

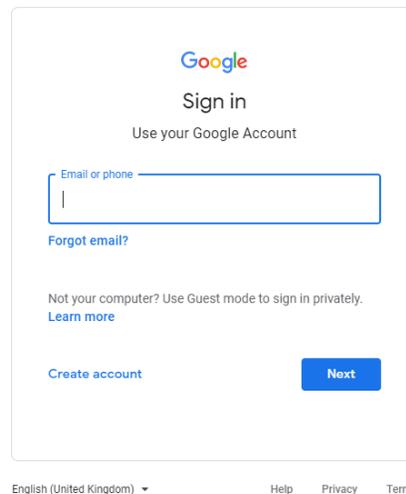


Pupil Access and Instructions for Google Classroom

To access Google Classroom go to the following link.

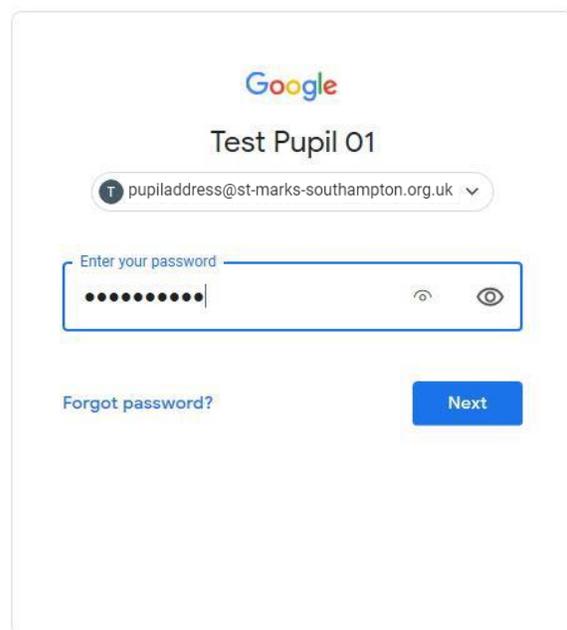
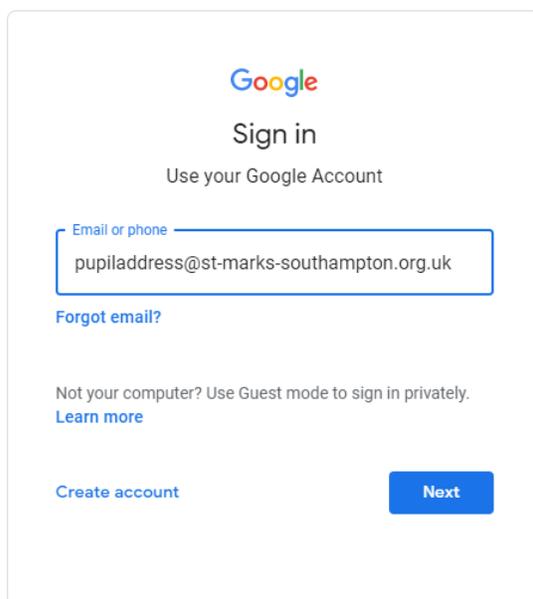
<https://classroom.google.com>

The first time you visit this page you will see the screen shown below, to get started click the **Go to Classroom** button:



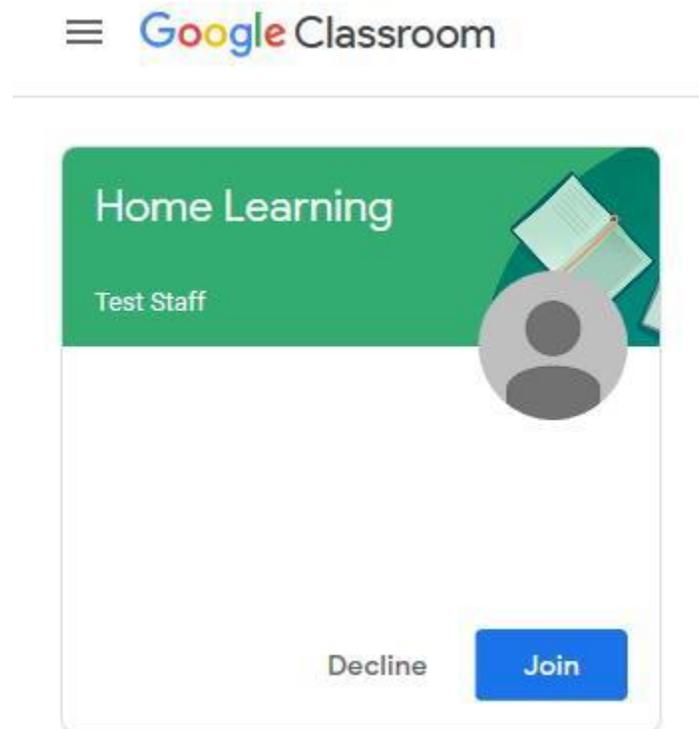
You will now need to enter your child's Google Account. The account name is made up of your child's Google user account followed by the schools email domain @st-marks-southampton.org.uk.

The password for each account will be have been given to the children via their Class Teacher.

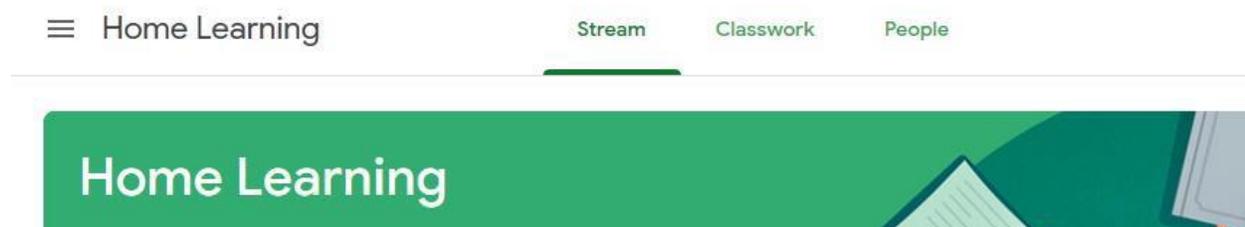


If you do not have your child's Google account you can request it by contacting the school office using the e-mail address info@st-marks-southampton.org.uk or by phone calling 023 8077 2968.

Once logged in you will see one or more classrooms that your child has been invited to by their teachers. Clicking the **Join** button on a classroom will allow you access it:



Every classroom has three main sections called **Stream**, **Classwork** and **People** which can be switched between using the links at the top of the page:



Stream

This is the homepage for the classroom, any new classwork or messages to the class from your child's teacher will appear here.

Classwork

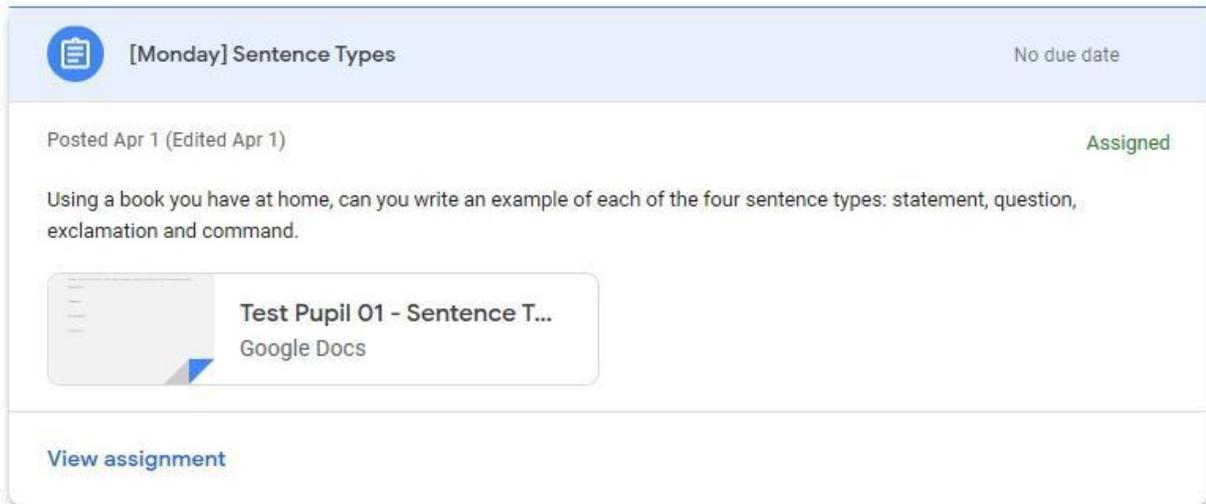
This will allow you to view and access all the work assigned by the classrooms teacher.

People

This displays the class teacher and list of children in the class. For safeguarding e-mail access for all child accounts has been turned off.

Accessing and Submitting Classwork

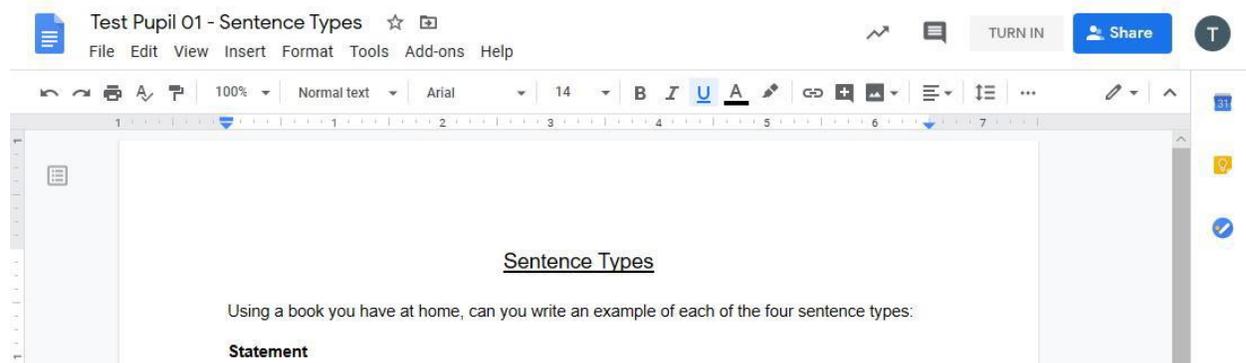
From within the classroom section clicking on any piece of classwork will display instructions from the teacher, along with any attached resources:



The screenshot shows a classroom assignment card. At the top, it says "[Monday] Sentence Types" and "No due date". Below that, it says "Posted Apr 1 (Edited Apr 1)" and "Assigned". The main text reads: "Using a book you have at home, can you write an example of each of the four sentence types: statement, question, exclamation and command." There is a Google Docs attachment titled "Test Pupil 01 - Sentence T...". At the bottom, there is a "View assignment" link.

Depending on work set these attachments might include links to an online resource or activity, e-books or fact sheets, quizzes, or a document template for your child to work from.

Clicking on the attachment will open a new tab and allow you to view it:

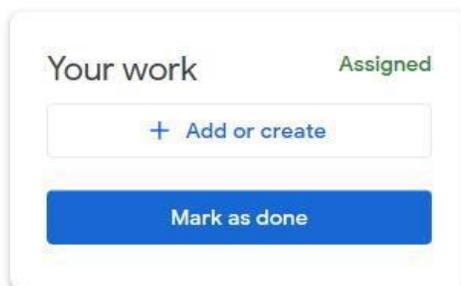


The screenshot shows a Google Docs document titled "Test Pupil 01 - Sentence Types". The document content is: "Sentence Types" (underlined), "Using a book you have at home, can you write an example of each of the four sentence types:", and "Statement". At the top right of the document, there are buttons for "TURN IN" and "Share".

Attached documents are saved automatically as they are edited, and will be sent to the teacher when turned in. This can be done by clicking the **turn in** button at the top of the document:

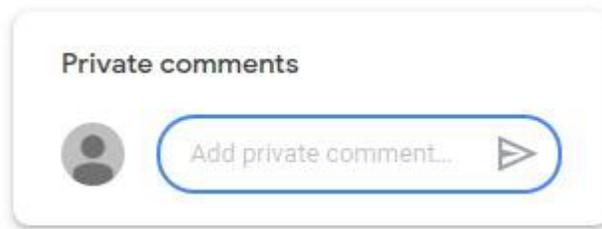


For classwork that does not require turning in a document such as completing an online activity, clicking the **mark as done** button will inform the teacher that the activity has been completed:



The screenshot shows the "Your work" section in Google Classroom. It says "Assigned" in green. Below that is a button that says "+ Add or create". At the bottom, there is a blue button that says "Mark as done".

If you have any questions regarding a piece of classwork, you can send a message to the teacher using the private comments box:



Hopefully this guide has covered the basics and you should now be ready to start using Google Classroom.

For further information on topics which this guide does not cover about Google Classrooms, YouTube can be an excellent resource:

Google Docs Tutorial

<https://www.youtube.com/watch?v=jvV5SS6rP4o>

Google Slides Tutorial

<https://www.youtube.com/watch?v=qSxNLaWm74g>