

The Parents' Guide to
Google Classroom

What is Google Classroom?

We will use Google classroom to provide live lessons in the event of closure.

We will also set homework, publish class information and resources here.

Terms of Acceptable Use

- An adult must support each pupil to log on.
- The computer must not be in a bedroom, it must be in a quiet space in sight of an adult.
- After entering your classroom you must say hello or good morning on the stream to let the teacher know you are there.
- If joining the meet your child will be visible to the class teacher and all other class members in the meet.
- Meets will be 9.30-10.30 and 11.00-12.00 each day. They may not last the full hour.
- When joining a meet, make sure your microphone is muted until the teacher tells you to unmute it.
- Do not make written comments during a meet.

Terms of Acceptable Use

- You must not screenshot, record or photograph any part of the lesson.
- Your behaviour is expected to be the same as in class.
- You will be removed from the meet if there is any unacceptable behaviour.
- Please try your best to follow along with each lesson.
- If you have a question, wait until the teacher has finished their input and they will ask for hands up.
- In the afternoon work is available in the classwork area, complete this independently and if you need help comment in the stream.

By logging on to Google Classroom both parent and pupil are agreeing to the terms of acceptable use.

Getting Started



We have sent a secure login and password that is unique to your child.

Please log in with your child, due to their young age they will need support using the platform.

Getting Started



1

Click on the
[Google Chrome](#)
browser icon.

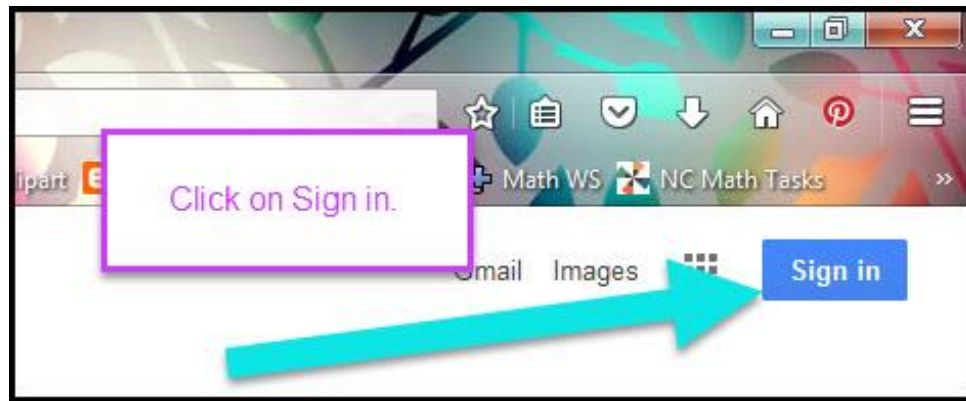
Getting Started



2

Type
www.google.com
into your web
address bar.

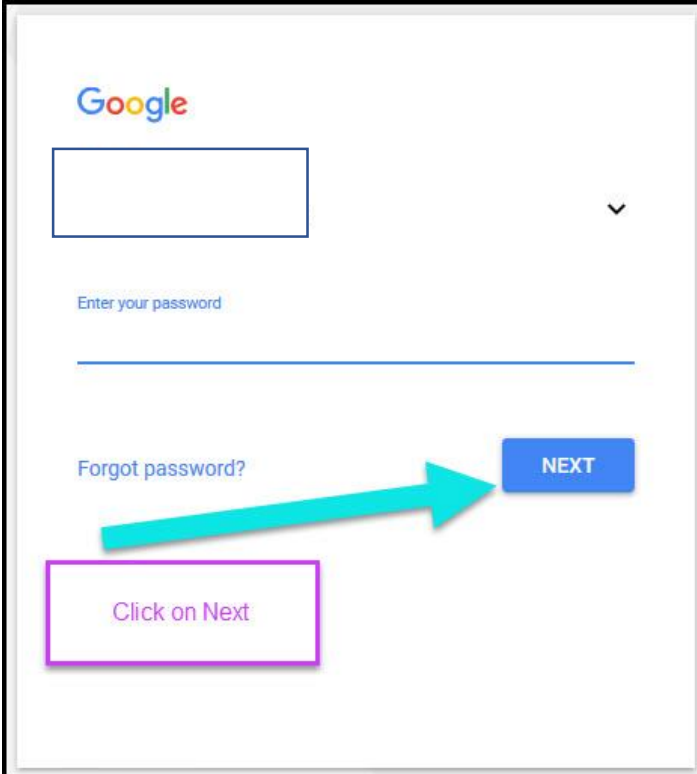
Getting Started



3

Click on **SIGN**
IN in the upper
right hand
corner of the
browser
window.

Getting Started

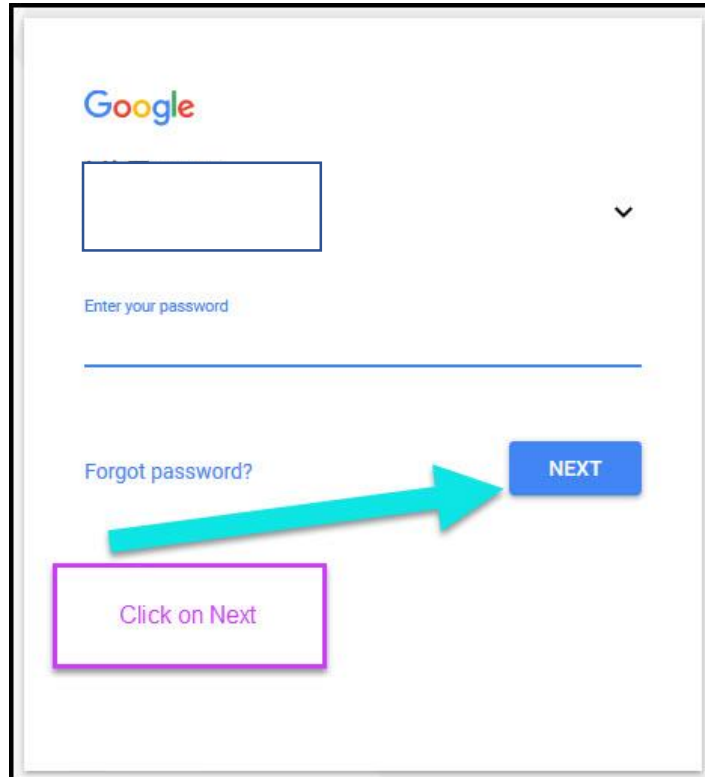


A screenshot of a Google login page. At the top left is the Google logo. Below it is a text input field for the email address. Underneath is a password input field with the placeholder text "Enter your password". To the left of the password field is a link that says "Forgot password?". To the right of the password field is a blue button labeled "NEXT". A red arrow points from a red-bordered box containing the text "Click on Next" to the "NEXT" button.

4

Type in your child's **Google Email address** (studentid@manorhill.staffs.sch.uk) & click "**next.**"

Getting Started



A screenshot of a Google login page. At the top left is the Google logo. Below it is a search bar. Under the search bar is a password field with the placeholder text "Enter your password". To the left of the password field is a link that says "Forgot password?". To the right of the password field is a blue button labeled "NEXT". A red arrow points from a red box containing the text "Click on Next" to the "NEXT" button.

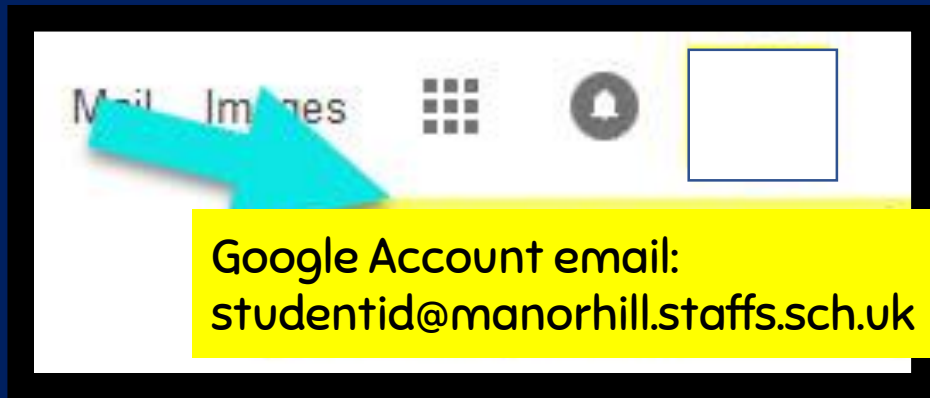
5

Type in your
PASSWORD
& click "next."

Getting Started

6

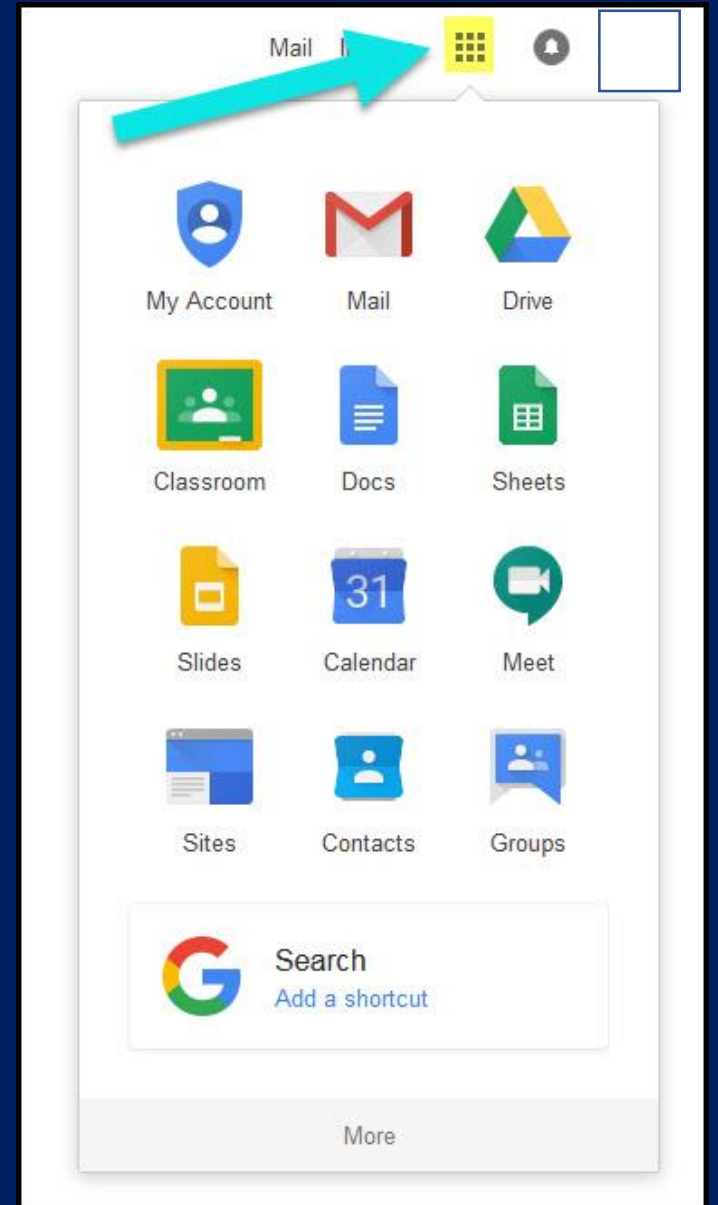
You may be asked for your **class code** which is unique to your class and has been sent to you via text message.



Now you'll see
that you are signed in to
your Google Apps for
Education account.

Google suite

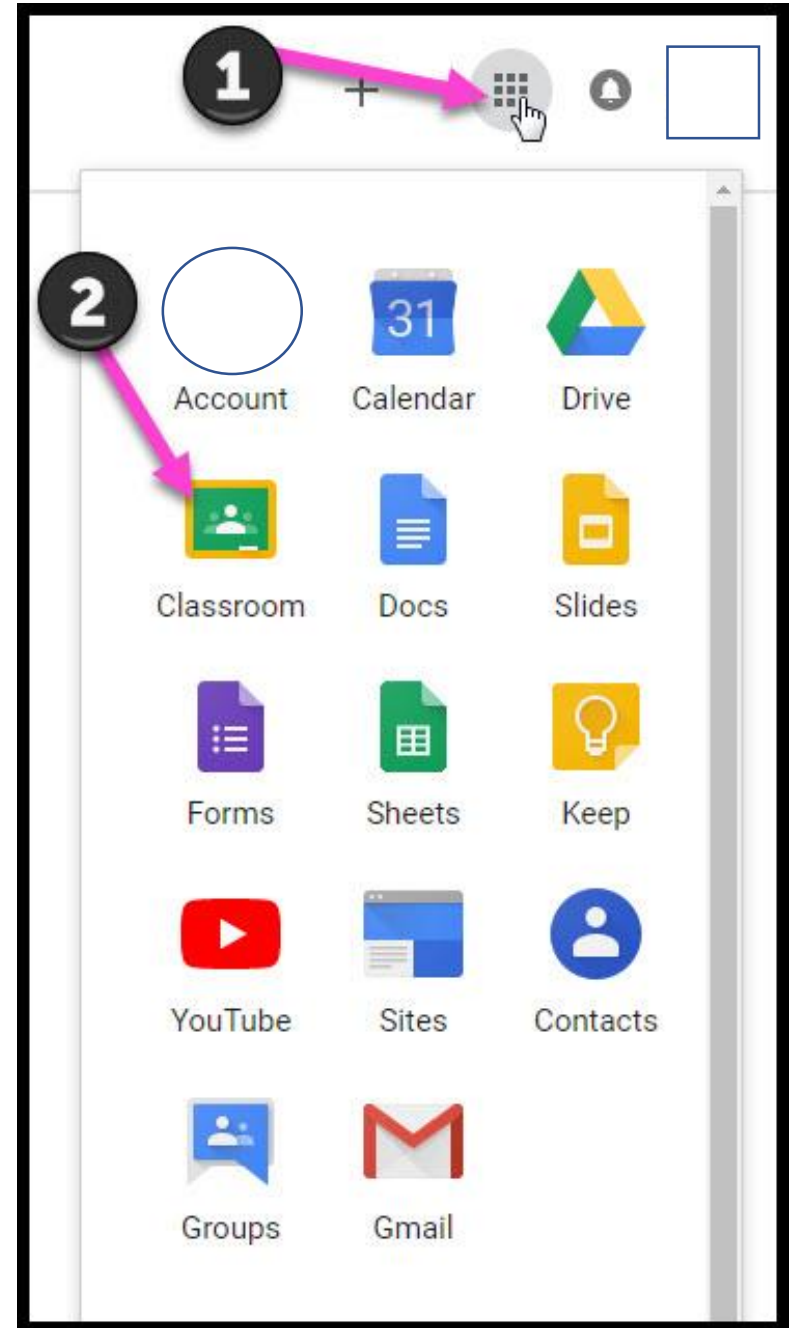
Click on the 9 squares
(Waffle/Rubik's Cube) icon in the
top right hand corner to see
the Google Suite of Products.



Navigating the Classroom

1

Click on the waffle button and then the [Google Classroom](#) icon.



Navigating the Classroom

2

Click on the class you wish to view.

☰ Google Classroom

☑ To do

📅 Calendar

Year 3

Phil Buckley



Navigating Classroom

3

You will be taken to that classes 'stream'. Here you can see, create and comment on posts.

The screenshot shows the Google Classroom interface for a class named 'Year 3'. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People', with 'Stream' selected. Below the navigation is a header banner for 'Year 3' featuring a meet link: <https://meet.google.com/lookup/badoic73t5>. The banner also contains illustrations of a red book, pink glasses, and a newspaper. Below the banner, there is an 'Upcoming' section with the text 'Woohoo, no work due in soon!' and a 'View all' button. To the right of the 'Upcoming' section is a text input field with a placeholder 'Share something with your class...'. Below the input field is a post by 'Phil Buckley' dated '16 Sep' with the text 'This weeks spellings are;'. A help icon is visible at the bottom left of the interface.

Navigating Classroom

4

'Stream' is where you will need to post to say 'hello' in the morning so that your teacher knows you are online.

You should post between 9 and 9:15am

Just type 'hello' in this box and then click post.

Year 3

Stream

Classwork

People

Year 3

Meet link <https://meet.google.com/lookup/badoic73t5>

Upcoming

Woohoo, no work due in soon!

View all



Share something with your class...



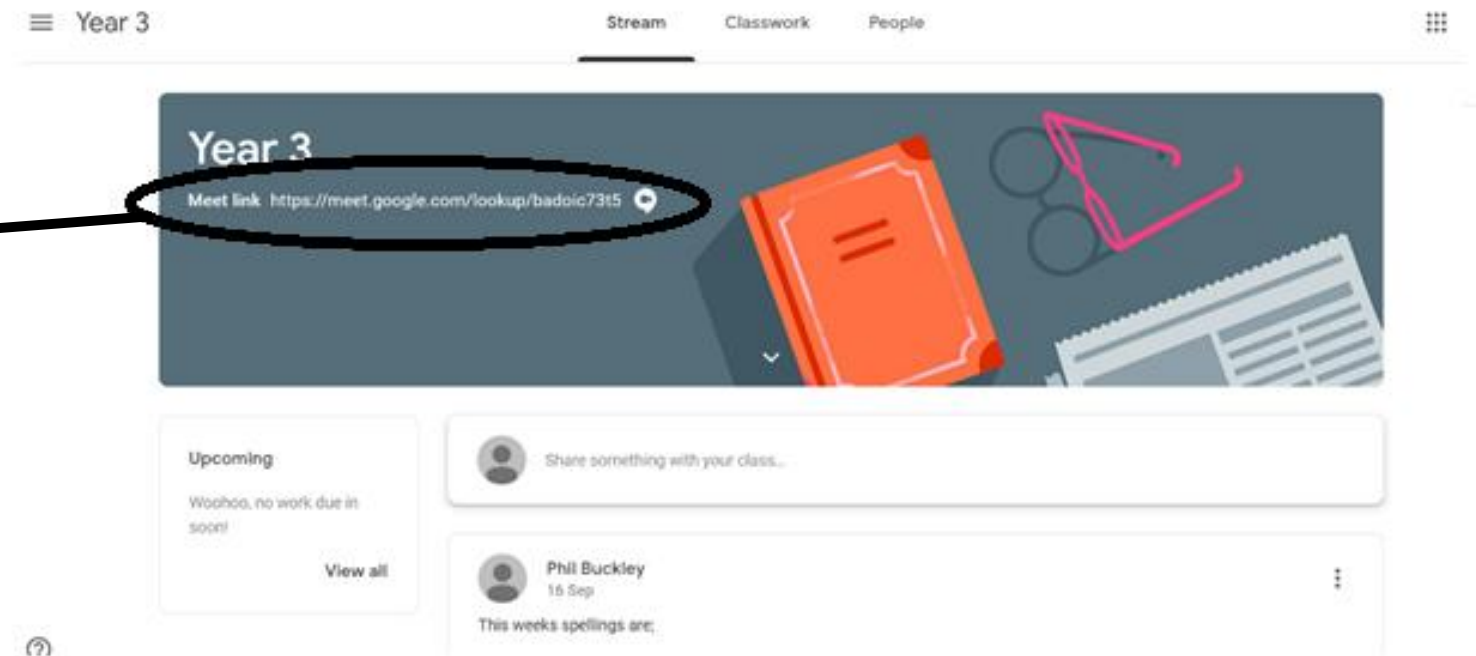
Phil Buckley
16 Sep

This weeks spellings are;

Navigating Classroom

5

You can access 'meet' through stream. Click on the link and you will be able to join.

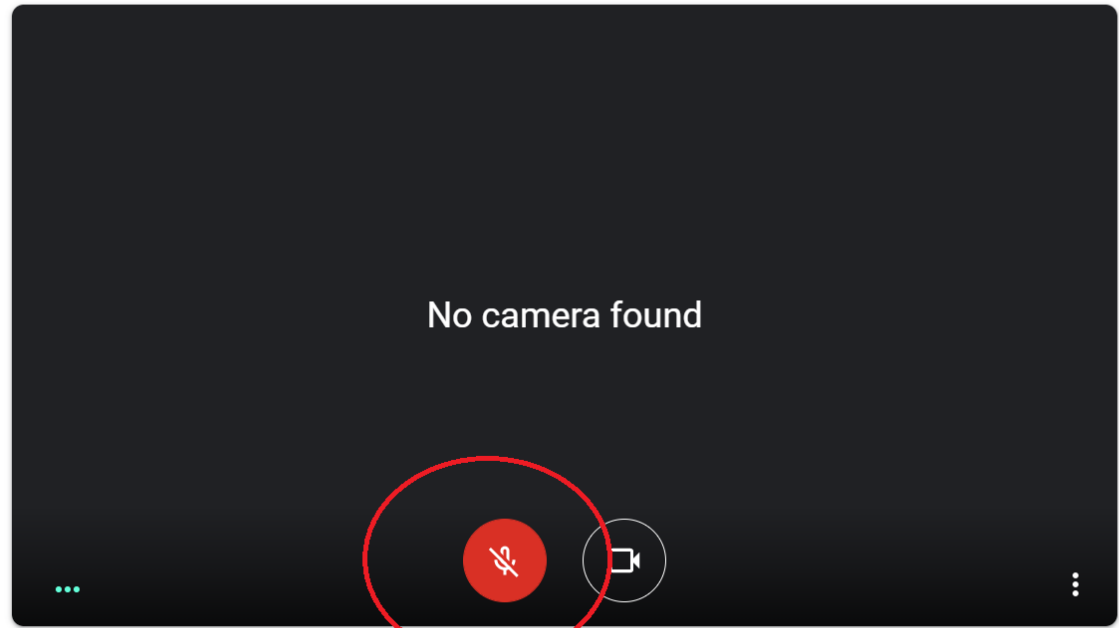


The screenshot shows the Google Classroom interface for a class named 'Year 3'. At the top, there are navigation tabs for 'Stream', 'Classwork', and 'People', with 'Stream' selected. Below the navigation is a header banner for 'Year 3' featuring a blue background with illustrations of a red book, pink glasses, and a grey document. A 'Meet link' is displayed in the banner, with the URL <https://meet.google.com/lookup/badoic73t5> circled in black. Below the banner, there are several activity cards: an 'Upcoming' card with the text 'Woohoo, no work due in soon!' and a 'View all' button; a 'Share something with your class...' input field; and a post by 'Phil Buckley' dated '15 Sep' with the text 'This weeks spellings are;'. A help icon is visible in the bottom left corner.

Navigating Classroom

When accessing meet your teacher will need you to have your microphone off.

Meet



To do this ensure your microphone icon is red and has a line through it.

Navigating Classroom

If the teacher prompts you to turn your microphone back on then press the same icon whilst in meet to enable your microphone. Everybody within the meeting will then be able to hear you.

Navigating Classroom

6

You will be only able to join a 'meet' when your teacher has scheduled one and is in attendance.

You can't create a meeting yourself. Contact your system administrator for more information.

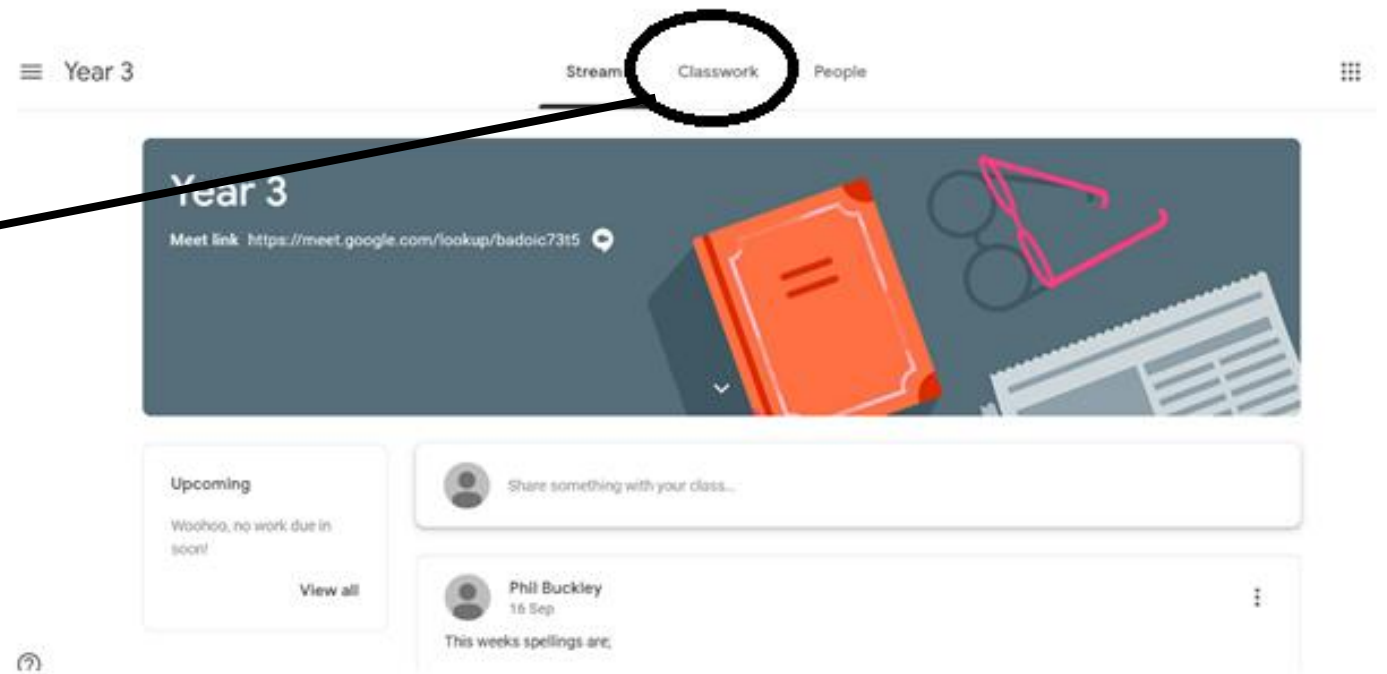
If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

Reload

Return to home screen

Navigating Classroom

7 You can also access 'classwork' where you can work on any classwork set by your teacher.



Need Support?



Email us at:

headteacher@manorhill.staffs.sch.uk