

Year 3's Guide to Using Google Classroom at Home

Signing in

1. Go on google and click on the blue 'sign in' in the top right hand corner.
2. When logging in children will need to use their first.last name followed by '@bonneygrove.herts.sch.uk'. They will then use their own individual password which they use at school to access the google chrome books.
For example: Email - John.Smith@bonneygrove.herts.sch.uk
e.g. Password - coats

Accessing Google Classroom

1. Once you have logged in you will need to access the google classroom app, which can be located by clicking on the 9 little squares in the top right hand corner.
2. You will then see I have already added you all to the classroom titled 'Year three @Bonneygrove'. You just need to click on this classroom to enter each time.

Completing Tasks

1. Once you are in the classroom you will see along the top 3 tabs. You will primarily use the tab labelled 'Stream'.
2. Here you will see anything I have posted. This may include questions for you to answer or assignments for you to complete.
3. If I have posted a question - you click on the question and in the top right hand corner you will see a box which says 'type your answer'. You can type your answer here and click 'hand in'. This will allow me to read your answers to my questions.
4. If I post an 'assignment'. You will click on this also. Again in the top right hand corner you will see the option to Add or create. Click on this and select 'docs'. Children should then complete the task on a word document and then select turn in (top right hand corner).
5. This will then return you to the same page where you will select 'Hand in'. This will allow me to access the assignment you have just created.

You will notice that children will have the option to publically comment on questions or tasks or the main page. This should be used to ask general questions about the task so I can address any misconceptions. This should not be used for conversation between children. If this is the case, access will be restricted.

Thank you for your support and hopefully we can work well together using google classroom.