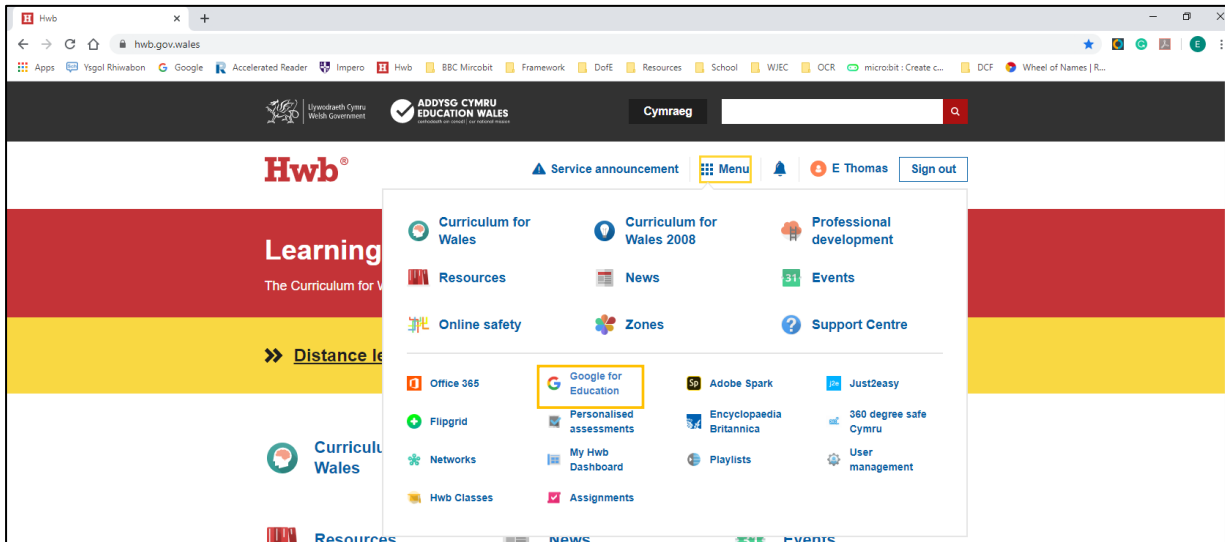# Google Classroom

Parents' Guide

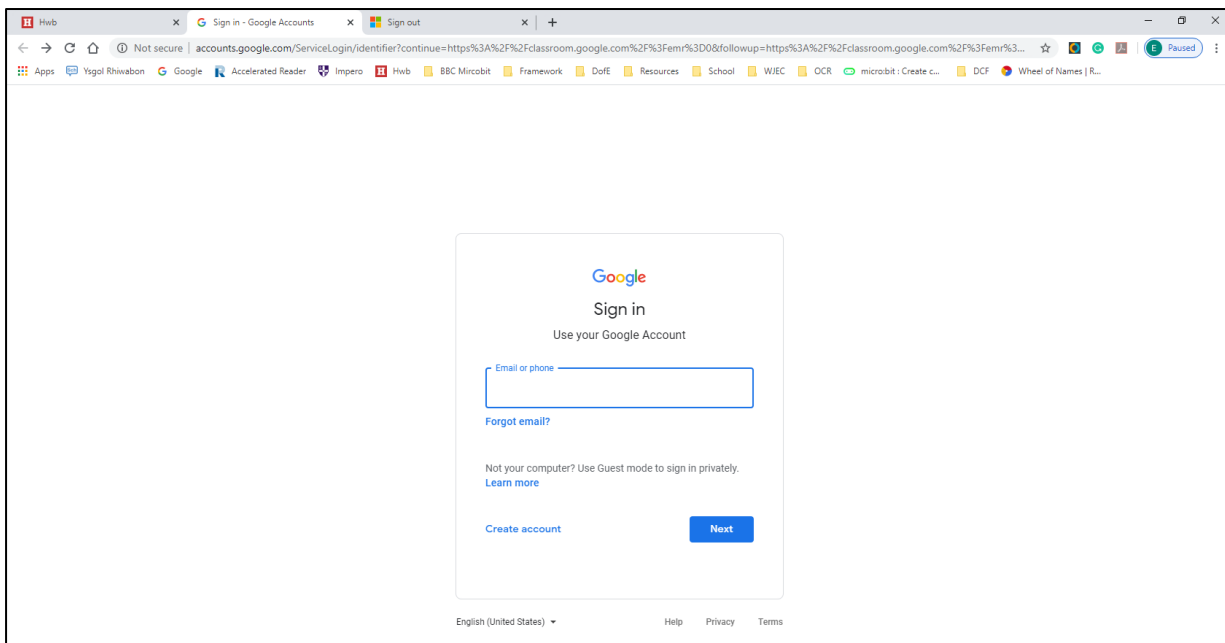This guide will show you how to access Google Classroom at home.

Signing in

1. Log in to HWB with your HWB details.

Your child's HWB log in details should be found in the planner. Please feel free to ring the school office if you cannot find it 01978 822392

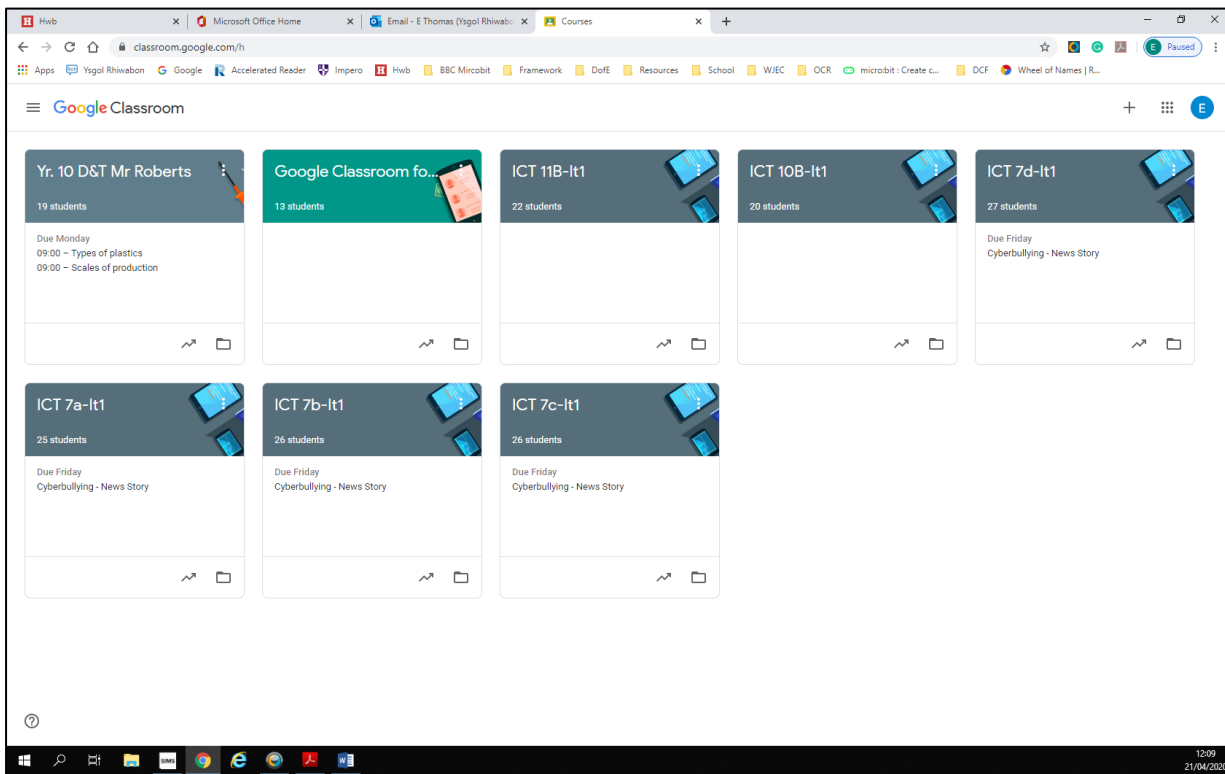2. From the Menu select Google for Education.

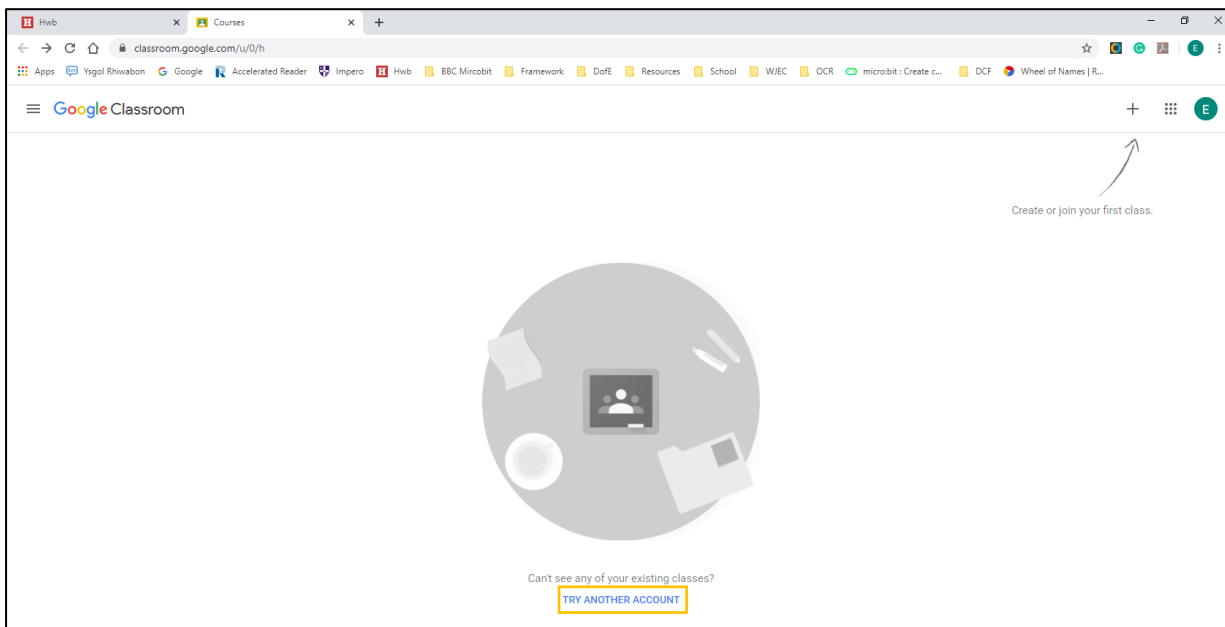3. You then need to log in to Google with your HWB details.

Press continue to confirm it's you, then select student.
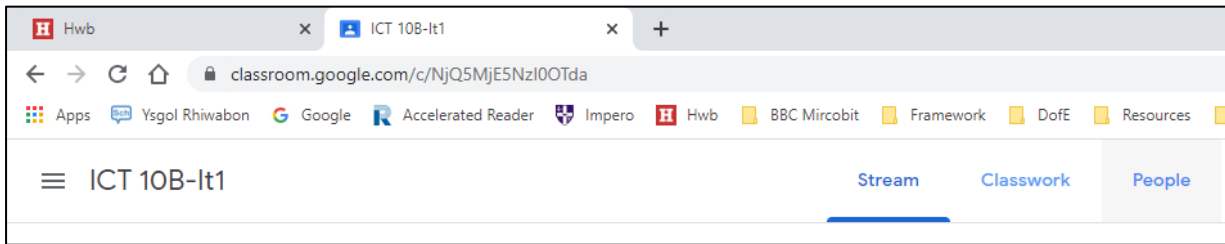
4. The screen will display all your classes.

If you are having problems and can't view your classes it may be because you are logged in to a personal Google account, you will need to click on try another account and log in with your HWB details.

Finding your way around Google Classroom

Stream is public for all members of the class to see. Your teacher may write messages to the whole class on here and you can reply to them. Remember that anything that you write on the Stream page will be shared with all members of your class. Stream is also where you will see when your teacher has posted a new assignment or material file.

Classwork is where you will find work that has been set for you. You will see assignments and relevant resources, links or files that have been shared with you by your teacher. Only your teacher is able to edit the content on this page.

Click on the piece of work that has been assigned and click view assignment. This will open up the assignment. Here you can read what you have been asked to do, add a class comment to ask the class questions or add a private comment to ask just your teacher a question.

If you press the '**add or create**' button you will be able to create files and documents for the assignment. All work created on Google saves automatically.

When you have finished simply press '**mark as done**' and your teacher will receive your work.

Sometimes your teacher may set a file that they want you to edit and return. Simply open the file, edit it and then press '**mark as done**' or '**hand in**'.

Please note: Those of you using an IPad may need to download the 'Google Docs' app for free from the app store before you are able to start creating and editing files and documents.

If you have a question about the work then you can write a private comment to your teacher. No one else in the class will be able to read this. Please only use this when necessary, to communicate with your teacher about your work. Also remember that your teacher may not respond straight away, especially if you send the message outside of normal school hours.

Check back every day to see if any more work has been posted.