

Plantation Primary School



Instructions for Google Classroom

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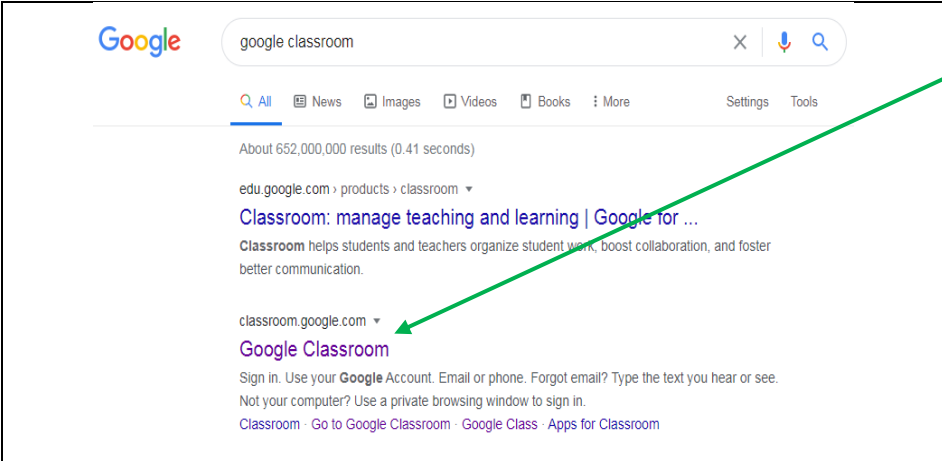

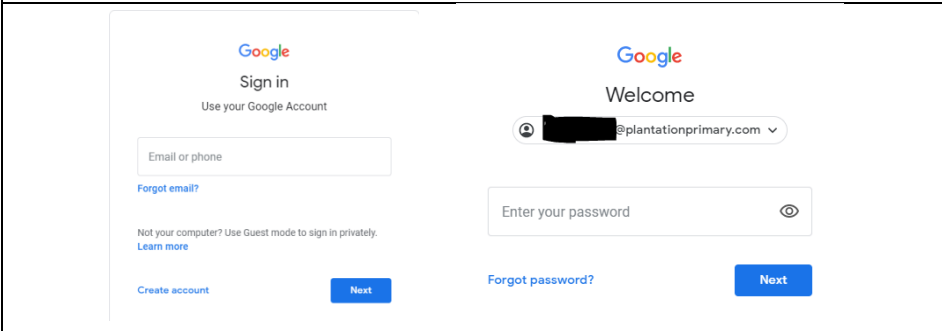
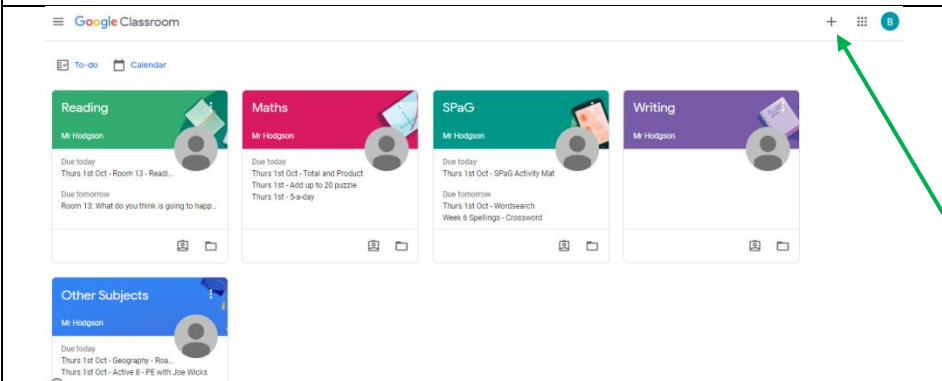
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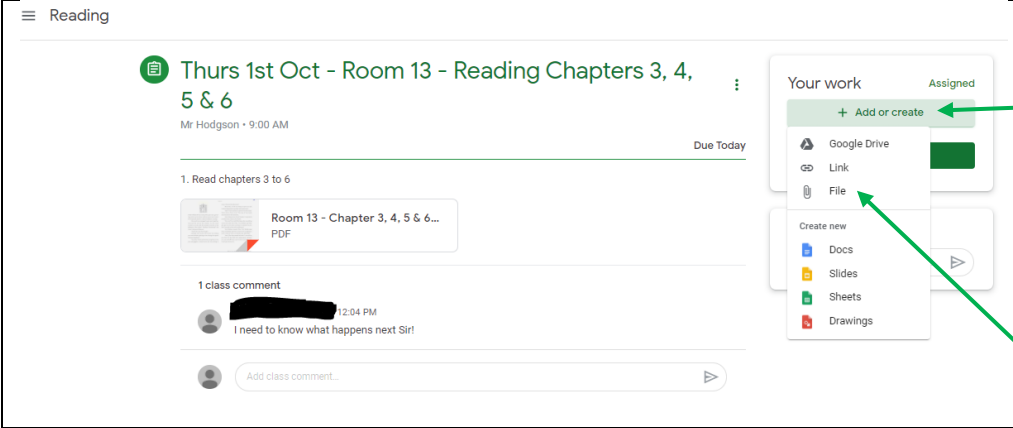
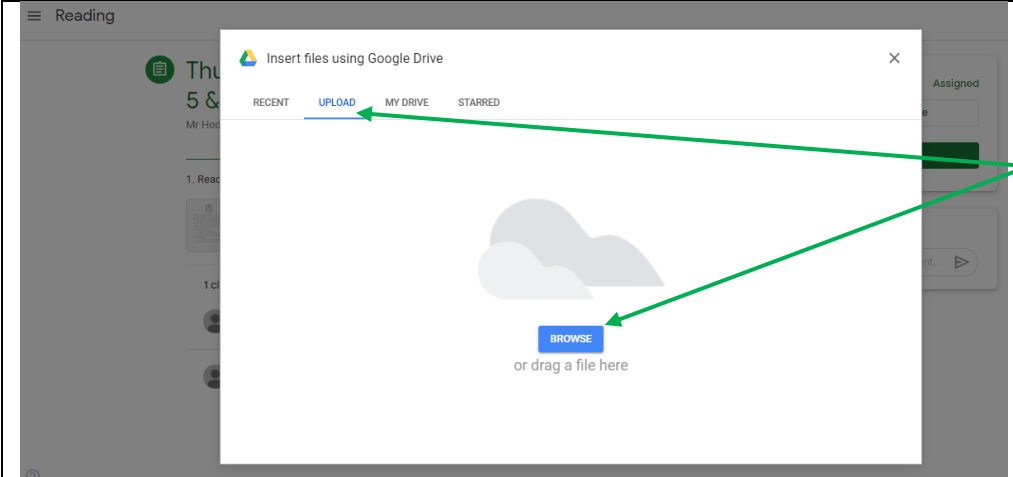
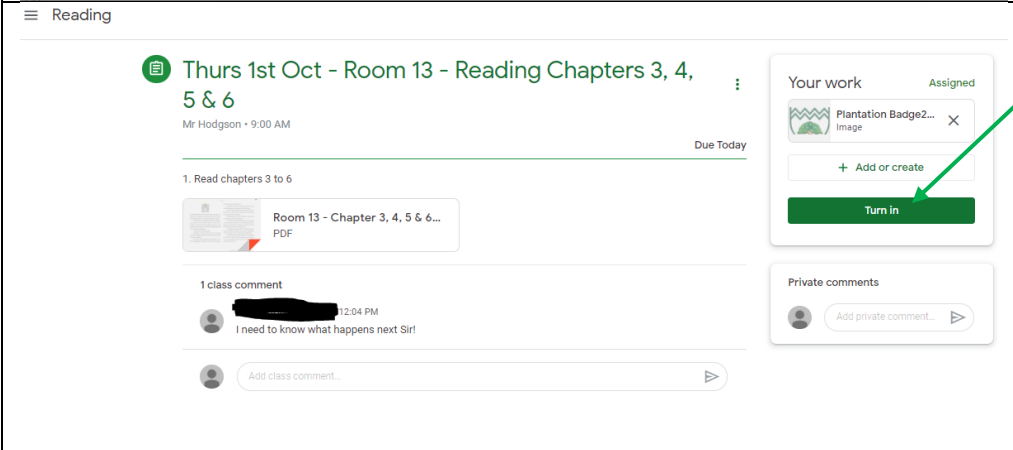
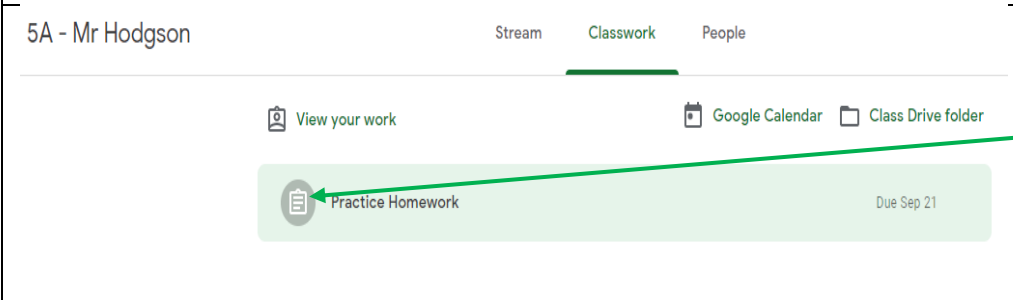
How to log in

 A screenshot of a Google search engine. The search bar contains the text 'google classroom'. Below the search bar, there are navigation tabs for 'All', 'News', 'Images', 'Videos', 'Books', and 'More'. The search results show 'About 652,000,000 results (0.41 seconds)'. The first result is from 'edu.google.com' and is titled 'Classroom: manage teaching and learning Google for ...'. A green arrow points from the text 'Search for 'google classroom' in your search engine.' to the search bar, and another green arrow points from the text 'Or type www.classroom.google.com into your web browser.' to the 'Google Classroom' link in the search results.	<p>Search for 'google classroom' in your search engine.</p> <p>Or type www.classroom.google.com into your web browser.</p>
 A screenshot of the Google Classroom app logo. It features a green square with a white outline, containing a stylized white figure of a person. Below the square, the text 'Google Classroom' is written in a grey font.	<p>Alternatively, you can download the Google Classroom App on any tablet or phone.</p> <p>This option is preferred as submitting homework as a picture will be easier.</p>
 A screenshot of the Google Classroom sign-in page. On the left, there is a 'Sign in' section with a text input field for 'Email or phone', a 'Forgot email?' link, and a 'Next' button. On the right, there is a 'Welcome' section with a dropdown menu showing an email address, a text input field for 'Enter your password', a 'Forgot password?' link, and a 'Next' button.	<p>Enter your child's username and password which will be in your child's planner.</p>
 A screenshot of the Google Classroom home page. It shows a grid of class cards for 'Reading', 'Maths', 'SPaG', 'Writing', and 'Other Subjects'. Each card displays the teacher's name, 'Mr Hodgson', and a list of assignments with due dates. A green arrow points from the text 'If not, click the + button to 'join a class' and enter the class code for each subject.' to a '+' button in the top right corner of the page.	<p>Your child should already be logged into their classes/subjects.</p> <p>If not, click the + button to 'join a class' and enter the class code for each subject.</p>

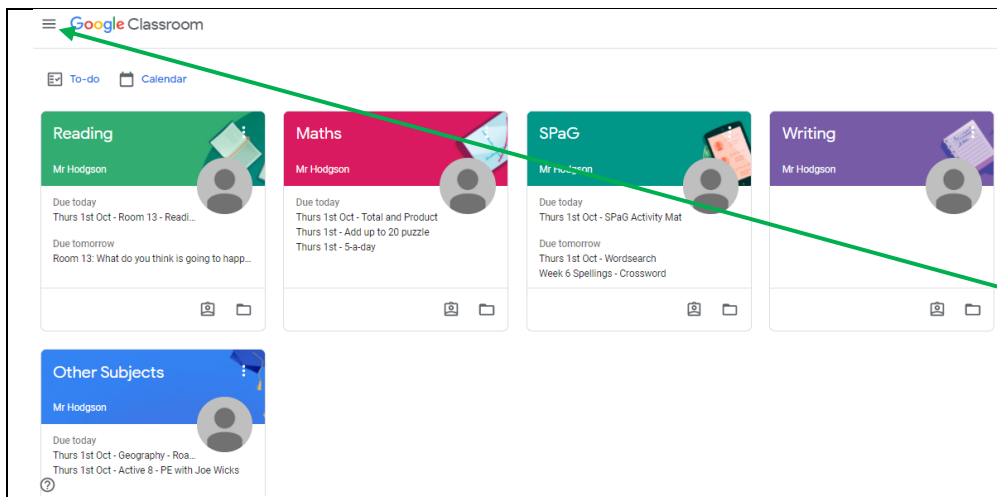
How to view assignments

	<p>The three bars along the top are:</p> <p>Stream – teachers can post messages on here; students can reply.</p> <p>Classwork – this is where your child’s home learning tasks will be.</p> <p>People – a list of all the people in the class/subject.</p>
	<p>If you click on ‘classwork’, you will find the work which has been set by the teacher.</p> <p>In this image, there is:</p> <ul style="list-style-type: none"> - A question set by the teacher - Homework which is due - Resources
	<p>Click on the homework for an overview.</p> <p>Click ‘view assignment’ for a more in-depth look at the homework.</p>
	<p>You can view any files which the teacher has uploaded as part of the homework.</p> <p>If you’re on a tablet or phone, you may need to press and hold to preview the image or file.</p> <p>In this case, there is a PDF document.</p>

How to submit work

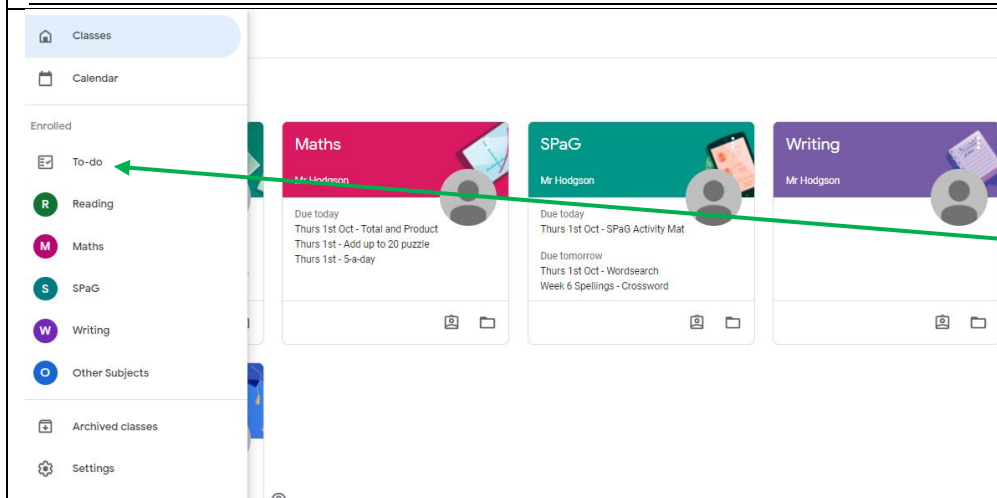
 <p>The screenshot shows a classwork page for 'Thurs 1st Oct - Room 13 - Reading Chapters 3, 4, 5 & 6'. In the 'Your work' section, there is a green '+ Add or create' button. Below it, there are options for 'Google Drive', 'Link', and 'File'. A green arrow points to the '+ Add or create' button, and another green arrow points to the 'File' option.</p>	<p>To submit work, click 'add or create'.</p> <p>Here you can submit a document from the online Google Drive.</p> <p>You can also submit a video or picture by clicking 'file'.</p>
 <p>The screenshot shows a pop-up window titled 'Insert files using Google Drive'. It has tabs for 'RECENT', 'UPLOAD', 'MY DRIVE', and 'STARRED'. The 'UPLOAD' tab is selected. Below the tabs, there is a large blue 'BROWSE' button and the text 'or drag a file here'. A green arrow points to the 'UPLOAD' tab, and another green arrow points to the 'BROWSE' button.</p>	<p>Once you've clicked 'file', this pop up will appear.</p> <p>Click 'upload' then 'browse'.</p> <p>Here, you can either take a picture directly through the app, or upload a picture.</p>
 <p>The screenshot shows the same classwork page as the first screenshot. In the 'Your work' section, a file named 'Plantation Badge2... Image' has been added. Below the file, there is a green 'Turn in' button. A green arrow points to the 'Turn in' button.</p>	<p>Once uploaded, you must click 'turn in' for it to be sent to the teacher.</p> <p>Here you can also send private messages to your teacher if you have any questions about the work which has been set.</p>
 <p>The screenshot shows the '5A - Mr Hodgson' classwork page. At the bottom, there is a green bar with a document icon and the text 'Practice Homework'. To the right of this bar, it says 'Due Sep 21'. A green arrow points to the 'Practice Homework' text.</p>	<p>If you return to your child's 'classwork' page, you will see the homework which has been submitted is now grey. This means it is complete and has been sent to the class teacher.</p>

Overview of assignments

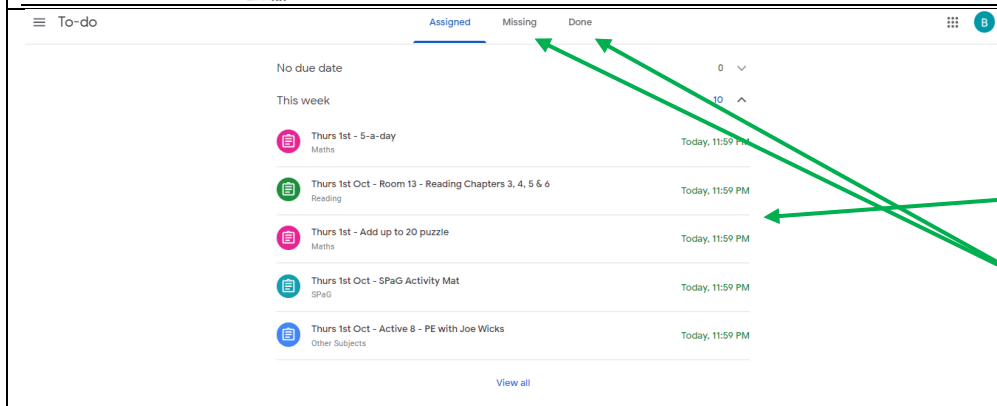


You can get an overview of assignments your child needs to complete.

Click the 3 lines in the top left corner to open up the menu.



Then click 'to-do'.



This will open your child's 'to-do' list.

Here are all the assigns your child needs to complete.

You can also click 'missing' to find which assignments have been missed, or 'done' to view completed assignments.