

Amherst School



GOOGLE CLASSROOM INSTRUCTIONS

Please follow the steps in order to sign your child in on GOOGLE CLASSROOM, to view tasks, submit work and more.

STEP 1 – OPEN THE INTERNET

You can access Google Classroom via one of the following ways:

- **Computer:**

- o open your internet browser

- **Mobile phone / Tablet:**

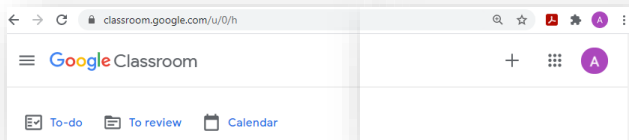
- o Iphone - open SAFARI internet browser 
- o Android phone – open your internet browser (it could be any of the following) 

**** PLEASE NOTE ... there is a **GOOGLE CLASSROOM APP** available for download as well, if you prefer to use this.**

STEP 2 – GO TO GOOGLE CLASSROOM

Once you have opened the internet browser, please type in: classroom.google.com

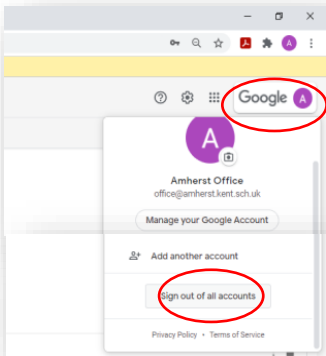
The following page will come up:



STEP 3 – SIGN OUT before you SIGN IN

It is VERY IMPORTANT that you sign out of all google accounts before trying to sign your child into his/her Google Classroom.

Click on the coloured circle and then on SIGN OUT OF ALL ACCOUNTS



STEP 4 – SIGN IN

Please sign in with your child's details as provided via email.

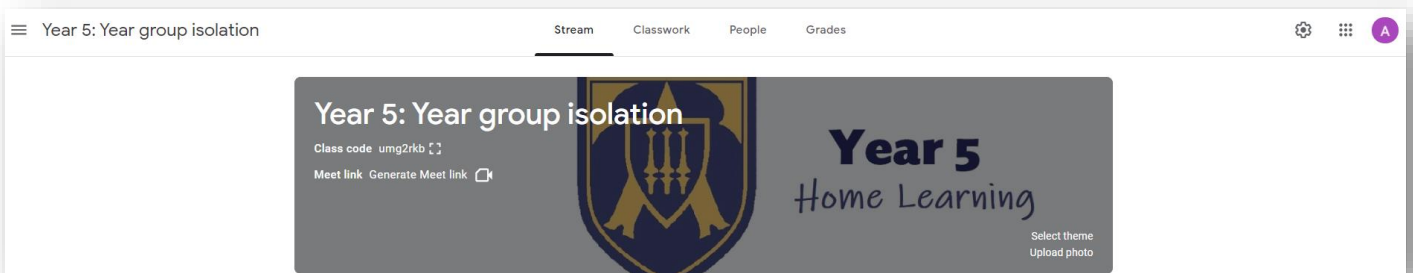
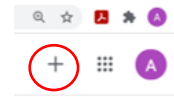
- Google Classroom Username:
- Google Classroom Password:

1st time users:

- You will be prompted for a classroom code if this is the first time you join a google classroom.
- Please enter the Google Classroom Code that has been provided in the email.

Your child has used Google Classroom before:

- All children are asked to sign in to the **YEAR GROUP ISOLATION** classroom
- Click on the **+ sign** (top right hand corner) to join the new class
- Enter the new classroom **code** as provided in the email.
- Click on **JOIN**
- You should now see the following: (Year 5 Example)

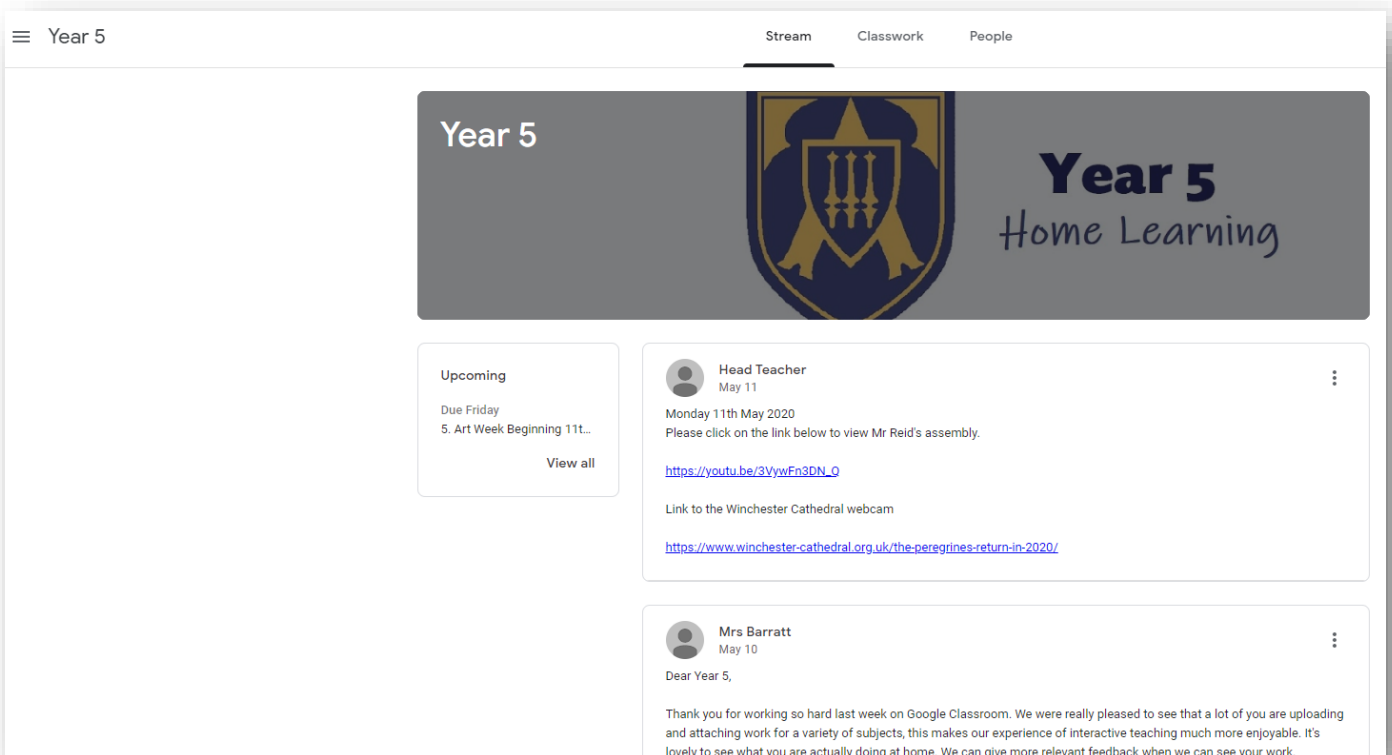


STEP 5 – STREAM TAB (overview, messages, assembly)

Your child should now be signed into their classroom! (Year 5 example)

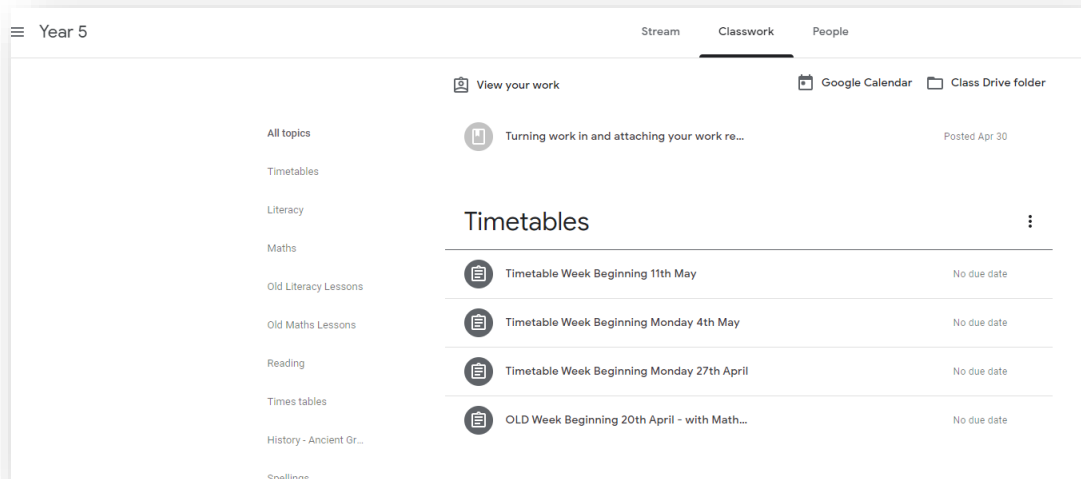
STREAM TAB ...

- you are currently on the tab where teachers will leave messages for the class
- you will also find ZOOM registration meeting for 9.00am and 1.30pm details on this page



STEP 6 – CLASSWORK ACCESS

Please [click on the Classwork tab](#) in the middle at the top. Here you will find all the work that has been set by teachers. It should look like this:



STEP 7 – VIEW ASSIGNMENT

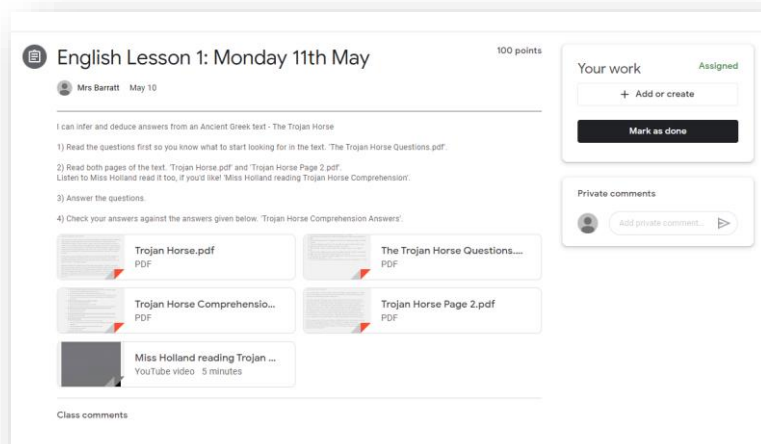
To access a task and see the instruction presentations and worksheets, click on a certain task.

1. Click on **VIEW ASSIGNMENT** bottom left
2. The assignment will now fully open.

STEP 8 – SUBMIT WORK

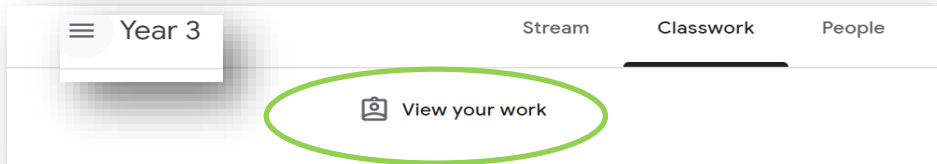
Please submit your work in the following way:

- To the right of your screen, you will see the block **YOUR WORK**
 - Click on **+ ADD or create**
 - **Upload a photo** of the work you've done, or a file when asked
 - and **TURN IN** the work
 - You can type a comment in **private comments** if you would like to say something to your teacher.
- Your teacher will now be able to see the work you uploaded.
- It is also here that you should **MARK YOUR WORK AS DONE** (black block)
- Remember to also mark your work as done for any tasks that you do not have to hand in work.



STEP 9 – VIEW TEACHERS' COMMENTS

To view teachers' comments, please click on VIEW YOUR WORK



SIBLINGS

Please note that if siblings have to use the same device, you will have to do step 3 and 4 between the children's sessions.

Please feel free to contact us if you have any queries – office@amherst.kent.sch.uk

Kind regards

Amherst School Office