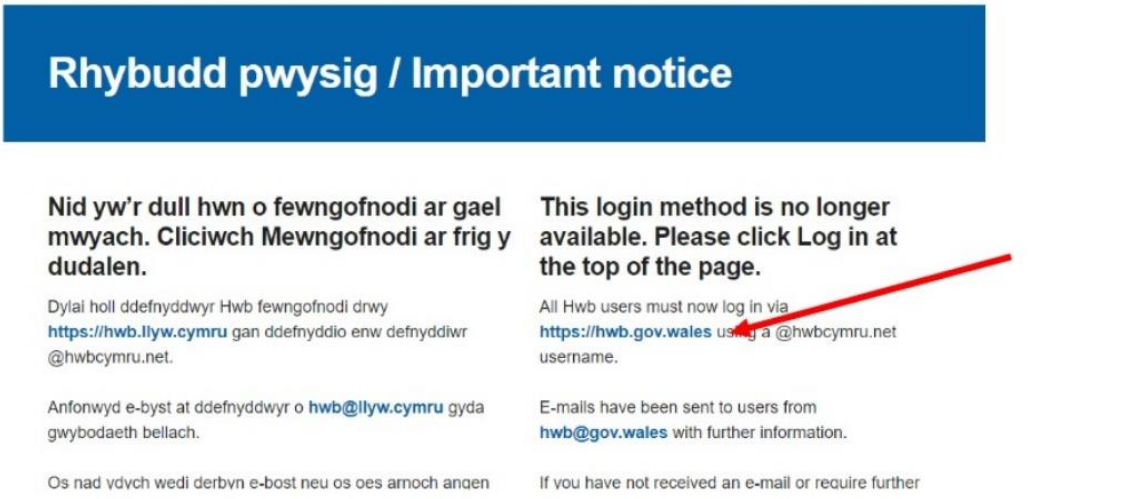
How to use Google Classroom

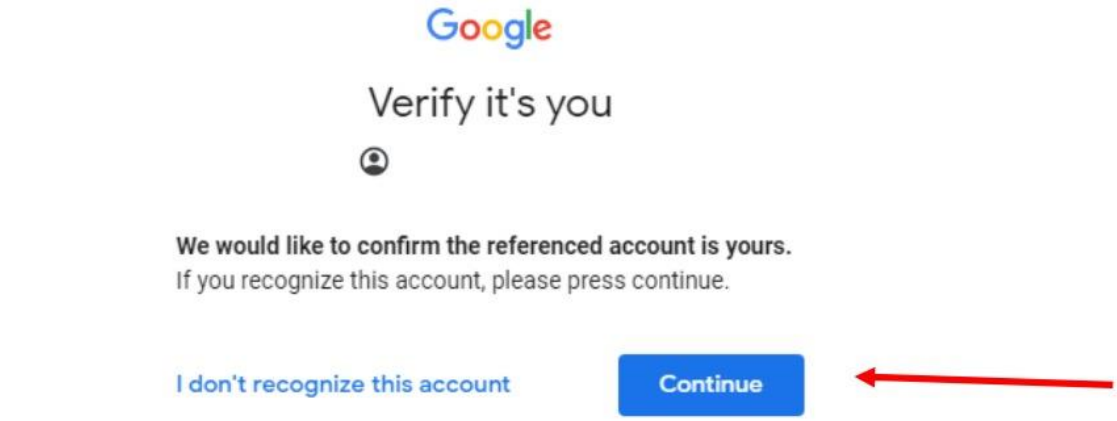
1. Once you have logged into Hwb, this message may appear. You will need to click the link indicated by the arrow.



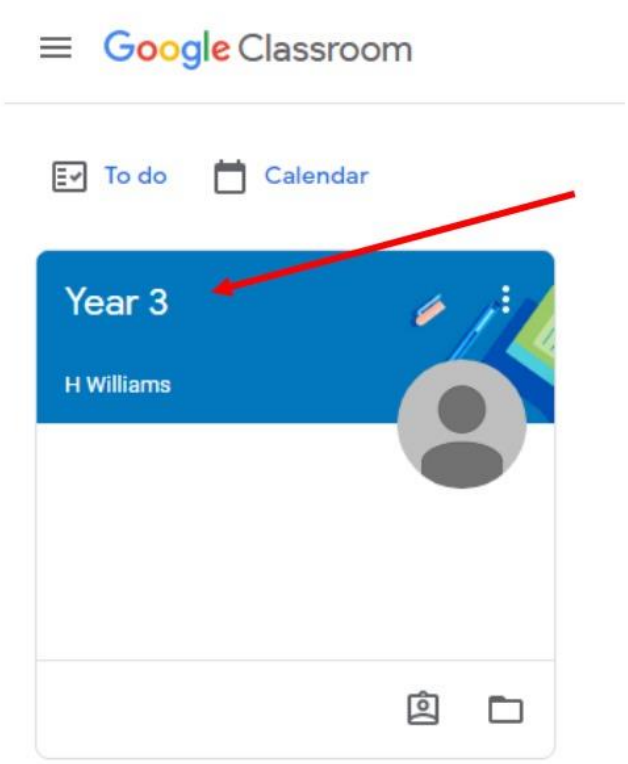
2. Scroll down and click 'Google for Education' (This is Google Classroom).

Once you click 'Google for Education', it may ask you to log back into your Hwb account again for security reasons. We have been using Google Classroom in school for both pair and group work. Therefore, your child may have already joined the classroom. If yes, skip straight to step 4. If they haven't, follow step 3.

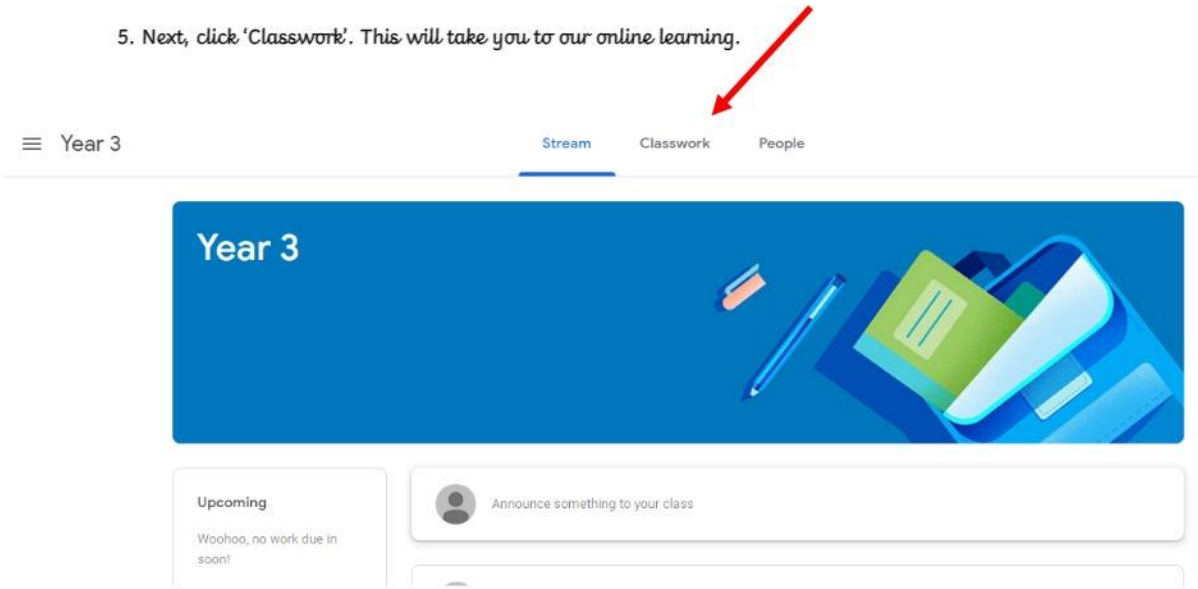
3. Verify your account by clicking 'Continue'



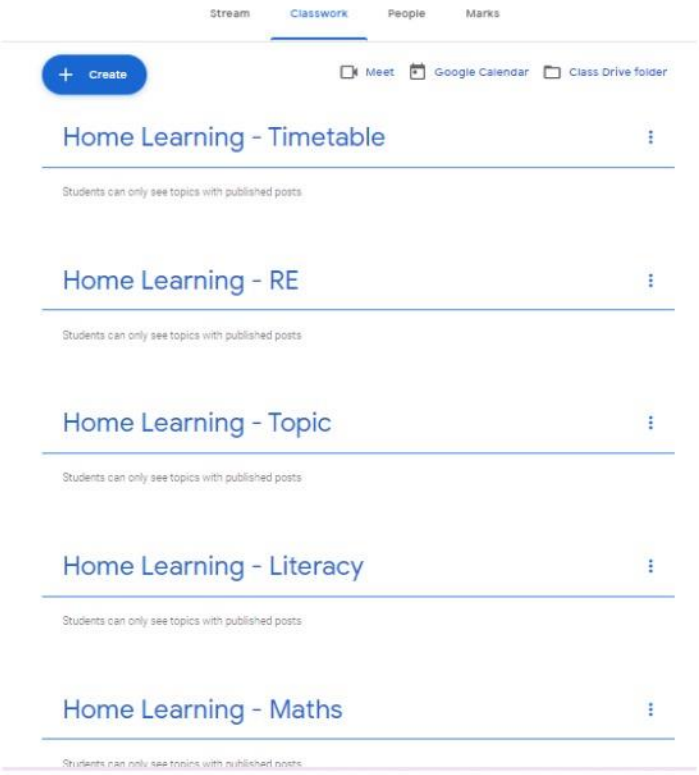
4. Click 'Year 3' to access our online classroom.



5. Next, click 'Classwork'. This will take you to our online learning.



6. Once you have clicked 'Classwork', you will see the following headings (please note that these headings will not appear until Tuesday 5th January, as the work has been scheduled for that day). Please click on the timetable first to view your child's weekly timetable. All resources needed for each lesson will be under the subject headings below. I will clearly label and date each resource, which should hopefully make it easier to find.



Learners have two options to complete their work.

They can either:

1. Print off the resources and complete on paper. A picture of the work can be taken and uploaded to me on SeeSaw.

2. Complete the work on Google Classroom.
   You will find a blank word document for each activity. The work can be completed on the word document and sent to me, allowing me to mark and send feedback though Google Classroom.
   I have made some worksheets editable, so you should be able to click on the document, click 'open with google docs' and then edit the document.

<u>How to upload your work to me on Google Classroom:</u>

View the task and resources by clicking on the heading. For example, if you are completing Tuesday's Literacy task, click 'Home Learning – Literacy', and then click 'Tuesday 5th January'

Once you have completed your work, go to the top right-hand corner, and click 'Turn in'. A message will appear.... Click 'Hand in'. This will send your work to me.

I hope these instructions have been helpful to you. I do appreciate that this is a lot of information to take in. Should you have any questions or queries, as small as they may seem, please do not hesitate to contact me via SeeSaw. I understand that for some of you, this will be the first time your children may be accessing their online learning though Google Classroom. I will do my very best to help you.