



A Parent Guide to Google Classroom

We are using Google Classroom for children in all of our children. It will primarily be used as a home learning tool and as a virtual learning platform should your child be required to learn from home.

Google Classroom is a space where children can access their learning online. It is available through a laptop or Chromebook, as well as a downloadable app on most tablets and smartphones.

Below are instructions for how to log on and access work for your child. KS2 children will also have been shown how to do this as part of their computing learning in school.

Username & Passwords

Each child has a unique username and password to log on. Their username is made up of

- their first name
- the first initial of their surname
- a number (this is the year their cohort started school)
- @waddingham.lincs.sch.uk

For example for a child in Y3 called Jane Smith, this would be janes17@parishchurch.lincs.sch.uk

If you need help with this please contact your class teacher using the class email address.

Google Classroom

If accessing through a **Desktop PC, Mac, laptop or Chromebook** this can be done by clicking on this link <https://classroom.google.com> or typing it into the search bar on your browser.

If you are using a **Chromebook** you can download this link from the Chrome Webstore <https://chrome.google.com/webstore/detail/google-classroom/mfhehppjhmmnlfbopchdfldgimhfhk>

If you are using an **iPad** or other **tablet** or **smartphone**, please download the free Google Classroom app from the App Store.

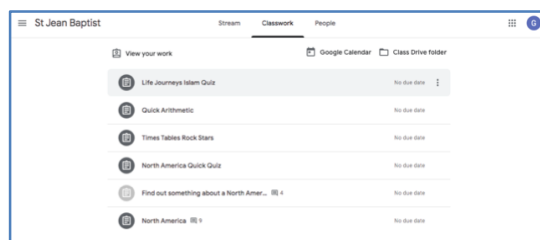
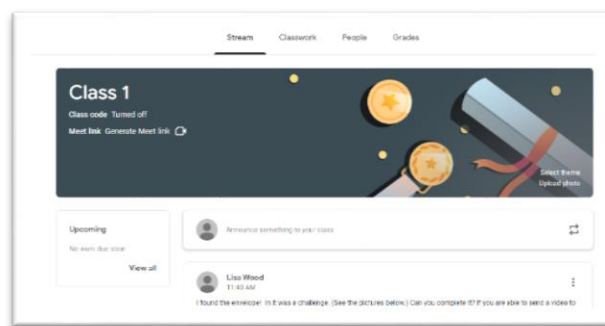
To sign in

Enter your child's email address and password as instructed.

Your child will then be able to see any classes that they have been invited to. For most children this will just be their current class (e.g. Class1).

Stream

This is where your child will see posts from their teacher. Access the stream by clicking into your class and selecting stream at the top. Posts may include links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Comments are always monitored by your child's class teacher and can be seen by other teachers in the same team and the Headteacher. We ask children only use this feature if they are asking a question about their work or responding sensibly to a post.



Classwork

This is where your child will access curriculum content set by the teacher. This is accessed in the same way, click classwork once in your class. **This is the best way of accessing the content** set rather than having to worry about searching on the Stream.

Choose a piece of work and click **view assignment** you will then see any further instructions, links or documents that are needed to complete the piece of work.

Once the set work has been completed you can:

Mark as done: this notifies your teacher that you have completed your work.

Add or create: allows documents/photos etc. to be attached to the work.

Some set work will have attachments set for children to complete (these will open as google docs). This will appear when clicking on the assignment as **your work**. Once completed these should be handed in by pressing **turn in**.

Any curriculum content added will be in the form of a Google Doc, Google Slide or other Google Suite app (if you are using a tablet, you may be required to download additional free apps), as this will allow the children to edit and hand in their work individually to the teacher. Home learning or classwork will be added by the teacher and may have a date for completion.

Teachers will be able to see your child's progress and can add comments to their work. If your child is stuck with a piece of work, they can comment using the private message function at the right hand side of the screen to message the teacher. Teachers might respond to comments about work set or may follow up during class time

Teachers will endeavour to respond as soon as they can to any messages sent during the day.

Final word

We take all aspects of e-safety seriously. Please refer back to the **Pupil Acceptable Use Agreement**, which clearly sets out our expectations when children access online learning at home.

