

## **Monday, 8<sup>th</sup> June**

Dear Parents,

To continue to support your child's learning at home Mrs McVittie has set up Google classrooms and we will start to use them this week (w/b 8<sup>th</sup> June). Each class has a 'classroom' which includes work for pupils to complete at home, links to helpful websites, fun activities and games for them to practise essential skills. It also provides a platform for pupils to keep in touch with their teacher and each other which is important whilst away from school. Below, I have provided a step-by-step guide on how to access Google Classroom; I recommend that you visit this on a daily basis in order to access the work the class teachers have set for the children. Children will be able to share, upload or 'hand in' electronically any work set via Google Classroom.

The children will access their Google classroom by logging in on the school website. They will need a username and password to do this.

Username: child's first name + first letter of surname + @st-bedes.s-tyneside.sch.uk

E.g John Smith

Username = johns@st-bedes.s-tyneside.sch.uk

There are a few children who have a slightly different username, but I will contact those families separately.

Everyone will receive a separate message via text to inform you about what to use for the password. When the children login for the first time they will be prompted to change their password, please help them to do this and make sure they record what their new password is so they can continue to have access to their Google Classroom.

There is also a 'Google Classroom' page on our school's website, under 'Parents' with more information and videos that you may find useful.

If you are having trouble logging, then please email the school at [info@st-bedes.s-tyneside.sch.uk](mailto:info@st-bedes.s-tyneside.sch.uk) and we will help you. I have added the guides which Mrs McVittie has produced below.

### **E-safety reminder**

**Google Suite will provide students with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities. Please be aware that student Google Suite accounts will be actively monitored by Gaggle software, E Safe, and by teaching staff. Student Google accounts are intended for educational purposes only. Failure to comply with the acceptable use policy by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.**

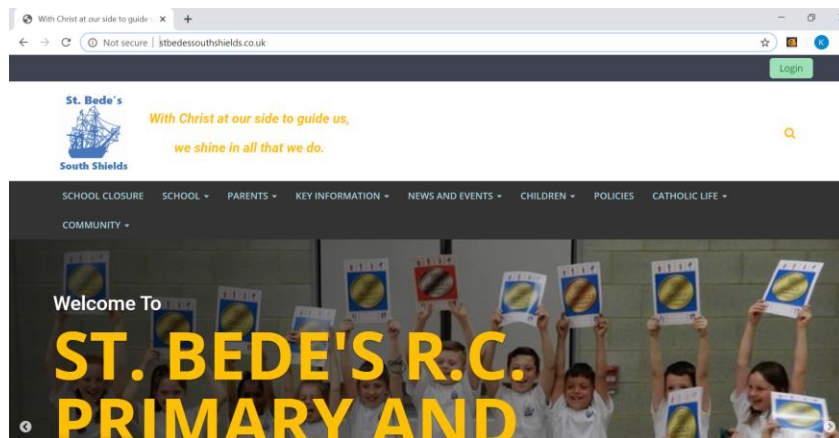
The teachers are very much looking forward to using the Google classrooms with the children and have worked extremely hard to get them ready. It is a new resource for all of us, so please be patient if things do not work perfectly straight away. Let us know if there are any problems and we will do our best to help.

Best wishes

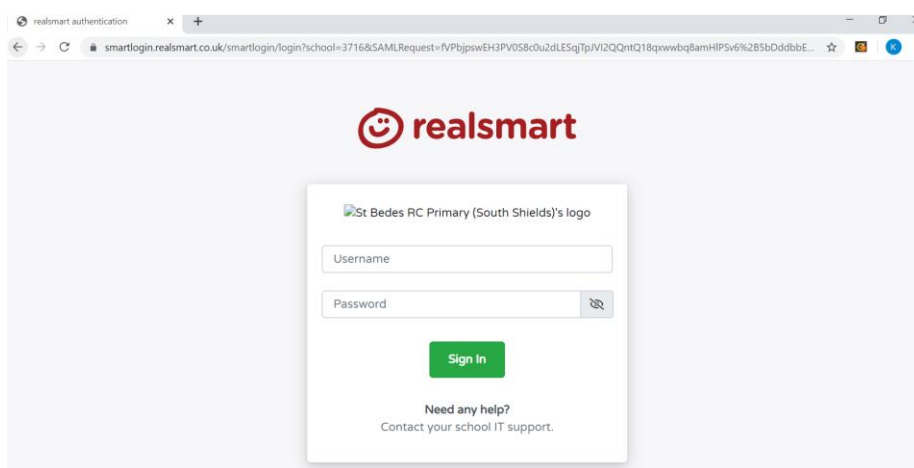
Mrs Devine

# Google Classroom Guide – For Computers

1. First, visit the school's website ([www.stbedessouthshields.co.uk](http://www.stbedessouthshields.co.uk)) and click on the login button in the top right hand corner.

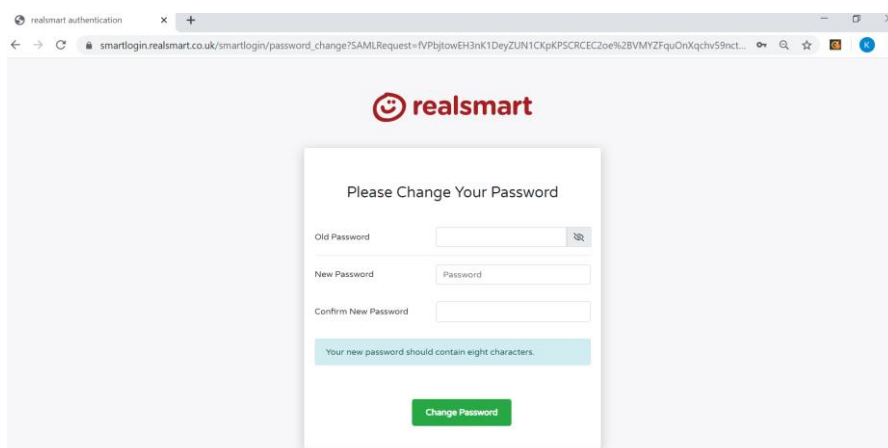


2. The following screen will appear. Enter your username and password and then click sign in.

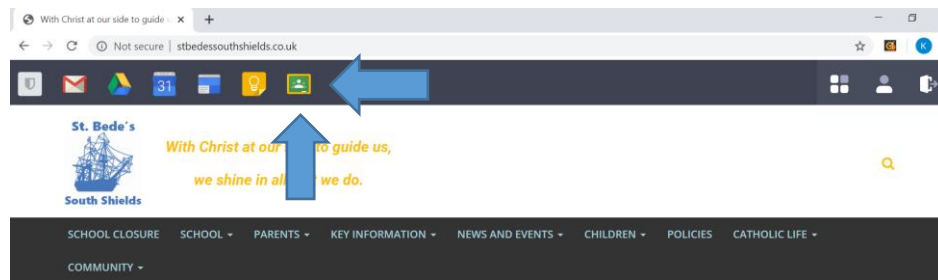


3. You will be asked to change your password. Your password must be 8 characters long. Please make a note of your new password and keep it somewhere safe. If you do forget it, please contact school and we can reset it for you.

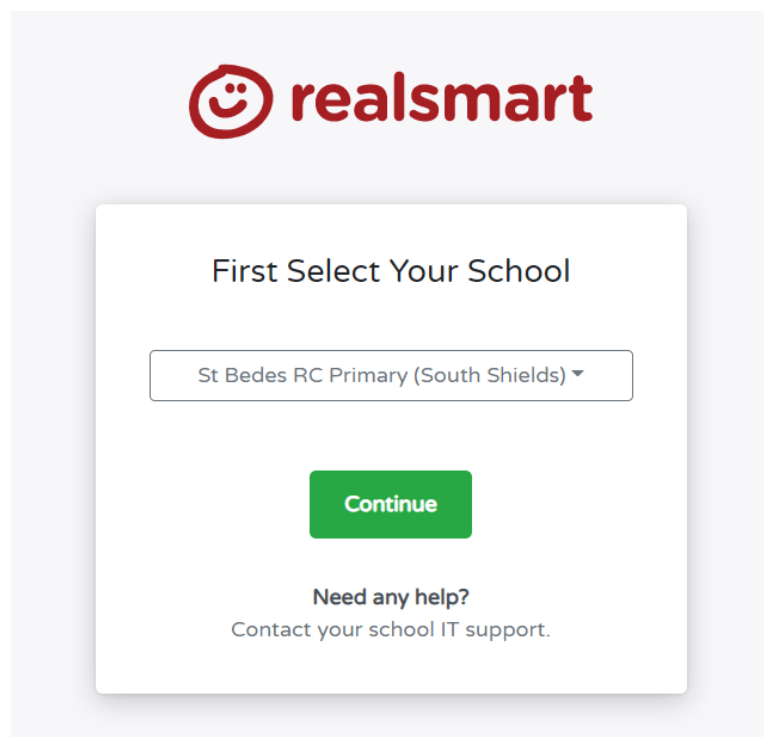
You will then be asked for your login details again using your new password.



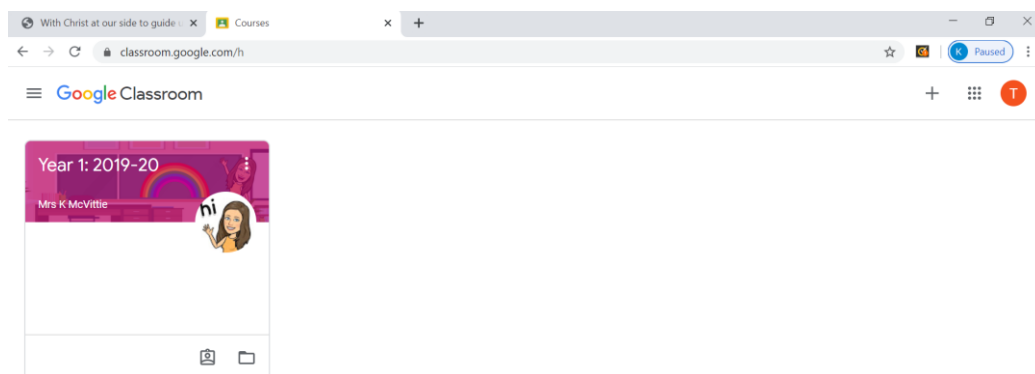
4. You will then see the website with a new icon bar across the top. Click on the Google Classroom Icon.



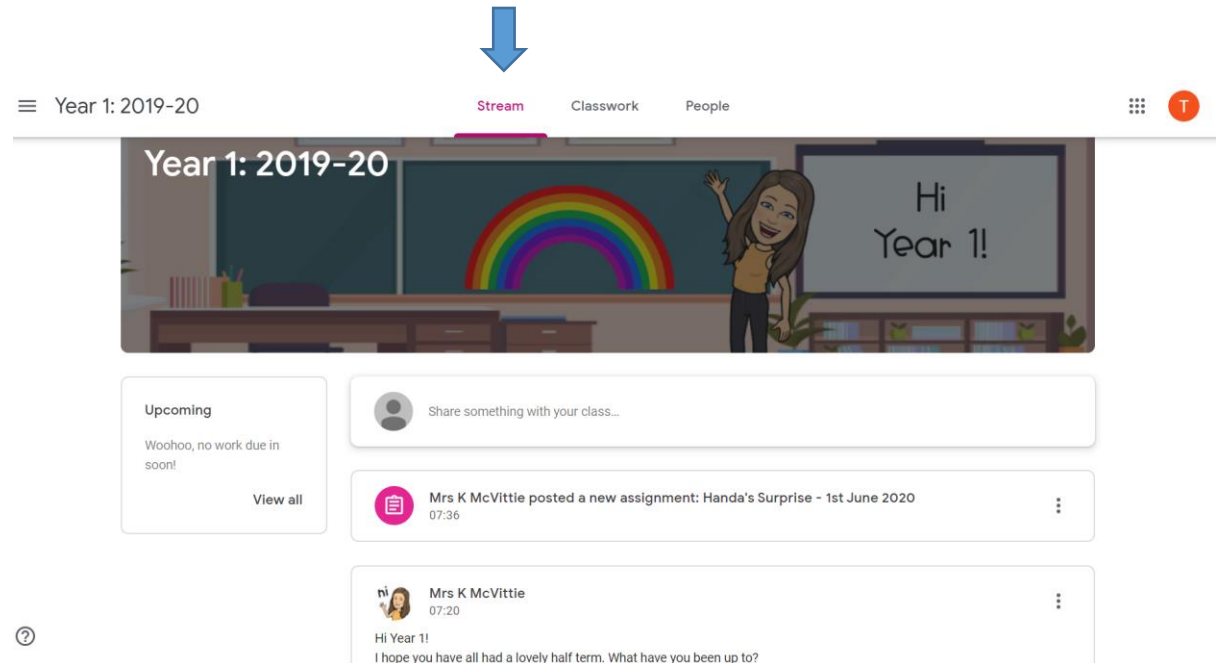
5. You may be asked to select your school again, please find St Bedes RC Primary (South Shields) in the list, then continue. The same may happen for your login details.



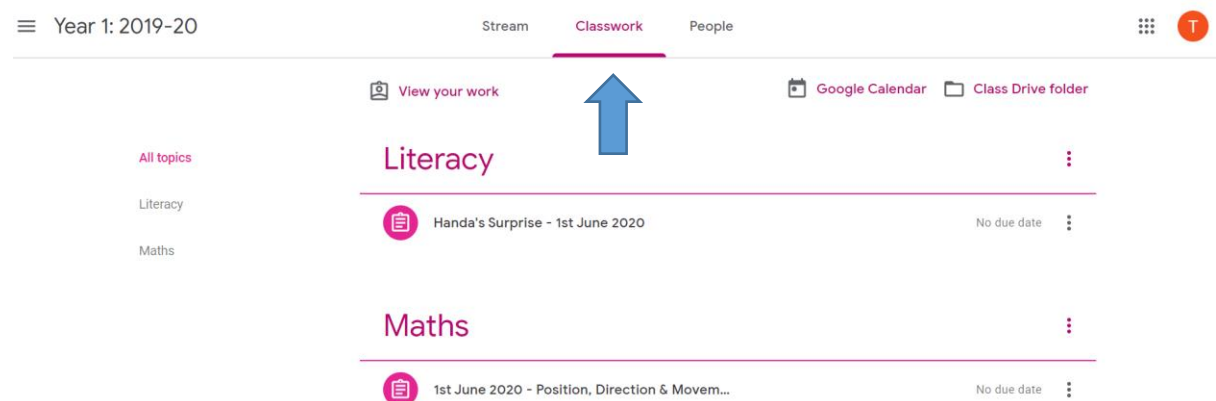
6. You will then see the classroom that you have been registered to. Click on the classroom to enter it.



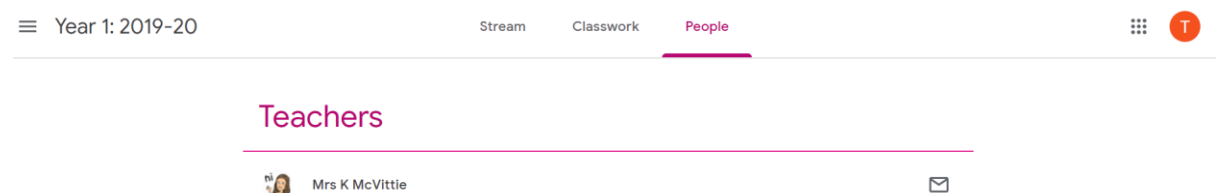
7. All classrooms may be set up slightly differently, but the following steps will give you an overview of how Google Classroom works.
- Once you have entered the classroom, you will then be on the main page or the 'Stream'. This is like a social media feed for the class. Teachers and pupils can communicate with each other through this. You will also be able to see if any assignments have been set.



8. If you click on the 'Classwork' tab at the top of the page, you will then see what work has been set for the class. Click on the assignment to access it.



9. Finally, the 'People' tab will let you see who is in the class.

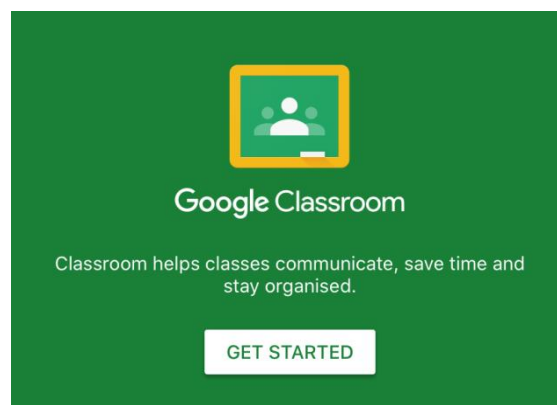


# Google Classroom Guide – For iPad

1. First, you will need to download the Google Classroom app from the App Store.



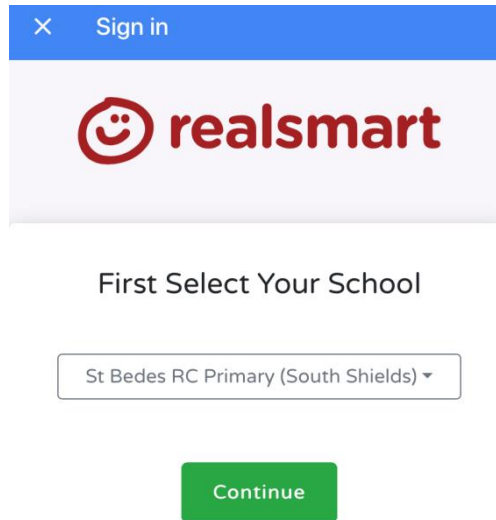
2. Once the app has downloaded, open it and click on the 'Get Started' button.




3. You will then be asked to enter your email address. This is the username sent to you followed by @st-bedes.s-tyneside.sch.uk.

A screenshot of the Google sign-in screen. At the top, there is a blue bar with a white 'X' icon and the text 'Sign in'. Below this is the Google logo. Under the logo, the text 'Sign in' is displayed. Below that, a line of text reads: 'Use your Google Account. You'll also sign in to Google services in your apps.' Below this text is a white input field with a blue border. Inside the field, the text 'Email or phone' is at the top left, and 'testpupil2@st-bedes.s-tyneside.sch.uk' is entered. Below the input field, there is a blue link that says 'Forgot email?'. At the bottom left, there is a blue link that says 'Create account'. At the bottom right, there is a blue button with the text 'Next'.

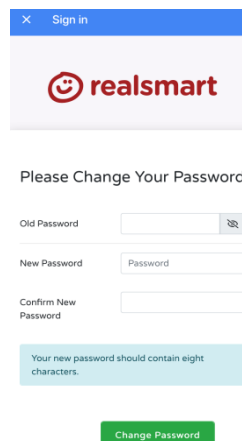
4. This will take you to the 'realsmart' page. Click on the drop down box and find St Bedes RC Primary (South Shields), then continue.



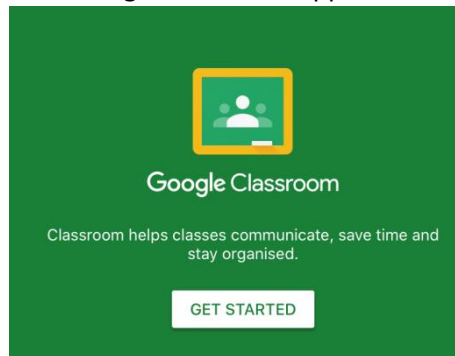
5. Enter your username and password.



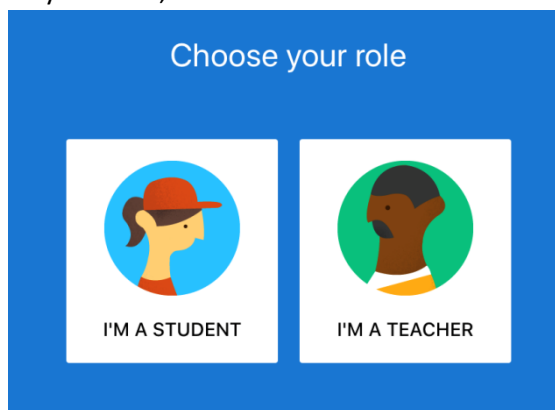
6. You will then be prompted to change your password. This must be 8 characters long. Please make a note of your new password and keep it somewhere safe. If you do forget it, please contact school and we can reset it for you.



7. You will then be signed in to the Google Classroom App. Click on the 'Get Started' button.



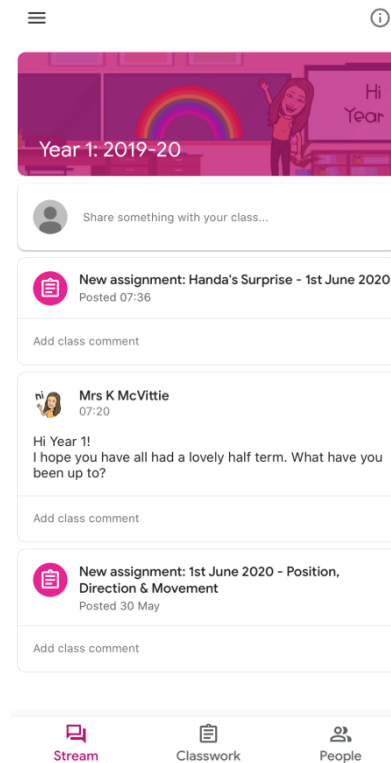
8. Next you will see 'Choose your role', select 'I'm a student'.



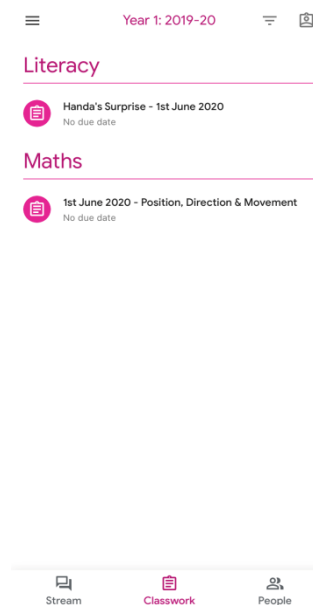
9. You will then be able to see the classroom you have been allocated to. Click 'Join'.



10. Once you have entered the classroom, you will then be on the main page or the 'Stream'. This is like a social media feed for the class. Teachers and pupils can communicate with each other through this. You will also be able to see if any assignments have been set.

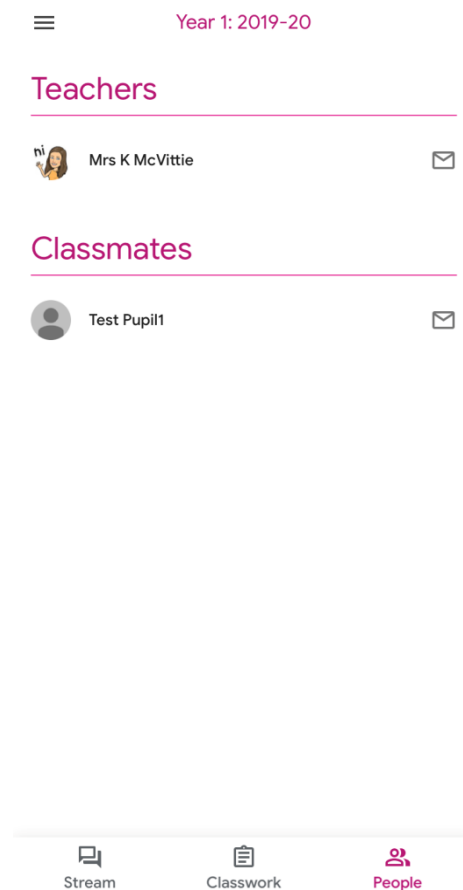


11. If you click on the 'Classwork' tab at the bottom of the page, you will then see what work has been set for the class. Click on the assignment to access it.

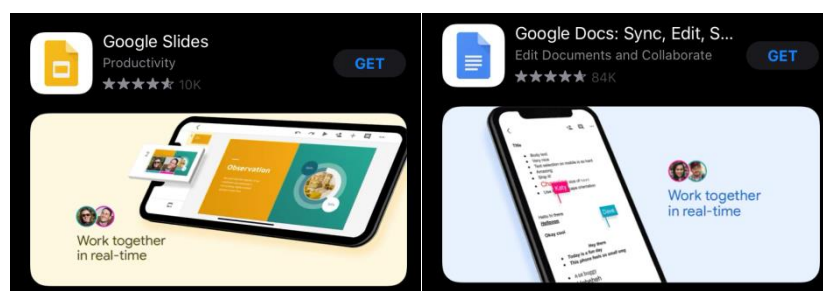




12. Finally, the 'People' tab will let you see who is in the class.



13. It will also be worth downloading the Google Docs and Google Slides Apps so work can be completed on these.

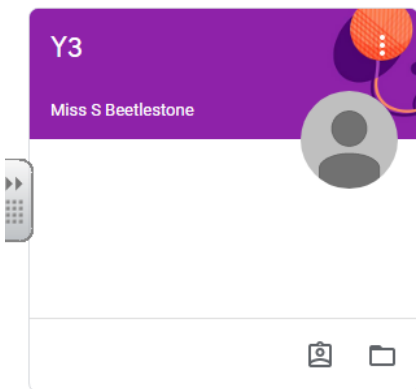


## How to access and return your Google Classroom Work

**Step 1:** When you click on your Google Classroom



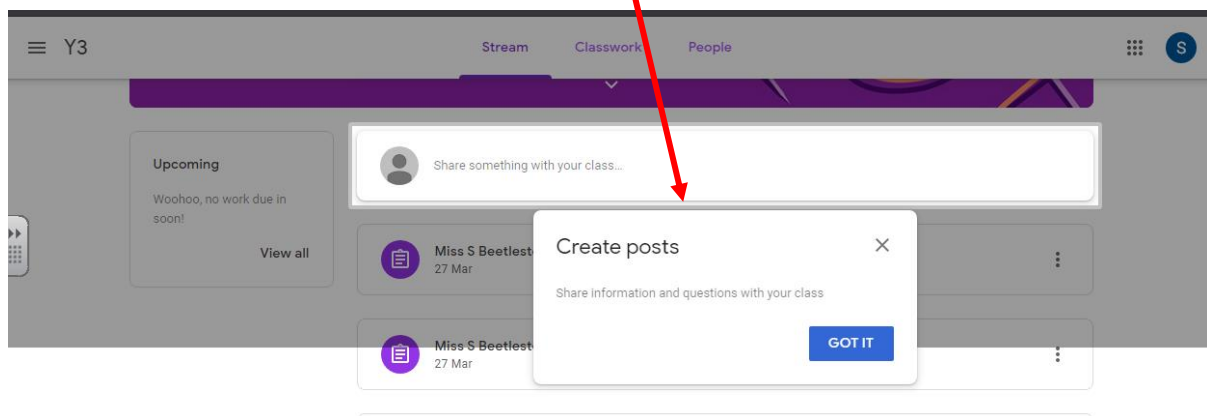
Google Classroom



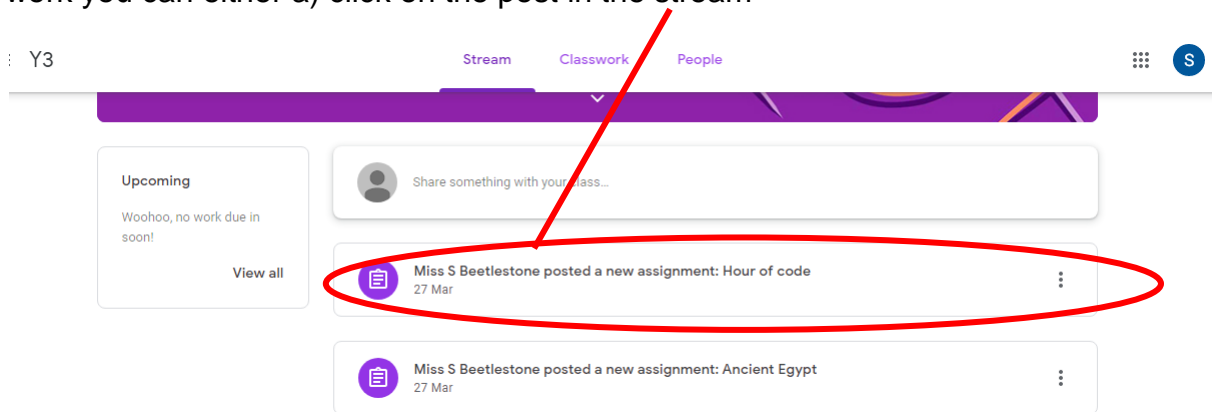
This will take you to an area showing all the classrooms your child is a member of. Click on the classroom you wish to complete work in today.

**Step 2:** The classroom will open up onto the home page (stream), where you will find posts and information from your child's teacher.

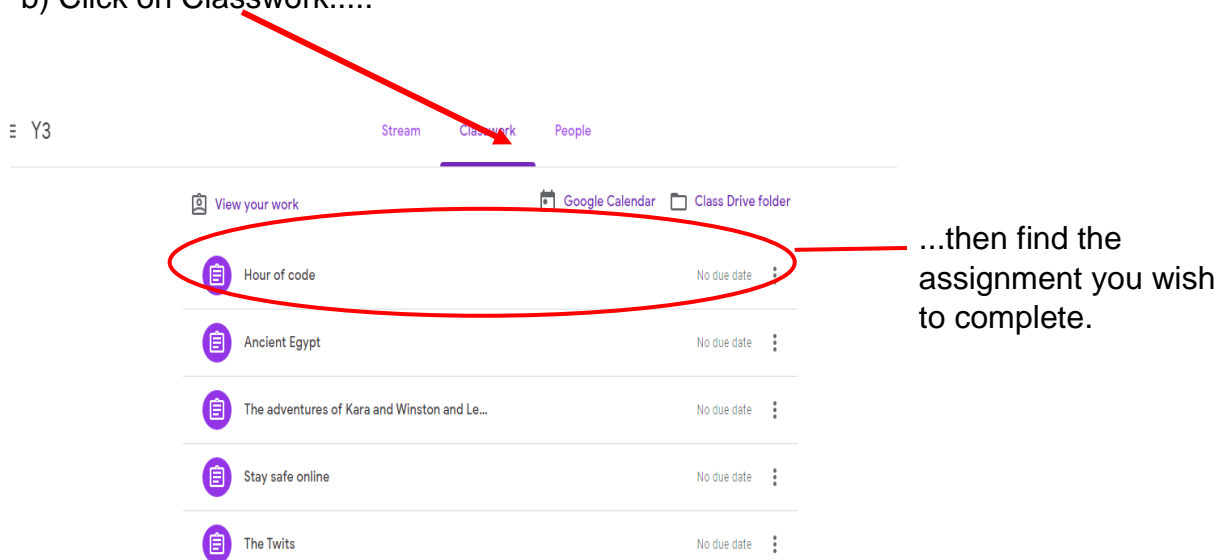
Your child can share posts with the class here. **Please note anyone accessing the classroom will be able to see what has been posted.**



**Step 3:** The work, which has been set, can be seen on this stream. To access the work you can either a) click on the post in the stream

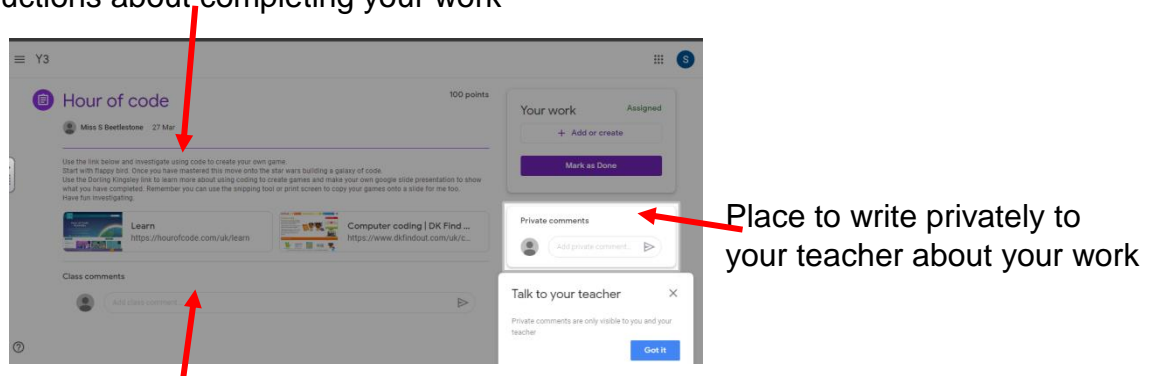


b) Click on Classwork.....



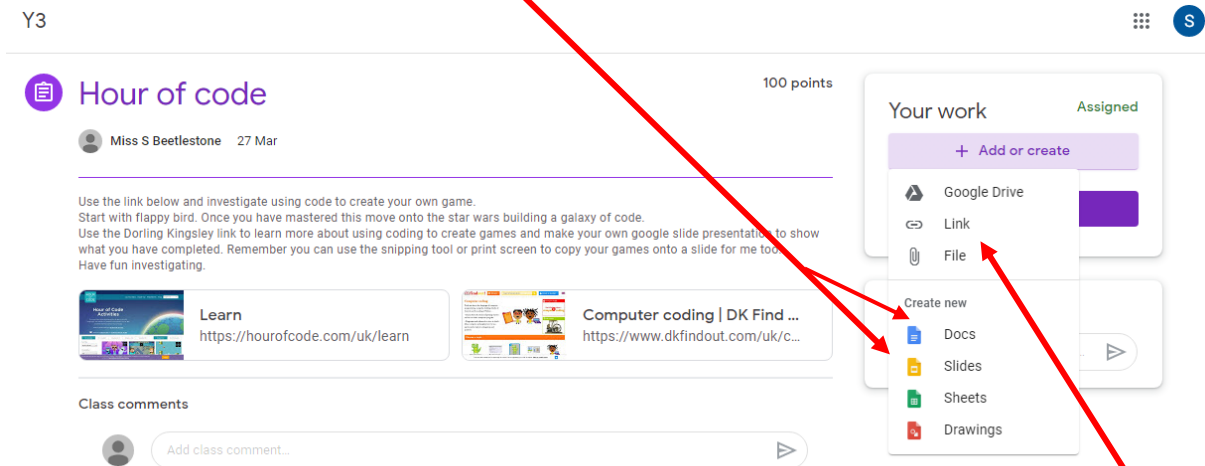
**Step 4:** You should now be able to see the instructions set by the teacher and any additional links your child may need.

Instructions about completing your work



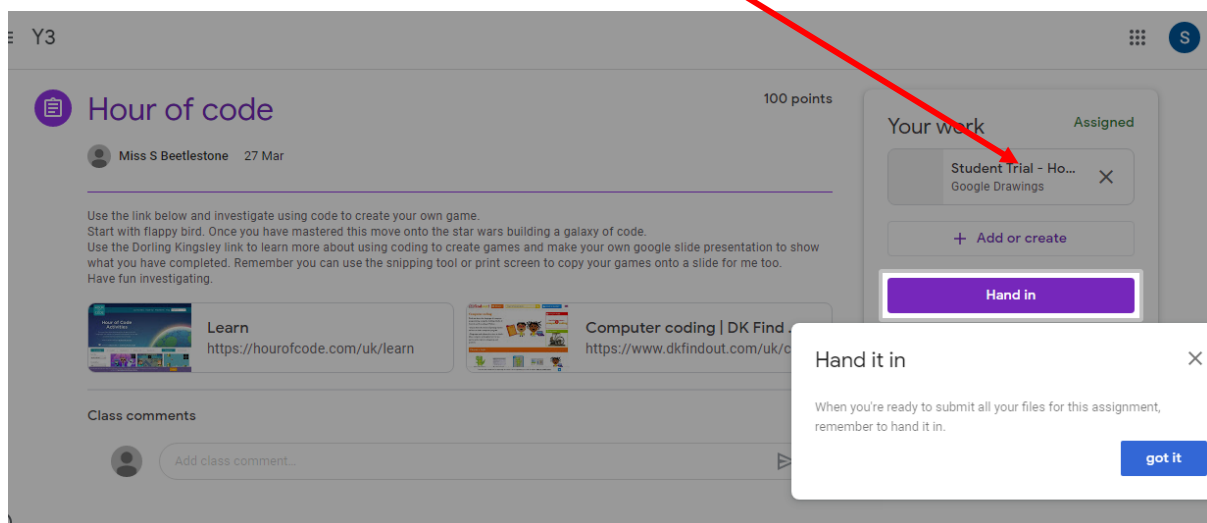
Class comment, where your child can share what they are doing with the class.

**Step 5:** Some work will ask you to use Google docs or slides. Click on - add or create, then choose the program you need to use.



You can also add pictures into these files if your teacher has given you a more practical or paper based activity to do. Additionally if you click on file you will be able to attach a picture or document saved on your home computer.

**Step 6:** Click on your new file and complete your work



**To help to use Google docs watch the youtube clips here:**

<https://www.youtube.com/watch?v=478TDzL1b3E> (What is it?)

<https://www.youtube.com/watch?v=jvV5SS6rP4o> (Formatting)

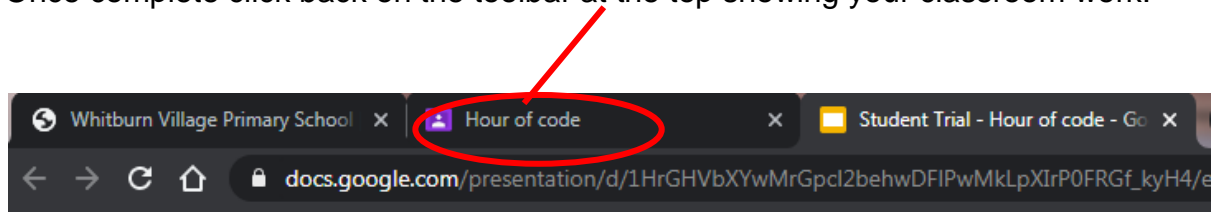
<https://www.youtube.com/watch?v=rd4Um5Ceywk> (Inserting images)

**To help to use Google slides watch the youtube clip here:**

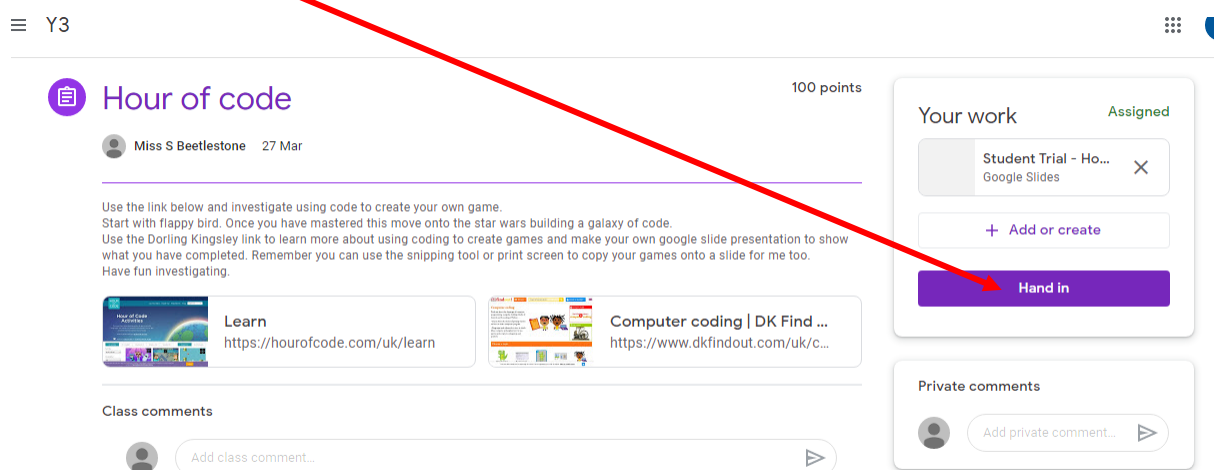
<https://www.youtube.com/watch?v=lfpnelqnXTE>

These are useful guides, but remember you are creating your file from the classroom as explained above, not from Google drive.

**Step 7:** There is no need to save your child's work, Google does this automatically. Once complete click back on the toolbar at the top showing your classroom work.



**Step 8:** Hand in your work.



Once you have handed in your work, you can close down the program (remembering to logout in the top right hand corner) or return to your classroom to complete another task.

Any problems please email school and someone will help you.

Mrs McVittie

