# Parent Help Guide for Google Classroom

How to access Google Classroom.

You can access Google classroom in 2 different ways.

1) Children can logon via their MySchool Account by following the instructions below.

Internet Search – MySchool (children to enter C2K username and password).



## *Usernames and passwords will be provided by each teacher via SeeSaw.

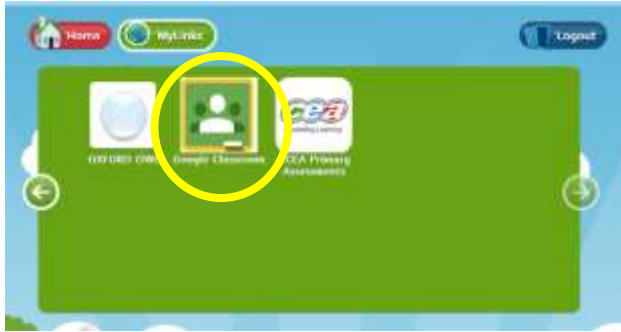You will then have access to your child's home screen. Select My Links (circled in yellow below).



Once you have selected My Links, scroll across to the last page using the green arrow circled below.

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Select the Google Classroom App.



Next enter your child's C2k email address and password. Their email is simply their **username@c2ken.net**
**Example corourke863@c2ken.net**

The password will be the same as the one they used to logon to MySchool.



2) You can also download the Google Classroom App to another digital device such as a tablet or a phone by accessing the Google Play Store or the App Store. You would enter the C2K email address and username as above.
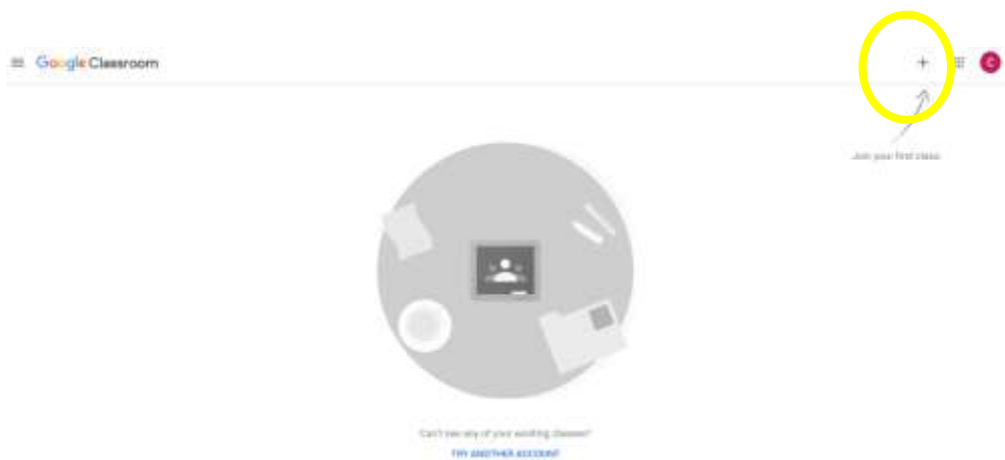
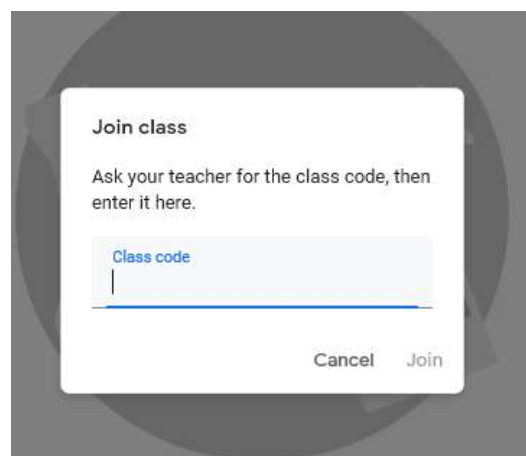Once logged in, follow the instructions on the screen.
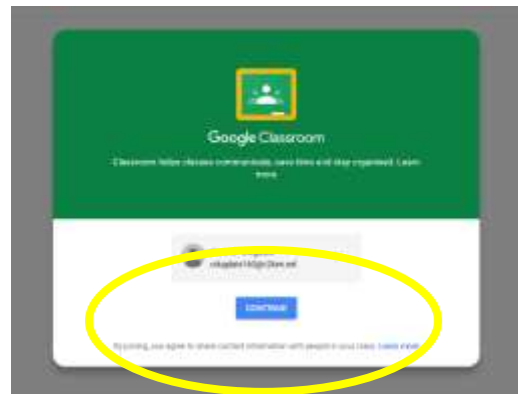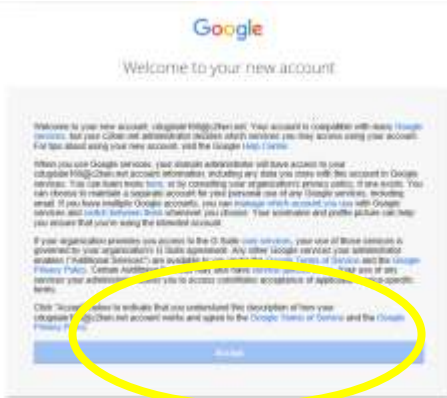
# Parent Help Guide for Google Classroom
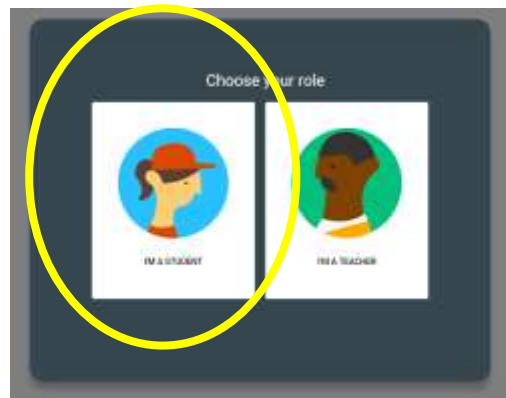


Once you are on the homepage for Google Classroom, select the + button at the top right hand corner of the screen to join a class.
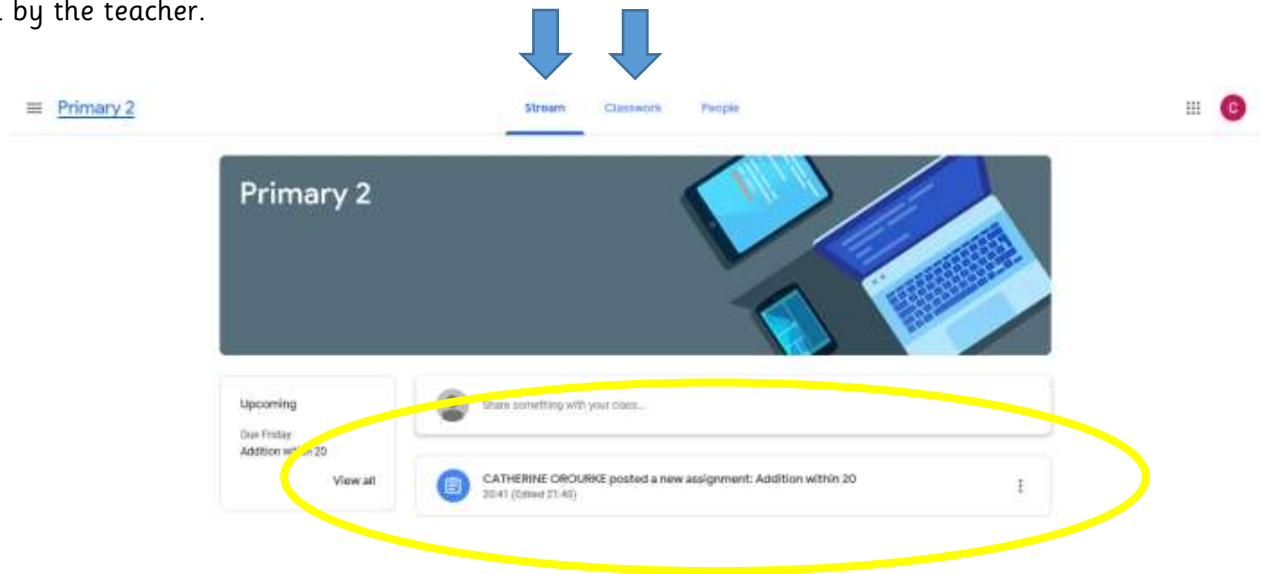


You will then be asked to join your child's class by entering the class code. This will be given to you by your class teacher.
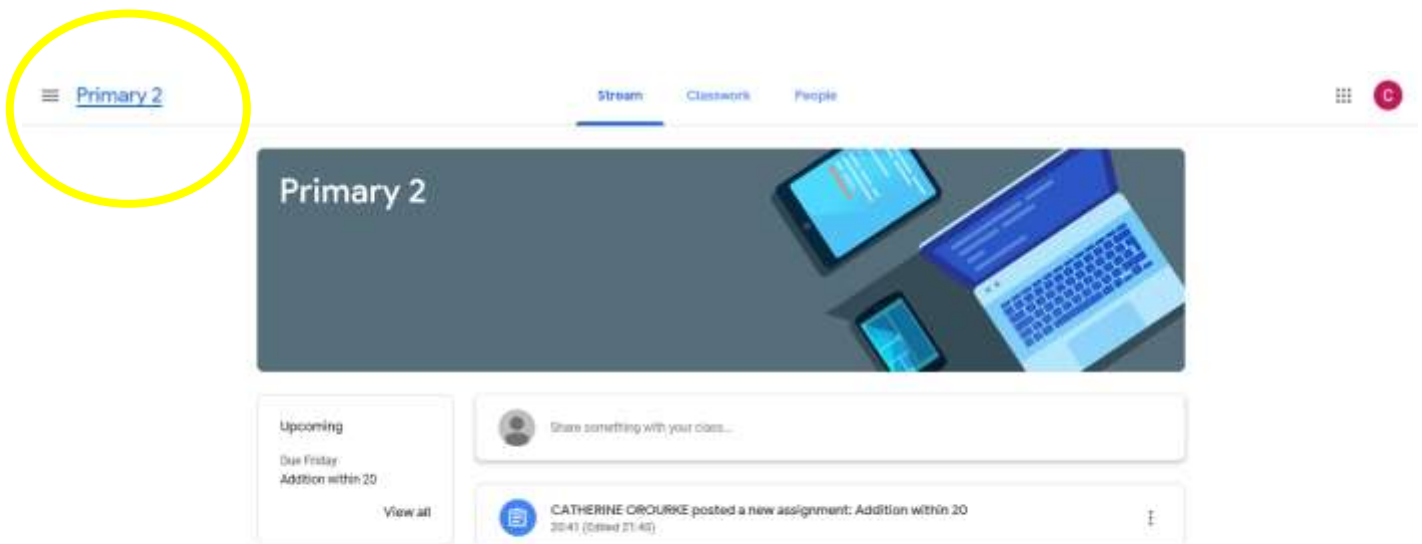
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Now you will now be a member of your child's class where you will have access to tasks and resources provided by the teacher.



**Stream –** Like a newsfeed which provides an overview of activities and resources which have been set for your child.

**Classwork –** Where you can find daily and weekly tasks.

Select the 3 bars in the left hand corner to access the calendar which will provide an overview of when tasks will have to be completed.



Click into the document to select your chosen task.

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Depending on what tasks each teacher has set for your child to complete, you may be able to simply edit the document in order to record your child's answers before you submit their work. However, as some documents are PDFs, they are unable to be edited. Therefore, you can record your answers in a few ways.
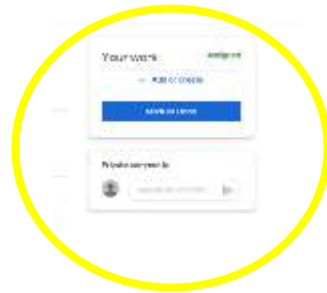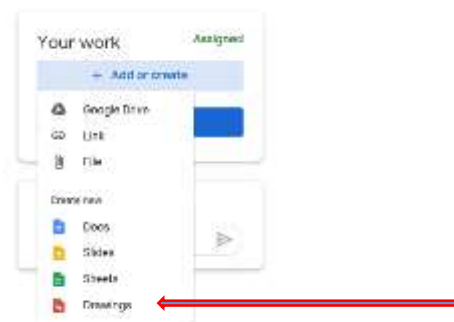
1) Pupil can handwrite the answers and a photo can be uploaded as a file.
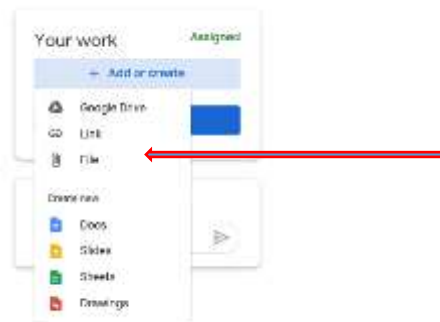
2) Pupil can create an online document to record their answers.
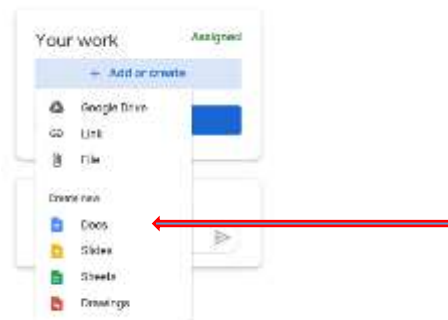
3) Pupils can also record their answers on the Drawings tabs where a textbox, a photo or comments can be added.

Whatever way you choose to record the answers, they are automatically saved in the child's work on the right hand side of the page. This can be edited as and when needed until you choose to hand the task in.
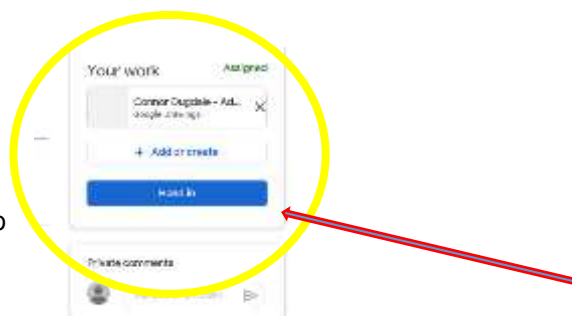
# Parent Help Guide for Google Classroom

Once your child has completed their chosen task, they will have to submit their document to their teacher before the given deadline. They do this by hitting the blue 'Hand in' button.

Hand in
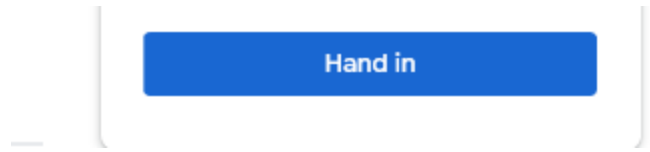
After submission of a task, if you have realised that you want to edit the document that you have created, you can choose to 'Unsubmit' and resubmit with your corrections.

Unsubmit