

Reception Parents—Guide to Google Classroom PHONE/TABLET VERSION

On a phone or tablet: Go to the Play store or App store and download the following apps:

Google CLASSROOM

Google DOCS

Google MEET.

Sign into each of these using the details from your child's yellow reading record book. If you have trouble with this, you may have another Google account open. Sign out of that and add your child's account.

GOOGLE MEET

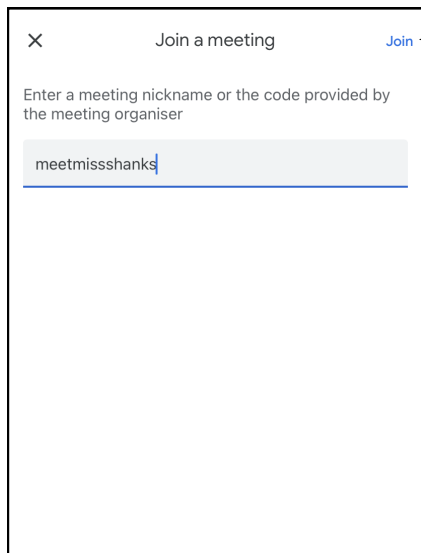
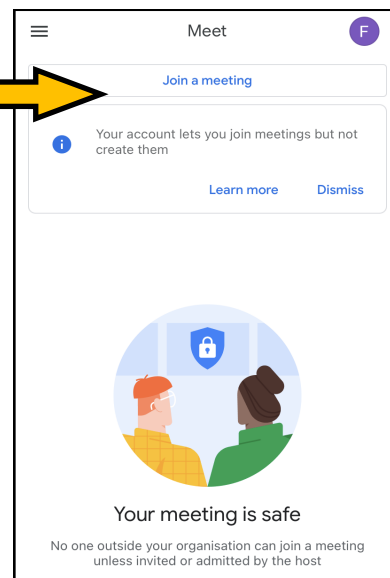
If the whole class are at home, the children will have a daily meeting via Google Meet with their teacher. The timing of this will be communicated with you via Parentmail. It will be at a set time each day.

Just before the meeting, open the Google Meet app. It will ask you to sign in to your child's account if you are not already signed in.

Once you have done that, click on **JOIN A MEETING**.

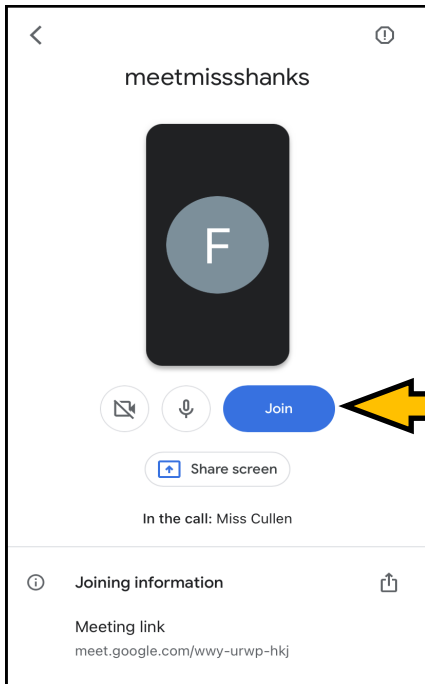
It will then ask you for a meeting NICKNAME. The nickname will be meet followed by the class name, e.g. **meetbuckingham** or **meetcaernarvon**. It does not matter whether there are capital letters or not.

Double check the spelling(!) and then select **JOIN**.

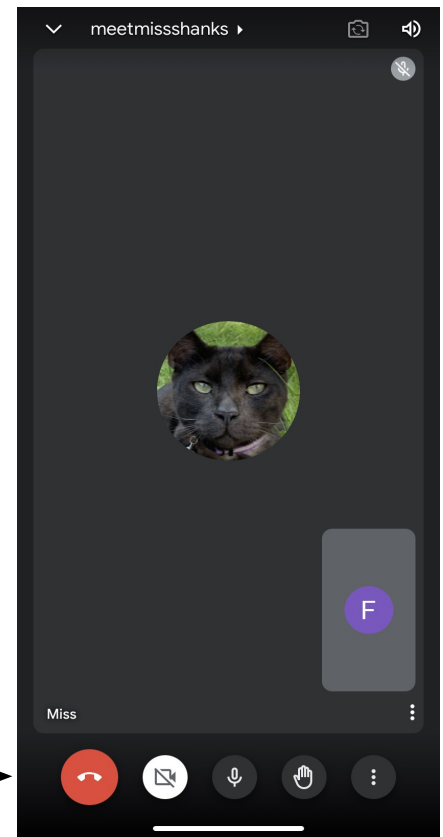


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to



You will then be asked to turn on your camera and microphone and then to select JOIN again. If the teacher has not yet started the meeting, you will not be able to join.



You will then go through to the MEET. If you have trouble with your microphone/audio settings, click the three dots and you can adjust them here.

We ask all children to join the meet with their microphones **off** to start with.

On a laptop/PC, the children are able to see each other better so, if you have the option, a laptop/PC is better for Google Meet.

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:

