



Getting started with Google Classroom

Google Classroom

Google Classroom is a free web service, developed by Google for schools, that allows schools to create and distribute work in a paperless way. It is also a great way for children and class teachers to be able to communicate. Google Classroom is very secure and only children from our school will be able to join a class. In order to set Google Classroom up, we have created a secure Google account for every child using our school domain (kfjs.org). This guide aims to show you how to work out your child's login details and join their class.

Login details

Your child's login details have been made up using their first initial, first four letters of their surname and the year they joined the school followed by @kfjs.org (all in lower case). If your child's surname only has three letters, you only use these letters.

Year group	Number for login	Year group	Number for login
Year 3	19	Year 4	18
Year 5	17	Year 6	16

For example:

A student in Year 3 named Adam Smith would have the login: *asmit19@kfjs.org*

A student in Year 5 named James Lee would have the login: *jlee17@kfjs.org*

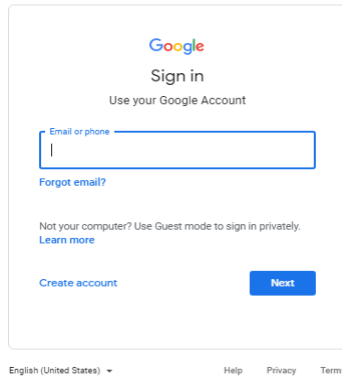
Password

Your child's password has been set to: *password1*

On logging in for the first time, a message will appear prompting a password change. This needs to be a strong password of at least 8 characters using a combination of letters, numbers and symbols. Maybe they could think of two unrelated words and put them together? For example, windowdog, redfoot, glasshat. They could think of their favourite author, colour, singer, TV programme! Then add a special character and a number at the end of the password. So our examples could become windowdog1*, sweetcat2!, jamhouse3%. The possibilities are endless! Please try to make it something they will remember and also make a note of it somewhere safe. We will be using Google Classroom when we are back in school, so children will need to know their password.

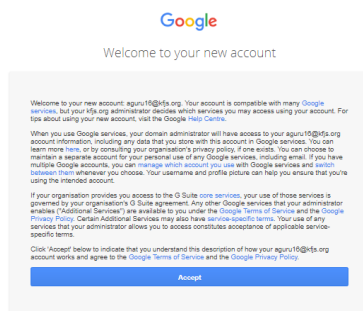
How to login for the first time – step by step

Open your internet browser (Google chrome is best if you have that) type 'classroom.google.com' in the address bar. Alternatively, go to Google and search for Google Classroom.

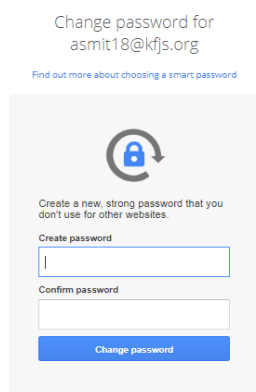


The sign in page shown to the left will appear. This is where your child needs to type in their login details as explained above.

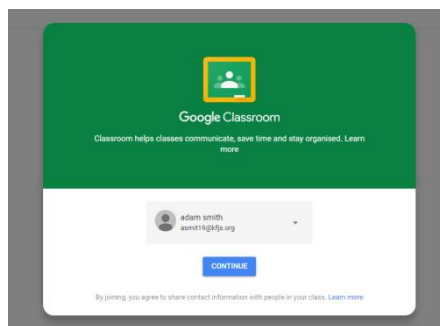
(First initial, first four letters of surname and year their cohort joined our school followed by @kfjs.org)



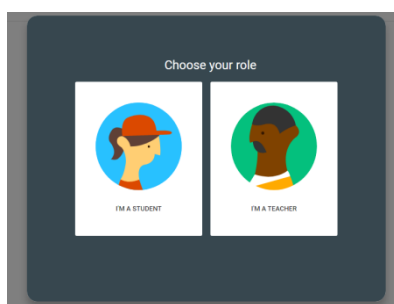
Please click 'Accept' when you see this message.



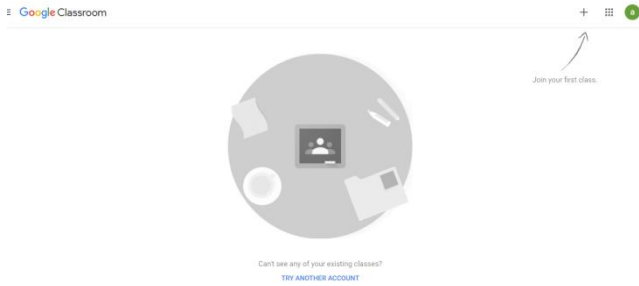
This box will then appear asking your child to change their password. Don't forget to make it strong and write it down!



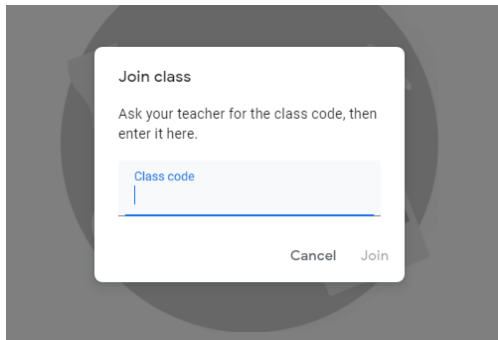
Once your child has changed their password, they will see this screen. Please click on continue.



They will now need to click on 'I'm a student.'



They will now be at their homepage. In the top right corner, they will see a plus sign and an arrow with the message 'join your first class'. They will need to click on the plus sign.



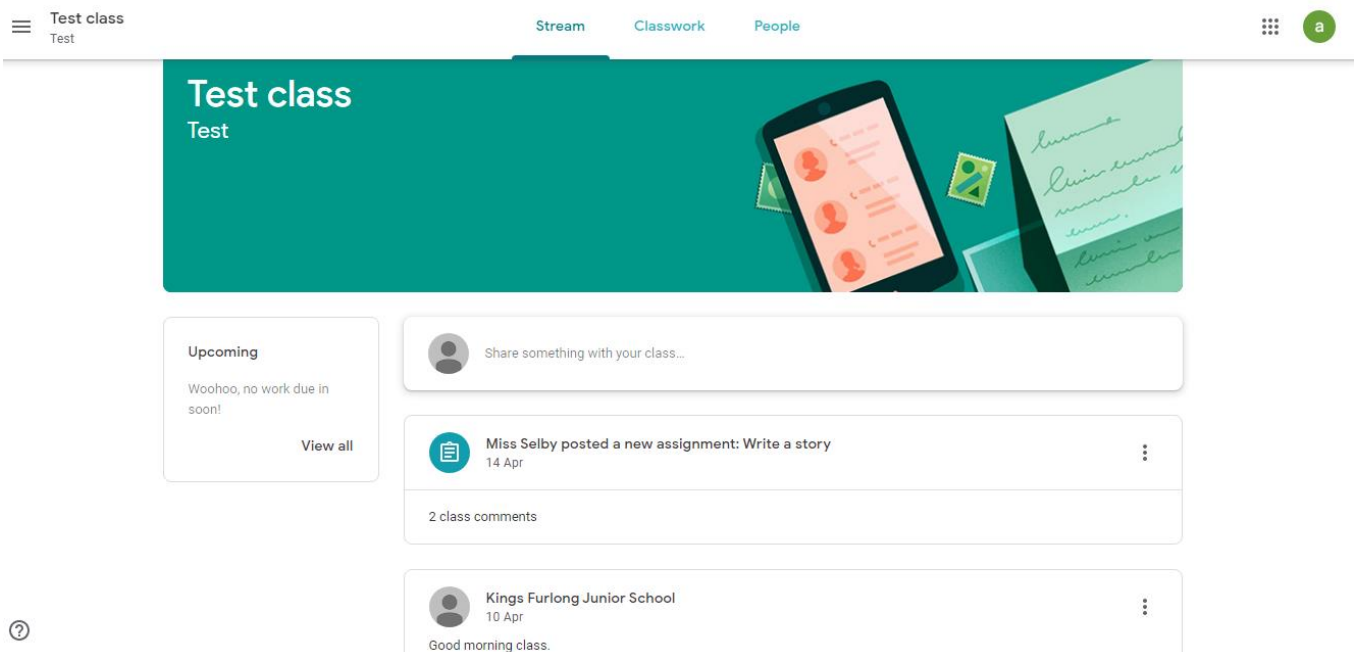
They will then be asked to type in the class code and click join. Each class in the school has its own individual code which can be found below. Once they have done that, your child will be an official member of their class on Google Classroom and will be ready to use the virtual classroom!

Class codes (all lower case)

Monet	Owwls32	Van Gogh	7rxsigl	Gonzales	ziyrwba
Moore	lcfybe	Hepworth	C4fy5lx	Chadwick	vmdjwzl
Kandinsky	dkshh6x	Picasso	tunprpo		
Hockney	te5wnjh	Warhol	xvkjk4x		

The Google Classroom view

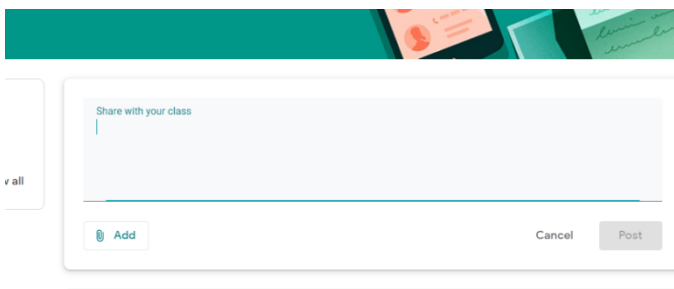
Once your child has logged in and joined their class, this will be their view:



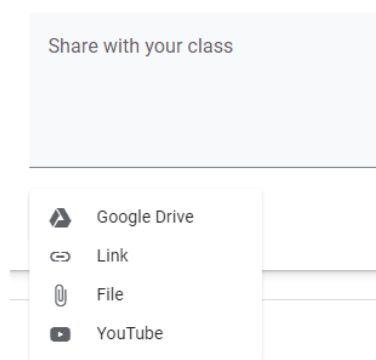
There are three tabs shown in the top centre of the screen. These are described below:

Stream	The stream shows all of the messages and comments posted by both teachers and students – a bit like your Facebook feed. If your child wants to share a message with their class then they can click in the ‘Share something with your class’ box, type their message and then press send. This must be used reasonably and responsibly. It is not there to be used as a simple chat space , it is there to pass on messages related to their work or as a response to something the teacher has requested.
Classwork	This tab shows any work that has been set for them by their teacher. Your child can click on the work task, complete it and virtually hand it in. This can all be done without having to print anything off or having to open it up using another app on your computer. Any work that your child does through Google Classroom will also be saved to their own Google Drive.
People	This shows the members of the class.

Uploading work or pictures from your computer

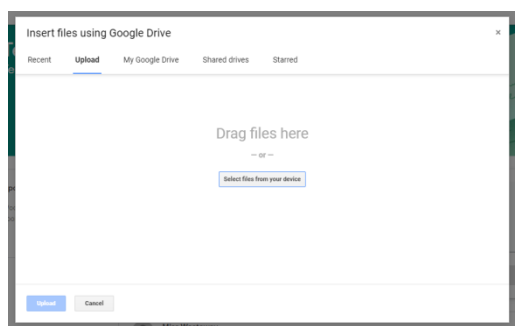


If your child would like to upload a photo or document from their computer, they will need to click in the ‘share something with your class’ box and then a paperclip with the word ‘add’ next to it will appear. They need to click on the paperclip symbol.

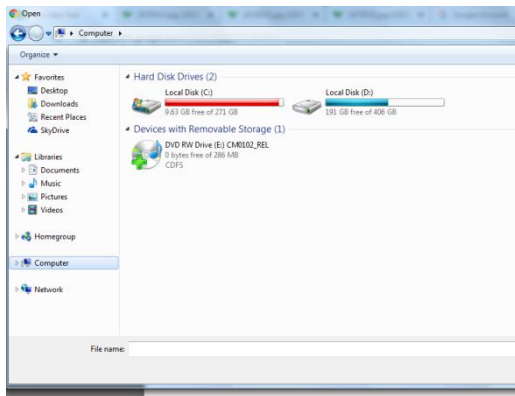


They will then need to click on ‘file’ to add something they have already saved on their computer.

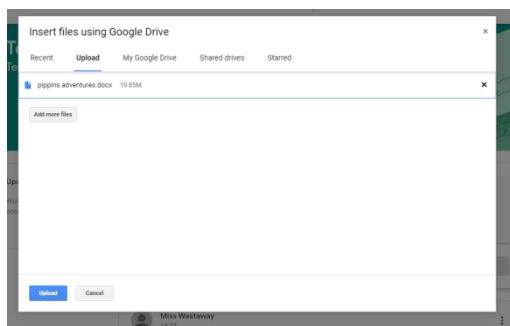
(If they would like to share a link to a website they have found that will be of use to their class then they can click on ‘link.’)



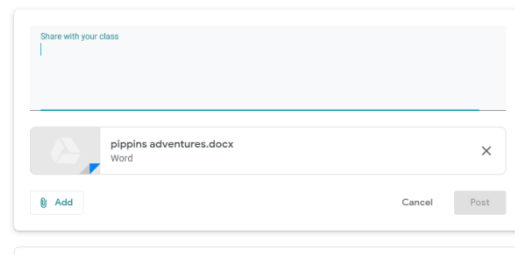
Once they have clicked on ‘file’, this box will pop up. Your child will need to click on ‘select files from your device’ which is in the middle of the box.



Your computers document folder will then pop up. Your child will need to navigate their way through the documents to select which one they would like to upload, select it and then click 'open'.



This box will then appear showing the document that has been selected at the top. Your child will then need to click the blue 'upload' button.



The pop up box will then disappear and your child will be back to the class stream. The document they have attached will now show in the 'share with your class' box. Before posting, a short message will need to be typed in to accompany the document. Once they have done this, the final step is to click 'post' and their document will be there for the rest of the class and the teachers to see!

We hope your children manage to login to their account and get started ok. Teachers are new to this too and so we are all learning together. If you have any questions about your child's login details or need some support then please get in touch.