



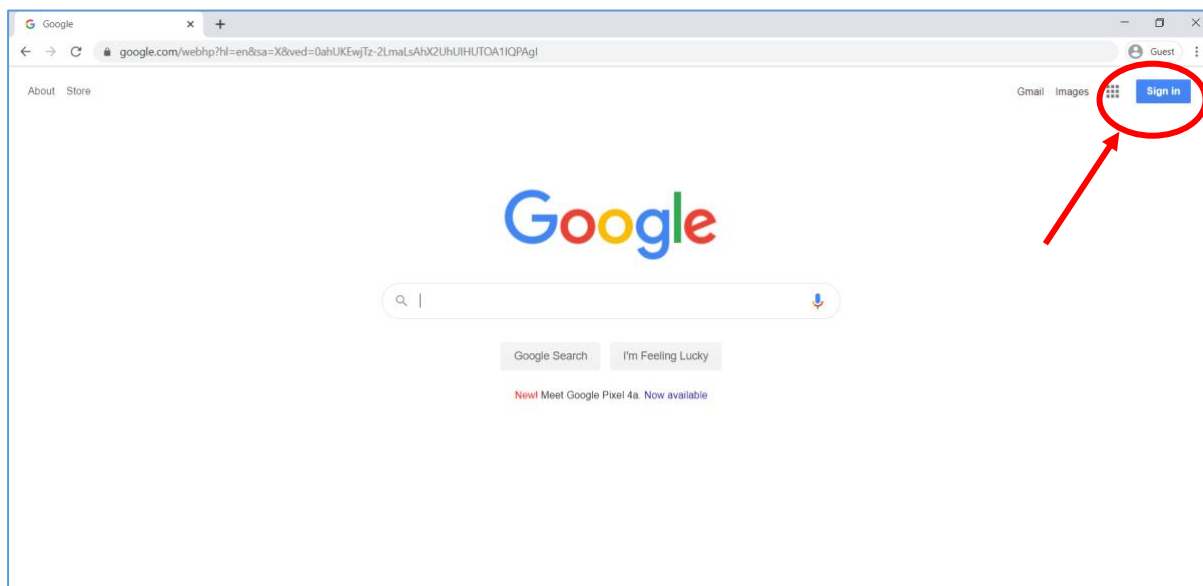
# Google Classroom How-To Guide

**A note to parents and carers** - although this guide addresses children directly, and children have had opportunities to use Google Classroom at school, they will probably need some support with using the software at home. Please support your child as much as possible. It shouldn't be a difficult system to use, and it gets much easier the more you use it. Most of it is self-explanatory, and children can figure most of it out by exploring and poking around; it's pretty much impossible to break anything or mess anything up. But, it should not be a stressful experience; if you run into any difficulties, please get in touch with the school, and we'll do whatever we can to help.

## On a computer

First, you need to sign in to Google using your @stokehill.school account. You should know what your user name is – it's the one you always use at school. It will be your first name followed by a full stop, and then the first initial of your last name followed by the year you started the junior school (Y3-20, Y4-19, Y5-18, Y6-17). For example, Joe Bloggs in Year 3 would be joe.b20@stokehill.school.

So, go to google.com and click sign in. You can do this in any browser. Here I'm using Google Chrome:



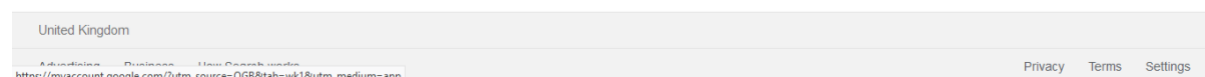
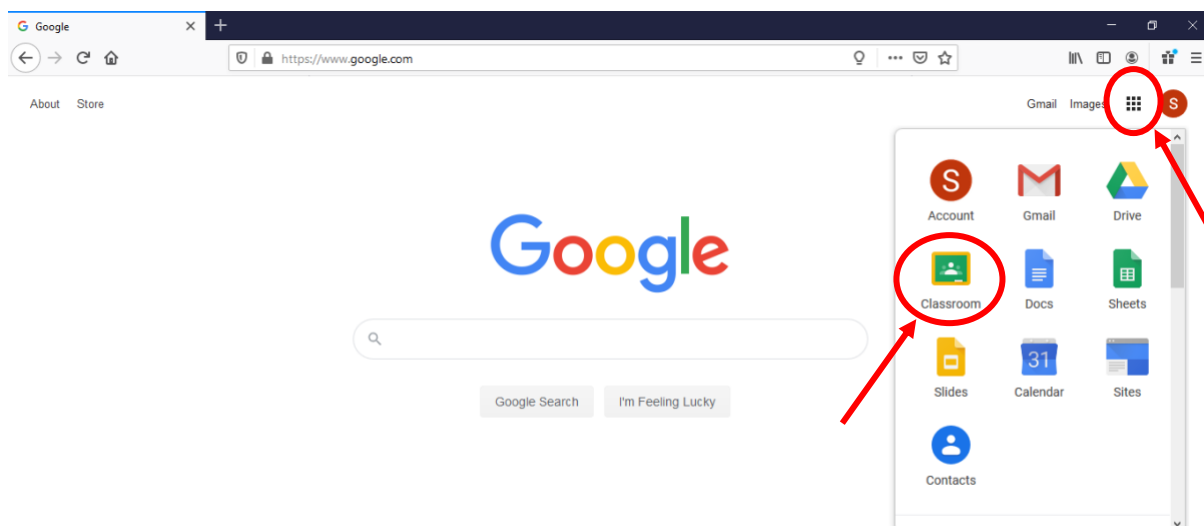


The image shows the Google Sign-in page in a web browser. The browser's address bar displays the URL: `accounts.google.com/signin/v2/identifier?hl=en&passive=true&continue=https%3A%2F%2Fwww.google.com%2Fwebhp%3Fhl%3Den%26sa%3DX%26ved%3D0ahUKEwjTz-2LmaLsAhX2UhUIHUTOA1IQ...`. The page features the Google logo at the top, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "student@stokehill.school". A red circle highlights this input field, with a red arrow pointing to it from the right. Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is located at the bottom right of the sign-in box, also circled in red with a red arrow pointing to it from the bottom left. At the very bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

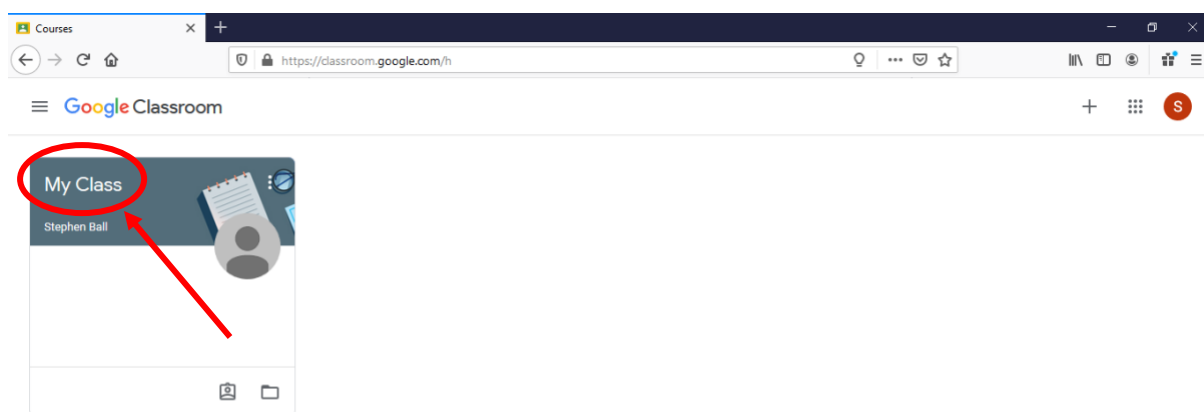
The image shows the second step of the Google Sign-in process. The browser's address bar displays the URL: `accounts.google.com/signin/v2/challenge/pwd?hl=en&passive=true&continue=https%3A%2F%2Fwww.google.com%2Fwebhp%3Fhl%3Den%26sa%3DX%26ved%3D0ahUKEwjTz-2LmaLsAhX2UhUIHUTO...`. The page displays a "Welcome" message and a dropdown menu showing the email "pupil@stokehill.school". Below this is a password input field labeled "Enter your password" with masked characters (dots). A red circle highlights this input field, with a red arrow pointing to it from the top right. Below the password field are links for "Forgot password?" and a blue "Next" button, which is also circled in red with a red arrow pointing to it from the bottom left. The footer includes the language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

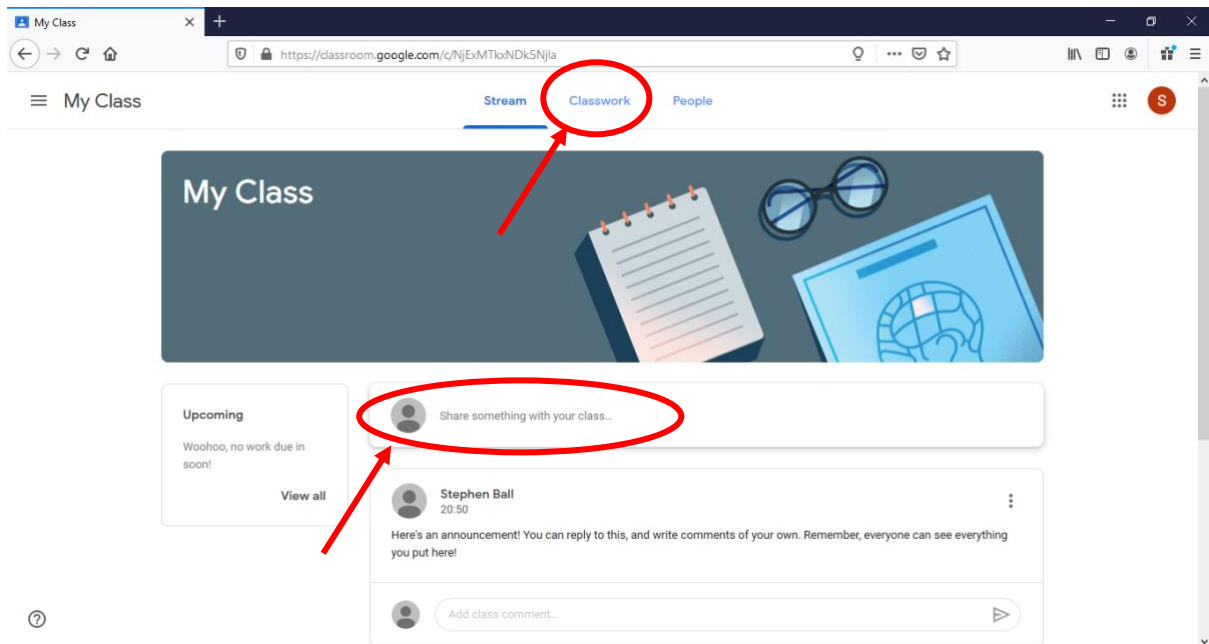
You'll be taken back to Google's homepage, but you're now signed in. There's a grid of apps in the top right. This has lots of apps, including:

- Google Docs, the word processor
- Google Drive, where all of your work is saved
- Google Classroom, where teachers will post work and resources



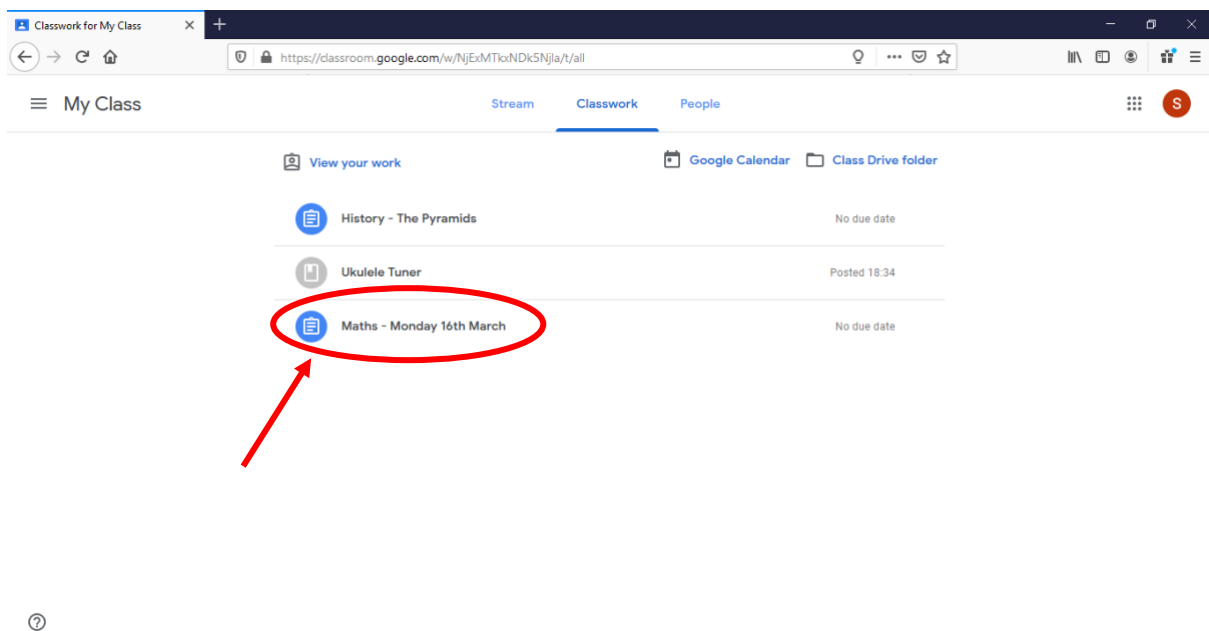
Click the Google Classroom app to see your classes. You should already have joined your class, so click the link to it.





In the classroom's main page, you can see the "Stream" which is a **public** area to post messages. Please remember that **everyone** in the class can see what is posted here – as a rule of thumb, please don't add anything you wouldn't be happy to put up on the wall of a real classroom.

You can also see announcements of upcoming work, and links to the classwork area.



By clicking on an assignment, you can see the instructions, and you can click "view assignment". Teachers might put work for you to do in your exercise books:



Classwork for My Class

https://classroom.google.com/w/NjExMTIxNDk5Njla/t/all

My Class

Stream Classwork People

View your work Google Calendar Class Drive folder

History - The Pyramids No due date

Ukulele Tuner Posted 18:34

Maths - Monday 16th March No due date

Posted 18:29 (Edited 19:12) Assigned

Today, please practise your five times table using the questions below. Please do these in your exercise book.

Maths - Monday 16th Mar... Google Docs

View assignment

Maths - Monday 16th March

Stephen Ball 18:29 (Edited 19:12)

Today, please practise your five times table using the questions below. Please do these in your exercise book.

Maths - Monday 16th March ... Google Docs

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...



Or they might add resources such as apps or links to websites you might find useful



Finally, they might add work that you can do on a computer, so there will be a document attached that you can *edit*. Open this and do your work.



Classwork for My Class

https://classroom.google.com/w/NjExMTkoNDk5Njla/t/all

My Class


Stream Classwork People

View your work Google Calendar Class Drive folder

**History - The Pyramids** No due date

Posted 19:10 Assigned

Complete the sheet below with your ideas about what it was like inside a pyramid.



Student Unknown - Histo...  
Google Docs

[View assignment](#)

Ukulele Tuner Posted 18:34

Maths - Monday 16th March No due date

https://classroom.google.com/c/NjExMTkoNDk5Njla/a/NjExMjExNzM3Nzla/details

History - The Pyramids


Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

**Your work** Assigned



Student Unknown ...  
Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

?



History - The Pyramids x Student Unknown - History - x

https://docs.google.com/document/d/1U4i0v7h0GsnZVwImaGZN2bvTyWHoiSAt9IDKmJeEIQ/edit

Student Unknown - History - Monday 16th March - Pyramids ☆

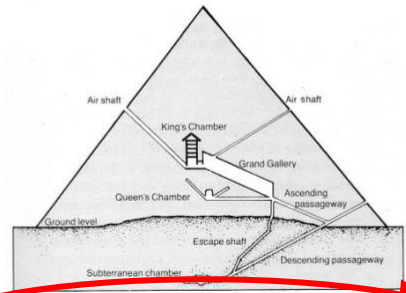
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90% Normal text Comic Sans 18 B I U A

Monday 16th March 2020

### Inside an Egyptian Pyramid

Write about what the different parts of the Pyramid were like inside. What were they for?  
What would you find there?



I think...

Here's my work that I'm writing! I hope my teacher thinks it's excellent!

When your work is finished, you can hand it in. Remember, your work is saved in your Google Drive as you go along; you don't need to do anything





History - The Pyramids x Student Unknown - History - x +

https://classroom.google.com/c/NjExMTkxNDk5Njla/a/NjExMjExNzM3Nzla/details

My Class

### History - The Pyramids

Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

Your work Assigned

Student Unknown ... Google Docs

+ Add or create

**Hand in**

Private comments

Add private comment...

History - The Pyramids x Student Unknown - History - x +

https://classroom.google.com/c/NjExMTkxNDk5Njla/a/NjExMjExNzM3Nzla/details

My Class

### History - The Pyramids

Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

Hand in your work?

1 attachment will be submitted for "History - The Pyramids".

Student Unknown - History - Monday 16th March - Pyramids

Cancel **Hand in**

Your work Assigned

Student Unknown ... Google Docs

+ Add or create

Hand in

Private comments

Add private comment...



History - The Pyramids

Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

Your work Assigned

Student Unknown ... Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

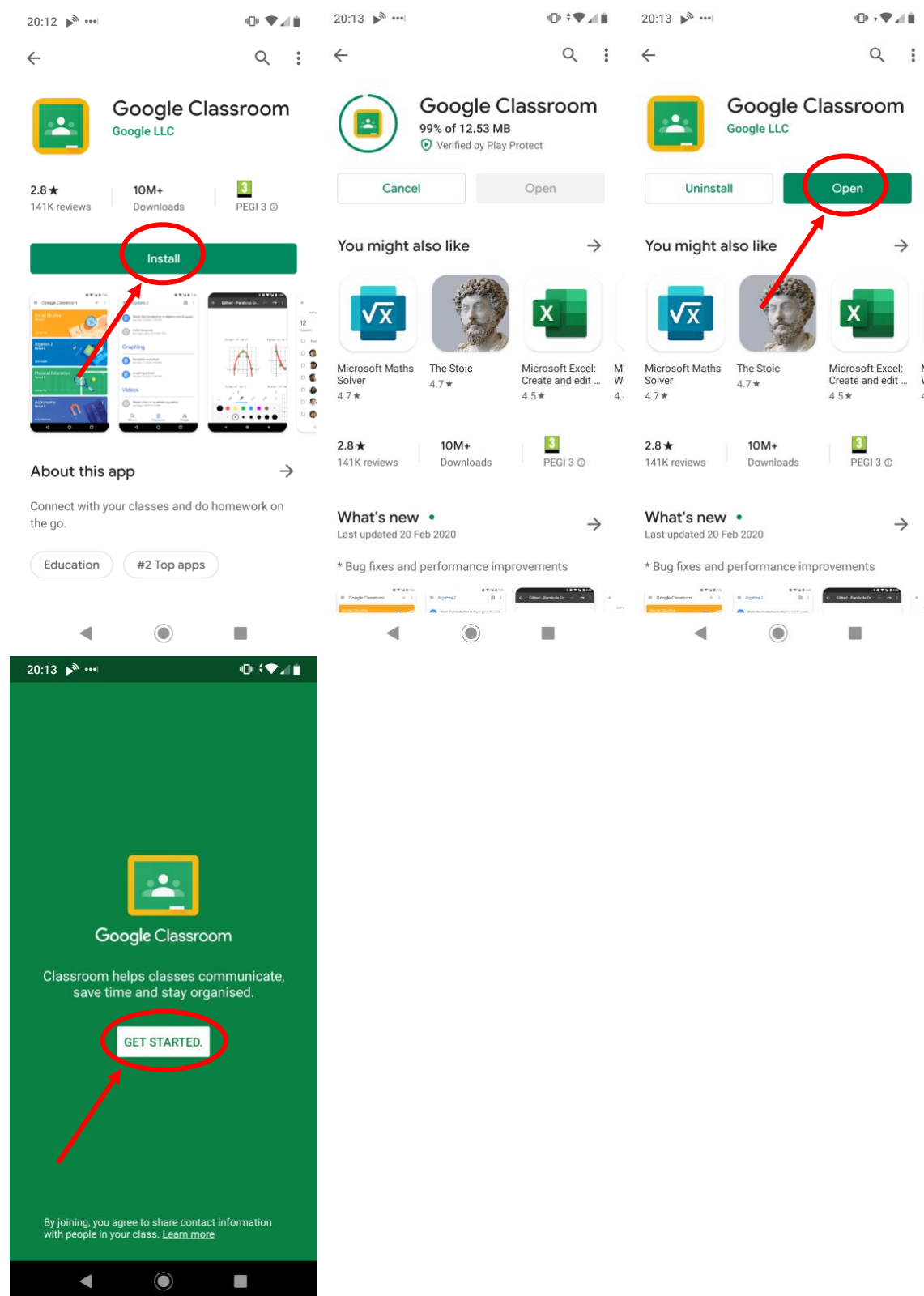
You can also use the Add or create button to create a new google document, or upload a photo of any work you have done offline.

Hopefully this helps! You should be practising all this in class soon so if there's any problems, you can get them sorted.



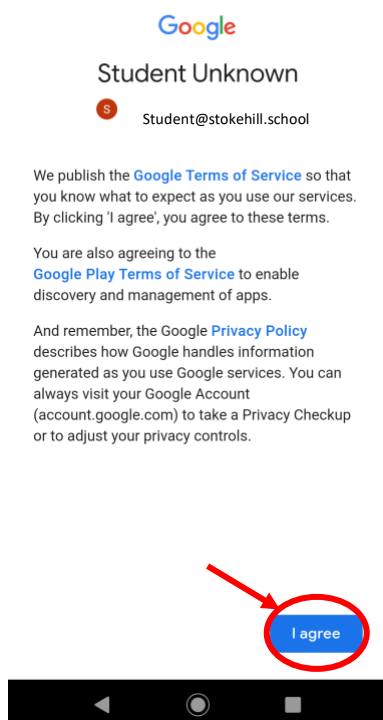
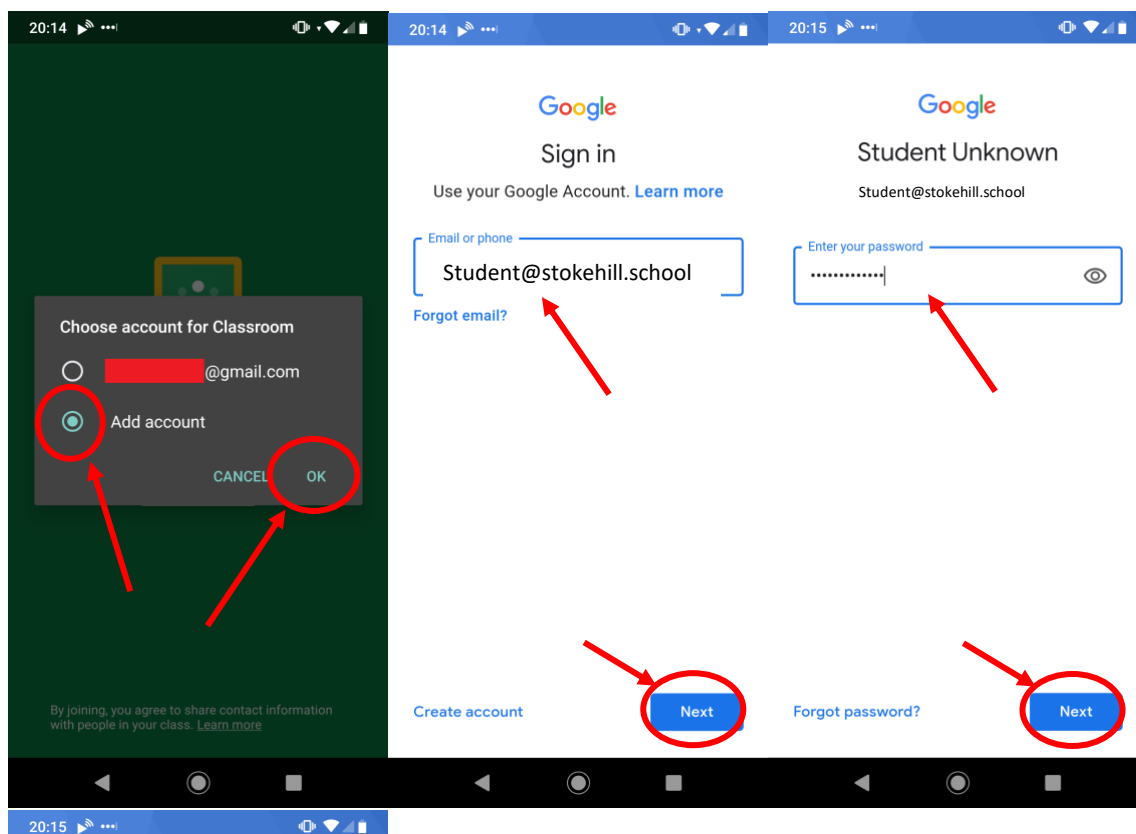
## On a Phone or Tablet

It is impossible for us to test Google Classroom on all the devices you might have at home. But it works well on an Android phone and an iPad, so most devices should be fine. First, download the Google Classroom app from the App Store.



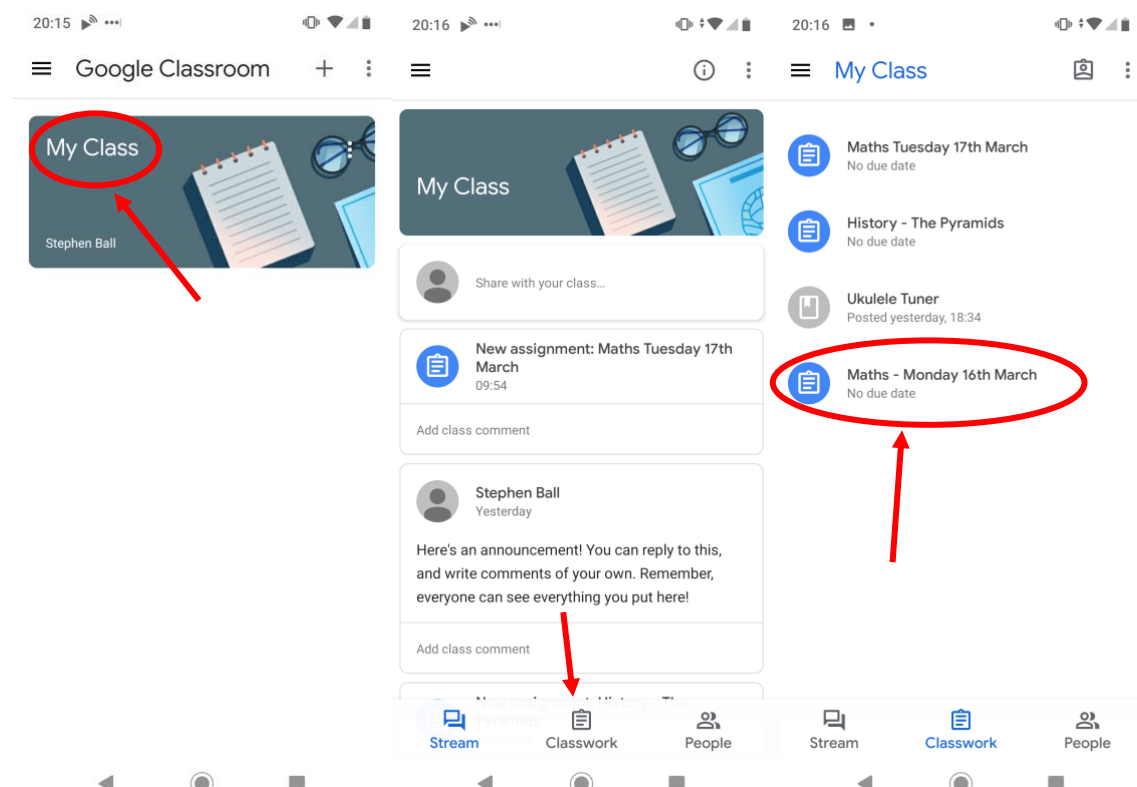


Then you'll be asked to choose an account. You'll need to click "add an account", and add your @decoyschool.co.uk account.

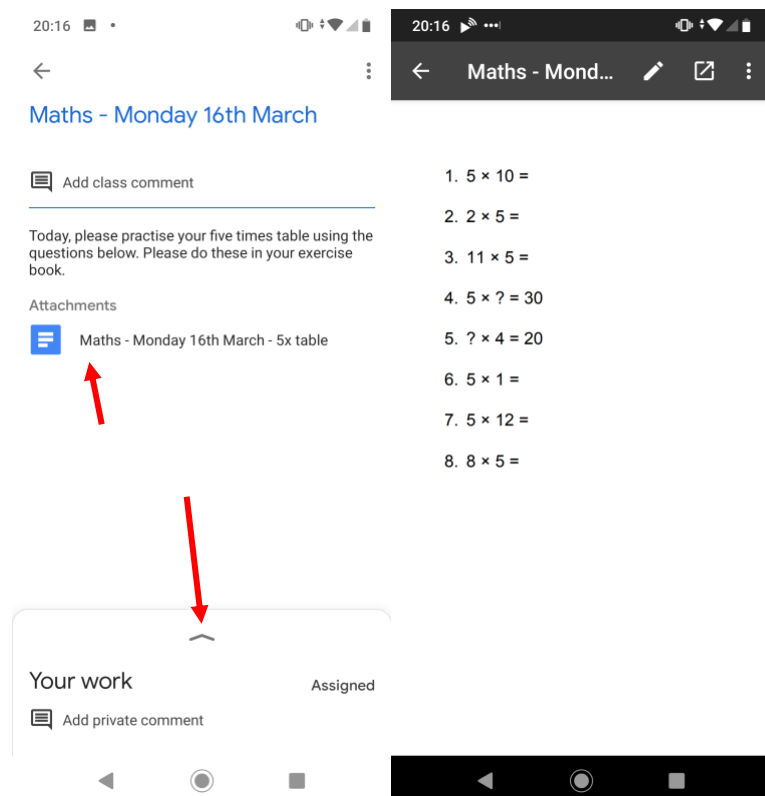




Now, you can go to your class, and you can see the activities and resources your teacher has posted. It's very similar to using it on a desktop computer.



At the bottom, you can see your work for each assignment. It's a bit fiddly to try writing your work on a phone, but you can see the instructions and worksheets, and use these to help you write your work in your workbook.





Finally, you can use the menu on the left side to add accounts and choose which account is being used, so siblings can be signed in on the same device.

