



Follow these steps so your child can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

If your child cannot remember their log-in details, contact the network services team [networkhelpdesk@tla.woodard.co.uk](mailto:networkhelpdesk@tla.woodard.co.uk) referencing 'Google Classroom' and stating your child's name and year group in the subject line.

- Your child should already have access to the classrooms for all classes on their timetable, select the desired classroom for the chosen subject.
- The default view is the 'stream' page where teachers can share links, post reminders and make announcements.
- **Select the 'Classwork' option to display all work that has been set.**

### Smartphones and tablets: download the free Google Classroom app

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

Once the app has downloaded, open it and log in to your child's G Suite for Education account.

### Computers and laptops: log in to Google Classroom

To access google classroom, log in using the VLE:

- <http://vle.tla.academy> or via 'Quick Links' the link on the academy website
- Log in and click on the Google Classroom icon at the top of the screen

### 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:
  - o 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'
  - o Or, your child can type up their answers in a Google Doc – click 'Docs' to load a new Google Doc
  - o Once your child has finished their work, click 'Hand in', then 'Hand in' again to confirm

## **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 have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the steps again to resubmit work.**

## **Once work has been marked, your child will be told by email**

### **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

### **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.