




## A Guide on how to use Google Classroom

This guide has been created for the parents and children of Danby CE VC Primary School to help you access and use Google Classroom, our online learning platform for Years Reception - Year 6.

Please regularly discuss online safety with your children. Our [E-Safety page](#) has lots of advice and there are a number of useful documents linked.

If you have any problems with accessing or using Google Classroom, then please email your Classteacher and we will respond as soon as we can.

### **Smartphones and tablets: download the free Google Classroom app**

Android Devices	iOS devices (iPhones, iPods and iPads)
<ul style="list-style-type: none"><li>• Open the Play Store app</li><li>• Search for 'Google Classroom'</li><li>• Tap 'Google Classroom'</li><li>• Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>• Open the App Store app</li><li>• Search for 'Google Classroom'</li><li>• Tap 'Google Classroom'</li><li>• Tap 'Get'</li></ul> 

### **Computers and laptops: log in to Google Classroom**

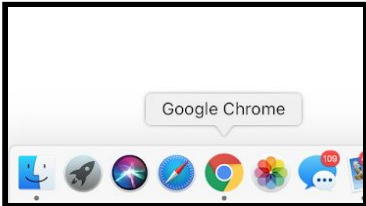
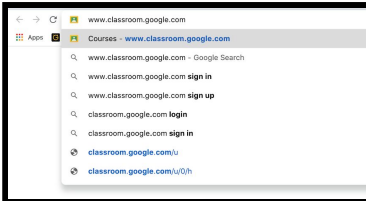
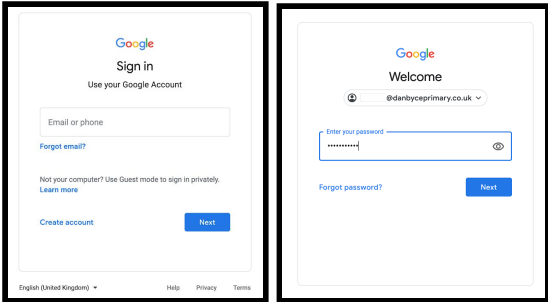
- Open Google Chrome.
- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Log in with your child's 'G Suite for Education' account
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that your child's school has sent to you, then click 'Join'
- There is also a link on our website [HERE](#)

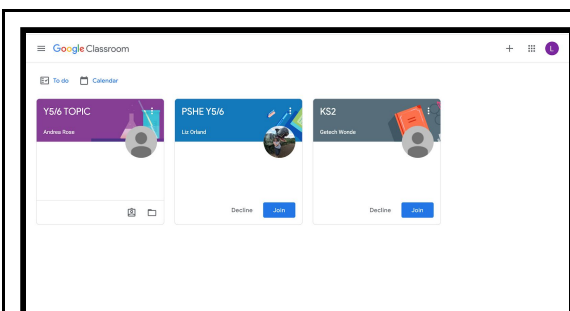
### **How to get and hand in work (computers and laptops)**

- 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.

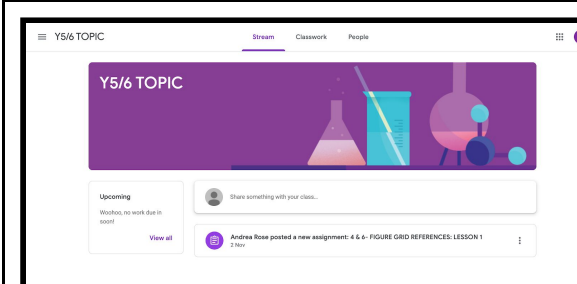
## How to hand in work (mobile devices – Android or iOS)

- 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.

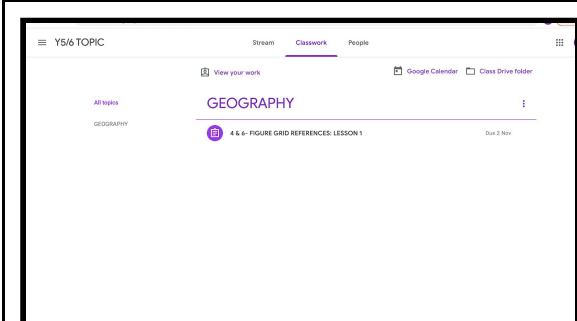
	<p>Step 1: Open Google Chrome</p>
	<p>Step 2: In the search bar at the top type <a href="https://www.classroom.google.com">www.classroom.google.com</a></p>
	<p>Step 3: Enter <a href="https://danbyceprimary.co.uk">danbyceprimary.co.uk</a> email address and then your password.</p>



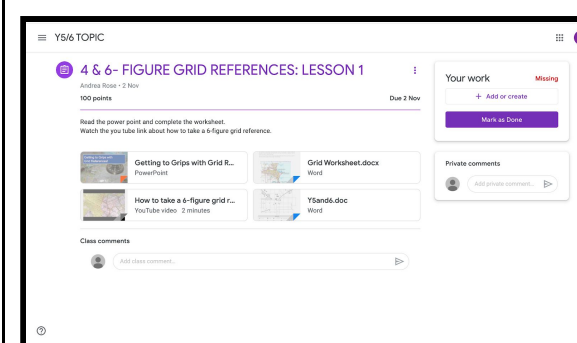
Step 4: Double click on your classroom to enter.



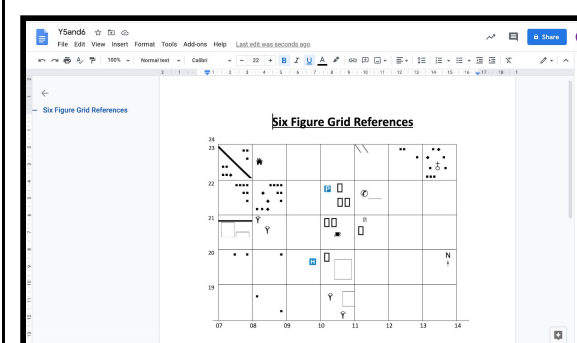
Step 5: This page is called the stream. You can see people's messages and any classwork updates.



Step 6: Click on 'Classwork' to view any set work (assignments).

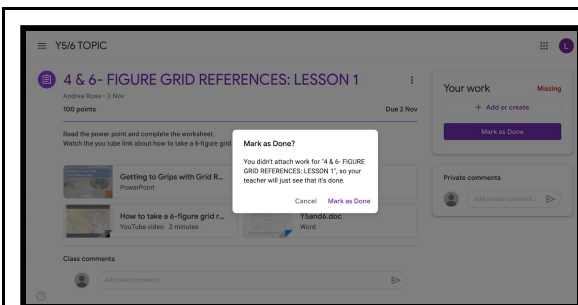


Step 7: Click on the assignment you want to select. This will show more information and the link to access the document.

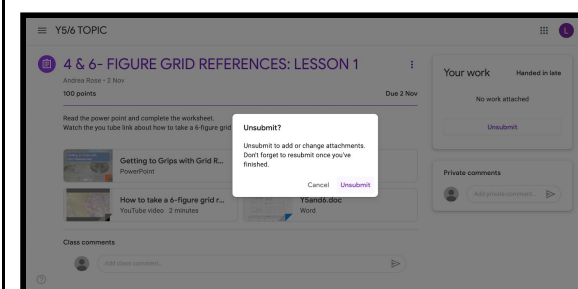


Step 8: You have now opened the assignment and can start to complete your work.

Fun fact: Google Classroom doesn't have a save button because it saves automatically it after every action!



Step 9: When you have completed your assignment, click on the top right hand button that says 'Turn in'. This will give you the option to talk to your teacher.



Step 10: Once you are sure you want to hand in your assignment, click on the 'Hand in' button in the white box. If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

Once the home learning has been marked by the teacher, you can see feedback and any comments made by the teacher by opening the home learning task as before.

We hope that you have found this useful but please don't hesitate to get in touch with us if you have any queries.