

Welcome to Google Classroom



- A Guide for Parents -

Below is a step by step guide on how Google Classroom works and how to access it.

Please note, if you are using a portable device such as a phone or tablet you can download the Google Classroom app for free from your App Store.

- 1. Go to the website: www.classroom.google.com or type 'Google Classroom' into your search engine.
- 2. When it loads click: Go to Classroom This will take you to the login page.
- Your child's login details are: Username: firstname.lastname@ghyllgrove.uk Password: ghyllgrove123

Your child's personal username and class code will be in their Home School Diary.

4. You may then be prompted to change the password – use something memorable!

If you have any issues logging in, or if at any point you forget your password, please email the school using: support@ghyllgrove.essex.sch.uk and we will aim to solve this for you.

- 5. You may be asked if you are a Teacher or a Student you must click **Student**.
- 6. You will then be taken to your Google Classroom 'Home screen'. This is where your new class will appear.



8. Use the class code in the front of your child's Home School Diary to join the correct classroom.

If the class you have joined is incorrect, please email the school using: support@ghyllgrove.essex.sch.uk and we will aim to solve this for you.

9. Once you have joined, you may need to click on the classroom box again, and then you will be brought straight into the 'Class Stream' page. This is where you will be able to see messages from your class teacher.



Ξ	≡ Test	Stream	Classwork People	# J
		l View your work	🐱 Google Calendar 🗈 Class Drive folder	
A snapshot of all your learning.	All topics	Edpuzzle - Emotions	No due date]
	Reading Phonics Topic	Question of the week	No due date the resources your teacher has uploaded.	
		Reading	i	J
	Filter by subject area here.	Weekly reading	Due Apr 7	
		Phonics	:	
		Phonics - 'ee' 🗏 1	Due Mar 27	

- 10. Clicking on the 'Classwork' tab *(see image above)* will allow you to see the learning that has been set for your child, either as school homework **or** as Home Learning (similar to the style seen during last summer's 'lockdown').
- 11. If an 'assignment' appears, you will need to click on it to access everything within it! (see image below)

Reading	:	Weekly reading					
Weekly reading	Due Apr 7	Mr Baker - Mar 30		Due Apr 7		YOU' WO'K Missing + Add or create	
Posted Mar 30 Read a book to/with your parent on three different days.	Missing	Read a book to/with your parent on three of the books you have read.	Read a book to/with your parent on three different days. Post a photo of the books you have read.			Mark as done	
Post a photo of the books you have read.		Class comments Add class comment.			Private comments Add private o	omment.	
						Comment publicly here.	
					3 private	comments	

Mr Baker Mar 26
 Hi joe, How's things?

Joe Bloggs Mar 26 Not sure what to do here

Google Classroom is a closed network therefore no-one outside of school can access any details or communicate with your child. Private messages are only visible between your child's account and our school staff and no-one else.

Any *technical* questions from parents about Google Classroom ONLY should be directed to us via: support@ghyllgrove.essex.sch.uk

Any other questions from parents should be directed to us via: admin@ghyllgrove.essex.sch.uk