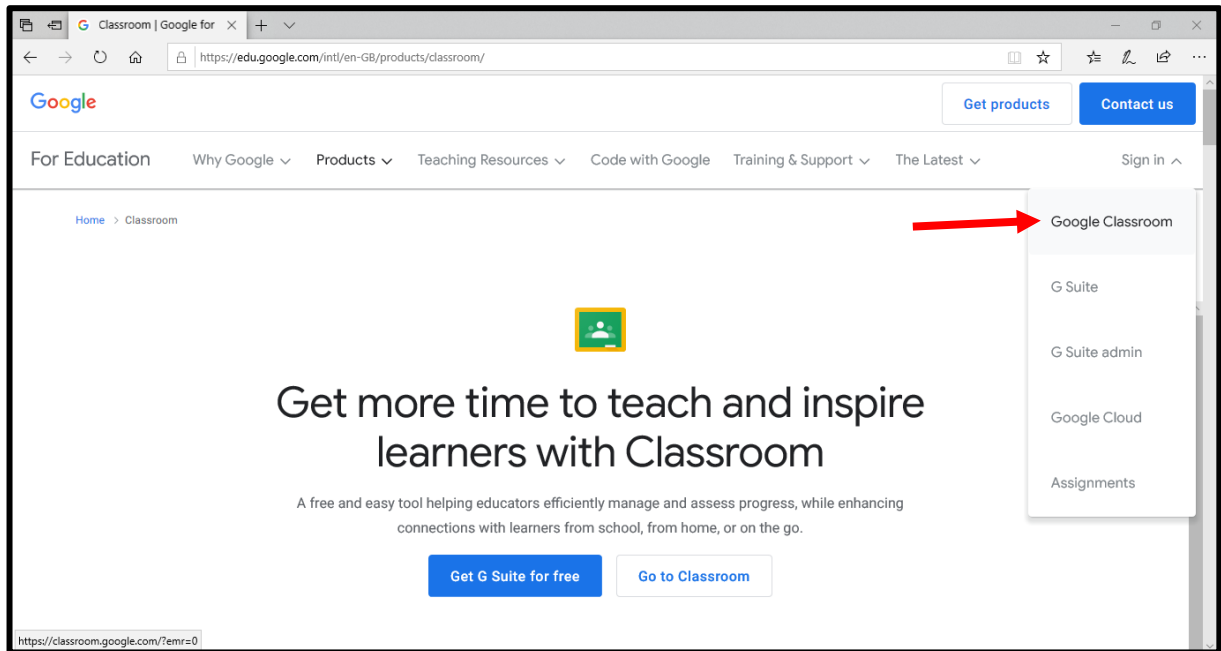


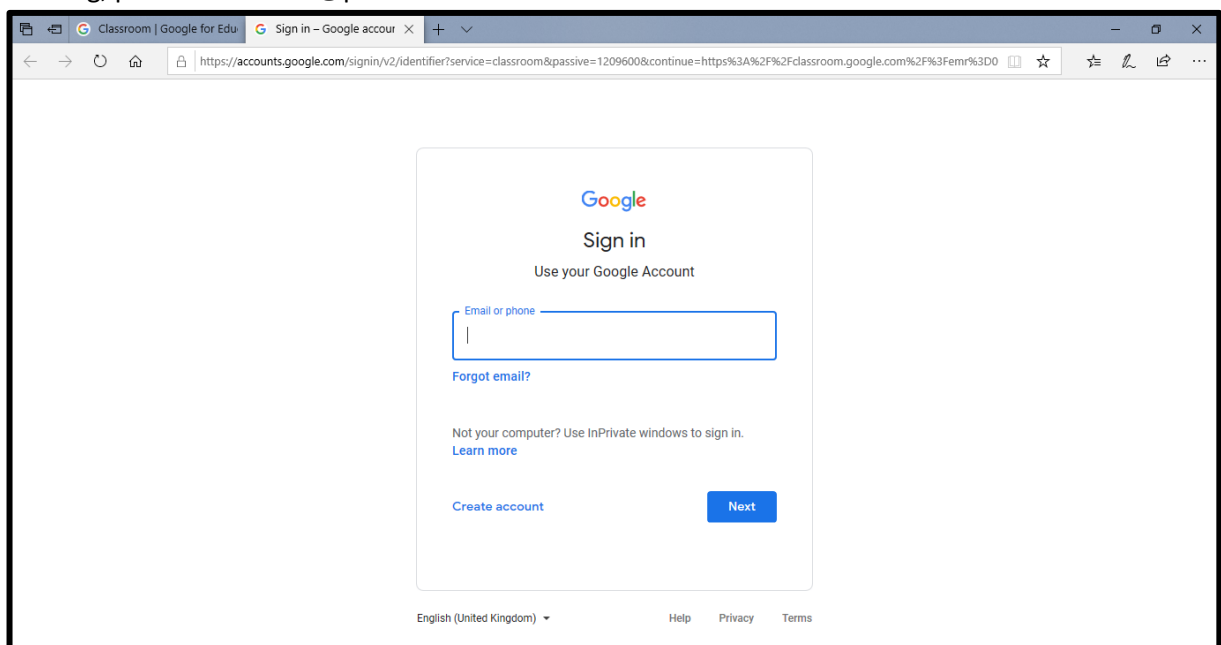
Parent Guide to Google Classroom

Google Classroom can be used on any device, however if you use it on something other than a laptop, you will also need to download the 'Google Meet' app. This is a free app that can be downloaded from the app store on your device. If you are already signed in on a Google account, you will need to sign out of your account so that your child can log in with their new school account.

1. Go to classroom.google.com on Chrome. Click 'Sign in' on the right-hand side and choose 'Google Classroom'.

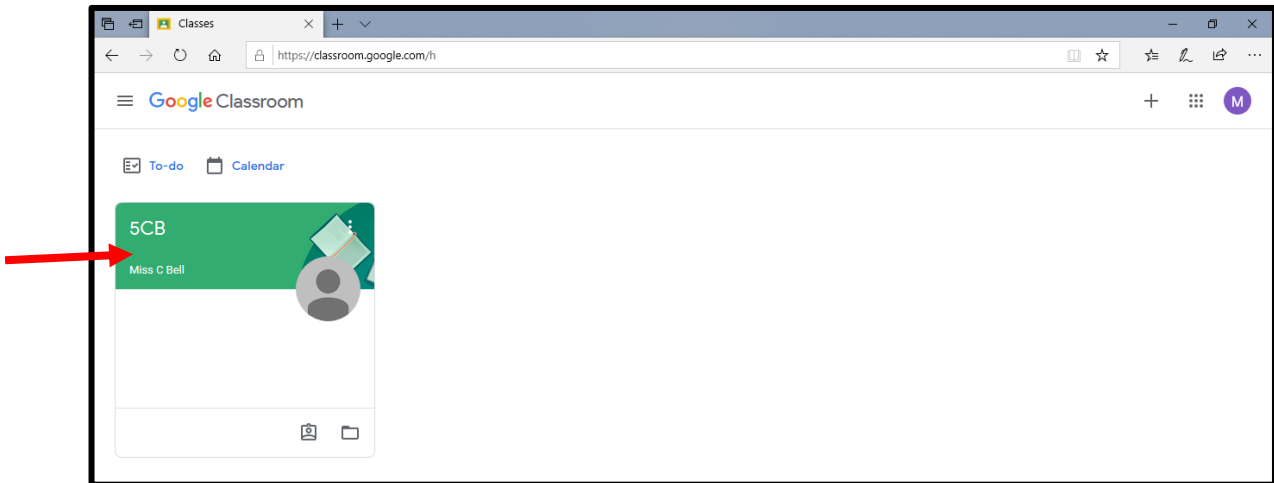


2. Enter your school email address. Your new school email address and password will be sent to you on Seesaw at 9am on Monday 18th January. If you cannot see it on 'Activities' or if your password is not working, please email info@pinfold-st.walsall.sch.uk.

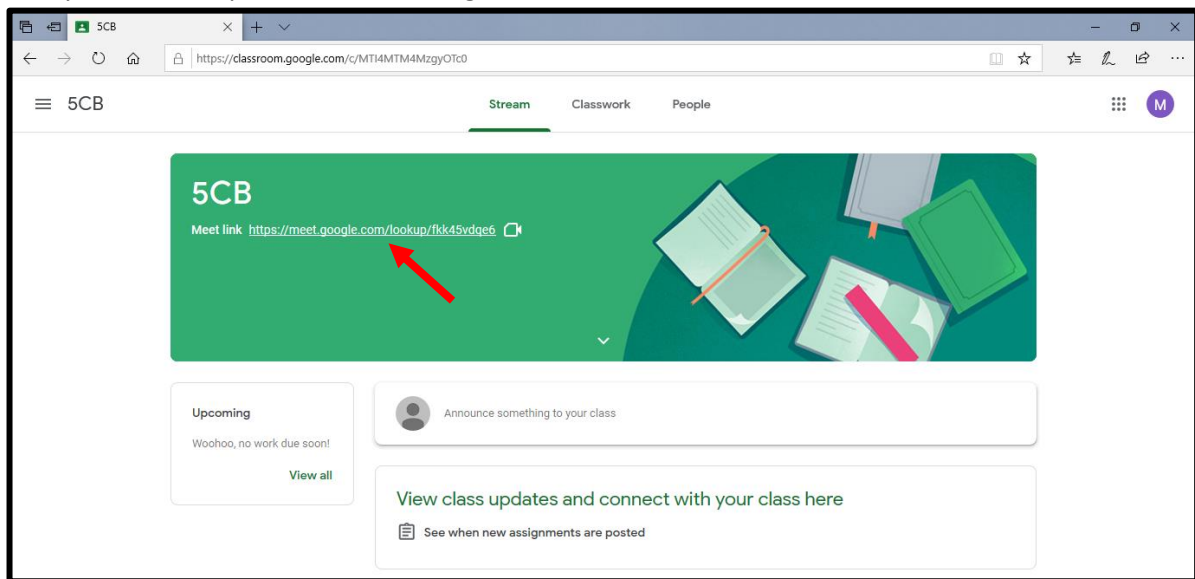


3. Click 'Next' after typing your email address and then enter your password.

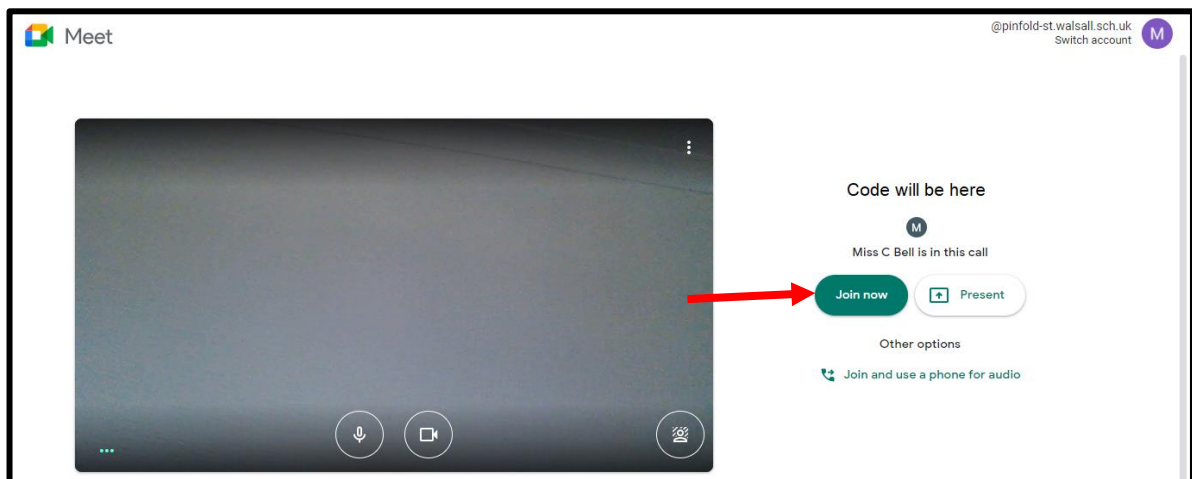
4. Once you have logged in, click on your class.



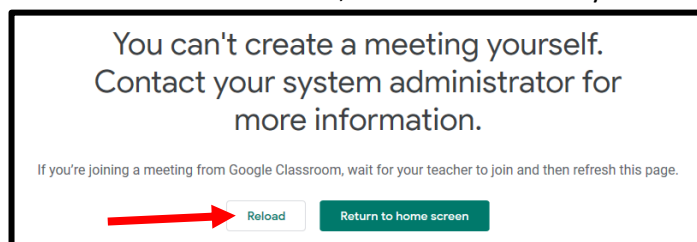
5. In the coloured banner at the top, you will see a 'Meet Link'. Click on the underlined link. This will open up Google Meet in a tab if you are using a laptop. If you are using tablet or phone, it will ask how you want to open it, click on 'Google Meet'.



6. Google Meet will look like the picture below (on a laptop). It may ask you for permission to use the camera and microphone, click 'allow' or 'accept' or 'yes'. You will then be able to see yourself on the screen. Click 'Join now' to enter the call.

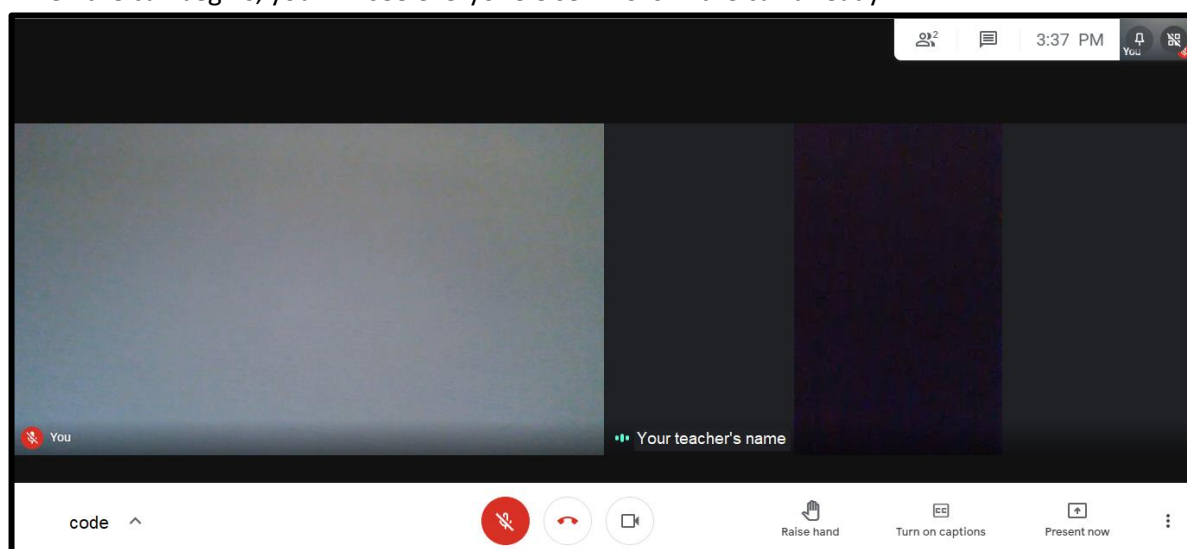


Children will not be able to join the call before an adult is present. If you click 'Join now' too early and the teacher is not there, it will not work and you will see this message:

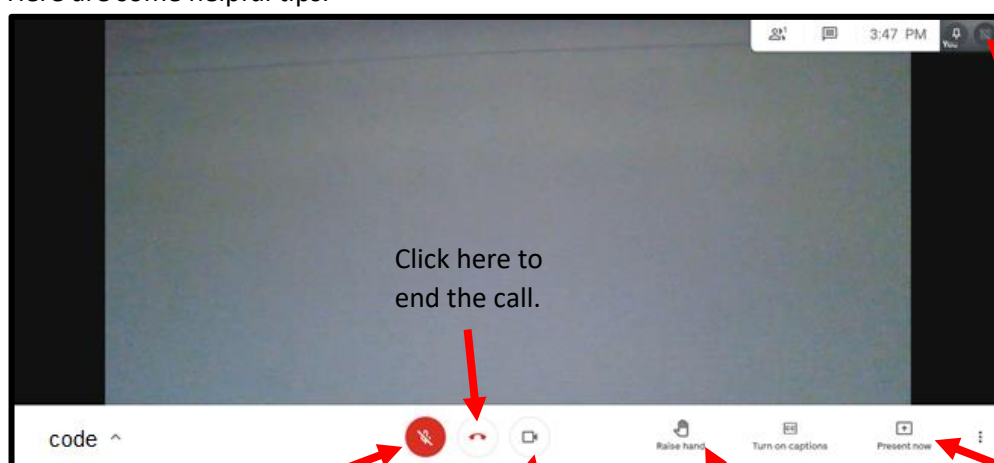


Click 'Reload' when it is closer to the time of your call.

7. When the call begins, you will see everyone else who is in the call already.



8. Here are some helpful tips:



Click here to 'mute' and 'unmute' the microphone.

Click here to turn the video on and off.

When the teacher is talking, they may ask you to listen and click 'Raise hand' if you have an answer or a question. When you click this, it will notify the teacher.

Click on the four little boxes to change the layout. If you want to see everyone on the screen, click here.

This is just for the teacher. You do not need to touch this button.

If you have any questions about using Google Classroom and/or Google Meet, please email info@pinfold-st.walsall.sch.uk.