# Introduction to Google Classroom

We now use Google Classroom as our online learning platform and this has been set up for this year. From next week, teachers will begin to share home learning in this way and it will underpin our remote learning if children have to self-isolate. Please see our Remote Learning Policy (on the website) for an explanation of how this remote learning will work.

Google Classroom is one of the online learning platforms recommended by the Department for Education. As it is run by Google all data is secure. The only data stored in regards to pupils is their names, login and any home learning they upload, although this does constitute personal information for data protection purposes.

## IMPORTANT - Login and Password

We set up all children who were with us in Term 6 with a login and temporary password, which will stay with them throughout the time they spend with us. Reception will be set up by the time they start full-time. We have also added any children who joined us this term.

Please be aware – if you change the temporary password you must make a note of the new password. If you forget it, we can get it reset, but there is a delay doing this as you have ot let us know and we have to request it from our IT Provider.

## How does my child log in?

Go to classroom.google.com

Click to login

Each child's login follows the same format:

1. Year of starting school (e.g. if a child started in 2018, it is 18)
2. Your child's surname (starting with a capital letter)
3. Your child's first initial (capital letter)
4. The @ sign
5. emersonsgreenprimary.co.uk

Therefore, if Bob Smith is in Year 3 (who started school in 2016) his login would be:

**16SmithB@emersonsgreenprimary.co.uk**

Please be aware that if you are already logged onto that device with a google account, you will need to select 'add account' to enter your child's account.

Once you are logged in, you have to accept the terms and conditions first. You should then see the class page, which you should click onto to login.

**Google Classroom, continued…**

**What year did my child start school?**

- Reception = 2020 (20)
- Year 1 = 2019 (19)
- Year 2 = 2018 (18)
- Year 3 = 2017 (17)
- Year 4 = 2016 (16)
- Year 5 = 2015 (15)
- Year 6 = 2014 (14)

**What does Google Classroom look like?**

Each class has a homepage, which has the following sections:

**Stream** – this contains messages from the class teacher or other staff, key documents and reminders of important events (e.g. home learning that is due).  The children can post messages to the stream, including uploading home learning in the form of files or photos.

**Classwork** – this contains files and folders set up by the class teacher and other staff.  It can include home learning, assignments, quizzes, questions and other posts.

**People** – this shows the people who are linked to that class, including staff and pupils.

**What can my child do now on Google Classroom?**

From next week, teachers will start to post home learning a range of activities on their Google Classroom pages for children to look at.  We suggest you regularly look at the page with your child to see if there is any home learning there.

**How does my child share learning on Google Classroom?**

If the teacher has created an assignment, quiz, question etc then children simply need to complete that activity online.  If this is not possible, or if the class teacher has asked for something else (e.g. a picture) then children can take a photo of what they have done and upload it on the class stream.  This is done in the following way:

- Click on the Stream
- Click on 'share something with your class'
- Type a message
- If you want to add a picture etc, click on 'Add' (which has a paperclip next to it) and you can browse your device for the correct file or photo

Please contact the school office if you have any problems logging on or any questions related to Google Classroom