



Google Classroom



Google Suite for Education

Welcome



Your child has been given a G Suite for education account – we will call this their *Google Classroom* account because this is the main feature the children will be using.

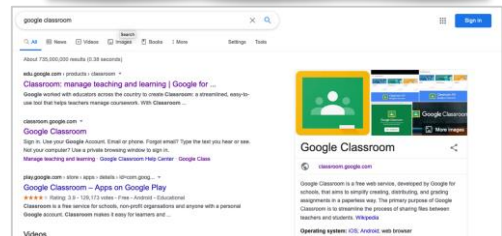


They have been given a log in and a password which they will either have received in school and helped to log on, or you will have received via ParentMail.



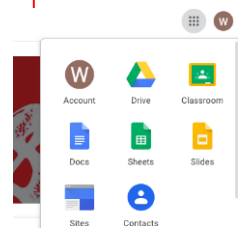
Their account allows them to access a wide range of G Suite features but, as a school, we have kept it simple and your child will access everything they need for now through Google Classroom.

Logging in for the first time

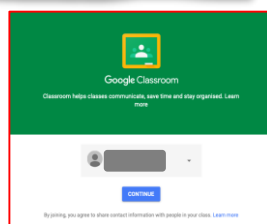
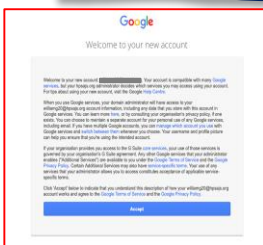


- Search for Google Classroom on your usual web browser.
- Click [Sign in](#)
- Enter the log in details given to your child.

You may find, after signing in, Google reverts to the sign in button – if so, click on the 9 dots to pull up the G Suite menu and click on Classroom in the drop down menu. You should now find yourself in Google Classroom.



Terms of Use



- You will be prompted to accept the terms and conditions of your new account.
- If your child has already been helped to log in in school, you can read these via one of the links on the attached parent letter.
- Please remember that use of Google Classroom is also covered by the Acceptable Use of the Internet agreement that you and your child signed.
- From there you will be taken to the Google Classroom front page – you will only see this the first time you log in.

Google Classroom Features

There are 3 main features of Google Classroom:



Stream This is where the children and the adults in their Base can chat – think of it like a message stream in WhatsApp or Messenger. We will use it to share praise and encouragements relating to home learning, as well as a forum for sharing ideas, photos, links and fun challenges.



Classwork This is where teachers will post the Remote Learning when needed. It is also a space for you to share your work – either digital or a photo. Only staff can see your Classwork.



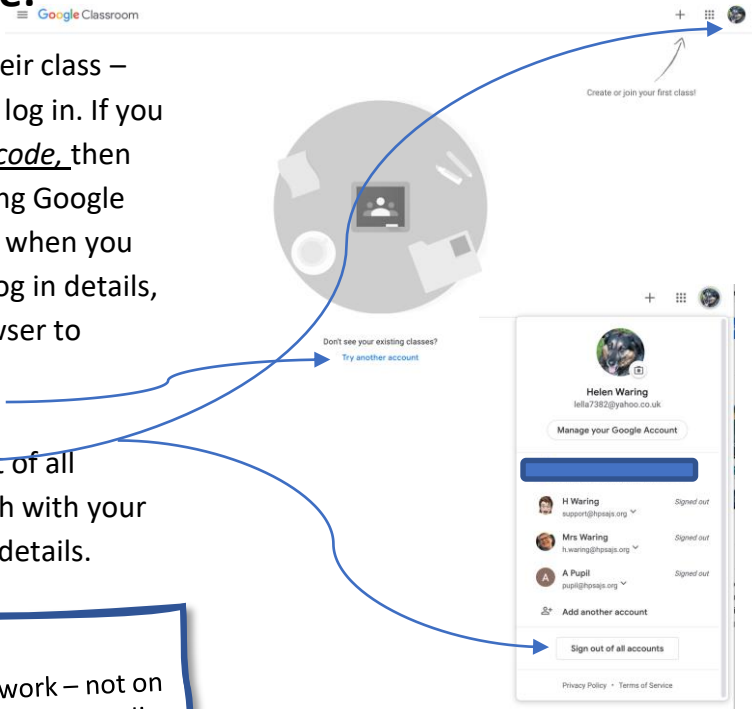
People Here the children can see all their fellow pupils in their Base as well as the adults. You will find Mrs Black, Mrs Dutaut and Mrs Waring on each Base too!

Google Classroom

Common Log on Problems

GC asking for a class code:

- Your child has been added to their class – you do not need a class code to log in. If you are seeing a request for a class code, then you are logged on with the wrong Google Account. This can happen, even when you have entered your child's new log in details, because you have set your browser to remember your login.
- Click on *Try another account* or
- Click the log in icon and sign out of all accounts before signing in afresh with your child's Google Classroom log in details.



Photos

Please only post photos of yourself on Classwork – not on the Stream - to ensure that we comply with the School's safety policy.

Most of all we want you to have fun interacting with your peers and teachers!

Reminder

- Use of Google Suite for Education is governed by Google's own user agreement. Read their privacy notice [here](#).
- Use of Google Classroom at St Andrew's is governed by the School's online safety policy and the Acceptable Use of the Internet agreement which each child and parents has signed. A copy can be viewed on the School's website [here](#).



Finally – don't panic!

We have a dedicated Google Classroom help email:
GoogleClassroom@hpsajs.org
Emails will be answered within 24 hours
Monday to Friday