

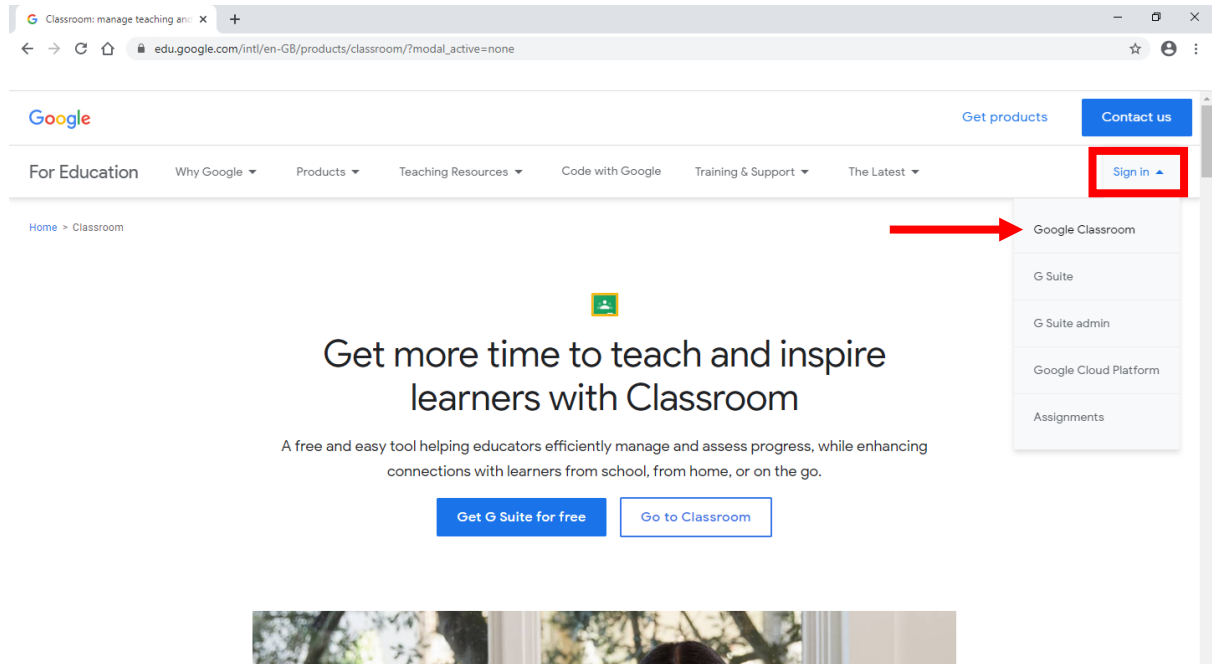
Google Classroom Student/Parent Guide

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:

A screenshot of the Google sign-in page. The page displays the Google logo at the top, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone' containing the text '@bernardsheathjnr.herts.sch.uk'. A blue link 'Forgot email?' is positioned below the input field. Further down, there is a message: 'Not your computer? Use Guest mode to sign in privately.' with a blue link 'Learn more'. At the bottom left, there is a blue link 'Create account', and at the bottom right, there is a blue button labeled 'Next' highlighted with a red box.

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

Year 3 Example: 22firstnamesurnameinitial@ bernardsheathjnr.herts.sch.uk

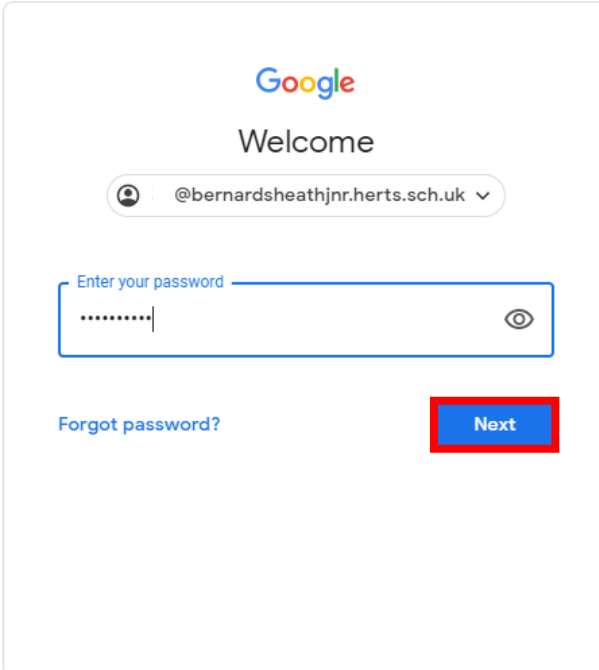
Year 4 Example: 21surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

Year 5 Example: 20surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

Year 6 Example: 19surnamefirstinitial@ bernardsheathjnr.herts.sch.uk

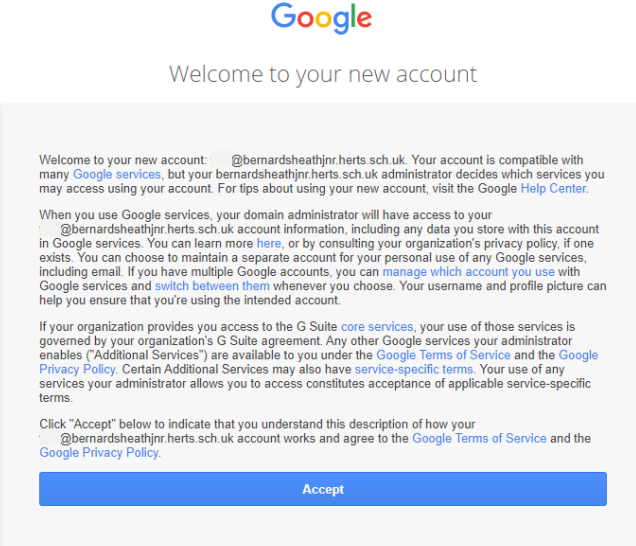
(YOU MAY HAVE TO CLICK ADD AN ACCOUNT/USE ANOTHER ACCOUNT BECAUSE GOOGLE CLASSROOM MAY TRY TO USE THE ONE STORED ON YOUR COMPUTER IF YOU HAVE ANOTHER GMAIL ACCOUNT ALREADY.)

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. At the bottom left is a link for "Forgot password?", and at the bottom right is a blue "Next" button 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 screen. 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:

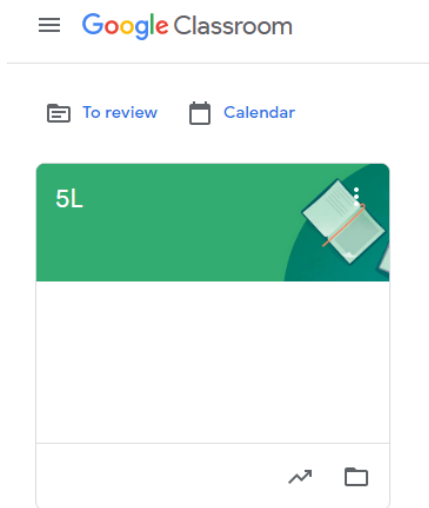
- Welcome to your new account: @bernardsheathjnr.herts.sch.uk. Your account is compatible with many Google services, but your bernardsheathjnr.herts.sch.uk administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.
- When you use Google services, your domain administrator will have access to your @bernardsheathjnr.herts.sch.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.

At the bottom, there is a line of text: "Click 'Accept' below to indicate that you understand this description of how your @bernardsheathjnr.herts.sch.uk account works and agree to the Google Terms of Service and the Google Privacy Policy." Below this text is a blue "Accept" button.

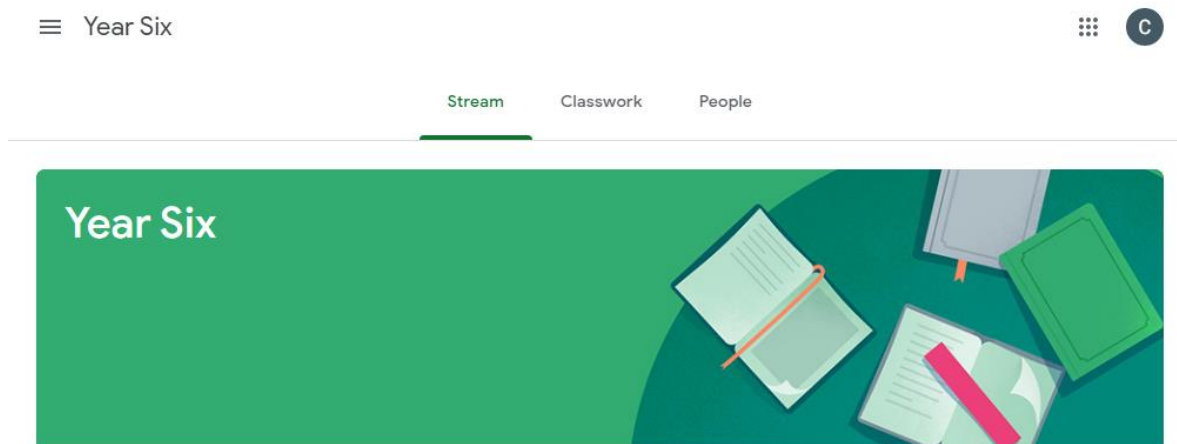
You will now be on the Google Classroom dashboard. Click the 'Join' button highlighted below to join your classes.



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.' Underneath the instruction is a thumbnail for a PowerPoint presentation titled 'High Rise Mystery' with a subtitle 'Chapters Fifteen To Twenty'. To the right of the thumbnail, the text 'High Rise Myster...' and 'PowerPoint' is visible. Below the thumbnail, there is a section for 'Class comments'. The right column contains two panels. The top panel is titled 'Your work' and 'Assigned'. It has a button that says '+ Add or create' and a prominent green button that says 'Mark as done'. The bottom panel is titled 'Private comments' and contains a user profile icon, a text input field with the placeholder 'Add private comment...', and a send button with a paper plane 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.