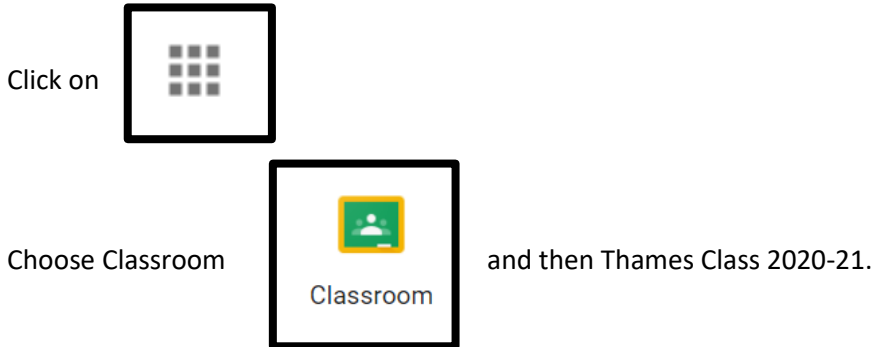


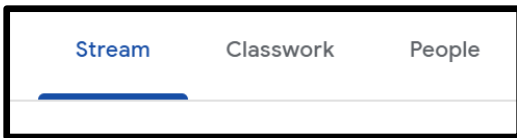
How to use Google Classroom

Go to www.google.com. Click on the top right to sign in.

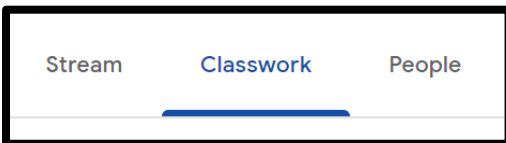
Log in using the details in your child's Learning Diary.



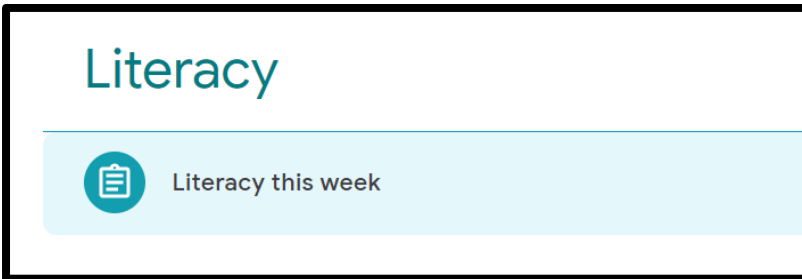
If work has been set, there will be a notification in the Stream tab



Click on the Classwork tab see assignments that have been set, and to submit work.

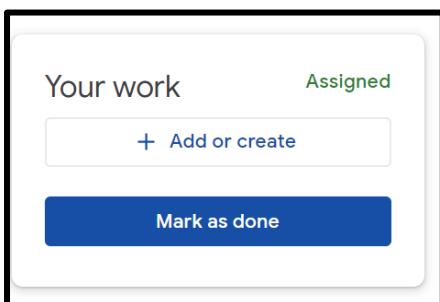


To do assignments that have been set:

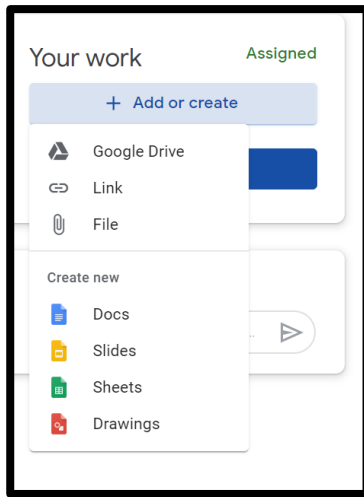


Click on the clipboard picture and view the assignment.

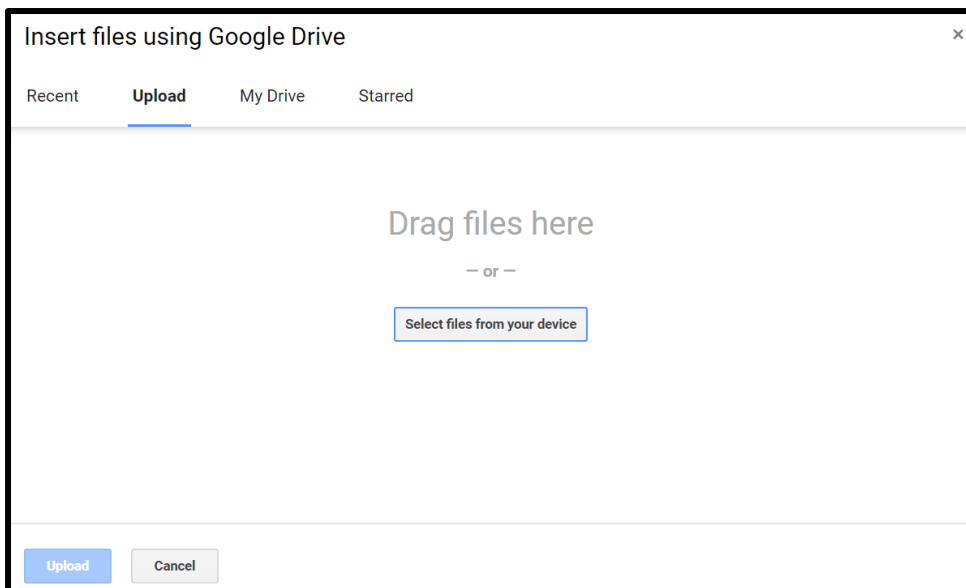
Sometimes assignments may already have documents attached for you to see or complete. To add a document or photo of your own to the assignment, first make sure the document or photo is saved on the device that you are using. Click on Add or create, under Your work at the top right hand corner of the page.



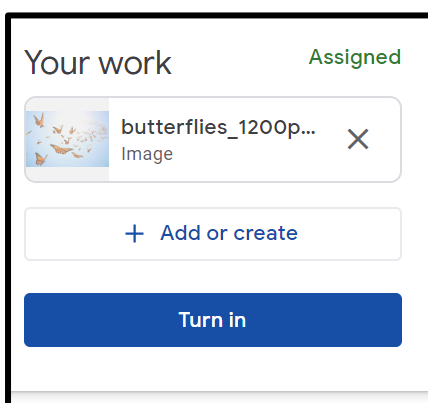
Then click on File



Click Select files from your device



Browse to find the file that you want to upload, then click Upload.



You can add more than one file or photo to an assignment if you want to.

When you are ready for us to see your work, click Turn in or Mark as Done. This makes it clear to us as teachers that you have done the assignment



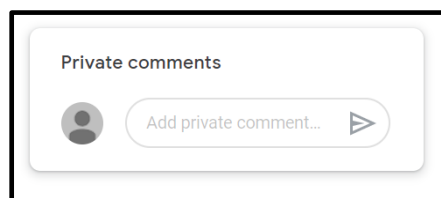
In each assignment, you can also add a message to the whole class (class comment), or just to the teachers (private comment)





Class comments

 Add class comment... 

A rectangular box with a black border. At the top left, it says "Class comments". Below that is a rounded rectangular input field. On the left side of the input field is a grey circular icon with a white person silhouette. Inside the input field, the text "Add class comment..." is written in a light grey font. On the right side of the input field is a grey circular icon with a white right-pointing triangle.



Private comments

 Add private comment... 

A rectangular box with a black border. At the top left, it says "Private comments". Below that is a rounded rectangular input field. On the left side of the input field is a grey circular icon with a white person silhouette. Inside the input field, the text "Add private comment..." is written in a light grey font. On the right side of the input field is a grey circular icon with a white right-pointing triangle.

Where appropriate, I will leave marking comments on work that you have turned in/ marked as done, so check back into your turned in assignments to see what I have written.

If you want to make changes to an assignment that you have already turned in, unsubmit the work, make the changes, and turn it in again.

Children should not be encouraged to use this as a messaging site for their friends and should be aware that I will receive an email with each comment that they post.