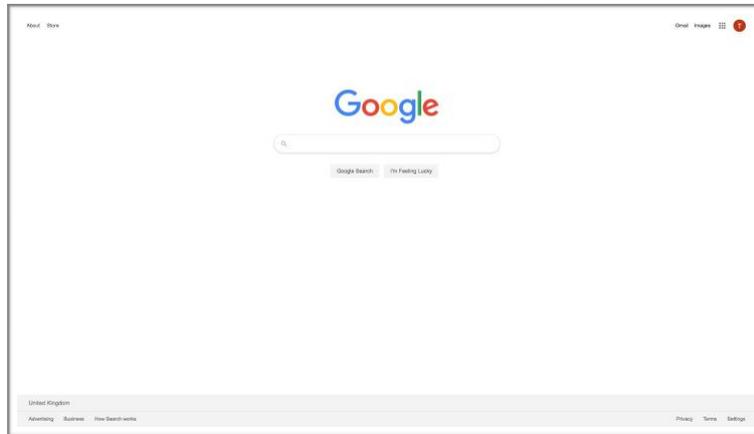# Guide to using Google Classroom

When using a laptop, PC or internet browser
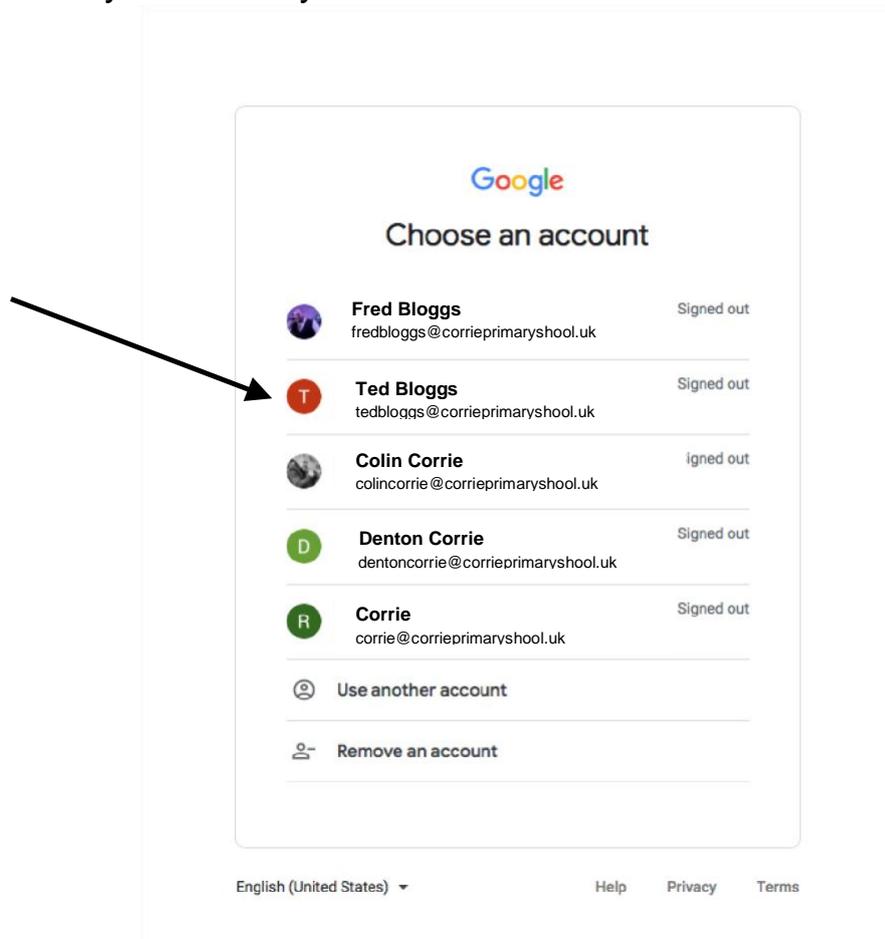
1. Go to www.google.co.uk

If no one is currently logged in, the top right hand corner will look like this:

If someone is already logged in it will look like this:

2. To sign in or change the person logged in, click either the sign in box or the circle. If your child has used their goggle account on the computer before they will already be on the list.

If their name is there then click on it and enter their password
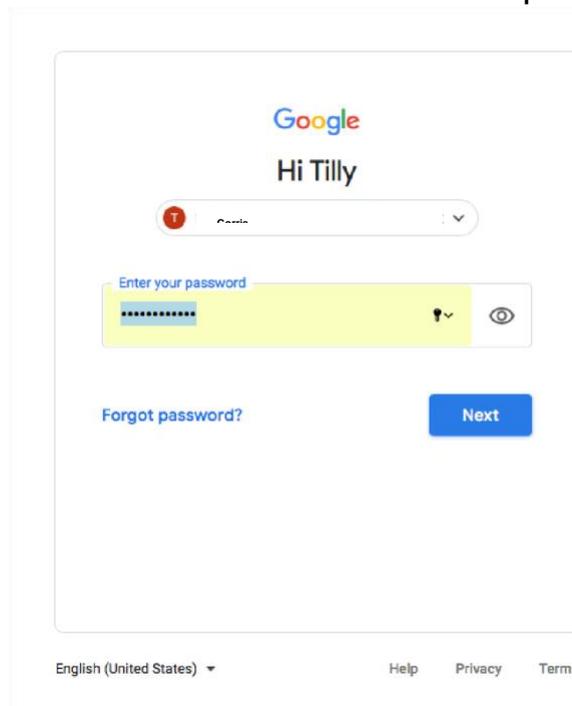
If your child has not used your computer before you will need to click on use another account

⊚ Use another account

Firstly enter their school email. This will be their first and surname (Tilly Example = tillyexample) followed by @corrieprimaryschool.uk

If your name has a hypen or an apostrophe, include these too (Sammie-Jay O'Neil = sammie-jayo'neil@corrieprimaryschool.uk).
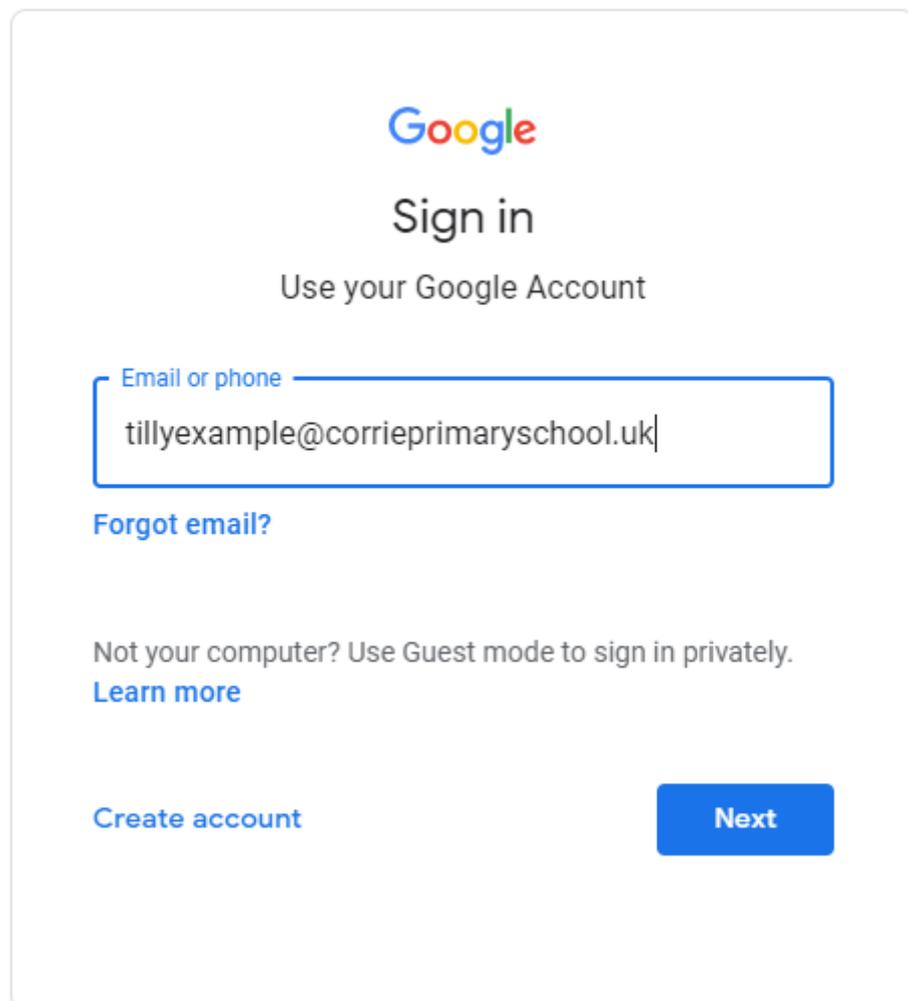
Click Next, it will then ask you for their password. Their password is Corrie with a capital letter followed by their first name with a capital letter. Example, CorrieTilly

Again if their name has a hypen you need to include that too (CorrieSammie-Jay)

3. Once the correct person is logged in the initial of the child will show in the top right corner of the page. Click on the 9 squares next to the circle with initial and select Classroom. If the classroom option does not appear you can use www.classroom.google.com instead and login that way. This is also where you will access Google Meet from.
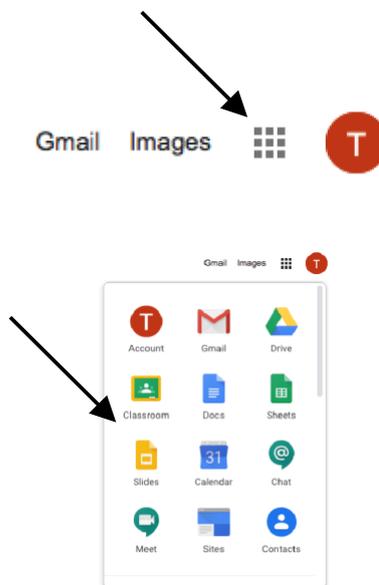
4. The first screen you will see is the following

If your child has previously accessed a classroom then it will look like this.
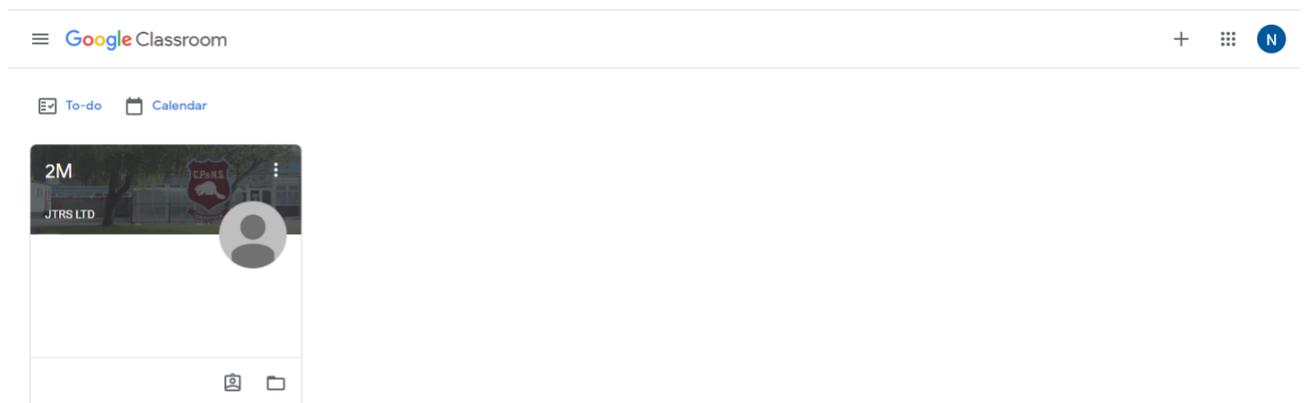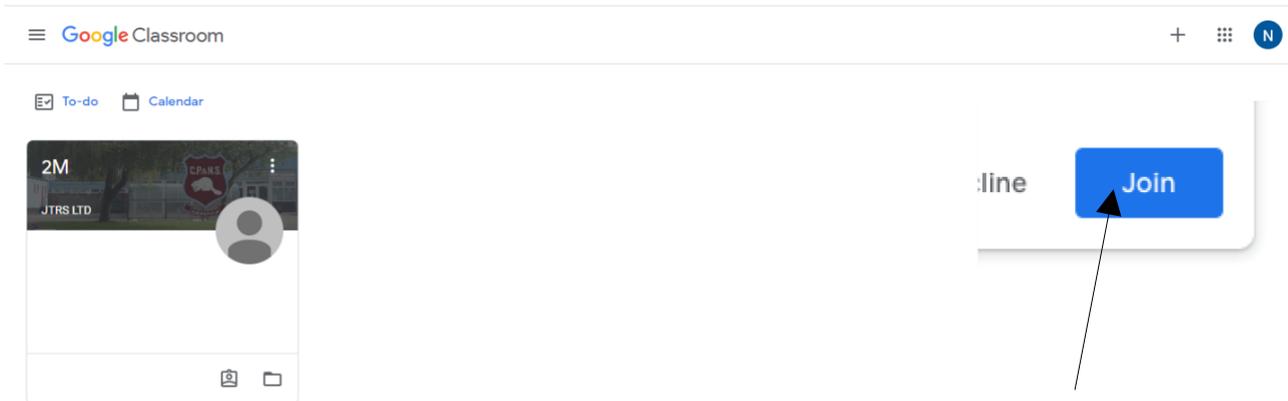
If they haven't used a classroom before they may need to click Join before they can access. If for any reason your child does not have the class listed that they require, please contact Mr Mitchell and he will organise access.
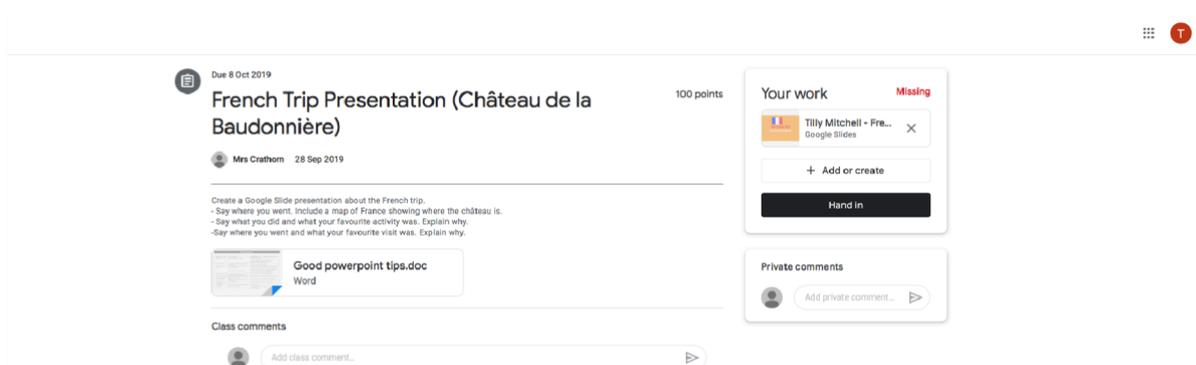
5. Click on your class

Any work that has been set will show under the Stream tab.

Pupils should click on the most recent task, the next screen will give the instructions and any accompanying documents.

Pupils are able to use the Google programs to complete the work. Docs is similar to Word, Slides is similar to PowerPoint, Sheets to Excel and Drawing to Draw. If pupils complete something which can be photographed or as a video then this can be uploaded via the File button.
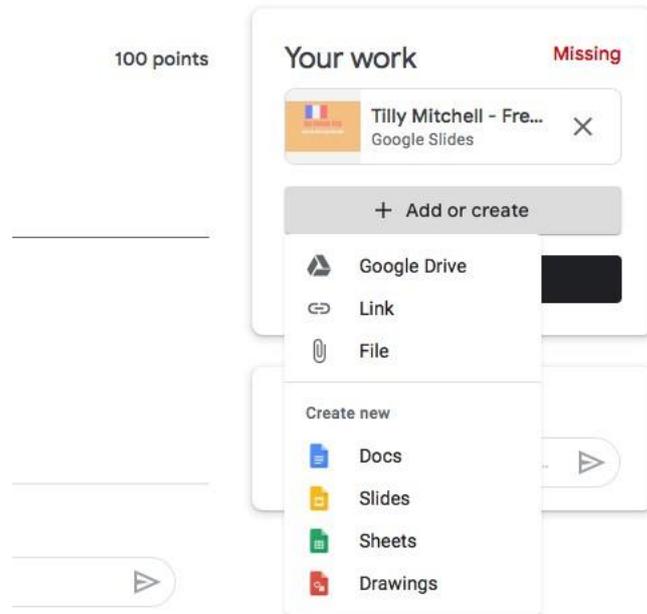
Once a piece of work has been started it will automatically save so it can be edited later, or if it is ready for submission you should click Hand In.
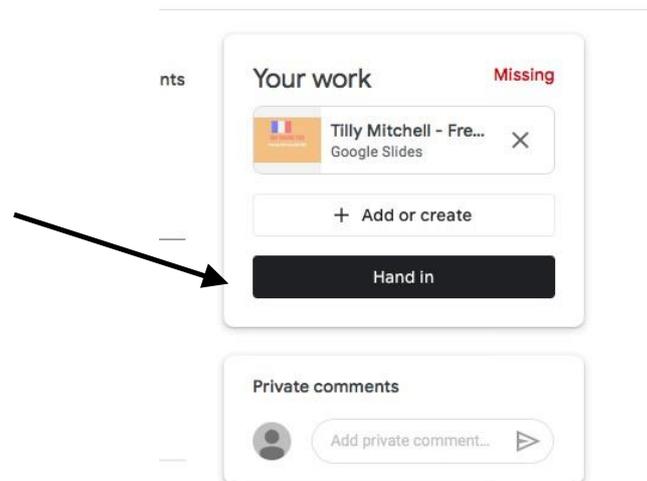
6. Teacher feedback

Any work that is carried out in the Google programs (Docs, Slides, Sheets, Drawing) will be visible to teachers. Teachers will give feedback and leave comments on the work to help the pupils.

Teachers can only mark a piece of work once it has been handed in, so don't forget to submit it!

If a parent needs to ask a question, either ask directly through Google Classroom or email the teacher directly using their year group email address (for example, year2@corrie.tameside.sch.uk).

Year Group Emails

Mrs Palfreyman, Nursery – nursery@corrie.tameside.sch.uk

Mrs Ethell, Miss Richards and Mrs Rafferty, Reception – reception@corrie.tameside.sch.uk

Miss Dobie, 1D – year1@corrie.tameside.sch.uk

Mrs Macdonald, 2M – year2@corrie.tameside.sch.uk

Mrs Lynch and Miss Wood, 3L & 3W – year3@corrie.tameside.sch.uk

Mrs Faulkner, Mrs Ahktar and Mr MacDonald, 4AF & 4M – year4@corrie.tameside.sch.uk

Mr Griffin, 5G – year5@corrie.tameside.sch.uk

Miss Turner, Ms. Marsden and Miss Pinnington, 6T & 6MP – year6@corrie.tameside.sch.uk

You can also use the Google Classroom app on an Android Tablet, iPad, Smart Phone, Playstation or Xbox. We do have some Playstation and Xbox keyboards in school which are available to loan which makes it much easier to use the consoles to do the work online. There are instructions below for how to use the consoles to access Google Classroom.

Using Xbox or Play Station to access Google Classroom

Accessing your remote learning. An alternative method of accessing remote learning during times of lockdown.

Xbox
1. Plug a keyboard in to the Xbox USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Log in as you would in school
5. You can then access your work through Google Classroom and use key packages including:
- Word
- Teams
- Excel
- PowerPoint
- Your emails
6. To move around you use the Xbox controller or plug in a mouse

PlayStation
1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Log in as you would in school
6. You can then access your work through Google Classroom and use key packages including:
- Word
- Teams
- Excel
- PowerPoint
- Your emails