



## Dear Parents/Careers

Please find the following help guide to google classroom. All children across HJS should have received a lesson using our chromebooks and have learnt how to access google classroom.

### 1. Log into you Google Account

Log in to your device and open your internet browser. Google chrome works best for this.



To sign into your google account click on the blue 'Sign in' button in the top right hand corner.

Gmail

Images



Sign in

If someone else is already logged in or your personal account is logged in, log them out. If you are using a chromebook you may already be logged in.

To log in to your child's school google account – your login can be found in your homeschool diary - Example.318@hpp.school.

Then enter your personalised school password e.g. cheese2

Google  
Sign in  
Use your Google Account

Email or phone  
example.318@hpp.school

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

Enter your password

.....

[Forgot password?](#) [Next](#)





## 2. To Access Google Classroom

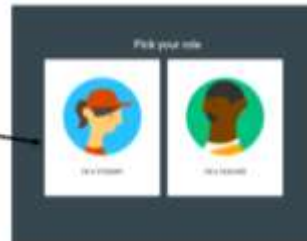
There are two ways you can access google classroom. You can either go to <https://classroom.google.com/> or click the array (the 9 dots) to open google apps.



Click the array to show you all the google apps.

Then click classroom.

You are a student



This is your classroom dashboard, this is where you will find any classes you have been added to. Look out for your class followed by 2020-2021.

Google Classroom

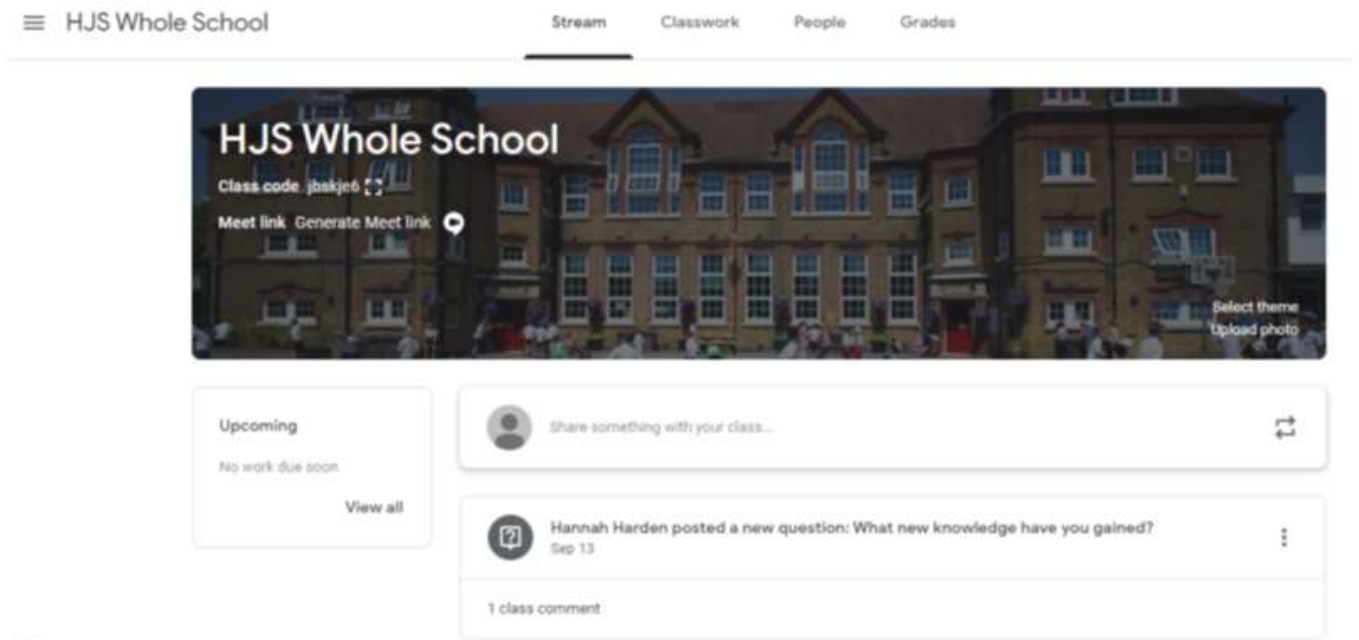
To-do To review Calendar





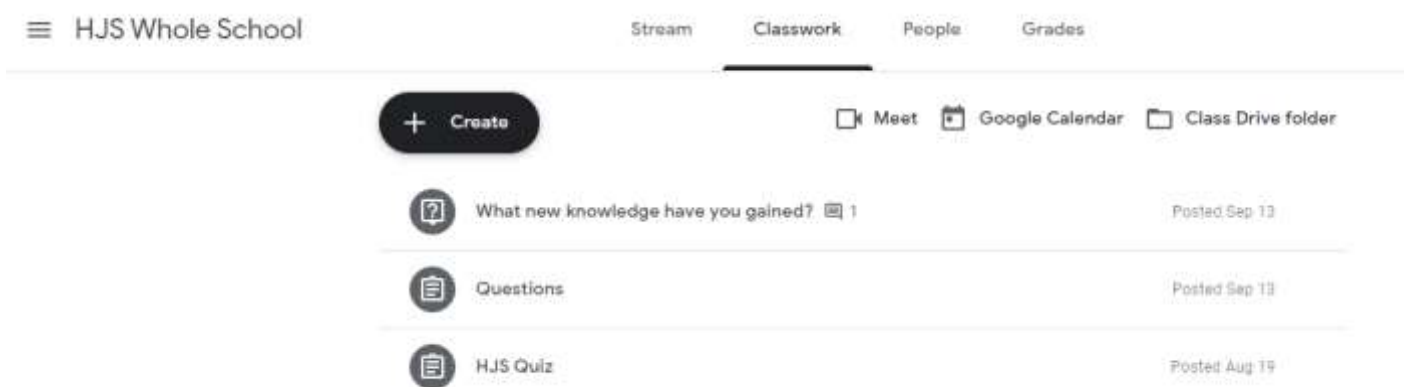
### 3. Navigating your classroom.

#### The Stream



You can open your class and see any comments from your teacher in the **stream**. You might see class notices, messages from your teacher or work notifications.

Click **Classwork**



This is your classwork tab, here you can see the work or folders that have been uploaded for you. Open the folders/topics to find extra information regarding the task set. Your folders will be labeled with the date.

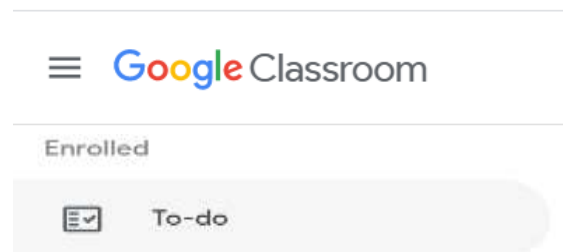




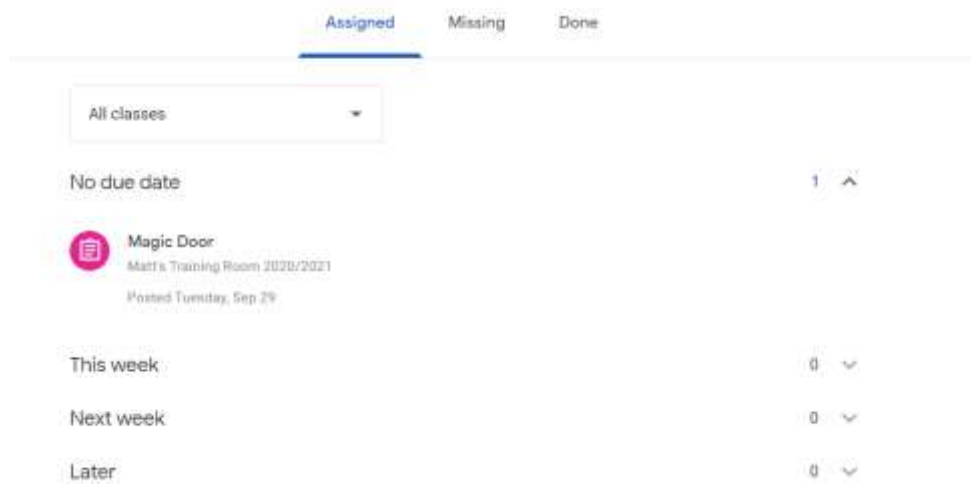
#### 4. Finding assignments via the To-do list.



You can also use the To-do tab to check which assignments you still have to complete and hand in. This can be found at the top of the classroom dashboard/homepage or the three horizontal bars.



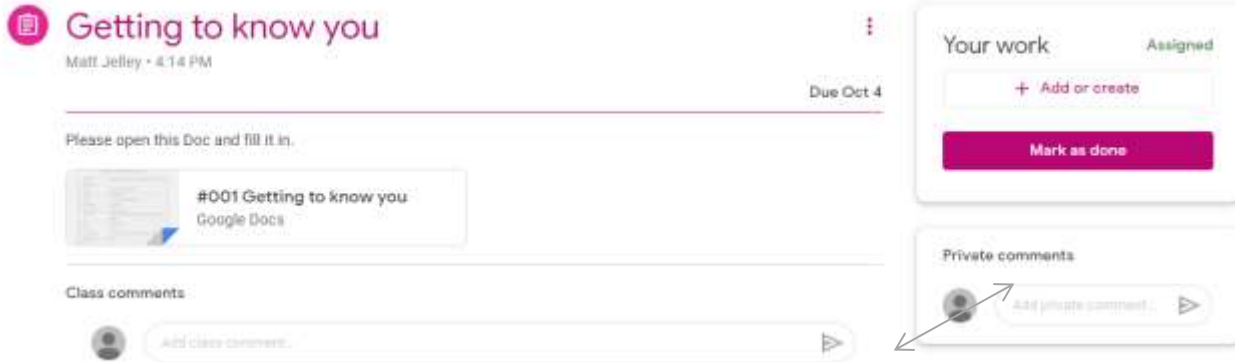
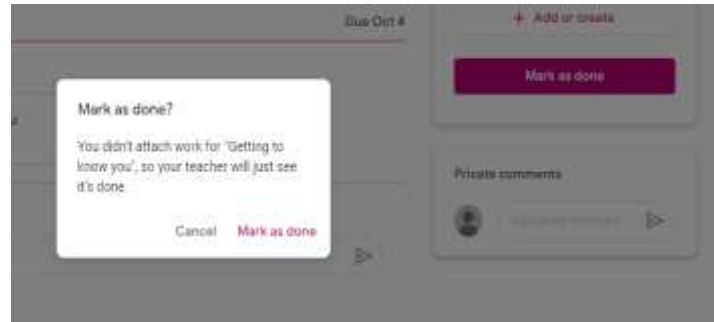
You will then be able to see the full list of assignments that you haven't yet submitted and the date they are due. You can also see if you have missed any work via the **missing** tab and look at previous submissions via the **done** tab.





### 5. Submitting work

View assignment to see all the resources set by the teacher. If the assignment doesn't require anything to be physically submitted for is example directed reading click **'Mark as done'**.

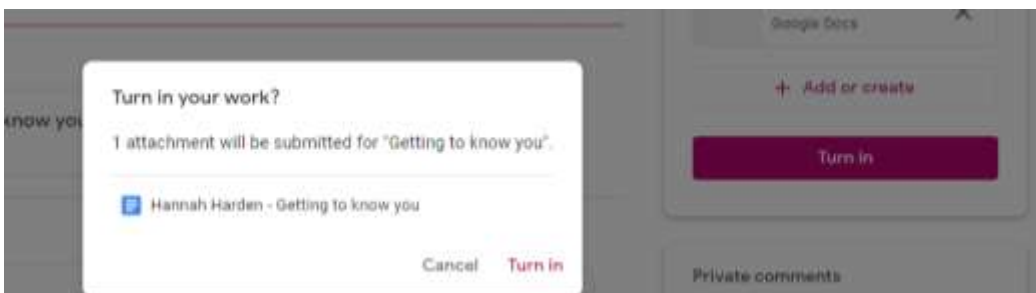
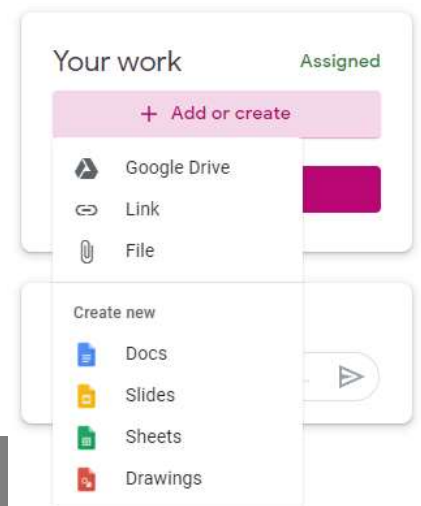


You can also leave a private comment to your teacher here.

Some tasks might need you to submit evidence back for your teacher. Please photograph your work and send it back. If you are completing the work on the computer please upload the file directly.

On a computer or desktop

Click **' + Add or create'** to attach files already on your computer or google drive before you **'Turn it in'**. You can attach any work by clicking **📎 file**. You can select more than one file to upload.

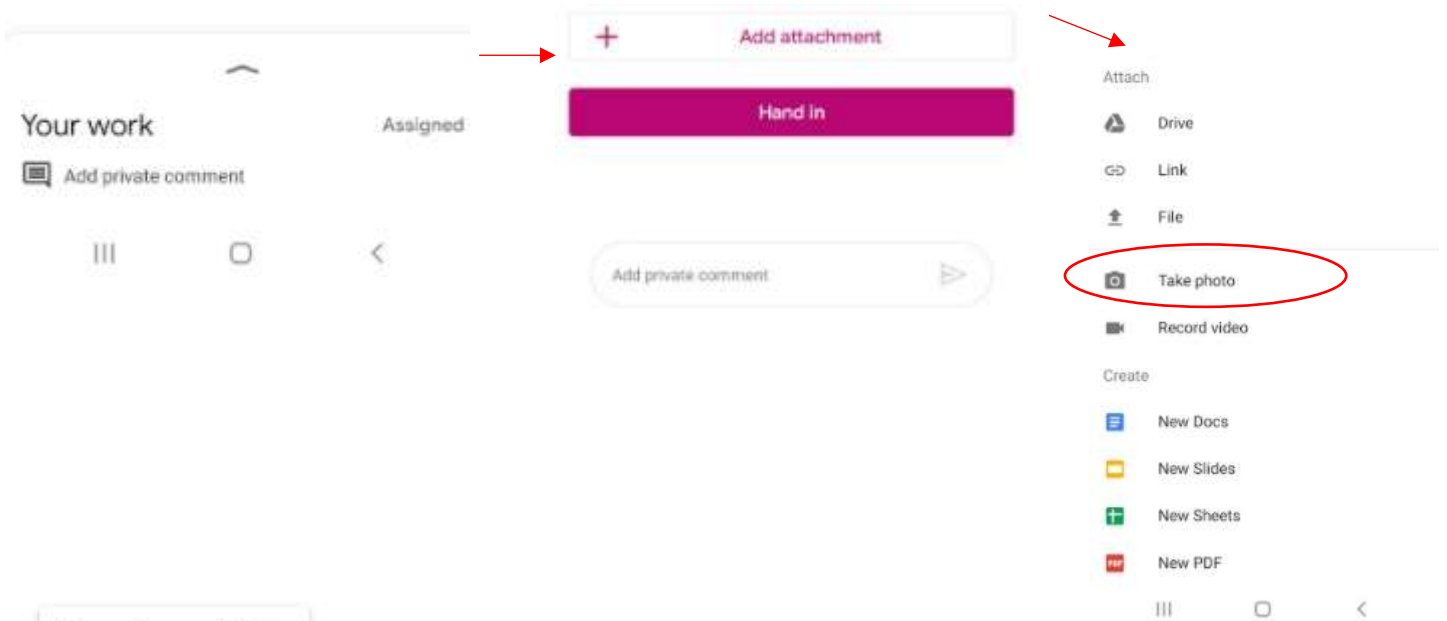




On a mobile device (Ipad, Phone, tablet).

Using the Google classroom app, swipe up from the bottom of the google assignment then add attachment then select from your mobile device files.

You can take pictures of your work and upload it straight away.



If you upload the wrong work or forget to attach the work you can unsubmit by clicking unsubmit

You can download the google classroom app for free from your app store. Please make sure you are logged in on your school HHP account and have asked

If you have any questions, feel free to send me or your class teacher an email via the school office or google has lots of self-help guides available here

<https://support.google.com/edu/classroom/?hl=en#topic=6020277>

Miss Harden

