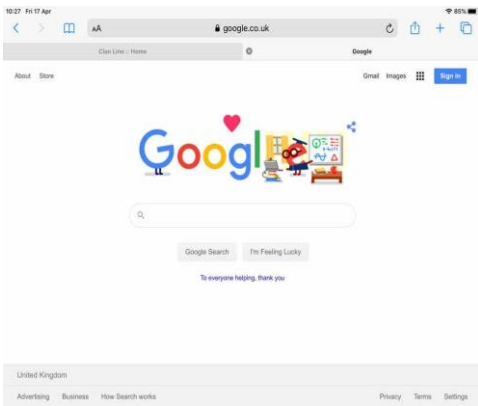
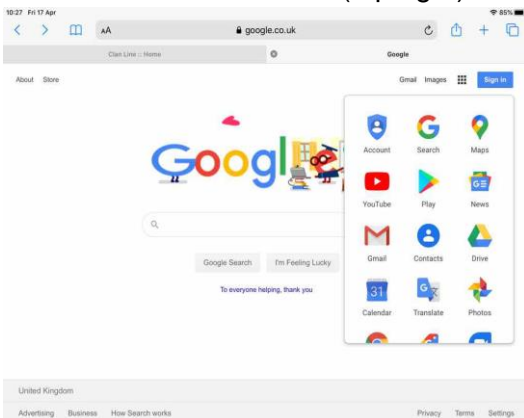


## Guidance for accessing Google Classroom using an iPad and iPhone

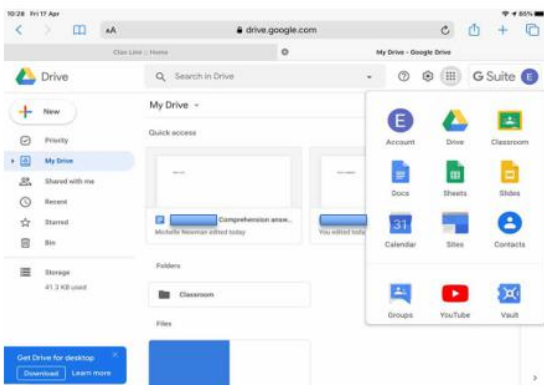
1. Sign into your account on Google.co.uk - use the username and password provided by the school. The Sign in icon is in a blue box, top right.



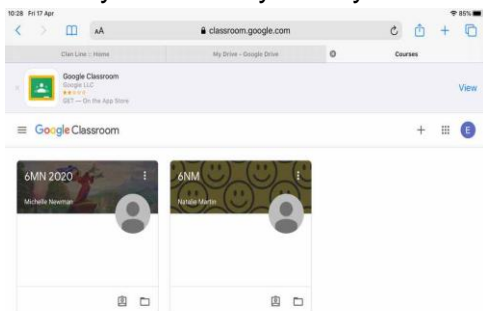
2. Click on the nine dots (top right) and choose Classroom, if not available choose Drive.



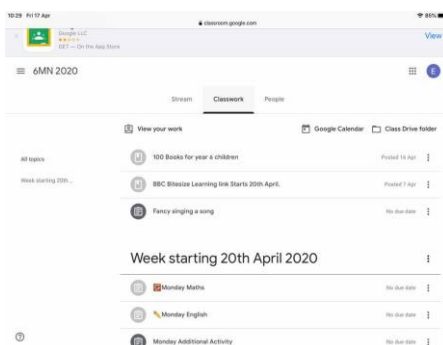
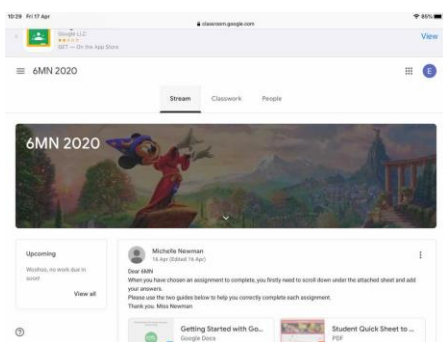
3. If necessary go to the nine dots again (top right) and choose Classroom.



#### 4. Join your class - you only need to do this once.

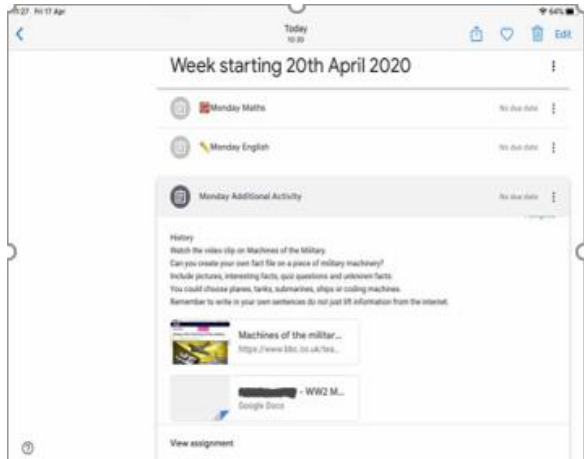


#### 5. Using the options across the top, move from Stream to Classwork.

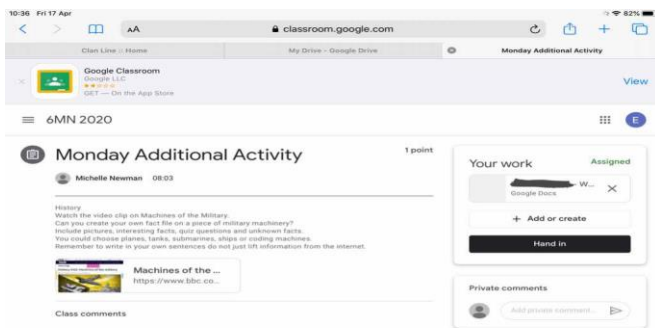


#### 6. Your work is displayed in chronological order - light grey icons on the left of each assignment show completed work whilst dark grey items show work for you to do.

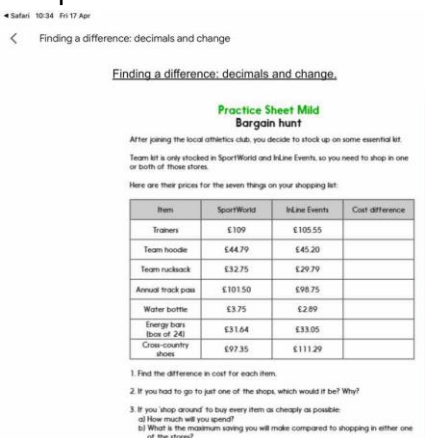
7. Click on a dark grey assignment for the day and scroll down to click on View Assignment.



8. You can now see a briefing from the teacher and non-editable (view only) support materials to the left. To the right of the screen you will see a box called “Your Work”. Work assigned to your child will be displayed and there may be several documents requiring input.



9. Click on a document and the work is opened in Google docs. This might be a series of questions or a blank answer sheet - examples below:



ri 10:32 Fri 17 Apr

[redacted] - WW2 Military Machinery

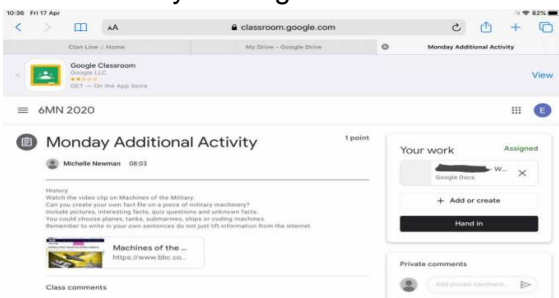
10. To edit the document and write in answers use the blue pencil icon, bottom right. If the question is in a fixed text box your child will need to write answers below. To insert a photo of hardcopy work from your photo library use the cross (top left) and choose From Photos.



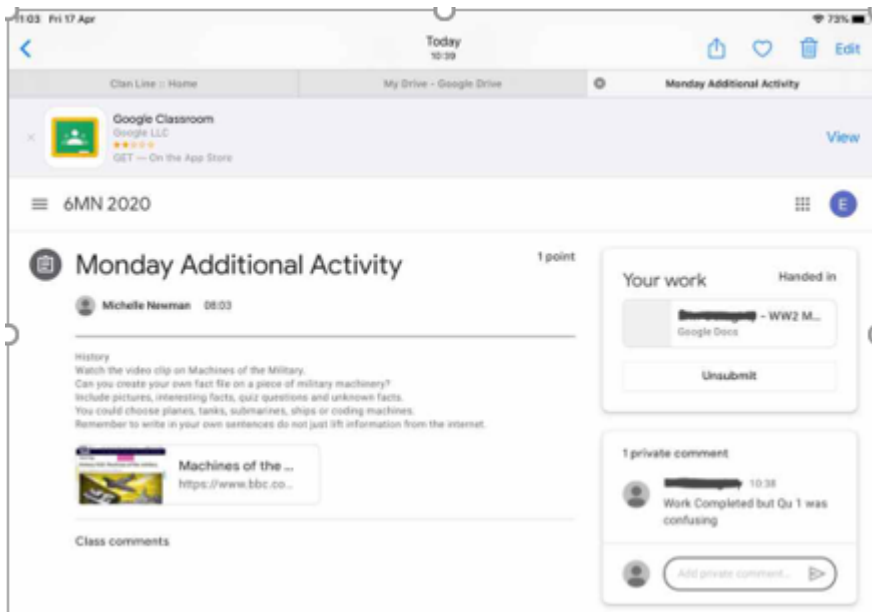
11. Click on the top left tick to save your child's work.

12. To return to the "Your Work" box to submit it you may need to press on the iPad's home button and go back into Google Classroom so that you leave Google Doc.

13. Once all the documents in "Your Work" have been completed by your child you can hand them in by clicking on hand in button. You can unsubmit if necessary.

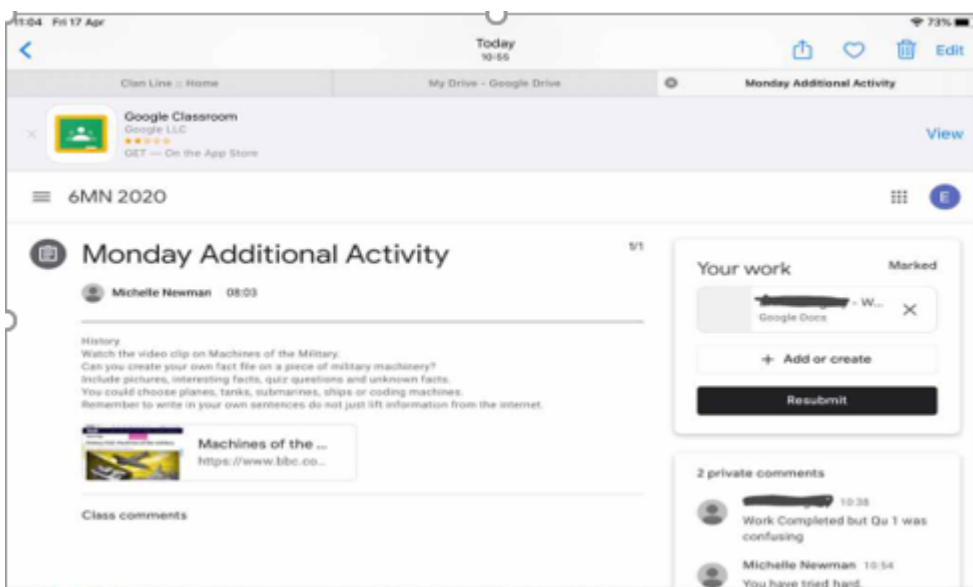


14. For your child to write a private comment to the teacher use the box below and click on the arrow to send.



15. Your work now says handed in and the teacher will mark it and return to the “Your Work” as marked. You can return to view the assignment at any time to check for messages and marked work from the teacher.

Your child may have received a mark for this work (mid screen to the left of “Your Work”). You can open the Google documents for teacher feedback and your child may have a private comment from the teacher



Additionally, to see any uncompleted tasks click on the menu icon top left and look at your child’s ‘TO DO’ list.

To Sign out of Google classroom at the end of each session click on the highlighted initial in the circle top right and sign out.

