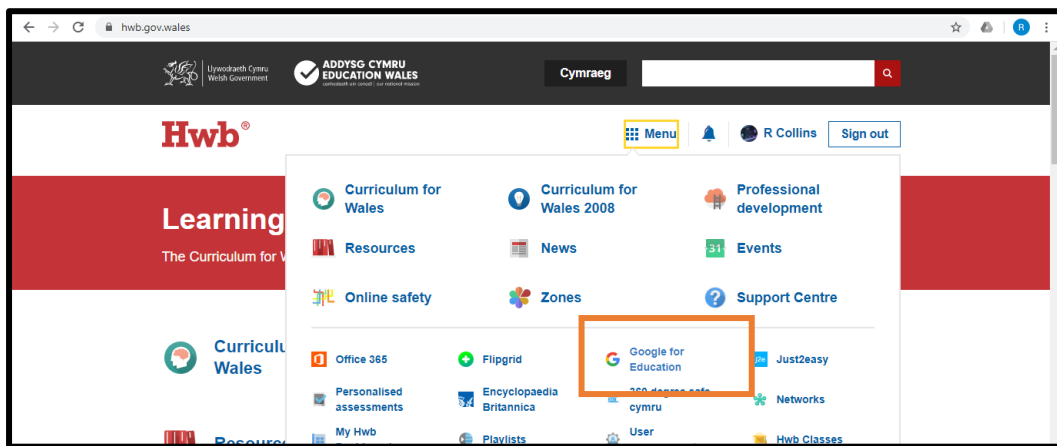# Google Classroom

Parents Guide

Google Classroom

This guide will show you how to get your children set up and working on Google Classroom in a matter of minutes.
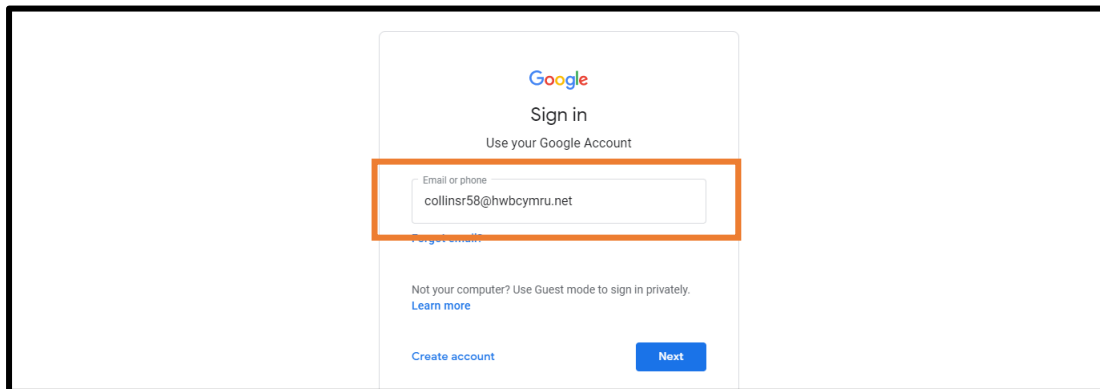
Signing in to Google Classroom

IMPORTANT – MAKE SURE ALL PERSONAL GOOGLE ACCOUNTS ON YOUR DEVICE ARE SIGNED OUT FIRST!

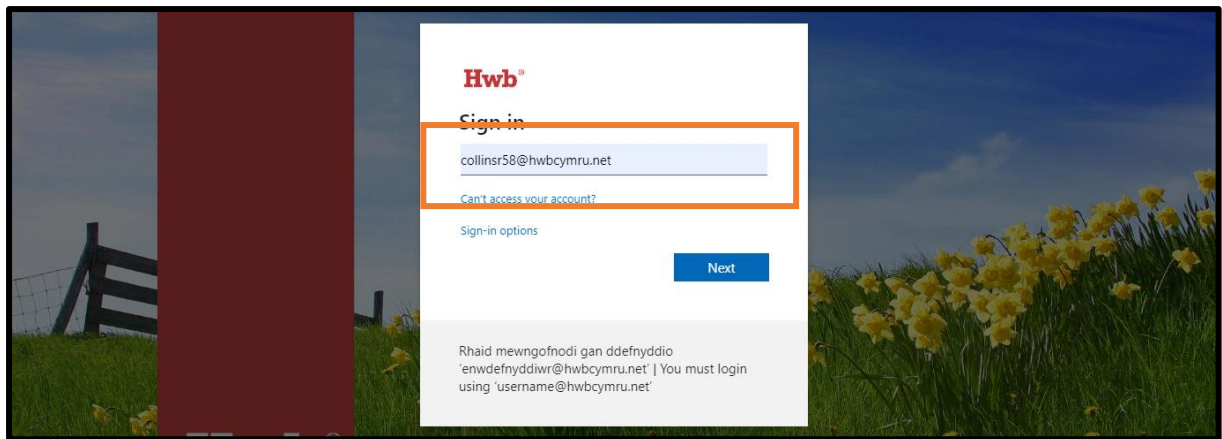Log in to HWB with HWB credentials > Click **Menu** > Click **Google For Education**.

If you do not know your child's HWB login details please check if it is in their planner or please email Peter.Griffiths@maelorschool.org.uk.
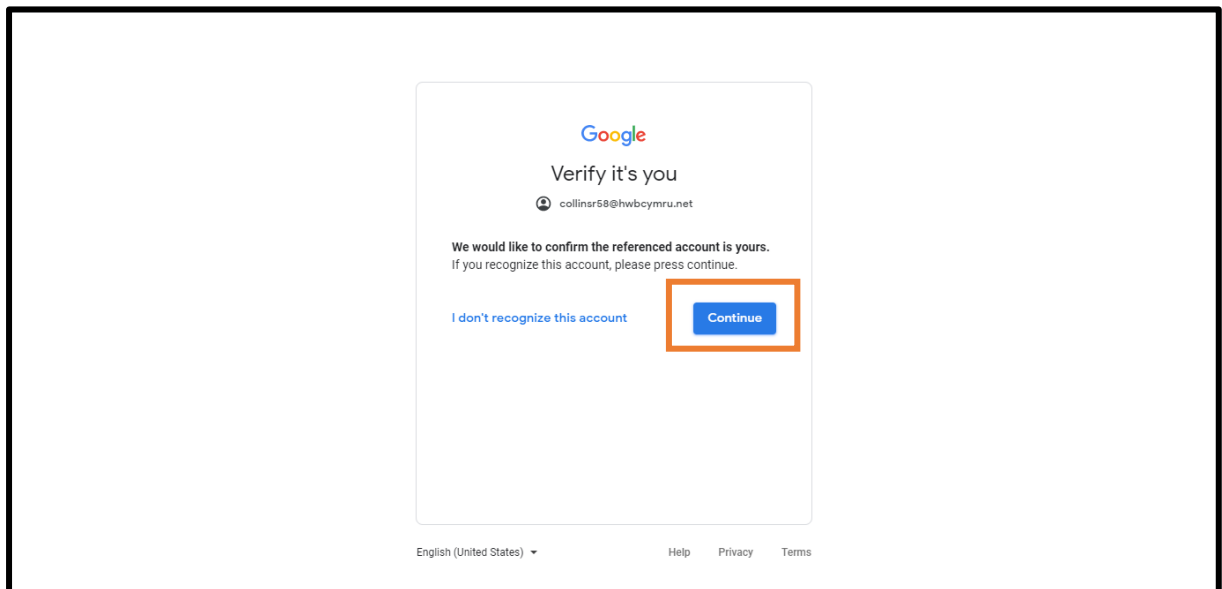

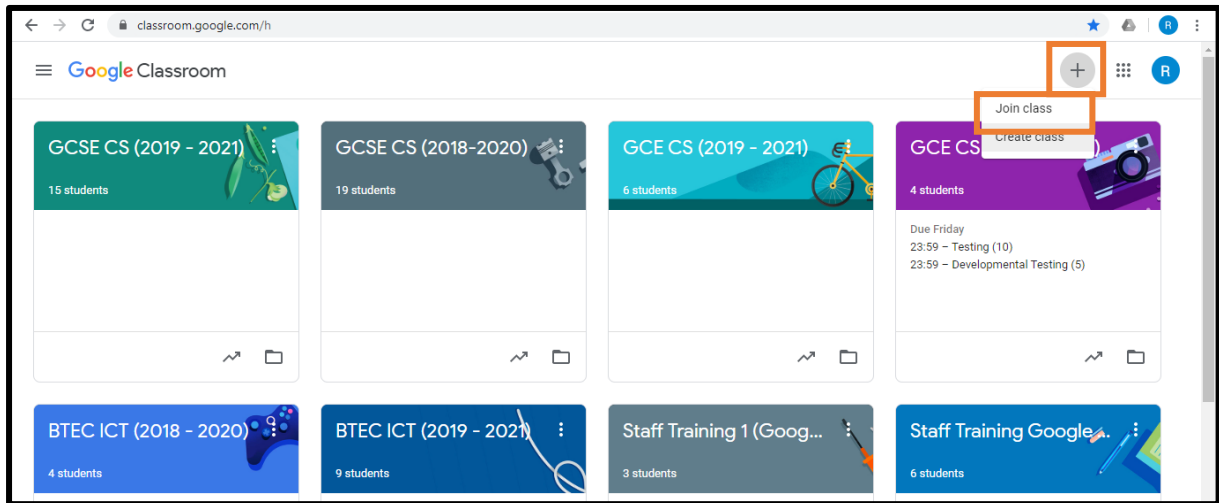Enter your **HWB Email** and click next.

Again, enter your **HWB details**.
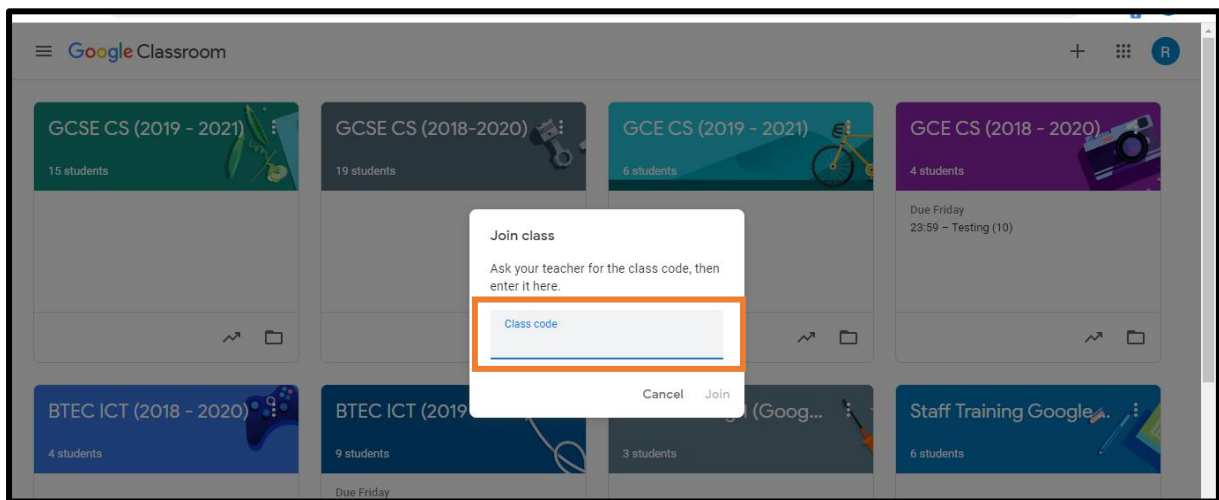

Click on **Continue**.

You will only need to do this process once. From then on you can go to
https://classroom.google.com which will take you straight to your Google Classroom home page.

Joining a class
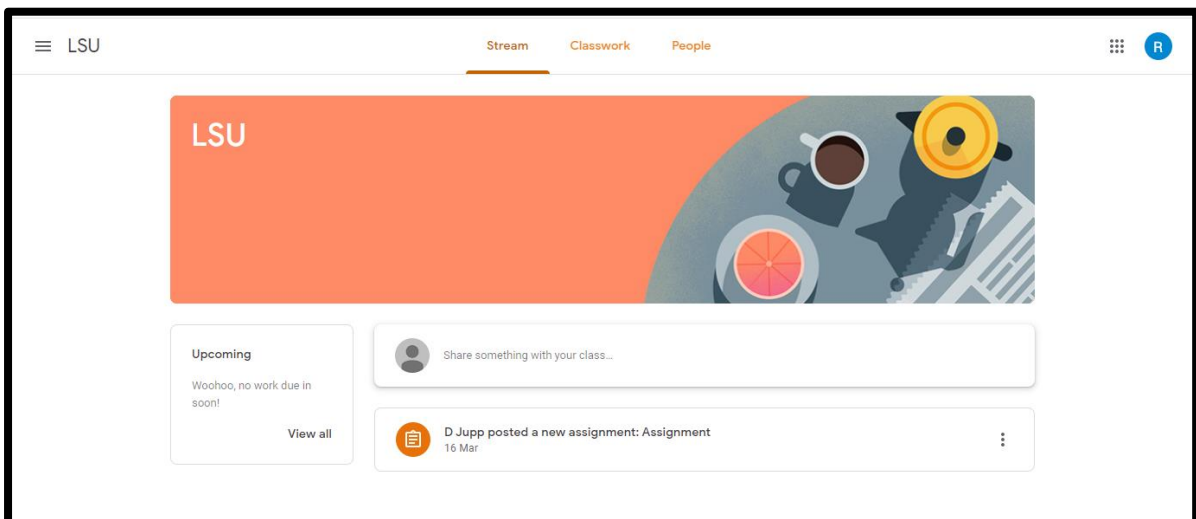
Click on the **"+"** button in the top right to join a class. (It's next to the checkerboard icon you use to access all of your apps.) Then click **"Join Class"**.

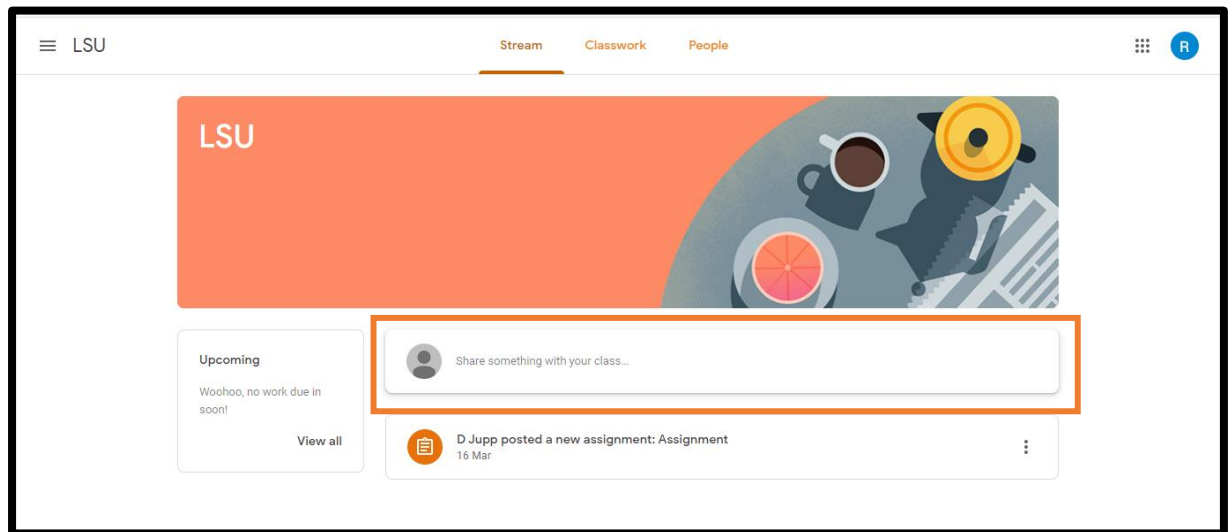Type in the code that your teacher has give you to join the class.
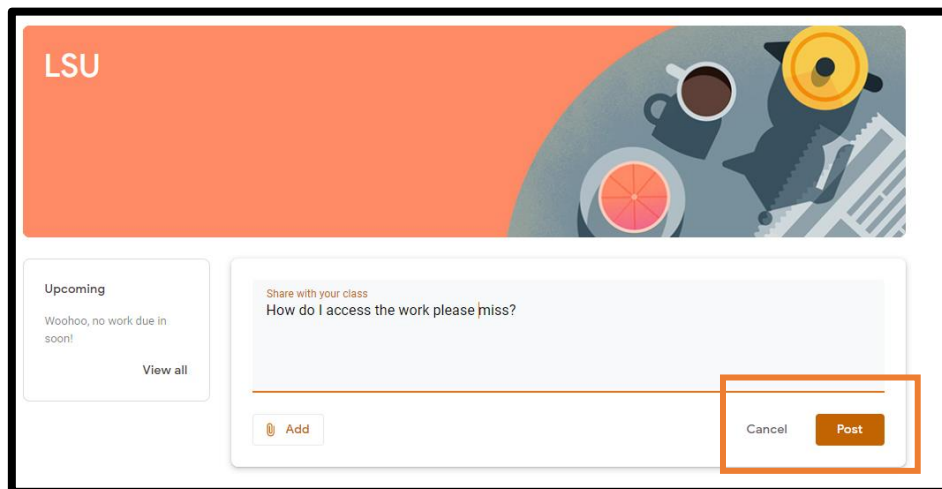

This will then open the class.

Using Google Classroom

Asking your teacher a Question

To ask a question click in the **"Share something with your class"** box and ask a question.
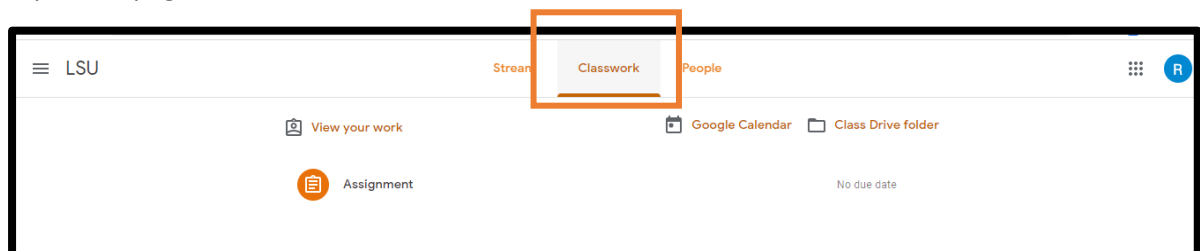

You can then click on **Post** to send the message. Make sure you only ask sensible questions as you will not be able to delete it once it has been sent and everyone will be able to see it.
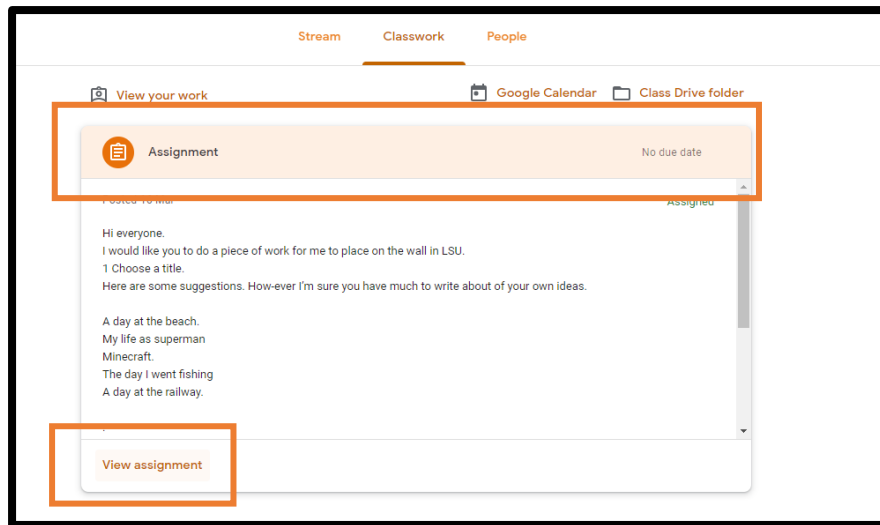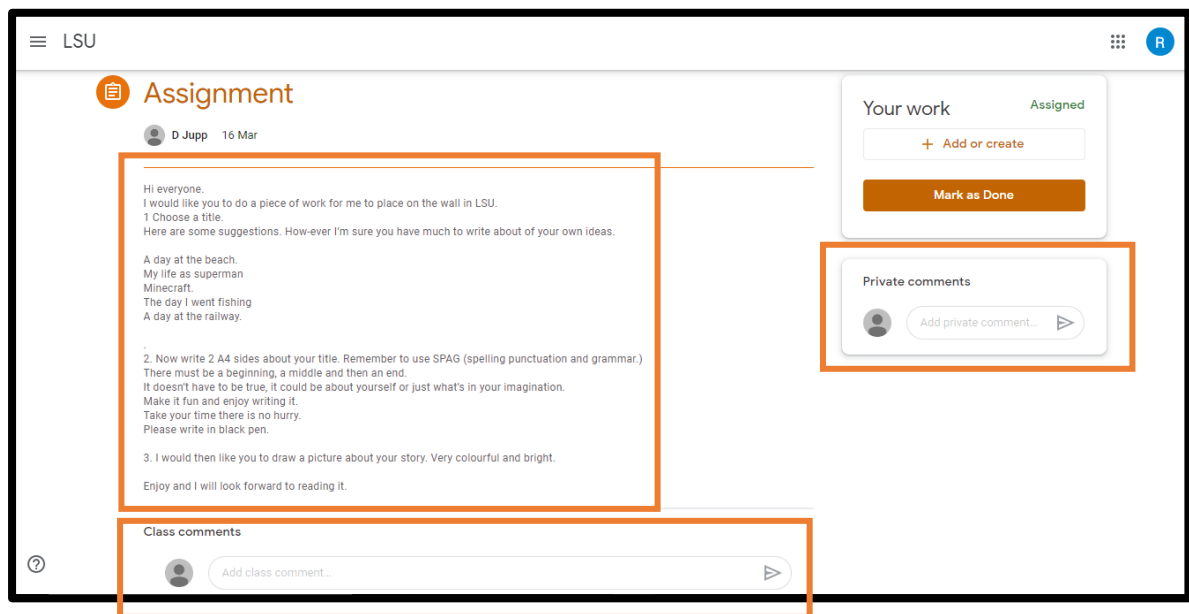

Accessing your work

If your teacher as set you an assignment to complete you will find it in the **Classwork tab** at the top of the page.
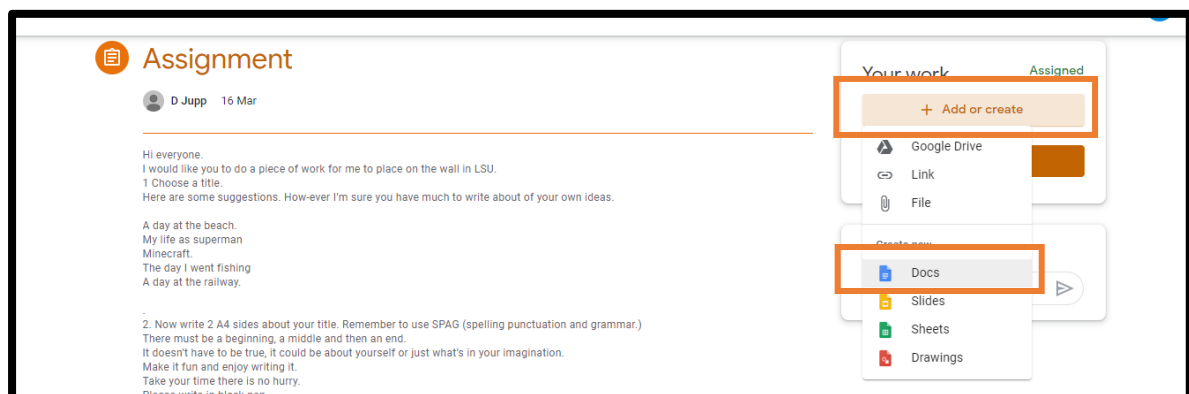
Click on the piece of work that has been assigned and click **view assignment**.
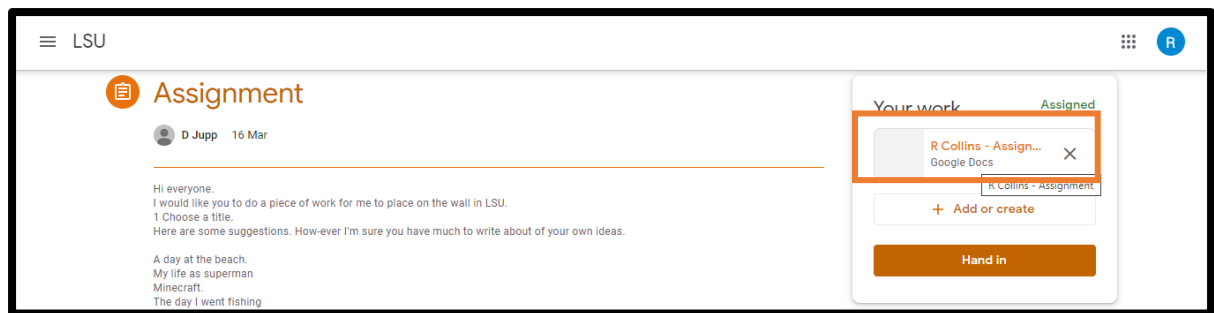

This will open up the assignment. Here you can read what you have been asked to do, add a class comment to ask the class questions or add a private comment to ask just your teacher a question.
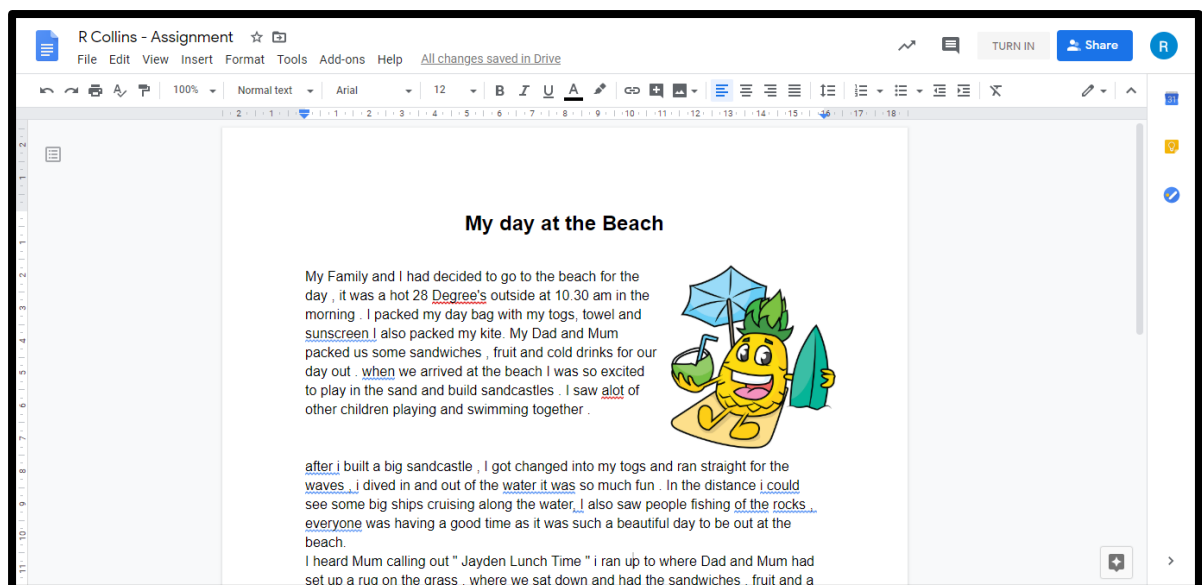

To do the work click on **+ Add or Create.** And choose either **Docs** or **Slides** depending which is most sutable for the task.
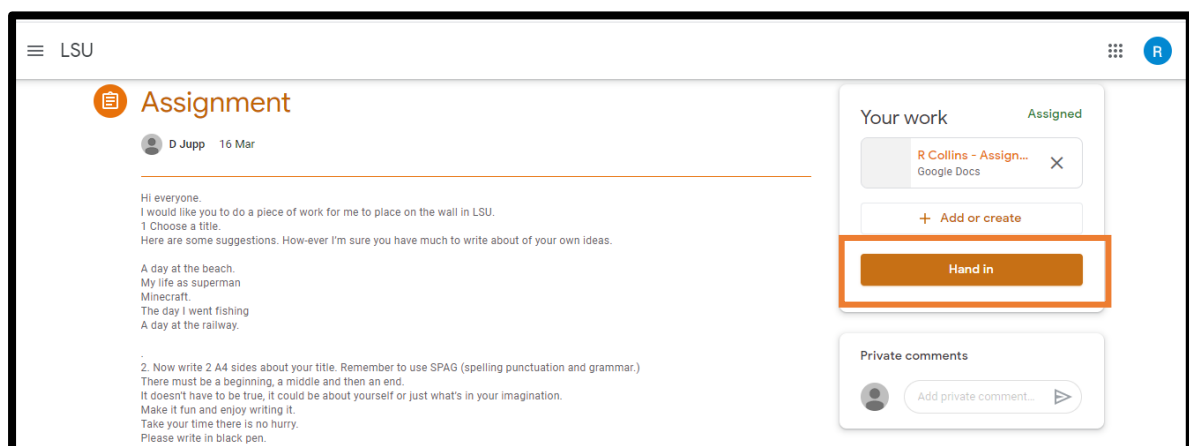
Click on the document.

Complete the work. No need to save it as Google Classroom saves it every few seconds. You can just close it once its done.

Once you are finished click on the hand in button for your teacher to mark.

Check back every day to see if any more work has been posted.