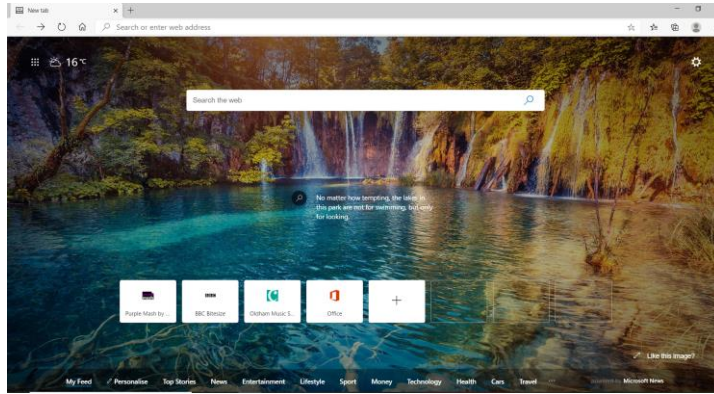
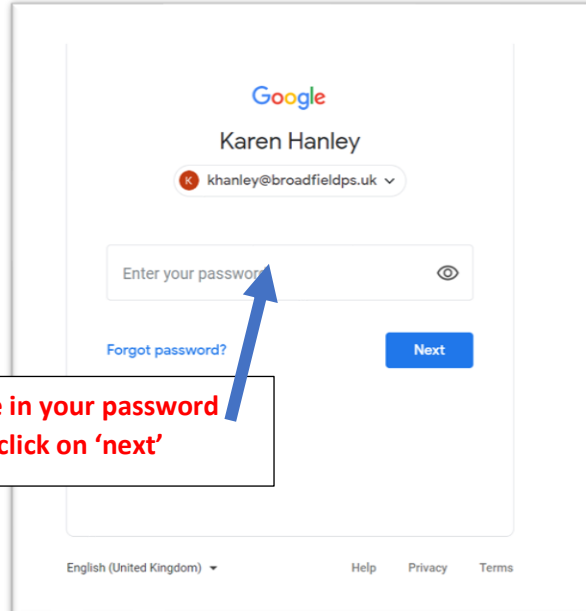
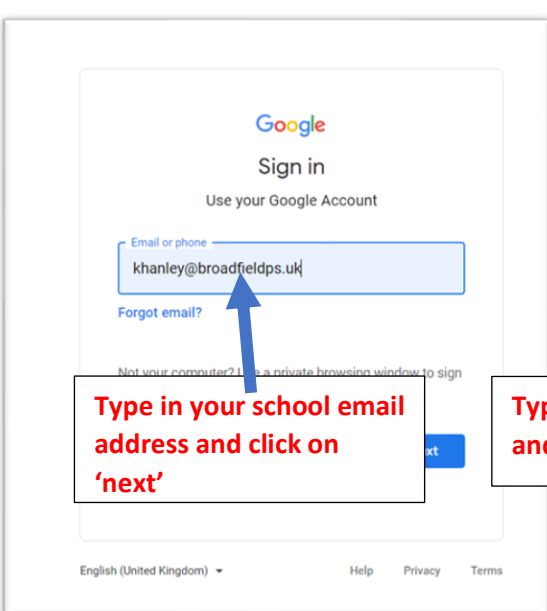
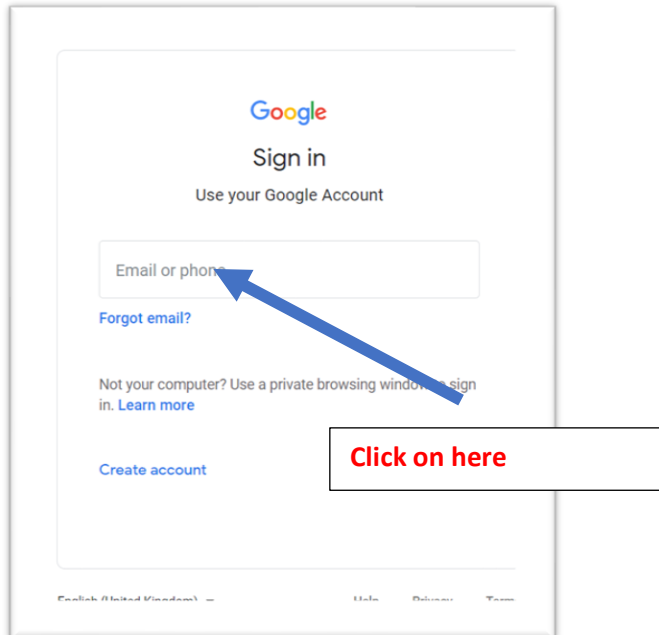
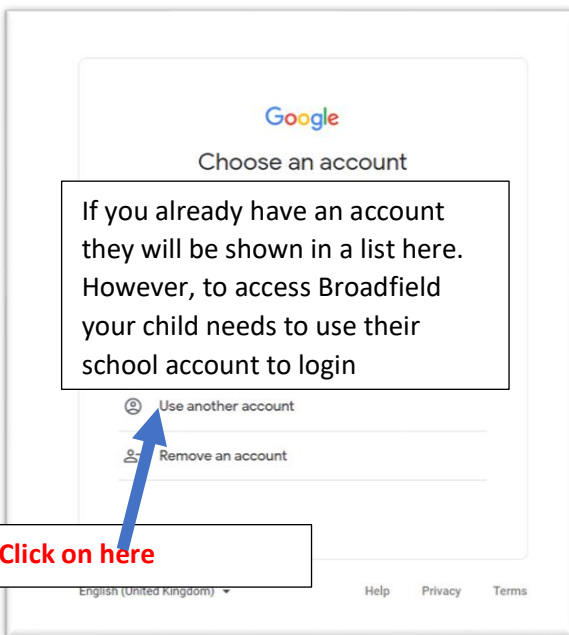


Using GOOGLE Classroom for Learning (Remote Learning)

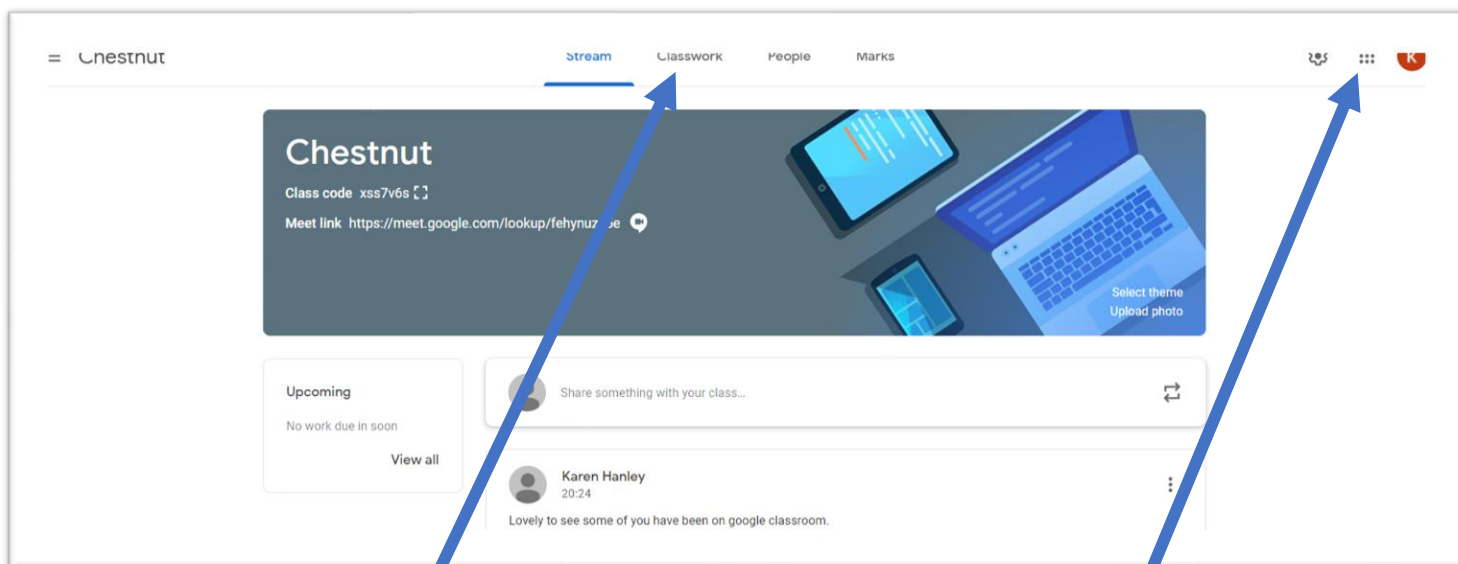
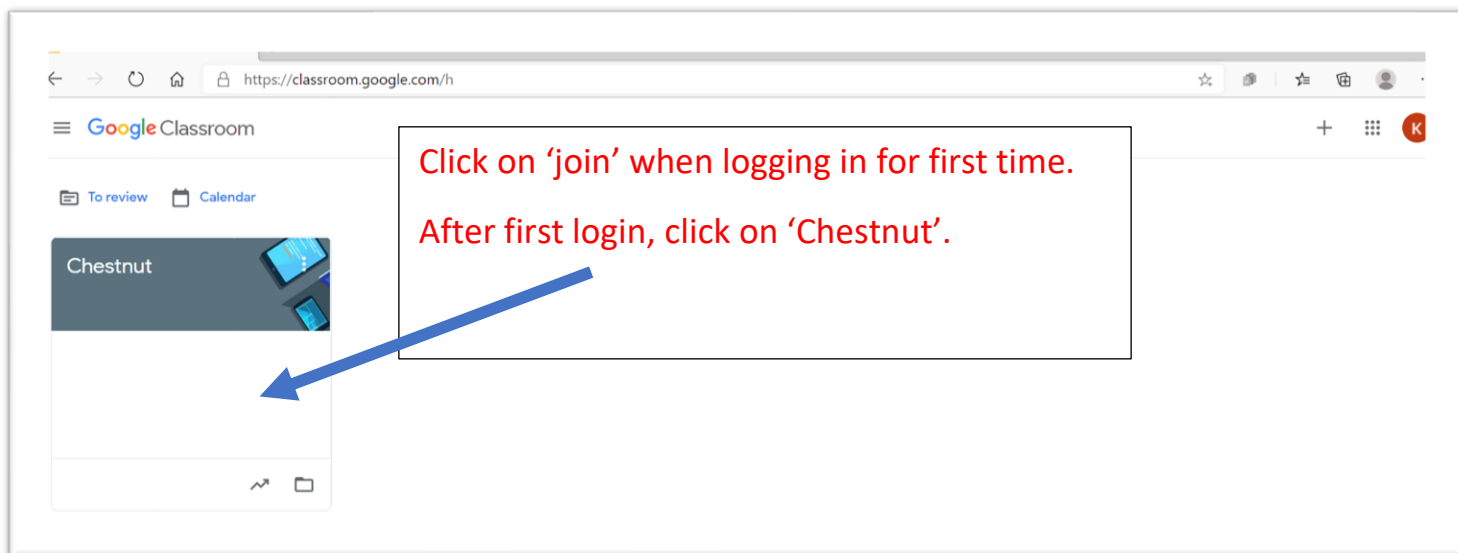
You will be given your login details by your class teacher. Your login (username) is also your email address for your account.



Go to the internet. You are going onto Google Classroom so type in 'classroom.google.com'



If you are logging on for the first time, you might be asked to fill in an 'I am not a robot' for security. Or a different security option depending on your device. If you have a tablet it may be easier to download the Google Classroom app from Google Play or a similar app site.



Click on the 'classwork' tab for work that has been given to you by Miss Hanley.

Extra information ... see next page.

Extra information....

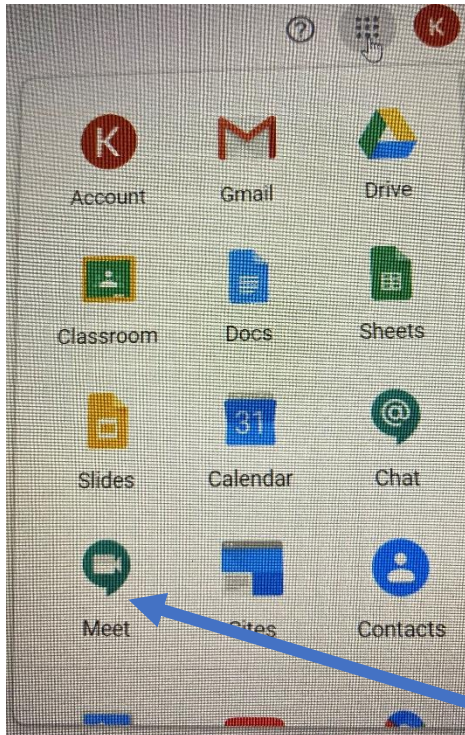
Click on the 3x3 button icon and you will get a menu.

For classroom, click on classroom

To make a powerpoint, click on 'slides' (you may need to download 'Google Slides' if using a tablet or ipad)

Your saved files are in 'drive'

Those 9 buttons are where you access everything you need.



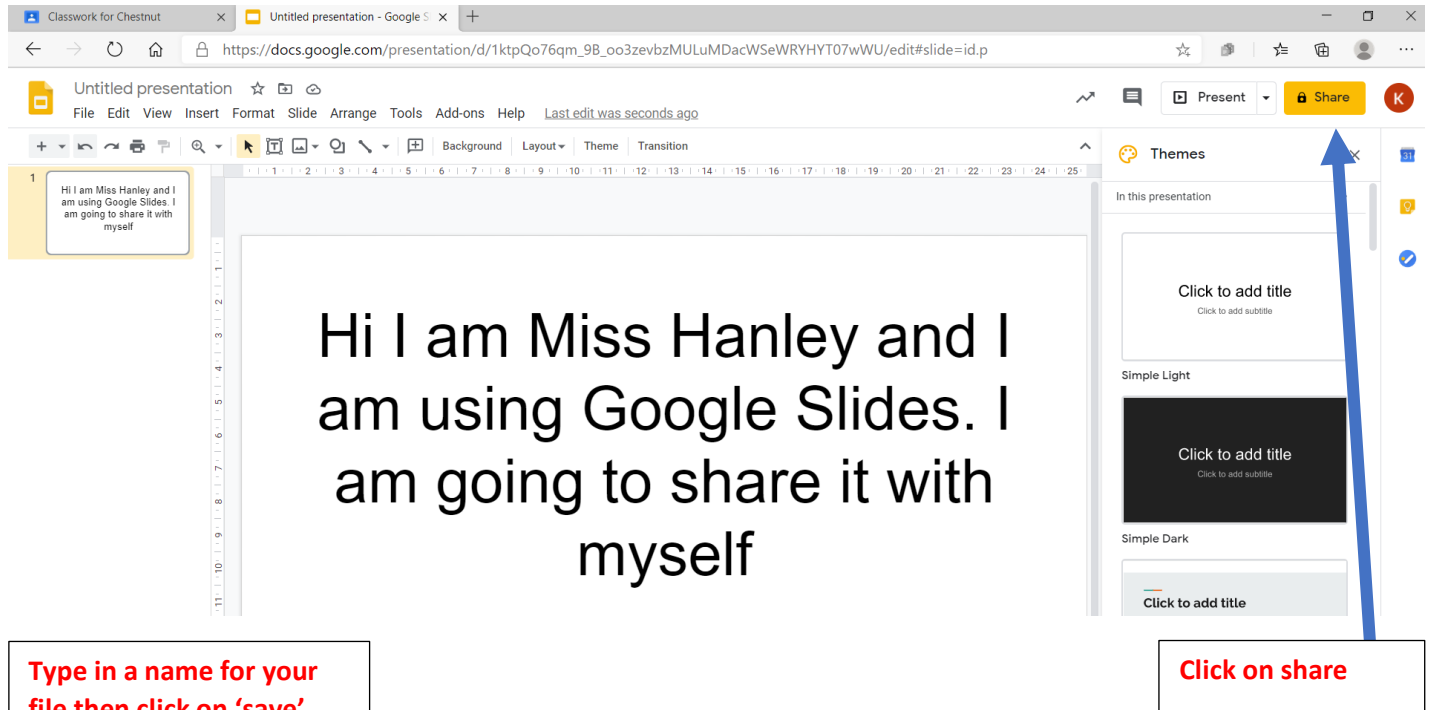
Unfortunately, we have had issues with Google Meet so if we ever need to do online lessons we will be using Zoom.

Using Google Docs, Google Slides

To use google docs, slides etc on an ipad, you need to download the apps onto your ipad.

You can download google classroom to your ipad too.

When you want to share your work with me, follow these instructions...

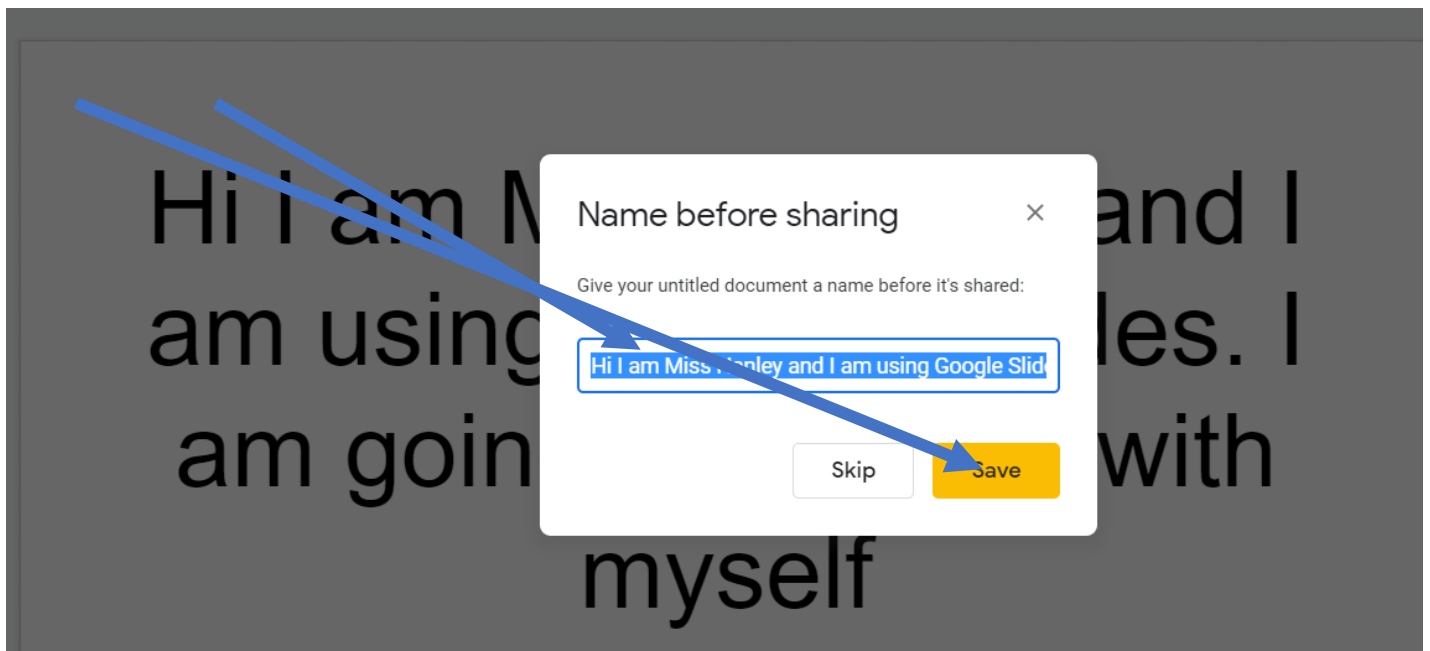


The screenshot shows the Google Slides interface. The main slide contains the text: "Hi I am Miss Hanley and I am using Google Slides. I am going to share it with myself". The 'Share' button in the top right corner is highlighted with a blue arrow. A red box with the text "Click on share" is positioned below the arrow. Another red box with the text "Type in a name for your file then click on 'save'" is positioned to the left of the slide.

Type in a name for your file then click on 'save'

Click on share

On next page are more instructions...

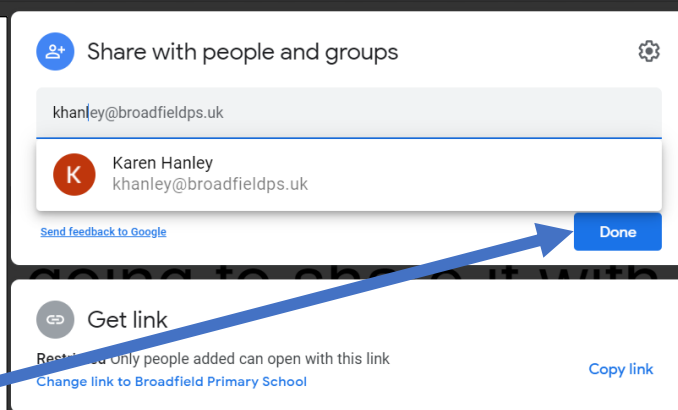


Start typing 'khanley' in the white box and my email address will show.

Mrs Haughton's class – type in T Haughton.

Ms Hunts class – type in M Hunt

Click on it and the full email address will go in the white box.



This work will be in a separate tab so you can click on the cross at the top of the page and you will still have the 'Google Classroom' tab open.

If you go to 'Classwork' you can open work with one click of your mouse and view the work in there. Miss Hanley (or your teacher) can type a message with instructions on what to do.

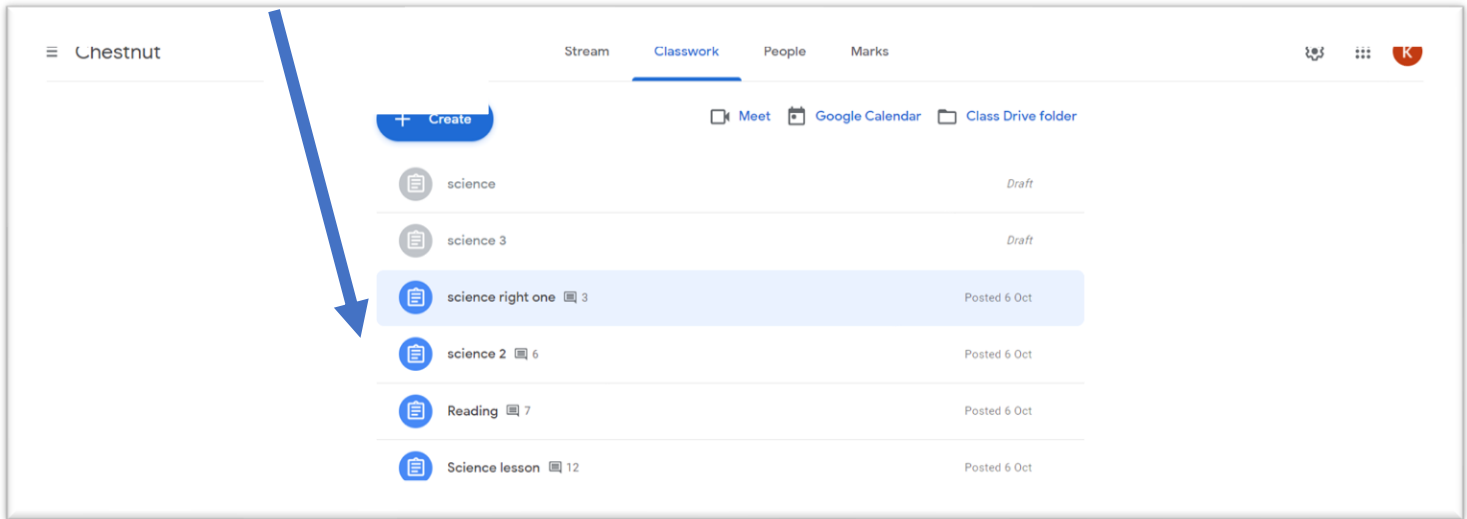
Please remember to stay safe online.

Tell an adult if you are not comfortable with something online or if someone has contacted you who you don't know. Also, if someone contacts you and says something mean or nasty, please tell an adult.

Any issues, please email me on khanley@broadfieldps.uk

On Google classrooms you can only contact your teacher and your class members.

In school we will be practising online lessons, including video lessons using Google classroom.



Have a practise. Look out for work that you are set online.