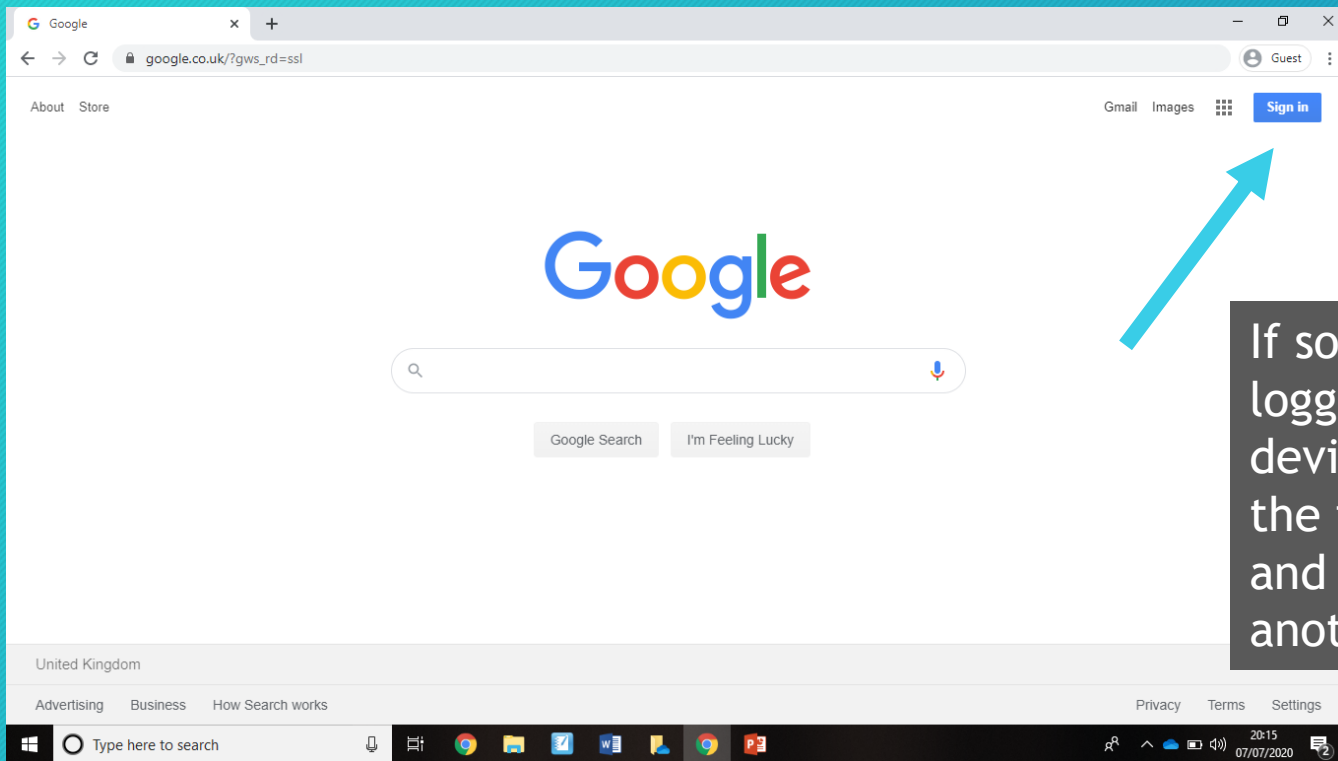


# How to Use Google Classroom

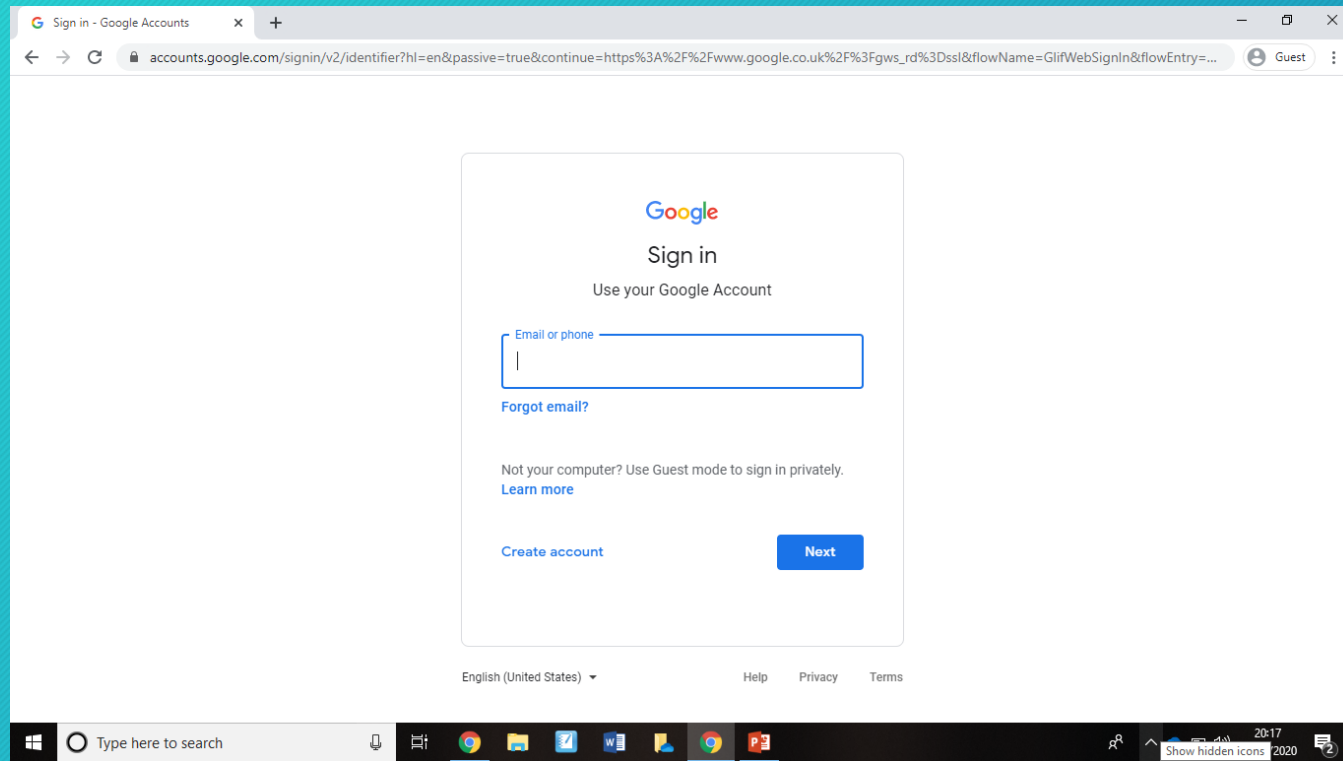
A quick guide to using Google Classroom.

Go to 'google.co.uk' and use the blue sign in tab in the top right hand corner.



If somebody is already logged into google on the device, click on the icon in the top right hand corner and then click on 'add another account'.

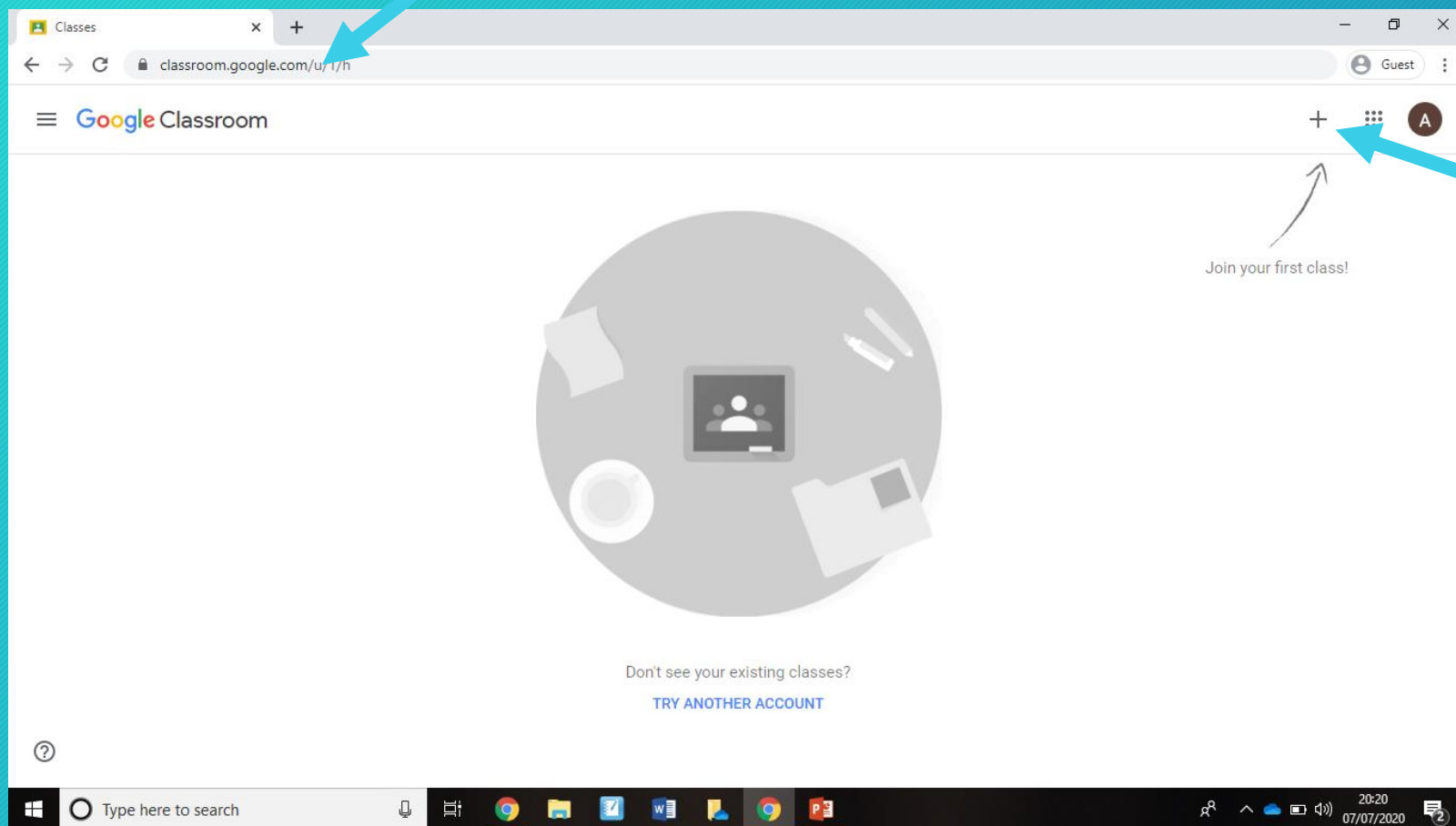
Your child will have a username and password that they use to access the Chromebooks in school.



You will receive an email with your child's password. Their username is their first initial and their surname followed by @oakdaleprimary.co.uk

e.g. Joe Bloggs will log in as: jbloggs@oakdaleprimary.co.uk

Now type 'classroom.google.com' into the address bar at the top of the webpage.



Nearly there... now simply click on the '+' in the top right of the screen to join your class.

# Use the class code to join your class

## Join class

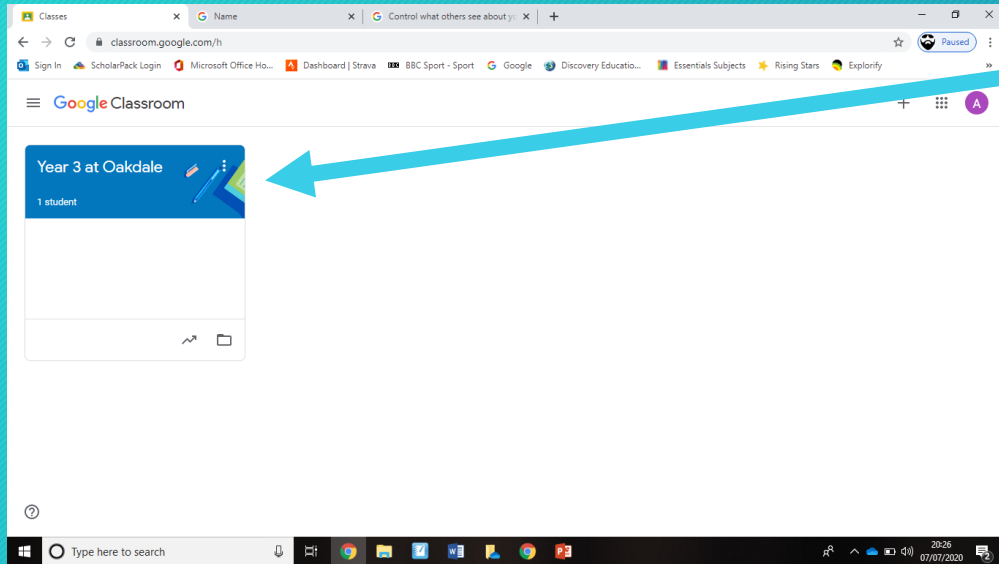
Ask your teacher for the class code, then enter it here.

Class code

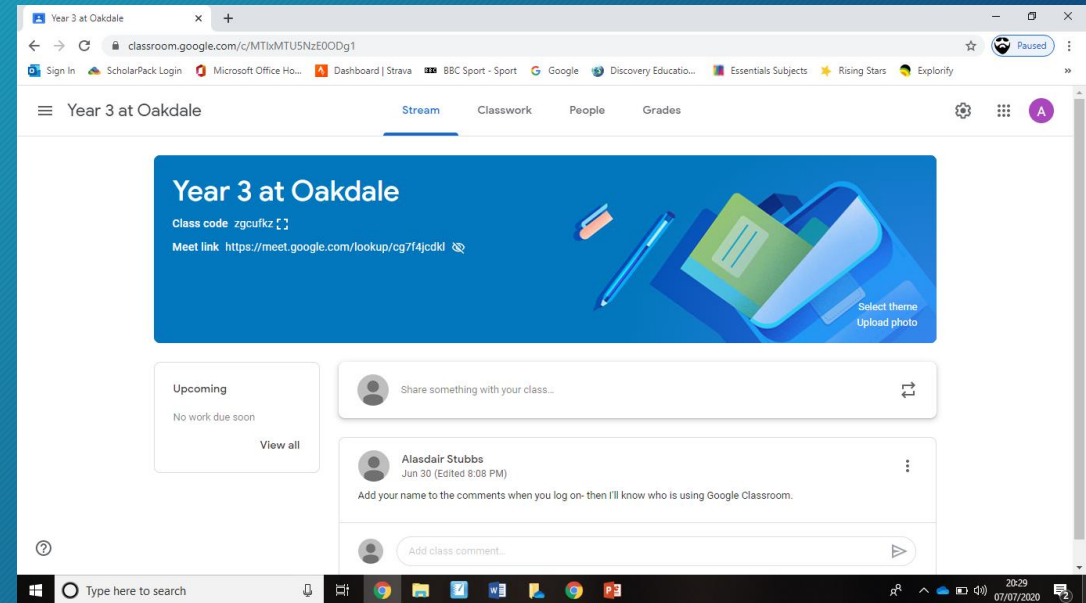
Cancel Join

You will be emailed a class code that is created when your teacher creates the Google Classroom for your year.

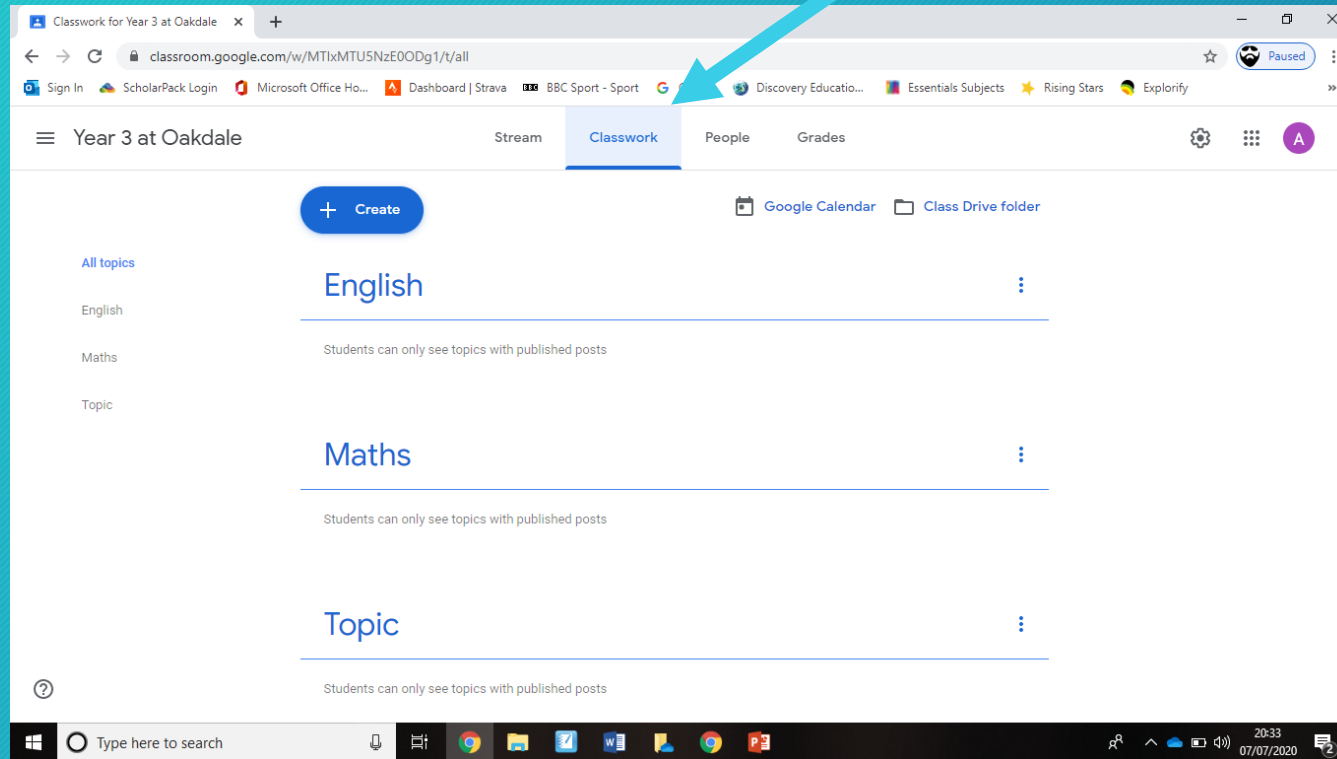
# You have joined your online classroom!



Now click on the class on the left hand side menu and you will enter the classroom.



Click the 'classwork' tab and you will see the work that has been set by the classteacher.



# Click on the work you want to do and click on 'view assignment'

This screenshot shows the Google Classroom interface for a class named 'Year 3 at Oakdale'. The 'Classwork' tab is selected, and a list of assignments is displayed under the 'Maths' topic. The assignment 'Ordering Fractions' is highlighted, showing it was posted at 8:42 PM and is assigned. The assignment description includes a link to a BBC Bitesize page and a PDF file. A blue arrow points to the 'View assignment' link at the bottom of the assignment card.

Classroom URL: [classroom.google.com/w/MTIxMTU5NzE0ODg1/t/all](https://classroom.google.com/w/MTIxMTU5NzE0ODg1/t/all)

Class: Year 3 at Oakdale

Topic: Maths

Assignment: Ordering Fractions (No due date, Assigned)

Posted: 8:42 PM

Description: Have a look at the BBC Bitesize page on ordering fractions. This should tell you all you need to know. Then have a go at the task.

Resources: [How to order fractions - ...](https://www.bbc.co.uk/bitesize/), [Ordering Fractions.pdf](#)

Action: [View assignment](#)

This screenshot shows the detailed view of the 'Ordering Fractions' assignment. The assignment is titled 'Ordering Fractions' and was posted by Alasdair Stubbs at 8:42 PM. The description is the same as in the previous screenshot. The 'Your work' section is visible, showing 'Add or create' and 'Mark as done' buttons. The 'Class comments' section is also visible, with an 'Add class comment...' input field.

Classroom URL: [classroom.google.com/c/MTIxMTU5NzE0ODg1/a/MTI4MjY2NDI3NDg2/details](https://classroom.google.com/c/MTIxMTU5NzE0ODg1/a/MTI4MjY2NDI3NDg2/details)

Class: Year 3 at Oakdale

Assignment: Ordering Fractions (Assigned)

Posted by: Alasdair Stubbs (8:42 PM)

Description: Have a look at the BBC Bitesize page on ordering fractions. This should tell you all you need to know. Then have a go at the task.

Resources: [How to order fractions - Ho...](https://www.bbc.co.uk/bitesize/), [Ordering Fractions.pdf](#)

Buttons: [Add or create](#), [Mark as done](#)

Class comments:



# Complete the work and when you have click 'Mark as done'.

- 'Mark as done' lets the teacher know the child has completed the work.
- If your child produces a document, presentation, video, etc. and it's saved on the device, this can be uploaded as evidence of work. This is NOT required and you should only expect a reply if a teacher has asked for something to be handed in.
- You can leave a comment about the task- level of difficulty / challenge, any problems with the resource, etc. in the 'private comment' feature. **Class comments are not allowed.** This is not a social platform. Private comments are sent only to the teacher and should only be about the work set.

# Key Points

- Google Classroom is the online platform Oakdale has chosen to set work for use both in school and remotely for home learning.
- Class comments are not allowed as this is not a social platform.
- Private comments will be replied to by the teacher if they relate to the work set. This will happen within 24 hours- see policy.
- General comments / queries should be directed to the office as normal.
- Children's activity will be monitored and inappropriate use will be followed up- parents will be informed.