

# Google Classroom

## *Instructions for Parents - How to use our school's Google Classroom*

### Smartphones and tablets: download the free Google Classroom app

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

Once the app has downloaded, open it and log into your child's "G suite for Education" account.

- Tap '+' icon (in the top-right corner), the "Join class"
- Enter the class code that your child has been given (if prompted to do so), then tap "Join"

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### Computers and laptops: log in to Google Classroom

- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Log in with your child's "G suite for Education" account
- Click the '+' icon (in the top right corner), then "Join Class"
- Enter the class code that your child has been given (if prompted to do so), then click "Join"

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### How to get and hand in work (Computers and laptops)

- Go to Google Classroom
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set:
  - 1) You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom - click "file", then "select files from your device", then "Upload"
  - 2) Or, your child can type up their answers in a Google Doc - click "Docs" to load a new Google Doc
- Once your child has finished their work, click "Hand in", then "Hand in" again to confirm.
- If you have made a mistake, you can click "Unsubmit" to return the work to you, then follow the previous steps to resubmit work.

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### How to hand in work (mobile devices - Android or iOS)

- Open the Google Classroom app
  - Tap on your child's class, then "Classwork" (at the bottom)
  - Tap on an assignment, then the arrow at the bottom
  - Tap "Add attachment". Depending on the type of work the teacher has set:
    - 1) You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom - click "File", then tap the file on your device
    - 2) Or, your child can type up their answers in a Google Doc - tap "New Doc" to load a new Google doc
  - Once your child has finished their work, tap "Hand in", then "Hand in" again to confirm
  - If you have made a mistake, you can click "Unsubmit" to return the work to you, then follow the previous steps to resubmit work.
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