How to use our school's Google Classroom

Follow these steps so your child can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Smartphones and tablets: download the free Google Classroom app

Android devices	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 in to your child's G Suite for Education account.

❯ Tap the '+' icon (in the top-right corner), then 'Join class'

❯ Enter the class code that your child's teacher has 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

❯ Click the '+' icon (in the top-right corner), then 'Join class'

❯ Enter the class code that your child's teacher has sent to you, then click 'Join'

If you can't remember your child's log-in details, contact your teacher or the admin or headteacher

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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've made a mistake, you can click 'Unsubmit' to return the work to you, then follow steps 4 and 5 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've made a mistake, you can click 'Unsubmit' to return the work to you, then follow steps 4 and 5 to resubmit work.

Once work has been marked, your child will be told by email

You can also find all their returned work by following the steps below.

On a computer or laptop

- Go to Google Classroom, then click 'Classwork'
- Click 'View your work'
- Click 'Returned with grade' on the left-hand side

On a mobile device (Android or iOS)

- Open the Google Classroom app
- Tap on your child's class, then 'Classwork'

Once you've found the assignment, click or tap on any attached files to see the teacher's feedback.