

Quick Start Guide for Google Classroom

The following steps should help you access and use Google Classroom to support remote learning for your children. A key benefit is a single place to find and access content.

1. Go to the classroom.google.com website using an internet browser on your computer, laptop, tablet or smartphone. Alternatively, download and use the Google Classroom App on a smartphone or tablet. Click here for [iOS](#) or [Android](#)



Each child has a Town Lane Infant Google account which allows them to access their Google Classroom.

2. Please login to Google by using your child's email address.

Their email address is in their Reading Record and ends @townlane-infant.wirral.sch.uk

3. Password: This is in their **Reading Journal**

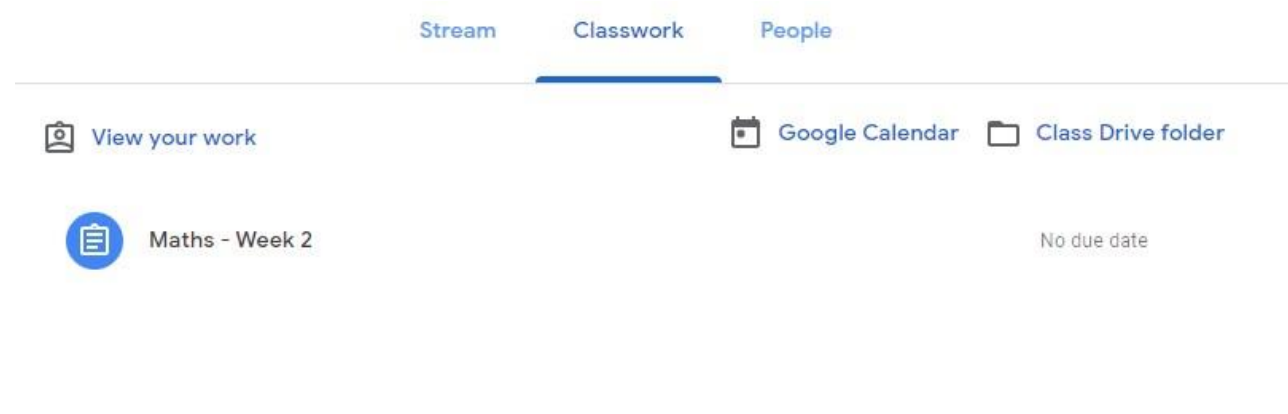
4. Agree to the terms and conditions and then Join an appropriate Classroom, click the **+ icon** (top-right)

5. Accessing information for the class

In your classroom you will be able to view the assigned learning. At the top of the classroom are different options.

The **Stream option** shows all activity in the day to day Google Classroom - teachers will post messages and videos here for class reminders and news.

The **Classwork option (for use during isolation)** shows assigned learning for your child. Click on an assignment to open it as a Google Document or Google slides (where it can be viewed as a presentation) Alternatively you can download and print for offline access. Please note when printing Google Slides, it is most efficient to download the presentation as a pdf and then print multiple pages per sheet of paper.



7. Responding to learning.

If your child is **isolating at home**, you may send a **private comment** to the teacher through each assignment using the private comments box. The class teacher will aim to respond to these within 24 hours during the school week. All other enquiries and questions should be made through the school office or speaking to the teacher directly. The class homepages will not necessarily be viewed by teachers daily unless a child is isolating.

Some assigned learning might require the children to respond - usually this will be by completing an activity on paper. Parents can then photograph their child's work and send it via the **" + Add or create "** button alongside the assignment. This can be done easily through the Classroom app on a smartphone or tablet. Alternatively children working on a computer can create a google document or slide and send their work via that. Teachers will be able to view the submitted work and send comments back.



Thank you for your support. If you do need extra assistance please contact the school or your child's teacher. We will send out further information about how we use Google Classroom when necessary.