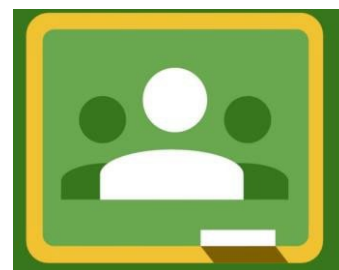


**Hujjat Primary School**  
**Guide for using Google Classroom**



## Google Classroom

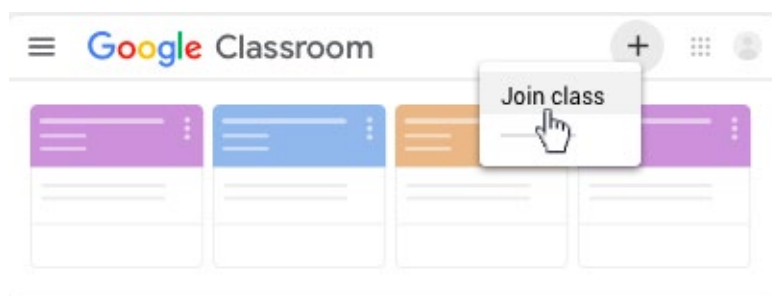
Google Classroom is a free Google App that aims to simplify creating, distributing, and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chrome books, tablets, or mobile phones.



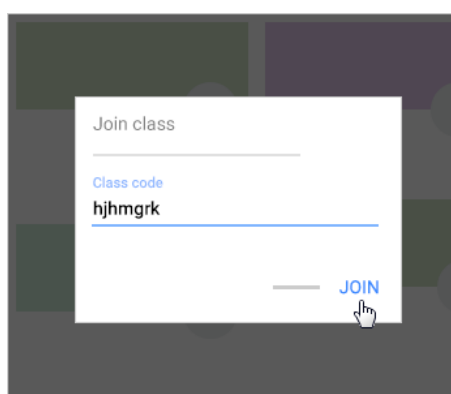
## Accessing Google Classroom and Resources

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting [www.classroom.google.com](http://www.classroom.google.com). They will be using the **class code** that will be shared separately through email.

1. Go to [www.classroom.google.com](http://www.classroom.google.com)
2. At the top, click + and join class.



3. Enter the class code your teacher gave you and click **join**. A class code consists of 6 or 7 letters or numbers. For example, **hjhmgrk** or **g5gdp1**



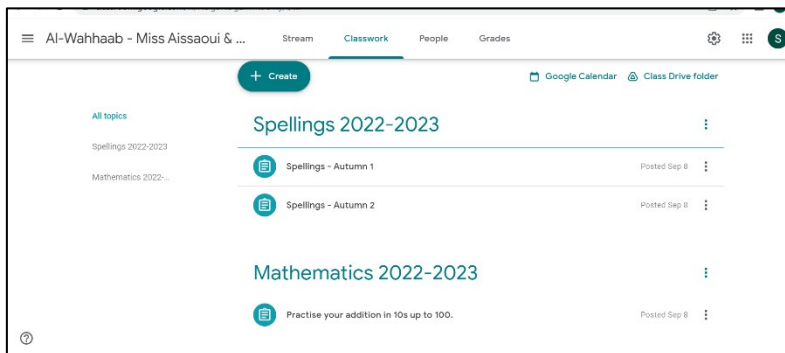
Once pupils have logged in, they will see the class overview page. From here they can see all of the classes they are registered with, a summary of any work due and add new classes (requires a class code from their teacher). Clicking on a class will open that Classroom.

If pupils are accessing Google classroom from a mobile device, they should download the appropriate Google Apps to make best use of the shared resources. When home learning is set online, it can be submitted directly within Google Classroom online without needing to be printed. To open the homework, click on the Open button on the appropriate post in the **Stream** page. You will then see the homework description and any attached documents. The simplest way to complete the home learning

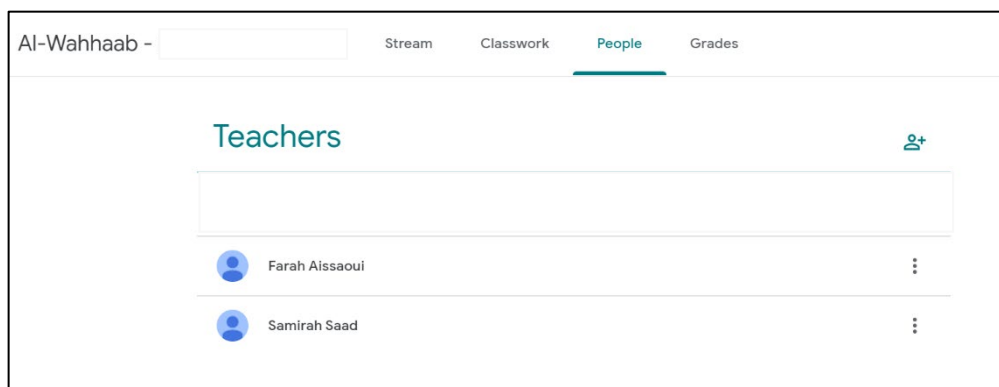
online is to open the attachment and complete your assignment in this document. You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. On occasion, the home learning set will be marked by the teacher, you can see feedback and any comments made by the teacher by opening the home learning task as before.



The **Classwork** tab allows you to view all pieces of work that have been added to the classroom. Here items can be created with the **Create** tab.



The **People** tab shows who are enrolled in the class. Here your teacher can 'mute' pupil actions are 'remove' pupils from the class for e-safety reasons.



Please refer to video for further information:  
<https://www.youtube.com/watch?v=xfqgtCi7hdo>

### Safety Features

Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.