GROVELANDS C P SCHOOL

Dunbar Drive
Hailsham
East Sussex
BN27 3UW

HEADTEACHER: Mr Jon Goulding
B.A. (Hons)

28th January 2021

Dear Parents and Carers,

Logging into Google Classroom through different devices

Your child's class teacher will email you with your child's login details to Google Classroom during the next week.

Follow these steps so your child can login to Google Classroom to access learning activities and live sessions, in addition to Purple Mash and Bug Club. Remote learning will continue to be sent home via email to parents each week.

Smartphones and tablets: download the free Google Classroom app

Android Devices	iOS devices (iPhones, iPods, iPads)
• Open the Play Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Install'	• Open the App Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Get'

Once the app has downloaded, open it and log into your child's 'G Suite for Education' account. - sign in as student
• Tap the '+' icon (in the bottom-right corner), then 'Join class'
• Enter the class code that your child's school has sent to you, then click 'Join'

Ensure your device does not use your own personal email account. If you have a gmail account select add new account using email and password sent to you for your child.

Computers and laptops: log in to Google Classroom

• Go to www.classroom.google.com
• Log in with your child's 'G Suite for Education' account
• Click the '+' icon (in the top-right corner), then 'Join class'
• Enter the class code that your child's school has sent to you, then click 'Join'

How to get and hand in work (computers and laptops)

• Go to Google Classroom
• Click 'Classwork'
• Click on an assignment, then 'View assignment'
• On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set:
  - You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload'
  - Or, your child can type up their answers in a Google Doc – click 'Docs' to load a new Google Doc
• Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm

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Dyslexia Friendly
Let's get cooking Accredited 2011
Arts Council England ArtsMark Award
Healthy School
Bronze Eco-Schools Bronze Award

• If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

How to hand in work (mobile devices – Android or iOS)

• Open the Google Classroom app
• Tap on your child's class, then 'Classwork' (at the bottom)
• Tap on an assignment, then the arrow at the bottom
• Tap 'Add attachment'. Depending on the type of work the teacher has set:
• You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then tap the file on your device
• Or, your child can type up their answers in a Google Doc – tap 'New Doc' to load a new Google doc
• Once your child has finished their work, tap 'Hand in', then 'Hand in' again to confirm
• If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

If you have any problems with access or use, please contact the school office and we will respond as soon as we can.