment on Google Classroom. Once they have finished their work offline, they will need to click on the assignment but then just click **"Mark As Done"**. This will notify their teacher that they have completed their work in time for the deadline. You can then return to the stream page as described above.

The People page

The People page shows the teacher and the other people who belong to your google classroom. Email is switched off for pupil accounts so you will not be able to contact other people through this page.

Mobile Apps

Google apps can all be used online via a browser, but they can also be downloaded for free onto a phone or tablet. Remember to use your school login details as personal google accounts won't be able to access the classroom. The apps you may need are:

- Google Classroom
- Google Drive
- Google Docs (free alternative to MS Word)
- Google Slides (free alternative to MS PowerPoint)
- Google Sheets (free alternative to MS Excel)

If you need to use any other apps your class teacher will let you know when they set the assignment.