



# **Google Classroom Parent User Guide**

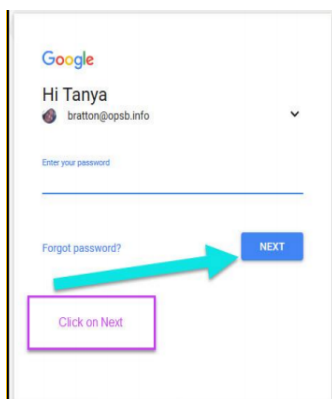
## Logging In

In order to be prepared for any 14-day isolation of year group bubbles, or further lockdown situations, please see below for guidance on how to access and use Google Classroom: the platform that Old Mill will use for remote learning.

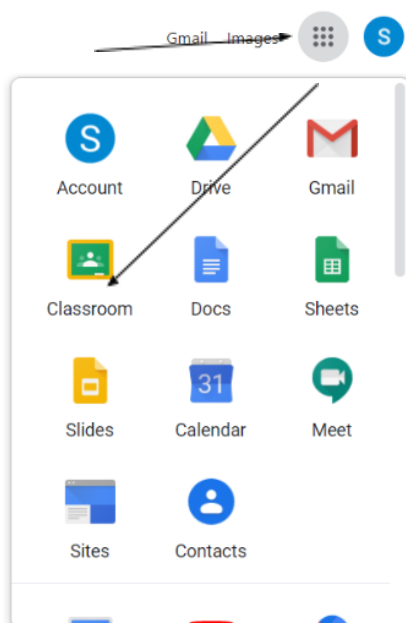
1. Using any internet browser, search for [www.google.co.uk](http://www.google.co.uk) into your web address bar.
2. Click on SIGN IN in the upper right hand corner of the browser window.



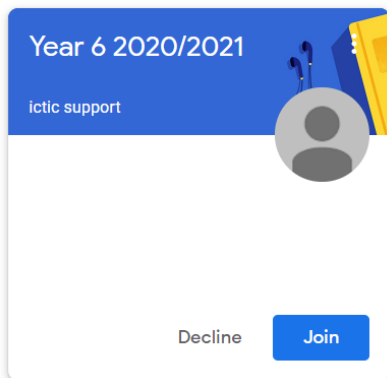
3. Type in your child's Google email address & click 'next' (NB: your child's Google email address is attached in a separate letter.)
4. Type in your PASSWORD & click 'next' (NB: your child's password is attached in a separate letter.)



5. Click on the 'Google Classroom' icon in order to access your child's classroom.

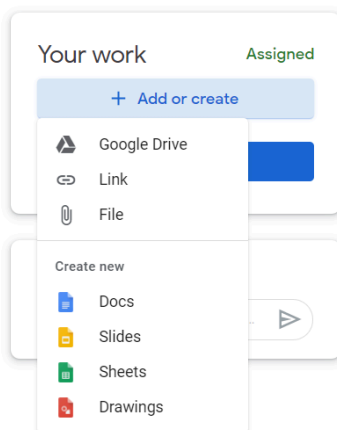


6. You should then see your child's classroom which they have already been invited to - you just need to click 'Join.'

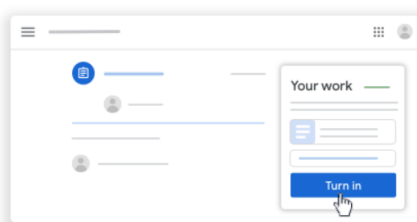


## **How to Access Your Child's Work**

1. Look for the assignment on the stream or click the 'Classwork' tab at the top of the screen.
2. Click the assignment and complete it.
  - If your teacher has attached a document to edit, you can simply click on the document. When working in Google Docs, your child doesn't need to save their work as Google Docs will automatically save it as they go.
  - If your child has been asked to upload a document or picture, you can attach a link or a file by clicking 'Add or Create' and attaching the item.



3. Once completed, look for the blue buttons, 'Hand in', 'Return' or 'Turn in' on the right-hand side of the screen or document. Click these to submit your work to your child's class teacher, who will then be able to comment and return the assignment along with feedback.



4. You can unsubmit an assignment if you need to make any editions/amendments.
5. If you need to email your child's class teacher privately, click 'Private Comments' and the message will be sent directly to your child's class teacher.

Watch this YouTube clip for more information: <https://www.youtube.com/watch?v=LsD1QJEN0Yg>

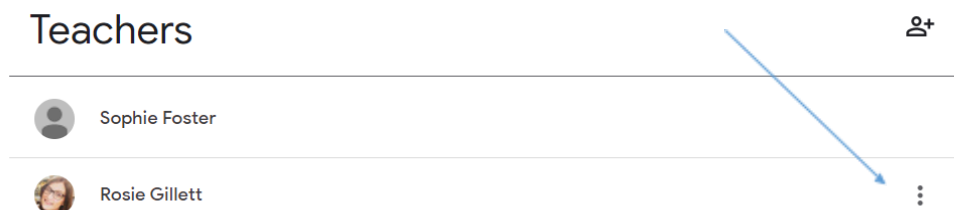
## **FAQs**

### **I can't find my child's username and password?**

These have been sent out as a separate paper copy.

### **What if I have questions regarding the work set for my child?**

The great thing about google classroom is that you can directly ask questions to the class teacher! Click 'People' at the top of the Classroom select the member of staff that you wish to email. Click the three vertical dots and click 'Email.'



### **I'm still unsure of how to log in?**

Try following the link below:

<https://www.nps.k12.nj.us/BEH/wp-content/uploads/sites/30/2020/03/2020-Parents-Guide-to-Google-Classroom.pdf>

or contact [admin@oldmill.leics.sch.uk](mailto:admin@oldmill.leics.sch.uk) as soon as possible, stating your child's name and current year/class so that we can resolve the issue for you.