



A parent guide to Google Classroom

Username & Password

Each child has a unique username and password to log on. Their username is made up of

- a number
- their first name
- the first initial of their last name
- @student.stvhull.org

For example: 16janes@student.stvhull.org

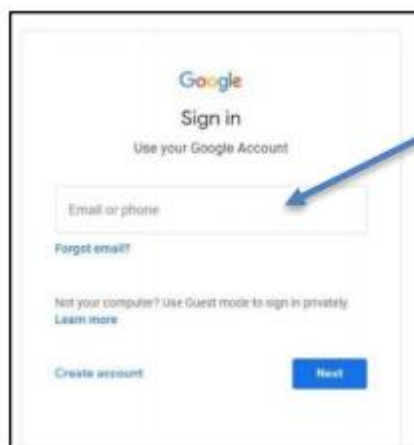
If you need help with this, please contact the school office.

Google Classroom

If accessing through a Desktop PC, Mac or laptop, this can be done by clicking on this link <https://classroom.google.com> or typing it into the search bar on your browser.

If you are using a Chromebook, you will need to download the Google Classroom app from the Web Store. Once done, ask your child to sign in using their school login as below. If you are unable to do this, it may be that you will need to login to the Chromebook using your child's username and password instead from the startup screen.

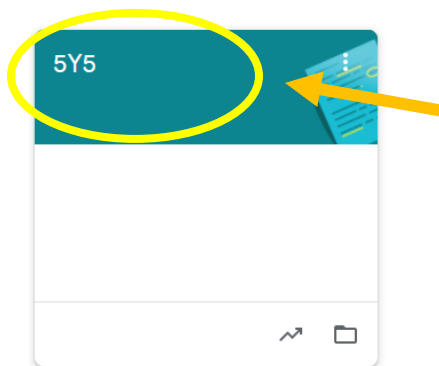
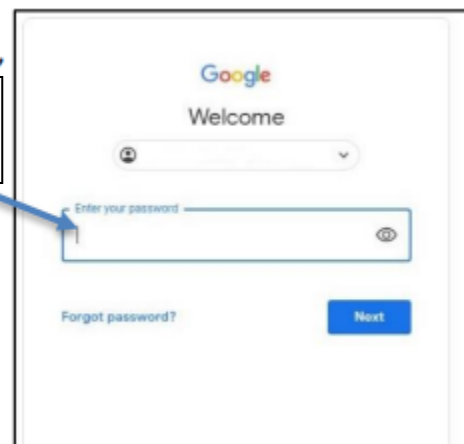
If you are using an iPad or other tablet or smartphone, please download the free Google Classroom app from the App Store.



To sign in

Your child should enter their username as detailed above. This needs to be the full username including the @student.stvhull.org part. Click next.

Now enter their password. Click next.



Click on the title to enter the classroom.

You will see the following options as tabs across the top of the page:

Stream Classwork People Grades

5Y5

Stream

This is where your child will see posts from their teachers, as well as the daily morning check in. Posts may contain links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Posts are always monitored by your child's teacher, as are any accompanying comments made by individuals, so we ask that children only use this feature if they are asking a question about their work or responding sensibly to a post.

Classwork

This is where your child will access curriculum content set by the teacher. This is the best way of accessing the content set rather than having to worry about searching on the Stream.

Any curriculum content added will be in the form of a Google Doc, Google Slide or other Google Suite app (If you are using a tablet, you may be required to download additional free apps) as this will allow the children to edit and hand in their work individually to the teacher. Classwork will be added regularly and may have a due date for completion. Teachers will be able to see your child's progress and support them where necessary and can add comments to the children's work.

On a daily basis, the classwork will be populated with work for your child. Routines are important to children and we have sent a suggested timetable for each week for you to use. You don't have to stick to this rigidly and we understand of course that managing working from home and supporting children with home learning is a difficult juggling act, but we think this is a useful guide to help you and your child manage their time.

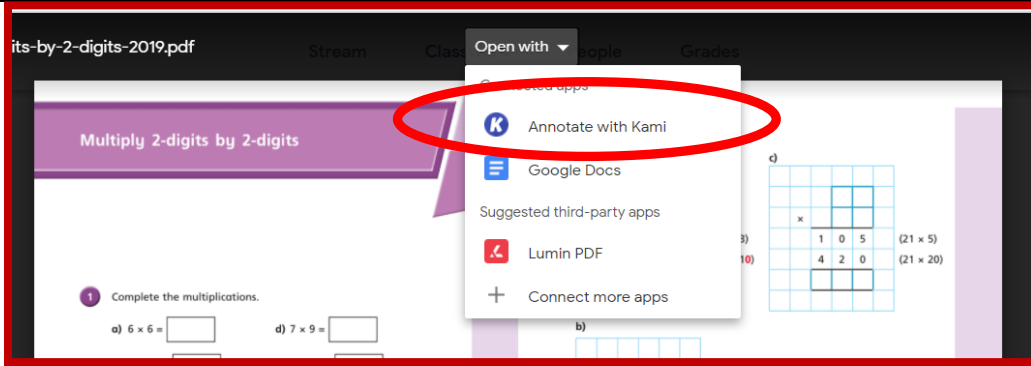
If your child is stuck with a piece of work, they can post a comment using the private message function at the right hand side of the screen to message the teacher.

Please note that teachers are working in school with groups of children during the week so won't be able to respond to messages every day. Year group teams will work together and may share work across more than one classroom.

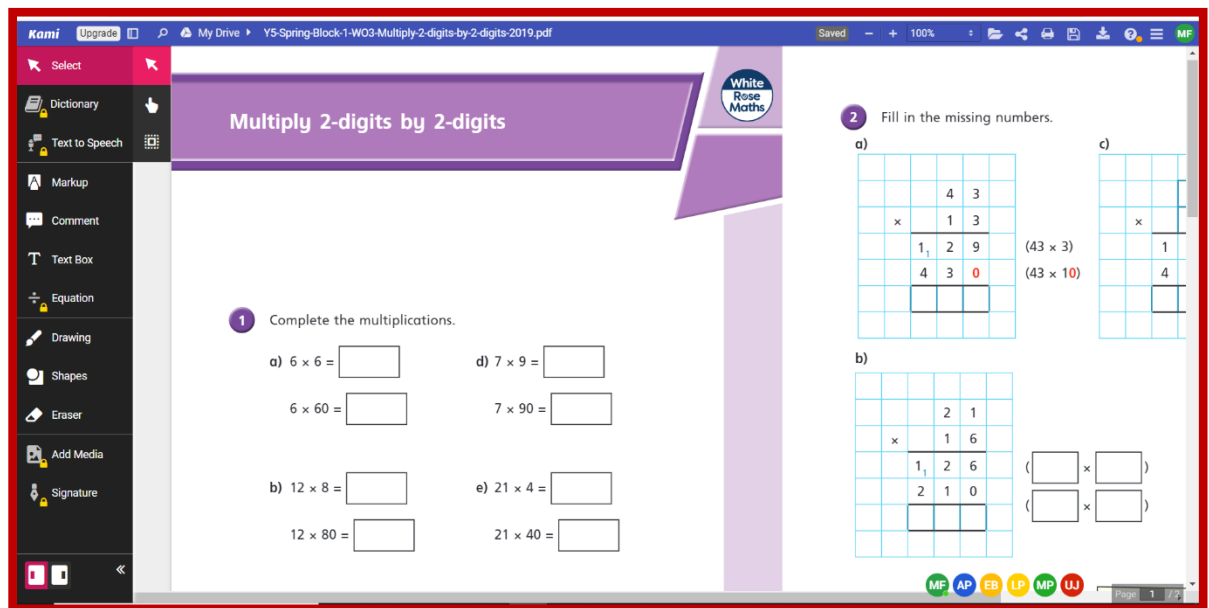
Completing tasks online

Tasks will be uploaded in a variety of formats, including PDF files. To annotate onto a PDF file (White Rose Maths tasks, for example), please follow these instructions:

When opening a file through Google Classroom and using the drop down options, you will normally view a variety of options to open that file. **'Annotate with Kami'** is one of them.



You will then receive this screen with the document you have asked to open.



Comment:

Leave a comment a specific parts of the work.

Text Box:

Create a text box to type text with font colour and size to also be changed.

You should be able to write directly onto the document by creating a text box over each of the spaces for the answers.

To send your completed work to your teacher, go back to the assignment in the google classroom and upload the work before clicking on Mark as done. Make sure you turn in your completed work and not a blank copy.

