



Google Classroom User Guide

Smartphones and tablets: download the free Google Classroom application

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">• Open the Play Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Install'	<ul style="list-style-type: none">• Open the App Store app• Search for 'Google Classroom'• Tap 'Google Classroom'• Tap 'Get'

Once the app has downloaded, open it and log in with your child's TT Rock stars email address.

- Tap the '+' icon (in the top-right corner), then 'Join class'

Computers and laptops: log in to Google Classroom

- Go to www.classroom.google.com
- Log in with your child's TT Rock stars email address
- Click on the class name folder

How to get and hand in work (computers and laptops)

- Go to Google Classroom
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Depending on the type of work the teacher has set:
 - You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload'
 - Or, your child can type up their answers in a Google Doc – click 'Docs' to load a new Google Doc
- Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm
- If you've made a mistake, you can click 'Unsubmit' to return the work to you, then follow steps 4 and 5 to resubmit work.

How to hand in work (mobile devices – Android or iOS)

- Open the Google Classroom app
- Tap on your child's class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Depending on the type of work the teacher has set:
- You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then tap the file on your device
- Or, your child can type up their answers in a Google Doc – tap 'New Doc' to load a new Google Doc
- Once your child has finished their work, tap 'Hand in', then 'Hand in' again to confirm
- If you've made a mistake, you can click 'Unsubmit' to return the work to you, then follow steps 4 and 5 to resubmit work.

Once work has been marked, your child will be informed

On a computer or laptop

- Go to Google Classroom, then click 'Classwork'
- Click 'View your work'
- Click 'Returned with grade' on the left-hand side (we do not plan to use this at this stage)

On a mobile device (Android or iOS)

- Open the Google Classroom app
- Tap on your child's class, then 'Classwork'

Once you've found the assignment, click or tap on any attached files to see the teacher's feedback.

Google Classroom FAQ

Can you contact friends through Google classroom?

I'm afraid you are not able to just message your friends as it's an online class messaging system, you will need to do this through your family's email or phone.

It is asking for a classroom code?

Google sometimes connects to other accounts logged in on the same device. To resolve this, click on the small circle in the top right hand corner and select log out then log back in using your child's details and you won't need a classroom code.

I don't have permissions to access a document?

Google will have connected to the document through another account saved on the device. There is an option to 'switch accounts' so you need to choose (or login as) your child's account to access the document.

Who sees a Private message?

If you send a private message, which is situated next to the assigned work, then it will be seen by any teachers/teaching assistants that have access to that class.

If you can't remember your child's log-in details, please contact our Office Team

office@manorpark.dorset.sch.uk