

## **Using Google Classroom For Pupils/Carers**

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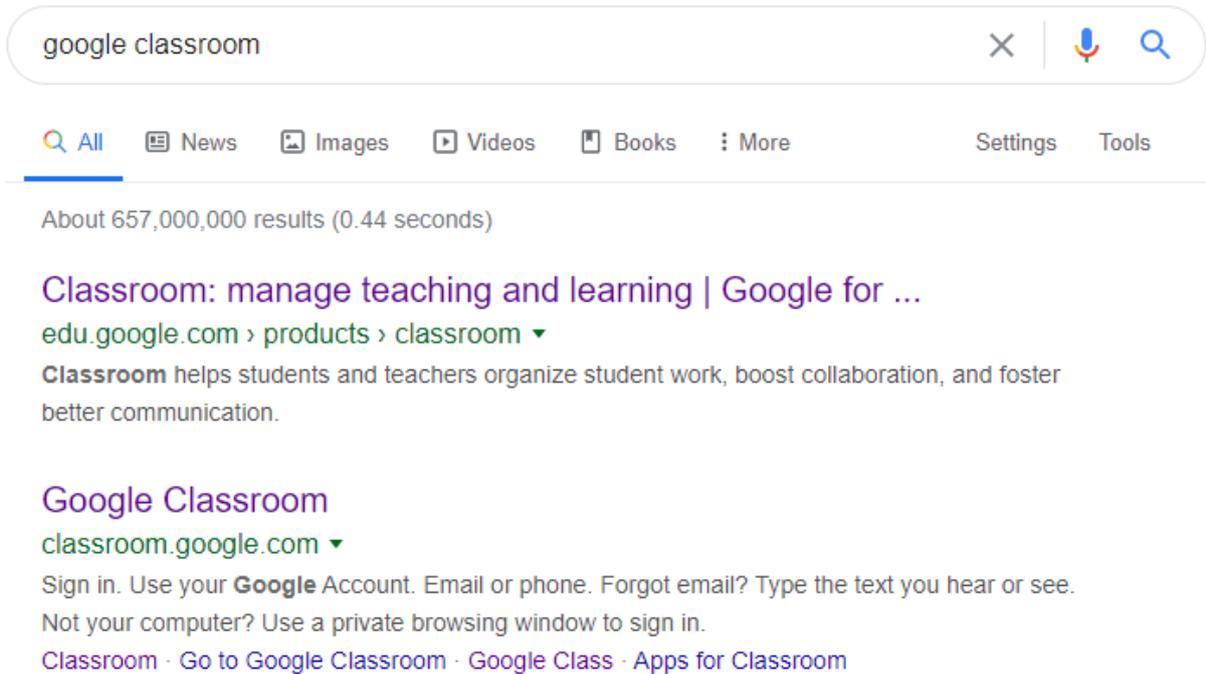
## How to access Google Classroom

There are 2 main ways to access Google Classroom:

- 1) Using a web browser
- 2) Using the free Google Classroom app (available for Apple and Android devices)

1. If accessing Google Classroom using a web browser it is recommended to use Google Chrome.

To access Google Classroom using a web browser you can search for 'Google Classroom'



The screenshot shows a Google search interface. The search bar contains the text "google classroom". Below the search bar, there are navigation options: "All", "News", "Images", "Videos", "Books", and "More". To the right of these options are "Settings" and "Tools". Below the navigation bar, it says "About 657,000,000 results (0.44 seconds)". The top result is titled "Classroom: manage teaching and learning | Google for ..." with the URL "edu.google.com > products > classroom". Below the title, it says "Classroom helps students and teachers organize student work, boost collaboration, and foster better communication." The second result is titled "Google Classroom" with the URL "classroom.google.com". Below this, it says "Sign in. Use your Google Account. Email or phone. Forgot email? Type the text you hear or see. Not your computer? Use a private browsing window to sign in." and "Classroom · Go to Google Classroom · Google Class · Apps for Classroom".

Clicking on the top result will take you to this page:



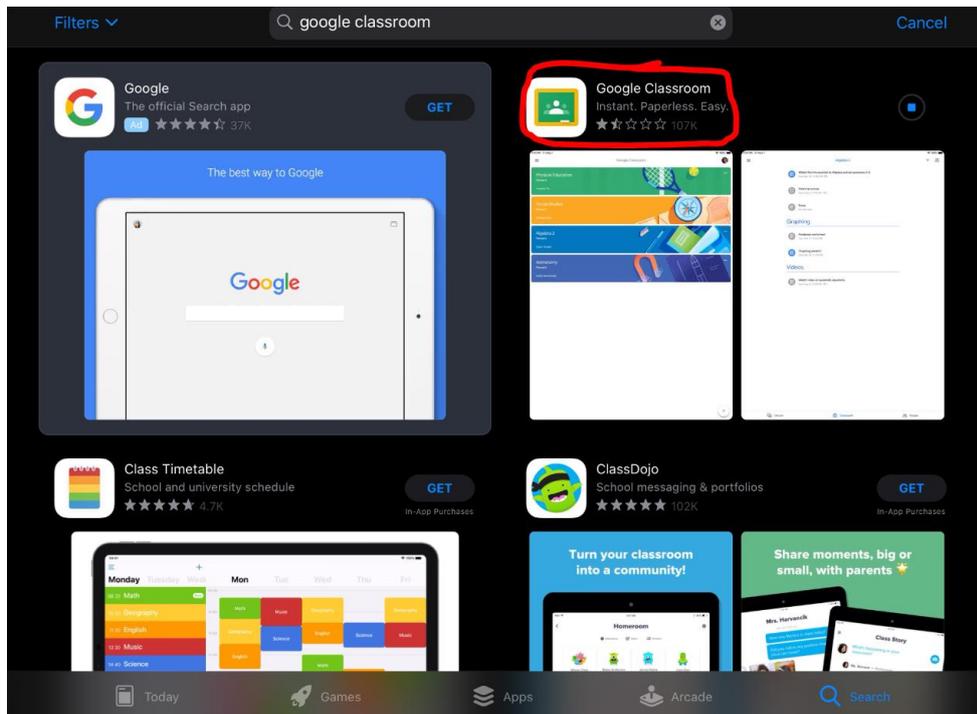
The screenshot shows the Google Classroom landing page. At the top, there is a small icon of a person. Below it, the main heading reads "Get more time to teach and inspire learners with Classroom". Underneath the heading, there is a sub-heading: "A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go." At the bottom of the page, there are two buttons: "Get G Suite for free" and "Go to Classroom".



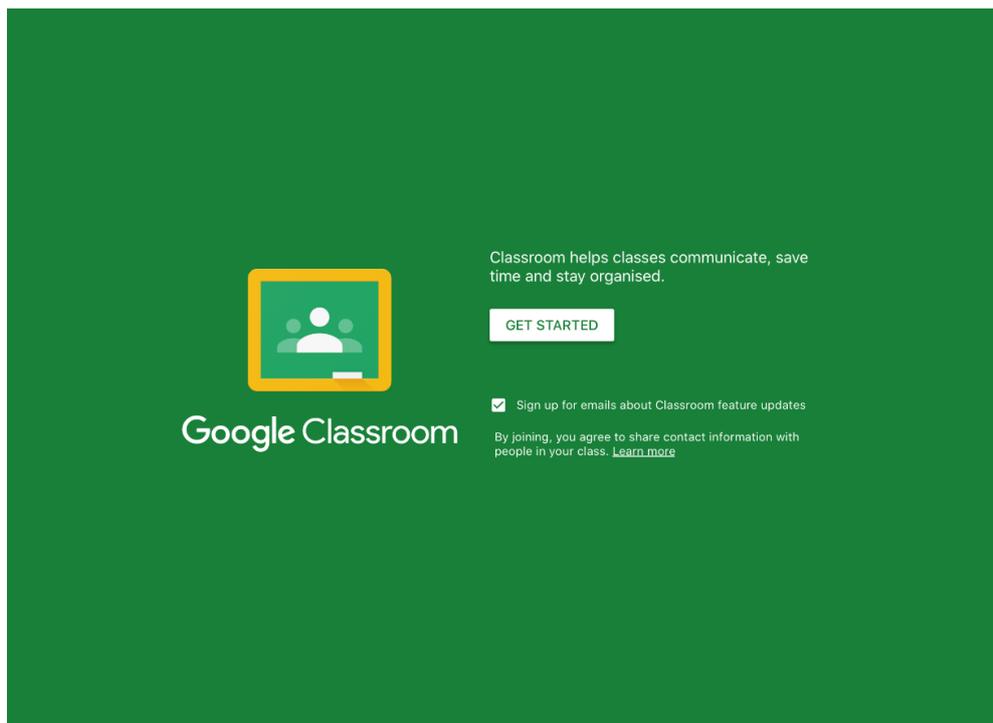
Clicking on **'Go to Classroom'** will take you to a log in page.

2. This guide will be using Apple's version of the app as an example so you may notice some differences if using Android devices. The remainder of the guide will assume you are accessing Google Classroom using a web browser. There are many similarities when using the app but if you encounter any issues use a web browser and follow the instructions in this guide.

Search your app store of choice for the free Google Classroom app.



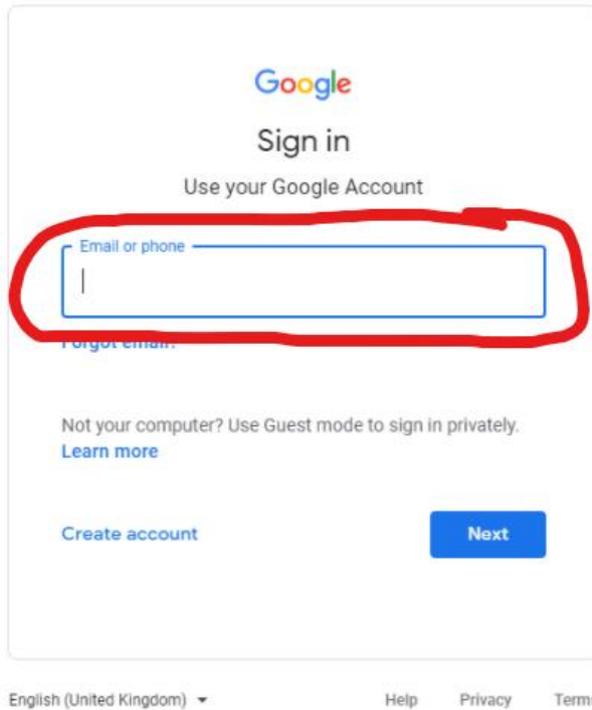
Install the app. Click on the app to open it and press **Get Started**



## **How to login into Google Classroom**

(The remainder of this guide will assume you are using Google Classroom with a web browser. If you are using the Google Classroom there will be a lot that is similar, however, if you are experiencing any issues please try again using a web browser and follow this guide)

Once you have pressed '**Go to Classroom**' you will be prompted to log in:



English (United Kingdom) ▾ Help Privacy Terms

Your email will be your school login followed by **@oldpalaceprimary.co.uk**

Eg.

[ahmea4.211@oldpalaceprimary.co.uk](mailto:ahmea4.211@oldpalaceprimary.co.uk)

Make sure to include the .211 as well.

If you have correctly typed your email, it should recognise it as a school email address and an LGfL log in page will appear.



Please enter your **USO** username and password, then click the Login button.

Login

**i** If you are using a public or shared computer, please ensure that you log out and close all browser tabs so the next user is unable to access your account.

*Note for system administrators: do not enable any browser features that re-open recently-viewed web pages at startup.*

Enter your username – (this is the first part of the email address you previously entered without @oldpalaceprimary.co.uk)

Eg. **ahmea4.211**

Then enter your password, which will be a word followed by a number

Eg. **people6**

When logging in to your Google account for the first time you should be greeted with the following message:



## Welcome to your new account

Welcome to your new account: [redacted]@oldpalaceprimary.co.uk. Your account is compatible with many [Google services](#), but your oldpalaceprimary.co.uk administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your [redacted]@oldpalaceprimary.co.uk account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your [redacted]@oldpalaceprimary.co.uk account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

Press **Accept** to continue. The following message should appear confirming your log in details. Press **Continue**.



## Google Classroom

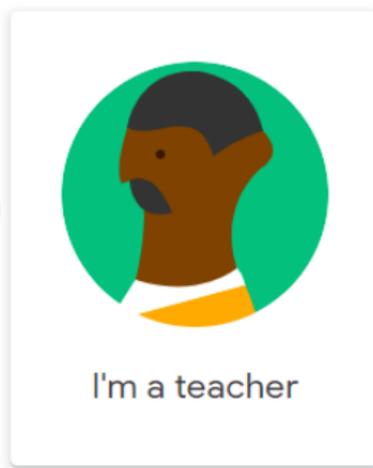
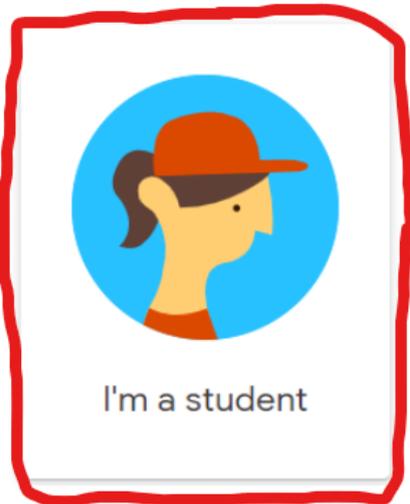
Classroom helps classes communicate, save time, and stay organized. [Learn more](#)

Continue

By joining, you agree to share contact information with people in your class. [Learn more](#)

You will be asked to pick your role. Press **'I'm a student'**.

### Pick your role



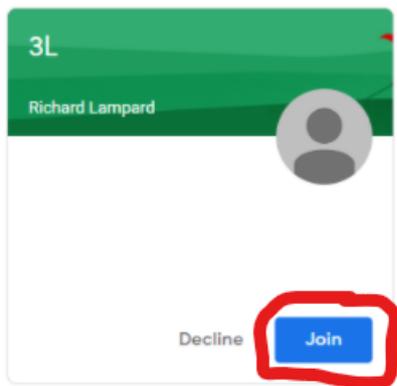
## How to access your class

Once you are logged in you should see a list of classes that you have been invited to.

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☰ Google Classroom

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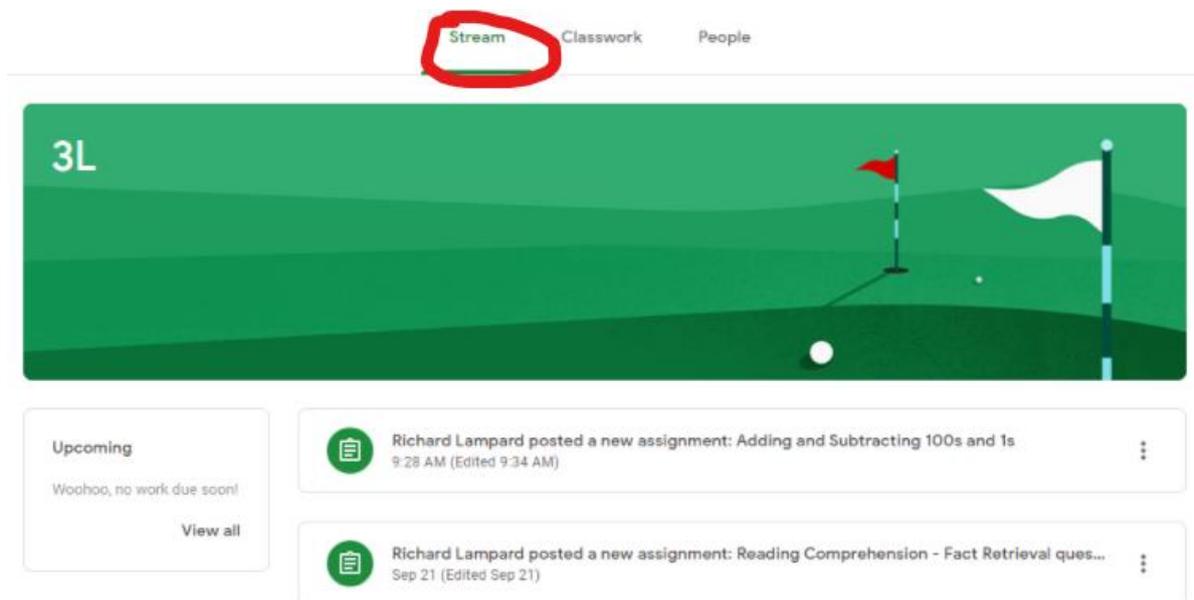


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To access the class press **Join**.

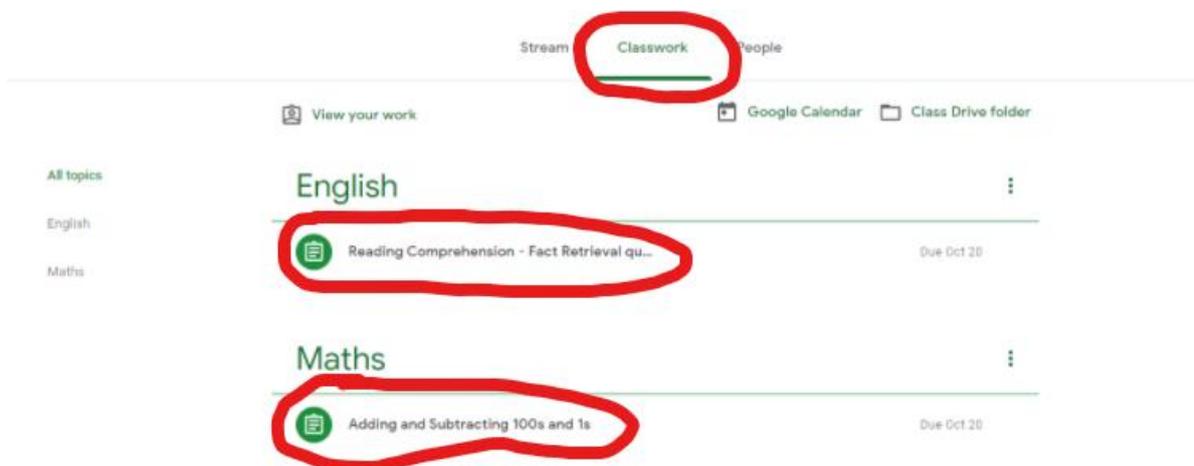
## How to access the work set by the teacher

Once you have joined the class the following page should appear:



The **Stream** tab shows a timeline of assignments set by the teacher and any messages the teacher has sent out.

The **Classwork** tab shows a list of topics and any assignments that have been set for those topics.



Pressing the assignments (the green clipboard logo) will reveal more information about them.

 Reading Comprehension - Fact Retrieval qu... Due Oct 20

Posted Sep 21 (Edited Sep 21) Assigned

Read The Dinner Lady Dance Poem (attached in a Google Doc and at the start of the question on the Google form) and answer the multiple choice fact retrieval questions in the Google Form.

Once you have finished the questions press 'Submit'

Then press 'Mark as done' on the task page.



The Dinner Lady Dance - ...  
Google Forms



The Dinner Lady Dance  
Google Docs

[View assignment](#)

Pressing **View assignment** or pressing the assignment from the **Stream** tab will open it with the option to view comments.

 Reading Comprehension - Fact Retrieval questions Due Oct 20

Richard Lampard · Sep 21 (Edited Sep 21)

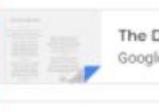
Read The Dinner Lady Dance Poem (attached in a Google Doc and at the start of the question on the Google form) and answer the multiple choice fact retrieval questions in the Google Form.

Once you have finished the questions press 'Submit'

Then press 'Mark as done' on the task page.



The Dinner Lady Dance - Fac...  
Google Forms



The Dinner Lady Dance  
Google Docs

Class comments

Your work Assigned

+ Add or create

Mark as done

---

Private comments

 Add private comment... ▶

Read the instructions set by the teacher carefully. Along the bottom of the assignment you can access any extra documents the teacher has attached to the task. To access these simply press them and they should open up in a new window.

If the teacher has asked you to fill in the Google Form (the document highlighted with purple along the bottom) open this by pressing it. It should open in a new window.

### **How to complete the work set**

Once the Google Form is open carefully read the instructions.

Scroll down to view the questions.

Some questions will be multiple choice – you need to choose one (or more) of the possible options.

What do the dinner ladies always do in the hall?

1 point

- Blow their whistles
- Shout
- Moan at the children

To do this press in the circle of the option that you want to select.

What do the dinner ladies always do in the hall?

1 point

- Blow their whistles
- Shout
- Moan at the children

Clear selection

If you change your mind simply press a different answer. If you want to get rid of all your answers press **Clear selection**.

Sometimes there may not be a choice of answers.

\_\_\_ = 315 + 3 \*

1 point

Your answer

In order to answer questions like this, type your answer in the text box where it says **Your answer**. Make sure you enter the exact answer (read the instructions to understand what type of answers your teacher may be expecting – in the example above it requires an answer as numbers).

Once you have completed all your answers and have checked them carefully press the purple **Submit** button at the bottom of the form. Make sure you have answered all the questions and are happy with your answers as you may not be able to change any of them once you have pressed **Submit**.

Sarah thinks this chart shows  $456 - 4$ . Do you agree? \* 0 points

Hundreds	Tens	Ones

No it shows 456-40

Send me a copy of my responses.

**Submit**

Once you have pressed **Submit** a screen should appear saying that your response has been recorded.

## Adding and Subtracting a 3 digit number and 1s

Your response has been recorded.

**View score**

**Open assignment**

Press **View score** to see how you did. You can check your answers and if you got them incorrect there may be feedback to help you understand what mistakes you may have made.

✗  $\underline{\quad} = 315 + 3 *$

0/1

12 ✗

Correct answer

318

Feedback

$5 + 3 = 8$   
 $315 + 3 = 318$

Once you have checked your answers you can close this page and press the **Open assignment** button to take you back to the assignment page.

## Adding and Subtracting 100s and 1s



Richard Lampard · 9:28 AM (Edited 9:34 AM)

100 points

Due Oct 20

Look through the presentation to recap adding and subtracting 100s and 1s.

When you are ready answer the questions on the Google Form. Once you have finished the questions press 'Submit'

Then press 'Mark as done' on the task page.



Adding and Subtracting a 3 ...  
Google Forms



Adding and Subtracting a 3 ...  
PowerPoint

Your work

Assigned

+ Add or create

Mark as done

Once you have completed all the tasks that have been set you can press the green **Mark as done** button to let your teacher know you have finished this assignment – but make sure you've finished all the tasks before doing this!

## How to upload the work back onto Google Classroom

Sometimes your teacher will ask you to upload work for them to mark. This may be a Google Doc that they have created or a photo of your learning.

In order to this use the **+ Add or create** button on the assignment page.

The screenshot shows a Google Classroom assignment page. At the top, the assignment title is "Adding and Subtracting 100s and 1s" in green, with a green icon of a document with a plus sign. Below the title, it says "Richard Lampard • 9:28 AM (Edited 9:34 AM)" and "100 points". On the right side, there is a vertical ellipsis menu icon and the text "Due Oct 20".

The main content area contains the following text:  
Look through the presentation to recap adding and subtracting 100s and 1s.  
When you are ready answer the questions on the Google Form. Once you have finished the questions press 'Submit'  
Then press 'Mark as done' on the task page.

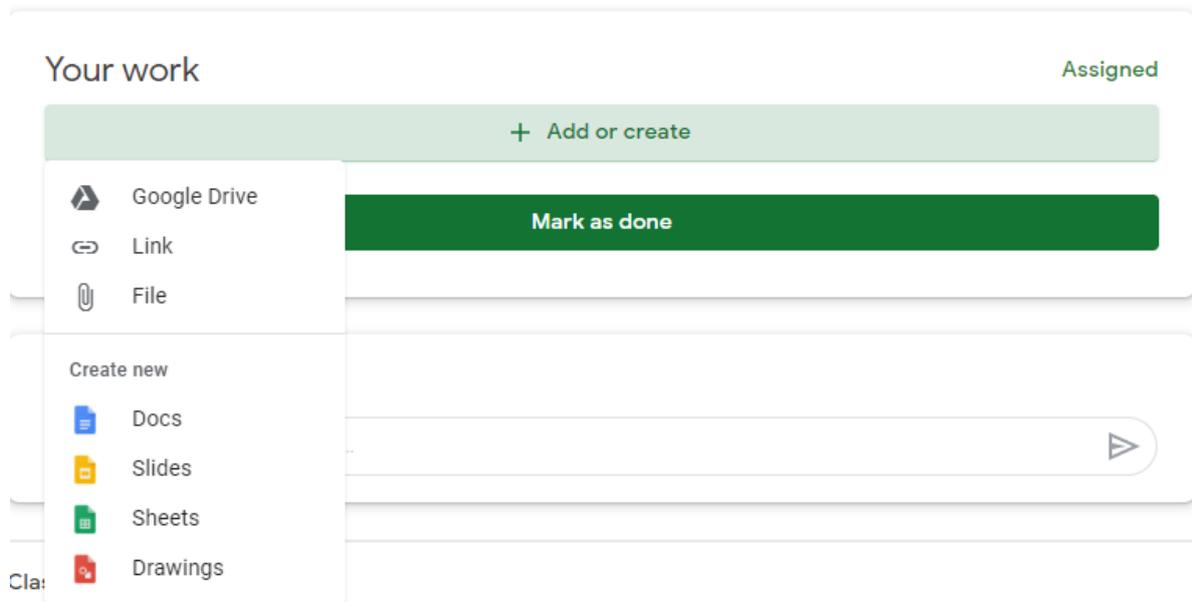
Below the text are two preview cards for attachments:  
1. "Adding and Subtracting a 3 ..." Google Forms (with a small thumbnail image of a form).  
2. "Adding and Subtracting a 3 ..." PowerPoint (with a small thumbnail image of a slide).

The "Your work" section is highlighted with a white background and a green border. It contains:  
- The text "Your work" on the left and "Assigned" on the right.  
- A large white button with a green plus sign and the text "+ Add or create", which is circled in red.  
- A green button with the text "Mark as done" below it.

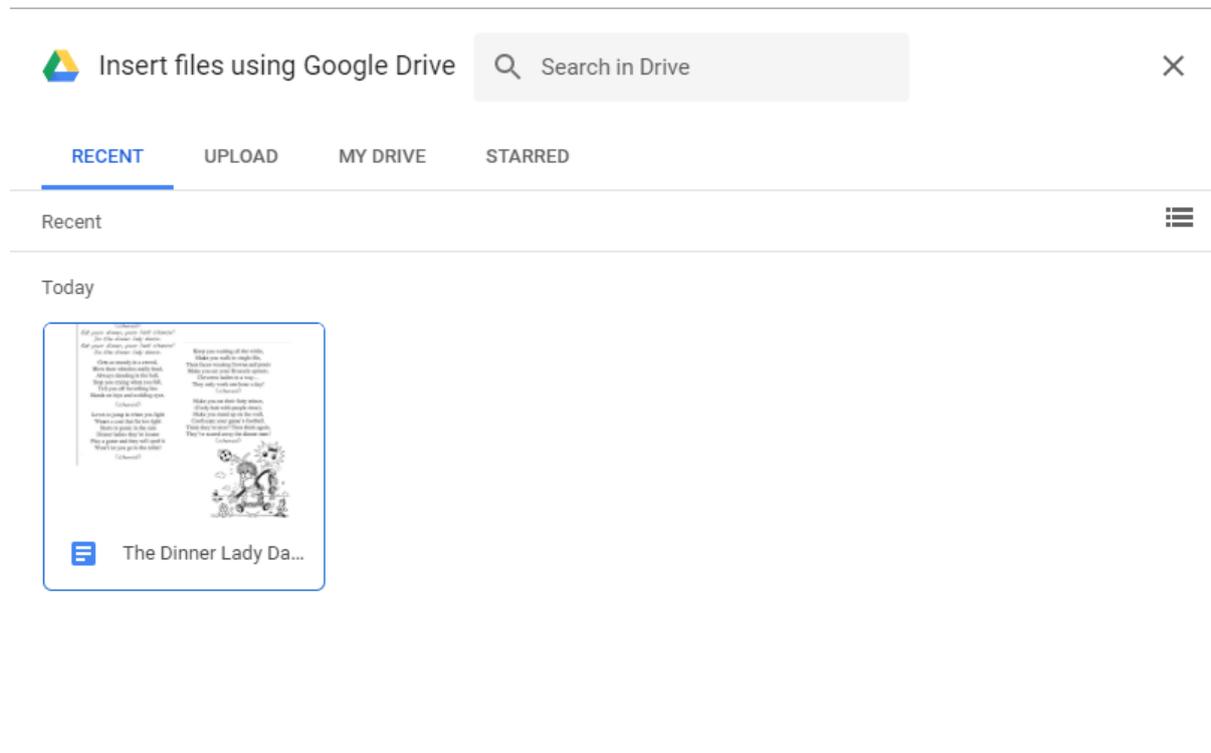
Below the "Your work" section is a "Private comments" section with a text input field containing "Add private comment..." and a right-pointing arrow icon.

At the bottom of the page, the text "Class comments" is visible.

A menu should appear allowing you to choose the location of the file you would like to upload.

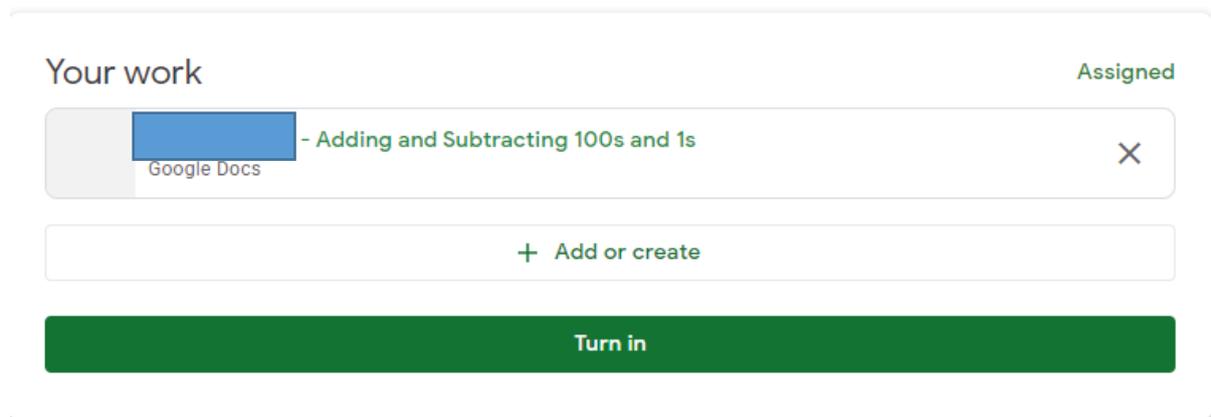


If you have been using a Google Doc that the teacher created for you then you should be able to find it in your Google Drive.



Your work should show up in the **Recent** tab but if it doesn't you should be able to find it in **My Drive**.

Once selected press **INSERT**. It should appear above the **+ Add or create** button.



Once you have finished press **Turn in** to let your teacher know the task is complete. If you want to remove the document then press on the **X** on the right hand side of where your document appears.

If you need to attach a file from your computer follow the same instructions but press **File** rather than **My Drive**.

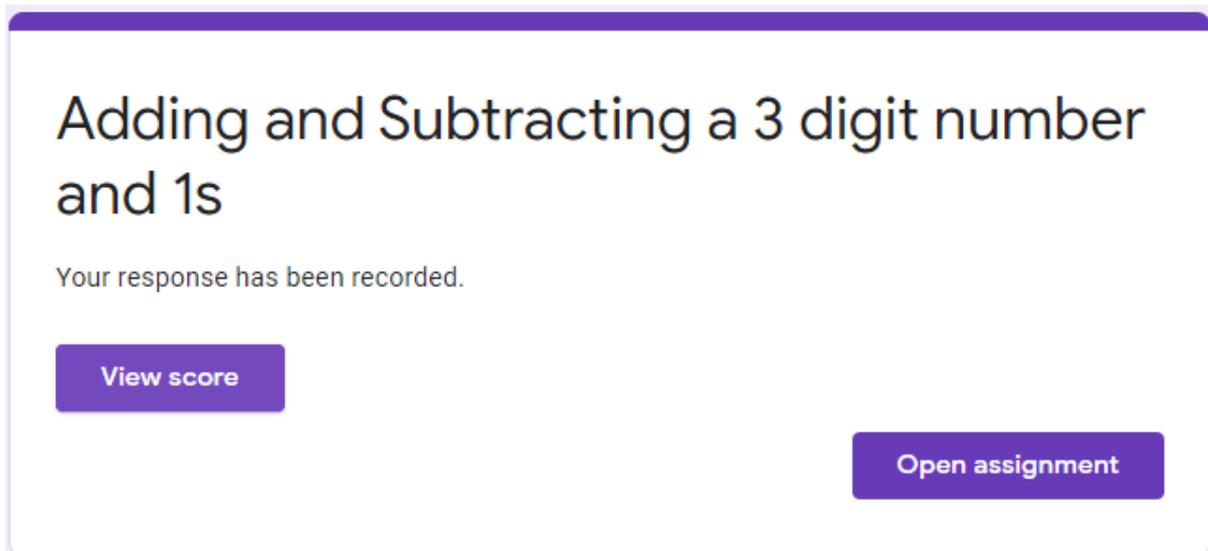
If you need to add a photo you can either attach the photo as a photo or paste it into a Google Doc and then add the Google Doc.

## How to access any feedback given by the teacher

Your teacher may give you feedback in a few different ways.

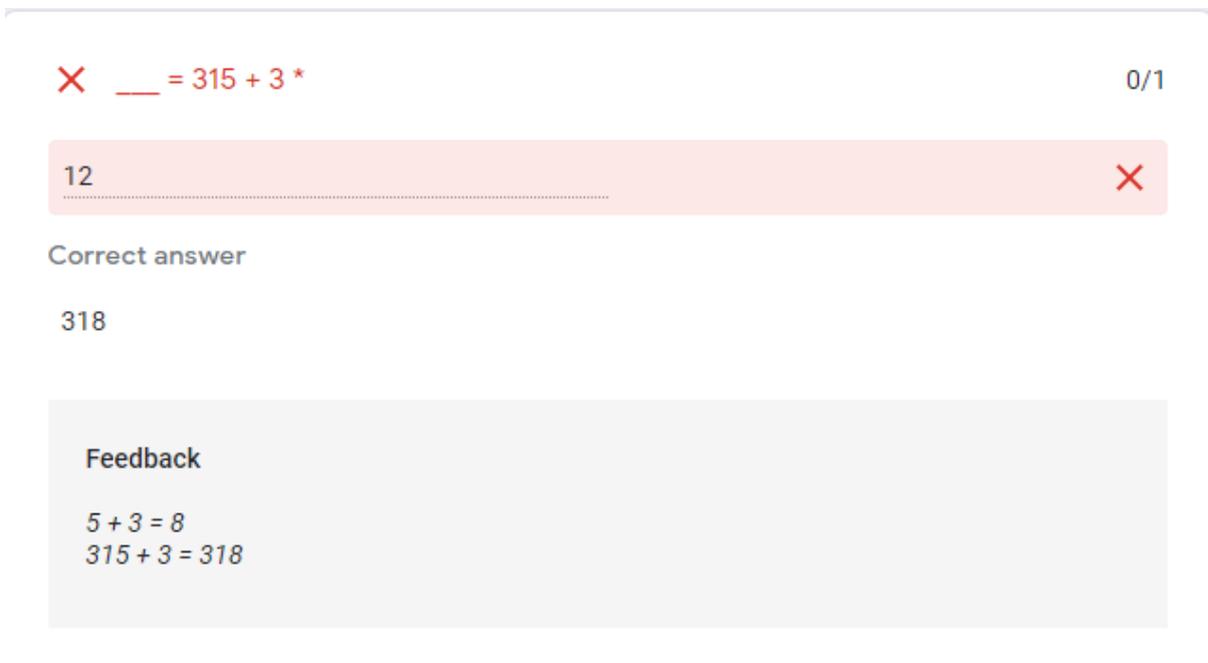
Firstly they can include feedback in the Google Form directly (as mentioned in the **How to complete the work set** section).

After submitting your Google Form press **View Score**



The screenshot shows a purple header bar at the top. Below it, the title of the assignment is "Adding and Subtracting a 3 digit number and 1s". A message states "Your response has been recorded." There are two purple buttons: "View score" on the left and "Open assignment" on the right.

There may be feedback explaining how you can reach the correct answer.



The screenshot shows a math problem:  $\_\_ = 315 + 3 *$  with a score of 0/1. The user's answer "12" is shown in a red box with a red 'X' on the right. Below the answer, it says "Correct answer" and "318". A "Feedback" box contains the following text:  
 $5 + 3 = 8$   
 $315 + 3 = 318$

Your teacher may also send you a comment with feedback. To view this open the assignment by pressing it on the **Stream** tab or pressing it and then pressing **View assignment** on the **Classwork** tab.

The feedback will appear below the assignment. Only you will be able to view this.

# Adding and Subtracting 100s and 1s



Richard Lampard • 9:28 AM (Edited 9:34 AM)

100 points

Due Oct 20

Look through the presentation to recap adding and subtracting 100s and 1s.

When you are ready answer the questions on the Google Form. Once you have finished the questions press 'Submit'

Then press 'Mark as done' on the task page.



**Adding and Subtracting a 3 ...**  
Google Forms



**Adding and Subtracting a 3 ...**  
PowerPoint

Your work

Turned in

No work attached

Unsubmit

1 private comment



Richard Lampard 12:41 PM

You've missed question 3 out. Look at the questions carefully and try again!

Finally if you have added a file as part of your learning your teacher can return it to you with comments attached.

To check this view the assignment (as described above). Your submitted work should appear on the right side:



## Adding and Subtracting 100s and 1s

Richard Lampard • 9:28 AM (Edited 9:34 AM)

100 points

Due Oct 20

Look through the presentation to recap adding and subtracting 100s and 1s.

When you are ready answer the questions on the Google Form. Once you have finished the questions press 'Submit'

Then press 'Mark as done' on the task page.



Adding and Subtracting a 3 ...  
Google Forms

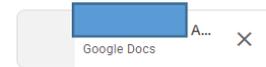


Adding and Subtracting a 3 ...  
PowerPoint

Class comments

### Your work

Assigned



+ Add or create

Turn in

### 2 private comments

Richard Lampard 12:41 PM  
You've missed question 3 out.  
Look at the questions carefully  
and try again!

Richard Lampard 1:30 PM  
Check the document and the  
10s and 100s

Add private comment...

Press the Google Doc that you submitted and it should open up.

1. I think Sarah is incorrect because she mixed up the 10s and 1s

Richard Lampard



Richard Lampard  
1:27 PM Today

Are you sure it was the 10s that were  
mixed up?

You should see where your teacher has highlighted part of your answer and feedback for that answer will appear as a comment on the right hand side of the document.