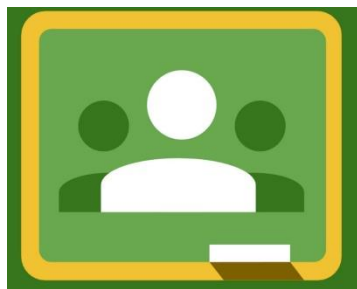


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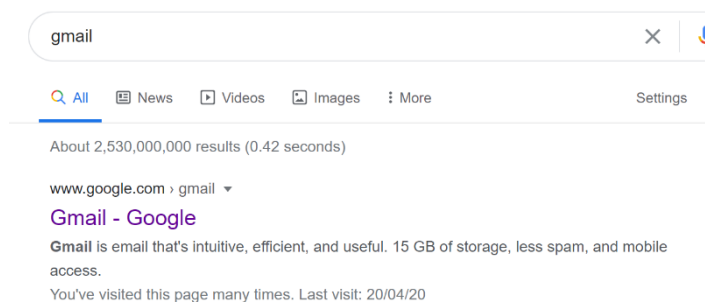
Dear Parents/Carers,

Please find a short guide/instructions on how to access Google Classroom for the children of James Elliman Academy.

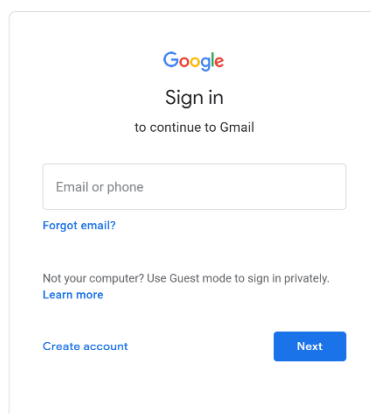
1. Open your search engine on your laptop, computer, tablet or phone.



2. Search for Gmail.



3. Click on the link and type in the email address and password provided by the school.



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4. Click on the new email which has been sent from the school/your child's year group (An invitation to google classroom).

Class invitation:

5. Click join.

JOIN

6. You will now be able to view the class page.
7. At the top of the page - click on classwork. You will be able to view all tasks that have been set by the class teacher for your child.

Stream

Classwork

People

8. Click on an assignment to view and complete the task.
9. If your child needs support, they can use the private comments to ask the class teacher for help.

Private comments



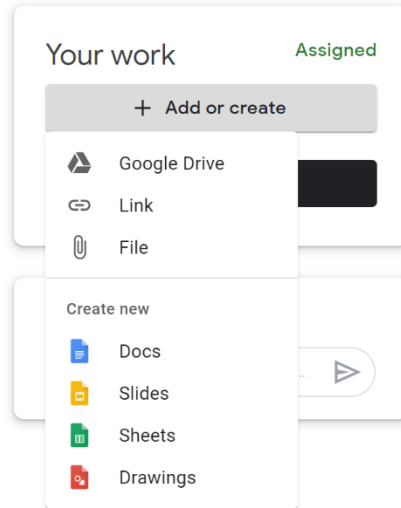
Add private comment...



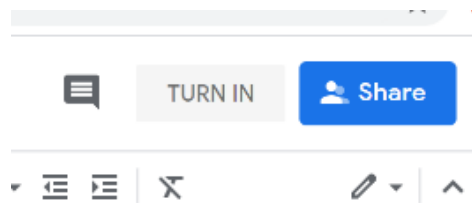
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10. Your child can complete the task using the add or create tab, where they can type in the answer using Google Docs.

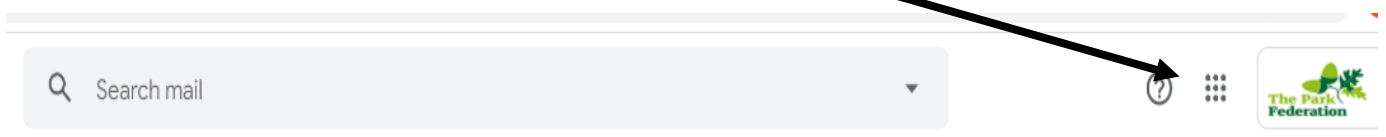
They can also upload their work using the file tab.



11. Once completed, please turn in the work for the class teacher to see.



12. To access Google Classroom after the initial login - Login to Gmail and click on the 9 dots in the right hand corner.



13. Select Classroom - This will take you straight through to the class.

