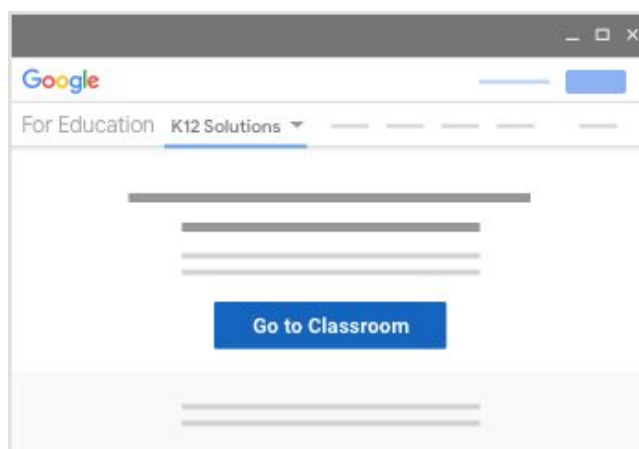
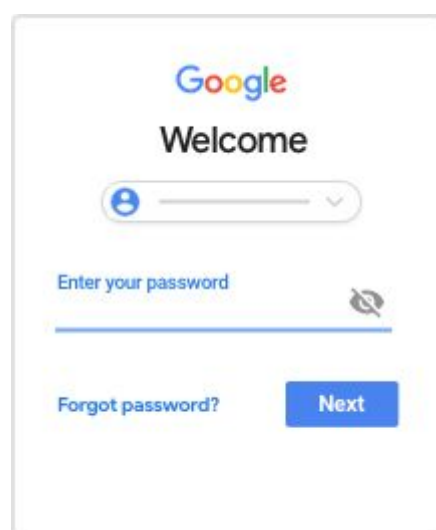
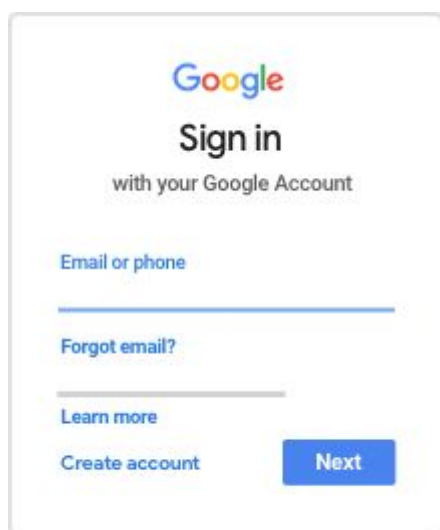


How to sign in for the first time:

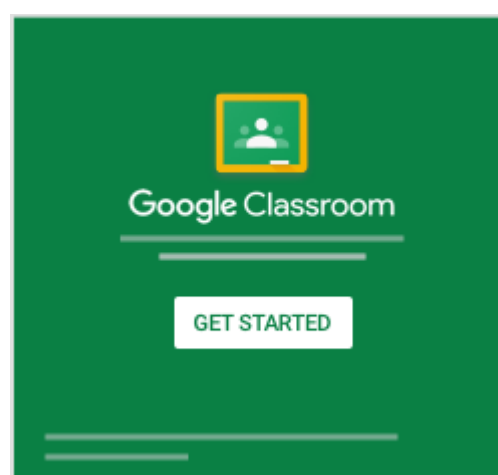
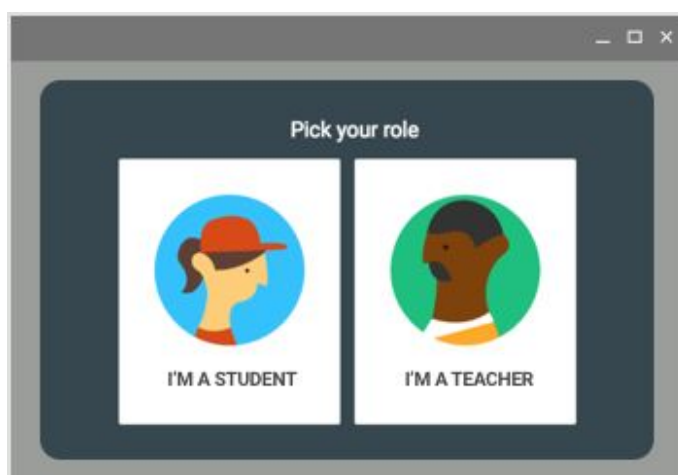
1. Go to classroom.google.com and click 'Go to Classroom'.



2. Enter the FULL email address that you have been given (e.g. example1.313@southville.hounslow.sch.uk) then click 'Next'. After you have entered your password, click 'Next' again.

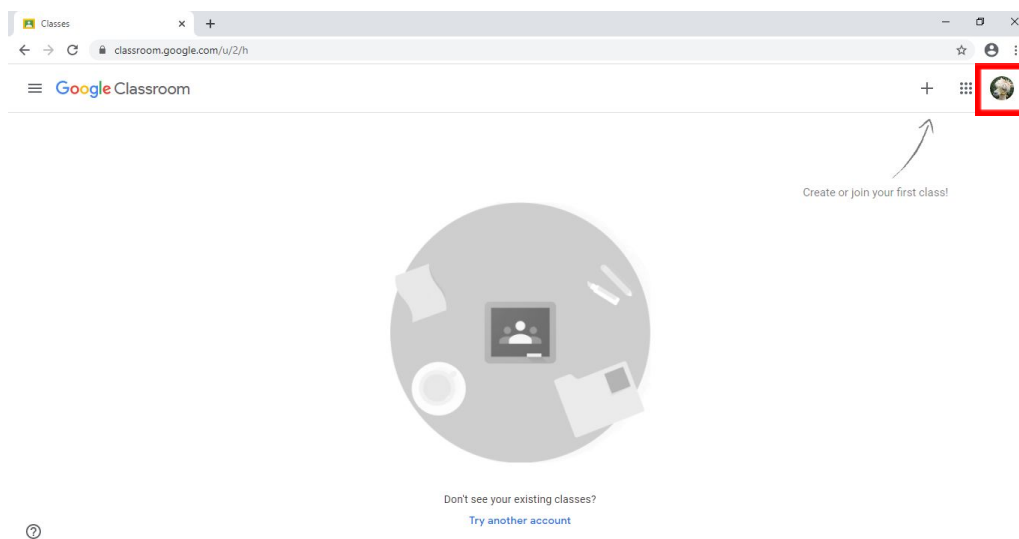


3. Click 'I'M A STUDENT', then 'GET STARTED'.
You only need to do this step once



Switching Accounts:

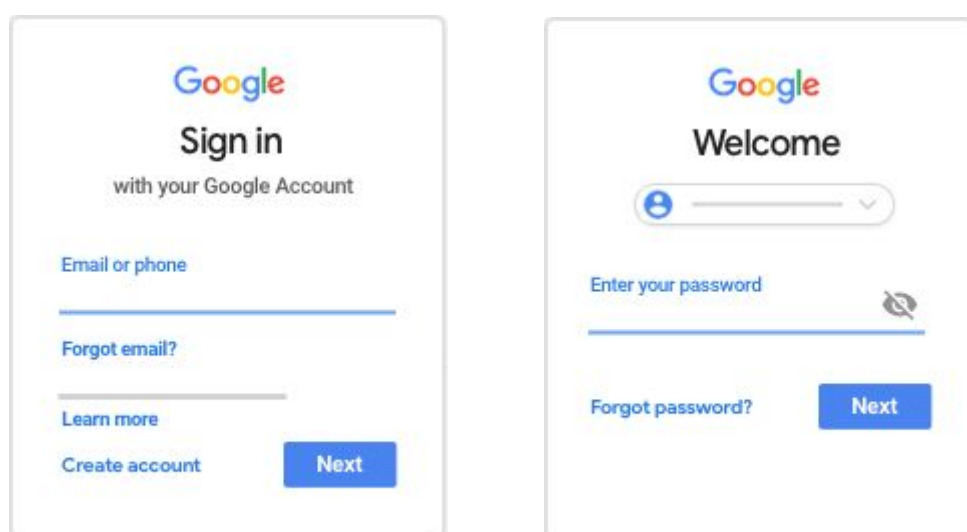
1. If you are already signed into a Google Account (either your own personal one or a sibling), you may see a page that looks like this.



2. Click on the profile picture in the top right corner, then click '**Add another account**'.

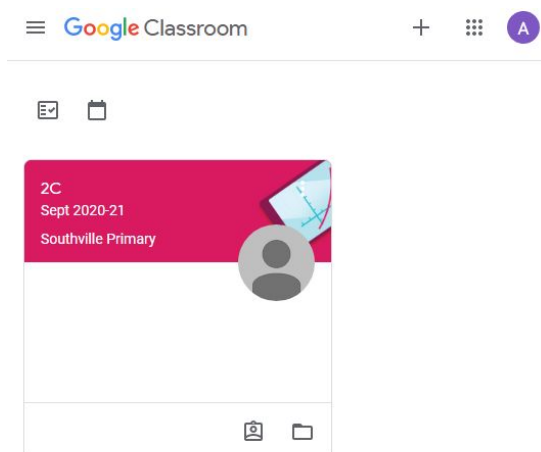


3. Enter the FULL email address that you have been given (e.g. example1.313@southville.hounslow.sch.uk) then click '**Next**'. After you have entered your password, click '**Next**' again.

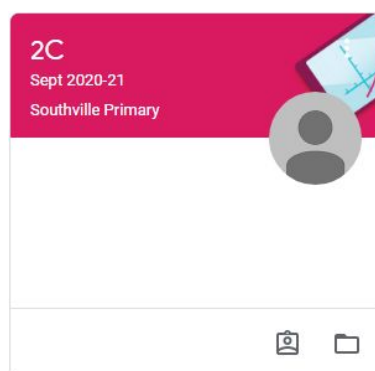


How to access Live Teaching through a browser:

1. Go to the Google Classroom Homepage classroom.google.com:
Make sure you are signed in as your child (See above for support Pg.2)



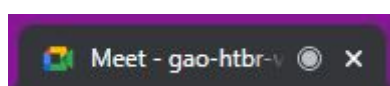
2. Open your child's class by clicking the class name (e.g. 2C):



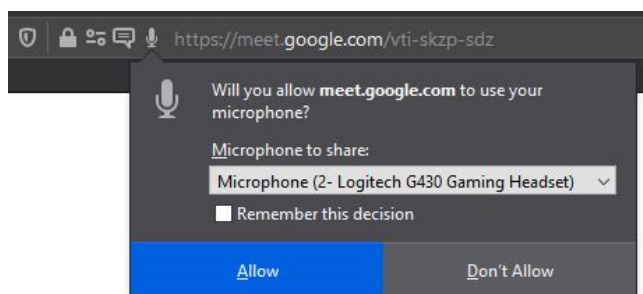
3. Click on the **'Meet Link'** under the class name at the top:



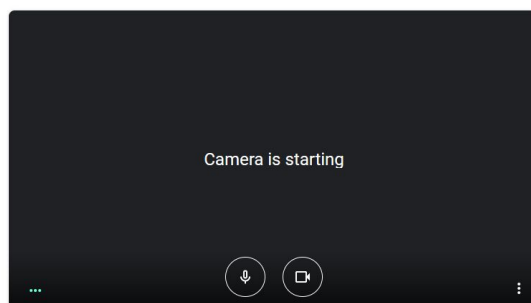
4. This will open a new tab:
(This link will only work if the class teacher is in the room waiting for you)



5. When you open that tab your browser may ask you to allow Microphone/camera, select **'Allow'** to both.



6. If your camera is working it will be displayed in the preview box:



7. If your microphone is working you will see the 3 green dots in the bottom left

hand corner move .

8. Once your settings are okay, click '**Join now**', you will need to wait for your teacher to admit you.

Asking to join...

You'll join the call when someone lets you in



9. Once you are in the Video Call, please remember to '**Mute**' yourselves:

Mic On: 

Mic Off: 

Camera On: 

Camera Off: 

Leave Call: 

10. You can raise your hand with the '**Raise Hand**' button to let the teacher know you have something to say:



11. We recommend that you '**Change your layout**' to '**Sidebar**' so that it is easier for you to see the flip chart that the teachers are using.

To change your layout:

Click the three dots in the bottom right hand corner ()

Click '**Change layout**' ( Change layout)

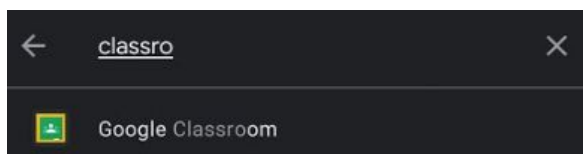
Select '**Sidebar**' ( Sidebar )

How to access Live Teaching through the App:

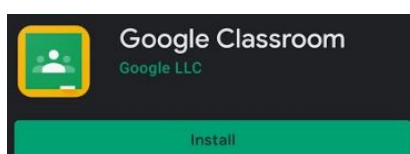
1. Download the app on the playstore:



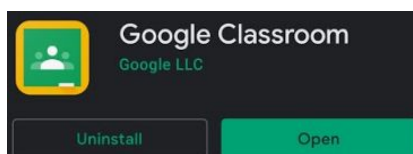
2. Search 'Google Classroom':



3. **Install** Google Classroom:



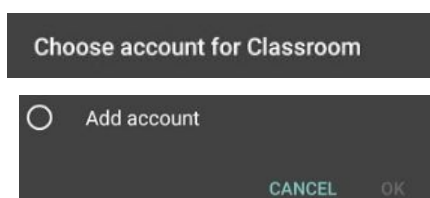
4. **Open** the app:



5. Click '**Get Started**':



6. **Sign into your child's account** (See how to sign in for the first time):
If you child's account is there select it, if not '**Add account**'



7. **Agree** to Terms of Service:

We publish the [Google Terms of Service](#) so that you know what to expect as you use our services. By clicking 'I agree', you agree to these terms.

You are also agreeing to the [Google Play Terms of Service](#) to enable discovery and management of apps.

And remember, the [Google Privacy Policy](#) describes how Google handles information generated as you use Google services. You can always visit your [Google Account](#) (account.google.com) to take a Privacy Checkup or to adjust your privacy controls.

I agree

8. You should now see your child's class

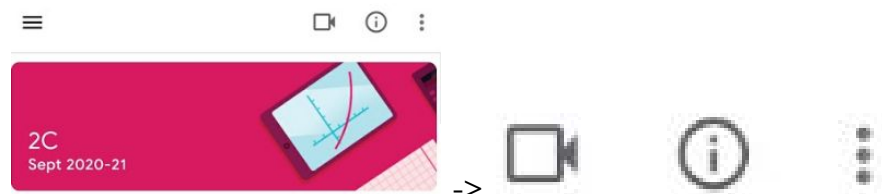


9. Select your child's class by clicking the class name:



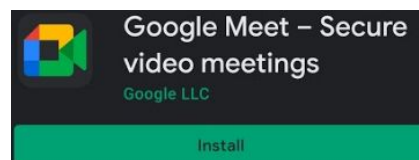
10. Click on the 'camera icon' in the top right:

(The link will only work if the class teacher is in the room waiting for you)

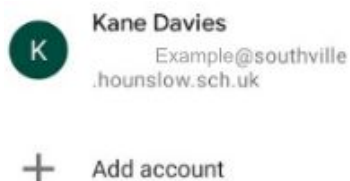


11. This will open a window asking to 'install/download Google Meet':

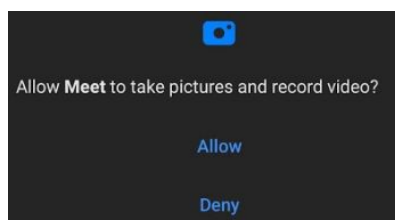
(if not; search 'Google Meet' in the app store)



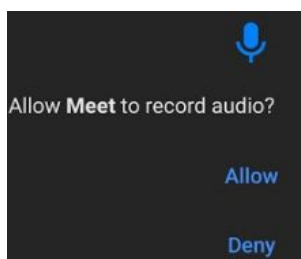
12. **Install and Open** Google Meet, then Select your child's account or '**Add account**', then follow the signing in steps for Google Classroom:




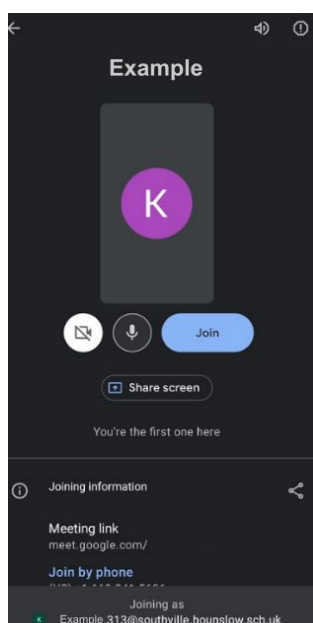
13. Meet may ask for permission to:
Take pictures and record Video:



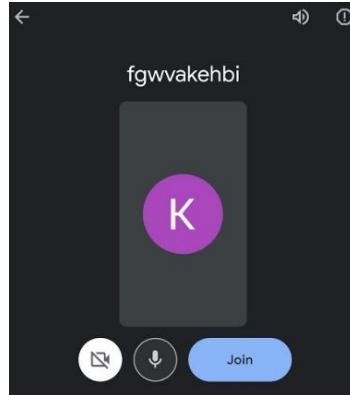
Record audio:



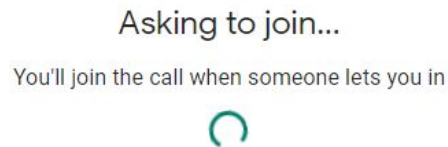
14. Once you have set up meet you will need to **go back to Google Classroom app** and select the '**camera icon**()' again (repeat steps 9-10).
You will only need to do this once
Reminder: The link will only work if a Teacher is in the room.
15. You should now be in the waiting room, this is where you can test your audio/video settings and check to see what account you are joining with.



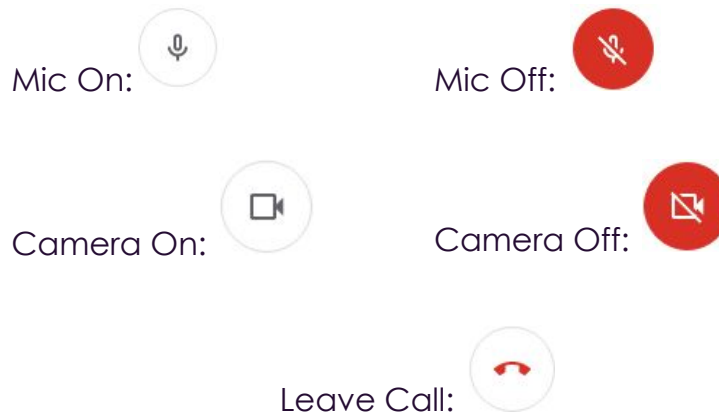
16. If your camera is working it will be displayed in the preview box:



17. Once your settings are okay, click '**Join**', you will need to wait for your teacher to admit you.



18. Once you are in the Video Call, please remember to '**Mute**' yourselves:



19. You can raise your hand with the '**Raise Hand**' button to let the teacher know you have something to say:


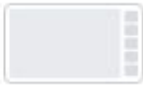


20. We recommend that you '**Change your layout**' to '**Sidebar**' so that it is easier for you to see the flip chart that the teachers are using.

To change your layout:

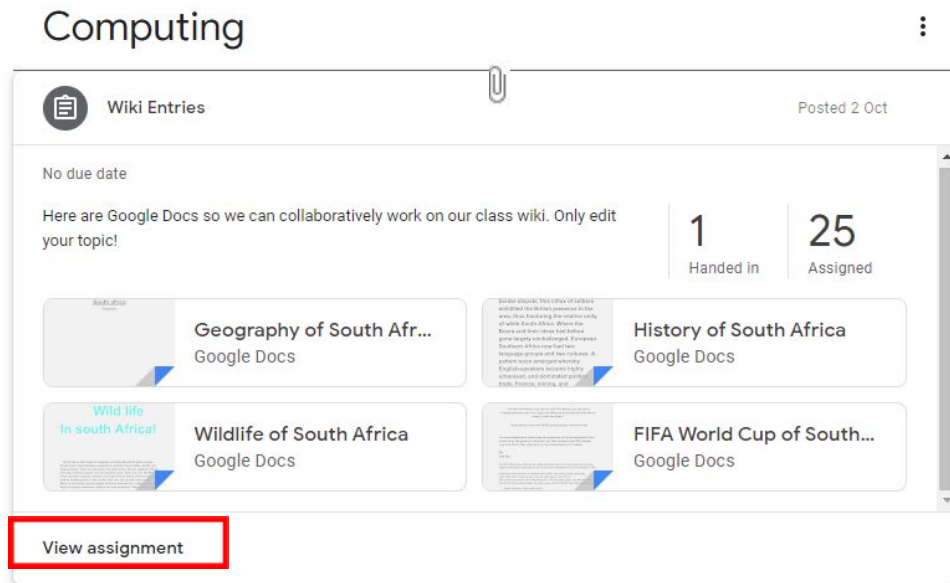
Click the three dots in the bottom right hand corner ()

Click '**Change layout**' ( Change layout)

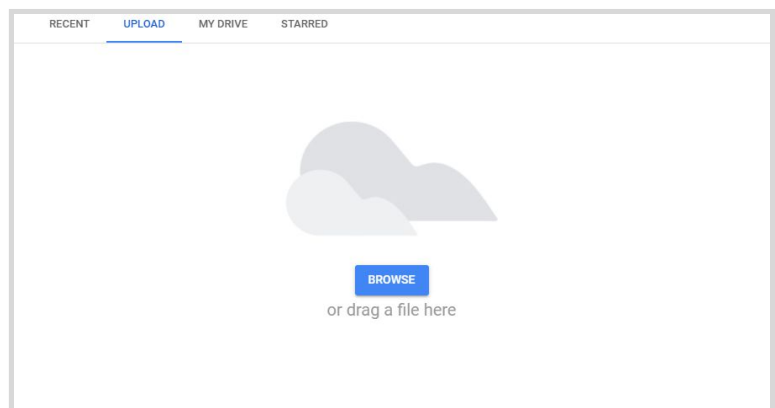
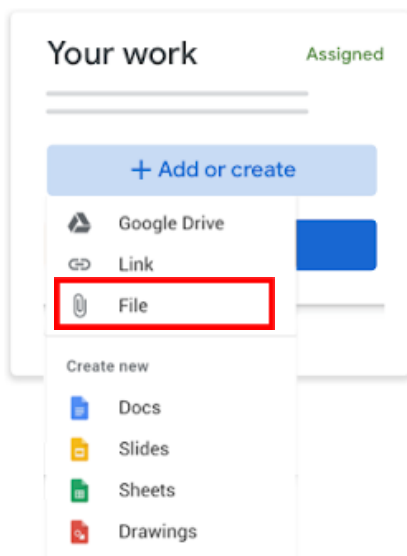
Select '**Sidebar**' ( Sidebar )

How to upload a document or picture to Google Classroom:

1. Log in to Google Classroom, click on the '**Classwork**' tab at the top of the page, find the assignment and click '**View assignment**'.



2. Click on '**+ Add or create**' then on '**File**'. Remember to click '**Upload**' after you have selected the files you wish to share.



3. Remember to click '**Turn in**' so your teacher knows that you have submitted your work.

You can also leave any questions or comments for your teacher on this page.

