



INSTRUCTIONS FOR PARENTS & CHILDREN

How to use our school's Google Classroom

Please help your child to follow these steps so they can complete learning activities and hand them in. These may be homework activities or remote learning activities if they can't come into school.



Google Classroom

Note: Your child will need their log-in details for their school Google/G Suite for Education account to complete the steps below. This is their school email address which is *usually* in the format firstname.lastname@burghschool.org.uk

Each child also has a unique Google password, which they are expected to be able to remember.

COMPUTERS, LAPTOPS (& VIA OTHER DEVICES USING A WEB BROWSER):

Log in to Google Classroom

Your child needs to:

- Go to classroom.google.com
- Log in to their G Suite for Education account
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that the teacher provided, and click 'Join'

How to get and hand in work

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm

Made a mistake? Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.



SMARTPHONES, TABLETS & CHROMEBOOKS: Download the free Google Classroom app and log in

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">> Open the Play Store app> Search for 'Google Classroom'> Tap 'Google Classroom'> Tap 'Install'	<ul style="list-style-type: none">> Open the App Store app> Search for 'Google Classroom'> Tap 'Google Classroom'> Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their G Suite for Education account
- > Tap the '+' icon (in the top-right corner), then 'Join class'
- > Enter the class code that their teacher has provided, then tap 'Join'

How to hand in work

Your child needs to:

- > Open the Google Classroom app
- > Tap on their class, then 'Classwork' (at the bottom)
- > Tap on an assignment, then the arrow at the bottom
- > Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- > Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

Made a mistake? Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

If you are having difficulties with Google Classroom, please email school via homeaccess@burghschool.org.uk and we will try and help as quickly as possible.