

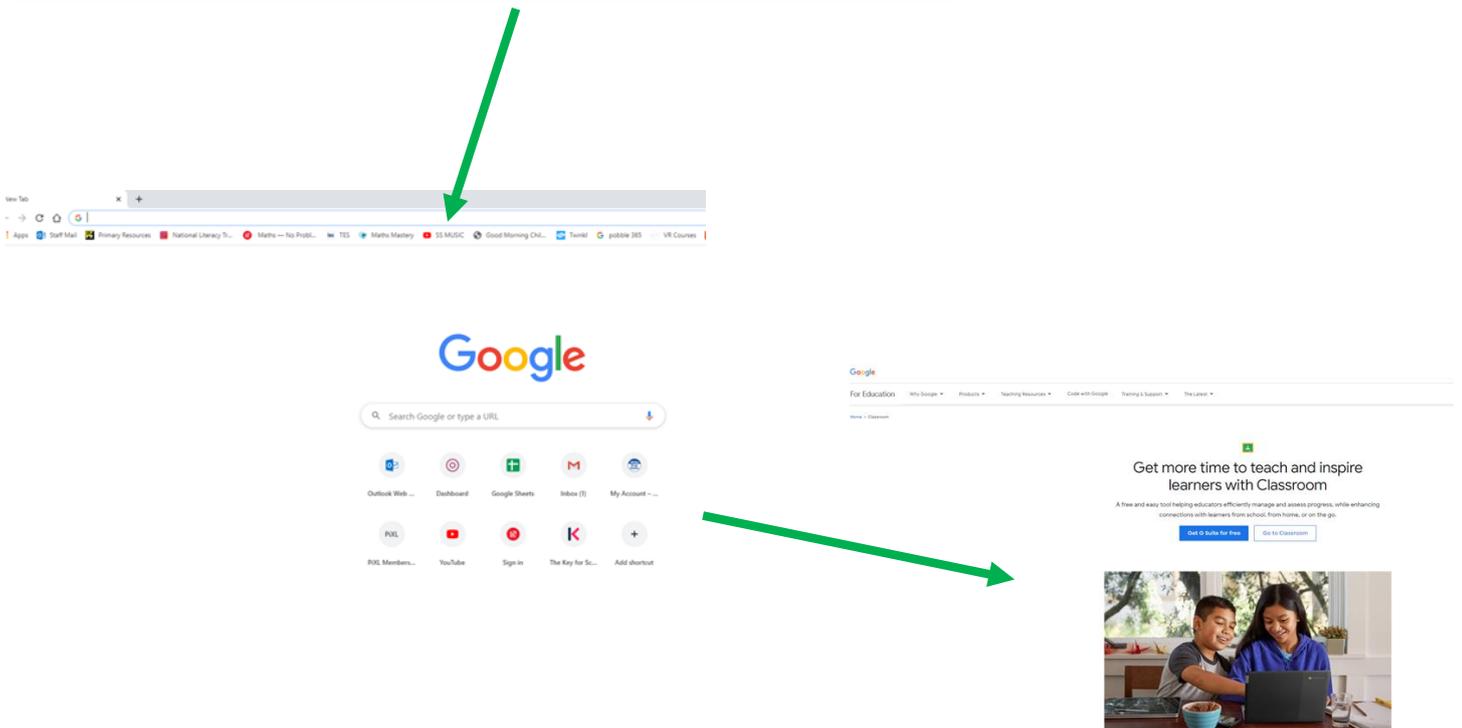
# Google Classroom Access Guide

## Step One

Your child has been given login details to access their Google Classroom account – if you have not yet set up their account, see the Appendix below for instructions.

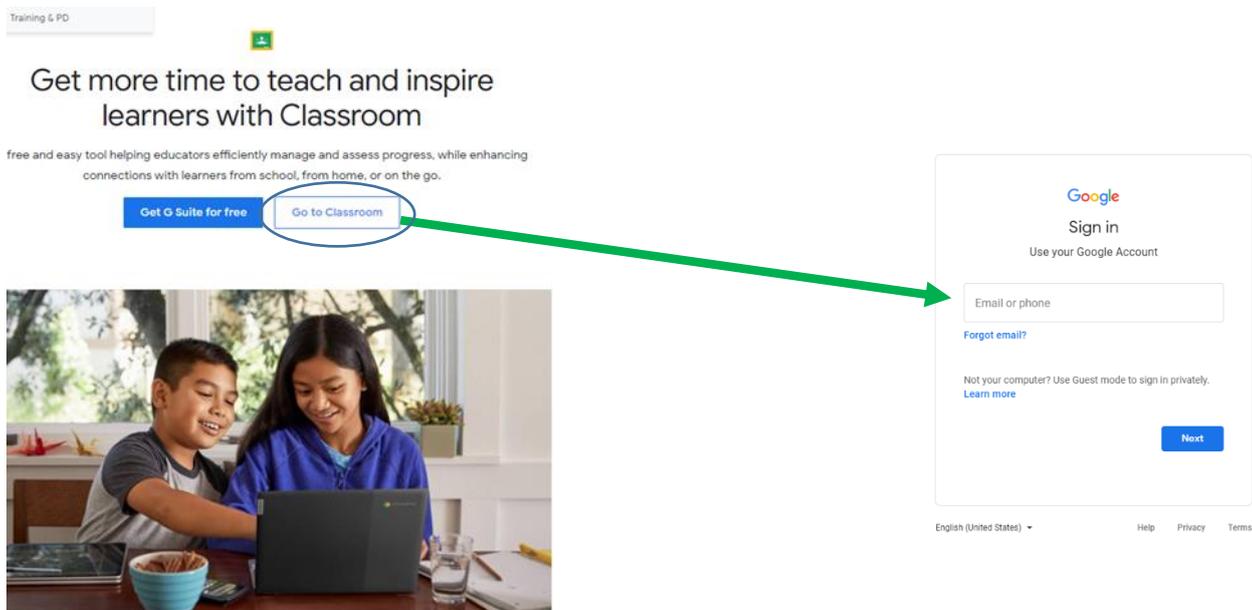
## Step Two

In the web browser tab, enter the web address <http://classroom.google.com>



# Step Three

Click on and enter the unique email address and password your child has been given.



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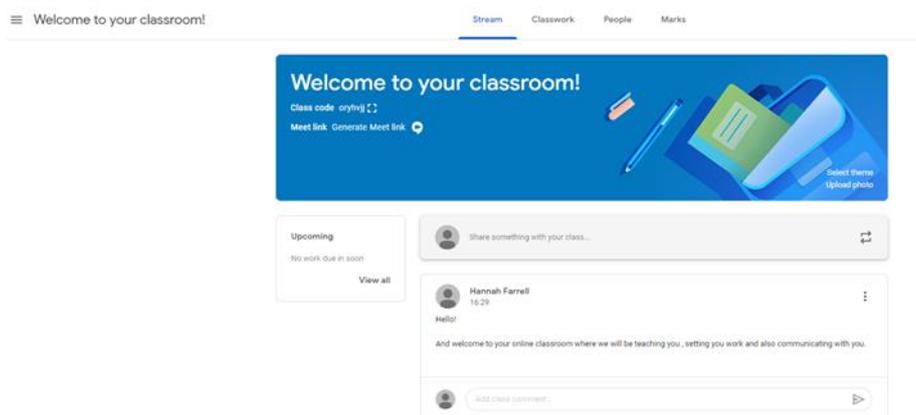
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# Step Four



Welcome to your classroom!

Stream Classwork People Marks

Welcome to your classroom!

Class code: oryh3j C2

Meet link Generate Meet link

Select theme Upload photo

Upcoming

No work due in soon

View all

Share something with your class...

Hannah Farrell

16:29

Hello!

And welcome to your online classroom where we will be teaching you, setting your work and also communicating with you.

Add class comment...

You have now gained access to the Google Classroom for your child!

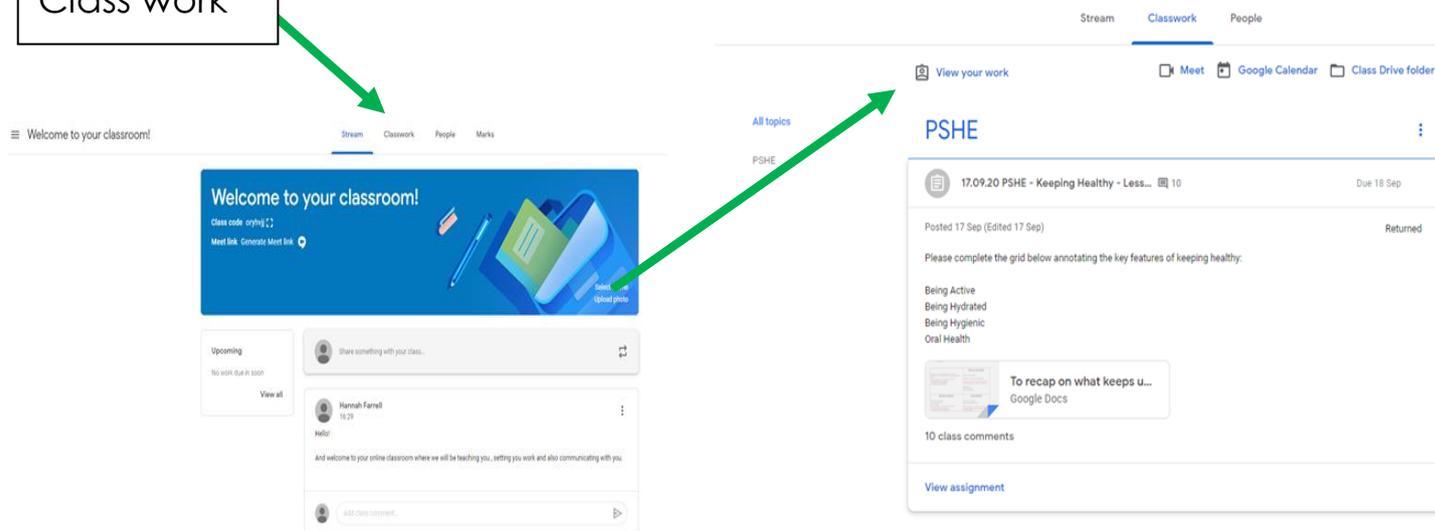
Your class teacher will use the classroom to:

- Upload work for your child to complete. It will be marked and returned through the classroom.
- Send links to useful learning resources
- Share school messages
- Attend live teaching sessions using the meeting link provided.

# Google Classroom Pupil Work

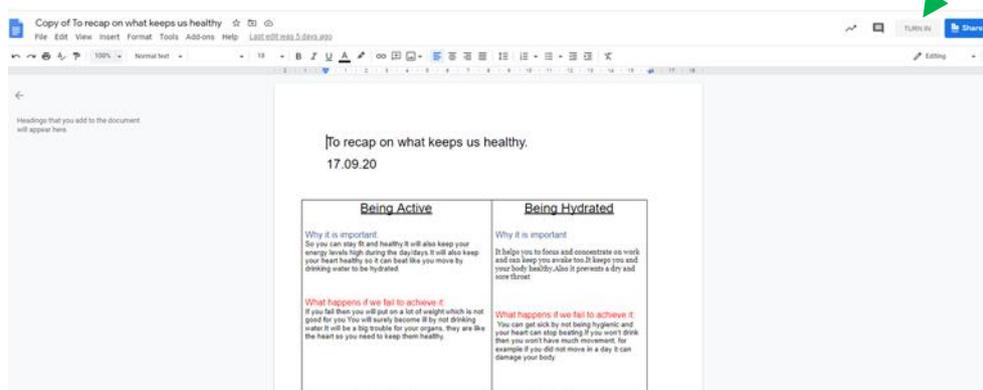
Notifications of class activities will be visible on the Google Classroom main page. Pupils (or parents on behalf of younger pupils) can comment on this main page but they cannot post.

Class work



The screenshot shows the Google Classroom interface. On the left, there is a 'Welcome to your classroom!' banner with a class code and a 'Meet link' button. Below this is a 'Classwork' tab selected, showing a list of assignments. One assignment is highlighted: '17.09.20 PSHE - Keeping Healthy - Less...'. The assignment details show it was posted on 17 Sep, is due on 18 Sep, and has 10 class comments. The assignment content includes a list of topics: 'Being Active', 'Being Hydrated', 'Being Hygienic', and 'Oral Health'. A 'View assignment' link is visible at the bottom of the assignment card.

Once a piece of work is completed, the pupil needs to click on '**Turn In**' so the work is sent to the teacher to mark. Once marked, the teacher will return it back to the pupil.



The screenshot shows a Google Docs document titled 'Copy of To recap on what keeps us healthy'. The document content includes a heading '[To recap on what keeps us healthy. 17.09.20]' and a table with two columns: 'Being Active' and 'Being Hydrated'. Each column contains text explaining why it is important and what happens if you fail to achieve it. A green arrow points to the 'Turn In' button in the top right corner of the document window.

When delivering a **live lesson**, a link will be made available on the Google Classroom page for pupils to access. When attending a live teaching session, pupils must:

- Blank their screens
- Mute their microphones
- Follow teacher instructions during the live teaching
- Ask questions using the comments tool.
- Leave the meeting once the teacher has announced the live lesson is over.

If a parent has any questions about either Google Classroom or the learning in their child's year group then can use the email below to contact the teachers:

# Appendix – setting up your child’s account

## Email accounts

All the children have been given a unique email account and a class password.

The email is in this format:

- Number First Name Initial of surname @ redbournprimary.co.uk. For instance, Joe Bloggs in Year 6 will be [14JoeB@redbournprimary.co.uk](mailto:14JoeB@redbournprimary.co.uk) .
- If your child has a double barrelled first name, this will be hyphenated e.g. Sarah-Jane Smith in Reception will be [20Sarah-JaneS@redbournprimary.co.uk](mailto:20Sarah-JaneS@redbournprimary.co.uk).
- Each year group has been given a number to start their email address as follows:

Number	Year group	Classes
15	6	Hawthorn and Sycamore
16	5	Cedar and Hazel
17	4	Acer and Pine
18	3	Elm and Fir
19	2	Chestnut and Maple
20	1	Beech and Oak
21	Reception	Lime and Willow
22	Nursery	Acorn AM and Acorn PM

- The first time that you logged onto Google classroom, you were asked to change your password to ensure that your child's account is kept secure. This will remain your password.

## Activating the account

On your web browser navigate to:

[https://edu.google.com/products/classroom/?modal\\_active=none#%2Fready-to-go](https://edu.google.com/products/classroom/?modal_active=none#%2Fready-to-go)

- Once on the website, click the blue button labelled “Go to Classroom” and follow the instructions on the screen.
- When successfully logged in, you will need to ensure that you **join** the class. (This is an important step in the process – if you **decline** then you will need to contact the school to reset your account).

- The class codes are as follows:

Class	Code
Acorn	ljee62k
Lime	ngogmje
Willow	tgboul4
Beech	tm2taxj
Oak	funksra
Chestnut	6l3oqa4
Maple	2rexx4p
Elm	cffzor5
Fir	jk5miwd
Acer	qkgu2pd
Pine	ostsnbx
Cedar	l44w2xz
Hazel	c2we2oh
Hawthorn	siyd56x
Sycamore	fxbv66g

## Changing passwords

The system will not prompt you to change your password the first time you log in. To change the password please follow the instructions at the link below (this link provides step by step instructions depending on whether you are using a computer, android device, Ipad or Iphone:

<https://support.google.com/accounts/answer/41078?co=GENIE.Platform%3DDesktop&oco=1>

## Support

If you have any problems with this process or do not have access to an internet enabled device please contact the school office by email at [admin@redbournprimary.co.uk](mailto:admin@redbournprimary.co.uk) or by telephone on 01582 792341.