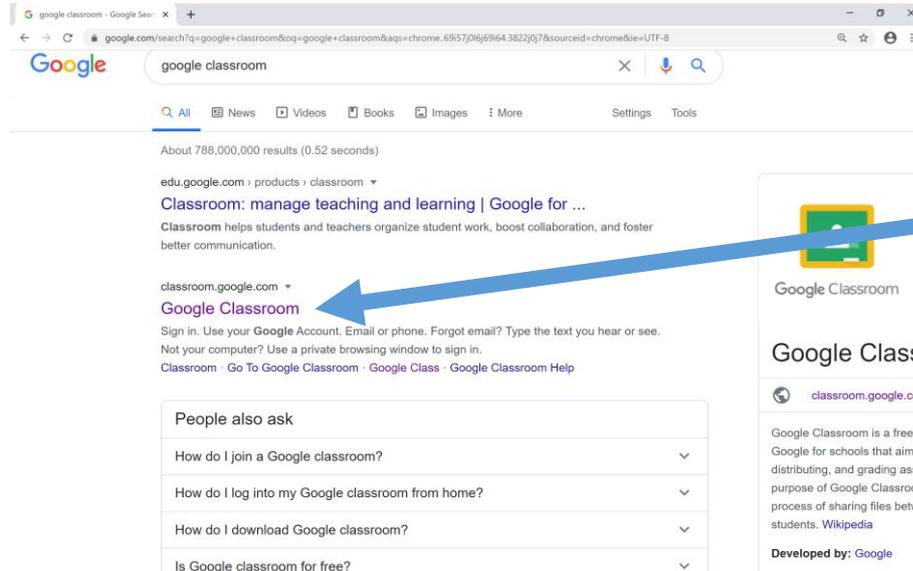


## 'How To' Guide

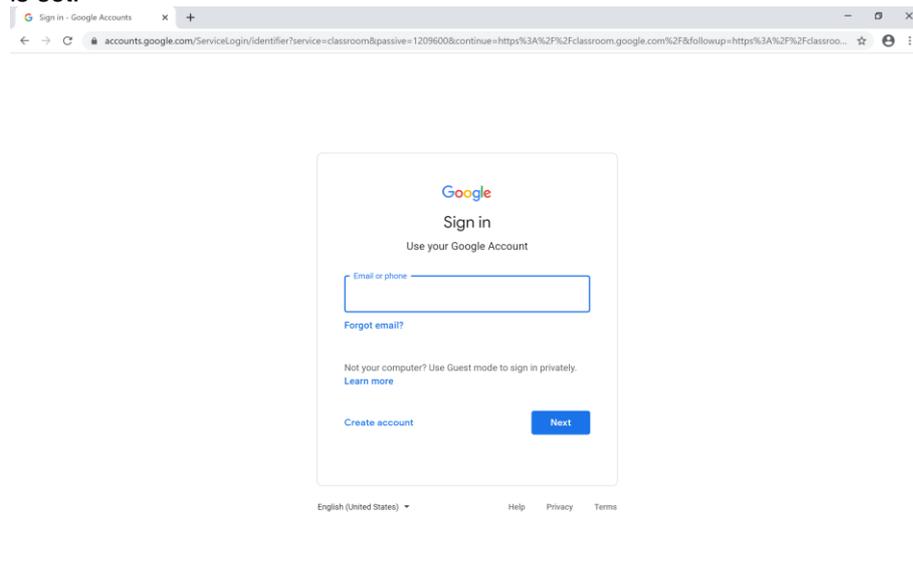
**STEP 1:** To begin with, you will need to type in to a search bar 'Google Classroom'. A note to remember is that this platform works better if you are using 'Google Chrome' rather than 'Internet Explorer'.

### STEP 2:



Launch Google Classroom by clicking this link.

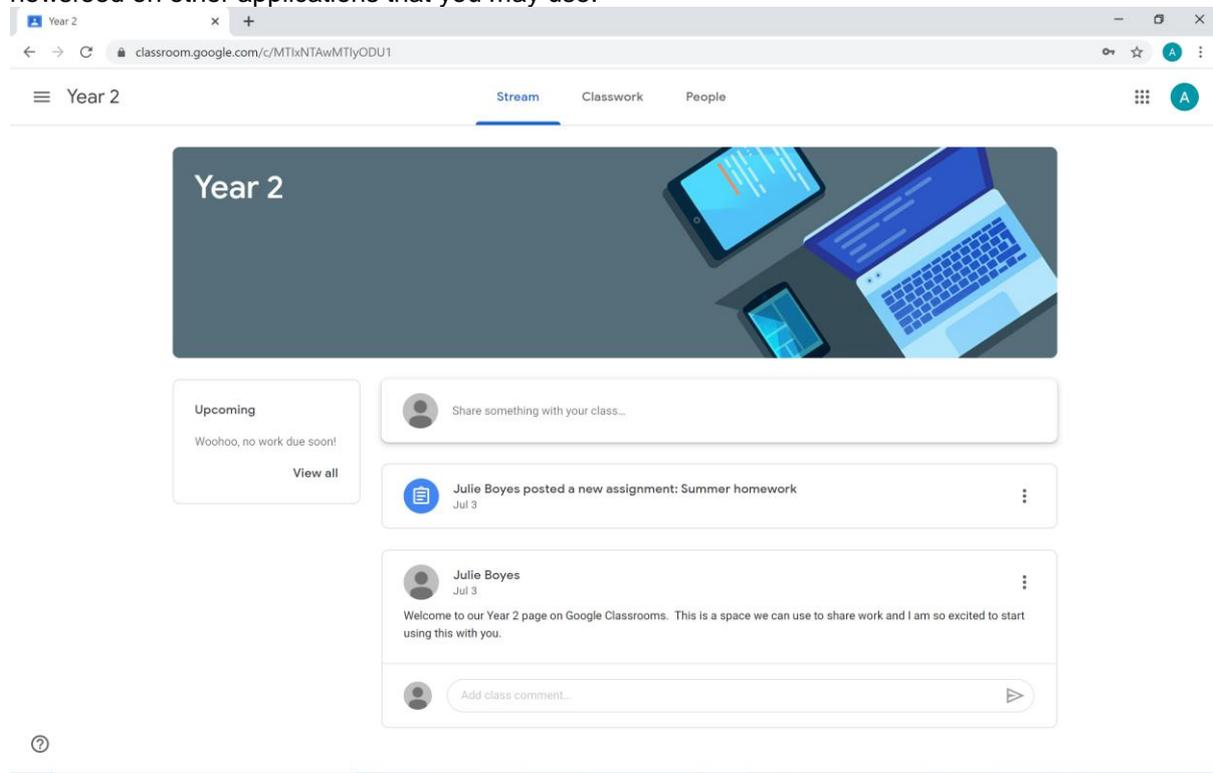
**STEP 3:** You will then need to sign in with your child's email address. Their email address is: [firstname.lastname@hunsleyprimary.org.uk](mailto:firstname.lastname@hunsleyprimary.org.uk). You will then be prompted to enter your child's password. Your child will have logged on to the platform with their teacher before the first homework is set.



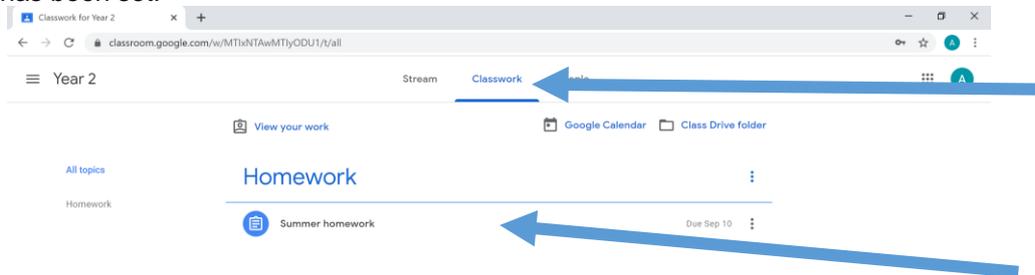
**STEP 4:** You will see your child's class as an option. It should look like the image below.



**STEP 5:** A class stream will then open up (see the image below). This will be used for the class teacher to add information but will also show when new work is set. This stream is a little like a newsfeed on other applications that you may use.

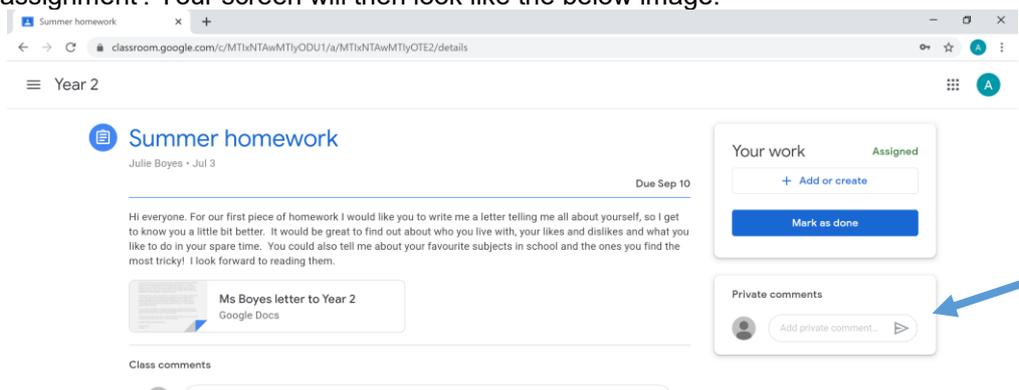


**STEP 6:** Click the tab at the top that says 'Classwork'. This link will take you to any homework that has been set.



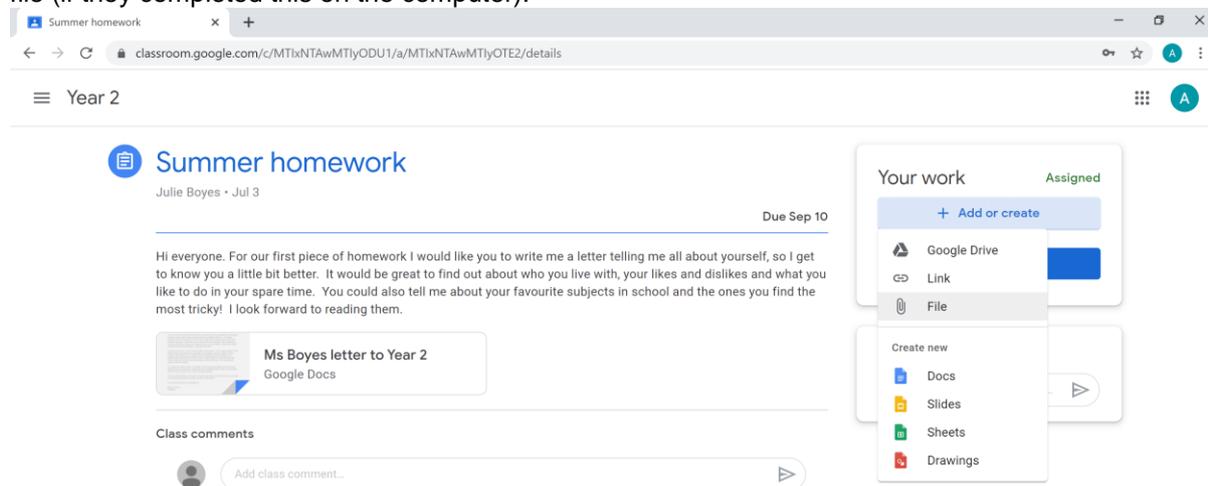
The screenshot shows the Google Classroom interface for a Year 2 class. At the top, there are navigation tabs: 'Stream', 'Classwork', and 'Assignments'. A blue arrow points to the 'Classwork' tab. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area is titled 'Homework' and lists a single assignment: 'Summer homework' with a due date of 'Due Sep 10'. A second blue arrow points to this assignment. To the right of the screenshot, there are two text boxes: one labeled 'Classwork' tab and another stating 'Here you will see the current and previous homework.'

**STEP 7:** Open the set homework for further instructions of what is requested and click 'view assignment'. Your screen will then look like the below image.

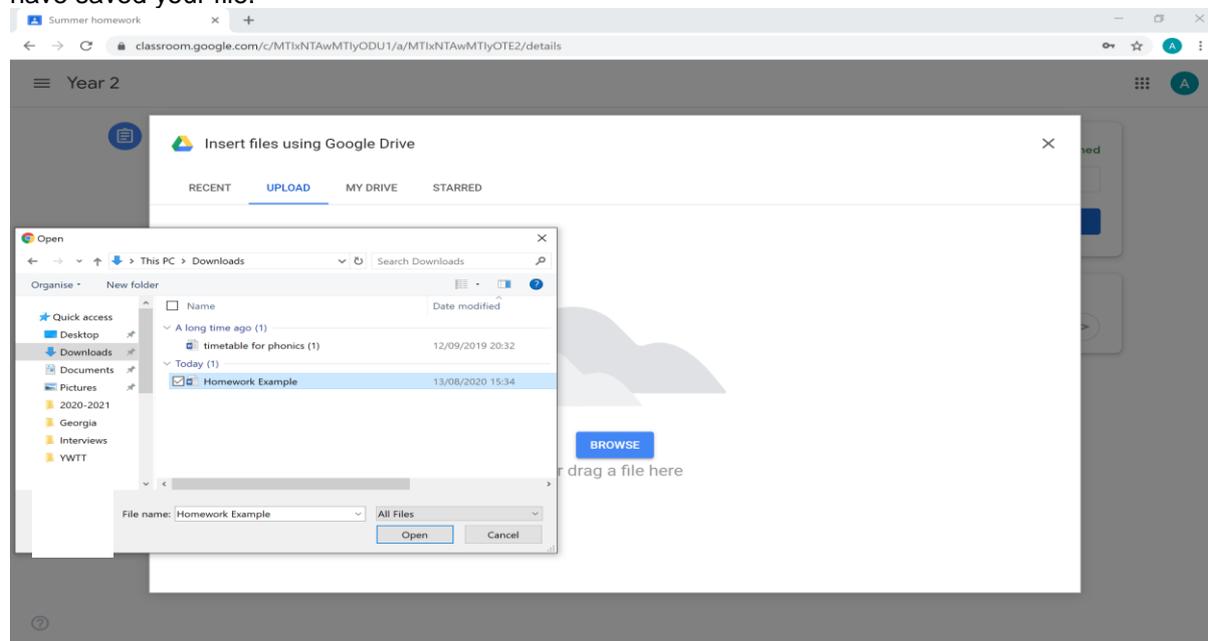


The screenshot shows the 'view assignment' page for 'Summer homework' by Julie Boyes, assigned on Jul 3 and due on Sep 10. The assignment text reads: 'Hi everyone. For our first piece of homework I would like you to write me a letter telling me all about yourself, so I get to know you a little bit better. It would be great to find out about who you live with, your likes and dislikes and what you like to do in your spare time. You could also tell me about your favourite subjects in school and the ones you find the most tricky! I look forward to reading them.' Below the text is a Google Docs link titled 'Ms Boyes letter to Year 2'. On the right side, there is a 'Your work' section with 'Assigned' status, containing '+ Add or create' and 'Mark as done' buttons. Below that is a 'Private comments' section with an 'Add private comment...' input field. A blue arrow points to this input field. At the bottom, there is a 'Class comments' section with an 'Add class comment...' input field. To the right of the screenshot, a text box states: 'Here you have an opportunity to ask the class teacher a question. This will be only be viewed by a member of staff and should only be used for the homework due that week.'

**STEP 8:** For the homework set by the teacher you can choose from a variety of methods to complete it. When you click to add or create, you will be given the options of uploading the work your child has completed. The easiest way to do this would be to take a picture of hand written work or upload the file (if they completed this on the computer).



**STEP 9:** To upload your work you will need to click 'upload', 'browse' and then search for where you have saved your file.



**STEP 10:** Finally, you will need to click 'Turn It In' and then you will have sent your homework to the teacher.

As stated above, if you have any questions please get in contact with us. We will be providing training for parents.