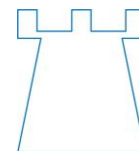**Sheriff Hutton Primary School**
West End
Sheriff Hutton
YO60 6SH
01347 878441
www.sheriffhuttonschool.org
Supported Happy Pupils Succeed

Monday 2nd November 2020

Google Classroom

Instructions for Parents - How to use our school's Google Classroom

Follow these steps so your child can continue to complete learning activities started in school and access remote learning opportunities.

Your child's teacher will have sent you a login (email address style), a password and a class code.

Smartphones and tablets

Download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods and iPads)
■ Open the Play Store app. ■ Search for 'Google Classroom'. ■ Tap 'Google Classroom'. ■ Tap 'Install'.	■ Open the App Store app. ■ Search for 'Google Classroom'. ■ Tap 'Google Classroom'. ■ Tap 'Get'.

Once the app has downloaded, open it and log into your child's 'G Suite for Education' account.

- Tap the '+' icon (in the top-right corner), then 'Join class'.
- Enter the class code that your child's teacher has sent to you, then tap 'Join'.

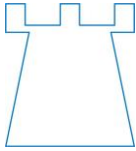### How to access learning and submit tasks (mobile devices – Android or iOS)

- 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.

Computers and laptops

- Log in to Google Classroom
- Go to 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'.
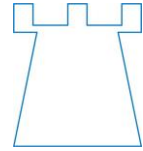
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How to access learning and submit tasks (computers and laptops)

- 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.

If you have any questions, please do not hesitate to get in touch.

I have attached an overview document to this letter, which is also there to help you. There are a couple of useful videos on YouTube as well.

https://www.youtube.com/watch?v=IgS-hoSIjnw

Kind regards

Bev Stell
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