

Heatherside Infant School

Parent's Guide to Using Google Classroom

Google Classroom is an online learning platform which enables us to have two way communication whilst ensuring the safety and privacy of all. Instruction videos, website links and activities can all be put on here and children will be able to upload certain pieces of work for their class teacher to see.

IF YOU ARE USING A PHONE OR TABLET TO VIEW GOOGLE CLASSROOM OR YOUR CLASS YEAR SITE, PLEASE ROTATE YOUR PHONE OR TABLET TO LANDSCAPE.

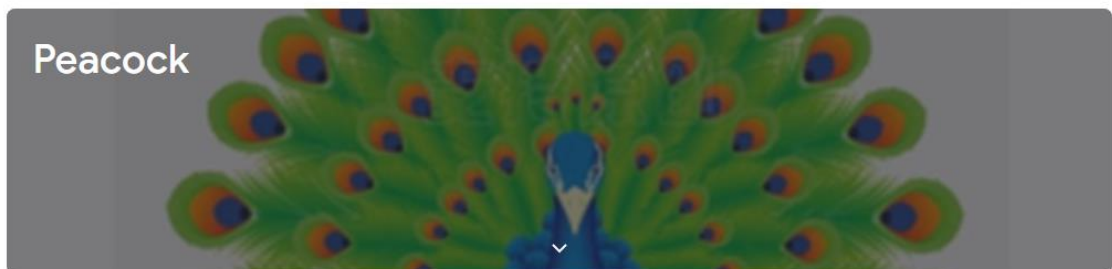
Signing In

- Search for 'Google Classroom' and click on the website with this address - <https://classroom.google.com/>.
- Sign in with your username and password which have been sent out to you
- You will be taken to a page which looks like this



- Left-click anywhere on the tab with your class name and teacher and you will go into your class' stream page

Stream Classwork People



Stream Page

Your stream page is a little bit like a Facebook news feed. Your class teacher can add comments and assignments. We may allow this feature to be used by the children in the future once we are up and running! Please refrain from making any comments on the class stream at this time. Comments will be reviewed and moderated by the class teachers.

Different types of documents will be added to the class stream. These could be assignments, quiz assignments, questions, or materials (which are either a piece of information, an activity or a resource).

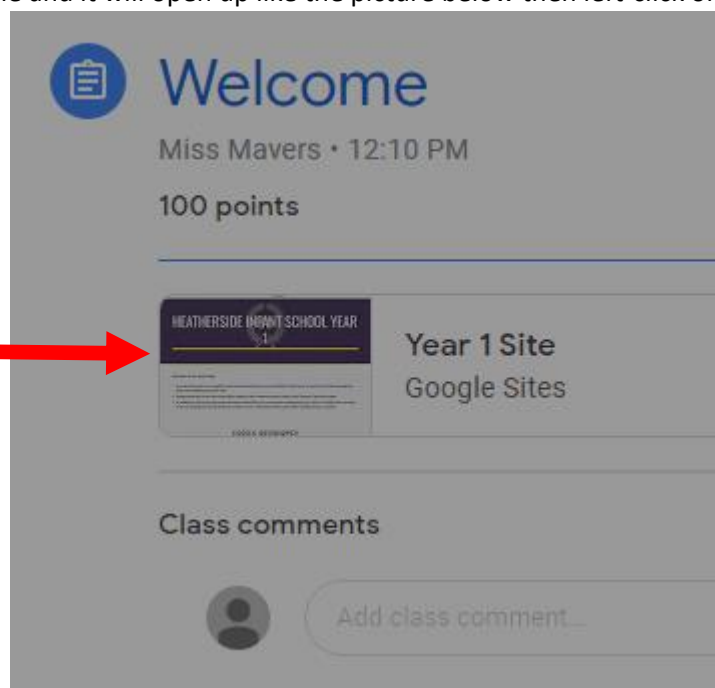


Miss Mavers posted a new assignment: Welcome
12:10 PM



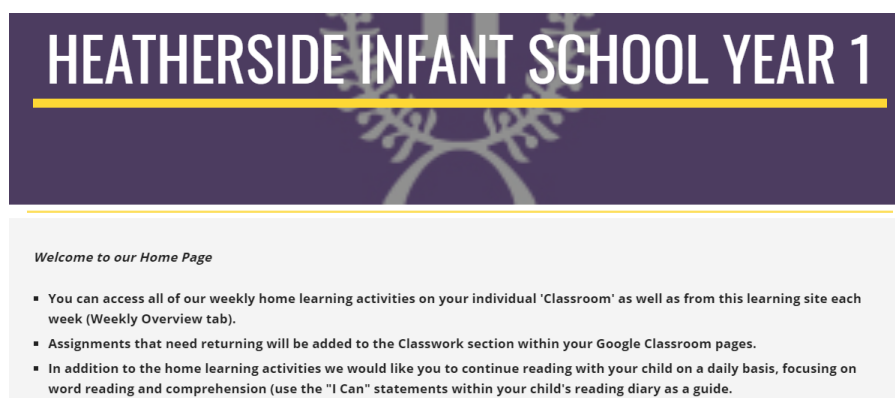
Access to your year site

- Click on the classwork tab. Scroll down to the year group webpage title. Click on the icon below the title and it will open up like the picture below then left-click on the tab



Left-click on this tab

- It will open up the content – a bit like an attachment or a button on a web page

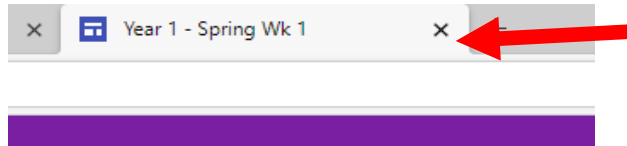


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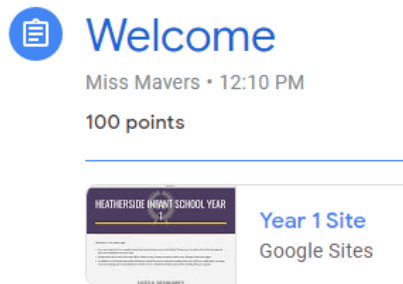
- On the right hand side are some tabs. Left-click on any of these tabs to open them up (like on a webpage)



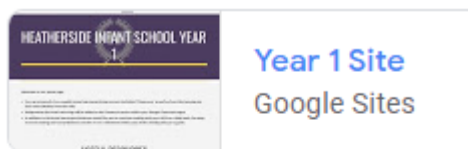
- To leave this page, go to the tabs at the top of the page and click on the X



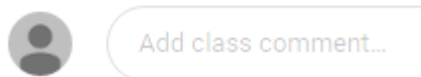
- You will return to your Google Classroom tab that remained open.



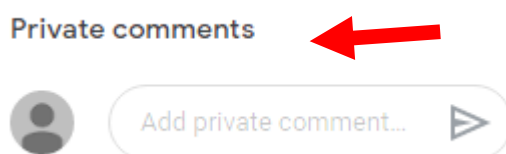
- Underneath the link to the attachment, there is a 'Class comments' box. Please do not use this. (This may change as we become more used to using this platform)



Class comments ←



- If you would like to comment please use the 'private comments' box – only your class teacher can see these comments.

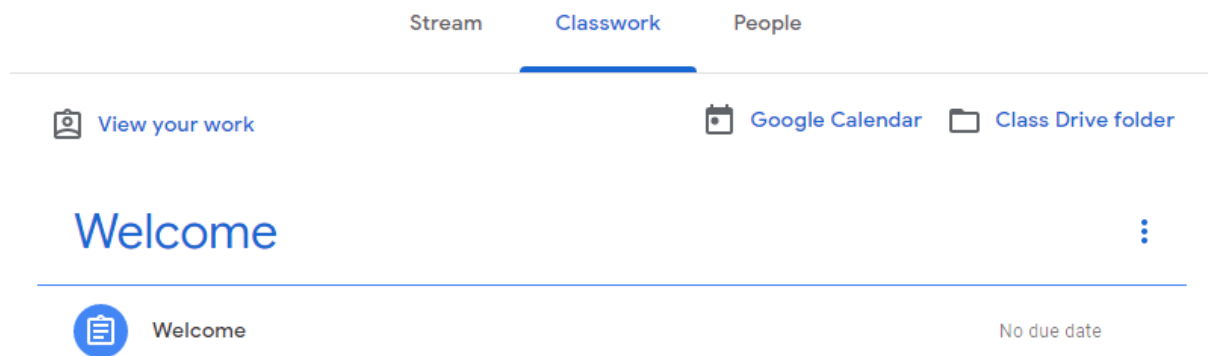


Classwork

Another way to access the information, the learning and the tasks is from the menu bar at the top centre of the page.



- Left-click on 'Classwork' and it will take you to this page



This is where you will find resources and classwork posted by your class teacher. Refer to the year group planning to see which pieces of work needs to be returned to your class teacher. Please remember to use your year site to access other documents and resources.