Reception Parents—Guide to Google Classroom PC/LAPTOP VERSION

On a PC/laptop: To access Google Classroom, go to google.co.uk and click on the **blue SIGN IN** box in the top right hand corner. If you cannot see this, you already have a google account open, in which case click on the circle in the top right and select add another account. NB Google manages better if you sign out of that current account and then add the new account.

Use your child's details from their yellow reading record book to sign in.

Click on the grid of 9 squares (we call it the **waffle!)** in the top right hand corner and select **CLASSROOM.** If you cannot see Classroom as an option, you probably have another account open at the same time. Sign out of that account and try again.

GOOGLE MEET

If the whole class are at home, the children will have daily sessions via Google Meet with their teacher. The timing of this will be communicated with you via Parentmail.


Just before the meeting, go to the WAFFLE and select **Meet**.
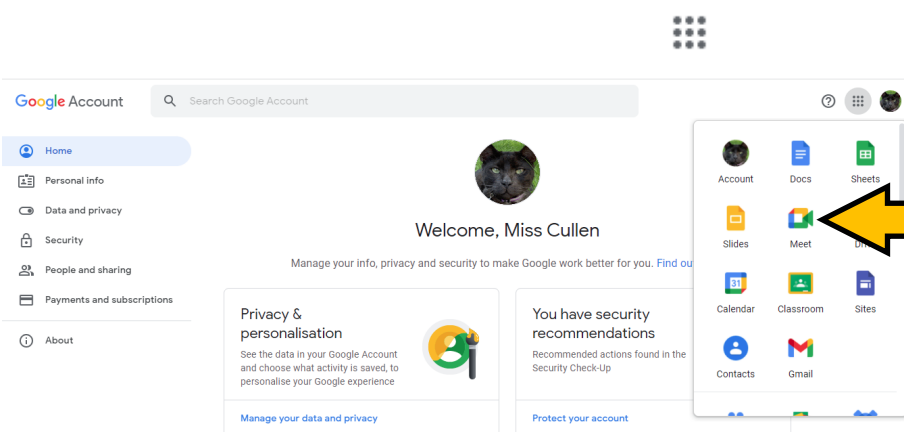
It will then ask you for a meeting NICKNAME. The nickname will be meet followed by the class name, e.g. **meetbuckingham** or **meetcaernarvon**. It does not matter whether there are capital letters or not.

Double check the spelling (!) and then select **JOIN.** If the teacher has not yet started the meeting, you will not be able to join.
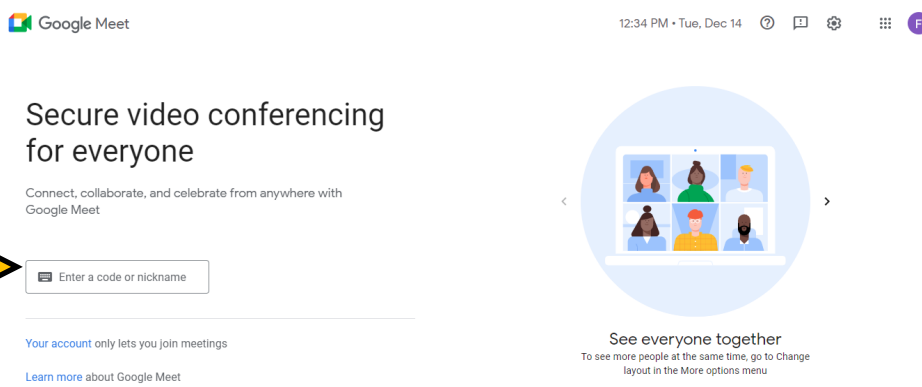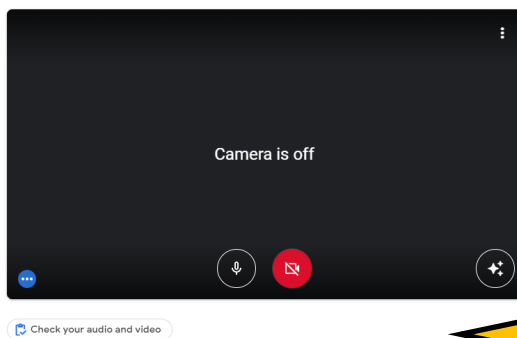
You will then be asked to allow access to your camera and microphone. This is a good time to check your microphone and video settings. Once you have them working, select JOIN again.

We ask that everyone joins the meeting with their microphones off. Once you are in the meeting, you can see the whole class by selecting the 3 dots at the bottom and selecting CHANGE LAYOUT.
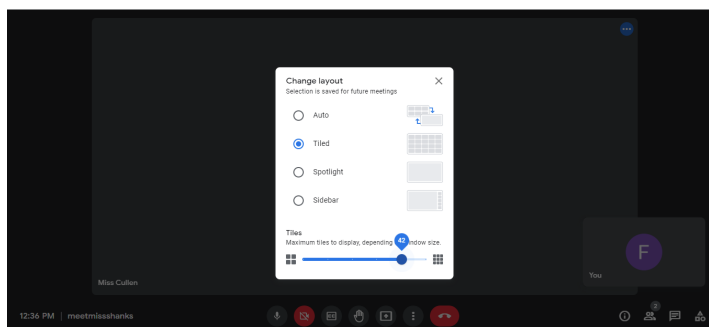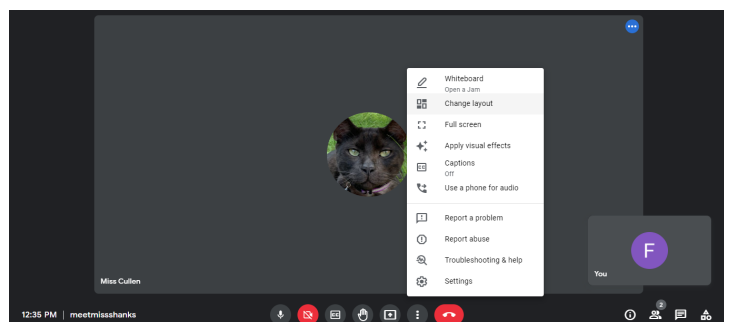

Select TILED and drag the slider to 42. When the whole class is there, your child may struggle to focus on the teacher. You can help this by clicking the 'pin' icon on the teacher's box. That way they will stay highlighted on the screen.
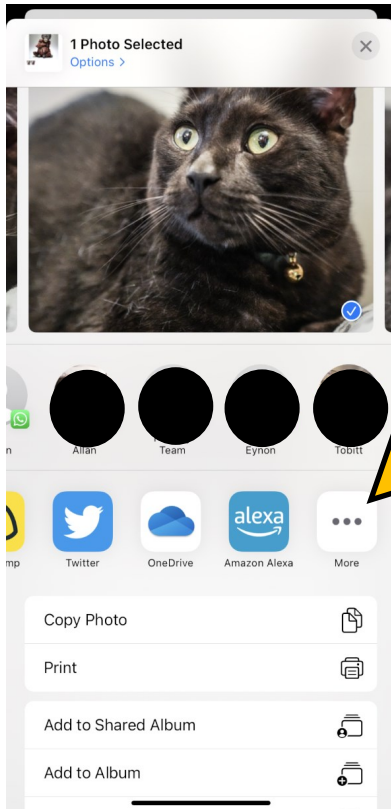
GOOGLE DRIVE

In order to send work in to the teacher, it is useful to download the Google Drive App onto your **phone or tablet** so you can take photos and transfer them using your child's Google account.
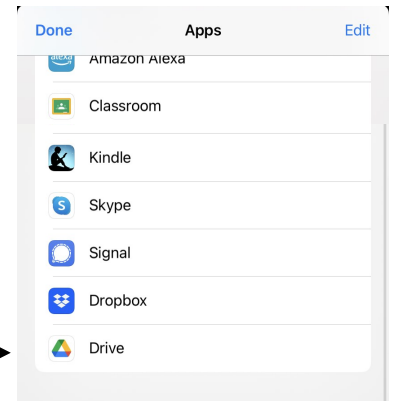
Sign into Google Drive using your child's details. Go to your photo gallery and select a photo. Click on the symbol to share it—on an iphone, for example, it looks like this:
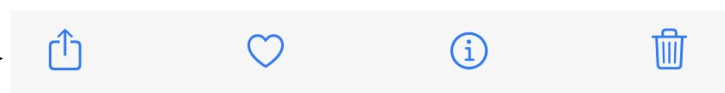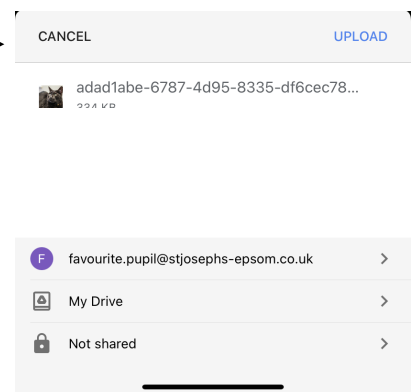
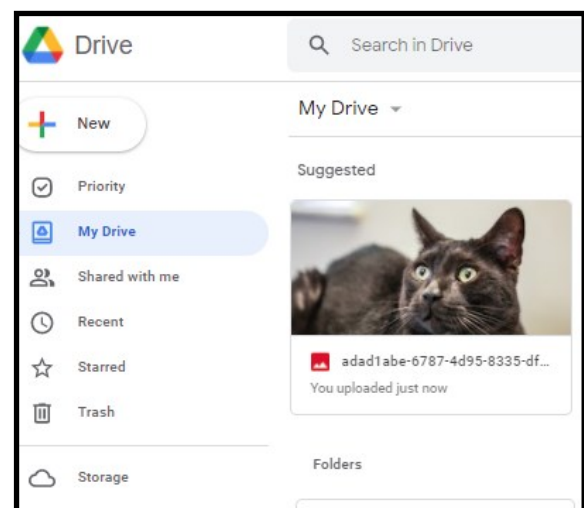Click on the three dots and scroll down the list until you find Google Drive.
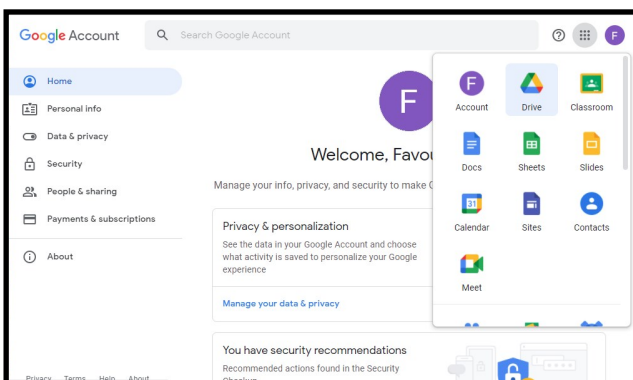
Click on **UPLOAD**.

Now go back to your PC/laptop and click on the WAFFLE in the top right of the screen.

Select **DRIVE.**

You will now be able to see the photo you have just uploaded on the device you are about to use for Google Classroom!

GOOGLE CLASSROOM

Go to the waffle and click on CLASSROOM. Then select the box with the class name on it.

You will see the STREAM. This is where teachers will post information and chat to you about the day ahead.

If you click on the CLASSWORK tab (at the top) you will see the work posted for your child, organised by day and subject.
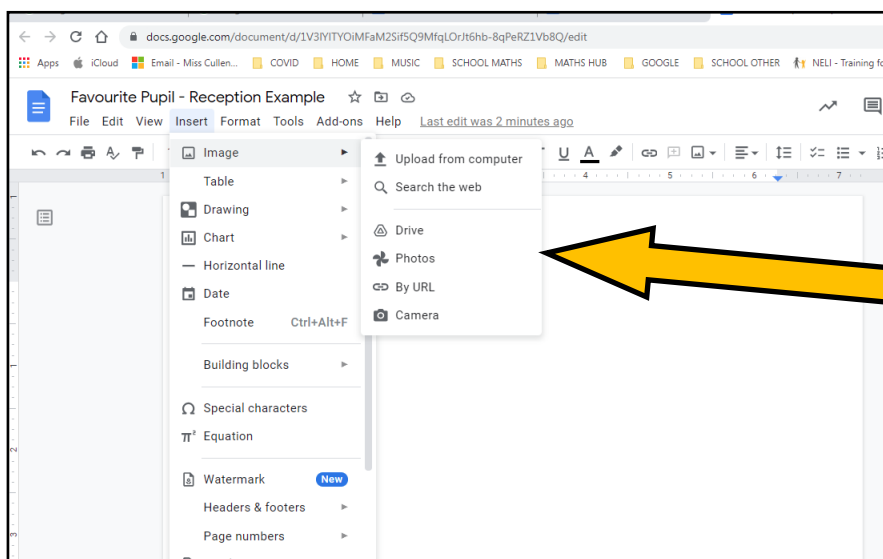
When your child has completed the work, you can take a photo of it and attach it to the GOOGLE DOC that the teacher has posted here by following these steps:
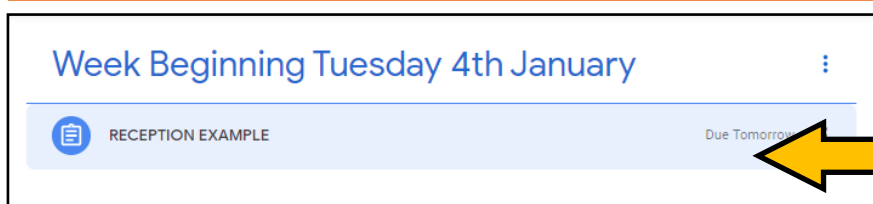

Click here to see the day's learning.
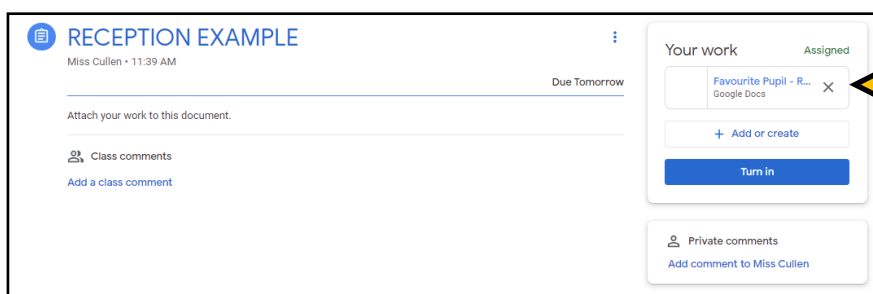
Once the learning is complete, click here to see a blank Google Doc provided by the teacher.

Take a photo of the learning and send it to the device you are working on via email or by adding to your Google Drive account (see previous page).

You can then attach it to this document as you would normally would from your computer or your child's Google Drive.
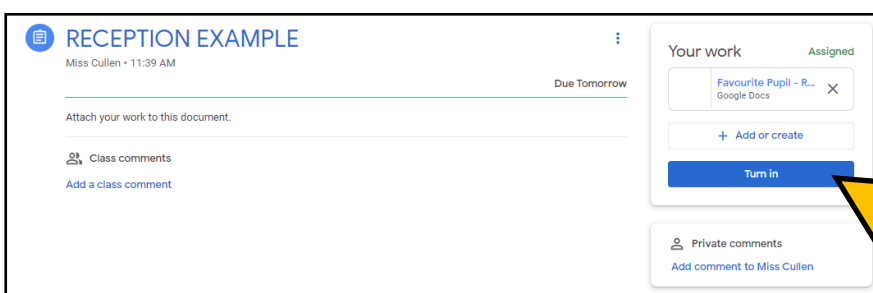
Once you have attached the photos, close the Google Doc (don't worry—it saves automatically) and click TURN IN.