

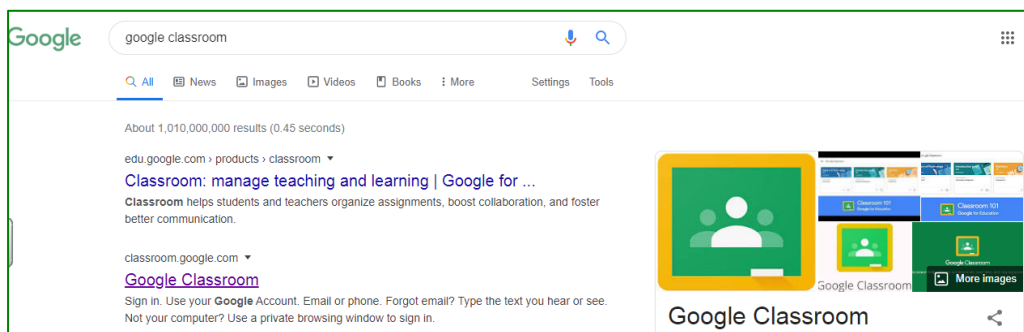
How to access Google Classroom at home

Children from Y2-Y6 have been given their individual emails to access Google Classroom – please check book bags and reading diaries for these or ask your child’s class teacher.

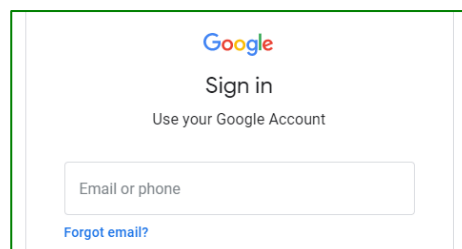
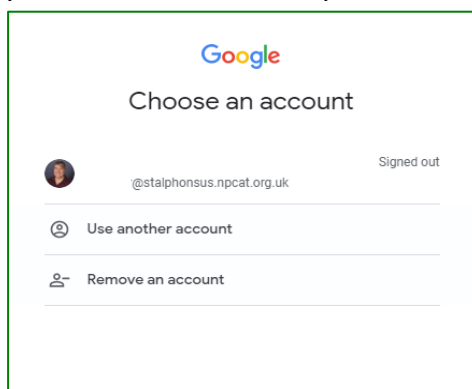
There are 2 ways to access Google Classroom at home: through the **Google Classroom app** or **web browser** (Safari/Chrome/Internet Explorer).

Through a web browser:

1. Type Google Classroom into your search engine and select the option highlighted below:



2. You should be taken to a screen below, where you can type in your new account email. If you already have a Gmail account, you will need to select 'Add another account'.

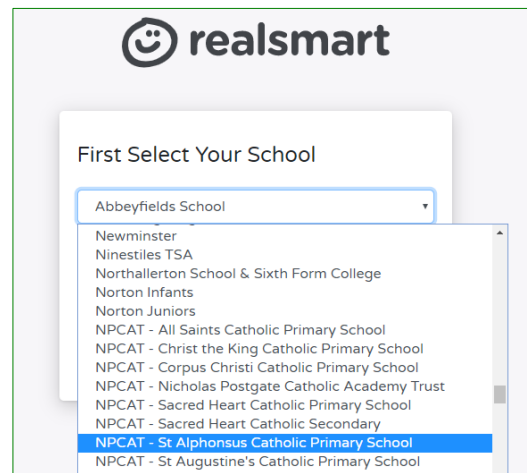


Email example:

23m.jones@stalphonsus.npcat.org.uk

Year Group	Cohort number before first initial	First initial followed by . and surname then @stalphonsus.npcat.org.uk
6	20	
5	21	
4	22	
3	23	
2	24	

- You will now be directed to a realsmart page where you need to select our school by scrolling down to 'NPCAT – St Alphonsus Catholic Primary School'.



- This will take you to the this page →

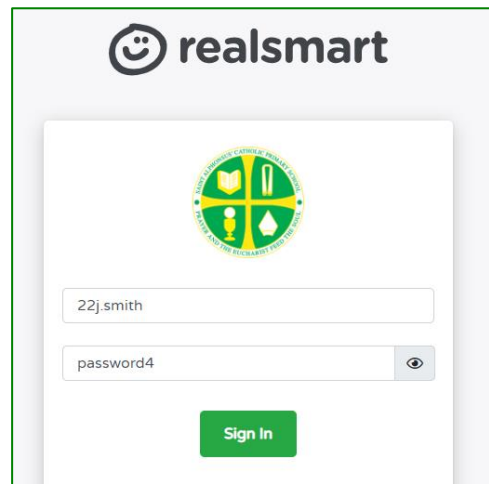
Enter your username, which is the cohort number and name section of your email, for example:

Username → **20k.smith**@stalphonsus.npcat.org.uk

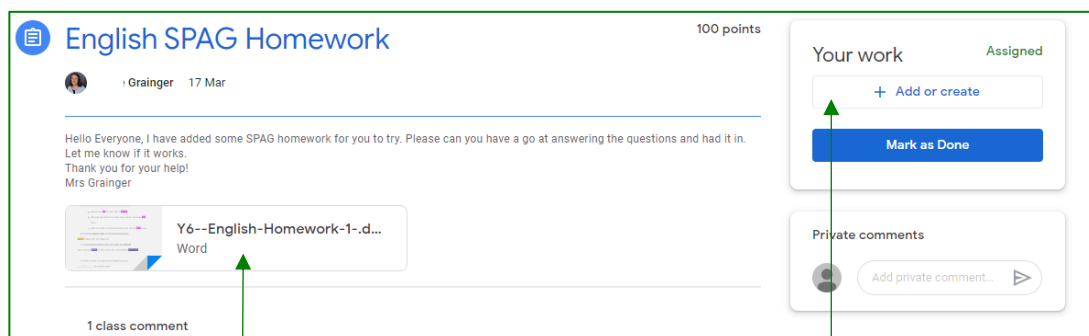
Username → **23m.jones**@stalphonsus.npcat.org.uk

Now enter your password which will be as follows:

- Y3 = *password3*
- Y4 = *password4*
- Y5 = *password5*
- Y6 = *password6*



- You will then need to verify that the account is you by just clicking the blue 'Continue' button.
- If this is the first time you have tried to log in it may take you to another screen saying 'Welcome to your new account'. You need to scroll down and click the blue 'Accept' button. Now, click continue on the next screen - select your role as a student if this is your first login - and then 'Join' the class.
- You should now be in your Google Classroom! Check the Stream and Classwork tabs for updates on work being set. Here is an example of a task in the Classwork tab:



If there is an attached activity, click on an activity to download and complete it.

When you have saved and completed your task you can upload it here.

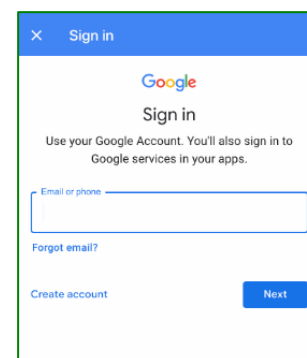
Through an app:



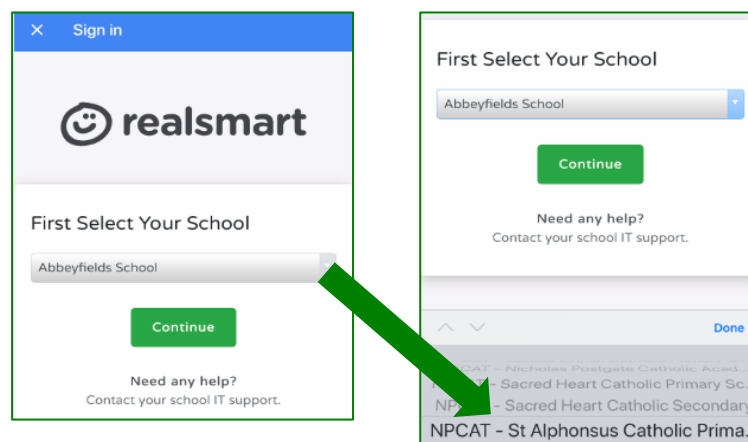
1. Find the free Google Classroom app in the App Store or through Google Play.

2. On accessing the app, click get started and you will be re-directed to the following page where you need to enter your email address e.g:

m.jones@stalphonsus.npcat.org.uk



3. Next, you will need to select NPCAT St Alphonsus' Catholic Primary School from the drop down list and click continue.



4. This will take you to the following page →

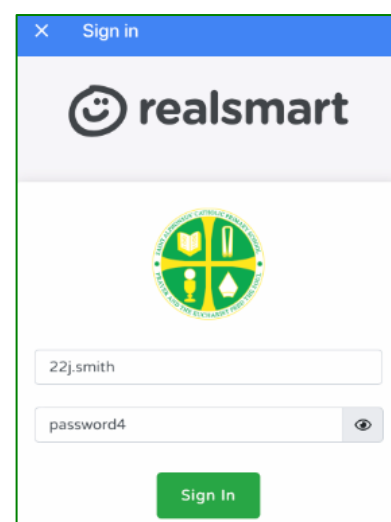
Enter your username, which is the cohort and name section of your email, for example:

Username → 20k.smith@stalphonsus.npcat.org.uk

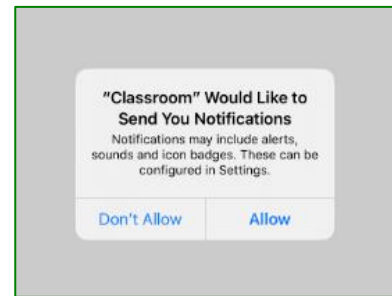
Username → 23m.jones@stalphonsus.npcat.org.uk

Now enter your password which will be as follows:

- Y3 = password3
- Y4 = password4
- Y5 = password5
- Y6 = password6



5. So you don't miss any Google Classroom updates on your tablet/iPad/phone, click 'Allow' if you are asked about receiving notifications from the App.



6. Now you're ready to use Google Classroom!

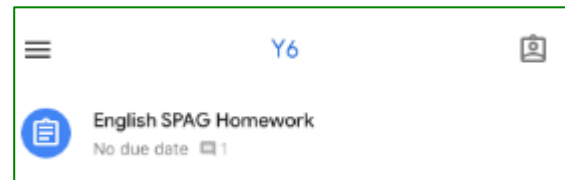


Access your class' stream here which is a live chat where you can discuss work with your classmates and teacher, and you can ask any questions about your work! Whether that be work set in the Classwork tab or any of the tasks sent home in your work-packs.

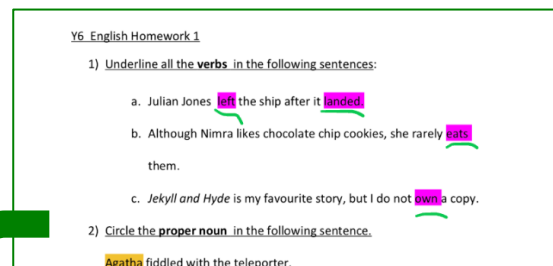
Access the tasks and work set by your teachers here! It is really important to ask questions in the stream if you are stuck or are struggling to complete a task. Just like in class, we are here to help you!

See which teachers are part of your classroom and who else is active in your class.

7. Tasks will be displayed under the 'Classwork' tab like this →
You should receive notifications if there are any new tasks being set.
Click the task to view the instructions and complete the activity.



8. When you click on an attached activity, there will be a set of tools at the bottom of the activity for you to 'mark-up' the task and then you can click 'Save' to let your teachers know you have completed the work.



If you have any questions to do with Google Classroom, please let us know or ask a question on our St Alphonsus' Catholic Primary School Facebook or Twitter pages:

