Google Classroom

Google Classroom can be accessed from the following link:

https://classroom.google.com

The first time you visit this page you will see the screen shown below, to get started click the **Go to Classroom** button:
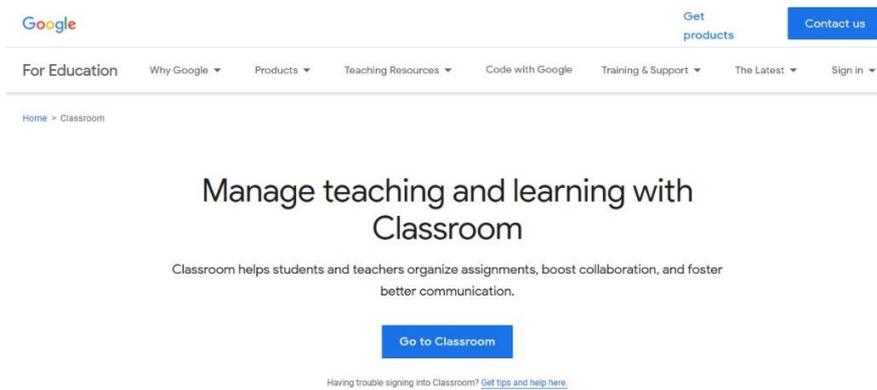

You will now need to enter your child's Google Account. The account name is made up of your child's USO account (which you use to access ParentPay) followed by the schools email domain @whitehall.waltham.sch.uk.

The password for each account is currently set to *changeme*.
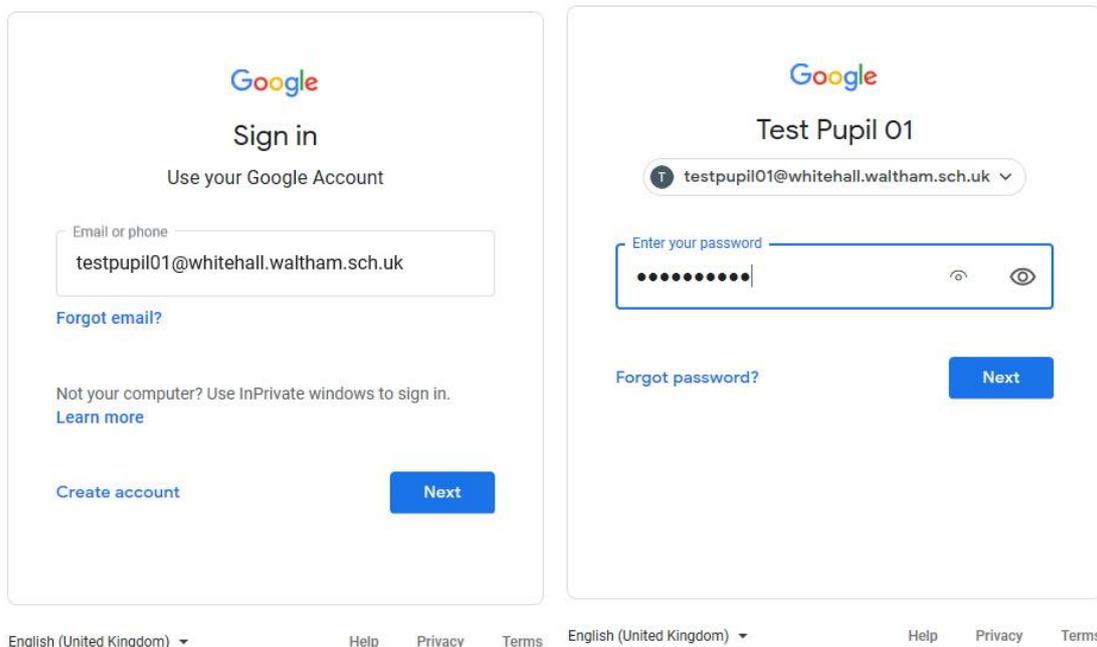
If you do not have your child's USO account (or it ends in .USO and not .320) you can request it via a contact form on the school website.

Once logged in you will see one or more classrooms that your child has been invited to by their teachers. Clicking the **Join** button on a classroom will allow you access it:
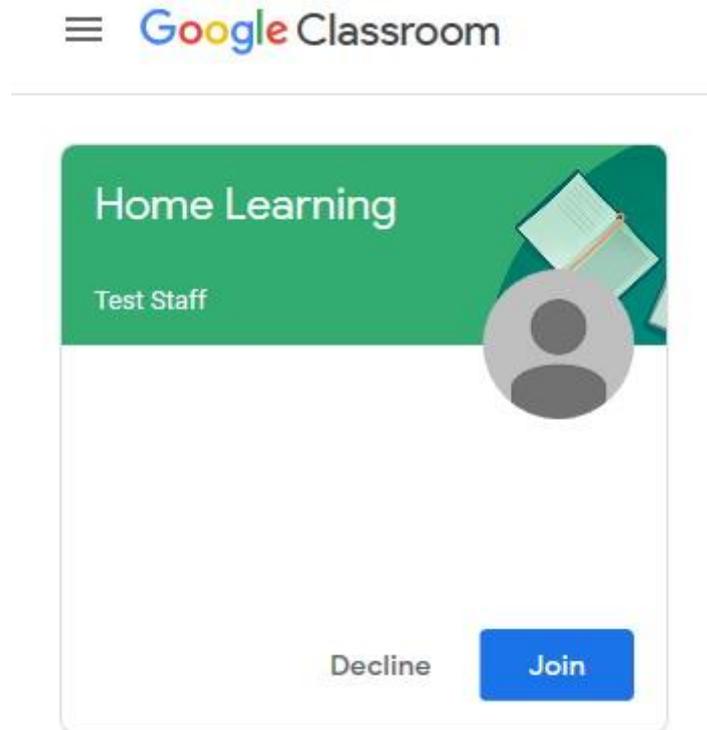
Every classroom has three main sections called **Stream**, **Classwork** and **People** which can be switched between using the links at the top of the page:
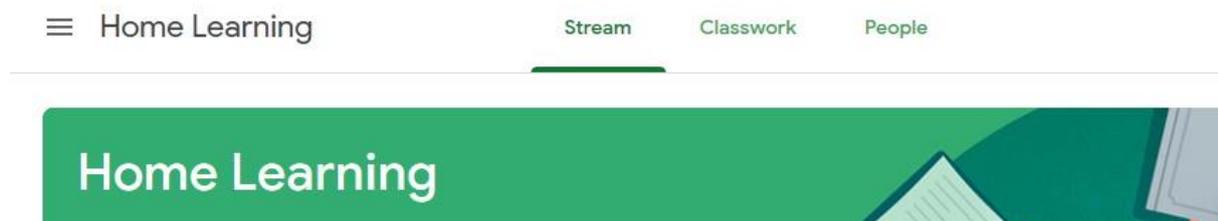
Stream

This is the homepage for the classroom, any new classwork or messages to the class from your child's teacher will appear here.

Classwork

This will allow you to view and access all the work assigned by the classrooms teacher.

People

This displays the class teacher and list of children in the class. For safeguarding e-mail access for all child accounts has been turned off.

Accessing and Submitting Classwork

From within the classroom section clicking on any piece of classwork will display instructions from the teacher, along with any attached resources:
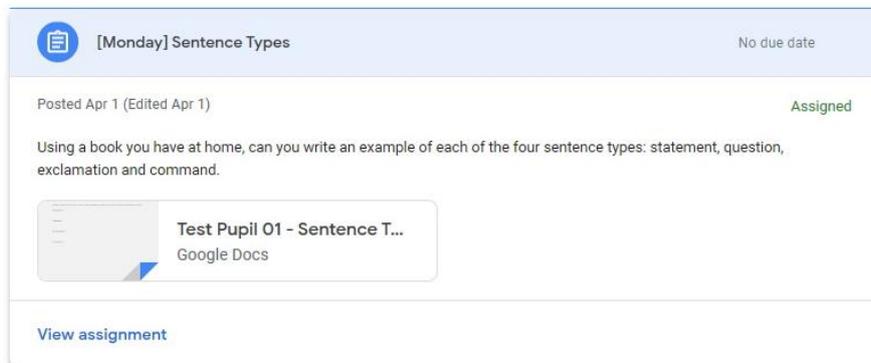
Depending on work set these attachments might include links to an online resource or activity, e-books or fact sheets, quizzes, or a document template for your child to work from.

Clicking on the attachment will open a new tab and allow you to view it:
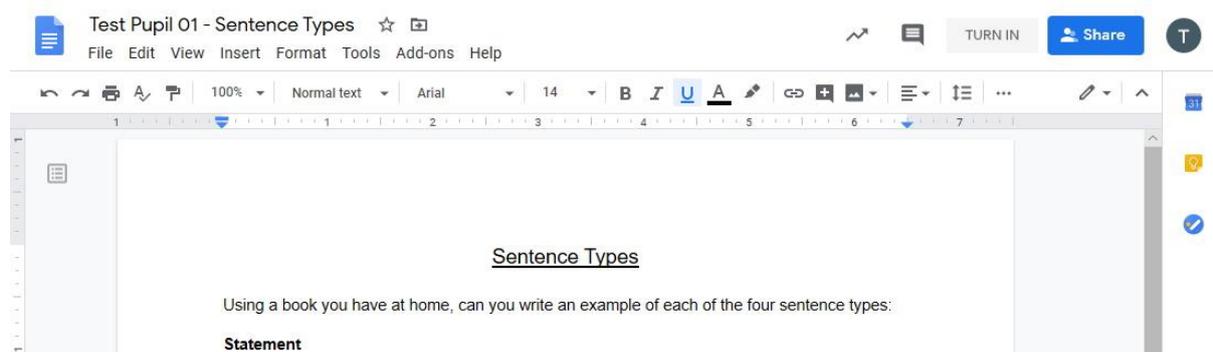

Attached documents are saved automatically as they are edited, and will be sent to the teacher when turned in. This can be done by clicking the **turn in** button at the top of the document:

For classwork that does not require turning in a document such as completing an online activity, clicking the **mark as done** button will inform the teacher that the activity has been completed:
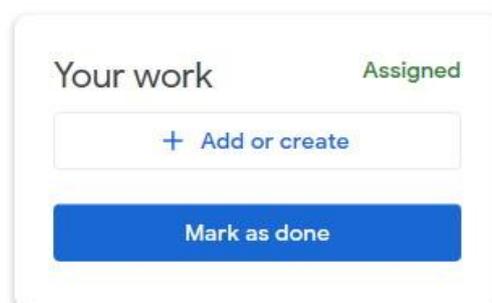
If you have any questions regarding a piece of classwork, you can send a message to the teacher using the private comments box:
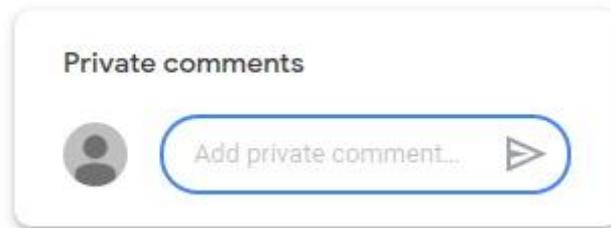
Hopefully this guide has covered the basics and you should now be ready to start using Google Classroom.

For further information on topics which this guide does not cover about Google Classrooms, YouTube can be an excellent resource:

Google Docs Tutorial

https://www.youtube.com/watch?v=jvV5SS6rP4o

Google Slides Tutorial

https://www.youtube.com/watch?v=qSxNLaWm74g