

## How to use our school's Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

**Note:** your child will need their log-in details for their school G Suite for Education account to complete the steps below. If they can't remember these log-in details, please contact [office@cottesloe.bucks.sch.uk](mailto:office@cottesloe.bucks.sch.uk) or email your child's form tutor.

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

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>&gt; Open the Play Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>&gt; Open the App Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their G Suite for Education account
- > Tap the '+' icon (in the top-right corner), then 'Join class'
- > Enter the class code that their teacher has provided, then tap 'Join'

### Computers and laptops: log in to Google Classroom

Your child needs to:

- > Go to [www.classroom.google.com](http://www.classroom.google.com)
- > Log in to their G Suite for Education account
- > Click the '+' icon (in the top-right corner), then 'Join class'
- > Enter the class code that the teacher provided, and click 'Join'

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

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

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

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

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## Once work has been marked, your child will be told by email

They can find their returned work by following the steps below.

### On a computer or laptop

- Go to Google Classroom, then click 'Classwork'
- Click 'View your work'
- Click 'Returned with grade' on the left-hand side

### On a mobile device (Android or iOS)

- Open the Google Classroom app
- Tap on their class, then 'Classwork'

Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.

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## Parents: you'll get regular emails on your child's work

This includes:

- Upcoming deadlines and assignments
- Class activity and announcements

PLEASE DO NOT WORRY IF IT ALL GOES WRONG – TRY TO STAY POSITIVE- ASK US  
FOR HELP

WE WILL ALL FIND A WAY THROUGH THIS