

## Google Classroom

### Instructions for Pupils and Families - How to use our school's Google Classroom

Follow these steps so you/your child can continue to complete learning activities and hand them in while they are unable to come into school. The Google account format has changed due to some upgrades to the St. Dominic's server.

#### Smartphones and tablets: download the free Google Classroom app

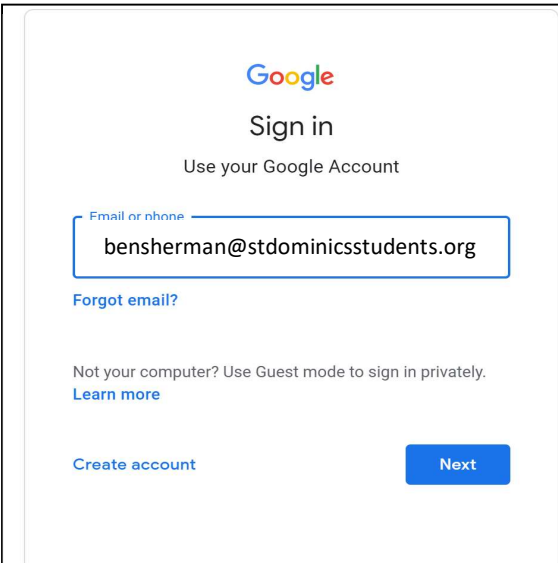
Android devices	iOS devices (iPhones, iPods and iPads)
<ul style="list-style-type: none"> <li>• Open the Play Store app</li> <li>• Search for 'Google Classroom'</li> <li>• Tap 'Google Classroom'</li> <li>• Tap 'Install'</li> <li>• If you already have a personal Gmail account on your device, you will have to add your child's account, sometimes this requires restarting your phone to update.</li> </ul>	<ul style="list-style-type: none"> <li>• Open the App Store app</li> <li>• Search for 'Google Classroom'</li> <li>• Tap 'Google Classroom'</li> <li>• Tap 'Get'</li> <li>• If you already have a personal Gmail account on your device, you will have to add your child's account, sometimes this requires restarting your phone to update.</li> </ul>

Once the app has downloaded, open it and log into your child's 'G Suite for Education' account. This takes the form [firstname.lastname@stdominicstudents.org](mailto:firstname.lastname@stdominicstudents.org) Please email Mr Pryor at [apryor@stdominicsschool.org.uk](mailto:apryor@stdominicsschool.org.uk) if you have any difficulties with logging in or require a password reset. Here you should have access to the classes' you have been invited to.

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#### Computers and laptops: log in to Google Classroom via a web browser

- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Log in with your child's 'G Suite for Education' account
- [firstname.lastname@stdominicstudents.org](mailto:firstname.lastname@stdominicstudents.org)
- Accept all class invitations



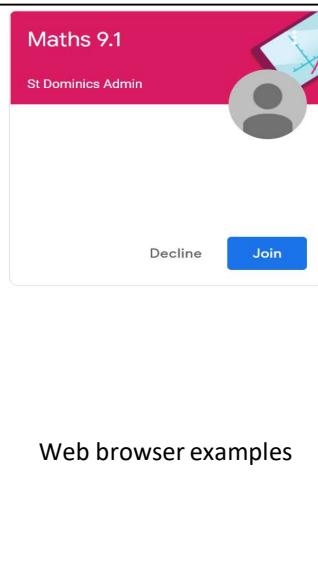
Google  
Sign in  
Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

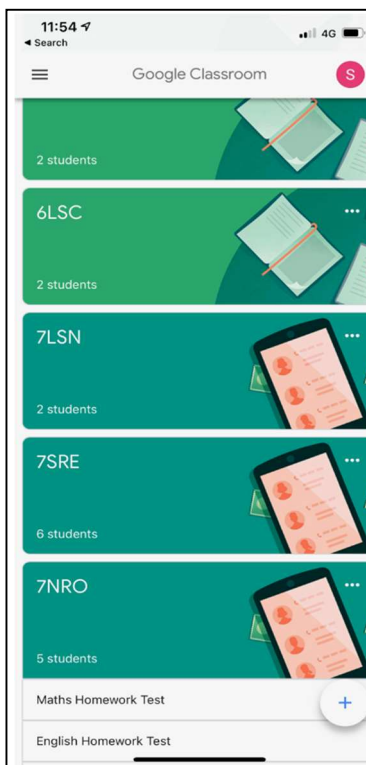
[Create account](#) [Next](#)



Maths 9.1  
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Decline [Join](#)

Web browser examples

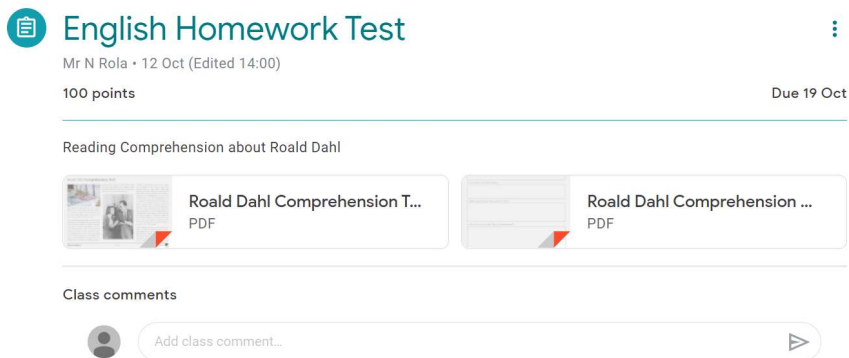


Example of iPhone screen

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## 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
  - If a teacher has uploaded a worksheet, you can click on this document to open it in Google Docs, edit it, then share it back to the teacher without the need for uploading.
- Once your child has finished their work, click '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.



The screenshot shows a Google Classroom assignment interface. At the top, the title 'English Homework Test' is displayed in blue, with a menu icon to its left and a three-dot menu icon to its right. Below the title, the creator is identified as 'Mr N Rola' with a timestamp of '12 Oct (Edited 14:00)'. The assignment is worth '100 points' and is due on '19 Oct'. The subject is 'Reading Comprehension about Roald Dahl'. Two PDF attachments are shown, both titled 'Roald Dahl Comprehension T...' and 'Roald Dahl Comprehension ...'. Below the attachments, there is a 'Class comments' section with a user profile icon and a text input field labeled 'Add class comment...' with a send button to the right.

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## 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 '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
    - If a teacher has uploaded a worksheet, you can click on this document to open it in Google Docs, edit it, then share it back to the teacher without the need for uploading.
  - Once your child has finished their work, click '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.
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