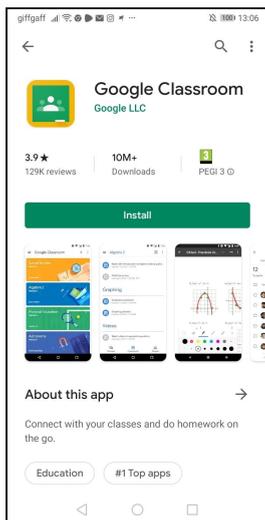


How to set up Google Classrooms on a tablet or mobile device

STEP ONE

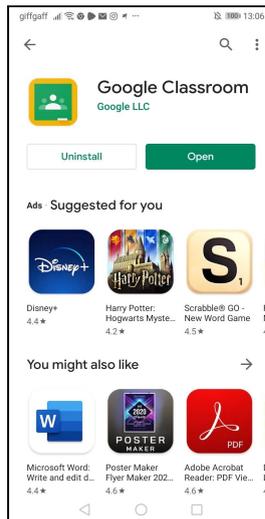
Firstly download and install the Google Classrooms App.

You will know this is an authentic app because it is produced by Google LLC



STEP TWO

Click on the open tab



STEP THREE

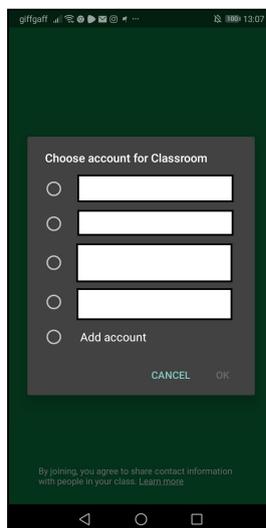
Click get started



STEP FOUR

If you already have your school account preloaded select the school account.

If not select add account and then Select OK

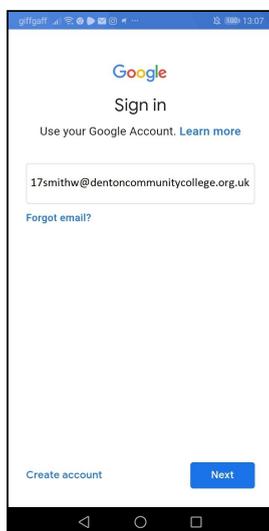


STEP 5

Put in your school email address. Your username is the year you started school, surname, first initial.

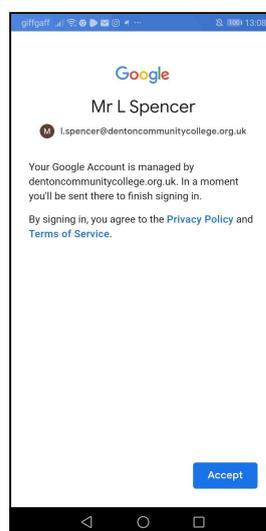
You cannot access google classrooms through a personal gmail account.

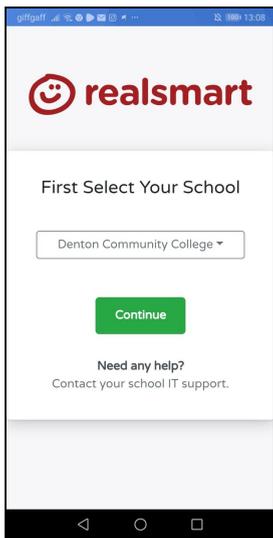
Select Next



STEP 6

Click accept

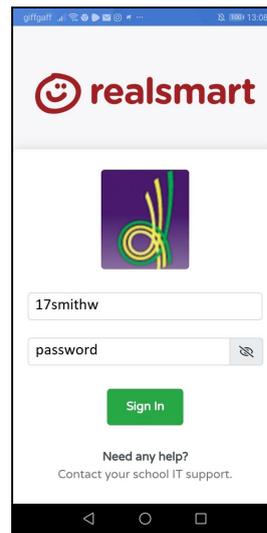




STEP SEVEN

Select Denton Community College from the drop down menu

Select Continue



STEP EIGHT

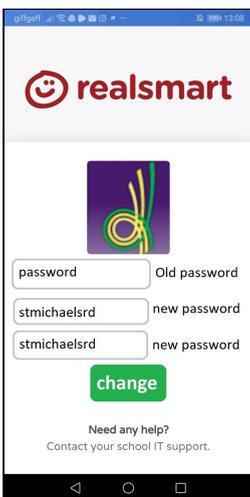
Enter your log in details. You do not need the full email. Just the username section.

If you are signing in for the first time your password is usually password

If you cannot remember the password then send an email to the address

googlereset@dentoncommunitycollege.org.uk

And your password will be reset. Select sign in



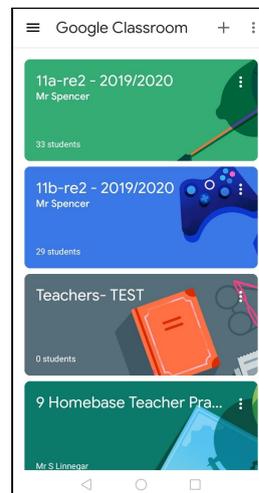
STEP NINE

Your "old password" is the temporary one you just signed in with - ie password

Create a new password

Enter it twice

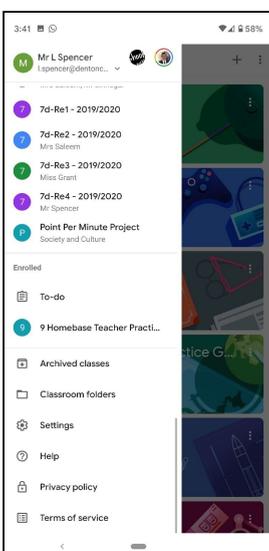
Click change



STEP TEN

You will then see all your classes. These are identified by their classcode

Many teachers have already put their names in.



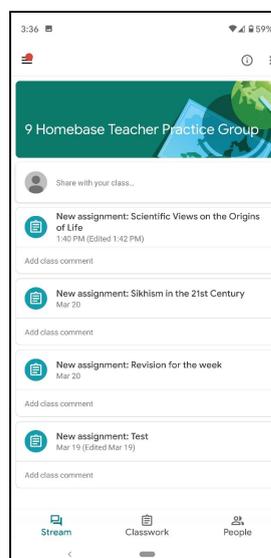
STEP ELEVEN

By selecting the three dashes in the left hand corner you will access a side window panel.

This will have a list of your classes

A To Do list (more later) and the settings panel where you can reduce/turn off notifications.

You can access your classes this way



STEP TWELVE

At the bottom of the screen are three options

STREAM is the list of notifications from your teacher

CLASSWORK is the tasks that you have to do

PEOPLE gives you a way of contacting your teacher and your fellow classmates



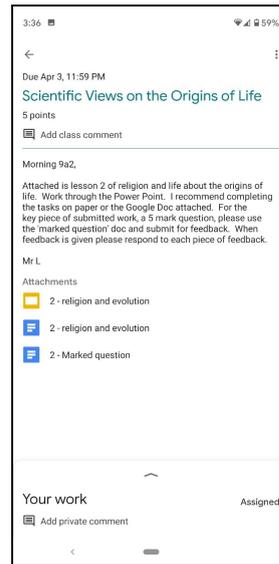
STEP THIRTEEN

In the classwork section is listed all the work that you have been set.

The date of submission is listed

You can click into the tasks for additional information and the full details

You can watch a video on Mr Spencer's Youtube channel [here](#)



STEP FOURTEEN

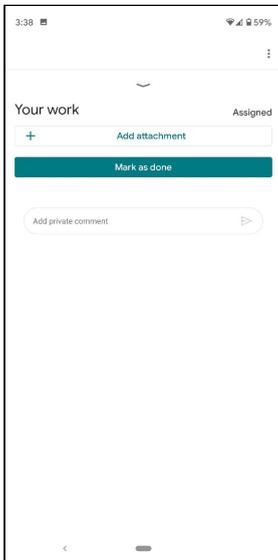
The explanation is listed with a list of useful attachments and the due date

Most of the time you will NOT be able to edit these.

By sliding the arrow up at the bottom you will be able to access the upload section

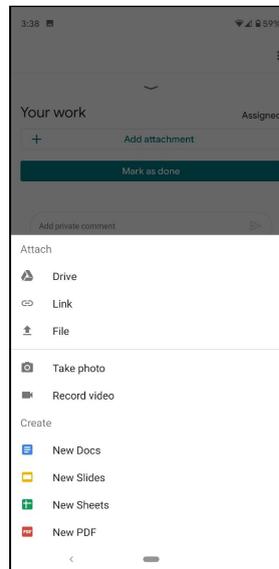
You will also be able to add a private comment to a

teacher about the task



STEP FIFTEEN

Click add attachment

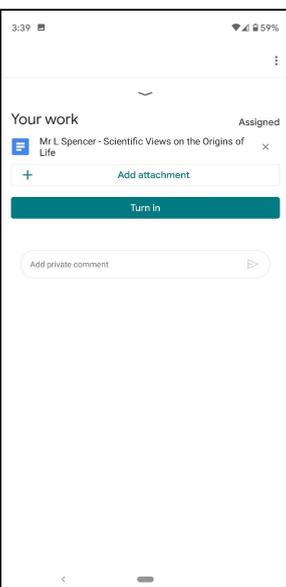


STEP SIXTEEN

You now have options of how to submit your work.

If you have written on paper you can upload a photo of your work. Make sure it is clear. You can submit multiple pictures

If you want to do it electronically you can select 'new doc' and it will create you a new document for this piece of work

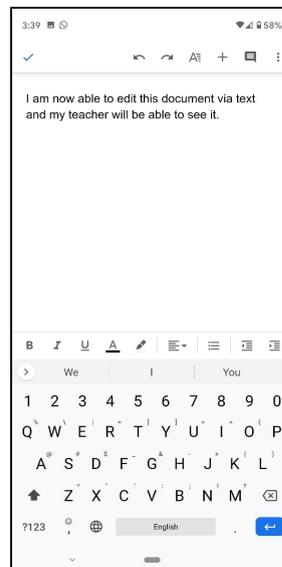


STEP SEVENTEEN

The new document will be created and will be given your name and the name of the task.

Click on it.

Do not click 'turn in' yet! This document has no information in it and is blank!



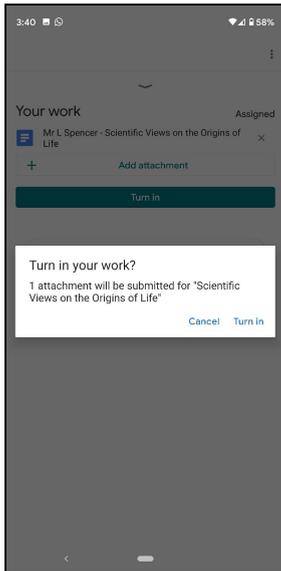
STEP EIGHTEEN

You will now be able to edit the document that you have created.

Complete the work according to the teachers instructions

Click the blue cross when you have finished. There is no need to save - it does so automatically.

You can return to it at any point.



STEP NINETEEN

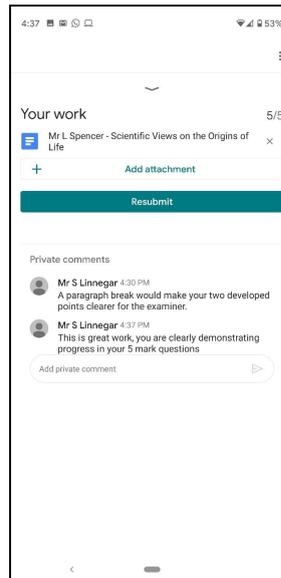
Once you are happy with it select turn in.

Make sure you have completed the task fully.

Once you have turned it in you will not be able to make changes unless your teacher returns it to you or you select unsubmit.

You can watch a video on getting your feedback on Mr Spencer's YouTube

channel [here](#)

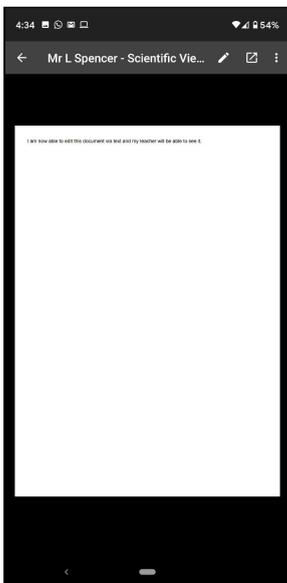


STEP TWENTY

Once your work has been marked you will receive feedback comments.

If the work needs a mark or a grade that will be listed at the top

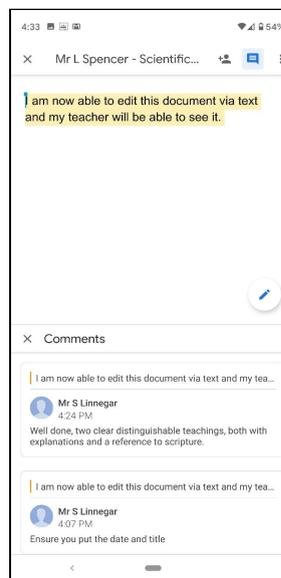
If you have made a google doc by clicking into the file you will be able to see more information from your teacher



STEP TWENTY ONE

Sometimes instead of opening in Google Docs it opens like this.

Click the middle button (the arrow in the box) and the document will open in Google Docs

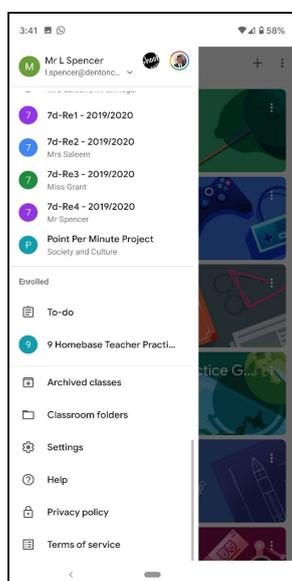


STEP TWENTY TWO

To see the comments from your teacher you need to put the 'comments' on

Select the middle icon (a speech bubble box with lines in it) at the top so that it goes blue.

You will now be able to see detailed marking from your teacher. You can respond or improve the work based on these comments.

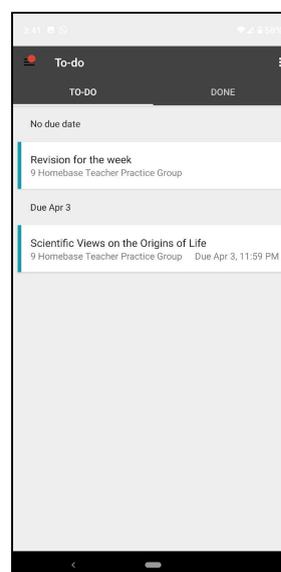


STEP TWENTY THREE

Another good feature is the TO DO list.

You can access this from the side menu.

Click the icon that looks like a clipboard



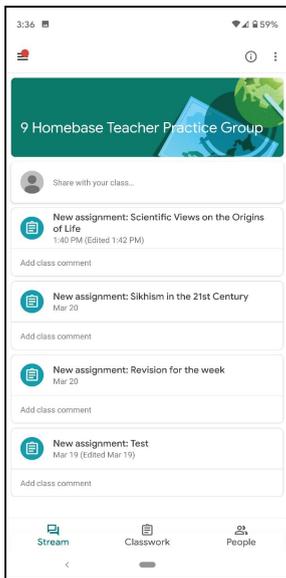
STEP TWENTY FOUR

The TO DO list pulls all of the work from your classes into one location.

You can see it in order of the due date.

If you click the individual work it will take you through to the specific classroom and the work.

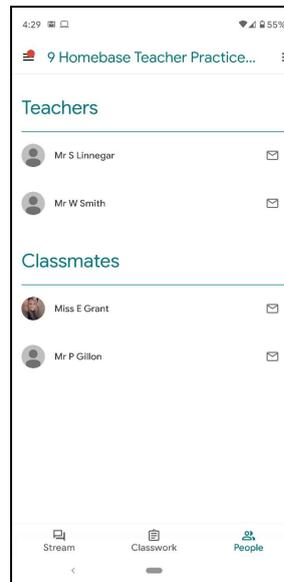
This is a good place to work from.



STEP TWENTY FIVE

At times you might be unsure about how to complete your work and need to contact your teacher or another student in your class

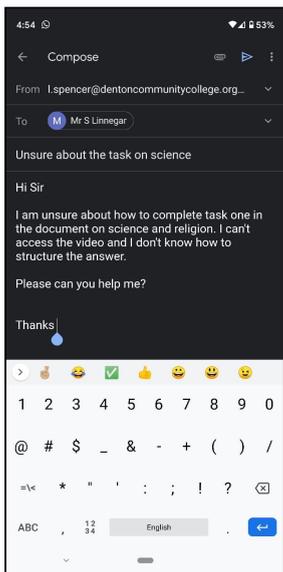
Select the people option from the main screen in your classroom



STEP TWENTY SIX

This produces a list of people (teachers and students) in your group.

If you click the letter icon your device will open Gmail and start an email to that person.



STEP TWENTY SEVEN

Remember it is important to be professional on email and you should explain fully the problem that you are having.

Refer to the specific task, and describe the specific problem that you are having.

It would also be helpful to create screenshots and attached them using the paper clip icon at the top

FAQ

Which apps does my child need to download?

We recommend that the following Google Apps (Google Drive, Google Docs, Google Classrooms, Chrome and Gmail) are installed onto your mobile device. Most Android devices will have a number of these already preinstalled. You can access these through the online Google Play Store, Apple App Store or Windows App Store.



Can I use an Apple device to use Google Classrooms?

Yes, please follow the walkthrough on the school website explaining how to add your school account. It is best to install Google Chrome alongside your Safari Web Browser as Safari will attempt to sign students into classrooms using their Apple ID and not the school account.

When we try and log in, Google Classrooms says that I cannot access the system. Why is this?

Make sure you are signing into Google Classrooms with your school account information. Only your school account will be able to access the system. A personal Gmail account cannot login to the school system.

How can I work out my child's log in details?

You need to log in with your child's school email and school password. The IT technician will be able to reset the password. The school email takes the following structure (year your child started)(surname)(first initial)@dentoncommunitycollege.org.uk eg 17smithk@dentoncommunitycollege.org.uk

I have started the login but how do I login to the RealSmart System?

The login for the RealSmart system does not require the full email login. You just need the start eg [17smithk](#) and your child's password

Can my child still submit their homework on paper?

Yes, the homework will be set electronically but many subject areas will require the written homework to be completed in books or on paper.

Can we upload photos of work completed on paper?

Yes, the Google Classrooms system allows multiple methods of submission. If you are struggling to upload information please email the individual teacher directly.

My child does not have a mobile device. How can we access the electronic homework?

You can access G Suite through any computer connected to the internet. Simply go to the main Google homepage and login with your child's school account. You will be able to access the Google Suite Programmes from the top left hand side. Scroll down to access Google Classrooms.

How do I get an email summary of my child's homework?

You need to make sure that we have a valid and up to date email for one parent. You can provide us with this information by completing the electronic questionnaire listed on the school website.

When we log into Google Classrooms on a mobile device we sometimes cannot complete the electronic homework?

Make sure that you have the full range of Google Applications downloaded. For instance some work may contain a Google Docs file and you will need this installed onto your device to be able to access it or edit it.

I need some additional one on one support. Can you provide this?

We are in the process of setting up a system where parents can access a drop in via a weblink and investigating ways we can support this. This may involve the uploading of videos. Please check the website regularly.

Can we access email and calendars through G Suite?

Yes. Your child can have access to their school email to contact staff and other students. Your child can also access their school timetable on their phone. This will automatically update if long term changes are made. To do this ensure that your child's school Google account has the Google Calendar and Gmail synced to the mobile device you are using.

How can we find out more information about the G Suite packages?

Google has an excellent electronic learning zone where you can access information to support you. This will give you and your child detailed tips on how to use the Google Applications and packages to support their learning. You can access this platform here: <https://gsuite.google.com/learning-center/#/>