

GOOGLE CLASSROOM

Instructions for parents on how to use our school's google classroom

Follow these steps so your child can continue to complete learning activities and hand them in while they are unable to come to school.

Smartphones and tablets: download the free Google Classroom APP

Android Devices	IOS devices (iphones, ipods and ipads)
<ul style="list-style-type: none">• Open the Play Store app• Search for "Google Classroom"• Tap "Google classroom"• Tap "install"	<ul style="list-style-type: none">• 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 school has sent to you, then click "join"

Computers and laptops: log into 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 you, then click "Join"

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

- Go to Google Classroom
- Click "Classwork"
- Click on 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 a photo 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 get and 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 upon the type of work the teacher has set:
 - You can take a photo 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 in2 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 problems with access or use, please contact office@longwood.staffs.sch.uk and we will respond as soon as we can.