

# Google Classroom Parents Guide



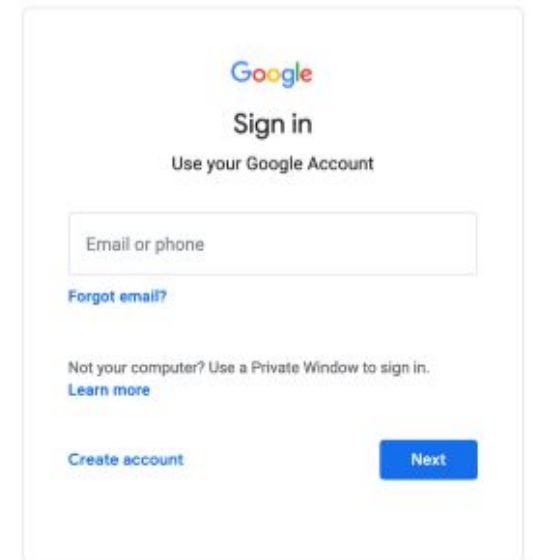
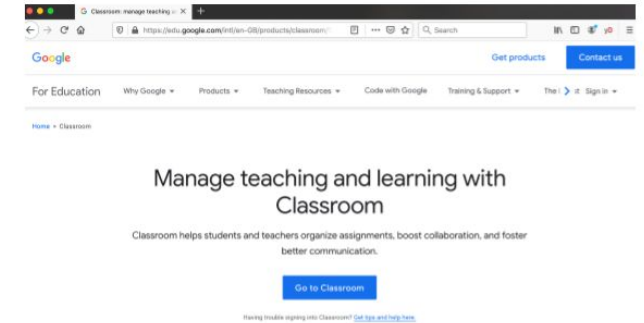
Classroom



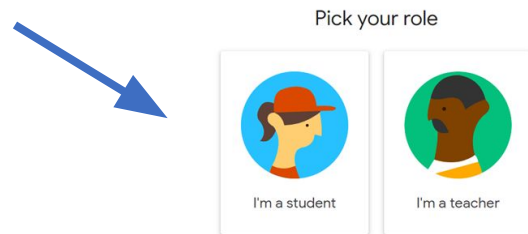
# How to log in to Google Classroom and accept Invitations

- On your Laptop / Desktop / Mac / PC,
- Open your Internet Browser, e.g. Chrome, Edge, Firefox or Safari etc.
- Then go to [classroom.google.com](https://classroom.google.com)
- Type in your G suite login, e.g. [example@molehillprimary.org.uk](mailto:example@molehillprimary.org.uk) and password

If you don't know your G suite username, please contact the office.



- Please select “I’M A STUDENT”.



- You will find your classroom invitations.  
Please click on “Accept”
- Now you have access  
to your Google Classroom.

# Google for Education

Google for Education



**Gmail**

Google Apps mail is Gmail under your school domain.



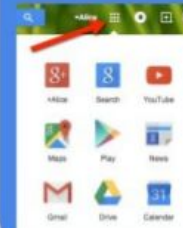
**Drive**

Google Drive allows you to store files and create Google Docs



**Apps**

Apps chooser is located in upper right of Gmail and Drive



Access Google Drive through the Apps chooser or <http://drive.google.com>

NEW

**Google Docs**

In Google Drive create cloud based text documents, spreadsheets, presentations, drawings and forms to gather data.



Share

**Blue Share Button**

By default your documents are private. Click on the blue share button to change sharing permissions. Share with specific people or give generic viewing permissions.

**No Save Button**

Your Google Docs save automatically.

**Concurrent Editing**

By sharing documents with collaborators you are able to type on the same document at the same time.



Word

**Word processor**



Docs



Excel

**Spreadsheet**



Sheets



PowerPoint

**Presentation**



Slides



Outlook

**Email**



GMail

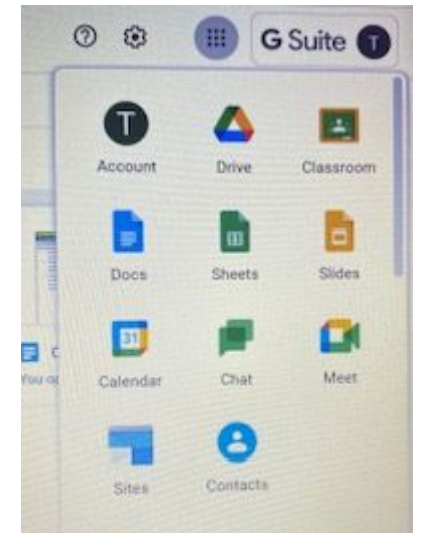
Google Apps



# How to use Google Classroom

- Click on the following video link which will take you through how to use google classroom.

<https://www.youtube.com/watch?v=DMJt55A-DA0>



# Google Classroom Stream Page

- The Stream page is an Interactive Hub

- Within Google Classroom, the Stream is a feed where everyone in the class can find announcements, notices and reminders. It will be the first thing the children see when they log in.



Kangaroo and Koala Class 23/24

Stream

Classwork

People

Marks



# Post and Comment on Stream page

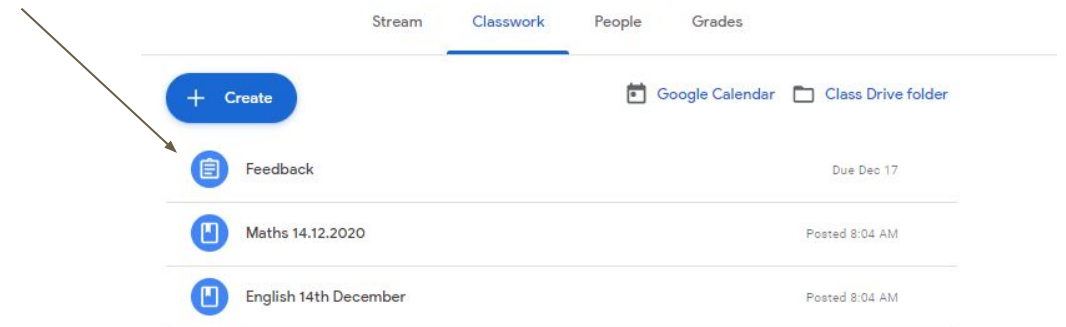
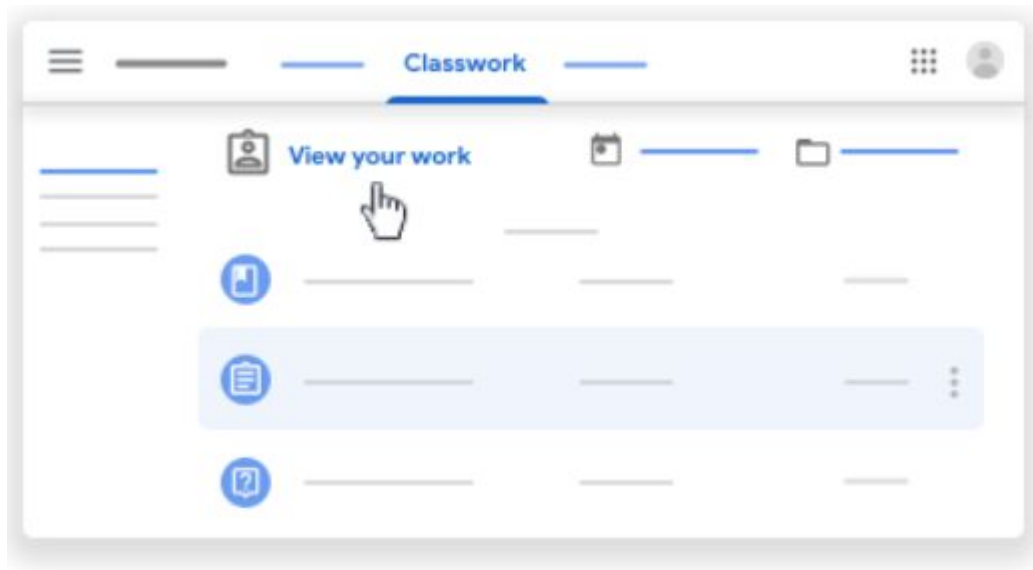
## Ways students can post in Classroom stream page

- **Post**-information or a question on the class stream eg: when do we visit the museum?
- **Comment**-a response to a post or comment eg: We go next Friday
- **Reply**- a response to a comment that mentions the person who made the comment. eg: +commenter's name Thanks

**This is for classwork discussion only not to be used to chat room amongst friends.**

# Classwork page

The Classwork tab allows you to view all pieces of work that have been added to the classroom.





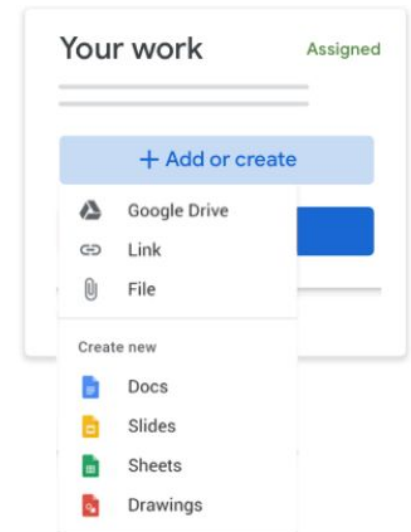
# Turning in Assignments

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the class>Classwork.
3. Click the assignment>View assignment.
4. To attach an item:
  - Under Your work, click Add or create>select Google Drive , Link , or File .

Select the attachment or enter the URL for a link and click Add

It is very important that the children click HAND IN button when they have completed the assignment. If they do not do this, the teachers will not be aware that they have completed their work.



# Attaching a new document

To attach a new document:

1. Under Your work, click Add or create>Docs , Slides , Sheets , or Drawings >A new file attaches to your work and opens.
2. Click the file and enter your information.
  - (Optional) To remove an attachment, next to the attachment name, click Remove .
  - (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
1. Click Turn In and confirm.  
The status of the assignment changes to Turned in.

