

Google Classroom Instructions for Parents

How to use our school's Google Classroom



Follow these steps to set up Google Classroom on a device at home:

Smartphones and tablets: download the free Google Classroom app

Android device	iOS devices (iPhones, iPods and iPads)
• Open the Play Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Install'	• 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 'G Suite for Education' account.

- Tap the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that has been sent to you, then tap 'Join'

Computers and laptops: log in to Google Classroom

- Go to www.classroom.google.com
- Log in with your child's 'G Suite for Education' account – see the sticker on the letter for details
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that has been sent to you, then tap 'Join'

How to get and hand in work (computers and laptops)

- Go to Google Classroom
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set:
 - 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 'Select files from your device', then 'Upload'
 - Or, your child can type up their answers in a Google Doc – click 'Docs' to load a new Google Doc
 - 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 the work to you, then follow the previous steps to resubmit work.

How to hand in work (mobile devices – Android or iOS)

- Open the Google Classroom app
- Tap on your child's class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Depending on the type of work the teacher has set:
 - 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.

The video clips below will explain more:

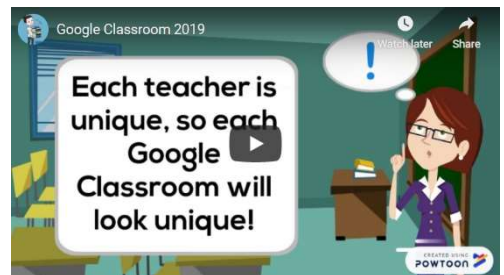
Video – Getting Started on Google Classroom

<https://www.youtube.com/watch?v=AubuUsKm7qk>



Video - What is Google Classroom?

<https://www.youtube.com/watch?v=3jAYn3ZrihM>



Video – How to submit as assignment

<https://www.youtube.com/watch?v=o4JeCTfhvnl&t=184s>

