



Google Classroom at St Peter's Primary School

As a school community, we are introducing Google Classroom as a resource for home learning. We hope that the introduction of this education tool will represent a very positive step for our school. Google Classroom will be a new experience not only for pupils and parents, but also for our teachers as they set and monitor the home learning. We would therefore value your understanding and patience over the coming weeks, as we implement Google Classroom and unlock the potential of this resource.

Through Google Classroom, children will be able to complete tasks online and submit work to their teacher for review. In school, we will be teaching children how to access their accounts and use Google Classroom. Website links to tutorials which may help in supporting your child can be found below, along with instructions for how to submit home learning.

Google Classroom is part of the Google 'G-Suite' products. Some of these have direct Microsoft equivalents. For example: Google Docs = Microsoft Word, Google Sheets = Microsoft Excel, Google Slides = Microsoft PowerPoint. The Google products work in similar ways to the Microsoft versions and they are compatible with each other.

While Gmail is part of G-Suite, access to Gmail is disabled for both staff and pupils at the school. Email communication will continue using our existing email addresses and platforms.

Google Classroom should be treated as an extension of the classroom environment and children should follow the usual behaviour expectations. If it transpires that any pupils are not using Google Classroom appropriately, we can withdraw access so that support can be put in place. If you are aware of any inappropriate use, please let us know as soon as possible.

This document contains the following information:

- How to access your child's Google Classroom account
- How to complete and submit home learning using Google Classroom
- Guidance on comments and feedback
- Links to additional online information and tutorials.

How to access your child's Google Classroom account:

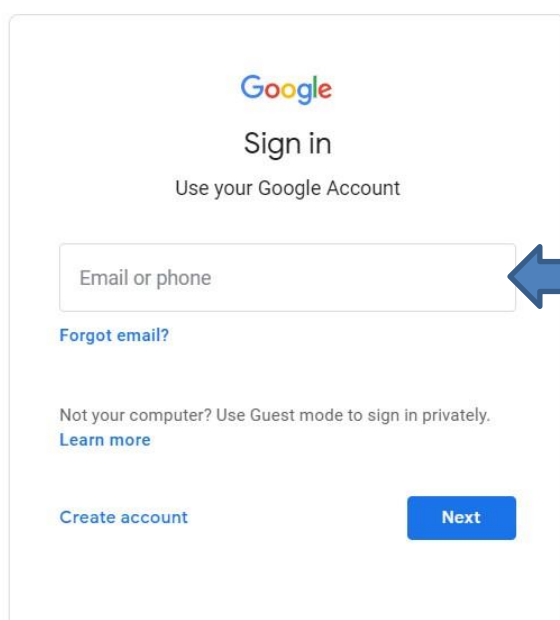
- 1) We recommend downloading Google Chrome onto your laptop or PC, if you do not already use this.

[Download Google Chrome here.](#) Google Chrome is a web browser. The Microsoft equivalent is Internet Explorer.

- 2) Access the [Google log-in page](#) here or type 'Google login' into your Google Chrome browser. ***If you already use a Google/Gmail account at home, you will need to log out of it.***

Note: if you are using a [Chromebook](#), we recommend using the 'add a person' option when at the log-in screen.

- 3) The Google login screen looks like this:



In the email line, enter your child's first name and surname initial, followed by

@spsmillend.herts.sch.uk

For example:

@spsmillend.herts.sch.uk

Then click 'Next'.

Please see the examples below:

Year one's users- 19FirstnameInitial of surname E.g: Chloe Smith would be 19ChloeS (Please note capital letters)

All at spmillend.herts.sch.uk

Year two users- 18firstname initial of surname E.g Lauren Smith would be 18laurens

Year three users- 17surname initial of first name E.g. Tom Smith would be 17tsmith

Year four users- 16firstname initial of surname E.g. Ted Smith would be 16teds

Year five users- 15firstname initial of surname E.g Jake Smith would be 15jakes

Year 6 users- 14firstname initial of surname E.g. Ben Smith would be 14bens

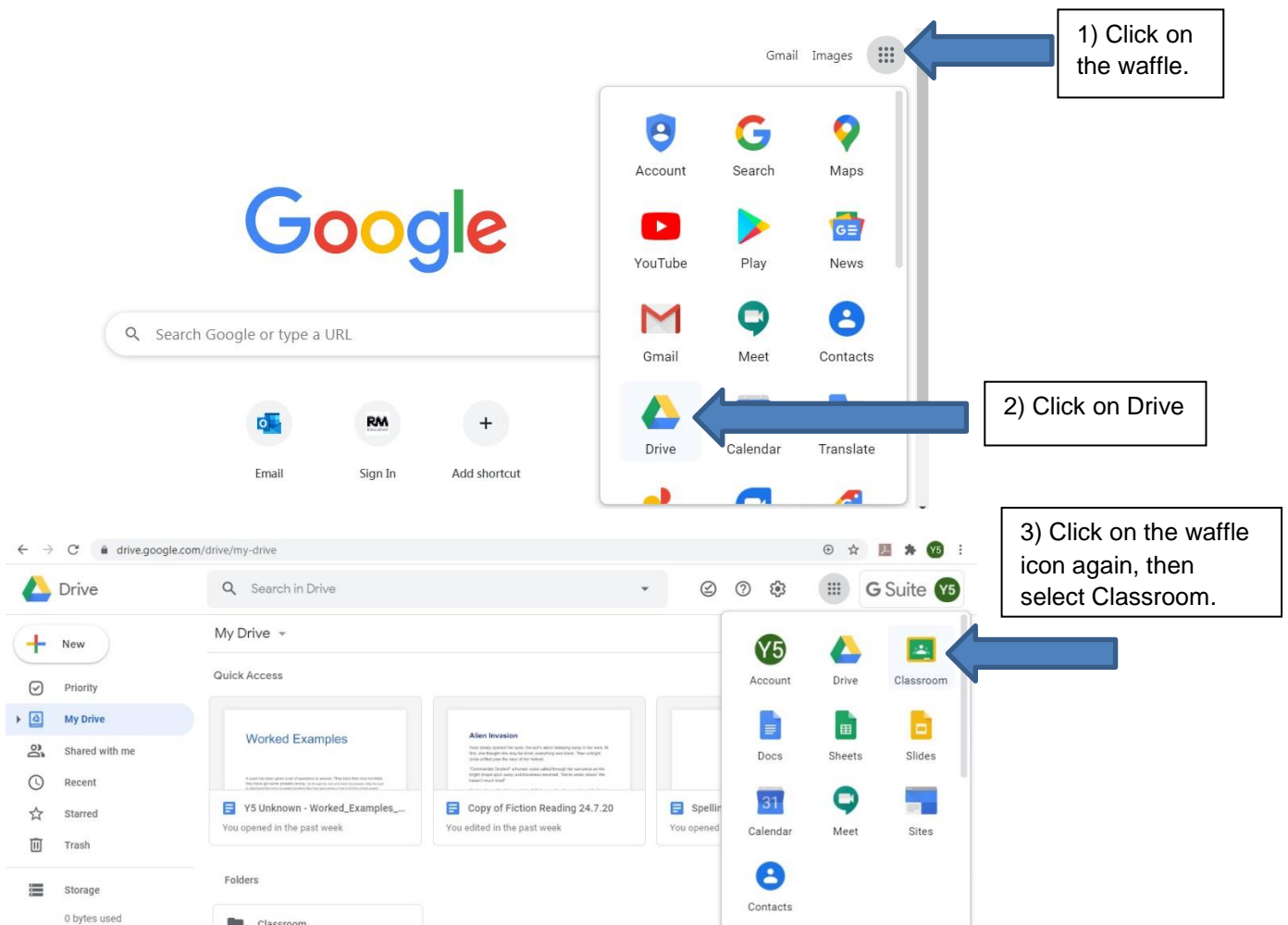
- 4) Enter your child's password as follows:

Stpeters1

This will be the same password for all but once logged in, you may change it.

- 5) Once you have logged into your Google Account, Google Classroom can be accessed by pressing the 'waffle' icon. This can be found in the top right corner of your screen when you open a new tab and it will take you to your Google apps.

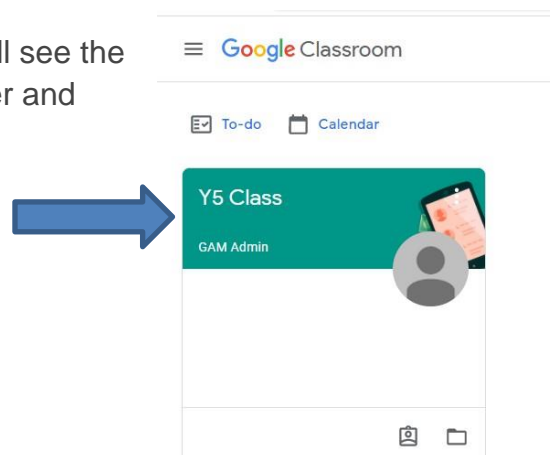
TIP: Sometimes, 'Classroom' doesn't appear in your list of apps. If this happens, click on the Drive icon, and then click on the waffle icon again; Google Classroom should now be visible (see screenshots below).



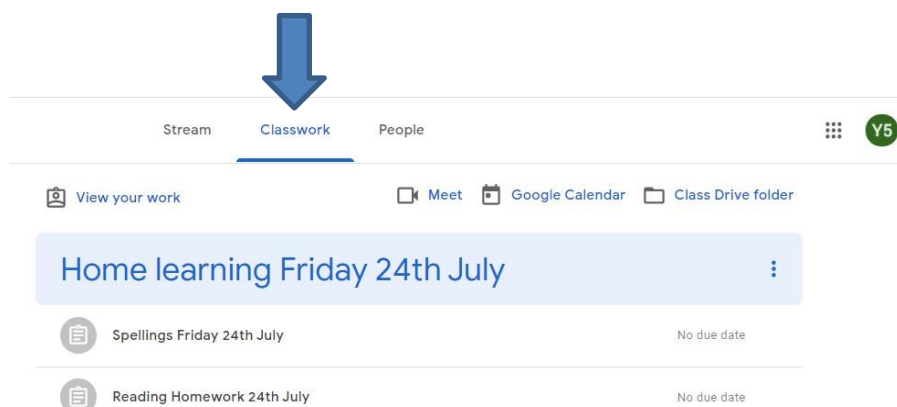
Note: Google classroom can also be accessed by typing ***classroom.google.com*** into your Google Chrome search engine.

How to complete and submit homework in Google Classroom:

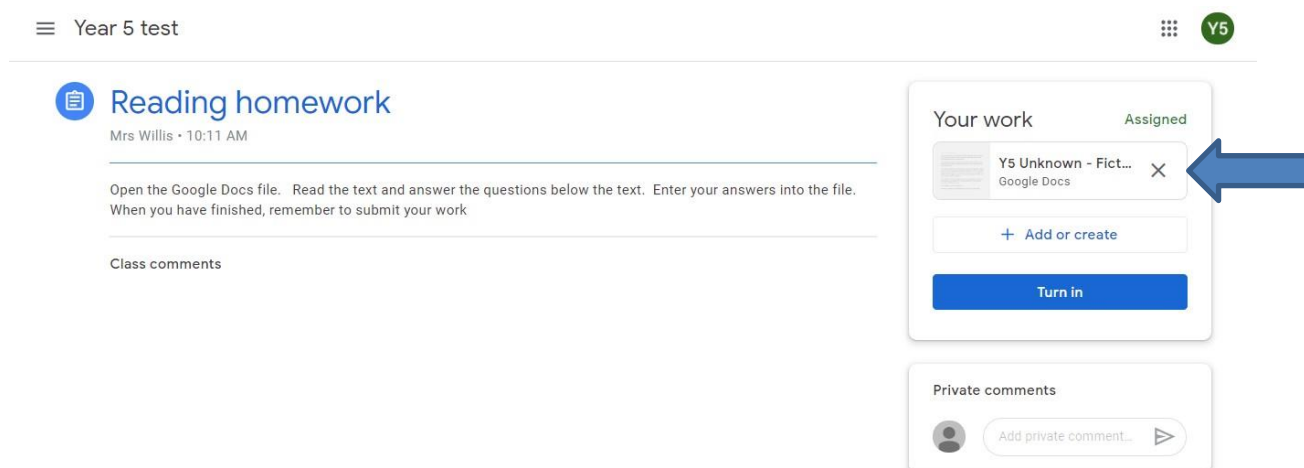
When you first open Google Classroom, you will see the class your child belongs to. Click on this to enter and access the 'Classwork' page.



Home learning activities are accessed on the 'Classwork' page of Google Classroom.



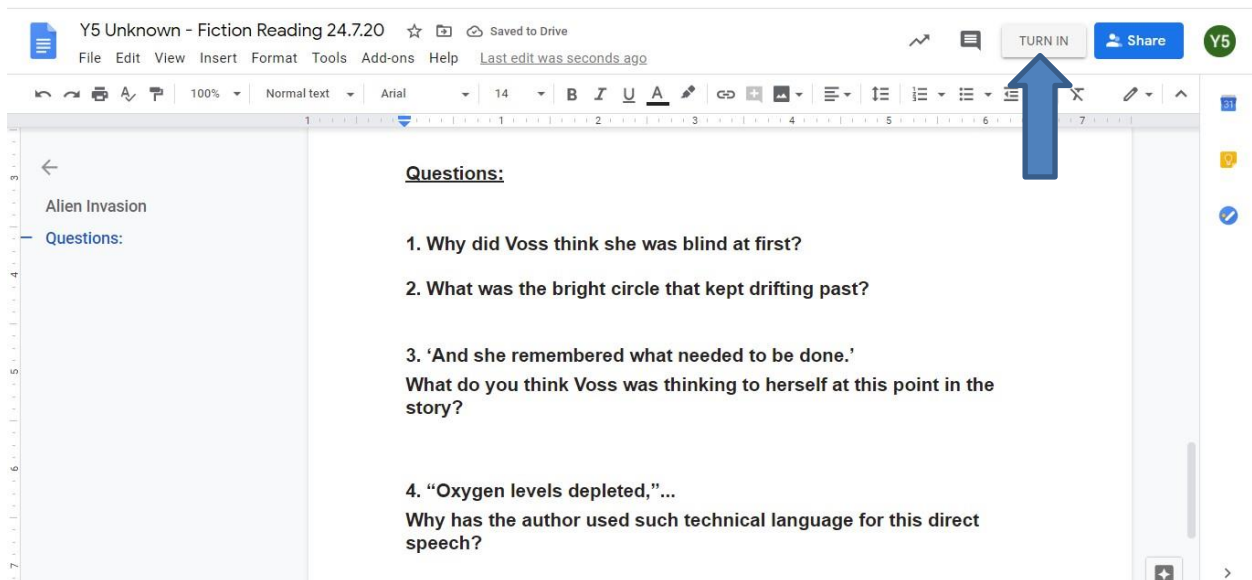
Click on an assignment to open it and follow the instructions provided by the teacher. For example:



If your child's teacher has attached a document to be completed, click on the file on the right hand side of the screen to open it. Your child can now complete their homework in this document - they do not need to save a copy or rename it.

Documents are automatically saved to your child's personal folder in Google Drive as they are worked on.

When your child is ready to submit their completed document, they should click on the 'Turn In' button at the top of the screen.



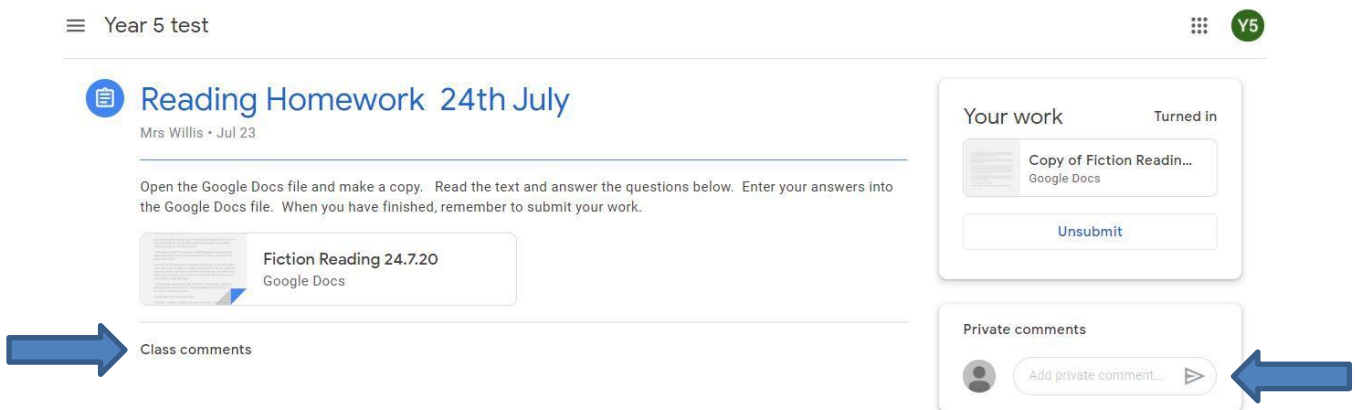
Please note, home learning can also be printed, completed by hand and then submitted as a photograph. The easiest way to submit a photo is by using the Google Classroom app, downloaded onto a smart phone or tablet. **If you are using Google Classroom on a phone or tablet, the login details are exactly the same as for the website version.**

Guidance on comments and feedback:

Please ask your child to speak to their teacher in school if they have a question about an assignment or alternatively, send an email to the class email address.

Children may wish to send a short message when they submit their home learning using the 'Private Comments' box. These comments will only be seen by the class teacher. Children will not be able to post any comments visible to their classmates.

Teacher feedback on your child's home learning will be shared using the 'Private comments' function. Feedback may be given to a whole class using the 'Class comments' section.



Useful Links:

- [A Guardian's guide to Google for Education](#), including links to information about each element of the G-Suite of products.
- [Google Drive tutorial](#)
- [Google Docs tutorial](#)
- [Google Slides tutorial](#)