Parent guide to Google Classroom

Logging in

1. Go to www.classroom.google.com
2. Sign into your child's Google account. Type in your child's **school email address**. See the separate email which includes your private login details for this information – it will end in @redfieldedgeprimary.co.uk
3. When prompted, sign in to a Microsoft account. Type in your child's school computer **username**. Again, see the separate email for this (it will be a number, followed by their surname and initial with possibly another number at the end). This needs to be followed by @sgcyp.org.uk
   For example, 15bloggsj@sgcyp.org.uk
4. The password will be the one your child uses on the school computers – this should be the first 3 letters of their first name. If this does not work, please contact the school office who can arrange for the password to be reset.

Joining a class

1. When prompted, answer 'I am a student'.
2. Click 'join class' in the top right-hand corner of the screen.
3. You will then be asked to type in a code. Choose the correct code for your class:

Holly	yhkaosu
Hazel	Xrukb66
Pine	4yopspu
Willow	Jcoo7cp
Beech	7hivcn3
Maple	dfhksue
Oak	2xal7nj

If you have any difficulties with this, please contact the school office.

Viewing updates

The 'stream' tab at the top of the page will allow you to see any messages or assignments that the class teacher has posted.

Accessing learning

To access work that has been set, you can either click on the announcement on the 'stream' page or click on the 'classwork' tab at the top of the page and then 'view assignment'. English and Maths learning will be available daily. This will be largely revision of work that has already been covered in class. Teachers will share explanations along with a mixture of learning opportunities, including worksheets, practical activities and links to online activities.

Handing in learning and receiving teacher feedback

If work is called an 'assignment', it can be 'handed in' to the teacher. This will be available for English and Maths pieces of learning daily. You will notice that there is also a 'due date' for the piece of work. If you wish to ensure that you receive feedback from the teacher, please return work on the morning it is due.

We are mindful that there will be various ways that people are accessing Google Classrooms. Therefore, there are a range of available options for how you choose to 'hand in' work. You may complete a piece of work on a word document or other file type that can be uploaded to the Google Classrooms website via a laptop, or if work is done on paper, you can take a photograph on a phone or tablet and upload the work on the Google Classrooms app.

To do this in both cases, once inside the assignment, click the button that says 'hand in' and attach your file. If you wish to communicate with the teacher about the learning, there is a function below this to send a private message (it can only be seen by your child's teacher). Once your teacher has looked at your learning, they will post a private message here also. If they can see that your child has found the learning difficult, they will give feedback to support them further.

If learning is set as 'material' and there is no due date, then your child can practise or complete the challenge as described, but it will not be 'handed in'. However, if your child has completed something that they are proud of and want to share with the class, then they have the option to do so from the 'stream' section.

Please note that if you are struggling to use Google Classrooms for whatever reason, please contact the school office and we will do our best to make alternative arrangements for getting work to you.