Bluebird Way, Brough
HU15 1XB
Telephone 01482 330883
enquiries@hunsleyprimary.org.uk
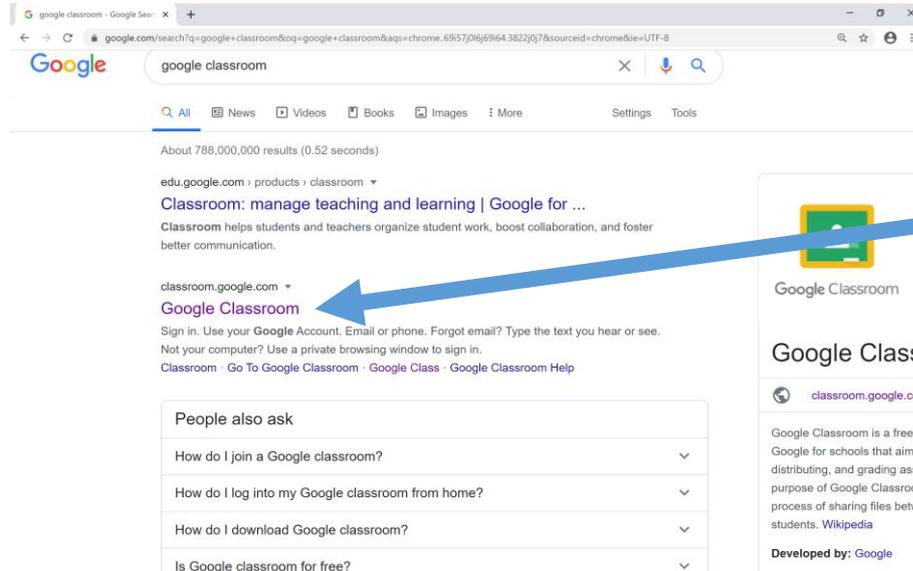www.hunsleyprimary.org.uk

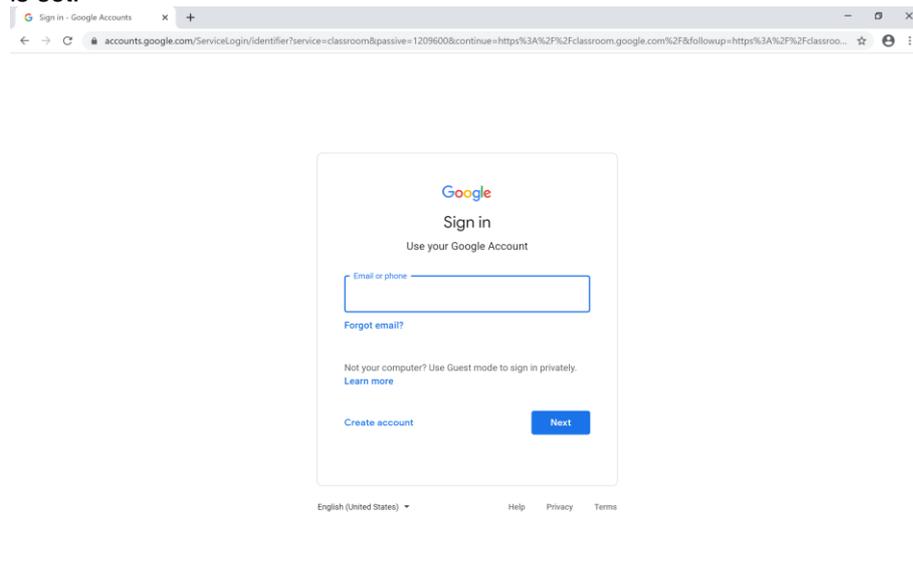**HUNSLEY PRIMARY**
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'How To' Guide

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:
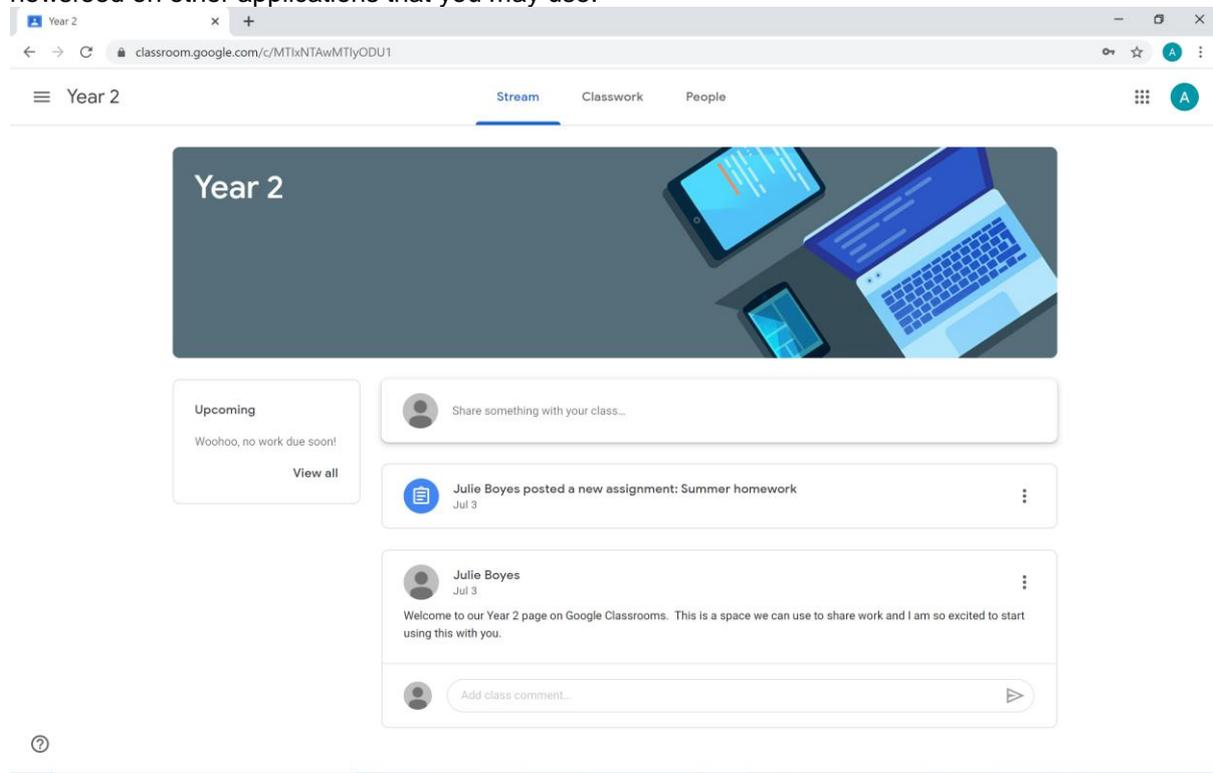

Launch Google Classroom by clicking this link.

STEP 3: You will then need to sign in with your child's email address. Their email address is: firstnamelastname@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.

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

Click to open your child's class.

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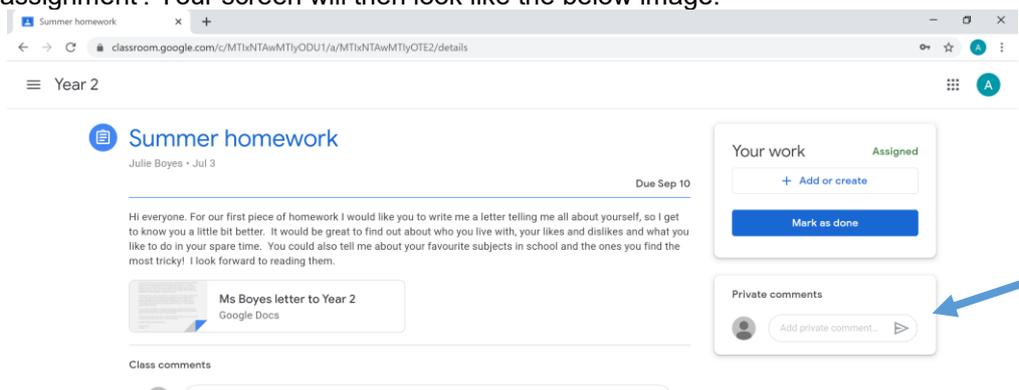
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STEP 6: Click the tab at the top that says 'Classwork'. This link will take you to any homework that has been set.
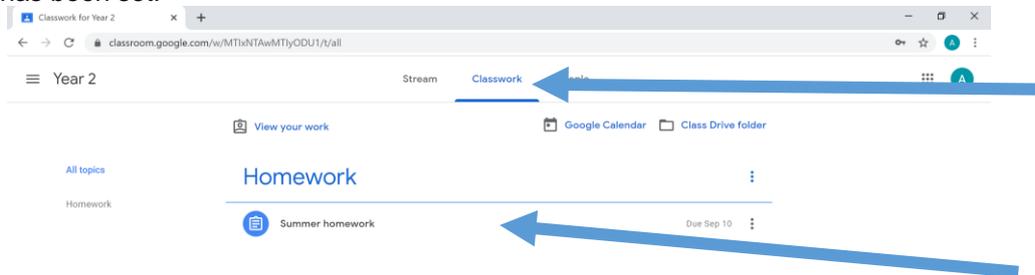
'Classwork' tab

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.


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.

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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).
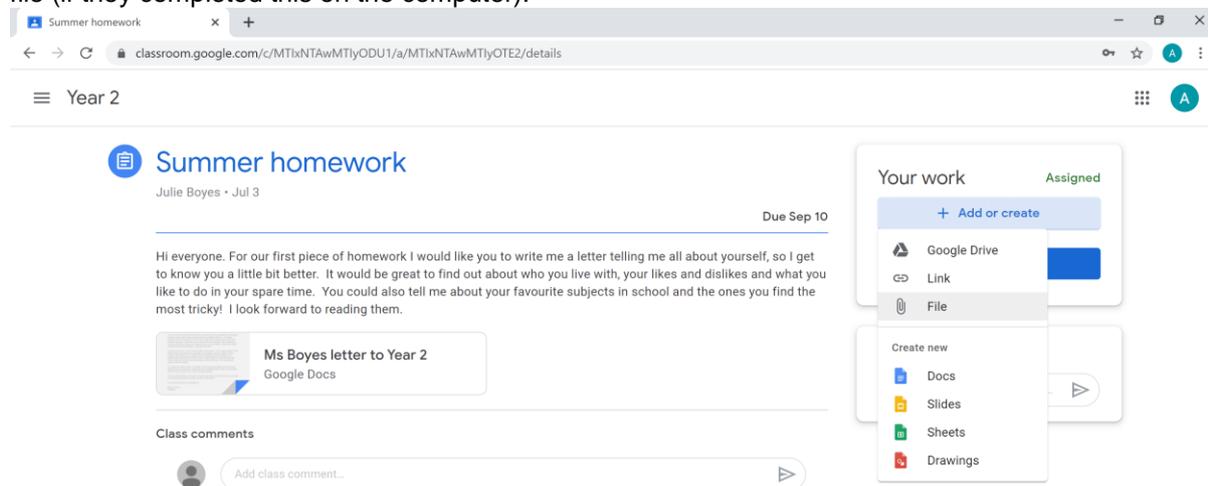
STEP 9: To upload your work you will need to click 'upload', 'browse' and then search for where you have saved your file.
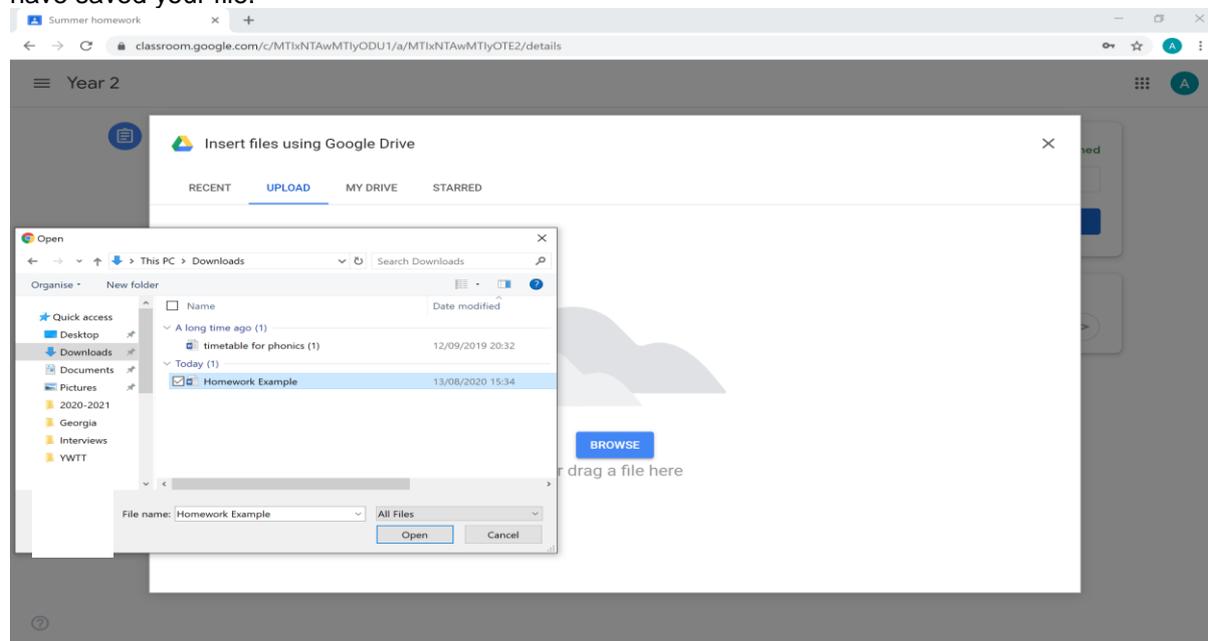
STEP 10: Finally, you will need to click 'Turn It In' and then you will have sent your homework to the teacher.
As stated above, if you have any questions please get in contact with us. We will be providing training for parents.