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**Google Classroom**

**Instructions for Parents - How to use our school’s Google Classroom**

**Smartphones and tablets: download the free Google Classroom app**

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| **Android devices** | **iOS devices (iPhones, iPods and iPads)** |
| Open the Play Store app | Open the App Store app |
| Search for ‘Google Classroom’ | Search for ‘Google Classroom’ |
| Tap ‘Google Classroom’ | Tap ‘Google Classroom’ |
| Tap ‘Install’ | Tap ‘Get’ |

Once the app has downloaded, open it and log into your child’s account. (If you do not have login details, please ask your child’s class teacher)

**Computers and laptops: log in to Google Classroom (if you do not have login details, please ask your child’s class teacher)**

• Go to [www.classroom.google.com](http://www.classroom.google.com)

• Go to Google Classroom

• Click ‘Classwork’

• Click on an assignment, then ‘View assignment’

• On the right-hand side of the page, click ‘Add or create’. Depending on the type of work the teacher has set:

• 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’

• Or, your child can type up their answers in a Google Doc – click ‘Docs’ to load a new Google Doc

• Once your child has finished their work, click ‘Hand in’, then ‘Hand in’ again to confirm

• If you have made a mistake, you can click ‘Unsubmit’ to return the work to you, then follow the previous steps to resubmit work.

**How to hand in work (mobile devices – Android or iOS)**

• Open the Google Classroom app

• Tap on your child’s class, then ‘Classwork’ (at the bottom)

• Tap on an assignment, then the arrow at the bottom

• Tap ‘Add attachment’. Depending on the type of work the teacher has set:

• 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 tap the file on your device

• Or, your child can type up their answers in a Google Doc – tap ‘New Doc’ to load a new Google doc

• Once your child has finished their work, tap ‘Hand in’, then ‘Hand in’ again to confirm

• If you have made a mistake, you can click ‘Unsubmit’ to return the work to you, then follow the previous steps to resubmit work.

*If you need any further support with google classroom, please speak with your child’s class teacher.*