



Follow these steps to access the online classroom.

Note: your child will need their log-in details to complete the steps below. If they can't remember these log-in details, please contact the school office.

Android devices	iOS devices (iPhones, iPods, and iPads)
□ Open the Play Store app □ Search for 'Google Classroom' □ Tap 'Google Classroom' □ Tap 'Install'	• Open the App Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Get'

Option 1: Smartphones and tablets: download the free Google Classroom app.

Once the app has downloaded, open it and log-in using your *child's email address* and password.

How to hand in work (mobile devices- Android or IOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then classwork (at the bottom)
- Tap on an assignment (these may be sorted in to subject folders), then follow the arrow at the bottom.
- Tap 'Add attachment'. Follow the teacher's instructions on how to complete their work.
- Once they have finished, tap 'Hand in', then 'Hand in' again to confirm.



Made a mistake?- Tap follow the last two steps to

'Unsubmit' to return the work, then resubmit it.

If work has been marked

Pupils can find their returned work by following the steps below.

On a mobile device (Android or IOS)

- Open the Google Classroom app
- Tap on their class, then classwork (at the bottom)
- Once they have found the assignment, click or tap on any attached files to see the teacher's feedback.

Option 2: Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to www.classroom.google.com
- Log in using your child's email address and password.

How to get and hand in work (Computers and laptops)

Your child needs to:

- Go to Google Classrooms (see link above)
- Click on their class
- Click on 'Classwork'
- Click on an assignment (these may be sorted into subject folders), then 'View assignment'
- On the right-hand side of the page, click 'Add or Create'. Follow the teacher's instructions on how to complete the work.
- Once they have finished, click 'Hand in', then 'Hand in' again to confirm.

Made a mistake?- Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.



If work has been marked

Pupils can find their returned work by following the steps below.

On a computer or laptop

- Go to Google Classroom.
- Click on your class
- Click on 'Classwork'
- Click 'View your work',
- Click 'Returned / Returned with grade' on the left hand side.
- Click on the assignment you want to view and scroll down for comments.



Please contact the school office if you have any problems logging in. Please bear with us, this is a challenging time and it may take a while to get used to the new way forward.