



Google Classroom

Instructions for parents – How to use our school's Google Classroom

Follow these steps so your child can continue to complete learning activities and hand them in while they are unable to come to school.

Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPads etc)
<ol style="list-style-type: none">1. Open Play Store app2. Search for 'Google Classroom'3. Tap 'Google Classroom'4. Tap 'install'	<ol style="list-style-type: none">1. Open the App Store app2. Search for 'Google Classroom'3. Tap 'Google Classroom'4. Tap 'install'

Once the app has downloaded, open it and log into your child's 'G suite for Education' account.

- Tap the '+' icon (in the top-right corner), then 'join class'
- Enter the class code that you have been given by your class teacher, then tap 'join'

How to get and hand in work (smartphones/tablets – Android or iOS)

1. Open the Google Classroom app
2. Tap on your child's class, then 'Classwork' (at the bottom)
3. Tap on an assignment, then the arrow at bottom
4. Tap 'Add attachment'. Depending on the type of work the teacher has set:
 - a. You can take photos of your child's work, upload them into Google Classroom – click file then tap the file on your device
 - b. Or, your child can type their answers in a Google doc – tap 'new doc' to load a new Google doc
5. Once your child has finished their work, tap 'Hand in' then 'Hand in' again to confirm. Please note some devices may say 'turn in'.
6. If you have made a mistake, you can click 'unsubmit' to return the work to you, then follow the previous steps to resubmit the work



Computers and laptops: log in to Google Classroom

1. Go to www.classroom.google.com
2. Log in with your child's 'G Suite for Education' account
3. Click the '+' icon (in the top-right corner), then 'join class'
4. Enter the class code that you have been given, then click 'join'

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

1. Go to Google Classroom
 2. Click 'Classwork'
 3. Click on an assignment, then 'View Assignment'
 4. On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set:
 - a. You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload'
 - b. Or, your child can type their answers/work in a Google Doc – click 'Docs' to load a new Google Doc
 5. Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm. Please note some devices may say 'turn in'.
 6. If you have made a mistake, you can click 'unsubmit' to return the work to you, then follow the previous steps to resubmit the work
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If you have any problems with access or use, please contact office@st-margaretsifield.w-sussex.sch.uk and we will respond as soon as we can.