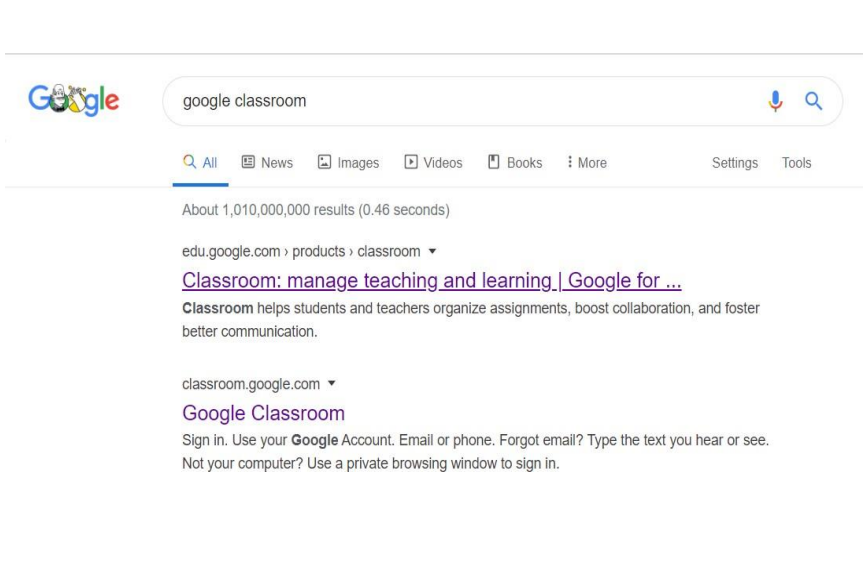




A parent and pupil information guide on how to use Google Classroom

Step 1: Each username and password is unique to each child, their class and year group. Therefore, if you have more than one child who attends St. Joseph's Catholic Primary School, you will need to follow this guide and process several times to access all of the classrooms your children require. Please ensure that you have logged out of any other google accounts that you use. You are unable to change the set password, should you have any issues please email computing@st-josephs.havering.sch.uk.

Step 2: Using an internet device such as a tablet, laptop, PC or mobile phone. Either visit google classroom through a web browser or download the free app from your app store.





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Step 3: sign into your google account using your username and password provided.

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left is a link for "Create account", and at the bottom right is a blue button labeled "Next".

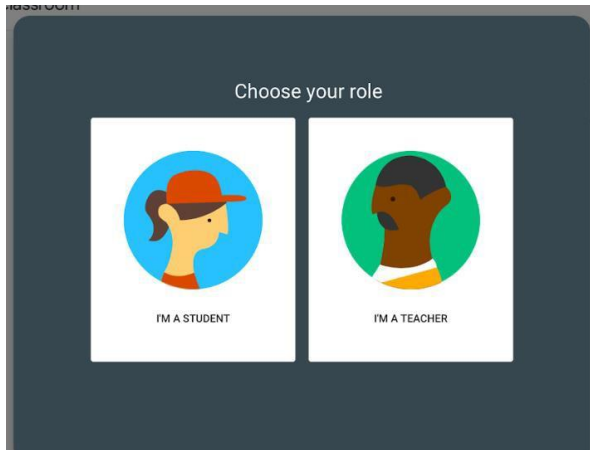
Step 4: accept googles terms and conditions if you agree and continue.

A screenshot of the Google account terms and conditions screen. At the top is the Google logo and the text "Welcome to your new account". Below this is a large text block containing the terms and conditions. At the bottom of this text block is a blue button labeled "Accept". To the right of the text block is a green banner with the Google Classroom logo and the text "Classroom helps classes communicate, save time and stay organised. [Learn more](#)". Below the banner is a user profile card for "Louis Bebb" with the email address "bebb2018@students.saca.the...". At the bottom right of the screen is a blue button labeled "CONTINUE".



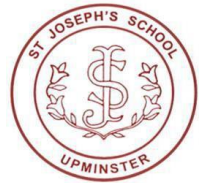
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Step 5: Click I am a student



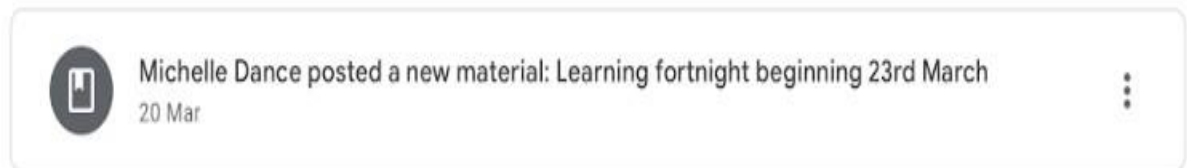
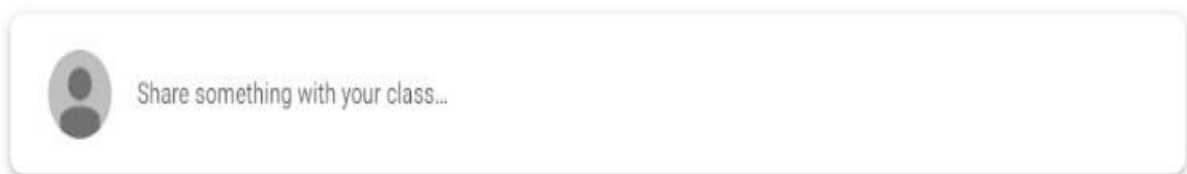
Step 6: Welcome to your Google Classroom





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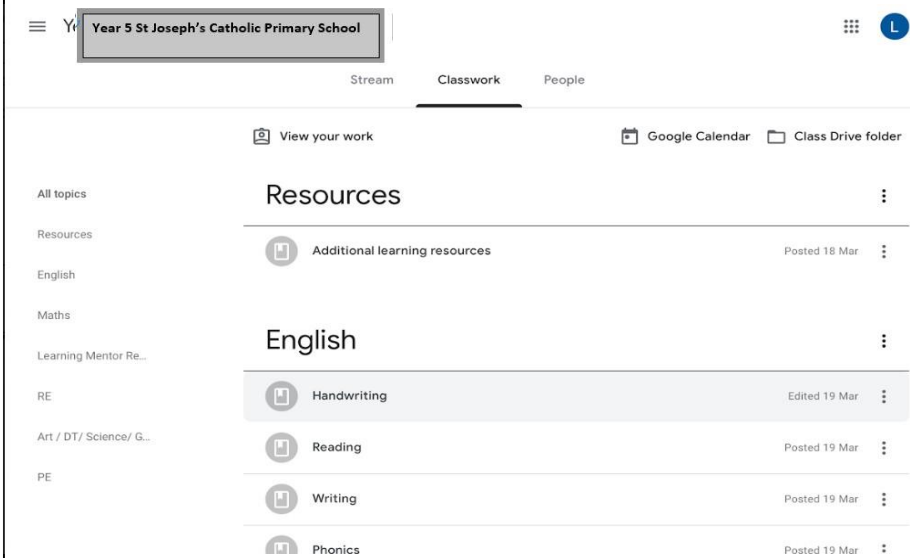
Step 7: The stream tab acts like a notification centre. This provides you updates with changes to your classroom and messages from your class teacher. You may wish to share messages / comments with your class / class teacher here too.



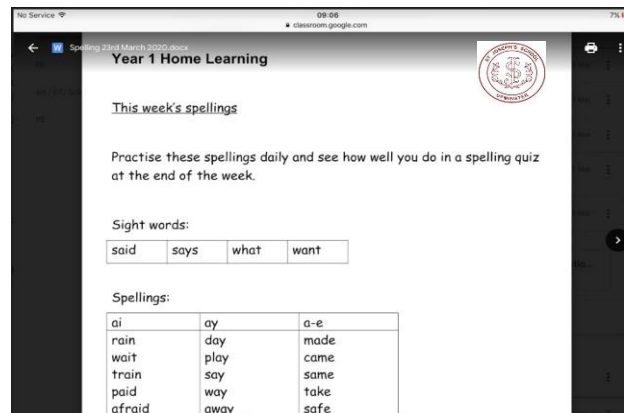
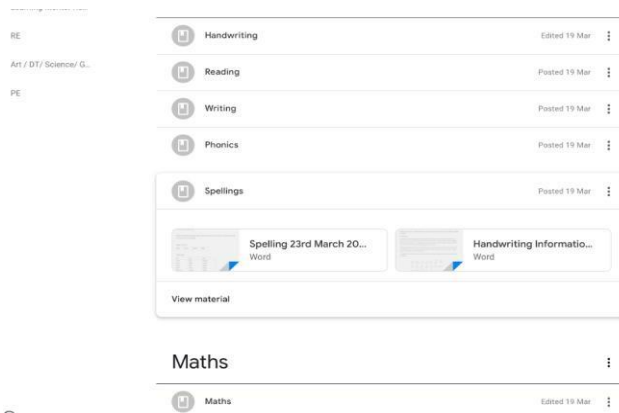


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Step 8: Click Classwork



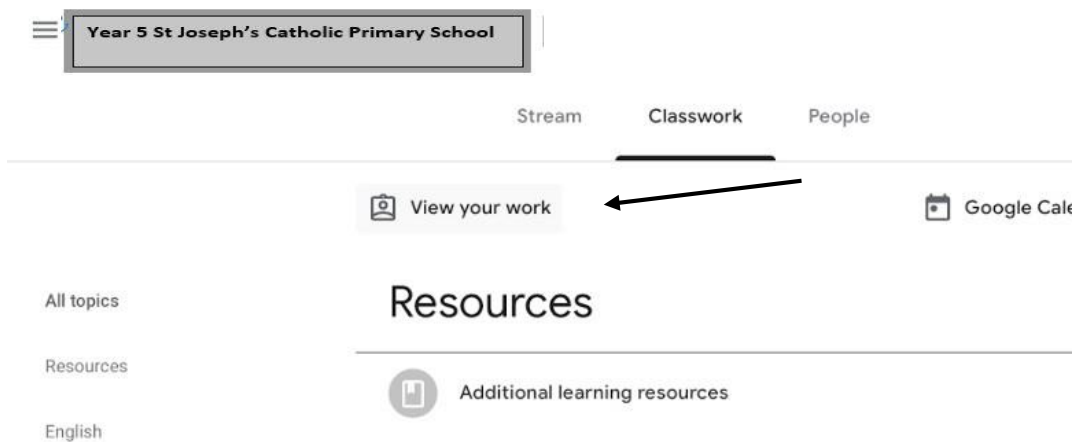
Here you can view and access a wide range of home learning resources set by your class teacher.





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Step 9: Check to see if you have been set any 'assignments' or key tasks by your teacher by click 'view your work' If not, choose from the range of resources available to you.



Step 10: Complete your learning online.



Step 11: Enjoy completing your home learning 😊

If you are experiencing any problems please email your class teacher via their class email