



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:  This will take you to the login page.

3. 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.

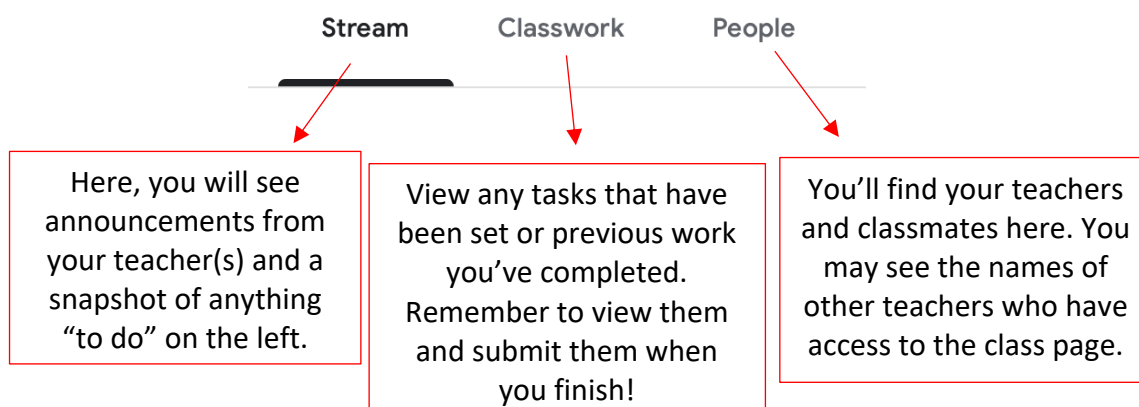
7. Select 'Join'

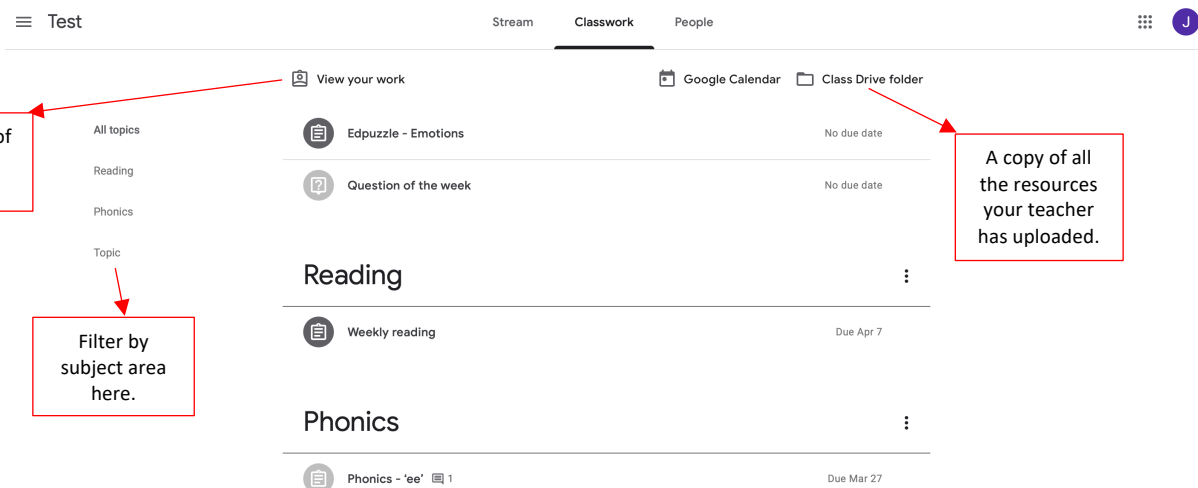


8. Use the class code in the front of your child's Home School Diary to join the correct classroom.

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.

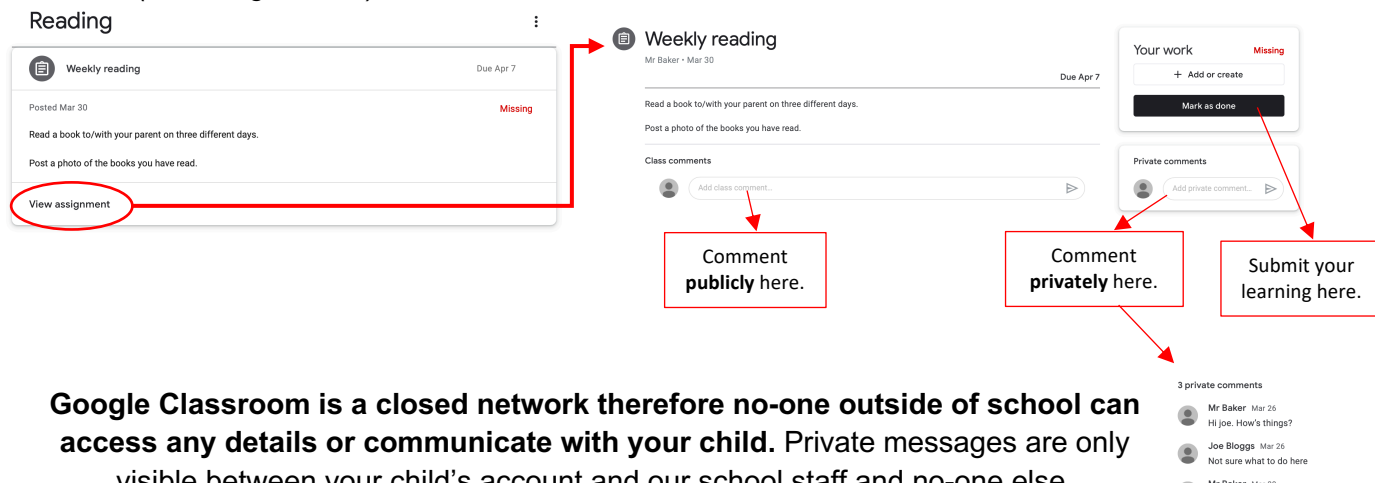
9. Once you have joined, you may need to click on the classroom box again, and then you will be brought straight into the 'Class Stream' page. This is where you will be able to see messages from your class teacher.





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)



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