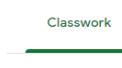
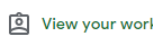
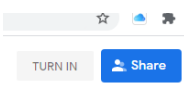
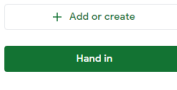
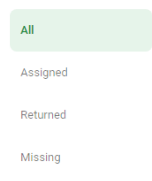


Nazeing Primary School – Google Classroom log in instructions and guidance

Once your child is logged onto Google Classroom you should see message on the 'Stream' tab from your class teacher (or member of staff working with your child's year group).

Here are some instructions that may help you and your child access Google Classroom:

- The next tab along the top of the page says 'Classwork'. If you click on this tab and then either click 'View your work' or the work under today's date and you will be able to see any tasks you have been set by your teacher.
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- Work has been set for each day so you know what to complete each day.
 - It will often say when the work is due so you know when to complete the work by.
- 
- Click on the lesson you wish to complete and click on 'view details' or 'view assignment' underneath the activity.
 - It will have instructions on how to complete any task you are set and it may have a link, video or attachment also.
 - On the right hand side it will show you the links/documents which you can use to complete the task.
 - Click on the links and it will open up the slides/documents you need to view/complete for the task (there may be more than one).
 - If it is a Word document, type straight onto the page. When you have completed it, on the right hand corner it will say 'Turn in'. Click this button to finalise the document.
- 
- If there is a Powerpoint to work through then 'view assignment' and once it opens there is an option to 'open with Google slides' at the top. It then opens again in Google slides.
 - If it is a Google slides piece of work use the back arrow in the top left hand corner to return to your assigned work and the 'hand-in' page.
- 
- Go back to your Google Classroom page (on the top left hand corner) and then click 'Hand in' button which is underneath the assigned work on the right hand side.
 - Some work just needs to be viewed and the activities completed on the Powerpoint. To show you have done this, after clicking on 'view assignment' there will be an option on that page to submit your work when you have completed it- 'mark as done'
 - Once you've handed in your work the page stays open. If it's been handed in just click the x to close the page.
 - Once you have handed in your work, it will be sent to your teacher to mark and comment on and they will return the work. If you click on 'View your work' again, down the left side of the page it says 'returned'. You can view the marks your teacher has awarded you (if marks are required) and any comments they wish to make about your work.
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- Or to check what you still need to do you can click on the 3 lines in the top right hand corner. A drop down menu appears. Click on 'To do' to check what has been assigned, done or is missing.
 - Please feel free to post any comments or questions about the work and a member of your child's phase team will reply. 'Private comments' can be added on the same page as the assignment details appear.

Thank you for your support and patience.