Google Classroom

Logging in to your child's school and google account – from PC/Laptop

- Go to www.allsoulsschool.co.uk – click login
- Username – first initial from their first name followed by a dot then their surname (e.g. – Joe Bloggs username would be j.bloggs)
- Password – the first time your child logs in the password will be **password** – it will then prompt you to change the password – change this to something both you and your child will remember.
- You should now be logged into the school website with their name displayed to show they are logged in. You should also see below their name a google apps section with Google Classroom and My Mail buttons.

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- Click on the Google Classroom button below their name.
- This should automatically direct you to your child's google classroom – however sometimes if the device has already been used to log into a google account it will ask you choose an account – please add their account using their school email address.
- 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 rigt 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.

Completing work and handing it in

- Click on the work your child needs to complete – it should load in a new screen.
- Your child can now start editing the document – it automatically saves everytime it is ammended.
- They do not have to complete the work in one go – if they haven't finished they can cross off the work and return to it later.
- When they have finished they can hand it in in two ways
  o The 1st way is directly from the document they are working on – at the top of the screen is button that says turn in – click on this to hand the work in.
  o The 2nd way is from Google Classroom main screen – click on the work they have completed then click on view assignment - you should now see a button that says hand in – click on this to hand the work in.

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- Once work has been handed in your child can unsubmit if they wish to make a changes to their work - to do this, from Google Classroom main screen – click on the work they have completed then click on view assignment - you should now see a button that says unsubmit – click on this – they can now edit the document again before submitting it.

Hopefully this guide will help you with logging into google classroom via a PC/Laptop – if you are using a mobile or tablet 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.