

A parent guide to Google Classroom



Coleridge Primary School

Learners for life

CREATIVE, CARING, RESILIENT

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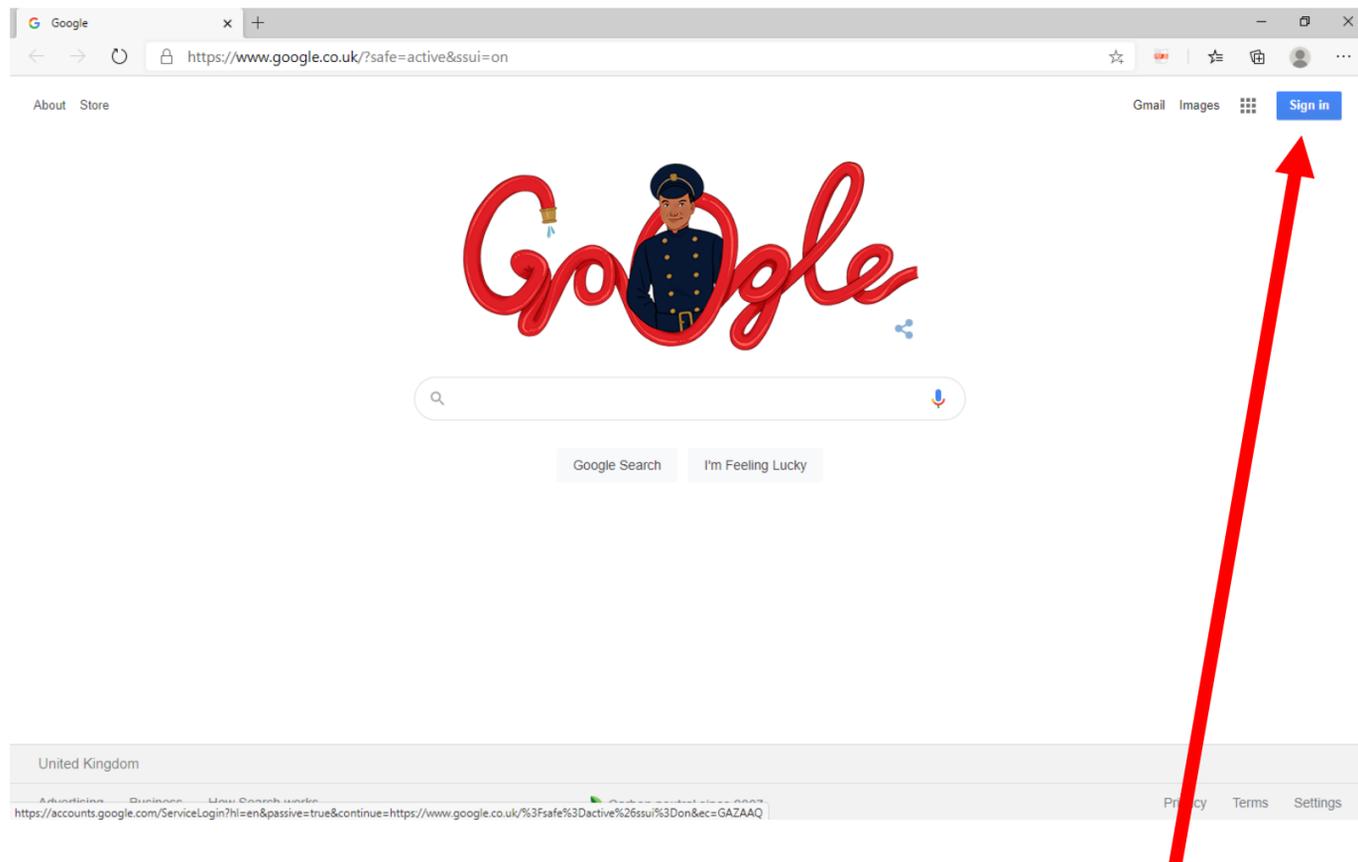
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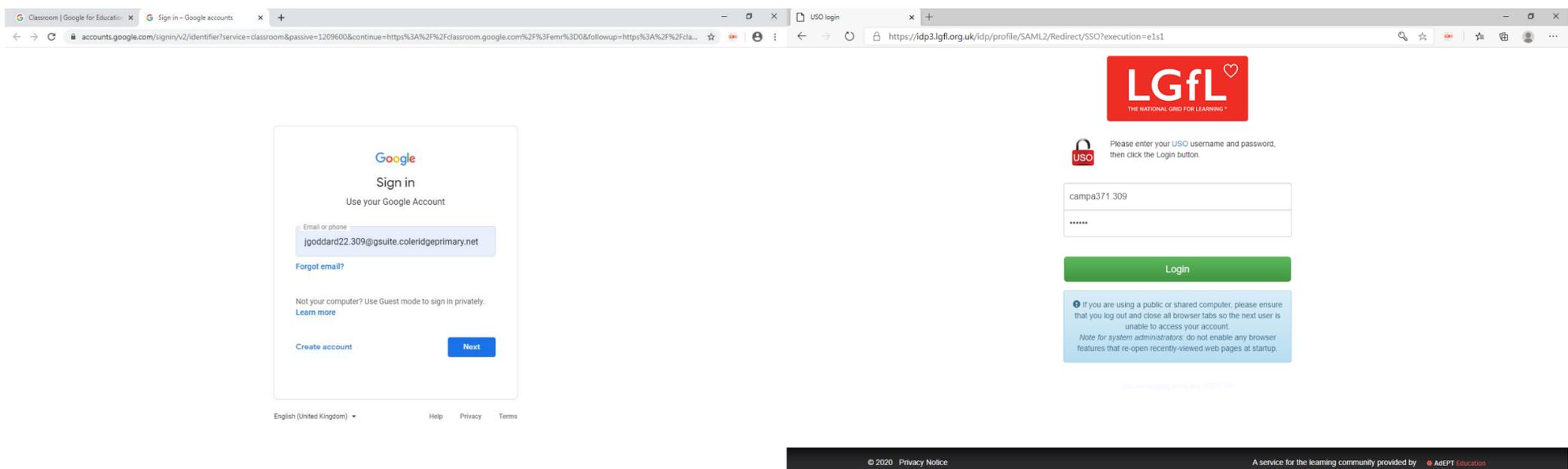
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Logging in



First you need to navigate to google.com and click sign in at the top right hand corner (if you are using the app you can just sign in).



Now follow the steps to sign in. First by entering your child's full email, which should look something like this:

aname372.309@gsuite.colridgeprimary.net

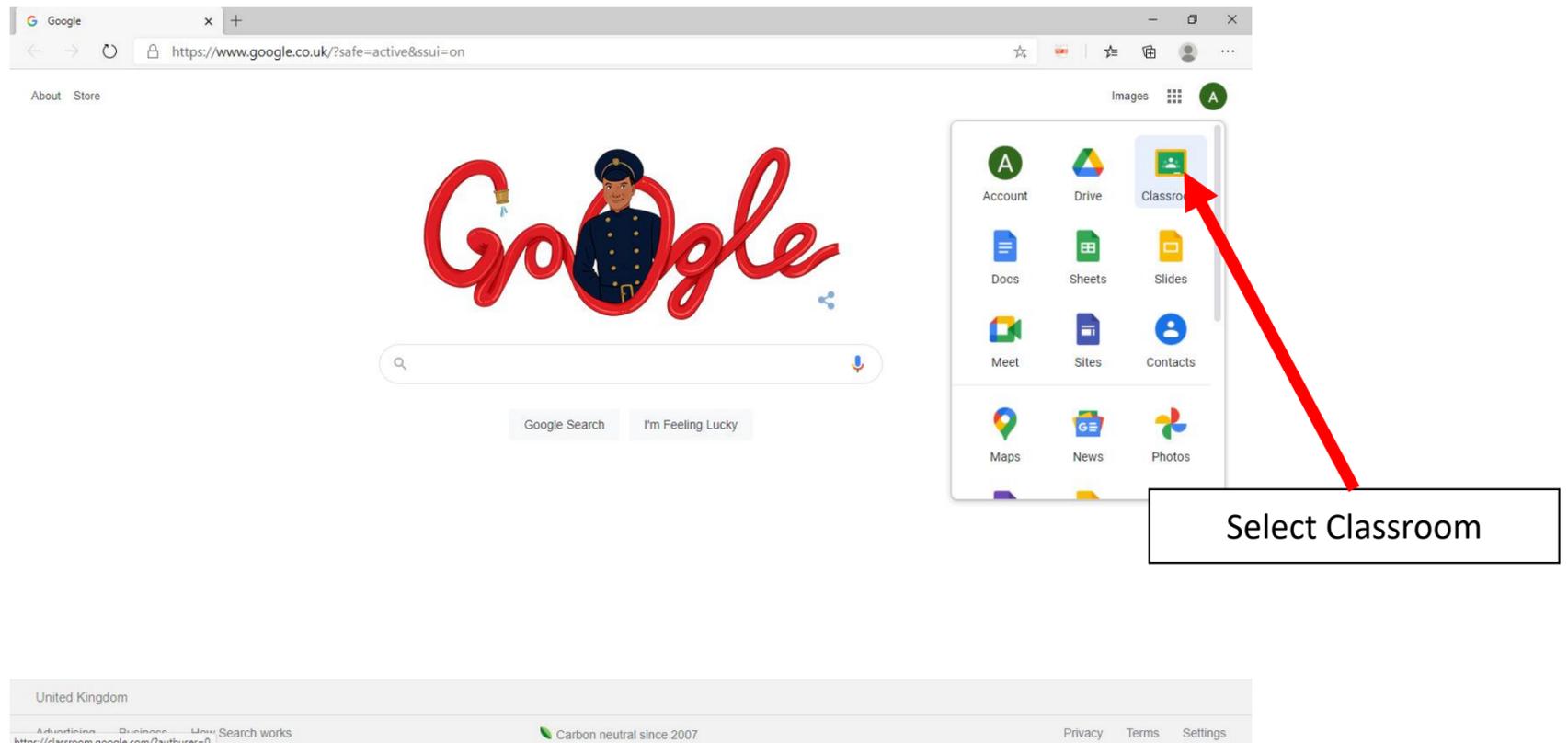
Then you will need to enter your child's LGfL username and password. The username is the same as the email, but with the @ and everything after it removed:

[aname372.309](#)

You should have received a username and password in an email from the school.

Logging in

There may be a situation where you are logged into Google with another account. It is important that you sign out and close all browsers (Firefox, Edge, Explorer, Chrome etc.) and sign in with your child's account.

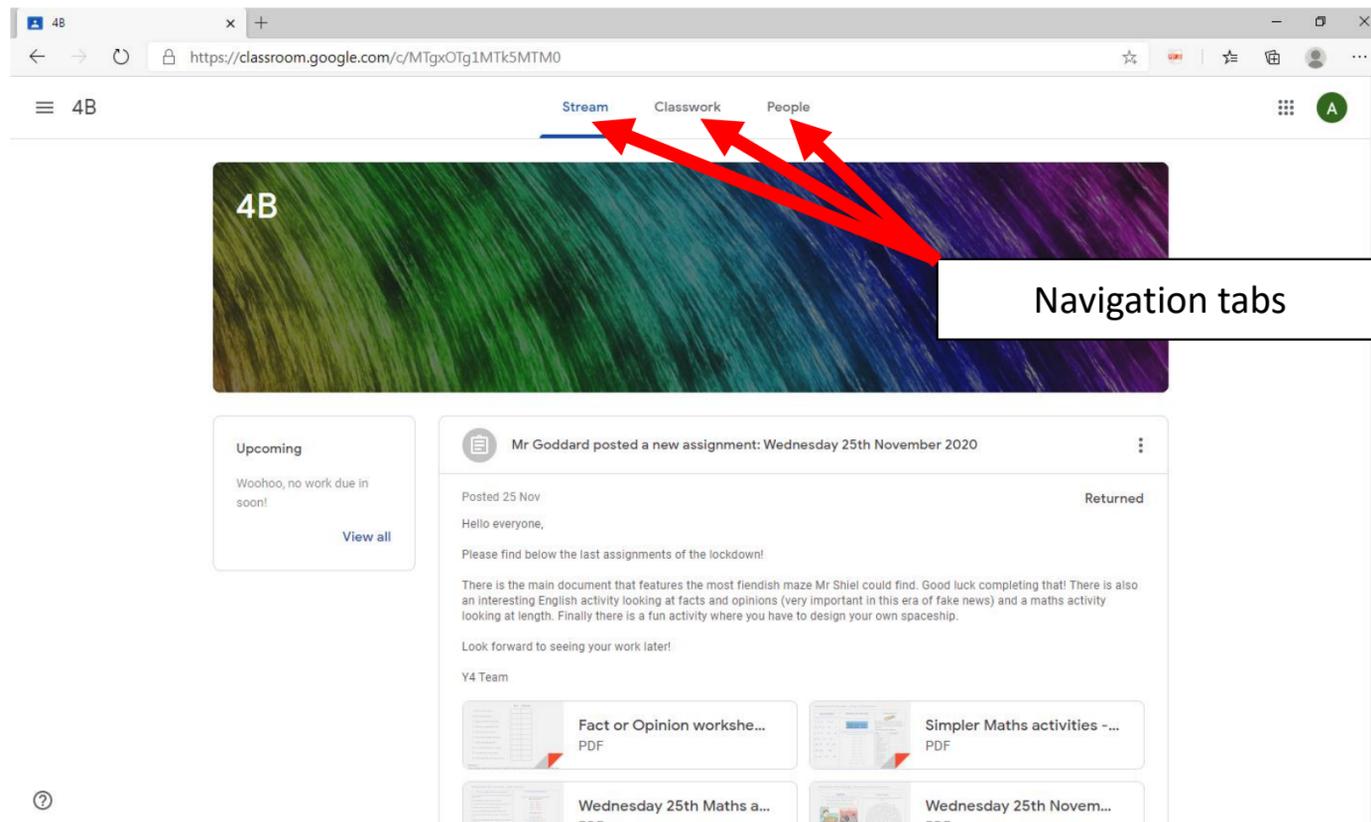


Once you are logged into Google, you will need to go to the app menu in the top right hand corner (which looks like this ) and select Classroom from the options.



This should bring you to the classes menu, where you will be able to see your child's classroom. Click on the banner to enter the class.

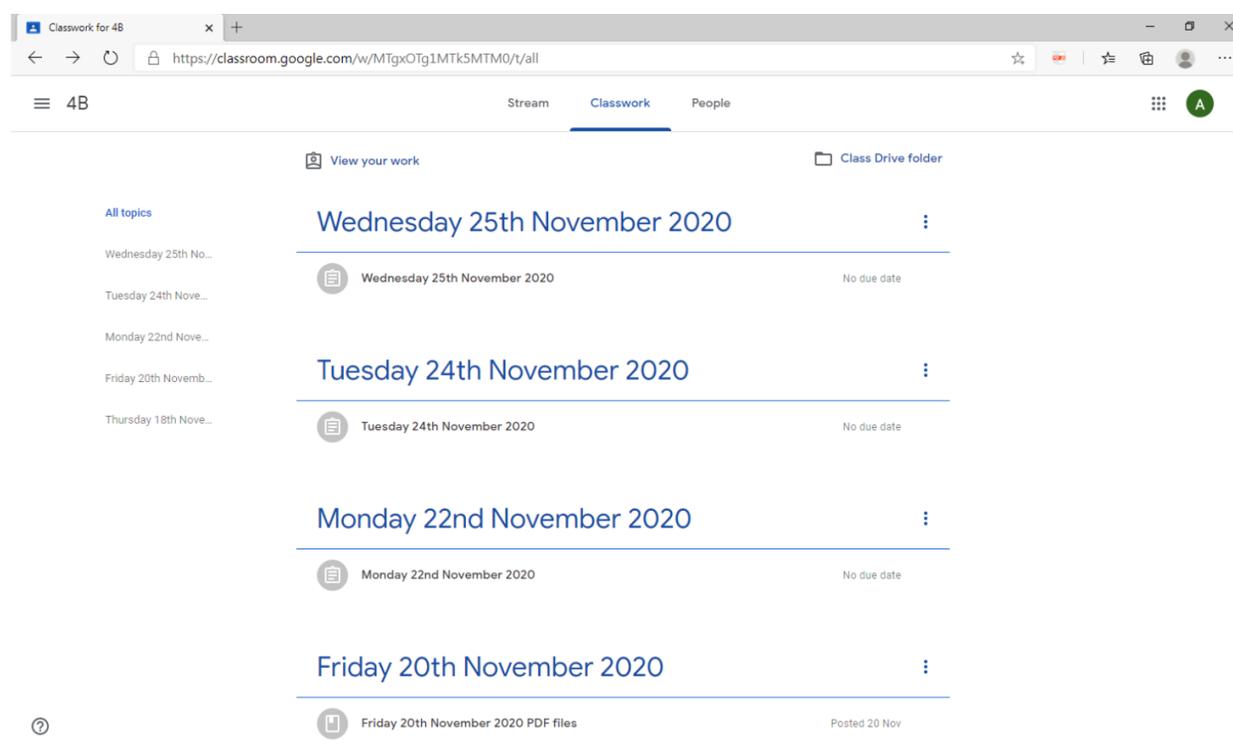
Navigating



When you click on the class you will be brought to the class stream, which is similar to a Facebook or Twitter feed. You will find morning and afternoon messages here, as well as assignments and any other information your child's teacher will post.

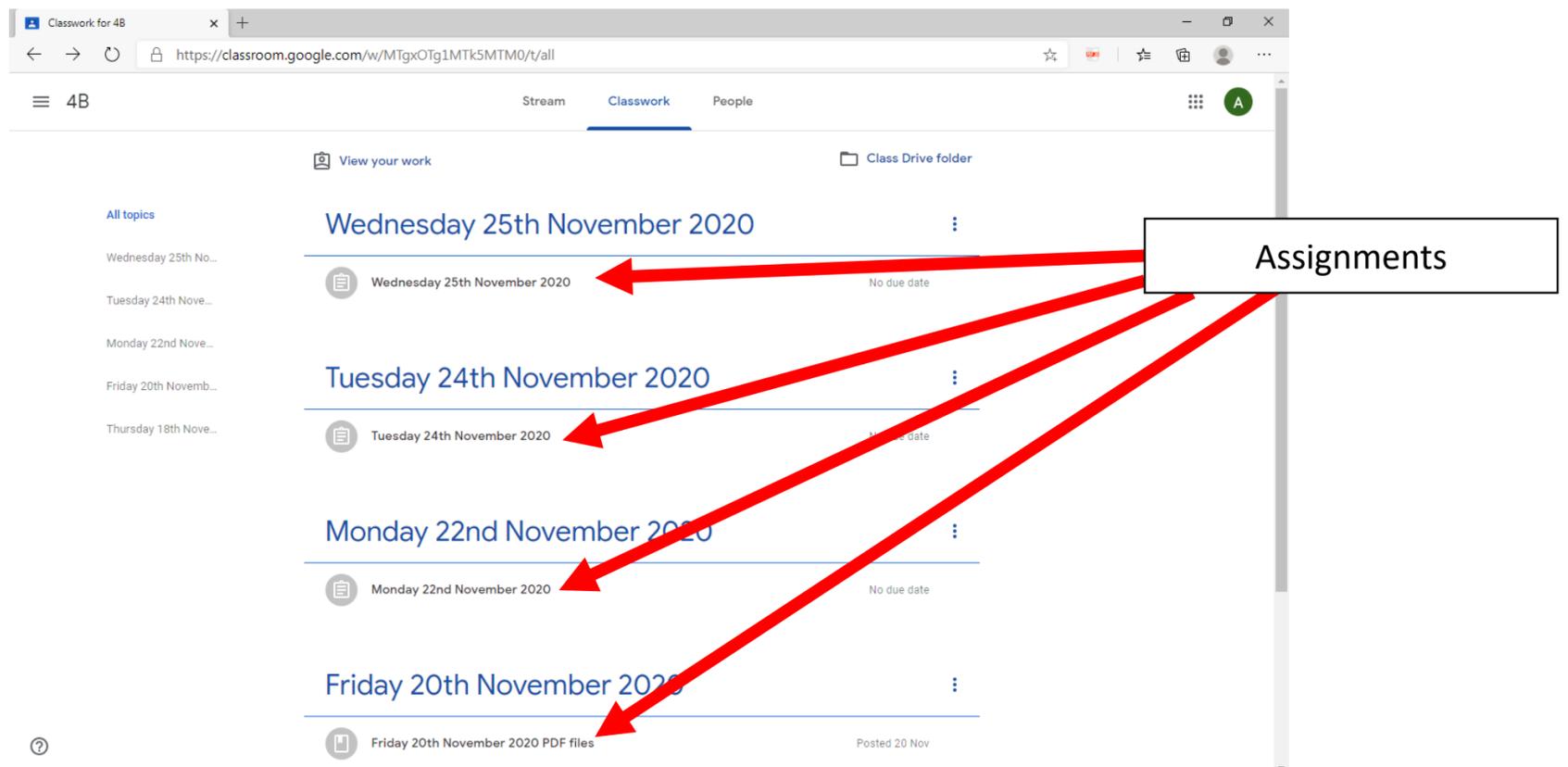
At the top of the stream, above the banner, you will see three navigation tabs. Stream (which will be highlighted blue), Classwork and People.

To view the work your child has been assigned, click on Classwork.

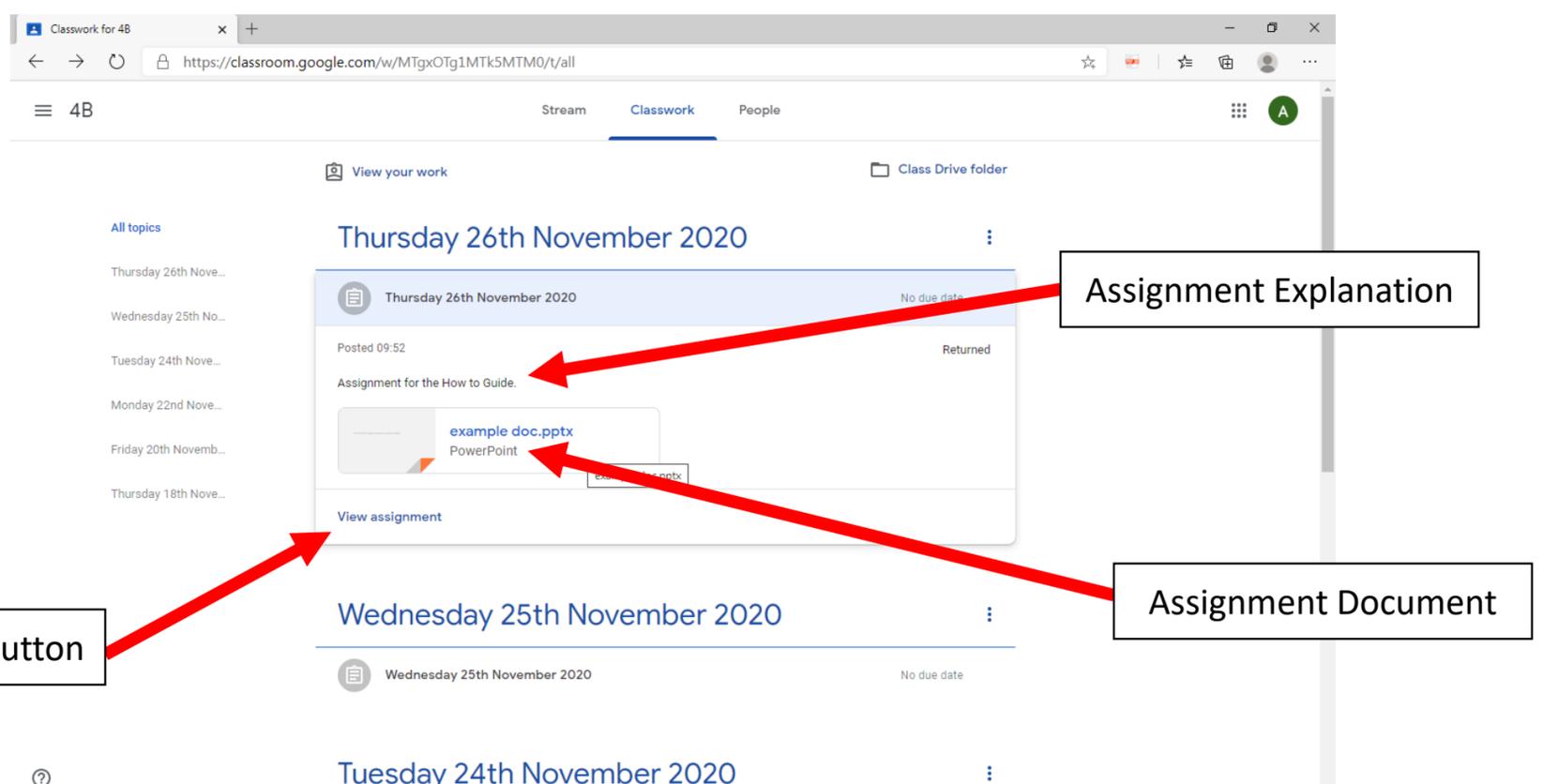


This will bring you to the classwork menu, where you can download work.

Downloading Work



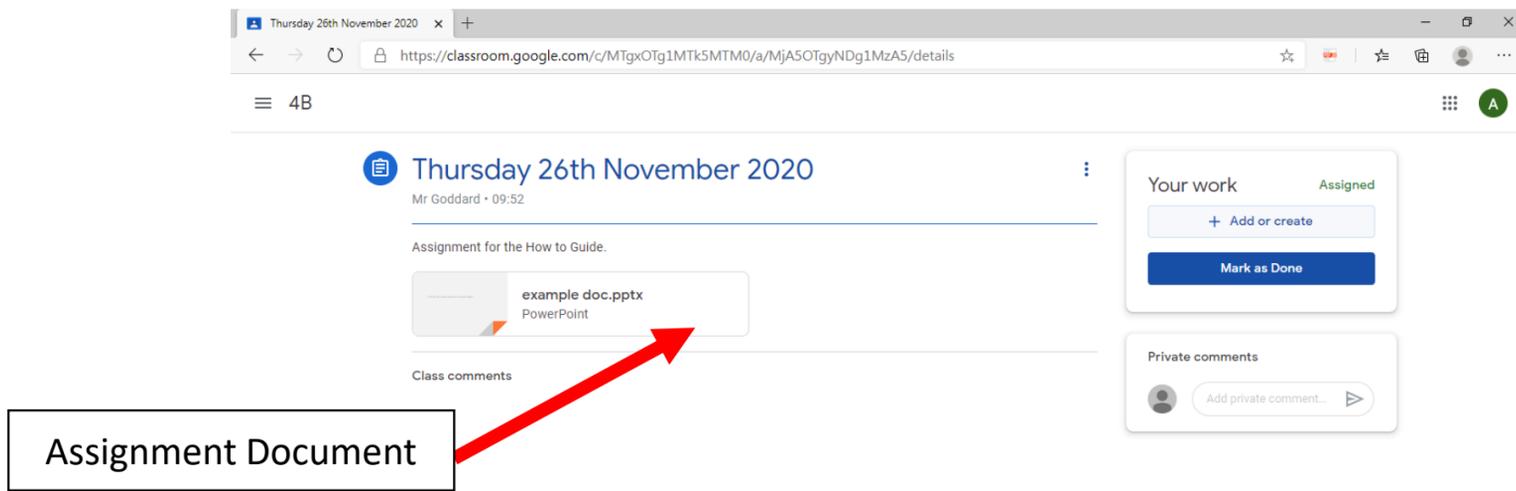
Once you are on the classwork page you will be able to see your child's assignments, separated by the day they were sent out.



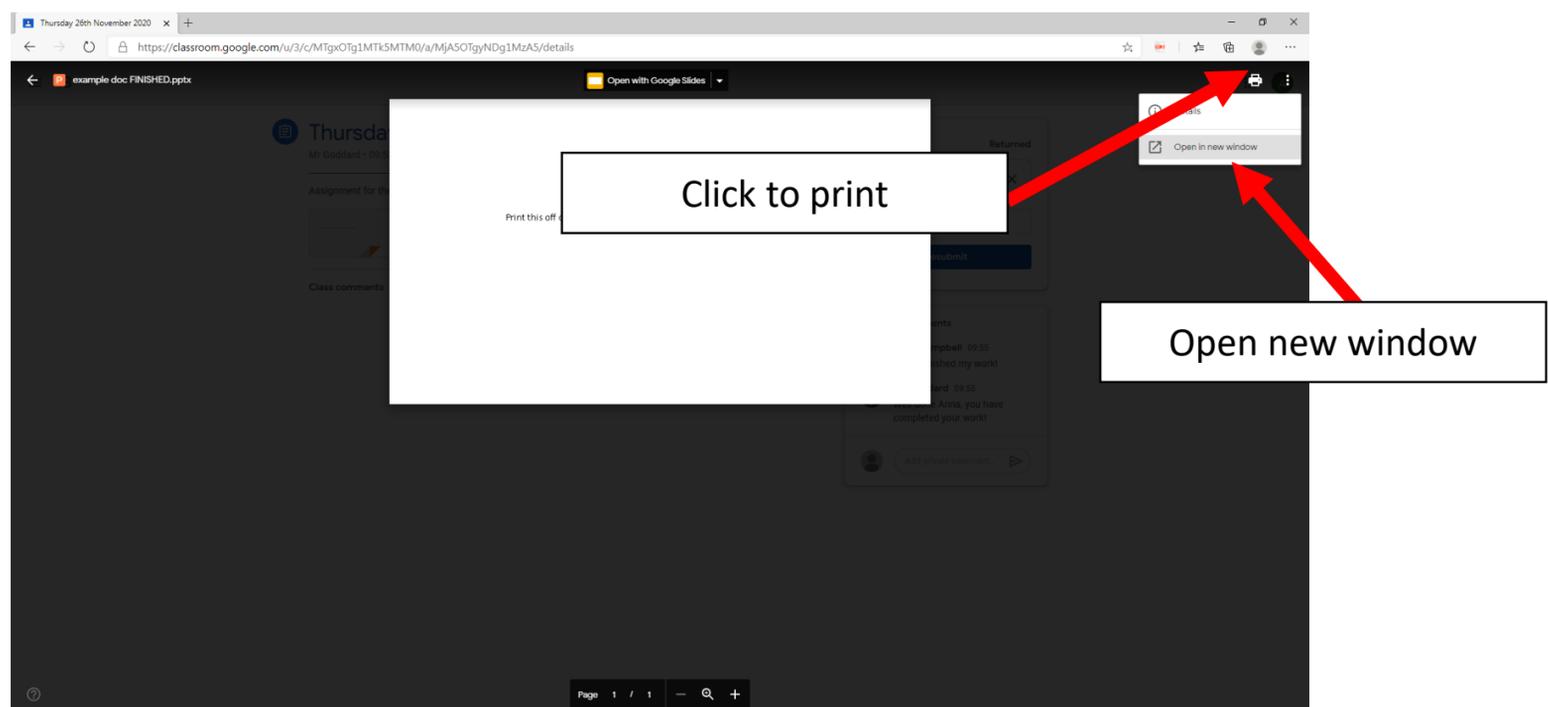
You can click on the assignments here and the details for the assignment will drop down. You should see an explanation for the day's work, as well as the documents you will need to download or print.

Click on View Assignment in the bottom left hand corner to be taken to the assignment page, where you will see all the details.

Downloading Work



The assignment page is where you will be able to download and also hand in your child's work, as well as read and respond to direct comments from the teacher.



When you click on the assignment document it will open the document. You can either print it or click on open new window, which will also allow you to download it.

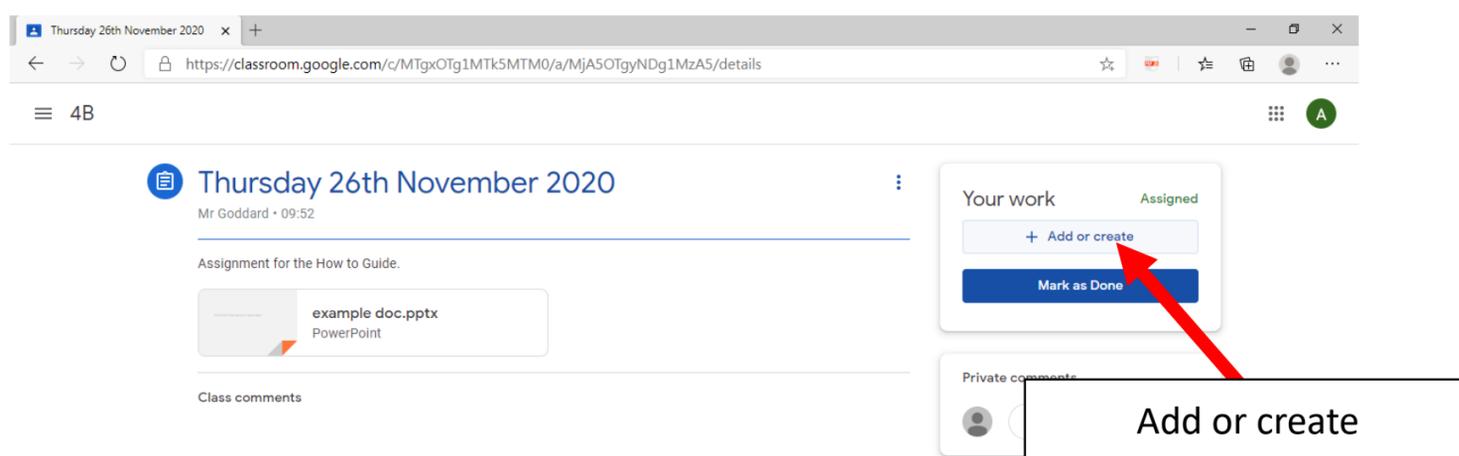
When it comes to completing work, you can either print the sheets out and have your child write on them, or alternatively you can have them write the answers on a piece of paper.

Handing Work In

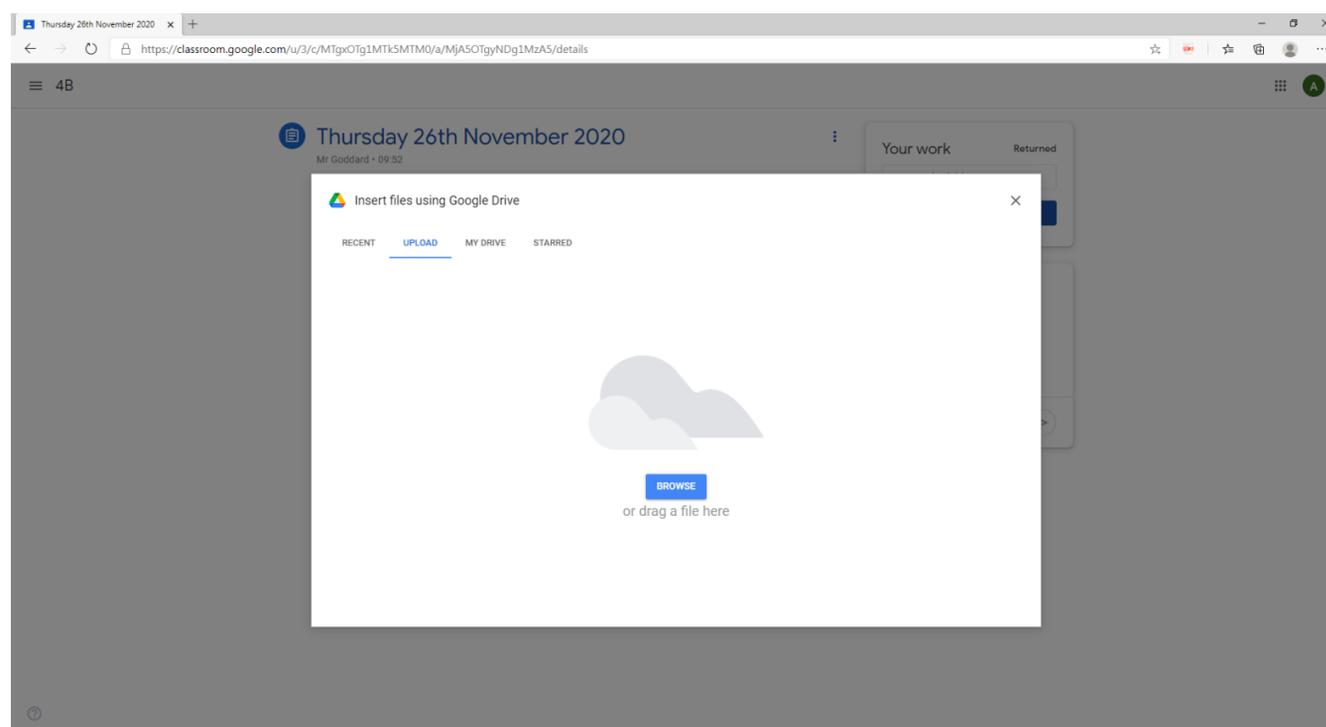
Once your child has completed the assignments, you can now upload them to Google Classroom and hand them in.

To do this, we recommend that you take a picture of the work **making sure to take it the right way round**, as Google Classroom won't allow teachers to rotate pictures taken the wrong way round.

Here is a [video link](#) for the process outlined below.

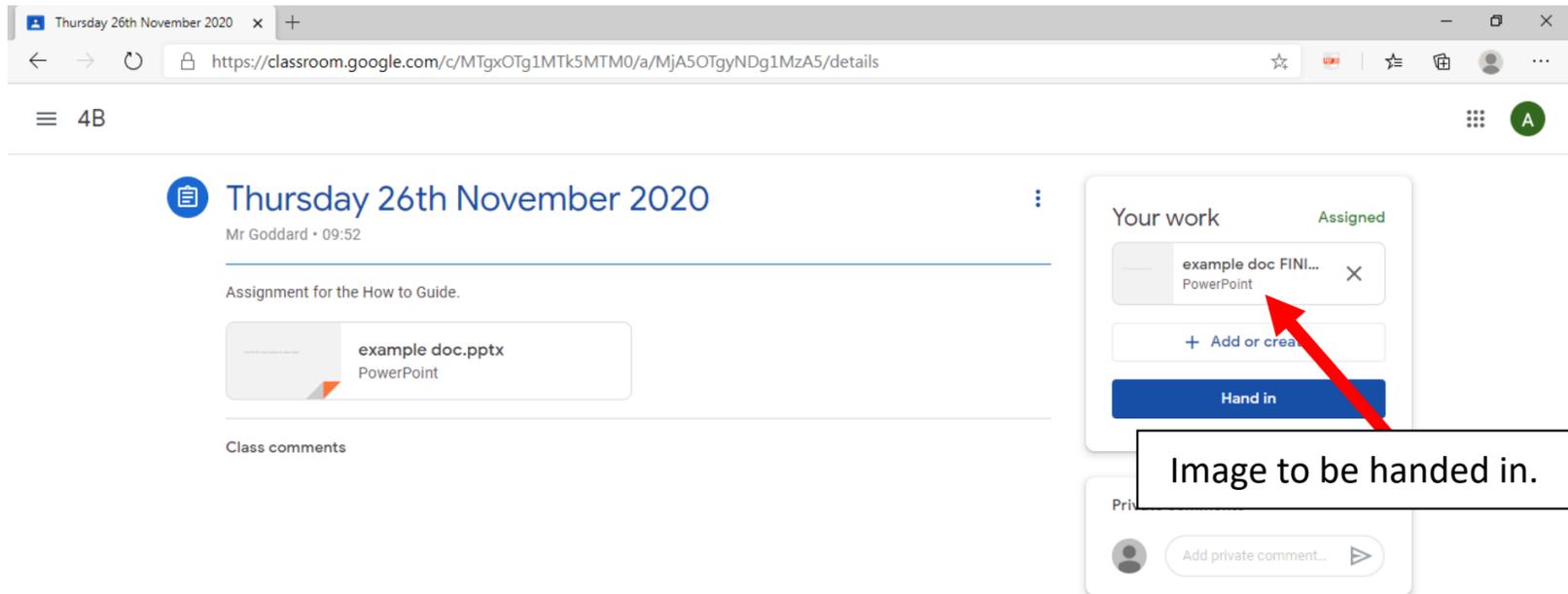


After you have taken your picture, you will need to upload it to Google Classroom. To do this, navigate to the assignment page and click on add or create. This will open a menu allowing you to select the image (or images) you need to upload.

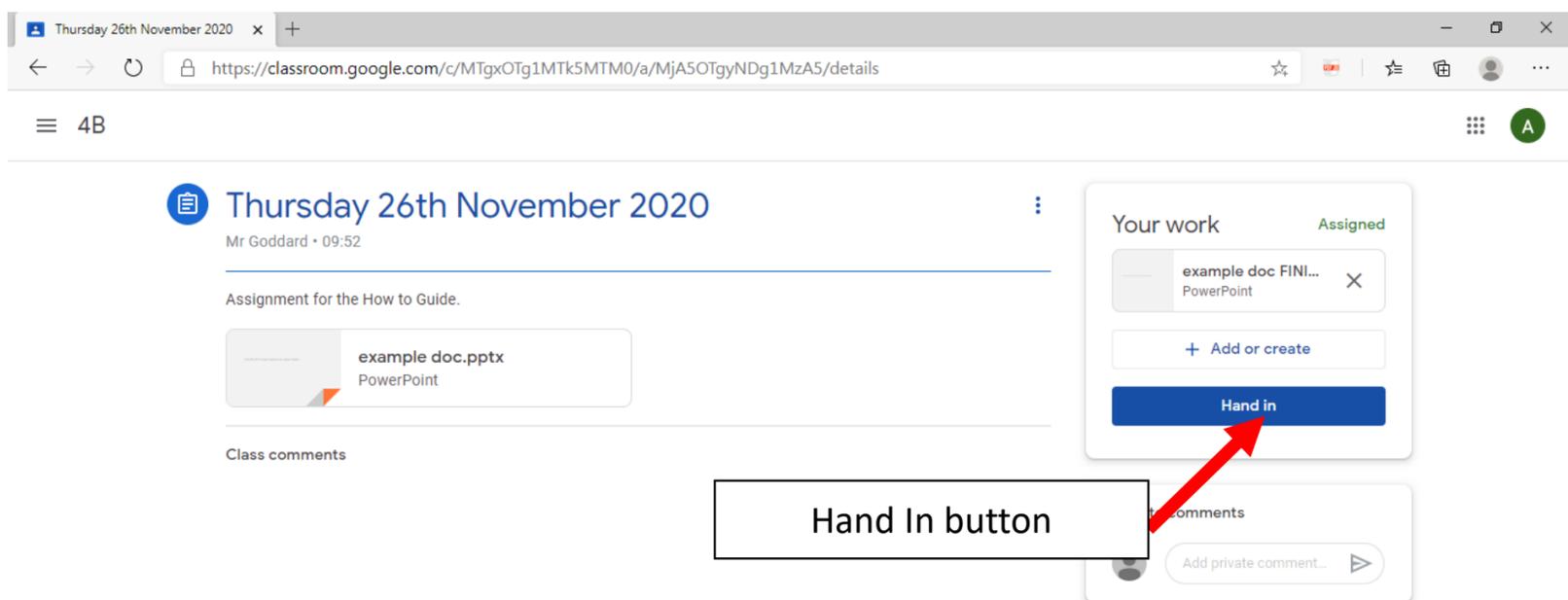


This will open a menu allowing you to select the image (or images) you need to upload. Click on browse and add the document or image you want to upload.

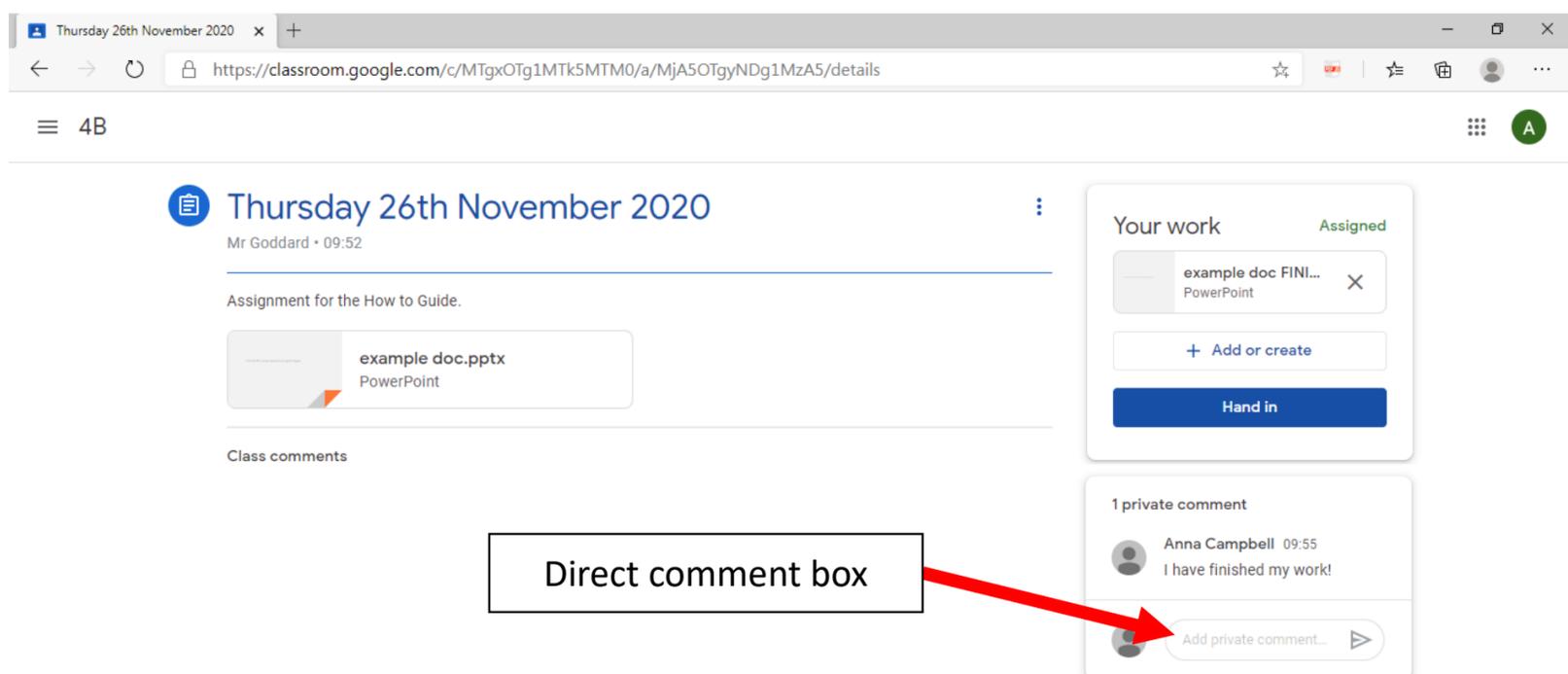
Handing Work In



With the image now successfully uploaded, it should show on the right hand side.

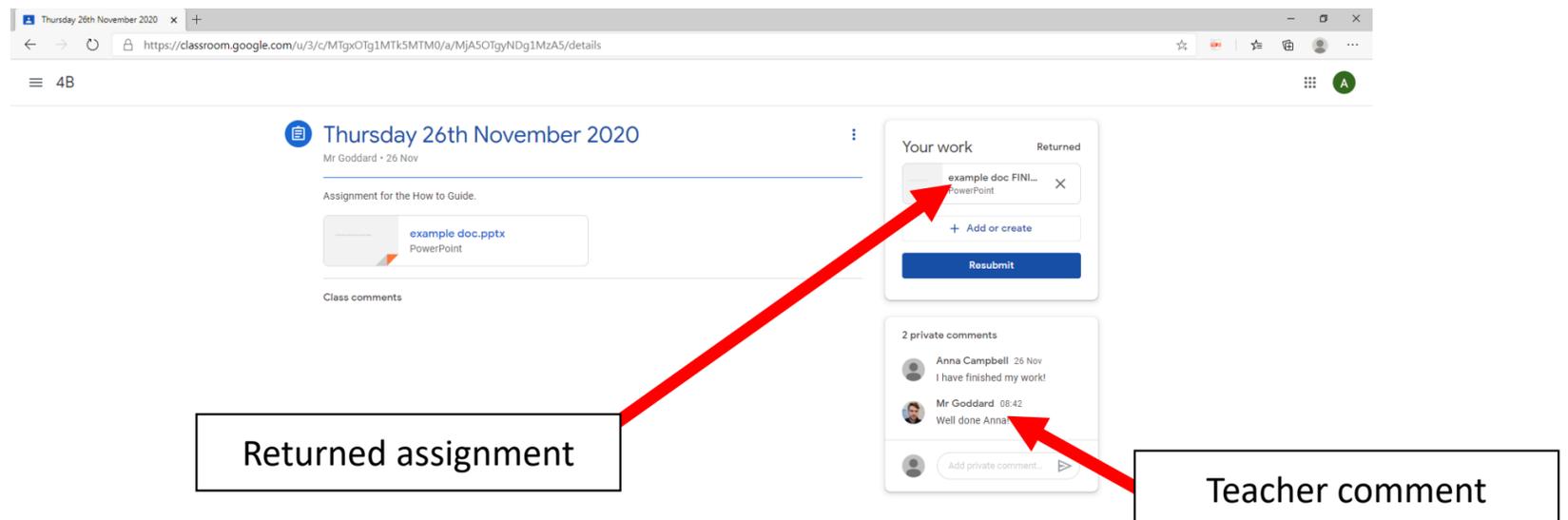


Now click Hand In and follow the prompts to hand the work in.

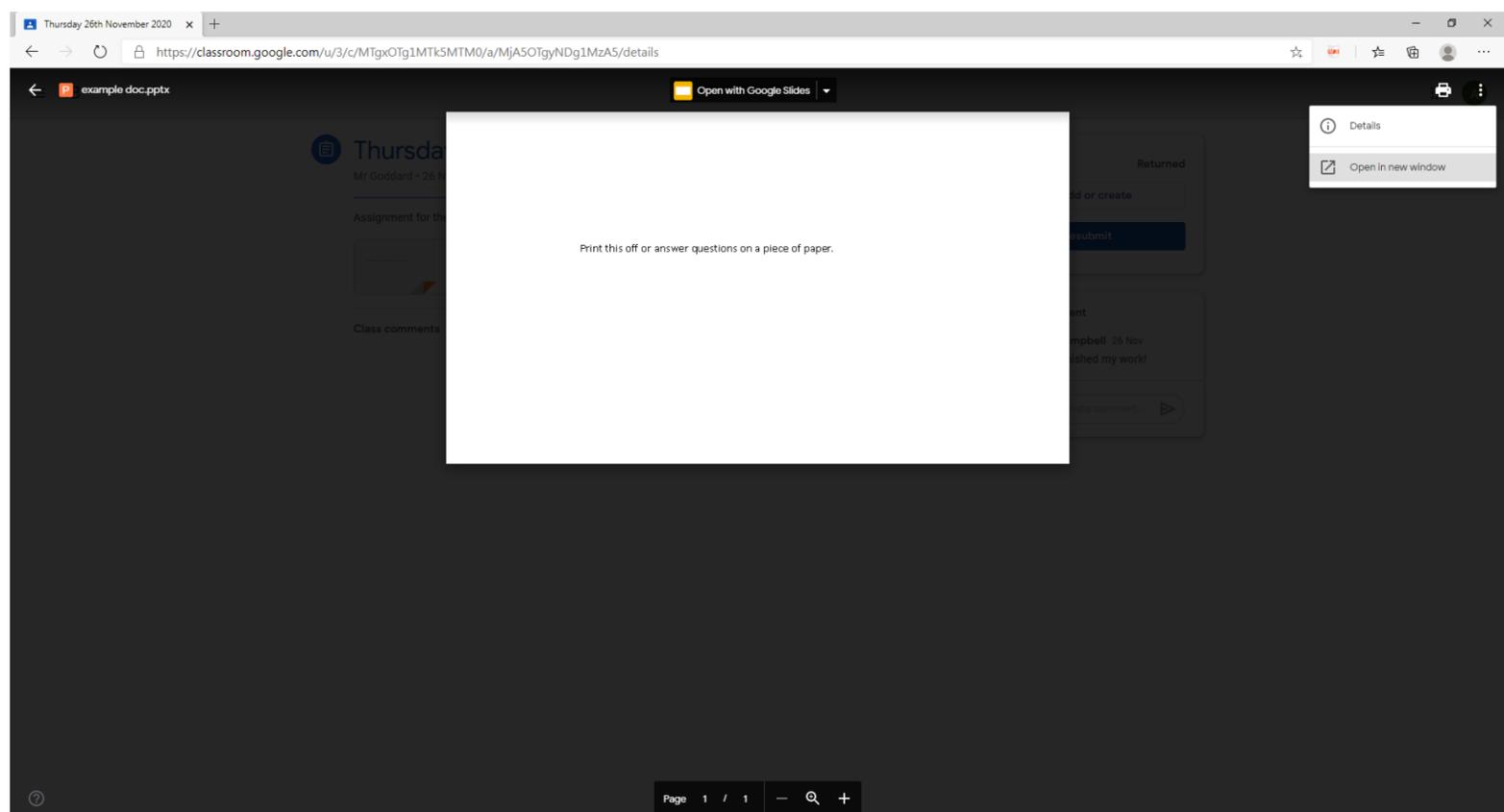


With the work handed in, ask your child to write a quick comment to their teacher saying they have handed their work in and adding if they found any parts difficult or enjoyable. It is good to build the student to teacher communication during remote learning!

Seeing Teacher Comments

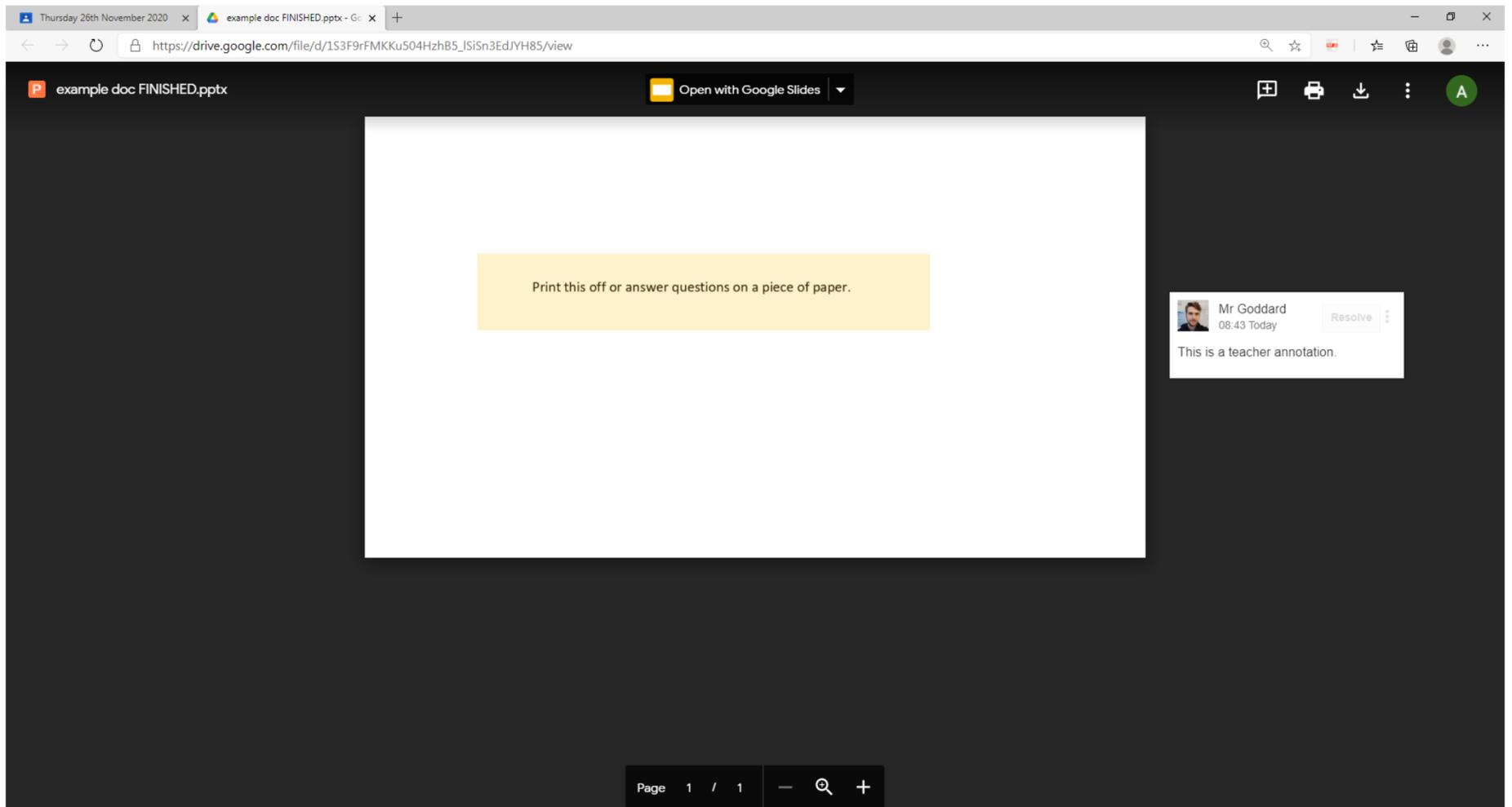


Once your work is handed in, the class teacher will be able to see the work and will leave feedback where appropriate. You will find this in the private comments box on the assignments page (follow previous steps to get there).



Your teacher may say that they have annotated some of your child's work. Annotations won't initially show on the work when you click on it. To see annotations, click on the returned work (the file on the top right of the assignment page), then in the top right corner click on the 3 dot menu icon  and click on "Open in new window."

Seeing Teacher Comments



Once the new window opens, you should be able to see your child's work with the annotations on, as shown above.

Hopefully this guide has given you all the information you need in order to start using Google Classroom and interact with your child's class teacher.