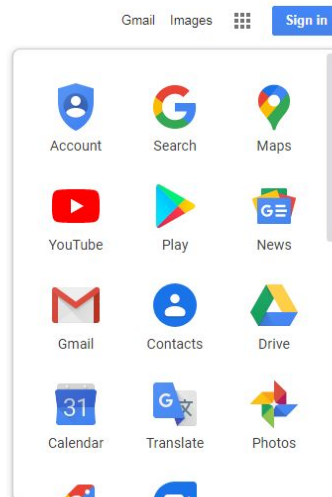




How to access and use Google Classroom

- 1) On a PC or laptop, you can open the internet browser. Ideally this should be Chrome, but it is not essential.
- 2) For a mobile device, you can download the Google Classroom app, but opening a web browser can still work.
- 3) Open the Google Home page and your child will need to log into their Google account in the the top right corner.



- 4) Every pupil at the school has the same email style username.

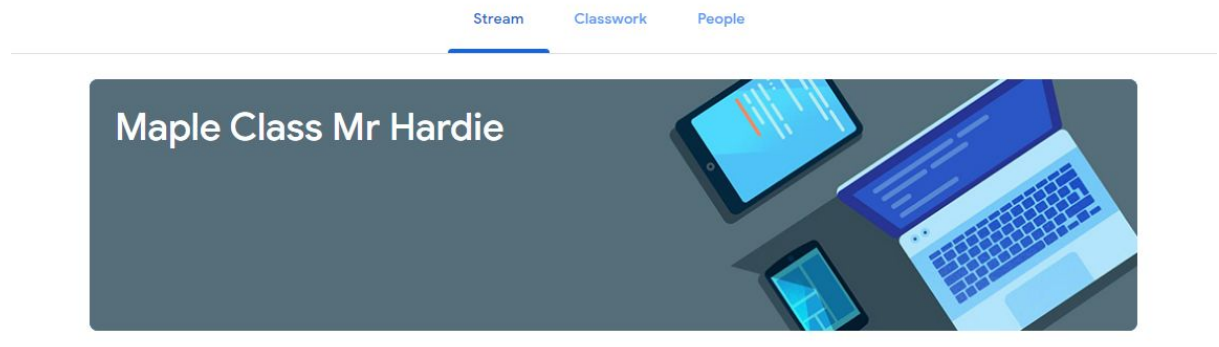
This is *name +initial of surname @collingwoodschool.org.uk*

For example James Smith would be janes@collingwoodschool.org.uk

- 5) The pupil password follows a simple format that the child should know. Younger children have this written in their reading diary for ease. Please contact Mr Hardie or Mrs Goff if the child cannot recall this or they need a password reset.
- 6) Also in the top left corner of the Google home page is the apps selection. It is a matrix of dots. Click on this and open 'Classroom'.



- 7) Every child is already 'attached' to their class teacher. The name of the class / teacher should appear on the Classroom home page. Click on this to open the online classroom.
- 8) The main class page is the 'Stream'. This is where notifications and general instructions may be displayed.



- 9) Click on the top menu for 'Classwork'. This is where assignments will be set.
- 10) The instructions for each assignment will be provided by the teacher. Once a task has been fully completed, the pupil can click 'Turn in' in the top right corner and then confirm 'turn in' again to submit to the teacher.

