



Parent Guide to the use of Google Classroom

What's the lingo?

Google Classroom - This is where you put your announcements, lesson material and assignments. Files, videos, images and links can all be uploaded here. You can also mark work and have control over whether students have permission to comment or post.

Google Docs - A bit like an online word document, google docs allows you to create a file to be shared with others.

Google Hangout - An online chat facility where you can speak with or without video over the internet connection. **(This is will not be used by teachers with students or parents)**

What is Google Classroom?

Google Classroom is a web-based platform that allows teachers to communicate with pupils digitally. Google Classroom allows teachers and pupils to share comments, files and weblinks, create and complete assignments, as well as give and receive feedback.

How can my child access Google Classroom at home?

Google Classroom (as well as G Suite for Education apps) can be accessed through a variety of online platforms.

- **Computer:** Go to classroom.google.com and click 'Go to Classroom'. Enter username and click 'Next.' Enter password and click 'Next.' If there is a welcome message, read it and 'Accept.' Click on the name of your class. From here, you can view messages and complete assignments from your teacher.
- **Android:** On your device, tap 'Google Play Store.' Find and install the 'Google Classroom' app. (To use all the features of the Classroom App, you may need to download Google Docs, Sheets, and Slides apps as well). After downloading the app, tap 'Classroom' and 'Get Started.' Tap 'Add Account' and 'OK.' Enter your username and tap 'Next.' Enter password and click 'Next.' If there is a welcome message, read it and click 'Accept.' Read and agree to the Terms of Service and Privacy Policy. Click on the name of your class. From here, you can view messages and complete assignments from your teacher.
- **iPhone and iPad:** On your device, tap 'App Store.' Find and install the 'Google Classroom' app. (To use all the features of the Classroom App, you may need to download Google Docs, Sheets, and Slides apps as well). After downloading the app, tap 'Classroom' and 'Get Started.' Tap 'Add Account' and 'OK.' Enter your username and tap 'Next.' Enter password and click 'Next.' If there is a welcome message, read it and click 'Accept.' (Optional: to receive Classroom notifications, tap 'Allow.') Click on the name of your class. From here, you can view messages and complete assignments from your teacher.



What is my child's username and password?

All students at Park Academy West London have been issued a Google username and password, and these have been given to each child. The username and password will give them access to all G Suite for Education apps they need in school. If you have lost your child's username and password, please contact: info@park-aspirations.org

Can my child access google from a personal account?

The system will only allow access via their school account details.

“What can my child do with Google Classroom at home?”

Google classroom allows teachers to share announcements, instructions, documents and other files, web links, and even digital assignments with pupils. Children can also comment in order to ask/answer questions. Here's a quick guide on how to access these:

- **Stream:** The Stream is where all announcements and assignments can be viewed in order from newest to oldest. Pupils can comment on announcements and assignments to ask questions or share resources with classmates.
- **Classwork:** This is where pupils can view and complete all assignments. When submitting assignments, pupils may need to use Google Docs, Slides, or Sheets, and these can be submitted as attachments. After assignments have been submitted, teachers can share feedback with pupils as well as return work to be edited and resubmitted.

“How can I help my child login?”

1. Open the internet

2. Type www.google.com into you web address bar

3. Click on 'Sign in' in the upper right hand corner of the browser window



Sign in with your Google Account

4. Type in your child's google email address and click next
(e.g jbloggs.313@park-aspirations.org)

5. Type password and click 'next'

Email

Password

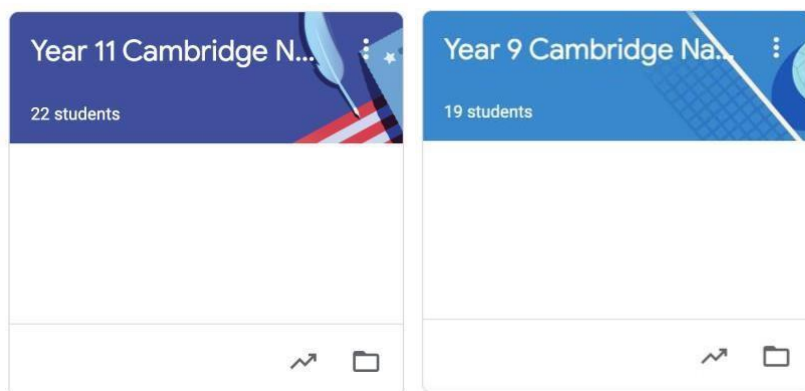
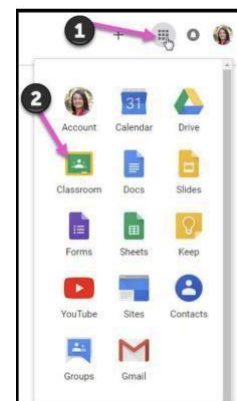
Sign in

☒ Stay signed in [Need help?](#)

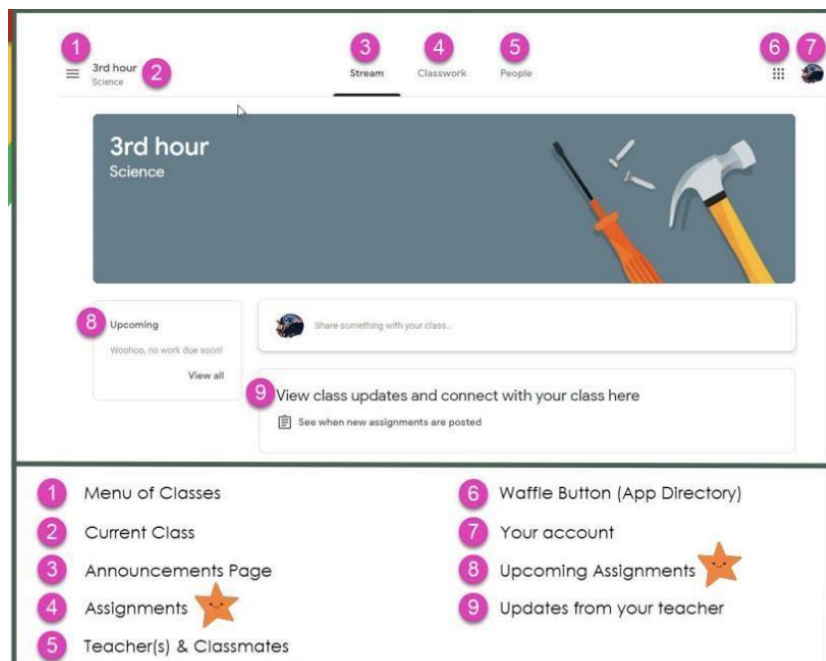


“How can I help my child get on google classroom?”

1. Click on the 9 squares (Waffle/Rubik's Cube) icon in the top right hand corner to see the Google Suite of Products
2. Select the 'Google Classroom' icon
3. Navigate to classroom - Click on the class you wish to view

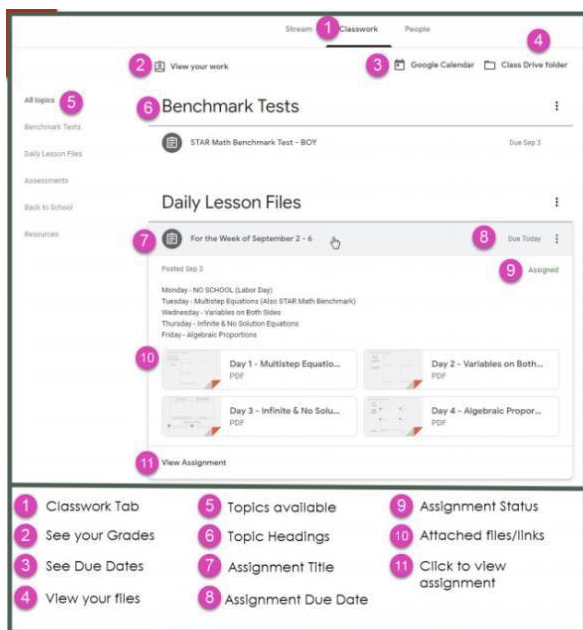


4. Below outlines the key features of a Google page. Each subject will have one of these:





5. When you click into 'assignment details'



Links to all Video Support:

Here are some links to useful google pages if you would like to explore further

How to navigate around google classroom? <i>Here is a link to a video that helps to talk your through set by step instructions visually</i>	https://www.youtube.com/watch?v=xfggtCi7hdo
How to log into google classroom? <i>Your login credentials are your username and password for your school computer E.g Jbloggs.313@park-aspirations.org (You cannot use personal email addresses)</i>	https://www.youtube.com/watch?v=ITjx3bd5TO4
Where can I get general google advice?	https://support.google.com/edu/classroom/#topic=6_020277