St Augustine's Catholic Primary School

Using Google Classroom : Students

Google Classroom (GC) is the new platform we have chosen to support your child with digital learning.

Teachers will use GC to share assignments, new and keep in touch with the children.

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Opening Google Classroom

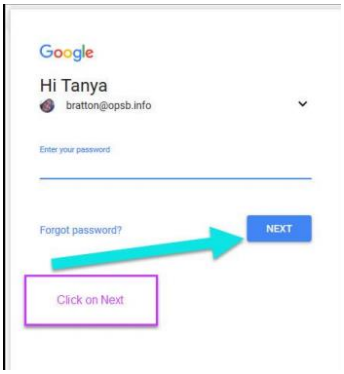
1. Log in details

a. Your child was provided with a secure login and password that is unique to them.
b. It is the first part of their MYUSO username then @staugustinesrc.lbhf.sch.uk
c. e.g. child@staugustinesrc.lbhf.sch.uk
d. If they have forgotten (or never received) their username or password please email info@staugustinesrc.lbhf.sch.uk

2. Getting started.

a. ALWAYS USE Google Chrome browser
b. Click on the Google Chrome browser icon
c. In the search bar type: www.google.com

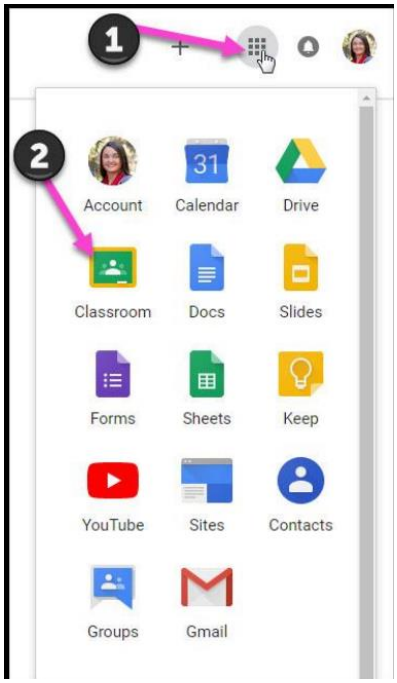
d. On the upper right hand corner of the browser window click on “Sign In”.
e. If you already have a personal Gmail account, you will have to close it and sign of it first.



f. Type in your school **Google** Email address and click “next”.
g. e.g. child@staugustinesrc.lbhf.sch.uk
h. Type in your password and click “next”
i. Now you will see that you are signed in to your Google Apps Education Account.

3. Google Suite

a. On the top right hand corner you will see the 9 squares 'waffle' icon. Click this This shows you ALL the Google Apps your child has access to.

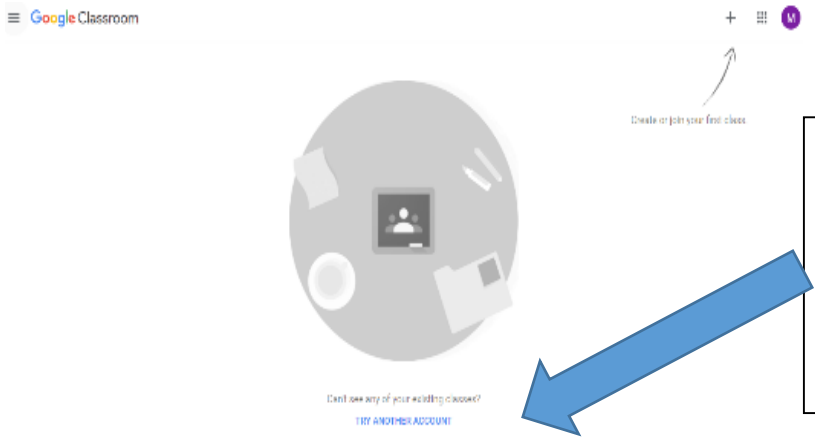


4. Navigating Classroom

a. Click on the waffle button and the click the Google Classroom icon.
b. You will see a screen with any classroom that your child has been added to.
c. You will then see your child's year group page.
d. Click on the class.

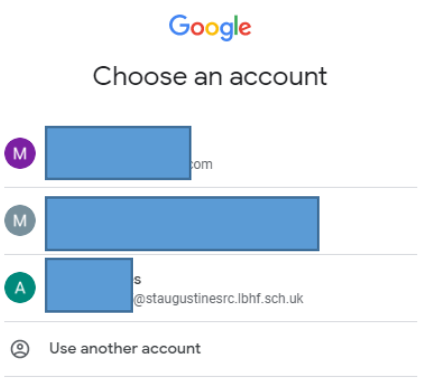
Trouble shooting:

You may find that you are unable to access your child's classroom even though you have signed them into google at this point. This may be for a number of reasons –the solution is the same:



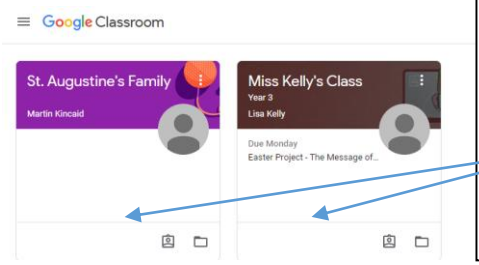
If you get this page. Please select the blue text saying "try another account."

This will also let you toggle between your children's accounts if you have more than one child using google classroom.



On this page you can select the account you wish to open to enter google classroom,

Or you can use a new account by selecting the “use another account” selection. Once here you need to enter your username & password as in section 1 of this booklet



Once on this page you can join the relevant classes by selecting the join button in each class box (Classroom).

The join buttons are here

Please note this symbol should be the first initial of your child that is logged in at the time.

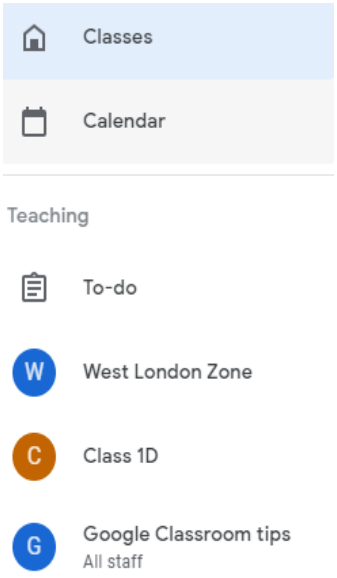
5. Page Tools

a. Look at the top left hand Google Classroom icon

b. Click on the three lines – the children call this the “hamburger”

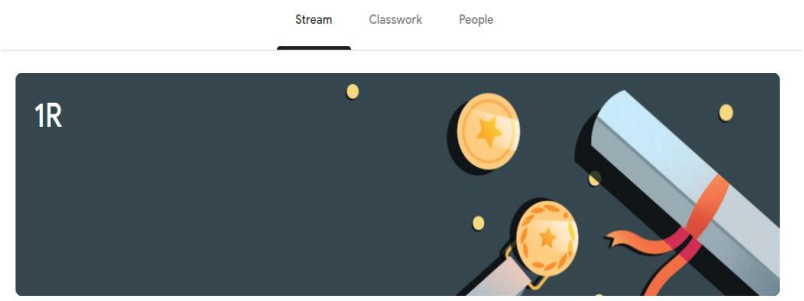
c. This shows the Classes your child has been invited to join.

d. You will then see this

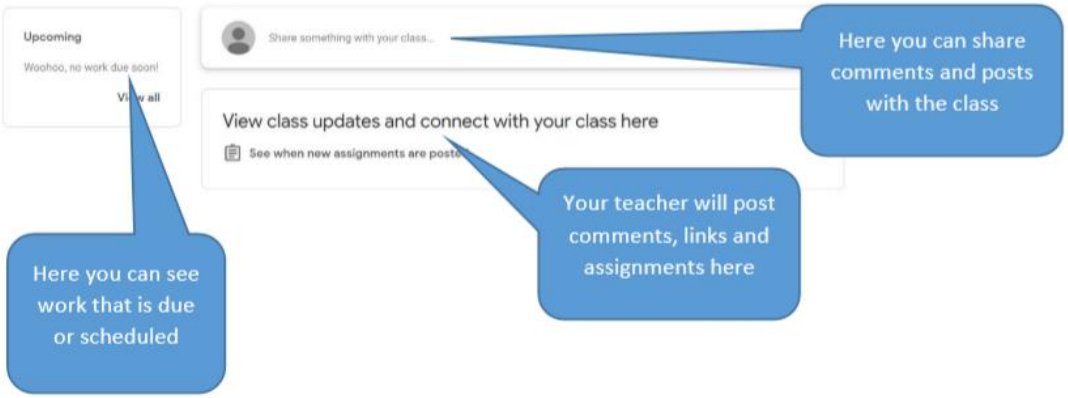


e. This will be different for every child.

6. Joining a Class



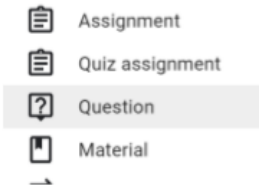
a. Any classes you belong to will appear on your Classroom home page.
b. If any have an invitation to join – click join.
c. Note the three tabs for each class.
d. **Stream** : This is where messages appear that will tell you what subjects have been set for the day.
e. **Classwork** : This is where you will find your work.
f. **People** : For staff only.



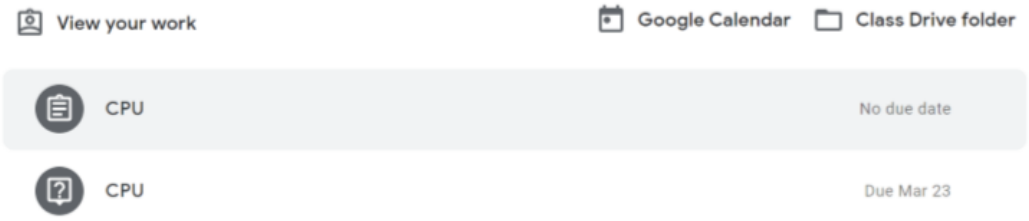
Completing set work

1. Once work is set by your teacher it will appear in your classwork area

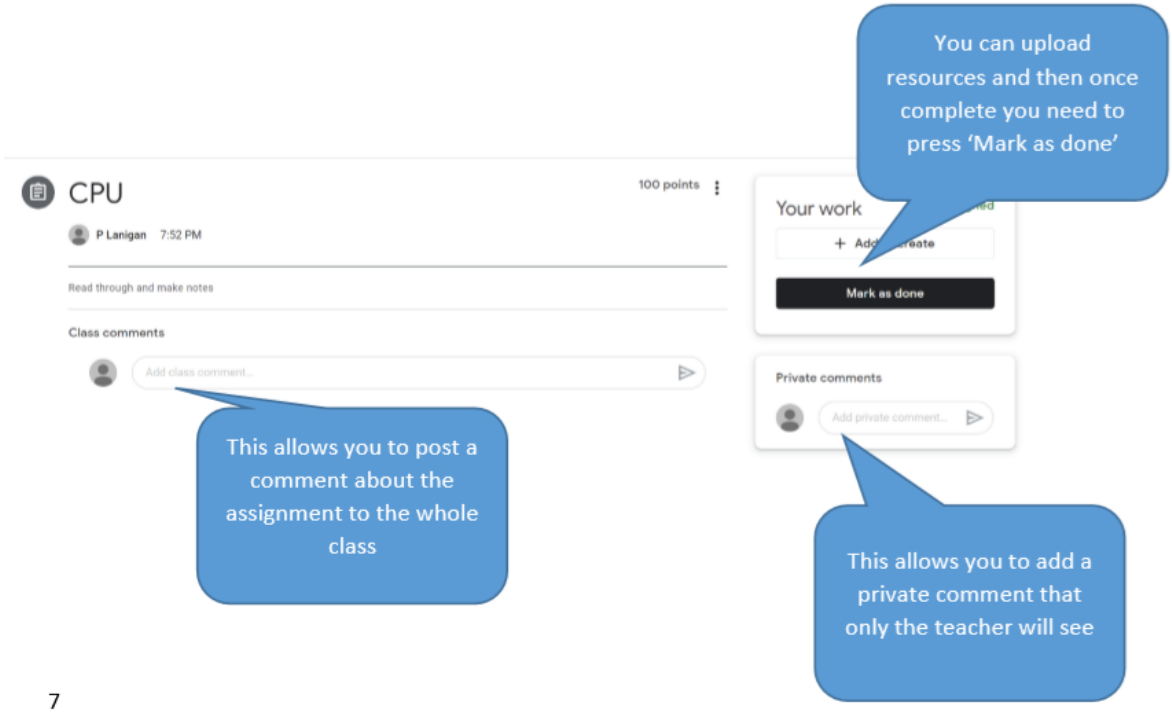
2. Your teacher can set you assignments, questions, quizzes and materials. The icons will look like these



3. Below is an example of two pieces of work that have been set, once is an assignment and the other is a question. The assignment does not have a hand in date but the question is due on 23rd March, if you look in the Google Calendar this will be visible



Completing and submitting an assignment



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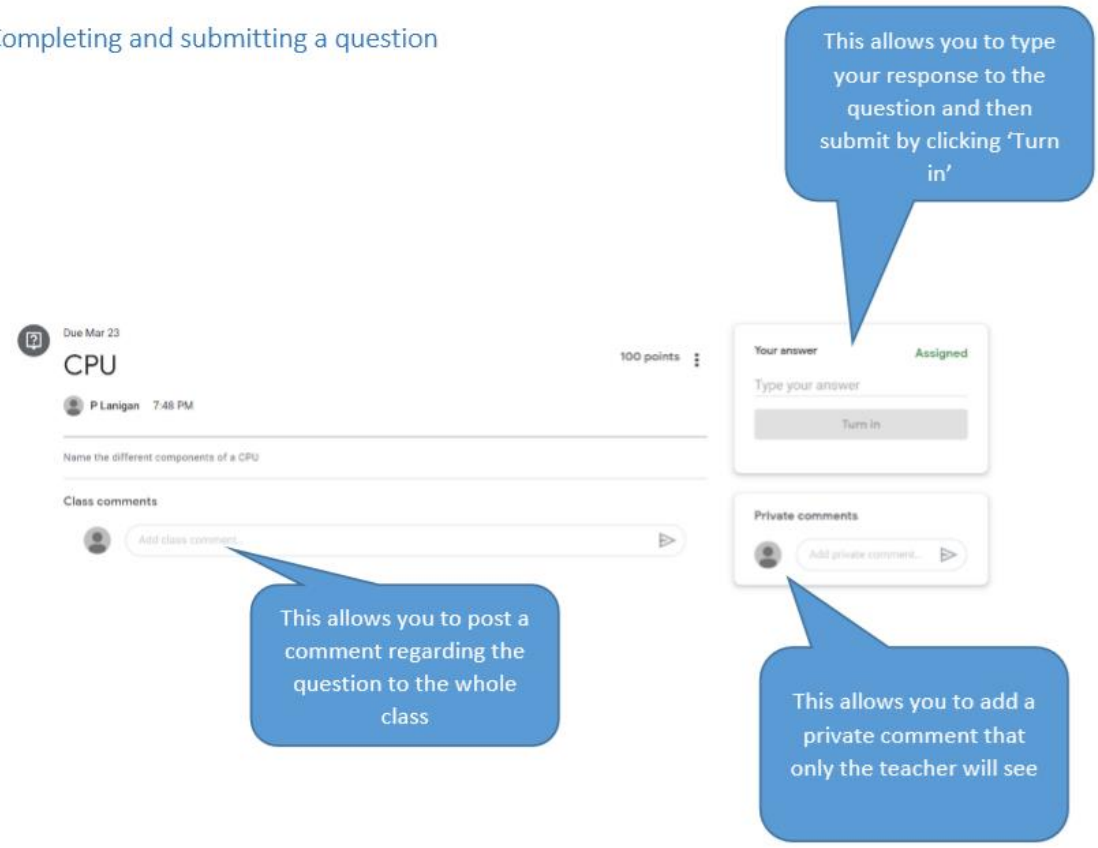
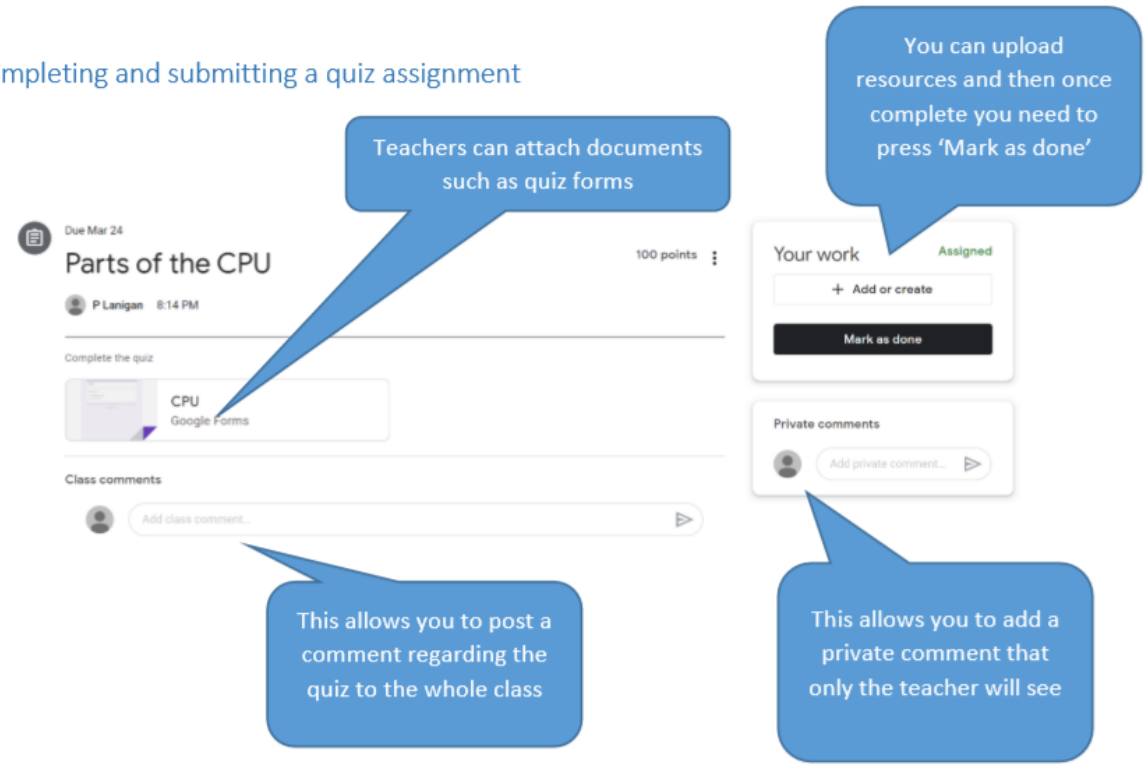
Completing and submitting a question



Completing and submitting a quiz assignment



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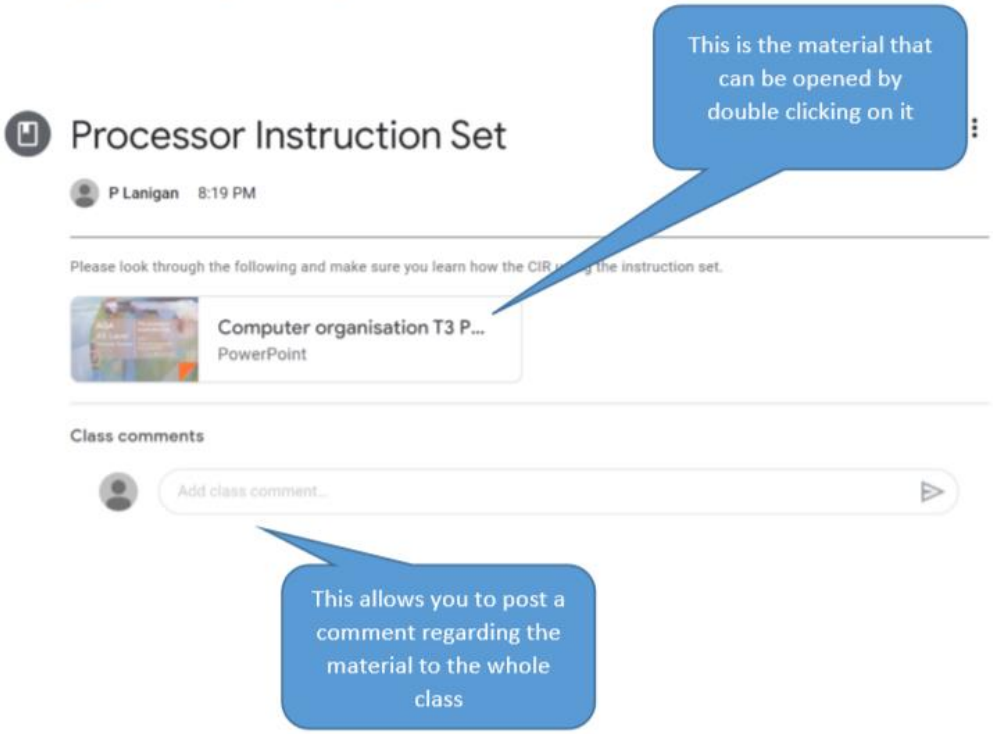
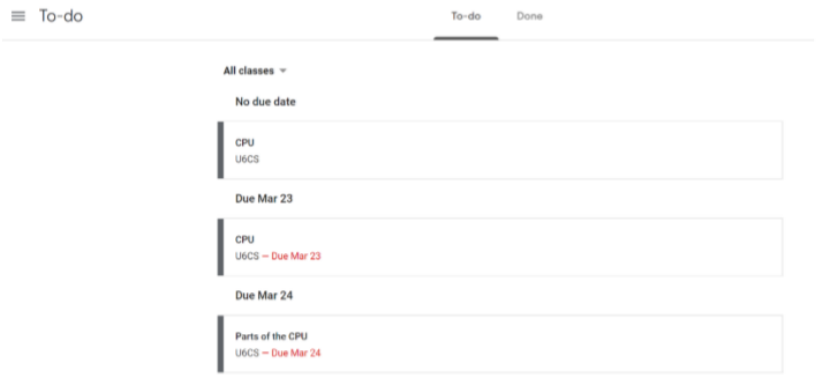
Accessing 'Material' posted by a teacher



Checking what work you have completed or is outstanding

1. Go to the drop down menu on the top right of the screen. Select the 'To-do' button

2. A list of current work will be shown on one menu and completed work on the other menu



Downloading the Google Classroom App

1. Once you have created an account you may want to download the app to your phone or tablet. To do this go to the Play Store or the App Store and type in 'Google Classrooms', you should find the following App Icon. Select this and install

2. On the next screen press 'GET STARTED'
3. Now enter your school email address followed by your password (this will be the password you set up when you made the Google Classroom account)

Google Support Links:

https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en

https://support.google.com/edu/classroom/topic/7175284?hl=en&ref_topic=6020277

HOWEVER:

Don't worry

1. We are here to help and support you.
2. Your child will be given clear instructions within the assignments about how to respond.

Technical Support

Email : info@staugustinesrc.lbhf.sch.uk