

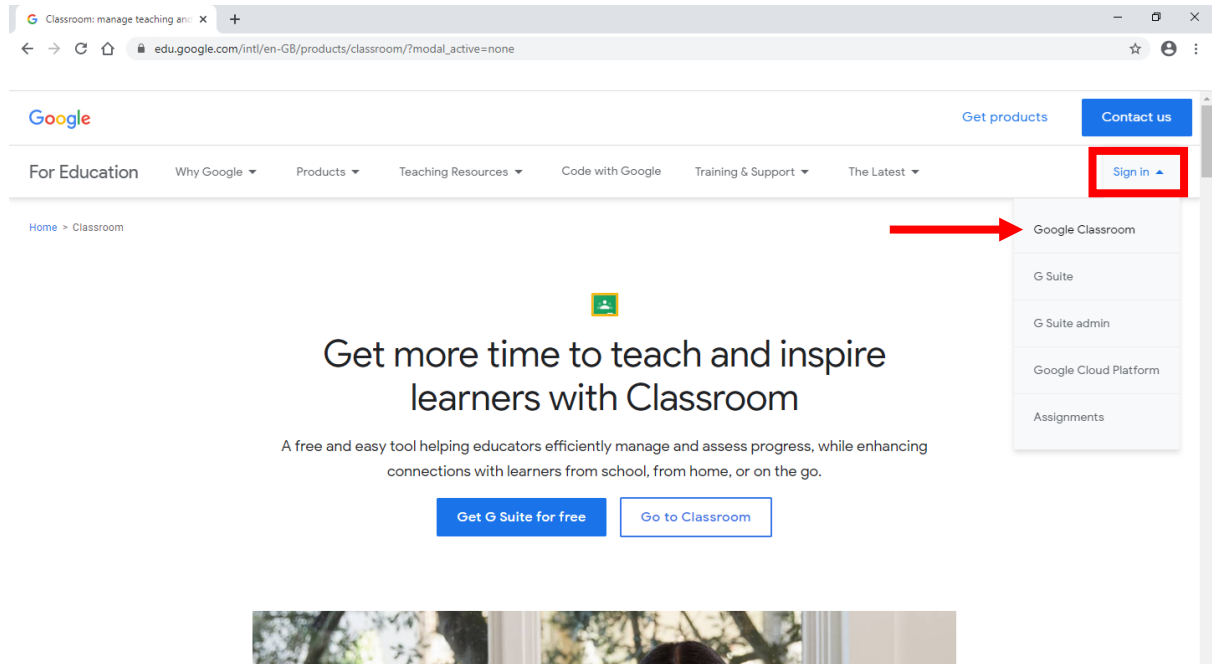
Google Classroom Student/Parent Guide

To access Google Classroom by using a web browser go to:

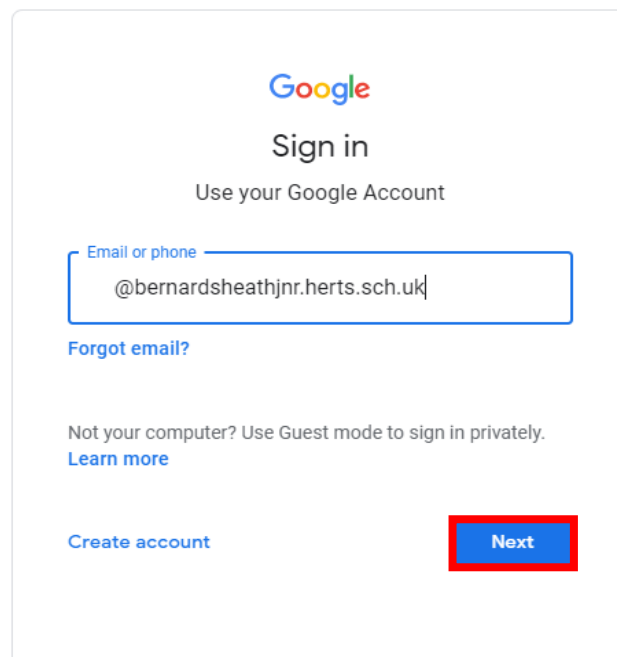
<https://classroom.google.com/>

(You can also download an app for your phone)

You should see a window like this.



From the left hand side click 'Sign In'. Then from the drop down menu select Google Classroom. You should then see this:



Enter the username provided by your teacher ending in @bernardsheathjnr.herts.sch.uk then click next.

The username will be a 2 digit number, then surname, then 1st initial of their first name. This will be the format for most children.

Year 3 Example: 19surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

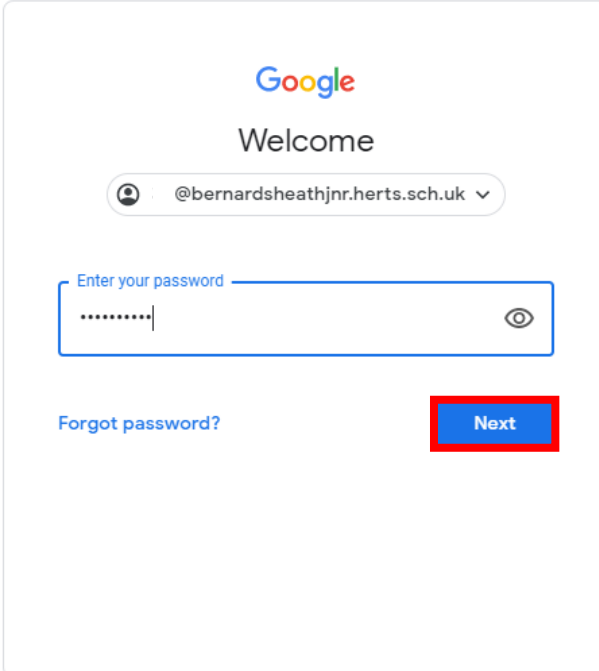
Year 4 Example: 18surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

Year 5 Example: 17surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

Year 6 Example: 16surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

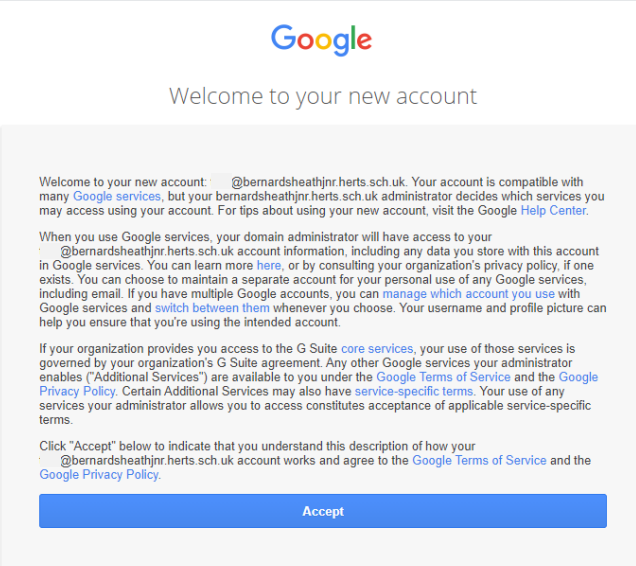
(YOU MAY HAVE TO CLICK ADD AN ACCOUNT/USE ANOTHER ACCOUNT BECAUSE GOOGLE CLASSROOM MAY TRY TO USE THE ONE STORED ON YOUR COMPUTER IF YOU HAVE ANOTHER GMAIL ACCOUNT ALREADY.)

Then enter your password and click next.



The screenshot shows the Google login interface. At the top is the Google logo, followed by the word "Welcome". Below this is a dropdown menu showing the email address "@bernardsheathjnr.herts.sch.uk" with a downward arrow. Underneath is a password input field with the placeholder text "Enter your password" and a series of dots representing the password. To the right of the password field is an eye icon for toggling visibility. Below the password field are two links: "Forgot password?" and a blue "Next" button which is highlighted with a red border.

When you login for the first time you will need to accept the terms outlined.



The screenshot shows the Google account terms of service page. At the top is the Google logo, followed by the text "Welcome to your new account". Below this is a large text block containing the following information:

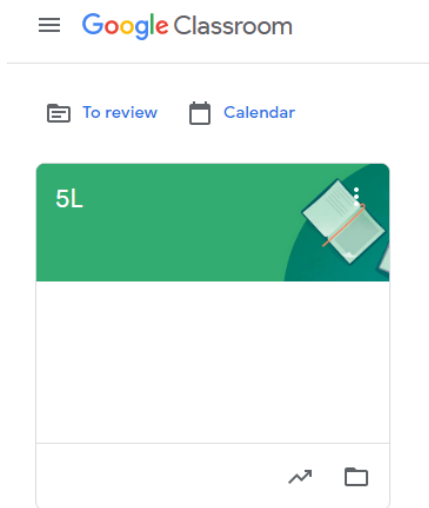
- A welcome message for the account "@bernardsheathjnr.herts.sch.uk", stating it is compatible with many Google services and that the administrator decides which services are accessible. A link to the Google Help Center is provided.
- A section explaining that the domain administrator will have access to the account's information and data, and that users can learn more about this or consult the organization's privacy policy. It also mentions that users can manage which account they use with Google services and switch between them.
- A section stating that if the organization provides access to G Suite core services, their use is governed by the organization's G Suite agreement. Other Google services are available under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms.
- A final instruction to click "Accept" to indicate understanding and agreement to the Google Terms of Service and the Google Privacy Policy.

At the bottom of the text block is a blue "Accept" button.

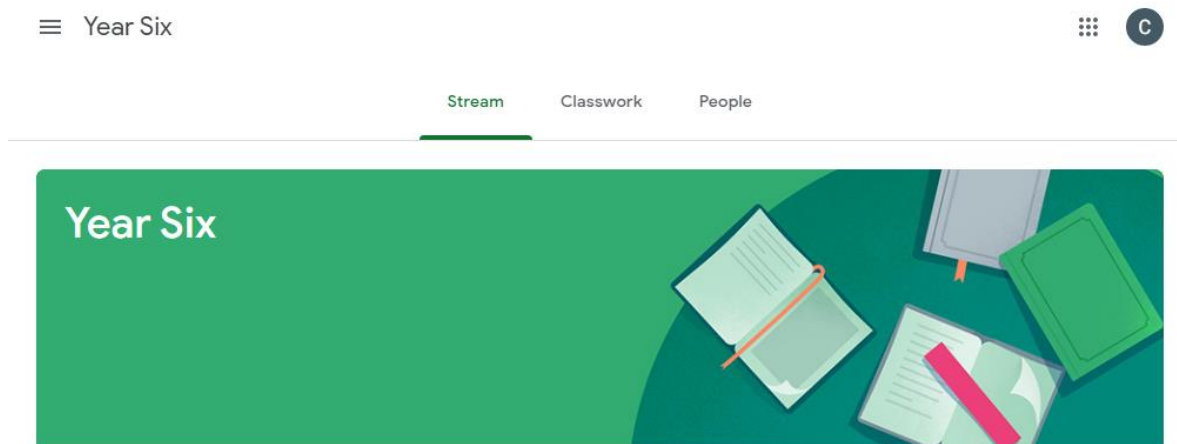
You will now be on the Google Classroom dashboard. Click the 'Join' button highlighted below to join your classes.



From then on, to enter a class simply click the associated tile:



Work assigned by the teacher will appear in the "Stream" area of the home screen. It will also be stored in the classwork section to be found at a later date.



When you click on the assigned work, it should now look similar to the image below.

The screenshot shows a Google Classroom interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Year Six', a grid icon, and a circular profile icon with the letter 'C'. Below the navigation bar, the main content area is divided into two columns. The left column features a green document icon, the title 'High Rise Mystery - chapters', and the text 'Alison Rapson • Sep 24 (Edited Sep 24)'. Below this, there is a horizontal line and the instruction 'Open up the PowerPoint, read the questions on the first slide and think about your answers.' A thumbnail for a PowerPoint presentation titled 'High Rise Mystery Chapters Fifteen To Twenty' is displayed. Below the thumbnail, the text 'Class comments' is visible. The right column contains two panels. The top panel is titled 'Your work' and 'Assigned'. It has a white button with a plus sign and the text '+ Add or create', and a green button with the text 'Mark as done'. The bottom panel is titled 'Private comments' and contains a grey profile icon, a text input field with the placeholder 'Add private comment...', and a right-pointing arrow icon.

The work is there for you to look at. Nothing else is needed to be done. Your child will hand their homework into their class teacher so you don't need to click 'mark as done' for example.

For the time being, the plan for Google Classroom is for the school to use it as a storage backup for the paper copies of the homework already given out in class. It is there just in case something has happened to the original paper copy and you need to find out what the homework is before the deadline.