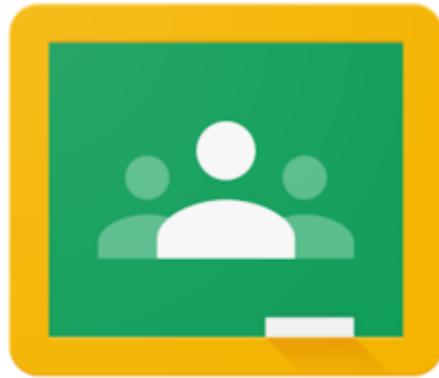


Google Classroom



Parents Guide

Google Classroom

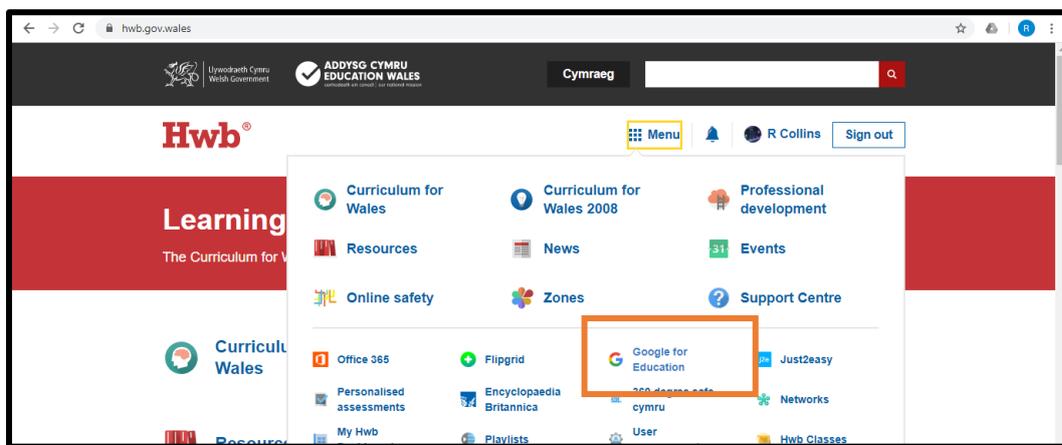
This guide will show you how to get your children set up and working on Google Classroom in a matter of minutes.

Signing in to Google Classroom

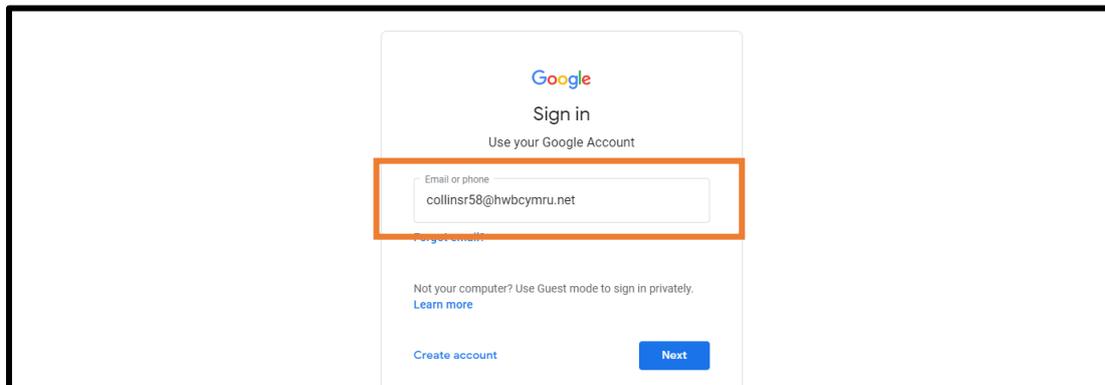
IMPORTANT – MAKE SURE ALL PERSONAL GOOGLE ACCOUNTS ON YOUR DEVICE ARE SIGNED OUT FIRST!

Log in to HWB with HWB credentials > Click **Menu** > Click **Google For Education**.

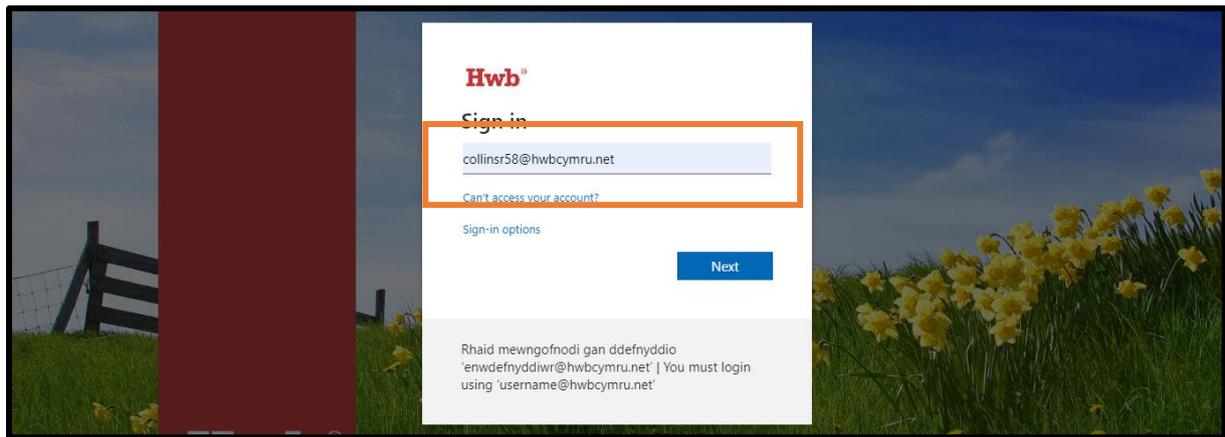
If you do not know your child's HWB login details please check if it is in their planner or please email Peter.Griffiths@maelorschool.org.uk.



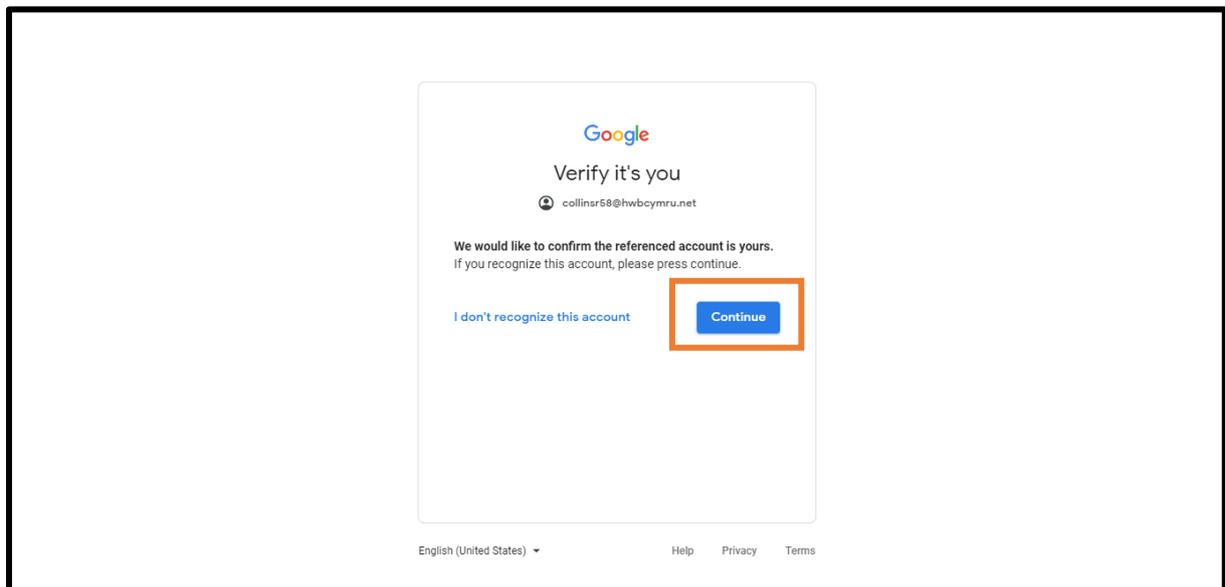
Enter your **HWB Email** and click next.



Again, enter your **HWB** details.



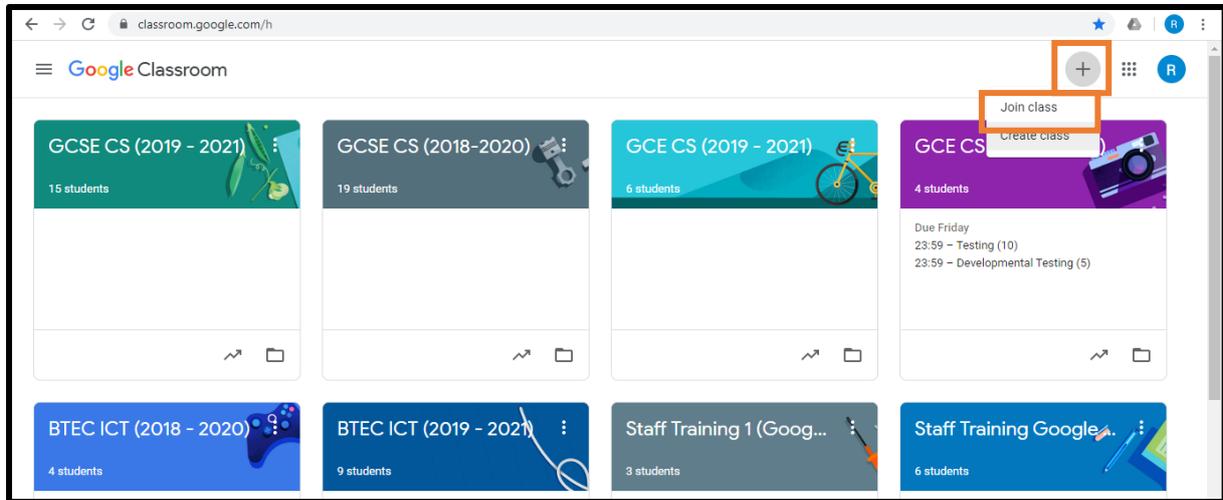
Click on **Continue**.



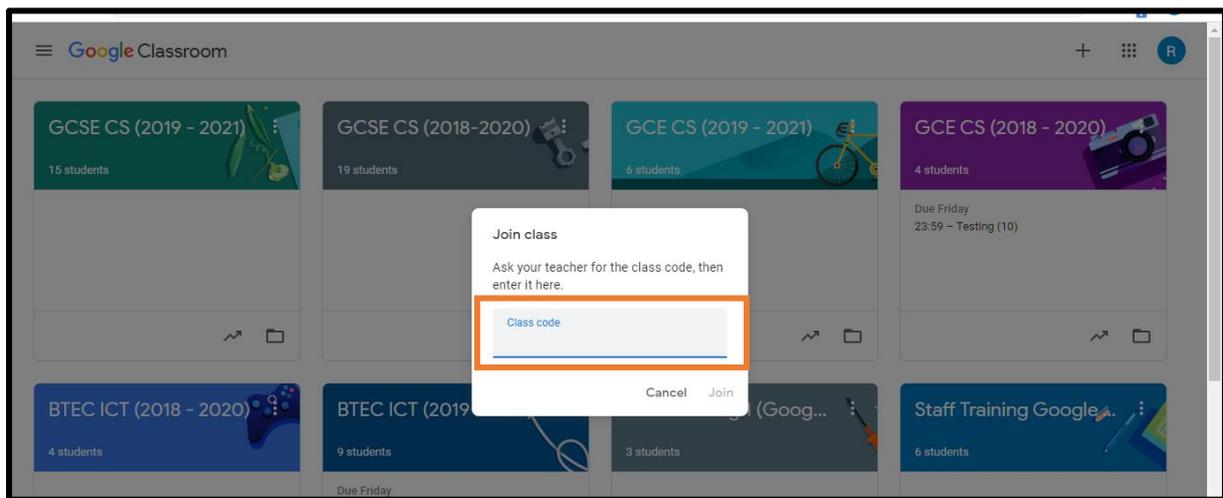
You will only need to do this process once. From then on you can go to <https://classroom.google.com> which will take you straight to your Google Classroom home page.

Joining a class

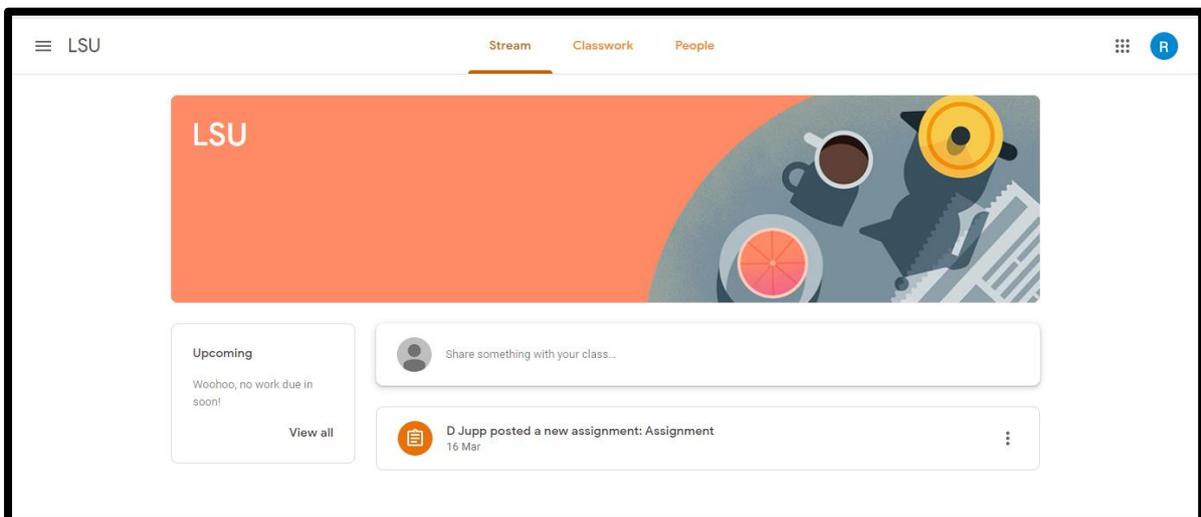
Click on the “+” button in the top right to join a class. (It’s next to the checkerboard icon you use to access all of your apps.) Then click “Join Class”.



Type in the code that your teacher has give you to join the class.



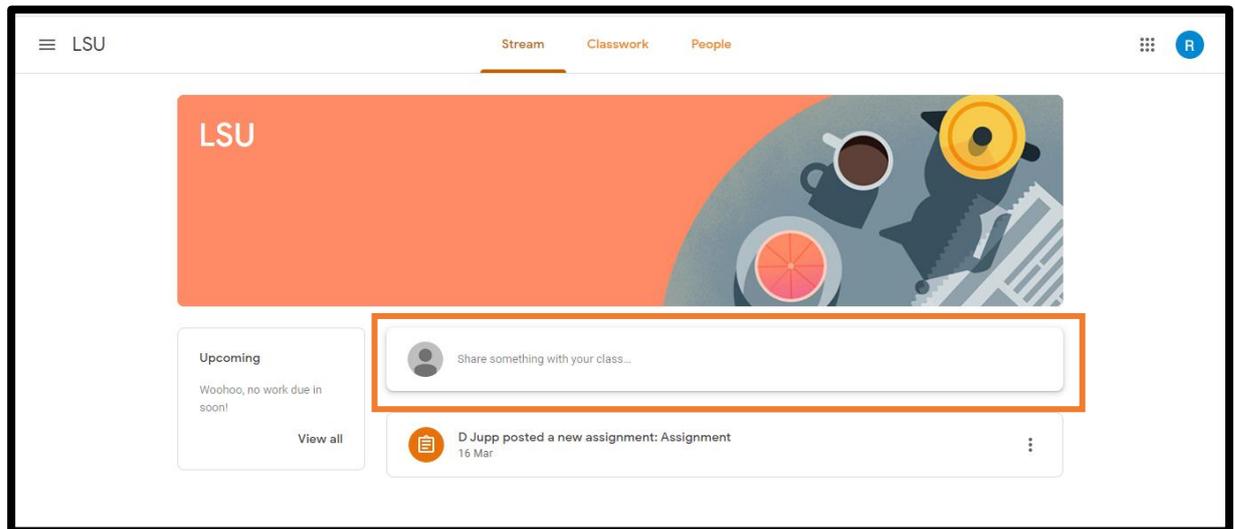
This will then open the class.



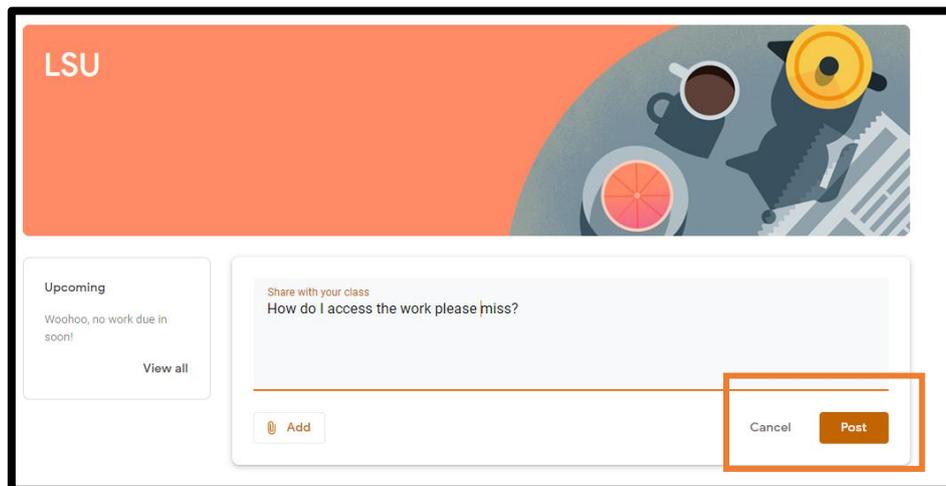
Using Google Classroom

Asking your teacher a Question

To ask a question click in the “Share something with your class” box and ask a question.

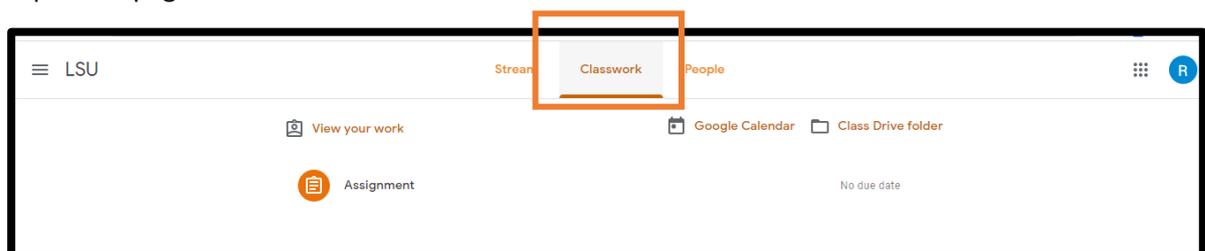


You can then click on **Post** to send the message. Make sure you only ask sensible questions as you will not be able to delete it once it has been sent and everyone will be able to see it.

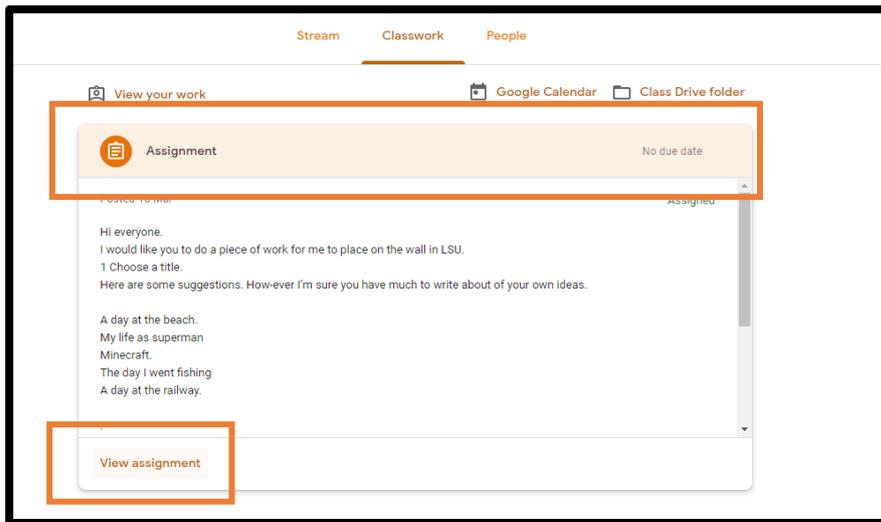


Accessing your work

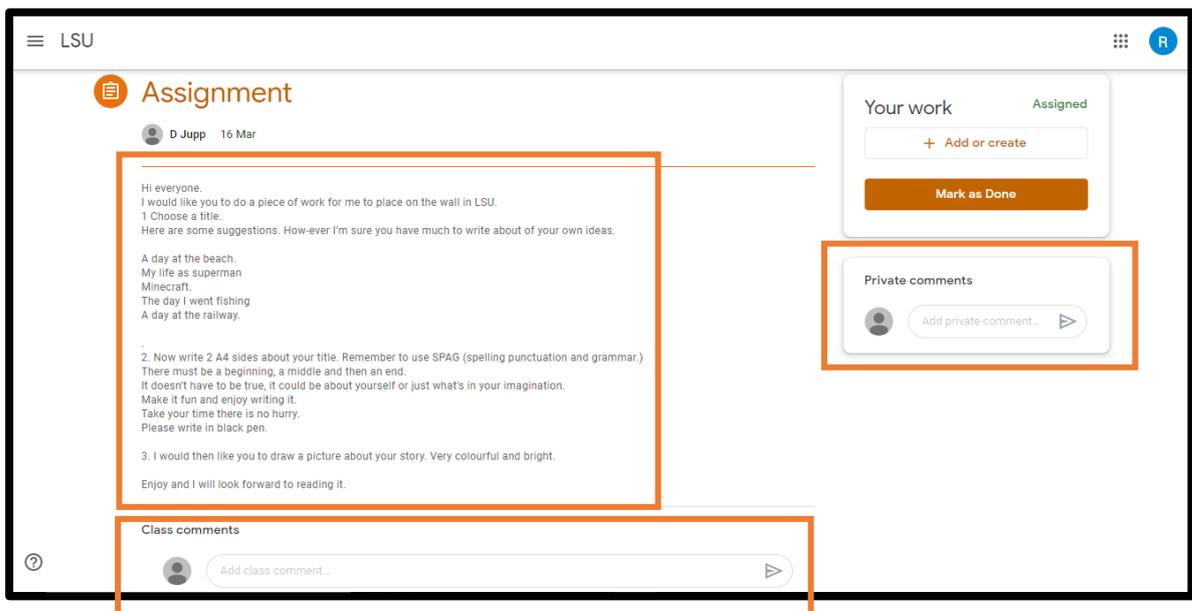
If your teacher has set you an assignment to complete you will find it in the **Classwork tab** at the top of the page.



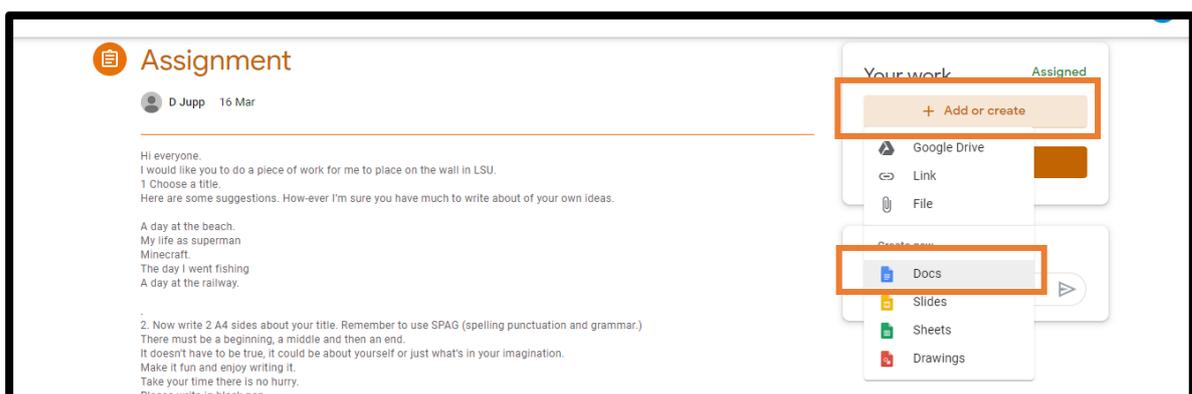
Click on the piece of work that has been assigned and click **view assignment**.



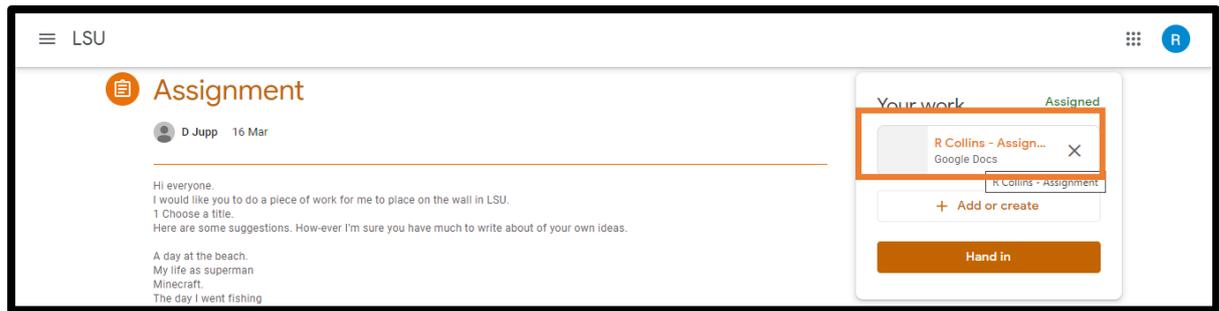
This will open up the assignment. Here you can read what you have been asked to do, add a class comment to ask the class questions or add a private comment to ask just your teacher a question.



To do the work click on **+ Add or Create**. And choose either **Docs** or **Slides** depending which is most suitable for the task.

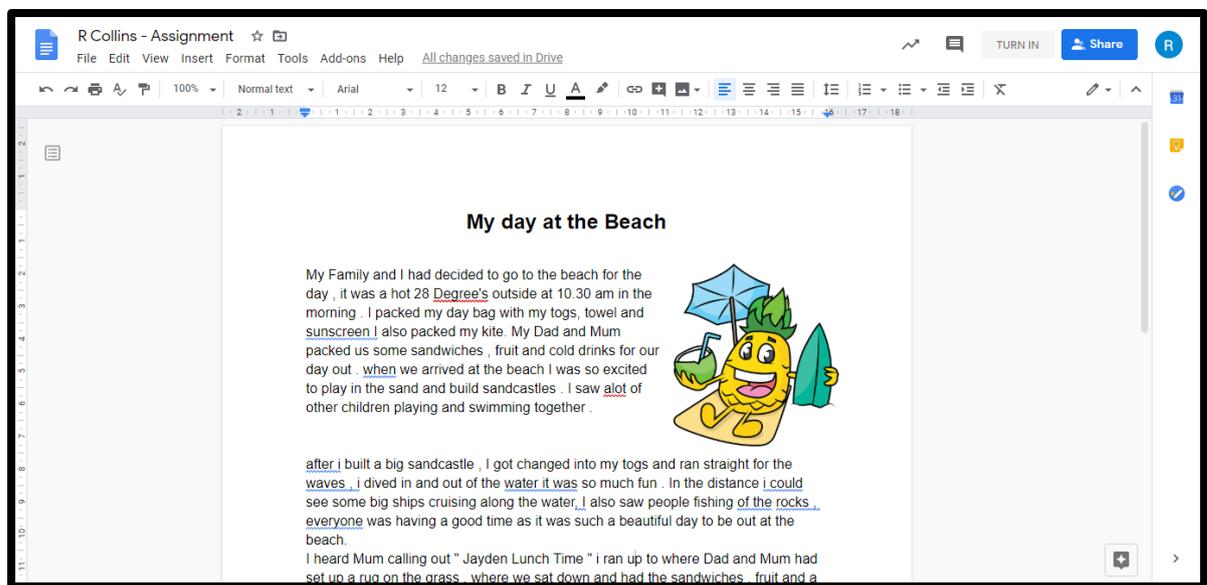


Click on the document.



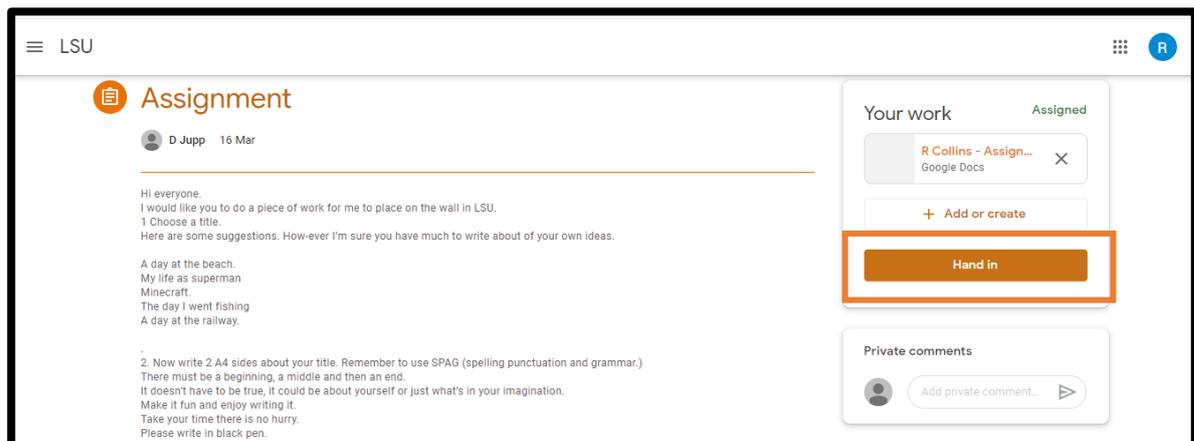
The screenshot shows the Google Classroom interface for an assignment titled "Assignment" by D Jupp, dated 16 Mar. The assignment instructions are visible on the left. On the right, the "Your work" section shows a document titled "R Collins - Assign..." from Google Docs, which is highlighted with an orange box. Below it is a "Hand in" button.

Complete the work. No need to save it as Google Classroom saves it every few seconds. You can just close it once its done.



The screenshot shows a Google Docs document titled "R Collins - Assignment". The document content is a story titled "My day at the Beach". The text describes a family trip to the beach, mentioning activities like building sandcastles, swimming, and playing in the sand. There is a cartoon illustration of a smiling pineapple character holding a beach umbrella and a drink. The document is open in a browser window with a standard Google Docs toolbar.

Once you are finished click on the hand in button for your teacher to mark.



The screenshot shows the Google Classroom interface for the same assignment. The "Your work" section now shows the "Hand in" button highlighted with an orange box, indicating it has been clicked. The "Private comments" section is also visible at the bottom right.

Check back every day to see if any more work has been posted.