Google Classroom and Learning from Home

As we are unsure how long the school closure will go for we will be using Google Classroom to ensure your children are able to get support and feedback from teachers when they complete home learning. It will also allow us to see who is engaging with the learning.

The following documents will outline how to enrol your children into Google Classroom.

Section 2 – Enrolling in Google Classroom

Step 1:

You will need to sign into google using your child's Avanti email account:

Username: <u>firstname.surname@apf.avanti.org.uk</u>

Password: See below

When originally set in September passwords were as the table below. On signing in for the first time the system will ask to set a strong password. Some children will have used the system in school and set their own password.

Cedar	cedar358	
Cherry	cherry29	
Hazel	hazel422	
Hawthorn	hawthorn47	
Chestnut	chestnut21	
Rowan	rowan412	
Holly	holly479	
Sycamore	sycamore16	

On the home page you will see a letter in the top right corner. This letter is the first initial of your child's first name.

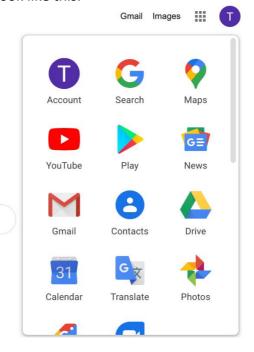
Next to this you will see 9 dots in a square. If you click this you should be given a drop down menu of options.

Gmail Images



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Step 2: The drop down menu will look like this.



Step 3:

You are looking for the classrooms icon -

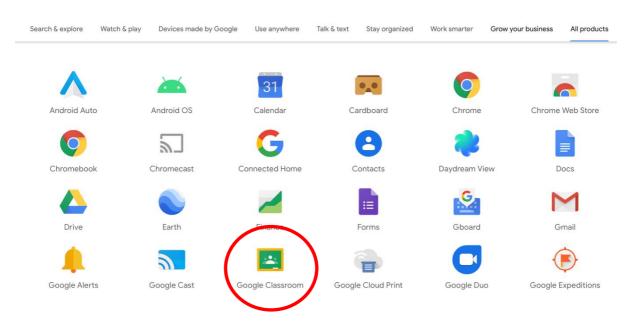


Once you have found this icon click it to open Google Classroom.

If you cannot see the icon please select the 'more from Google' at the bottom of the menu.

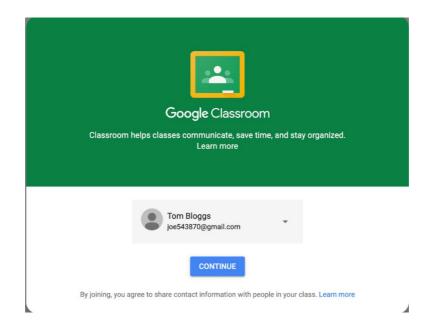
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Then you can scroll to the bottom of the page that opens and look for the icon there.



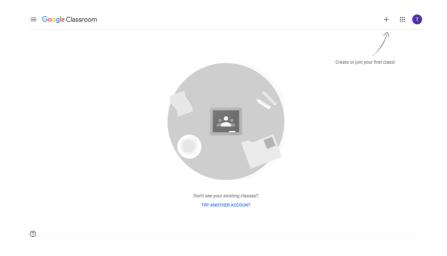
Step 4:

You will be met by this page. Make sure you are logged in as your child's email address then click continue.



Step 5:

In the top right corner there is an arrow pointing to the + symbol. Click this once and then choose the join class option.



Step 6:

Here you will need to enter your Year Groups Class code and click join.

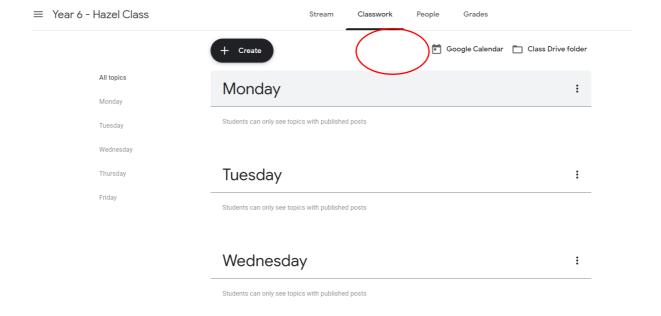
Join class		
Ask your teacher for the enter it here.	e class code,	then
Class code		
	Cancel	Join

Step 7:

This is your home page (or stream page).

The 3 tabs across the top are what will help you navigate this. The most important of these is classwork.

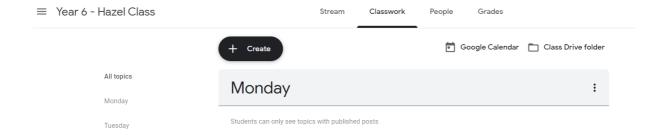
Click on classwork.



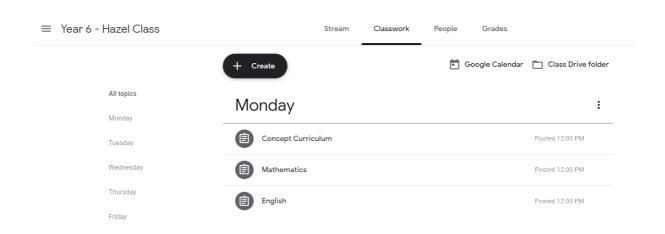
Step 8:

Here you will find different topics of work. These will all be the same as what has been emailed out previously however may have additional content to support

Click the daily folder you want to access. In this case Monday.



Inside this folder you will be able to access learning for English, mathematics and foundation subjects



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Step 9:

Here you will now see the challenge, hyperlinks and resources.

Once you have done the work you wish to upload please click the 'View assignment'

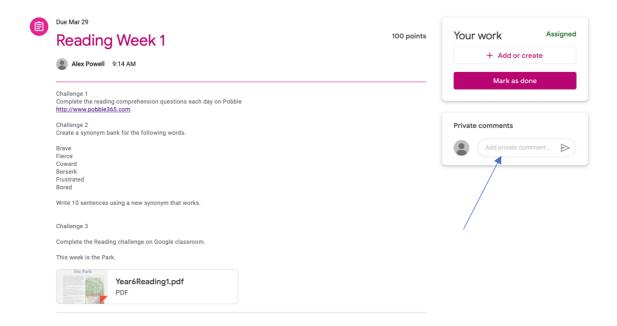
Step 10:

In the view assignment tab you are able to ask your teacher any questions relating to the work here. This is a private message and will only be seen by your teacher.

Your teacher can then respond to you in the same way.

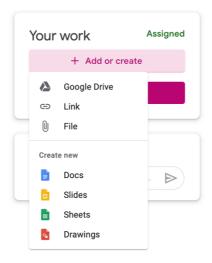
To upload work please click the '+ Add or create' button.



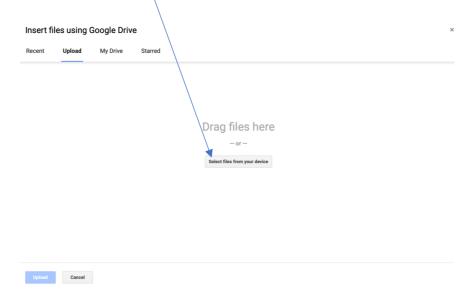


Step 11:

You will find this drop down menu. Usually you will need to use the 'file' button. When you click this you will then need to find the piece of work you want.

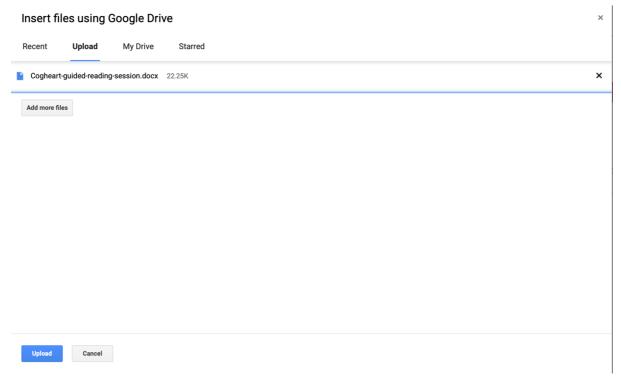


Step 12: Click the 'Select files from your device'



Step 13:

Choose the file then you will return to this screen. Click the upload button at the bottom of the page



Step 14:

You will now see you have a file showing and a button to 'Turn in'.

Click the turn in button and you are done.

Your teacher will mark your work and send you back some feedback to your account.

