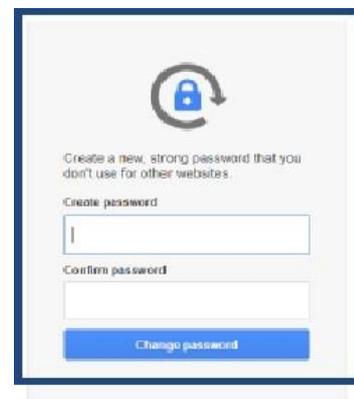


## Step by step guide to using Google Classroom

1. Either download the Google classroom app to your iPad, phone or type Google classroom into your web browser and follow the link to sign in.
2. Sign in with you child's email address and click next. The email address will be your child's first name followed by the first initial of their surname followed by @allsaints.merton.sch.uk.

For example, John Smith will be johns@allsaints.merton.sch.uk or Lucy-Mae Johnson will be lucv-maei@allsaints.merton.sch.uk

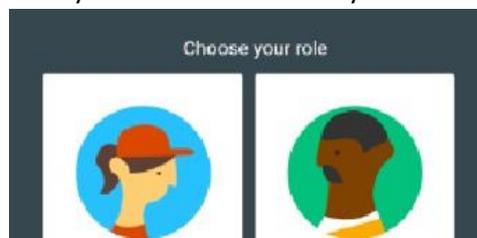
3. It will then ask for a password, all children have been assigned the password: Cat12345. It will then prompt you to create a new password.



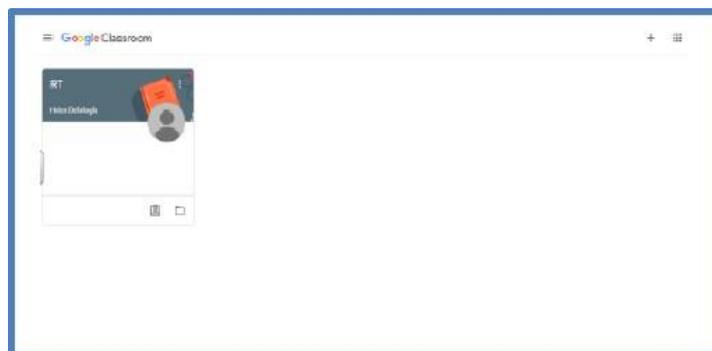
4. Google classroom will ask if you wish to continue. Click 'continue'.



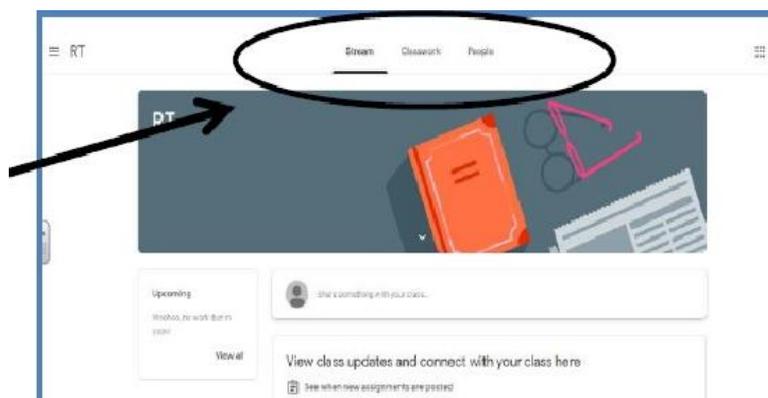
5. Next you will need to select your role. Click 'I'm a student'.



6. Now it will display your child's Google classroom. Click on the icon to enter the Google classroom.



7. You are now in your child's Google classroom



Each classroom has three tabs, Stream, Classwork and 'Stream' allows teachers to add assignments, links to websites/videos, quizzes and write messages. This acts like a noticeboard\_

Children can also interact and reply to teachers' comments.

Teachers and children are able to see all comments.

Classwork' is where all assignments can be accessed Assignments will be organised by topics. Here you can view any previous work (assignments) your child has submitted and other assignments. Teachers may also include links to websites, resources and videos to support your child's learning.

Teachers have been given the following guidance, please note that they are expected to adhere to this.

- Google Meets are not permitted
- Staff are required to report pupils that break the usage agreement to a DSL, as this is a safeguarding concern
- Google Classrooms checking expectations 1-2 times per week during normal school operation.

If you have any questions or queries, please call us at school as we will be available to support you and your child. Thank you for your continued support and cooperation.