

How to use Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Username

@khalaschoolathome.co.uk

Password

Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">> Open the Play Store app> Search for 'Google Classroom'> Tap 'Google Classroom'> Tap 'Install'	<ul style="list-style-type: none">> Open the App Store app> Search for 'Google Classroom'> Tap 'Google Classroom'> Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their G Suite for Education account (_____@khalaschoolathome.co.uk)
 - o Please note: Any other email address (e.g. @gmail.com) **will not work**
- > Accept the invitation to join the class – if you do not have an invitation, please contact the school

Computers and laptops: log in to Google Classroom

Your child needs to:

- > Go to www.classroom.google.com
- > Log in to their G Suite for Education account (_____@khalaschoolathome.co.uk)

- Accept the invitation to join the class – if you do not have an invitation, please contact the school
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How to get and hand in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)
 - Click 'Classwork'
 - Click on an assignment, then 'View assignment'
 - On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
 - Once they've finished, click 'Mark as done' to send it to the teacher
 - **Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.
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How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the 'Your Work' arrow at the bottom
- Tap 'Add attachment'.
- Once they've finished, tap 'Mark as done' to send it to the teacher

Made a mistake? Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

Once work has been marked

They can find their returned work by following the steps below.

On a computer or laptop

- Go to Google Classroom, then click 'Classwork'
- Click 'View your work'
- Click 'Returned with grade' on the left-hand side

On a mobile device (Android or iOS)

- Open the Google Classroom app
- Tap on their class, then 'Classwork'

Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.
