

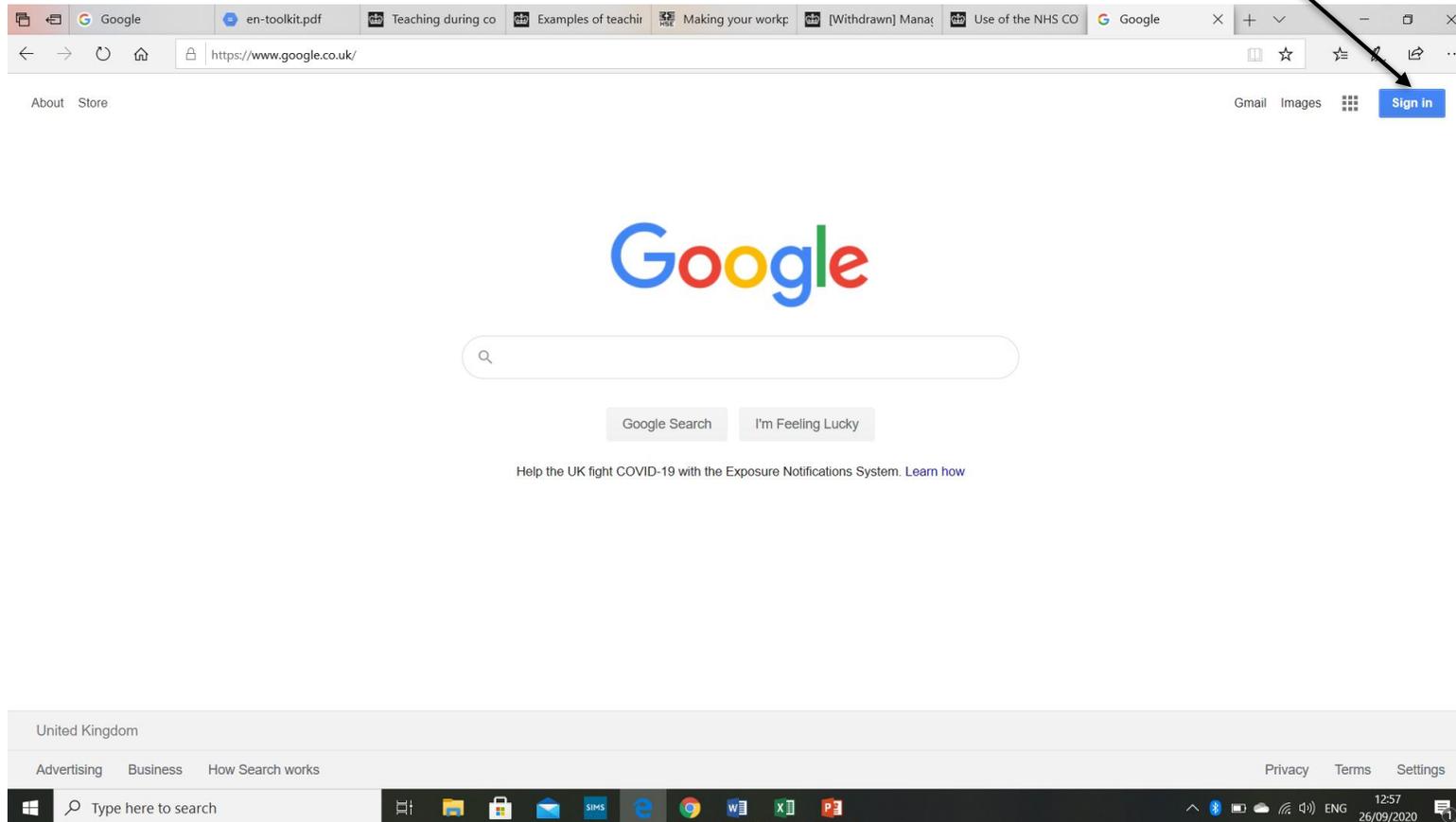


GOOGLE CLASSROOMS

How to log on and use:
A Parents' Guide

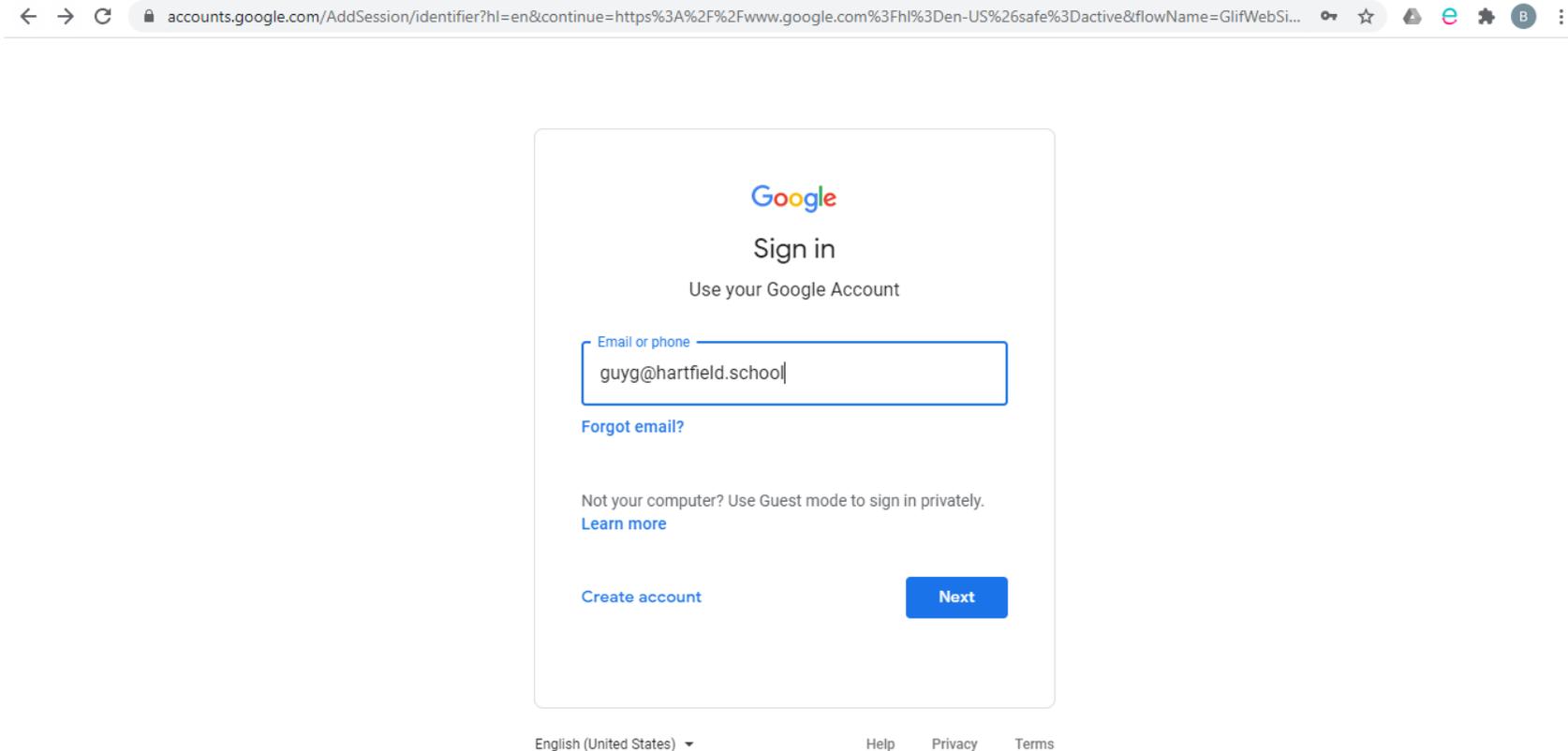
Go to Google home page and click on the sign in button.

If there is an initial, there you will have to log out of your active account.



On this screen, insert your child's username.

This is their name and first initial of their surname, and ends with @hartfield.school
(This is also stuck into their Reading Record and on the letter that was sent home.)



The screenshot shows a web browser window with the URL `accounts.google.com/AddSession/identifier?hl=en&continue=https%3A%2F%2Fwww.google.com%3Fhl%3Den-US%26safe%3Dactive&flowName=GlifWebSi...`. The main content is a Google sign-in card. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and the text "guyg@hartfield.school" entered. To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)", and links for "Help", "Privacy", and "Terms".

Type your child's secure password in – this is also stuck into Reading Records and on the letter that was sent home.

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the word "Welcome". There is a dropdown menu showing the email address "guyg@hartfield.school". Below that is a password input field with the placeholder text "Enter your password" and a masked password ".....". To the right of the password field is an eye icon for toggling visibility. Below the password field is a link for "Forgot password?" and a blue "Next" button.

English (United States) ▾

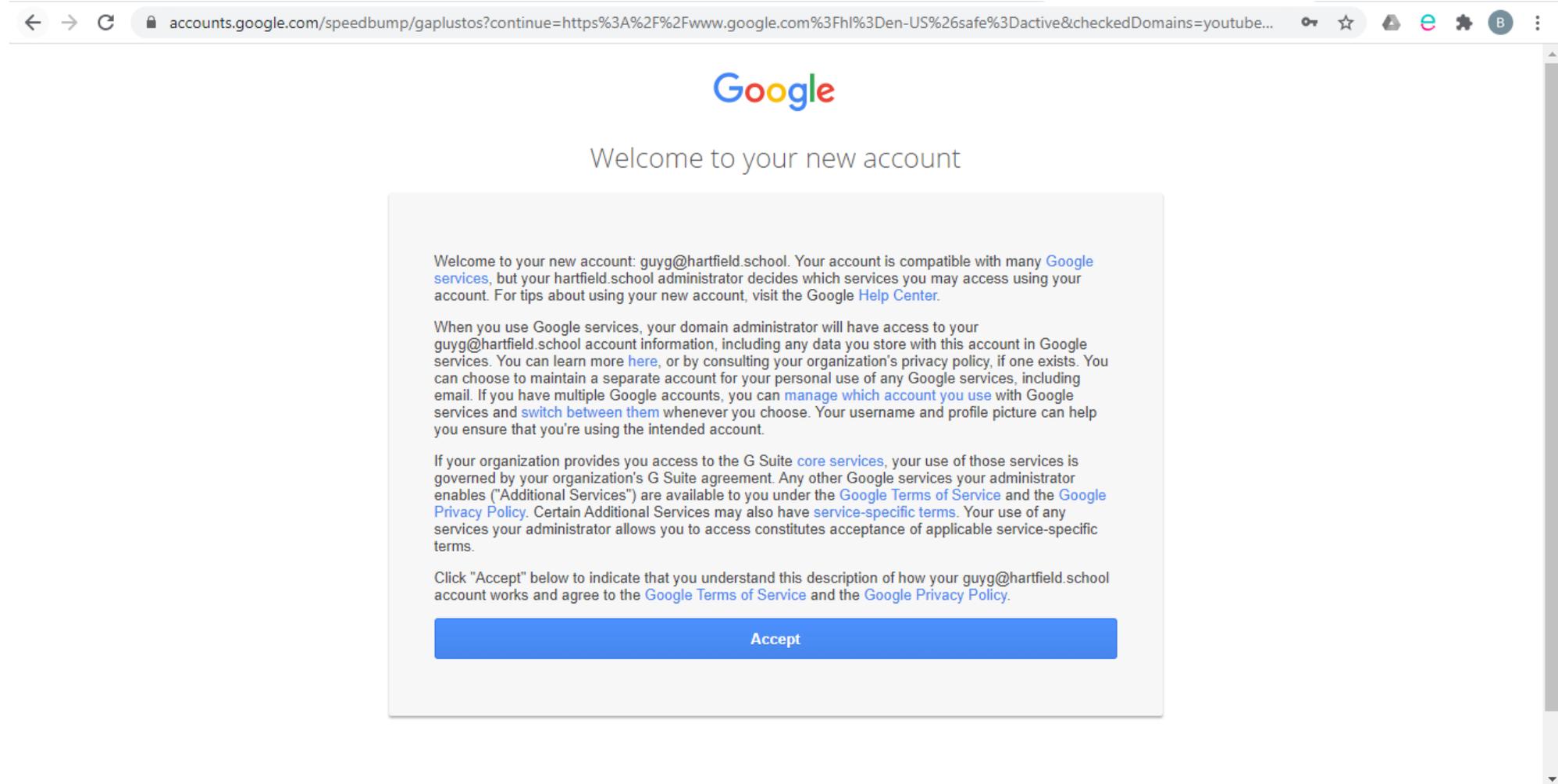
[Help](#)

[Privacy](#)

[Terms](#)

You will be shown the Terms and Conditions for using Google Classroom.

You will need to click 'Accept' before you will gain access to the apps available.



accounts.google.com/speedbump/gaplustos?continue=https%3A%2F%2Fwww.google.com%3Fhl%3Den-US%26safe%3Dactive&checkedDomains=youtube...

Google

Welcome to your new account

Welcome to your new account: guyg@hartfield.school. Your account is compatible with many [Google services](#), but your hartfield.school administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

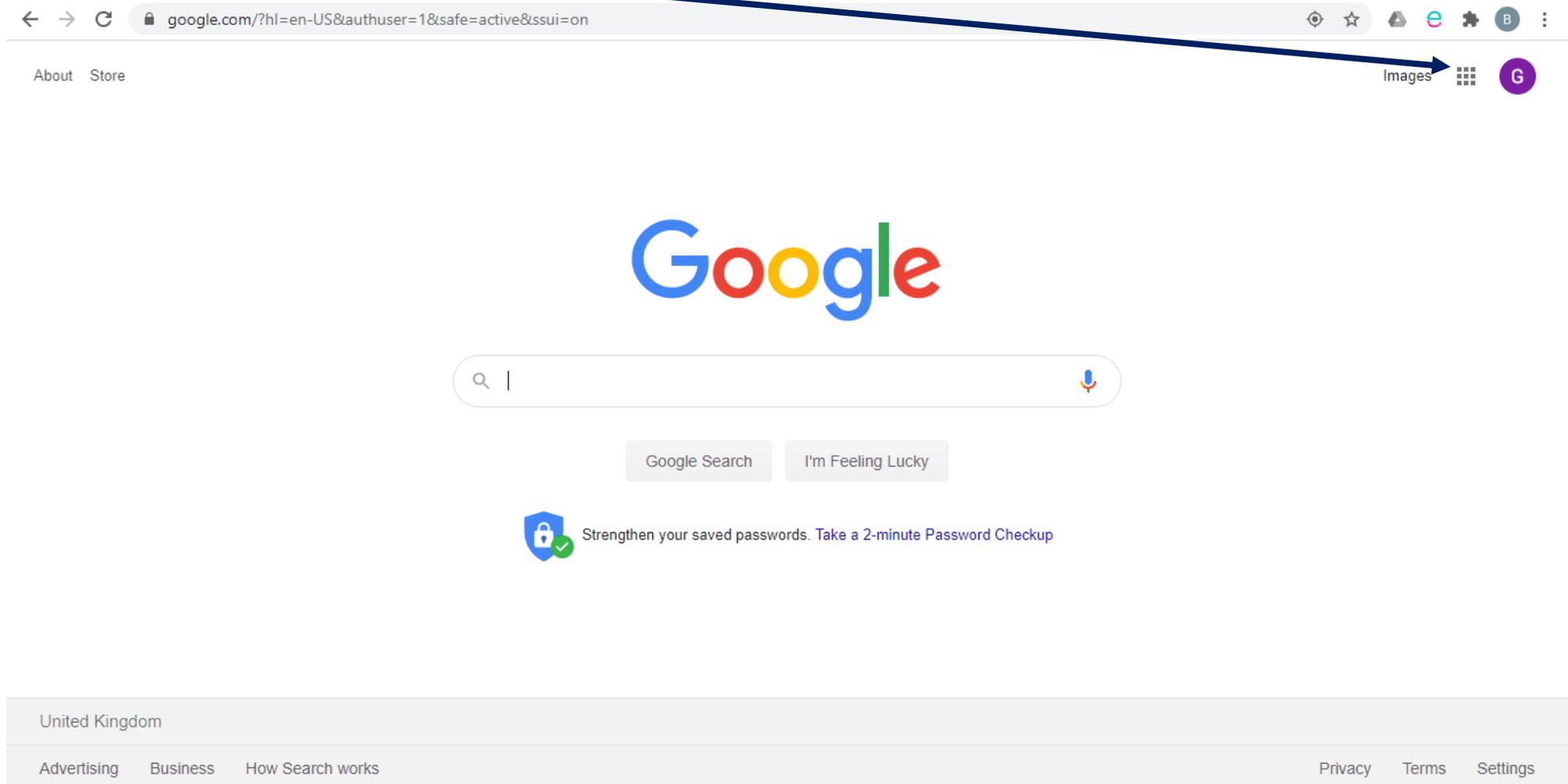
When you use Google services, your domain administrator will have access to your guyg@hartfield.school account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your guyg@hartfield.school account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

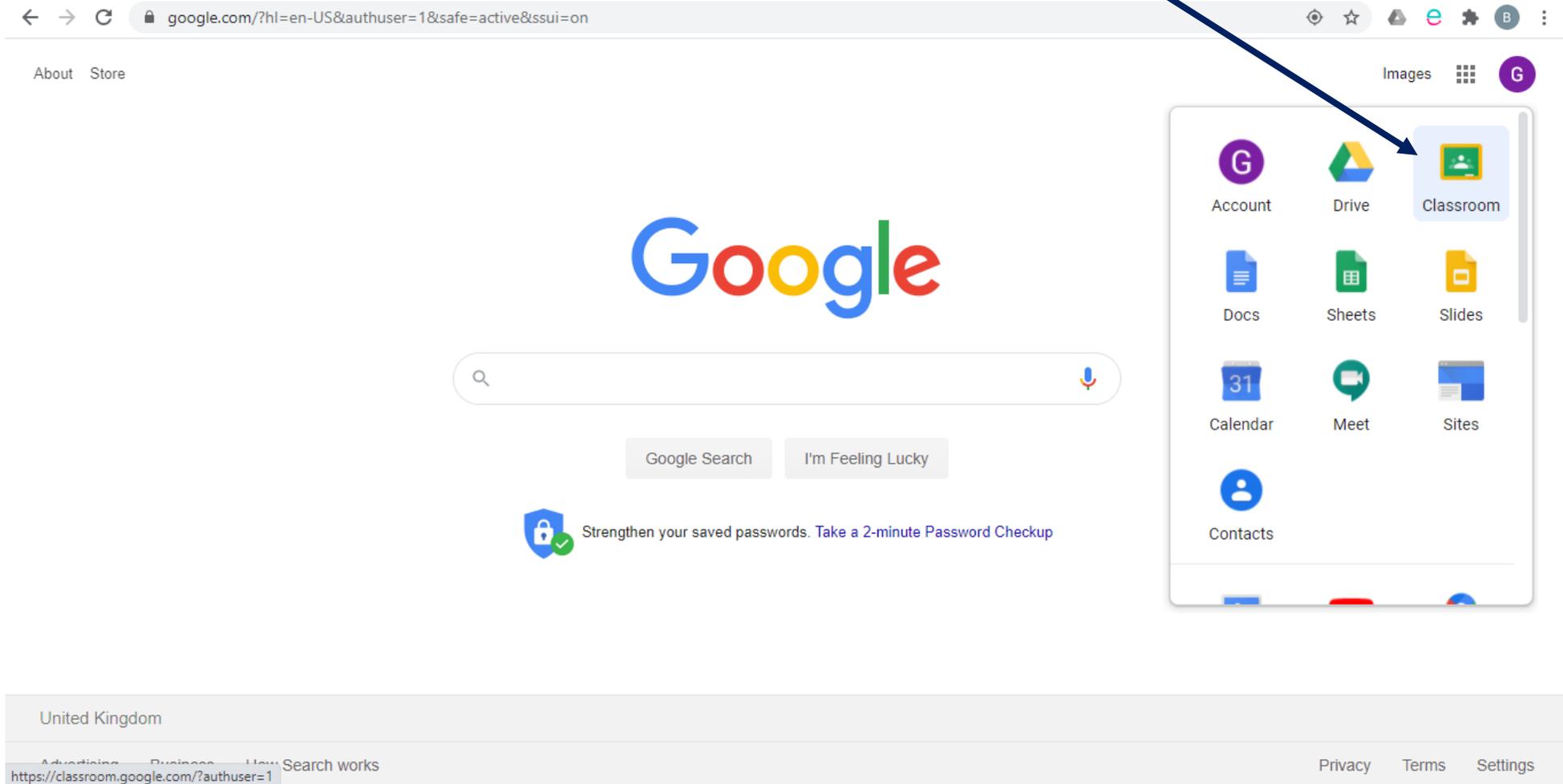
Click on the nine dots in the top right-hand corner of the screen. This is called the 'Waffle'.



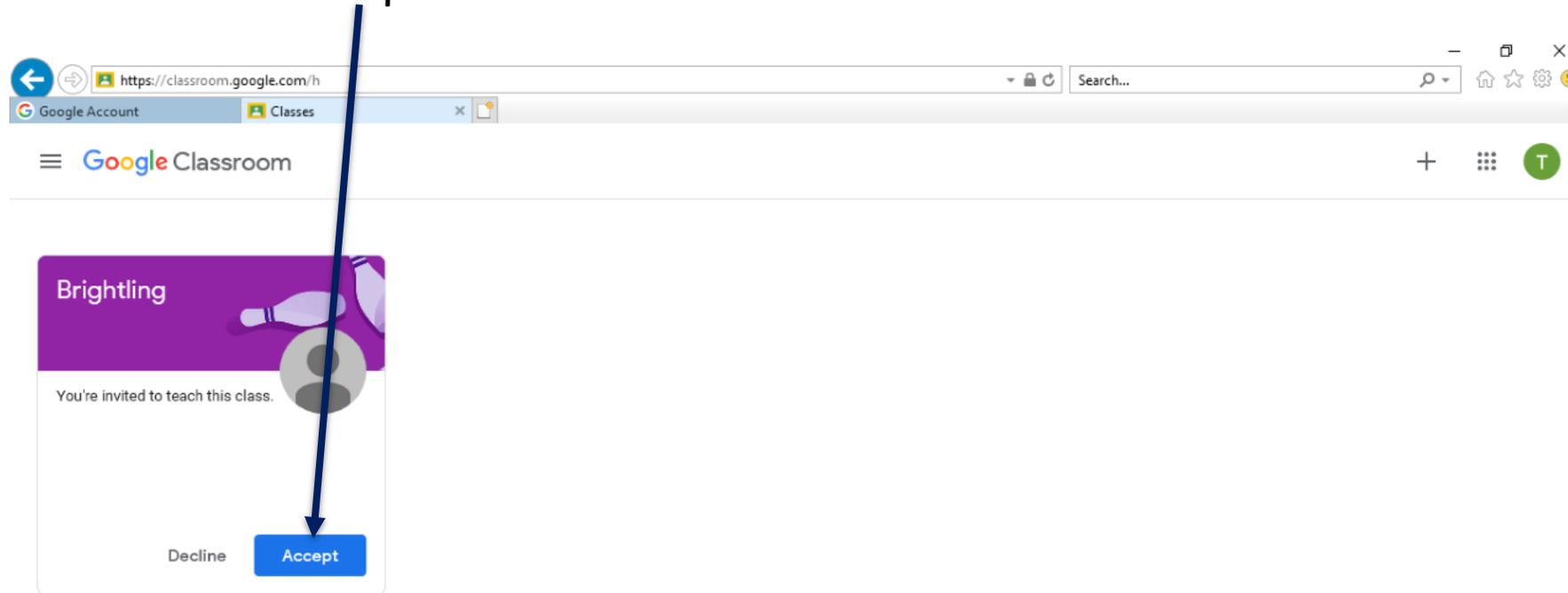
This area also has access to Google's version of Word programmes (Docs), Excel (Sheets) and Powerpoint (Slides).

The image shows a screenshot of a Google Account page in a web browser. The browser's address bar displays the URL: https://myaccount.google.com/?utm_source=OGB&tab=wk&utm_medium=app&pli=1. The page header includes the Google Account logo and a search bar. On the left, a navigation menu lists: Home, Personal info, Data & personalization, Security, People & sharing, Payments & subscriptions, and About. The main content area features a large green profile icon with the letter 'T' and the text "Welcome, Tester Child". Below this, there are several informational cards: "Privacy & personalization" (with a link to "Manage your data & personalization"), "We keep your account protected" (with a link to "Get started"), "Account storage", and "Take the Privacy Checkup". A service menu is overlaid on the right side of the page, containing icons for Account, Drive, Classroom, Docs, Sheets, Slides, Calendar, Meet, Sites, and Contacts. Three black arrows originate from the text above and point to the Docs, Sheets, and Slides icons in the service menu. The Windows taskbar is visible at the bottom, showing various application icons and the system tray with the time 13:16 and date 26/09/2020.

Once clicked, the menu will appear, including the app for Google Classroom. Click on this to go into your child's online Classroom.



You will be shown this page. Your child has been allocated to their class - they will need to click on 'Accept'.



This is the children's class homepage: the banner at the top will reflect the class they are in at school. This is where they will access work and communicate with the teacher. The teacher can communicate with their class here.

The screenshot shows a web browser window with the URL `classroom.google.com/u/2/c/MTI4ODkxMDExMDc5`. The page header includes a hamburger menu, the class name 'LILAC', and navigation tabs for 'Stream', 'Classwork', and 'People'. A blue banner at the top features the class name 'LILAC' and an illustration of school supplies. Below the banner, there is a 'Share something with your class...' input field with a person icon, and a section titled 'View class updates and connect with your class here' which includes a 'See when new assignments are posted' option. A 'View all' link is visible under the 'Upcoming' section.

By clicking on 'Classwork' at the top of the page, your child will be able to see all the tasks they have been set and the dates they are due.

classroom.google.com/u/2/c/MTI4ODkxMDEExMDc5

LILAC Stream Classwork People

LILAC

Upcoming

Woohoo, no work due soon!

View all

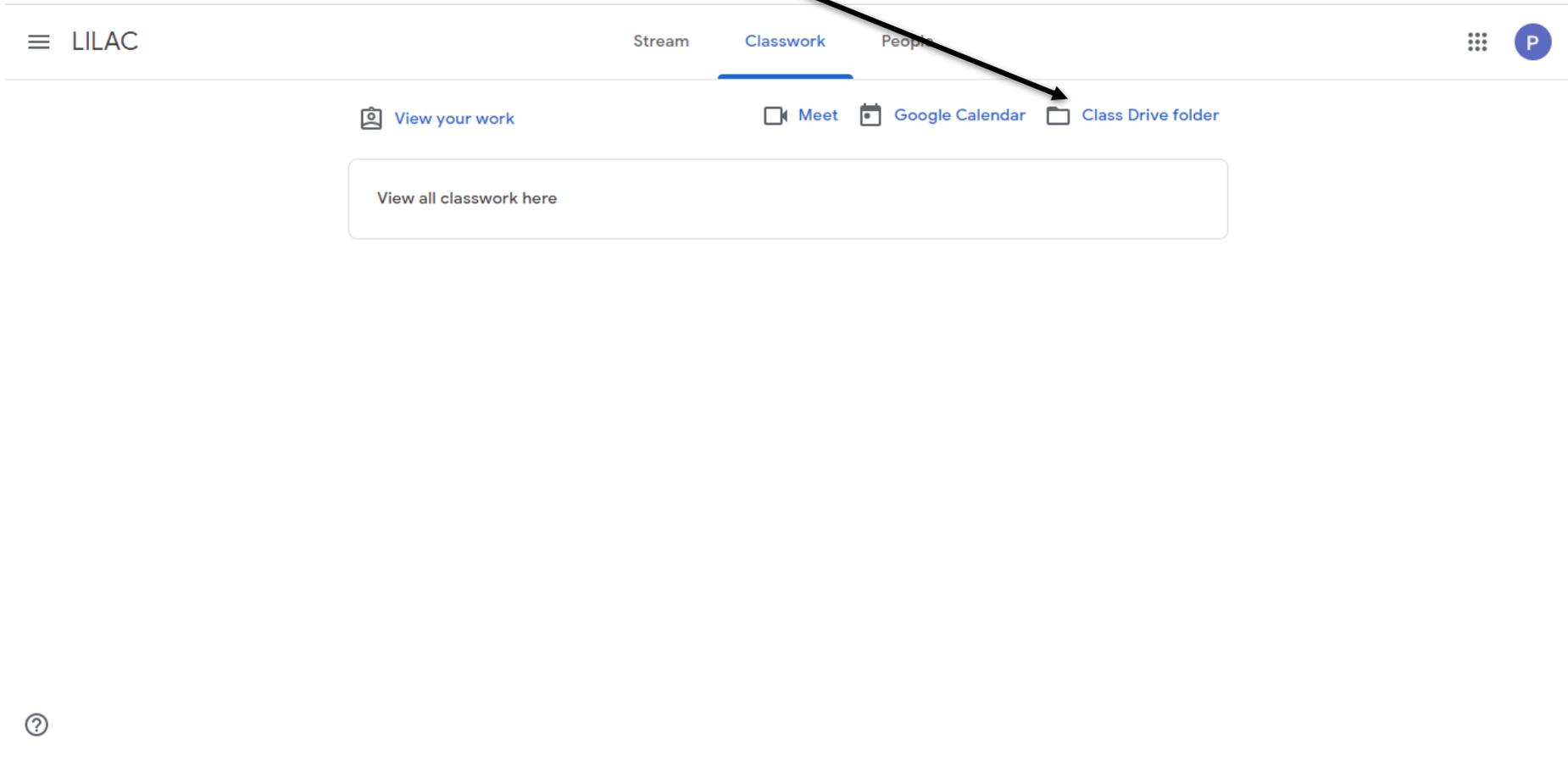
Share something with your class...

View class updates and connect with your class here

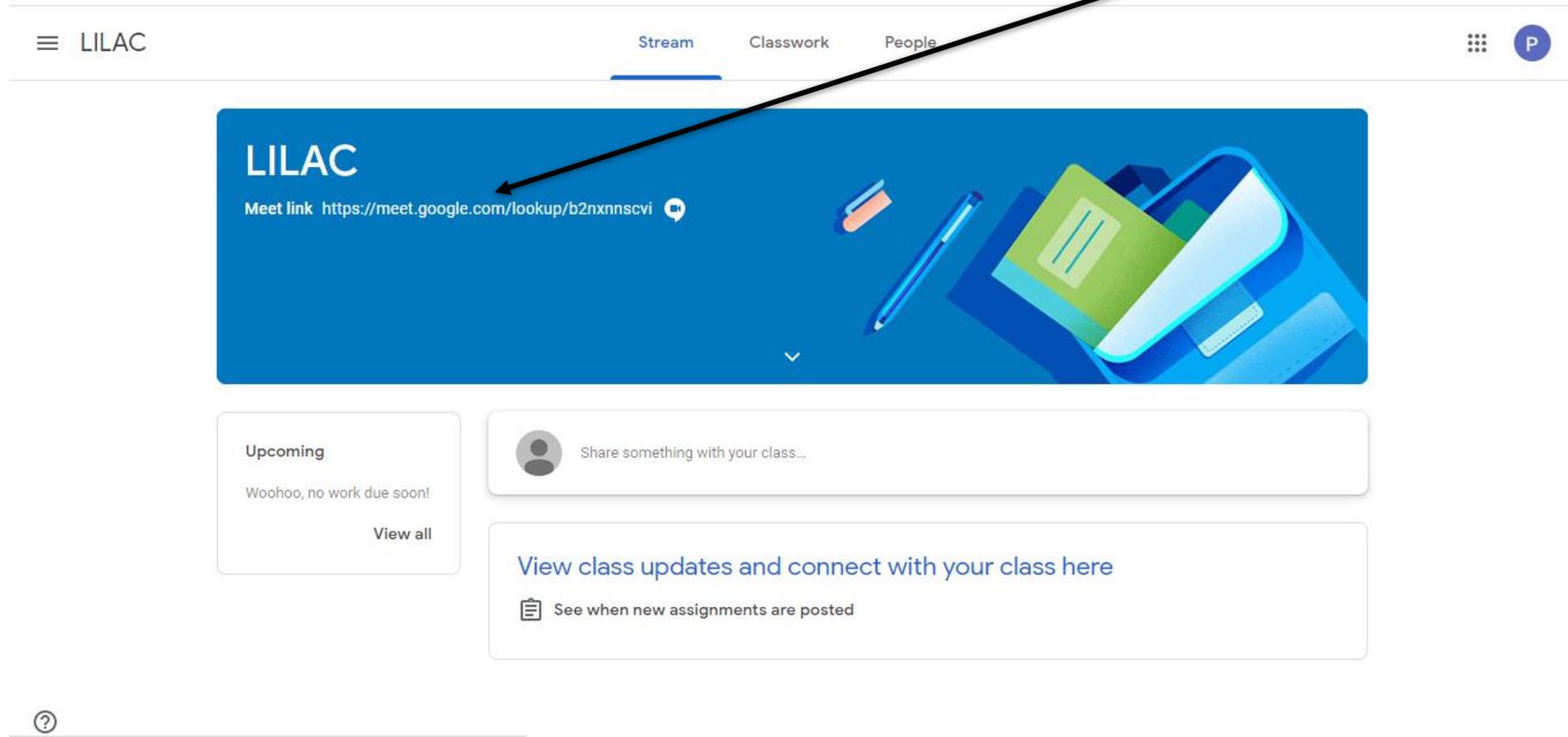
See when new assignments are posted

?

By opening the 'Class Drive Folder', your child will be able to view all the documents they have been set.



Each morning, the class teacher will hold a 'registration' live Google Meet (online video call). On the 'Stream' (homepage) of the child's class, there will be a Google Meet code. At the time given by the teacher (usually 8:50am unless told otherwise), click on this code to join the Google Meet call where the class teacher will greet the children and explain the tasks they have set for the day.



The screenshot shows the LILAC Stream homepage. At the top, there is a navigation bar with 'LILAC' on the left, 'Stream', 'Classwork', and 'People' in the center, and a user profile icon 'P' on the right. Below the navigation bar is a large blue banner with the LILAC logo and a Google Meet link: <https://meet.google.com/lookup/b2nxnncvci>. An arrow points from the text above to this link. Below the banner, there are three main sections: 'Upcoming' with the message 'Woohoo, no work due soon!' and a 'View all' button; a 'Share something with your class...' section with a person icon; and a 'View class updates and connect with your class here' section with a calendar icon and the text 'See when new assignments are posted'. A help icon is visible in the bottom left corner.