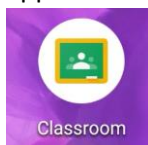


Step by step instructions for installing and using the Google Classroom app

Installing the App and getting started

1. Firstly, search and download the Google Classroom app in from your app store. The application that you need looks like this.



2. Once you have downloaded the app, click on 'get started'. You will now be asked to add an account, here add your Hwb email address.
3. You will now be asked once again to add your Hwb email address and password.
4. Next click in 'Join class', here you may be asked for your class code. Enter the class code that was sent to you.
5. You are now able to see your class Google Classroom; you should see your class's name. To enter the classroom, click on your class name.
6. Your Google Classroom details have now been saved in your app. There will be no need to keep entering your log in details, each time you would like to view Google classroom.
7. You can now see your 'Class Stream'. Here you can see the most recent assignments that have been posted along with streams from your class teachers.
8. To see what assignments you have been set, please click on 'Classwork' at the bottom of your screen. Now you can see all the work that has been set by your class teacher.
9. To view an assignment, click on its name. Here you will see the instructions for the assignment set by your class teacher.

Uploading a photo or video to submit for your assignment

Sometimes you will need to upload a photo or video of your work to show your class teacher. Here is how you do this.

1. Click on the name of your assignment, you will now see instructions on how to complete your work. Sometimes your teacher will have attached an example to help you with your work, to see this click on the attachments.
2. Once you are clear on what you need to do, and have completed your work, then take a photo on your phone or tablet.
3. Now click on 'Get Started'
4. Next click 'add attachment'
5. You can now add your photograph or video by clicking on file. You can now see your most recent photos and videos. If the photo or video that you need is not there, then in the left-hand corner there is an icon with three vertical lines, if you click on this then you will now be able to find your gallery.
6. Click on the image that you need, the chose to upload the image by clicking on the tick in the right-hand corner.
7. It is important to now click 'Hand in', or your work will not be submitted. Once you have clicked 'hand in', then you will be asked once again if you would like to hand in. Click 'Hand in' again and your work will now have been submitted for your teacher to mark.
8. You will now see that you have the option of adding a private comment to go along with your work. If you would like to add one, then type your comment in the box and send by

pressing the arrow on the right-hand side. You can also use this function if you have any additional questions about your work, that you would like to ask your teacher.

Submitting your work in a document

There will be times when your class teacher has created a document for you to complete and return to them. Follow these steps to complete your work in this way.

1. Once you have clicked on the name of the assignment you will see the instructions that you need to complete your work. To get started click on 'Your Work'. You will now be able to open the document that you need to complete the assignment.
2. Click on the document name to open it. To start completing your work in the document then you will need to click on this icon that is in the right-hand corner.



3. You have now downloaded the document to your own Google drive, you can start entering your own work by clicking on the pencil icon that is in the bottom right hand corner. You are now free to enter your answers.
4. Once you have finished your work, then click on the blue tick in the left-hand corner. Your changes have now been saved but you must follow the next step to submit your work to your teacher.
5. Now click the purple 'Hand in' button that you will see on your screen.
6. Once again, you will be asked if you would like to hand in, you need to select 'Hand in' again to submit your work for your teacher to mark.
7. Your work has now been submitted. You have the option to send your teacher a private comment to go along with your work by writing in the box 'add private comment'. Click on the arrow on the right-hand side to send the comment. You can also use this function if you have any additional questions about your assignment that you would like to ask your teacher.

Using the stream to keep in touch

Google Classroom is a place where you can keep in touch with your teachers and peers. We will be uploading what we have been up to on 'the stream', and we would also love to see what you have been up to here. Follow these instructions to use the stream.

1. When you open the app, you will see our class name. To enter our classroom, you need to click on our class name.
2. At the bottom of your screen, you will see the option to enter the class stream by clicking on 'Stream'.
3. You will now be able to see streams from your class teachers. Click on the stream directly and you will be able to see photos from your teacher, and comments from your classmates if they have already made one.
4. You can add your class comment by typing in the 'add class comment box' and sending your reply by clicking the arrow on the right-hand side.

5. Sometimes you may want to share a comment or photo with your class, or your teacher may have asked you to share what activities you have been up. You can do this by clicking on the 'Share with you class' box at the top of the page. Here you can type your comments and add a photo by clicking on the paper clip icon.
6. After you have clicked on the paper clip icon, then select file. You will be taken to your most recent photos and videos, but you can select previous ones by clicking on the three vertical lines in the left-hand corner. You can now see your gallery.
7. Chose the image or video that you would like to upload and select it by clicking on the tick in the right-hand corner.
8. The final step is to now click on the arrow on the right-hand side of your screen. Once you have done this your comment or photo will have been shared to the stream, and your teachers and classmates can comment on. Remember to look out for replies.

Adding multiple accounts on to your app.

We are aware that many of you may have more than one child that attends our school, you can have more than one Google classroom account, logged on to your phone at the same time. This will save you time, as you will not need to keep logging in and out. To add multiple accounts then follow these steps.

1. Once you have followed the steps to get started, and have added your first account, open the app.
2. You will now see 3 vertical lines, click on these. At the top of your screen you will now see the email address of the first account that you have added, along with a small arrow pointing down. Click on this arrow.
3. You will now see the option to add another account. Select this option an then enter the hwb email address of your next child.
4. You will be asked once again for your child's hwb email address and password.
5. You can then click 'join class' and enter the class code that has been sent to you by the school.
6. You have now added another Google Classroom to your app. The initial of your child's first name will appear in a coloured circle at the top of the screen. To change classes, simply click on this circle. You will easily be able to move between classrooms with no need to keep entering your child's login in details. They will now be saved in the app.