

Guide for using Google Classroom

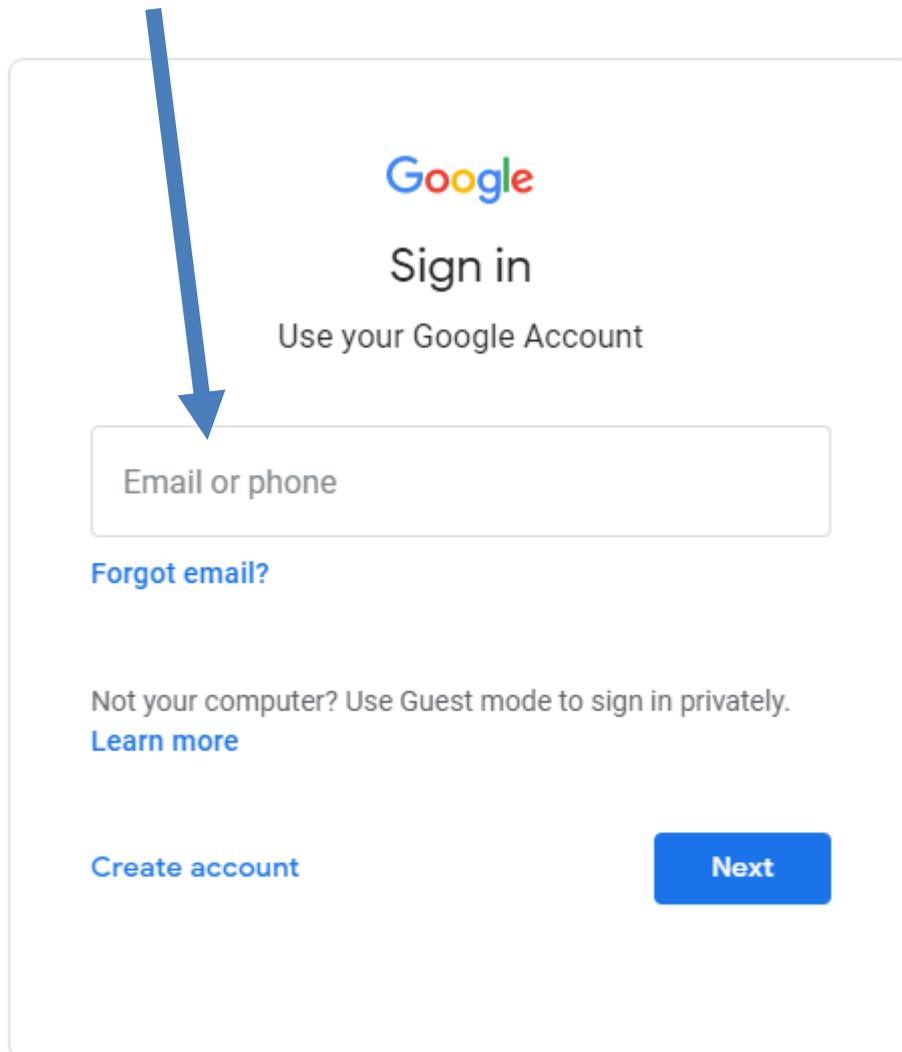
Google Classroom is simple for the children to use. Once you have logged on using an email address everything becomes easier (in fact probably the hardest thing to do is log in!).

Step 1: Logging in

Go to **google.com** and click on the blue button- 'Sign in', or click on the following link:

<https://accounts.google.com/signin/v2/identifier?flowName=GlifWebSignIn&flowEntry=ServiceLogin>

CLICK HERE TO START TYPING



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. Underneath the input field are links for 'Forgot email?', 'Not your computer? Use Guest mode to sign in privately. Learn more', and 'Create account'. A blue 'Next' button is located at the bottom right of the sign-in area. A blue arrow points from the text 'CLICK HERE TO START TYPING' to the 'Email or phone' input field.

English (United States) ▼

Help

Privacy

Terms

Type in the full email address of your child and then click 'Next'. The screen will have this box:

Enter your password

[Forgot password?](#)

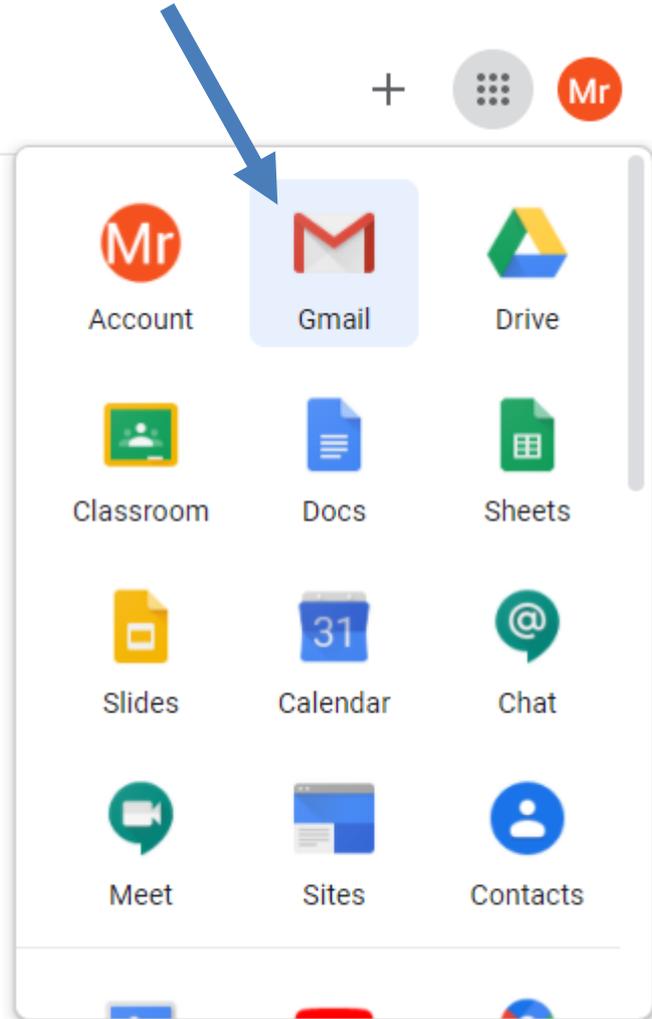
Next

Now enter your child's password and click 'Next' to log in.

Now click on the 3 x 3 grid:



Select Gmail:



Find and click on the email that starts with:

GClassroom - <https://classroom.google.com/c/NTQ0NjUwODY4Mjha?cjc=fqbrwi5>

(The long code at the back will be different from yours. Upon opening the email it will look a bit like this:

<https://classroom.google.com/c/NTQ0NjUwODY4Mjha?cjc=fqbrwi5>

Kind Regards,

Simon Clemenson
Woodside Primary School



During school holidays this address is NOT monitored. If you have any safeguarding concerns about a child during the school holiday, please phone Croydon Social Services on 0208 726 6400 or report to childreferrals@croydon.gov.uk

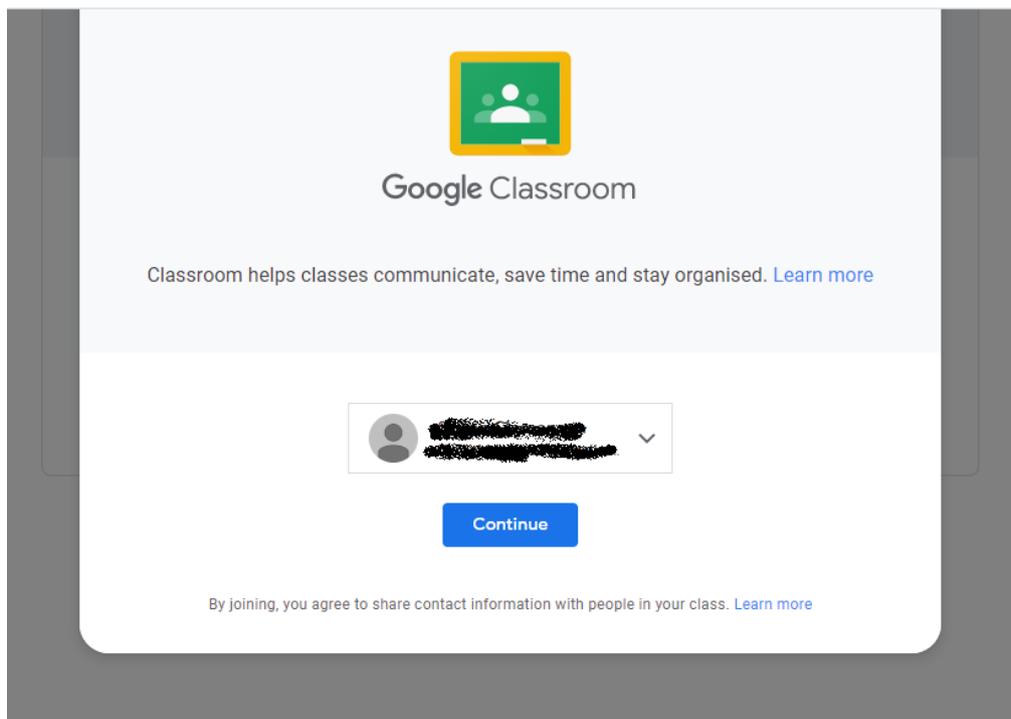
WELL BEING STATEMENT

The Woodside Academy respects the work/life balance and privacy of its staff.
If this email has been sent outside of standard working hours, there is no expectation that an immediate response will be given.

Received, thank you. Many thanks for this. That's great, thank you.

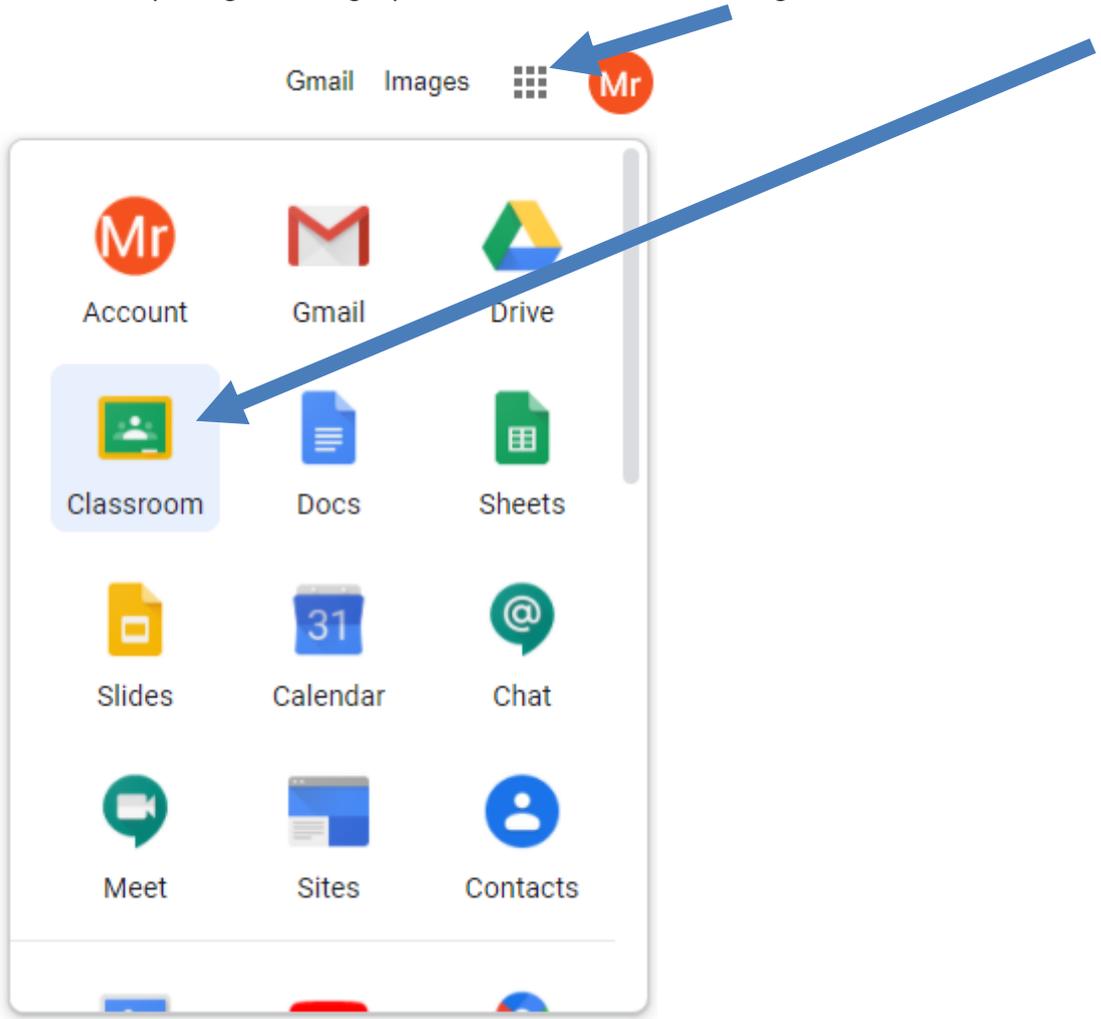
Reply Forward

Click on the link to be invited in:

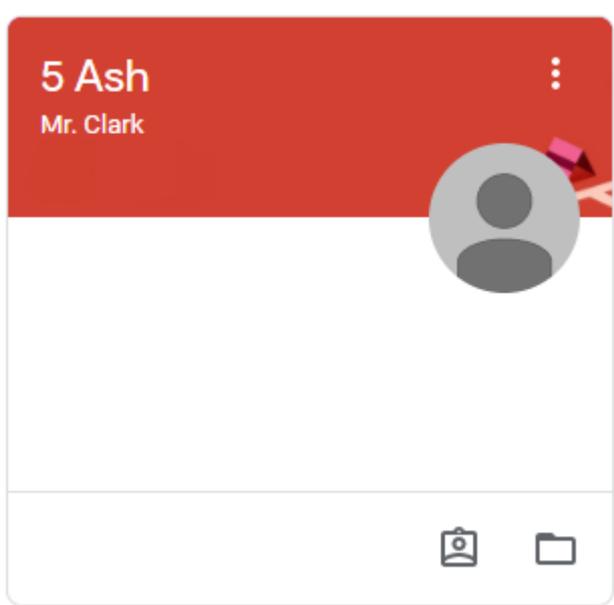


Click 'Continue' and then click on 'Join class'.

The next time you log into Google you will need to select the 3 x 3 grid and this time click Classroom:

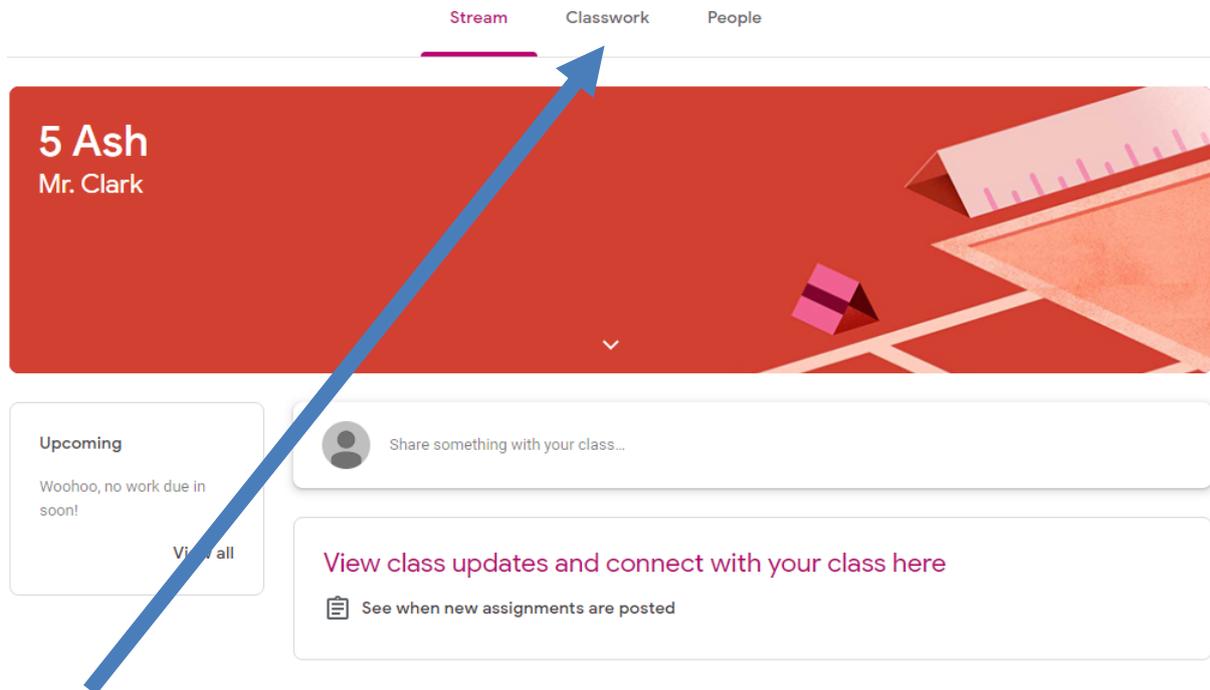


You will now see your class that will look similar to this:



Click on your class to enter!

The front page of the class will look like this. This is the 'Stream' section where children can message the rest of the class.



'Classwork' is the main area your child will be using to access their work. For now, click on 'Classwork' and then click on 'View your work'.

'Assigned' is work that needs doing!

'Returned' is work that has been marked

All

Assigned

Returned

Missing

Nothing has been assigned

'Missing' is work that hasn't been completed on time.

Work will appear here

This guide is intended to get you started. Google Classroom is very intuitive and straight forward to use, but if you do have any further questions or queries regarding Google Classroom, please contact the school office via email and in the subject line: 'For the attention of Mr Clemenson.'