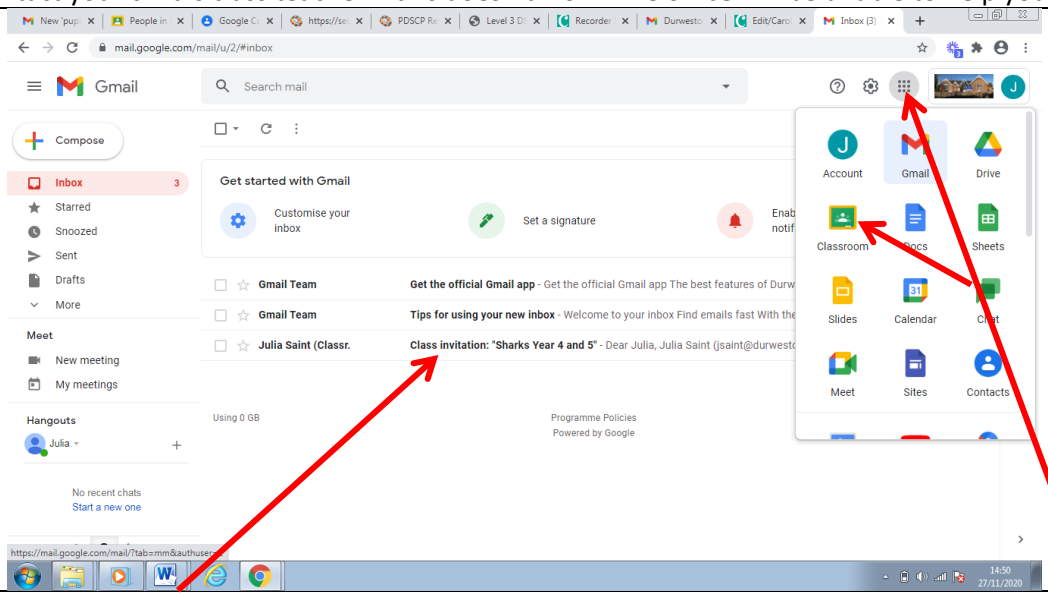
Welcome to Durweston's Guide to accessing and using Google Classroom.
There are also two videos available on the remote learning webpage to help give a further visual guide to using this platform.

We appreciate that computers vary in their presentation and accessibility and we simply cannot write instructions for all possible devices you may have at home. However, please do seek further advice from the wealth of knowledge available on the internet.
The EdTech videos are particularly helpful.

1. Logout of all Gmail accounts on your computer (actually 'sign out' rather than closing tabs). Google has a habit of defaulting to different accounts.

2. Sign into your child's school Gmail account, details of which have either been sent to your private parent email address or glued in your child's reading record, (or both).

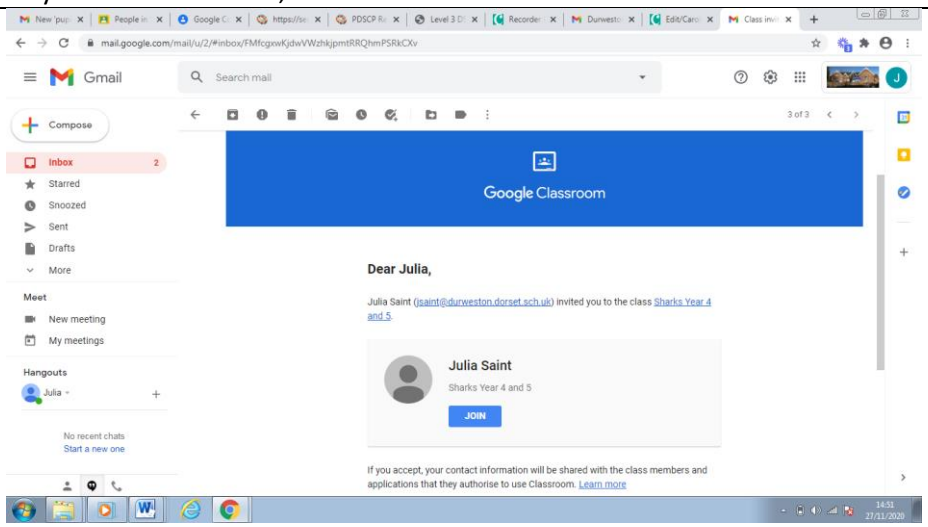
Please contact your child's class teacher if this doesn't work. The office will be unable to help you.



3. There may be an invite to a Google Classroom waiting for you in your child's Gmail inbox. See below also. However, from experience, there often isn't.

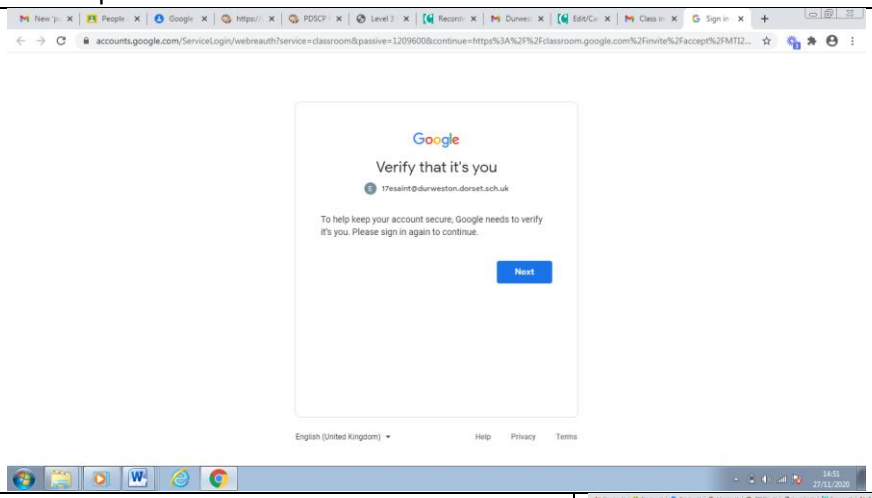
Don't worry if there isn't, you can go straight to **classroom.google.com** to find the classrooms your child has been invited to. You can then select the one you wish to enter.

Another alternative is to use the 'waffle' button in the top right hand corner (a 3 by 3 square of dots) when signed into your child's account, to select Classroom.

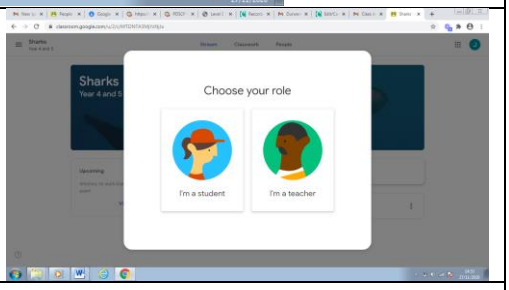


Google classroom invite

When you click on the invite in your child's email inbox, you may be asked to verify your account. You may be asked to re-enter the password. See below.

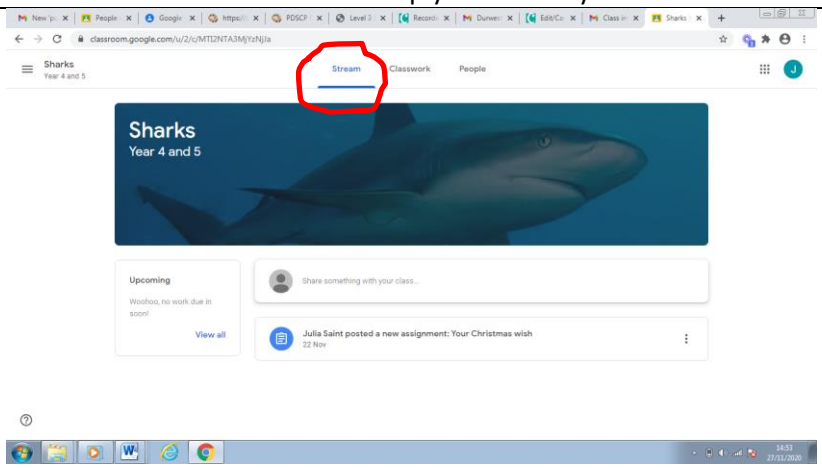


You are then asked to choose your role. Please click on 'I'm a student'.

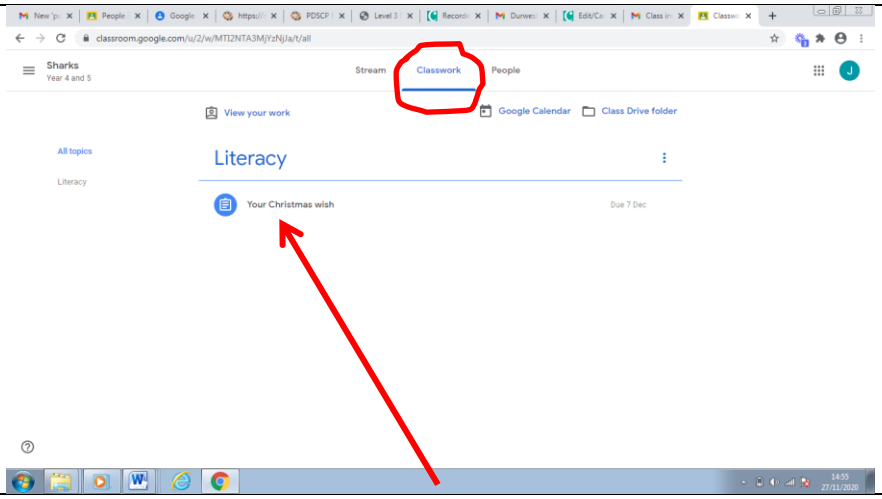


You may see just one classroom or your child may have been invited to more, depending on who teaches them particular subjects. Click on the classroom you wish to enter.

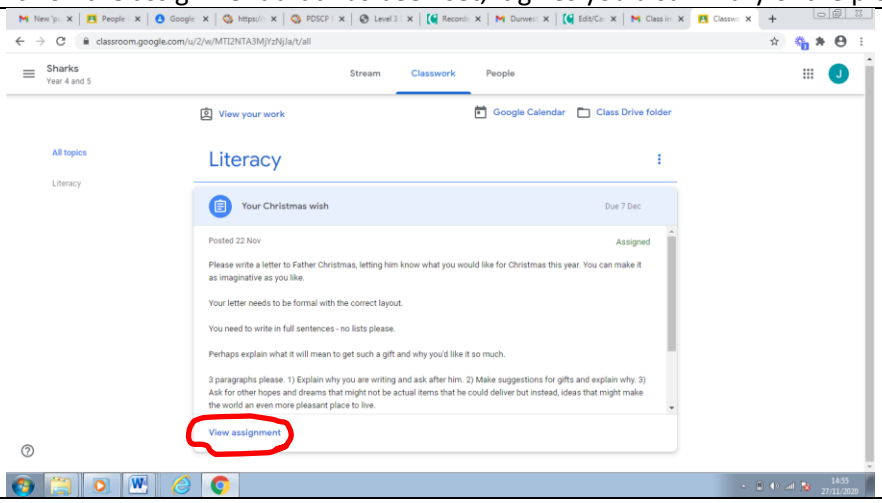
The first page is called the 'Stream'. This is where you will see any updates or announcements by the classteacher. You can reply to these if you'd like.



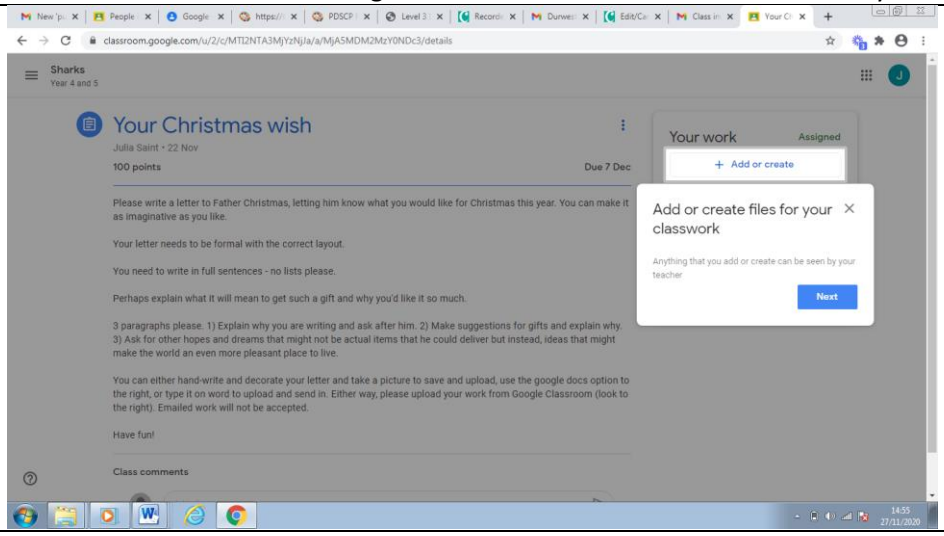
The next tab at the top of the classroom is ‘Classwork’. This is where the classteacher will upload the work to be completed. It will be sorted into days/topics, and any work set previously, will be visible and accessible.



When you click on the assignment that has been set, it gives you a summary of the piece of work.

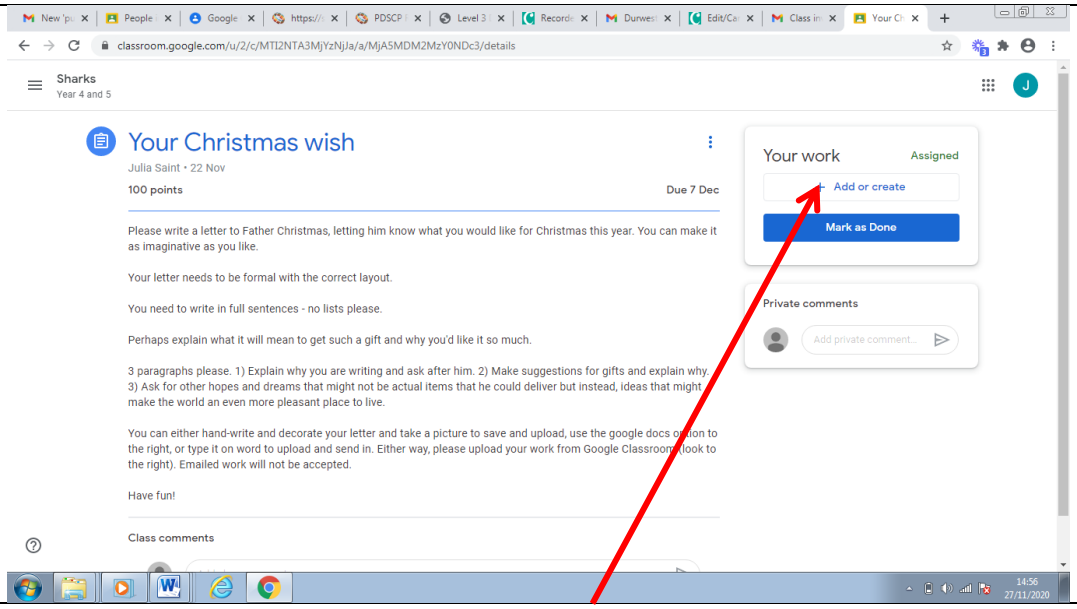


Click on the blue ‘View assignment’ link at the bottom of the summary.

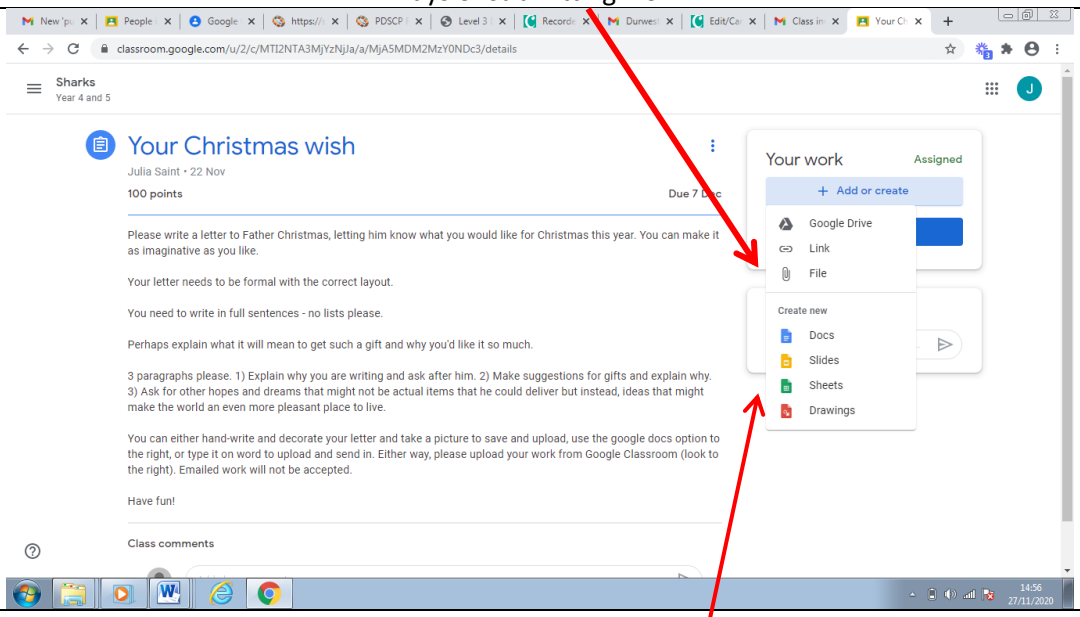


You may be given the option to add or create files for the piece of work. You can choose to do this. Alternatively, your child can complete the work on paper and you can take a photo and upload it using this same page.

Full instructions are given for completing the task. Supporting documents may also be attached for your child to access which may help them complete the task.

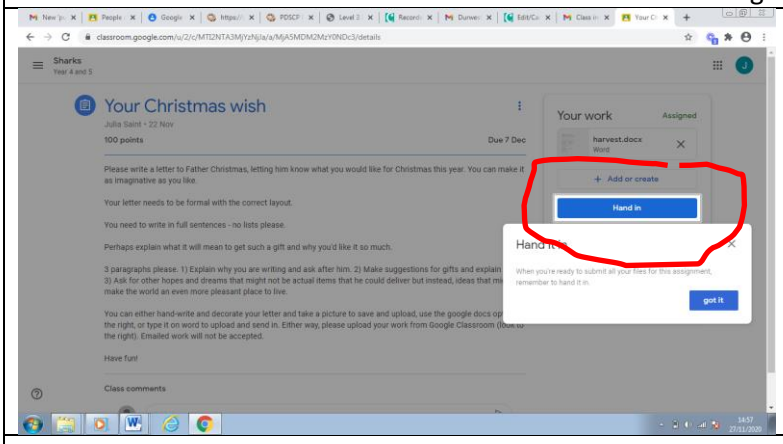


When the task has been completed, click '+ Add or create'. You are then given a selection of different ways of submitting work.



Select 'File' if you wish to upload a photo of the work which you have stored on your device.
If your child wants to type their work up, they can select Docs, or Sheets would be more beneficial for Numeracy work.

Finally, you need to select the blue 'Hand in' button to actually submit the work.
You will be asked to submit a minimum of one English and one Maths task a week.



Other features that may be of use are the 'Calendar' which will give you an overview of the work set and when it is due in. There is also a function to private chat about a particular piece of work. That is on the 'View Assignment' page.

There many more features but these are the essentials to get your head around. Have fun!