Using Google Classroom

Firstly, children need to find and log in to their Google Classroom account- there are 2 different ways of doing this.

One method

- On the Google homepage, there should be 9 dots towards the top right hand corner. Click on them.
- Then click on 'Account'.
- Then click on 'Go to Google Account'. It will then ask you to input your child's username.
- You will then be directed to a new screen where you can put their password in.
- Once logged in, click on the 9 dots again and then select 'Classroom'.

The second method

- Type into Google- Google Classroom
- The link you need to click on is usually the second link down (classroom.google.com)
- Sign in- This is usually found in the top right corner (see below for their details)
- When children sign in, they should notice that they have already been assigned to their class and their class banner is along the top of the page.

After your child has logged in, you will need to then click on your child's class- there should only be one option here.

Once you have clicked on the class, you will see a banner with 3 tabs- stream, classwork, people

Stream- this shows you all the latest things which have been posted including work and comments from teachers and pupils.

Classwork – this tab shows the different tasks which have been set. Tasks may appear in different folders to help organise different subjects and to make it easier for you to find pieces of work. This is the most important tab.

People- this tabs shows the teachers (and IT technician) along with other class members

When in classwork, click on a task which has been set- this will show the additional information the teacher has written.

Then click on 'view assignment'

On the right hand side, there is a box which says '+ Add or Create'- click it.

As you click it, different options pop up- you then need to click on 'docs'. This is Google's version of Microsoft Word.

As you click on 'Docs', it will take you to a blank document where you can complete your writing.

When you have finished your task- click on 'Turn In' which will be in the top right hand side of the page.

Some parents have found that printing out the worksheets, completing them in the usual way and then photographing them and uploading the photo instead of completing the task in Google Docs works best for them.

If you do want to do this, then instead of clicking on 'Docs', you would click on 'File' instead and then select the picture you have saved.

Using Jamboard

For some pieces of work, teachers will set tasks in a slightly different way which will then allow children to write their answers directly onto the worksheet.

In order for children to be able to do this successfully, there are a couple of changes they will need to do compared to the usual method.

Pupil steps when completing a task set using Jamboard

- When a pupil goes to their class work they need to click on 'view assignment' as they would do normally.
- On the right-hand side they will see a section that says 'Your Work'; in this section they will see the Jamboard file.
- They click directly on this link which will then open the Jamboard file.
- They can then write their answers either using text or the pen from the tool bar on the Left-hand side.
- When they are done, they click back onto the previous tab that had the assignment and click on 'Turn in'

The link below is a video which contains a step-by-step guide for pupils/ parents on how to complete tasks which are set using Jamboard.

https://barleyhurstpark-my.sharepoint.com/:v:/p/deputyhead/EQ7Wy7ej0BhEi8B_m6pnofsBfFE_2ojVR3RopAeJLFFWNg?e=twilLM