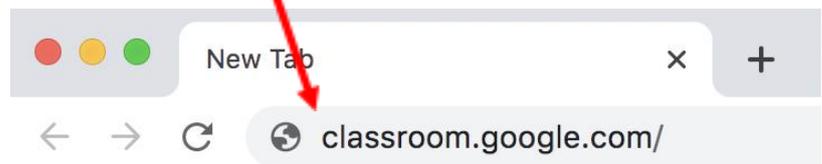## Google Classroom Overview

**Accessing Google Classroom** .

Google Classroom is a tool through which class teachers are setting learning, sharing resources and communicating with pupils. While your child(ren) may require support in accessing and understanding the work set, please note: **only pupils may communicate with staff via this tool**. If you have any questions, about the work or anything else, please email the school office.

1. In the **address bar** of your internet browser (Edge, Chrome, Safari, Firefox...), type the web address classroom.google.com.



2. When you reach the sign in page, enter the appropriate **email address** and click 'Next'. If your child is unsure what this is, the general format is:

a.      the two-digit year that their cohort joined Crosshall Junior School

b.      (Year Three: 20; Year Four: 19; Year Five: 18; Year Six: 17);

c.      the first letter of their first name;

d.      their surname;

e.      the end of the email: @cjsmail.uk.

For example, if Joe Wicks were in Year Four, his email address would be 18jwicks@cjsmail.uk.



3. Enter their password, which should be the same as their A.R. password (the one they use to quiz on their reading books), and click 'Next'.



4. Once logged in, click on the **name of their current class** and select 'Classwork' at the **top of the page**.
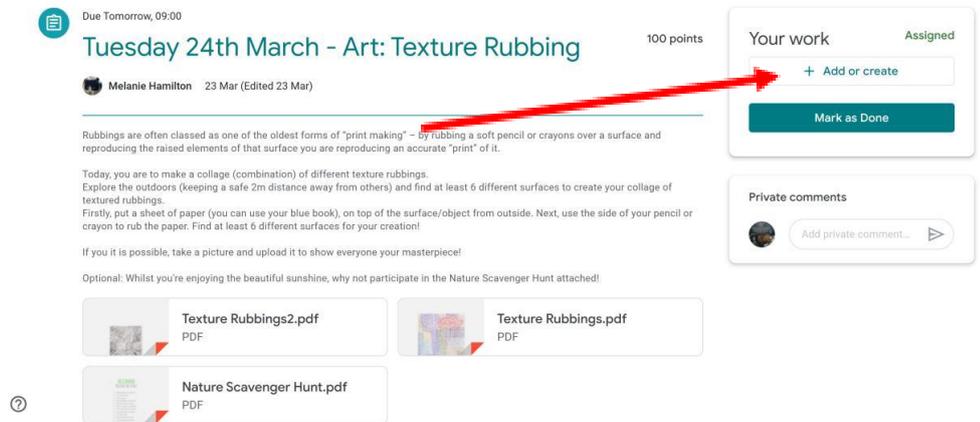
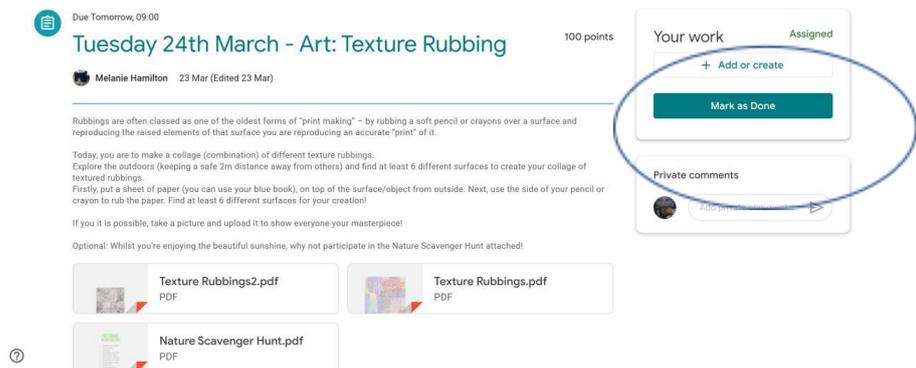## Attaching work and mark the assignment as done in Google Classroom

When your child views the assignments in Google Classroom and has completed the task, it gives them the option to mark their work as done.

The children should be attaching their work for the teacher to mark in the format of a Google Document, Google Slide, PDF of picture.
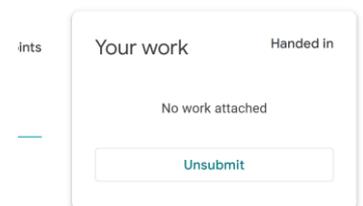If they want to attach work or share something with their teacher, they can use the add button to do this.



If your child has completed their work, they merely need to click this button to tell their teacher. We are trying to support families and staff by providing answers whenever possible to make marking easier.



Once pressed, the button will look something like this and inform the staff that your child has done this assignment.



Please remember that we are trying to provide work for a wide range of children, so do not feel that all work each day must be completed or needs to be completed at a specific time.