How to use our school's Google Classroom

Note: your child will need their log-in details for their Google Classroom account. They are located in the school journal but if they cannot find their log-in details, please email the school office on office@st-edmunds.richmond.sch.uk

Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
› Open the Play Store app › Search for 'Google Classroom' › Tap 'Google Classroom' › Tap 'Install'	› 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 with their Google Classroom email and password

› Tap the '+' icon (in the top-right corner), then 'Join class'

› Enter the class code that their teacher has provided, then tap 'Join') *This class code step has been completed by most Year 3, 4, 5,6 pupils in lesson time at St Edmund's but may be required if joining for the first time or joining a different class/group such as The Virtual Class Teacher classroom.*

Computers and laptops: log in to Google Classroom

Your child needs to:

› Go to www.classroom.google.com

› Log in with your child's Google Classroom email and password which is stuck on the inside of their Home School Journal

› Click the '+' icon (in the top-right corner), then 'Join class'

› Enter the class code that the teacher provided, and click 'Join' *This class code step has been completed by most Year 3, 4, 5,6 pupils in lesson time at St Edmund's but may be required if joining for the first time or joining a different class/group such as The Virtual Class Teacher classroom.*

How to get and hand in work (computers and laptops)

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.

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

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.