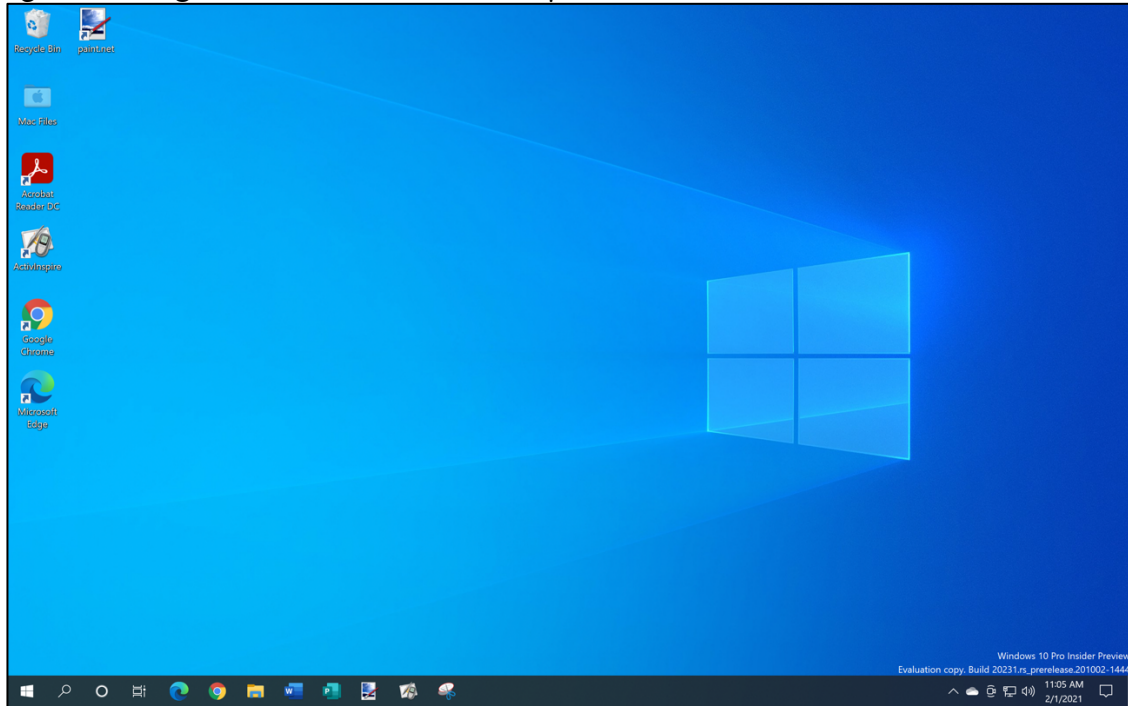


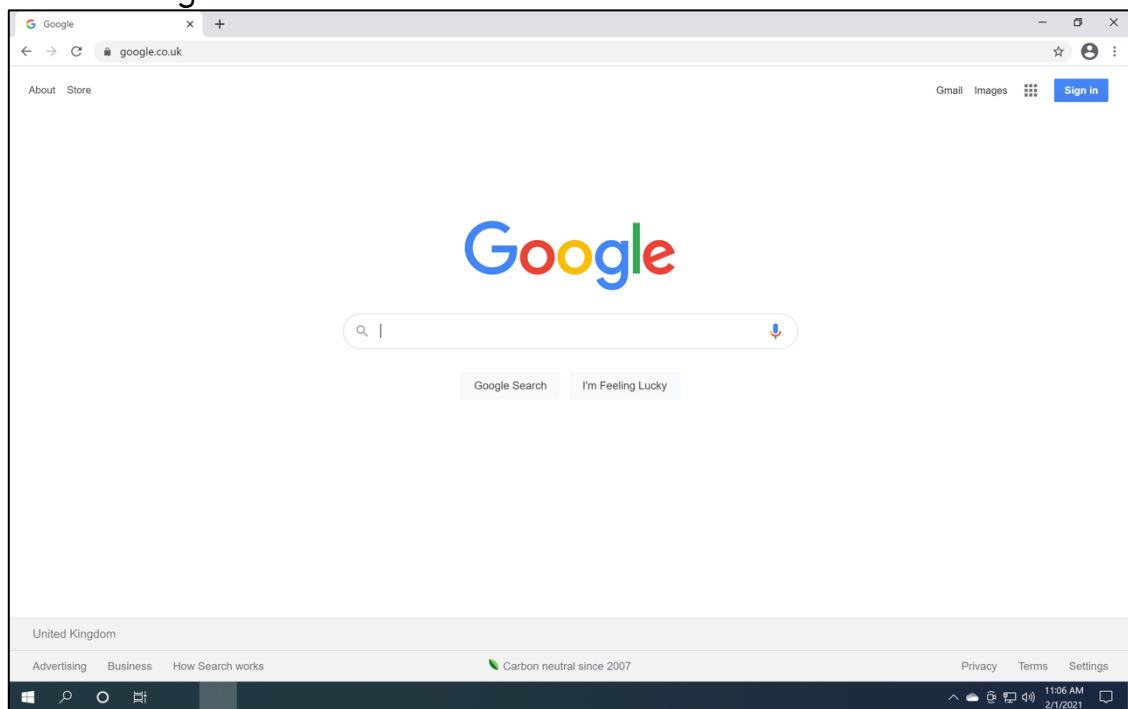
ACCESSING GOOGLE CLASSROOM ON WINDOWS

As you know, all of your child's learning is now being set through a service called Google Classroom. We've made it as easy to access as possible, but here's a guide to walk you through how to log on to Google Classroom for the first time, on a Windows computer.

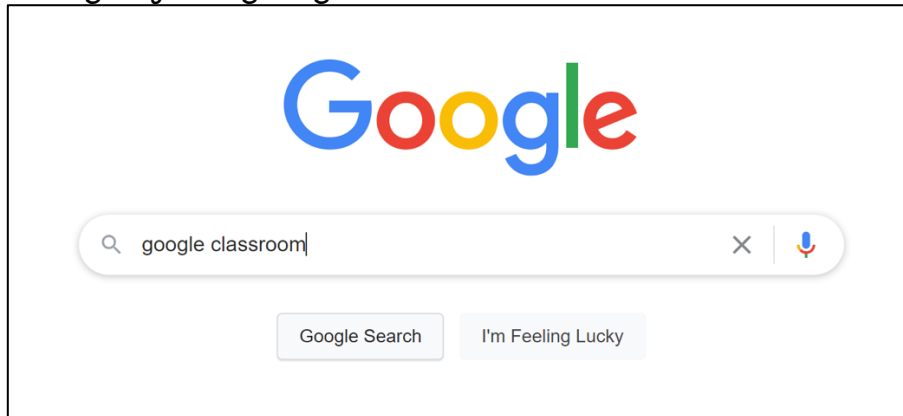
1. Log in to your Windows computer.



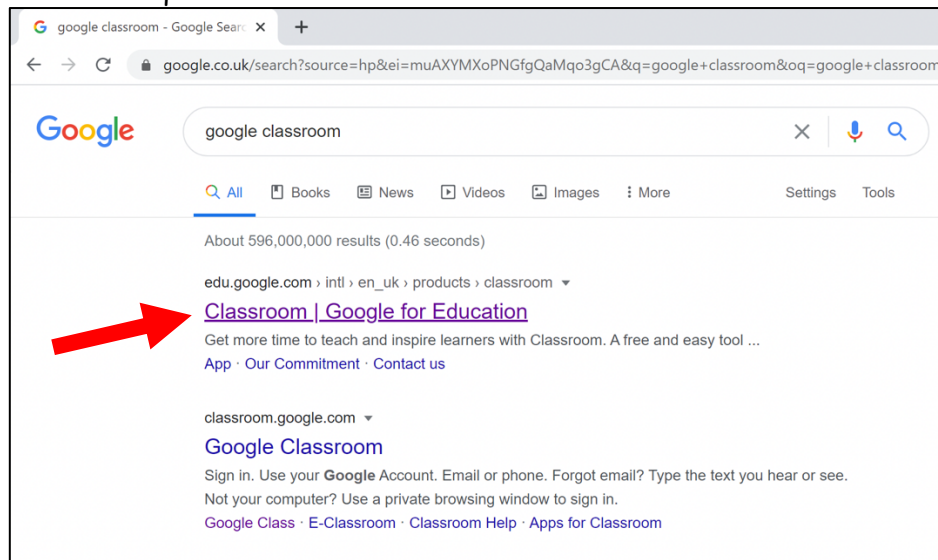
2. Go to Google.



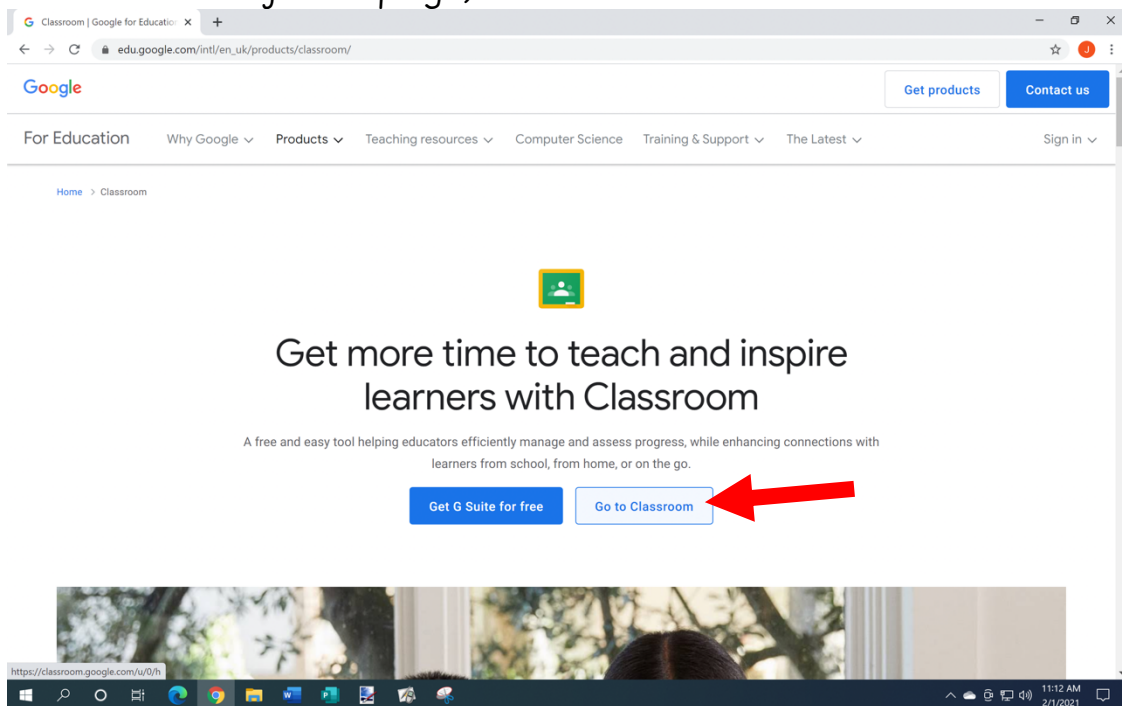
3. Search Google for 'google classroom'.



4. Click on the top result.



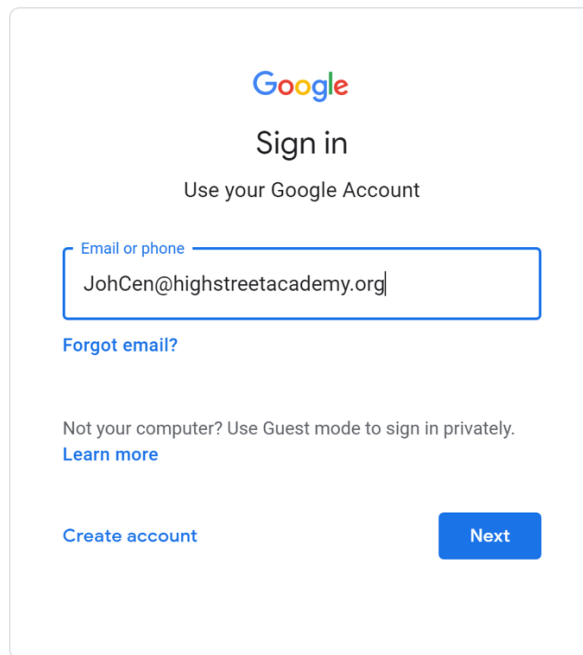
5. In the middle of the page, click on 'Go to Classroom'.



6. Log in with your child's account details. (If you don't have these details, please give us a message on ClassDojo or phone the office!)

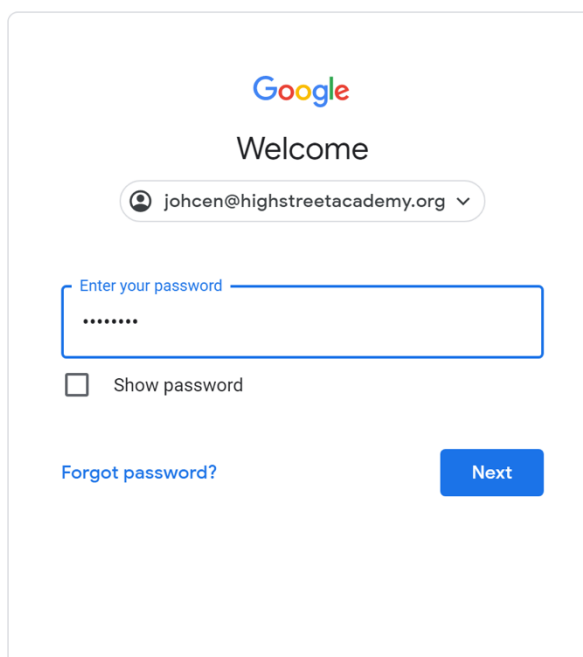
Your child's username is the first three letters of their first name, followed by the first three letters of their surname, and then @highstreetacademy.org.

For example, if my child was called John Cena, I would enter johcen@highstreetacademy.org



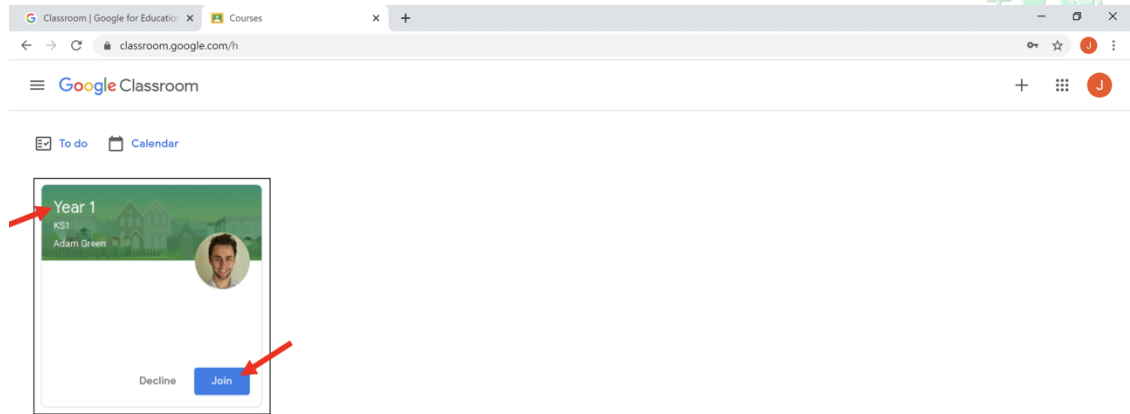
The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone' containing the email address 'JohCen@highstreetacademy.org'. To the left of the input field is a link 'Forgot email?'. Below the input field is the text 'Not your computer? Use Guest mode to sign in privately.' with a link 'Learn more'. At the bottom left is a link 'Create account' and at the bottom right is a blue button labeled 'Next'.

7. Enter your child's password. It will be something like 'bedl3bedl3'.

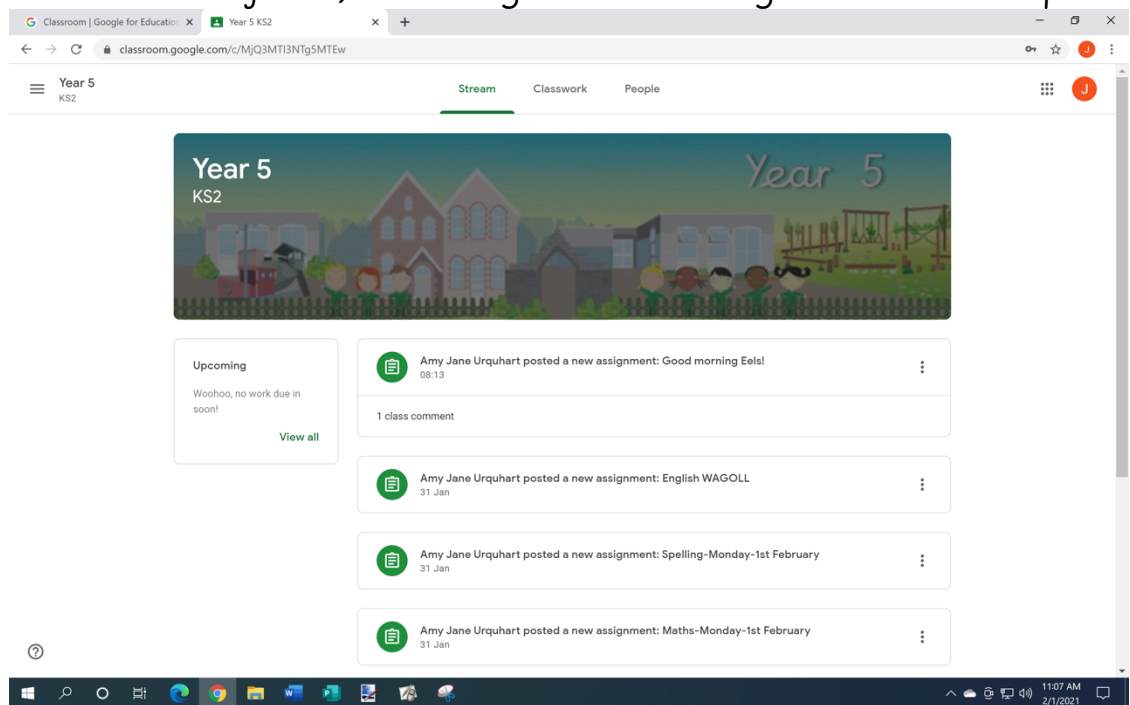


The screenshot shows the Google Welcome page. At the top is the Google logo, followed by the text 'Welcome'. Below this is a dropdown menu showing the email address 'johcen@highstreetacademy.org' with a downward arrow. Below the dropdown is a text input field labeled 'Enter your password' containing several dots. Below the input field is a checkbox labeled 'Show password'. At the bottom left is a link 'Forgot password?' and at the bottom right is a blue button labeled 'Next'.

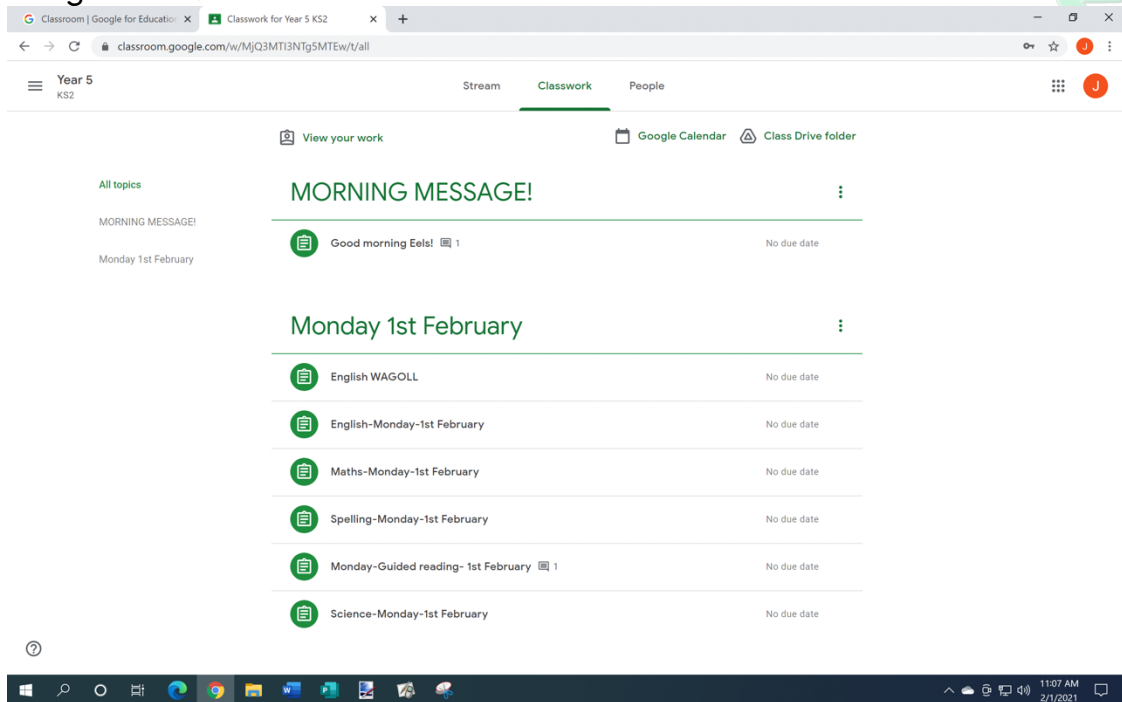
8. Click 'Join' on your child's class, and then click on the name of your class to enter the classroom.



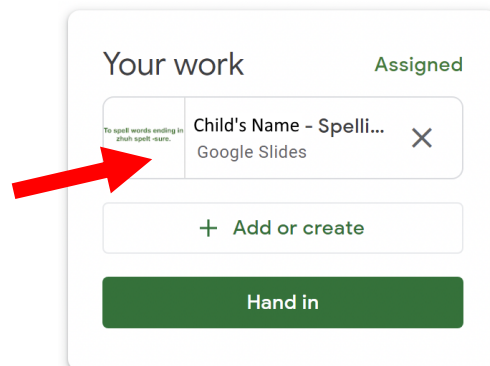
9. You'll then have access to your class stream (a bit like a Facebook news feed), where you can see your teachers' posts.



10. To view the learning that you have been set for today, click on the 'Classwork' tab. You can click on the subject to view the assignment, and view the attached slides and worksheets.

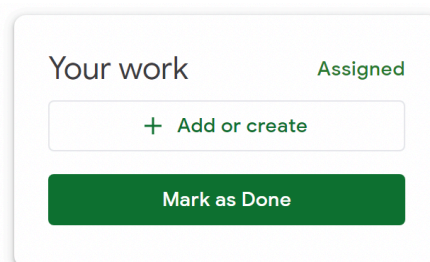


Your teacher may have directed you to upload work straight onto a Google worksheet. If that's the case, the assignment will look like this;

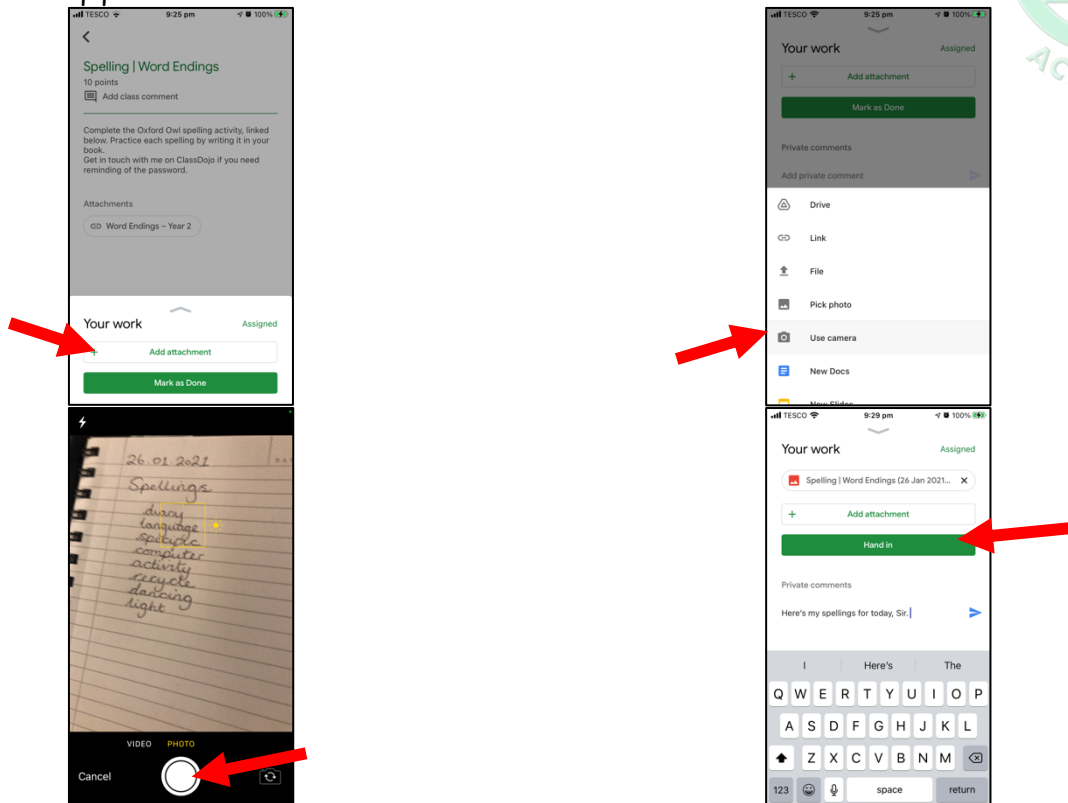


Click on the attachment to edit and enter your work.

Or, if there is no worksheet attached, your page will look like this;



Complete your learning on paper/in your book, take a picture on your parents' phone/tablet, and then upload the picture using the Google Classroom app.



Check out the 'Help Videos' page on our website for more guidance and tutorials, or get in touch with me via ClassDojo, or through the school office.

Thank you!

Mr Green