Google Classroom

The first time you use Google Classroom on a tablet/mobile device takes a little time to setup. After the initial setup though your child should be able to access all of their work directly from the Google Classroom app.

Logging in to your child's google classroom – Mobile/Tablet

- The easiest way to use google classroom on a tablet/mobile device is to download Google Classroom and Google Docs from the app store. These are available on both IOS and Android.
- Once downloaded open the Google Classroom app and log in with your child's school email address, username and password – (if it is the first time logging the password is **password** – you will be prompted to change this before continuing - change this to something both you and your child will remember).
- If Google Classroom loads but you can not see any classes then check that it has logged in with their details and not a previously logged in account – to do this click on the circle in the top right and corner – it should say your child's name. If it doesn't please click on add account and add their details using their school email address.
- Once Google Classroom has loaded correctly you should see a page with their class group on – click on this.
- From here click on classwork – you should now see all the work that has been set for them by their class teacher.
- Now open the Google Docs App and ensure that it is logged into your child's google account.
  - IOS – During the setup process it should ask you to chose the account – if not click on the circle in the top right of the phone and select your child's account.
  - Android - top left hand corner click the three lines – you should see your child's name – if not click on the down arrow and select it.

Completing wotk and handing it in

- Go back to Google Classroom
- Click on the work your child needs to complete.
- At the bottom of the screen is is an arrow that says 'Your Work' underneath – click on this.
- Now click on the work they are trying to complete. This will open it up but you will not be able to edit it from here.
- To edit the work you need to click on the square with an arrow pointing up – this is at the top of the screen.
- The first time you do this you may need to add your child's login detail again.
- You will then be asked how you want to open the document – select Google Docs and always.
- The work should now be open in Google Docs.
- To edit the document click on the pencil in the bottom right hand corner.

- Your child can now start editing the document.
- When they have finished they have to click on the tick in the top left hand corner.
- They do not have to complete the work in one go – if they haven't finished they can press the tick and return to it later.
- Now click on the cross and the back arrow in the top left hand corner to return to Google Classroom.
- If they are ready to hand the work in – click on Hand in.
- Once work has been handed in your child can unsubmit if they wish to make a changes to their work - to do this go back to the 'hand in' screen and press unsubmit – they can resubmit the work when they have made all their alterations.

After the initial setup

- Once you have setup this up it should now be easy for your child to access their work.
- Goto Google Classroom App – they should now be logged in automatically, click on the work and follow the above instructions to complete and hand the work in.

Hopefully this guide will help you with logging into google classroom via a tablet or mobile phone – if you are using a pc or laptop then please see our separate guide for this.

If you are still having problems then please email robert.youson@allsoulsschool.co.uk explaining in detail what the problem is.