

Google Classroom Pupil's Guide

What is Google Classroom? How will we use it?

Google Classroom is a system that allows teachers to set up a class and share files, create assignments and communicate with pupils in a paperless way. It is easy for the children to see what work has been set for them with corresponding due dates and any files that are allocated to that task. They are able to complete the work in the usual way and hand it in electronically via this system. If they have any questions, children will be able to mail their teacher through the system and will receive a direct response from their teacher. Their feedback for each task will be communicated via Google Classroom. By keeping all communications in a structured one-stop place, children will be able to manage their work to-do list, associated files and task submissions in a more organised way.

As an education tool, children will only be able to access Google Classroom using their school log on details as these are assigned to an educational account. It is therefore important that the below instructions are followed in order to get your child onto the system. Google Classroom can be set up as an App on your iPad or used on any other device. Please note that where you access it from will then impact on how assignment files can be viewed and completed. Once children have "joined" their class following the steps below, their teacher will add the parents email associated to your child. This means that all alerts of new assignments will come to your email account.

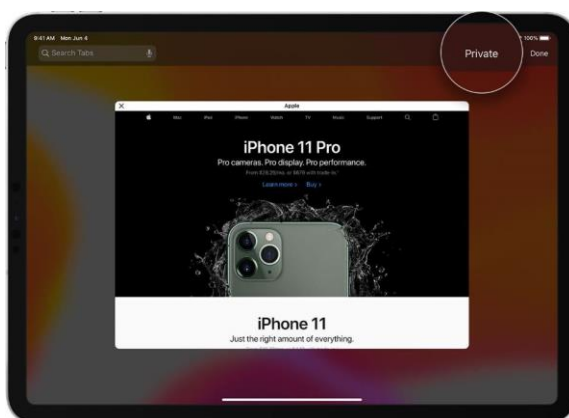
Opening Google Classroom

As noted above, Google Classroom is assigned to educational Google accounts only and will not work by simply typing the link into the browser. First open an incognito/ in private browsing window.

1. Opening a private/Incognito window – **Safari – iPad** - Turn on Private browsing

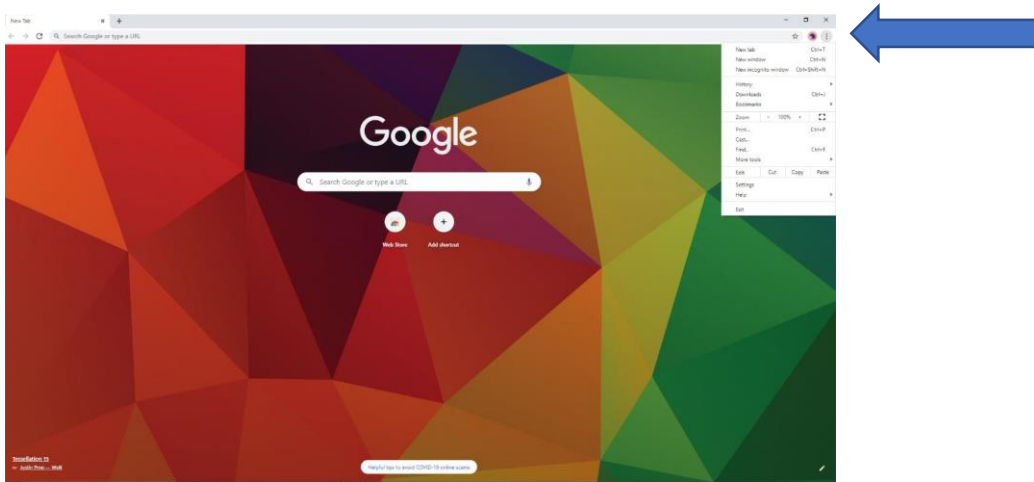
- Open Safari on your iPad.
- Tap the new page button.
- Tap Private, then tap Done.

Note that while Private Browsing is on, Safari appears black or dark instead of white or grey.

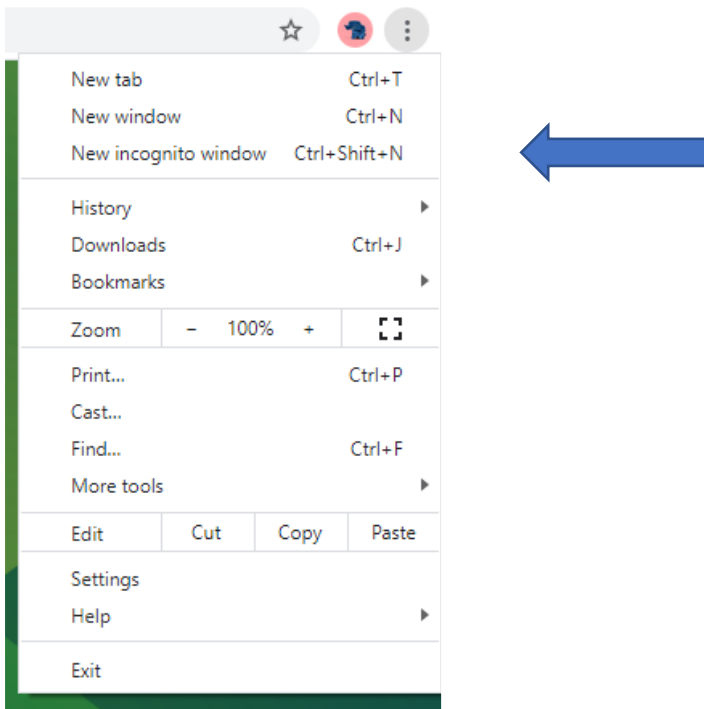


Opening a private/Incognito window – Google Chrome all versions -Turn on Incognito window

- Open Google Chrome on your device.
- Click on the three dots to open the Chrome Menu.



- Click on New "New Incognito window".



While browsing in Incognito mode the title bar and tabs will appear black instead of white.

2. Opening Google Classroom

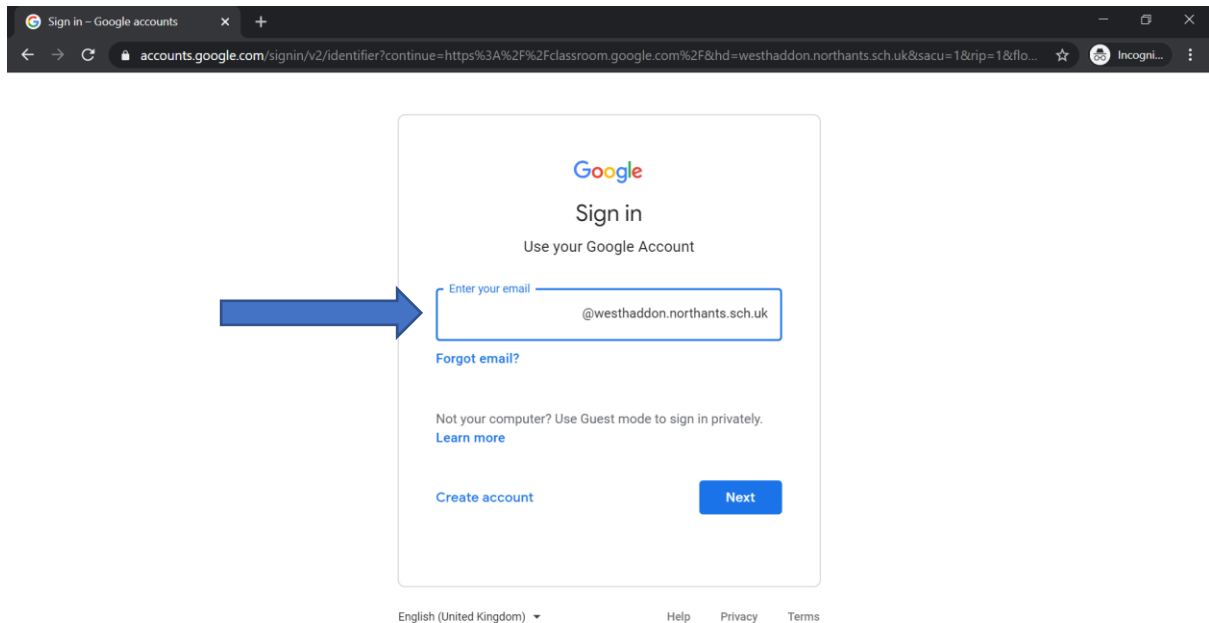
To open Google Classroom type in the following link into the browser:

Classroom.google.com/a/westhaddon.northants.sch.uk

3. Sign in to Google Classroom

Your child will be sent their individual email and password to use for this next step.

- Enter your child's school email in the box.



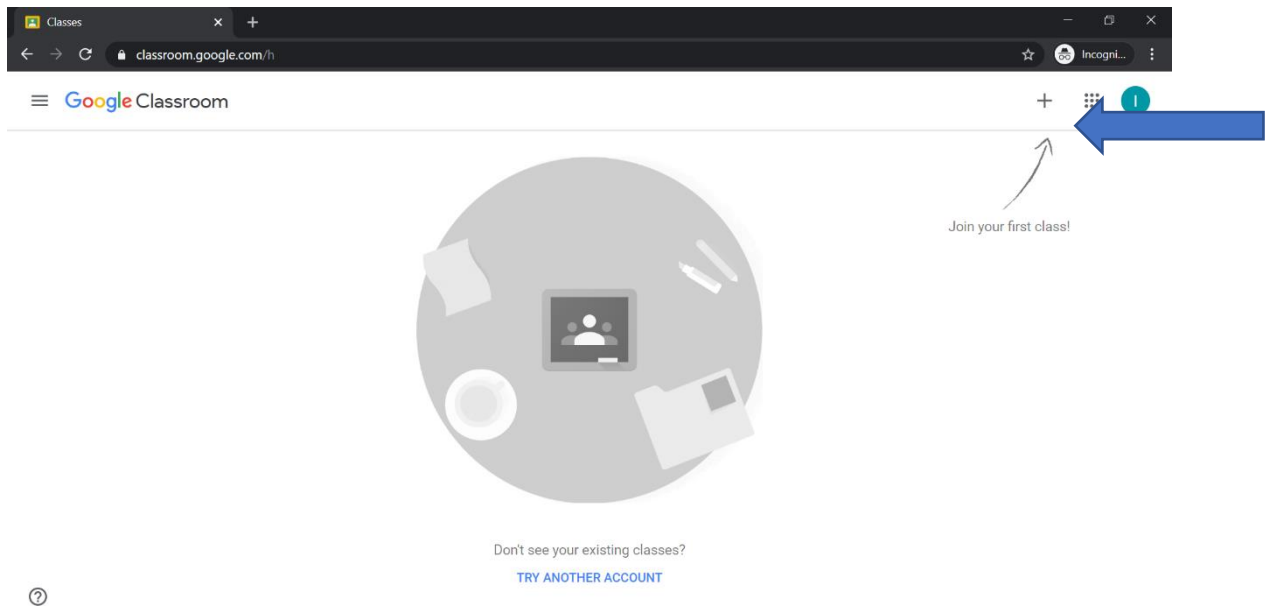
- Enter your child's password that has been emailed to you. This will begin with WHPS.

You have entered Google Classroom.

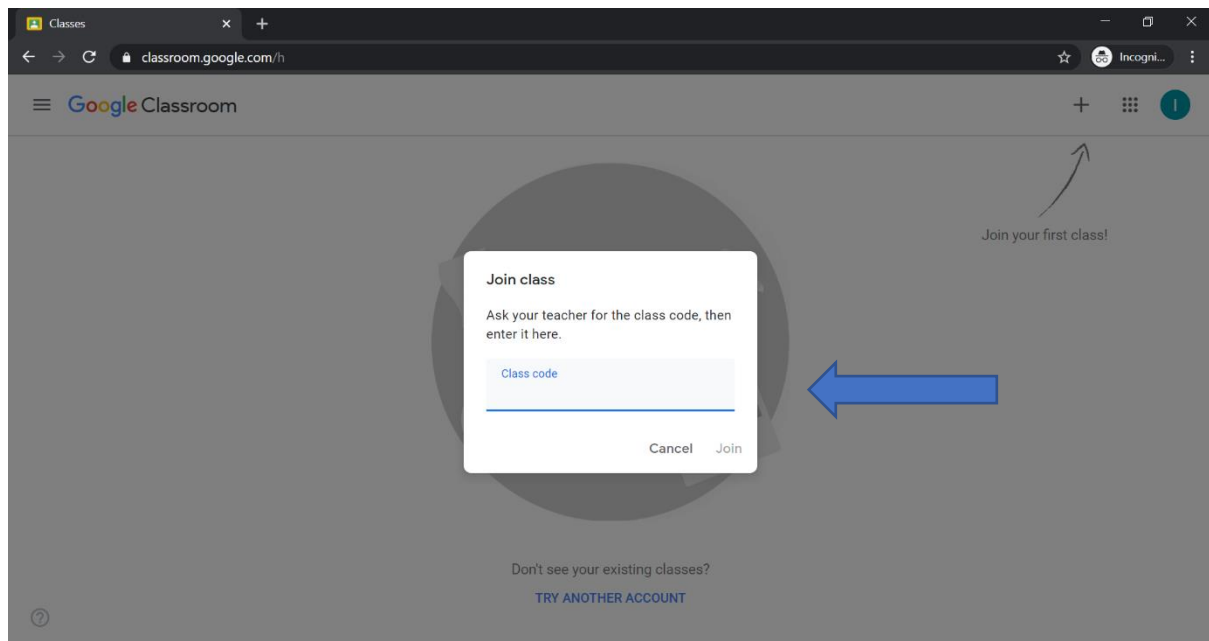
The first time you log on you will be asked to confirm if you are a student or teacher. Click on the Student tab.

4. Join your class

- Click on the + symbol – “Join your first class!”



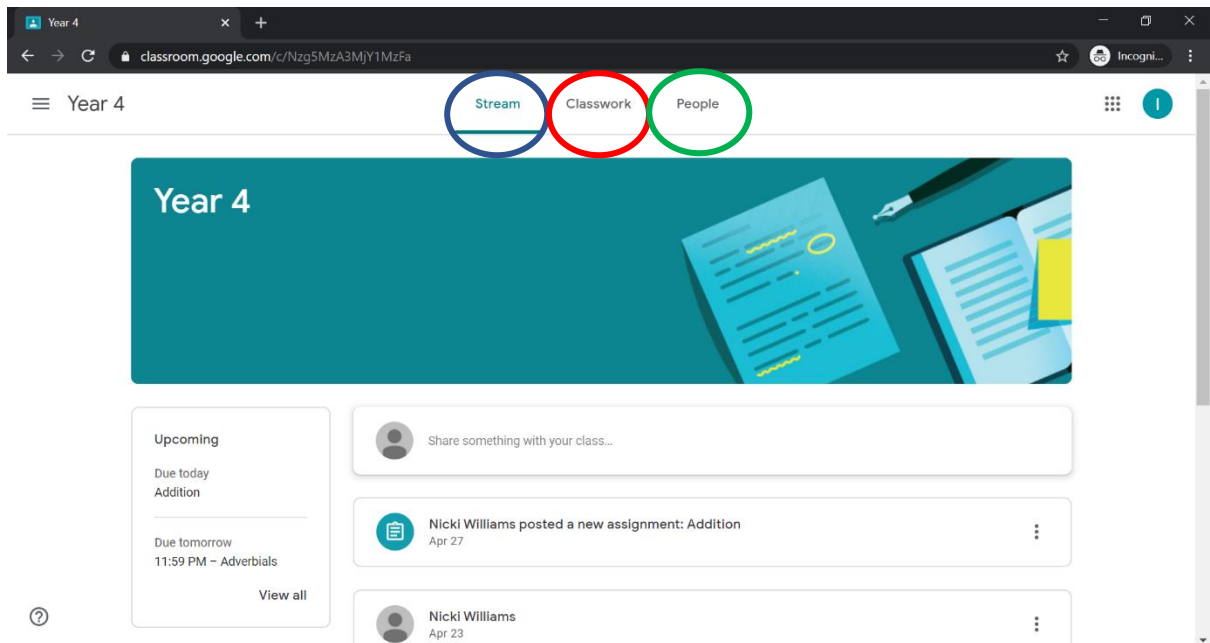
- Your teacher will have emailed you a class code. Enter your class code and select “Join”. You are now set up in your class and will not need to repeat this process next time you log on.



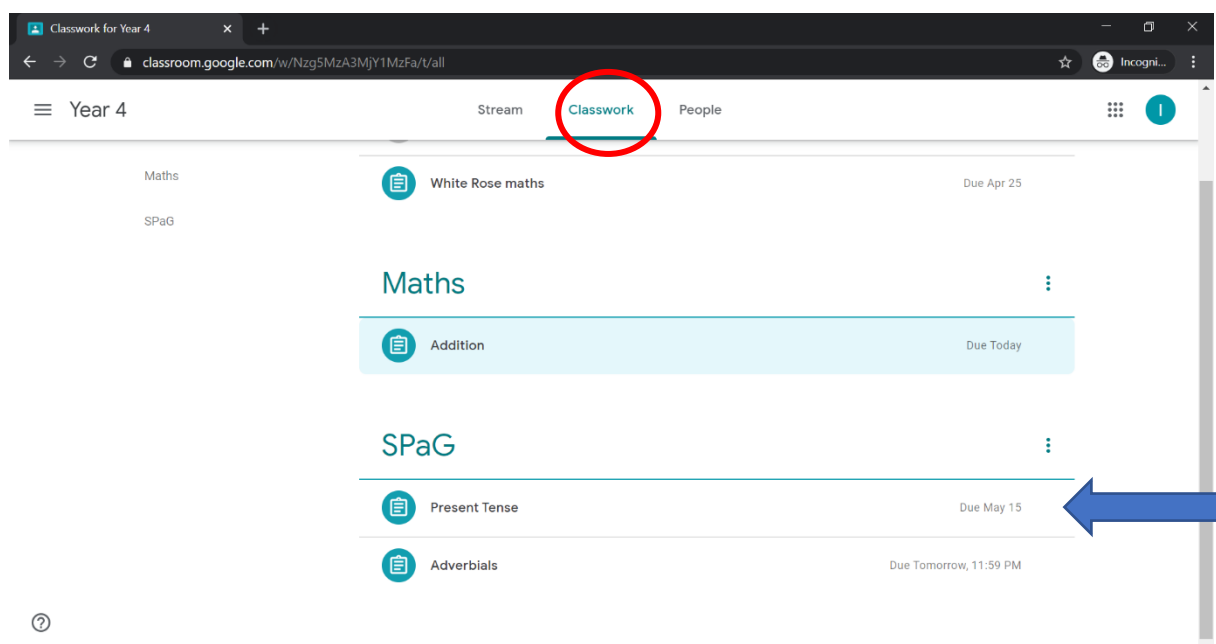
5. Completing Assignments

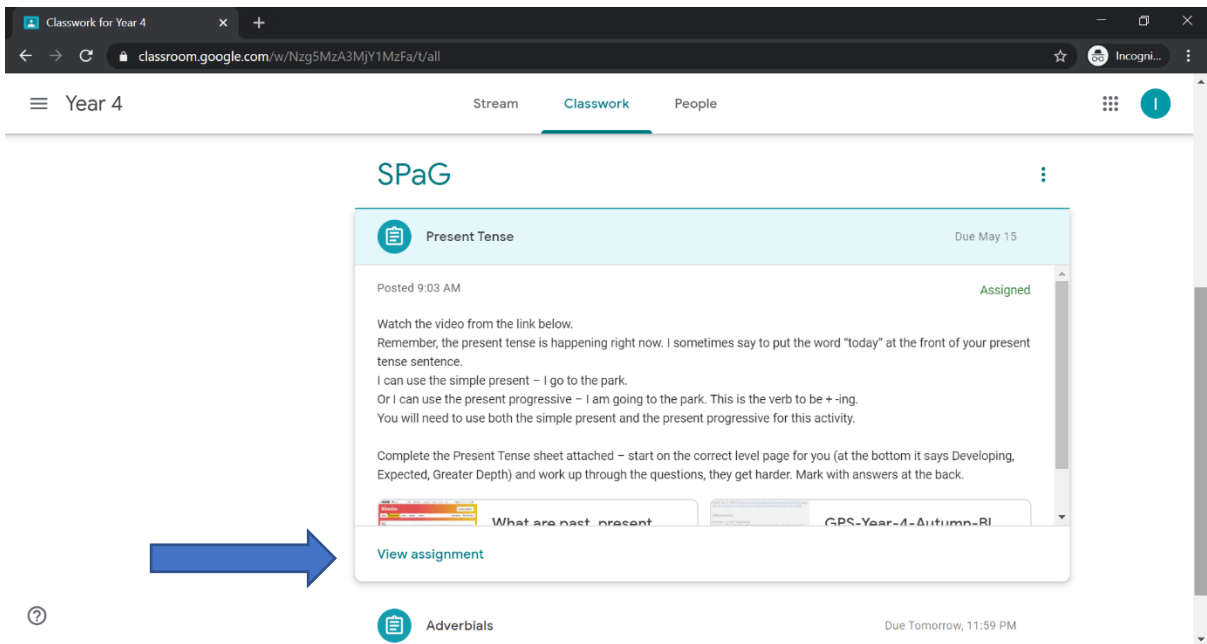
Your screen shows 3 tabs: Stream, Classwork and People.

- The [Stream](#) gives you an overview of any messages from your teacher to the whole class and a list of assignments set. You can click into an assignment from here.
- [Classwork](#) – This is where you will find your work that has been set. This is also where you will up-load your completed work.
- [People](#) – This is where you will see your teachers allocated to your class.

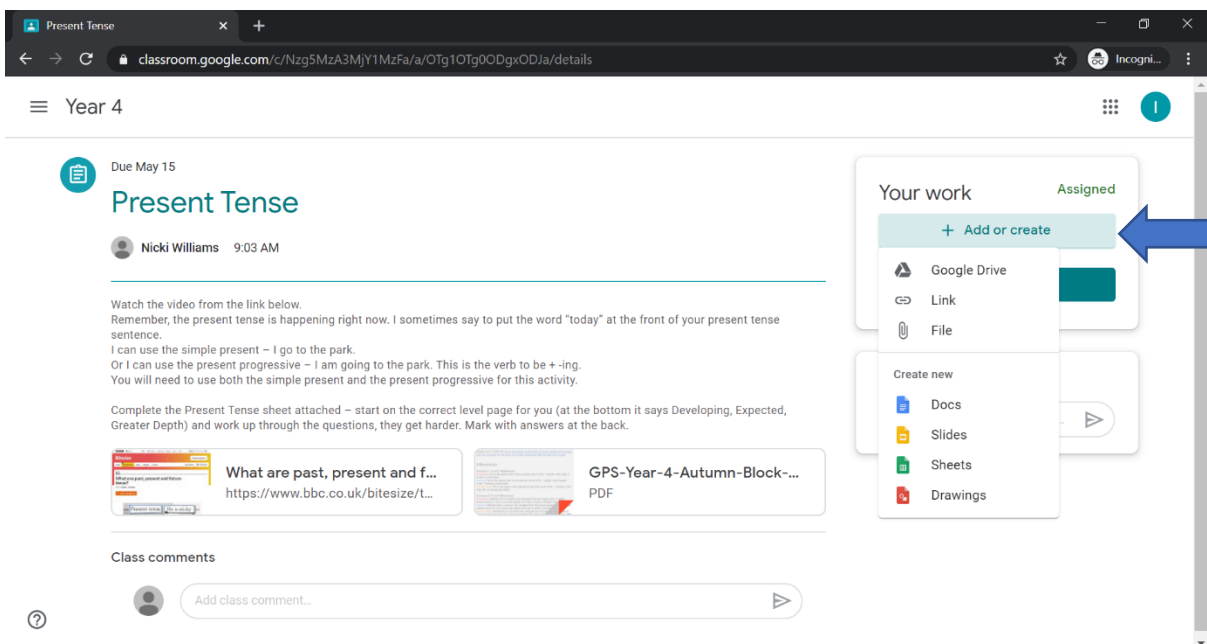


To view an assignment, click on [Classwork](#) and then on the view assignment text for the assignment you need to complete.





- Work in your normal way as your teacher has instructed, either using a blank piece of paper to write your answers on or printing the questions and working on the sheet.
- Follow your teacher’s instructions about marking your work.
- If you have any questions for you teacher, click on the “Private Comments” tab. This message will only be seen by your teacher, not the class.
- When you are ready to hand your work in, take a photo of your work and click on the “+ Add or create” button, this allows you to either upload a word document or picture (any file) to the assignment.



5. Once you have attached your work then click “Turn In” and it will submit the work back to the class teacher.
6. Your teacher will mark the work and will leave a comment feedback for the pupil.