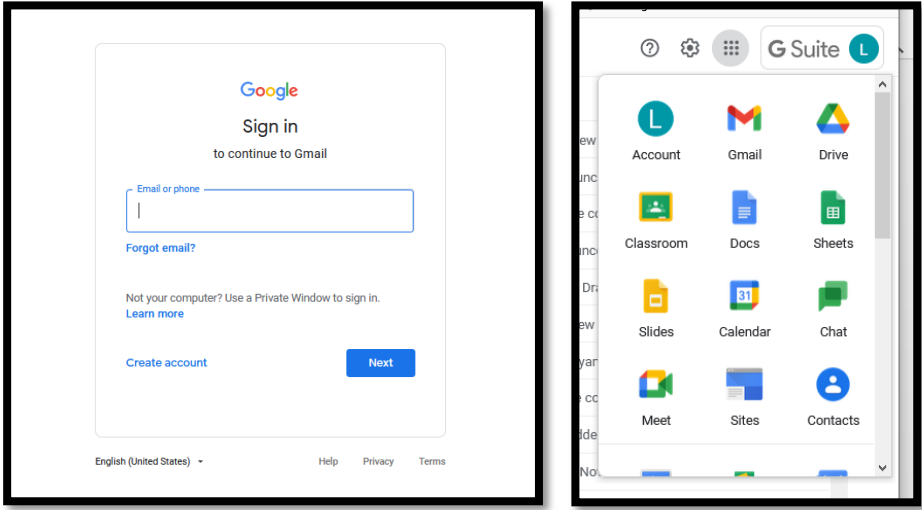
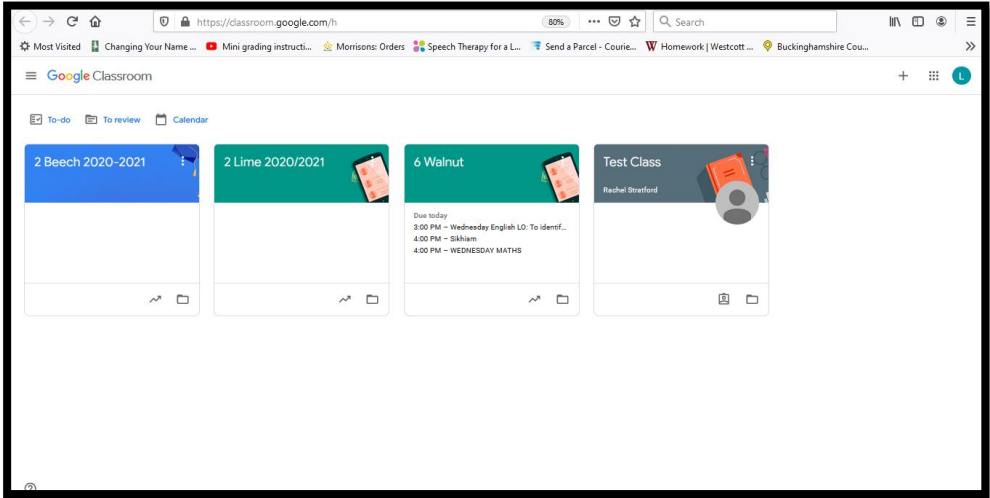
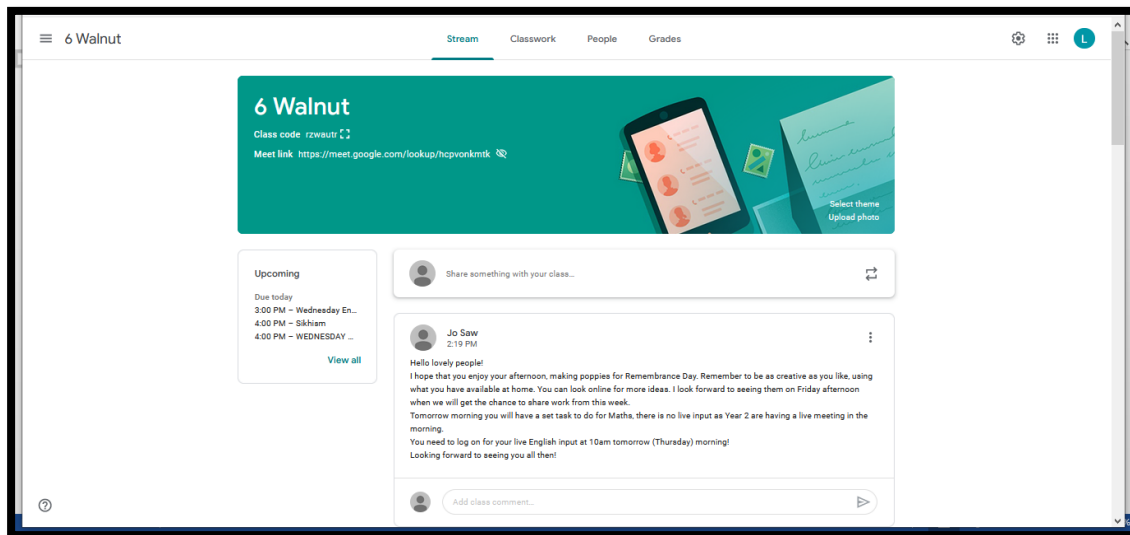


Thomas Hickman School Guide to Google Classroom; Getting Started

Any ongoing problems that you are unable to solve, either call the school office on 01296 485683 or email DL@thomashickman.bucks.sch.uk

Screen shot	Guidance
	<p>Log on to Google Classroom using your child's @thschool.net email</p> <p>On a laptop log in via Gmail and then find the google classroom app from the menu Tablet click on the Google Classroom app, or access through Gmail (recommend downloading the app).</p> <p>Chromebook –log in and search in the browser or select from the Google menu</p> <p>Your children should already have done this at home anyway and have also had a couple of sessions in school.</p>
	<p>Once logged in select your child's classroom</p>

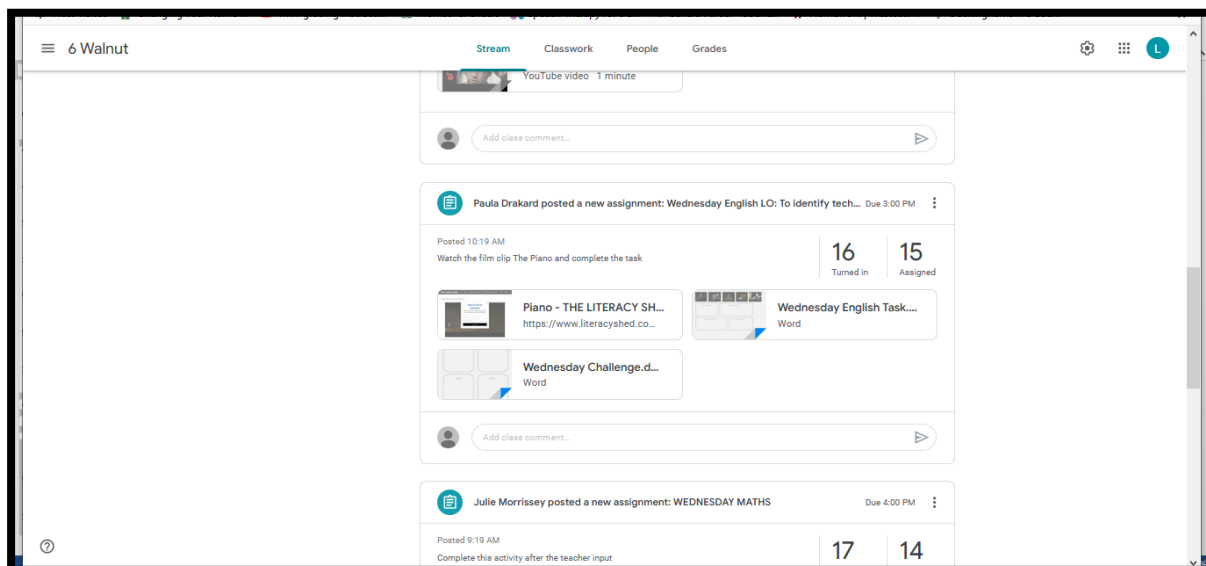


The class page will look something like this.
This is the 'Stream' tab of the classroom.

The layout and way to interact with it is very similar to Facebook; most recent posts will appear at the top and you can scroll through and click on each entry.

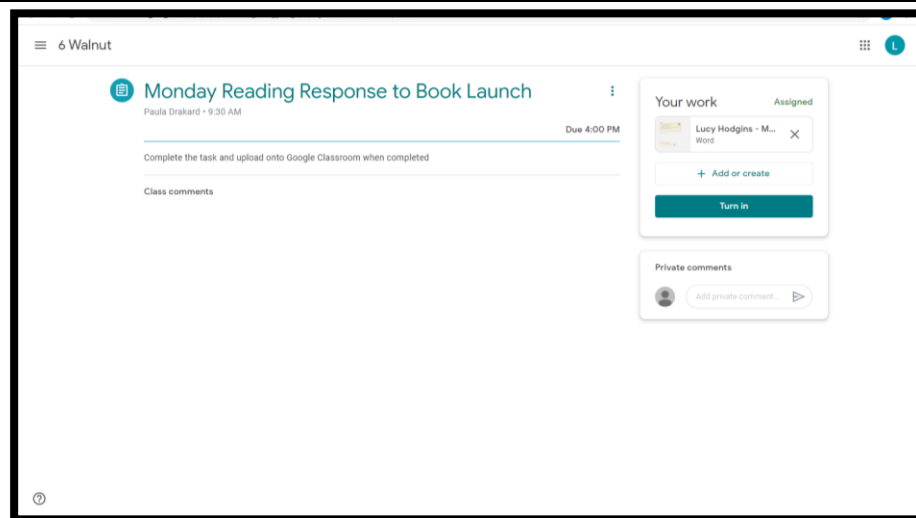
Children can also send messages to their teacher through the classroom. This is private and staff will respond to any questions or queries the children have.

The post shown here is a general information update from one of the teachers in Year 6.

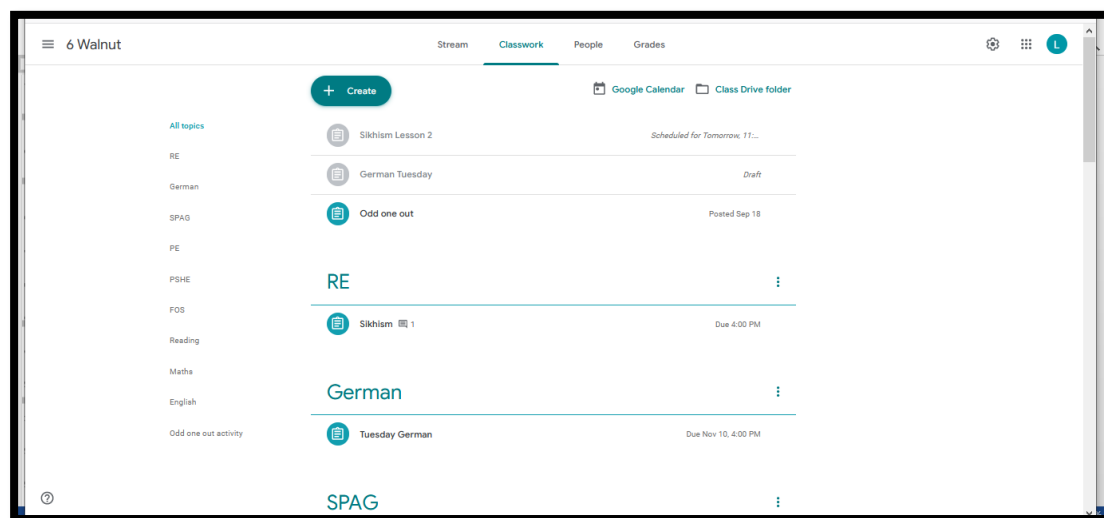


Posts like this one are where you will find teaching documents and work assignments.

There is a date it was set and also when it is due to be completed and 'Turned In'. See the separate guide for how to turn in your child's work once it is completed.



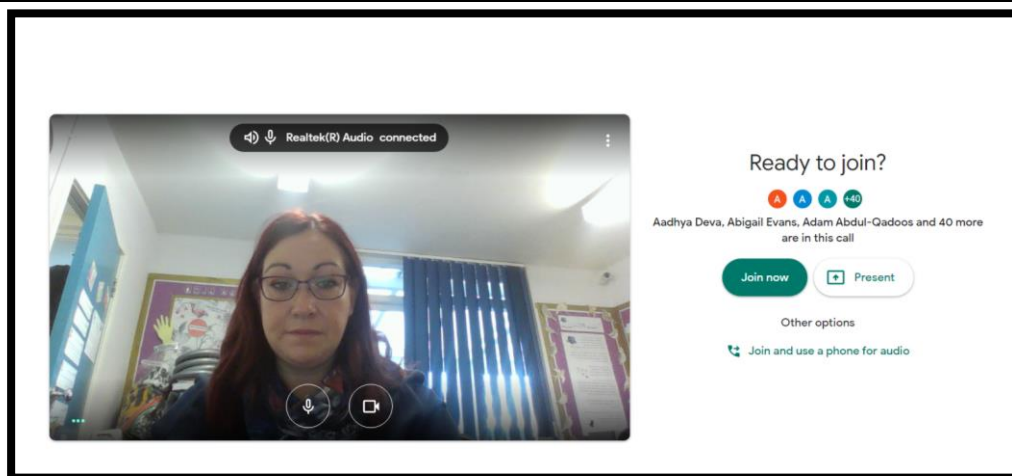
Once you click on a lesson entry, the page will look like this.



Clicking on the classroom tab at the top allows you to access work by subject.

Not all lessons will have a live meet, so this is a good way of keeping up with what work has been set, completed or not yet done.

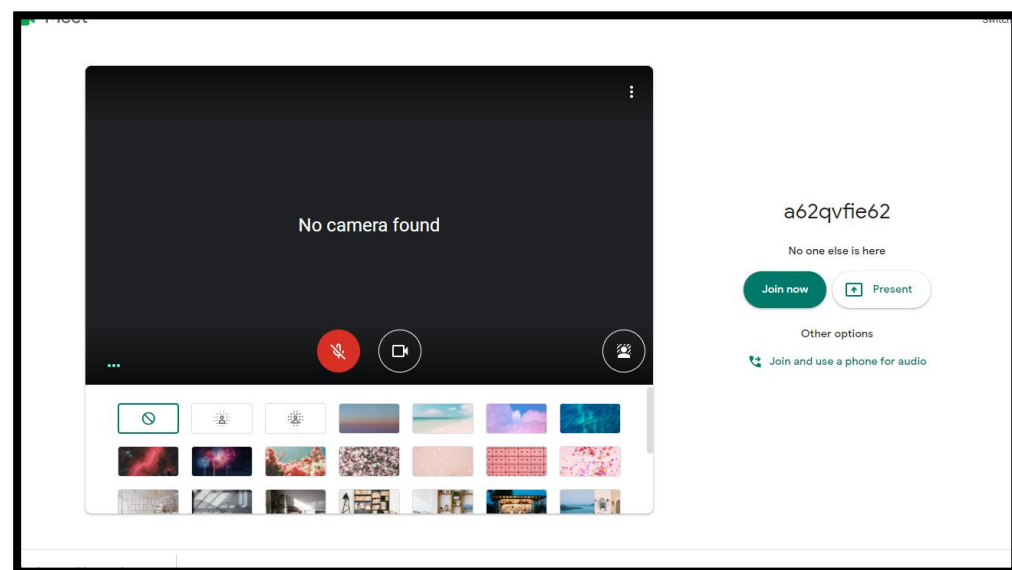
By clicking on the subject from the list on the left, you are taken to a page for that particular subject, and all the work that has been set will be visible on there.



For live lessons teachers will create a new post which includes the link to the meet. To join the meet, simply click on the icon and it will automatically take you in.

Click Join when prompted and your teacher will let you into the meeting.

You can blur your background at this point too.

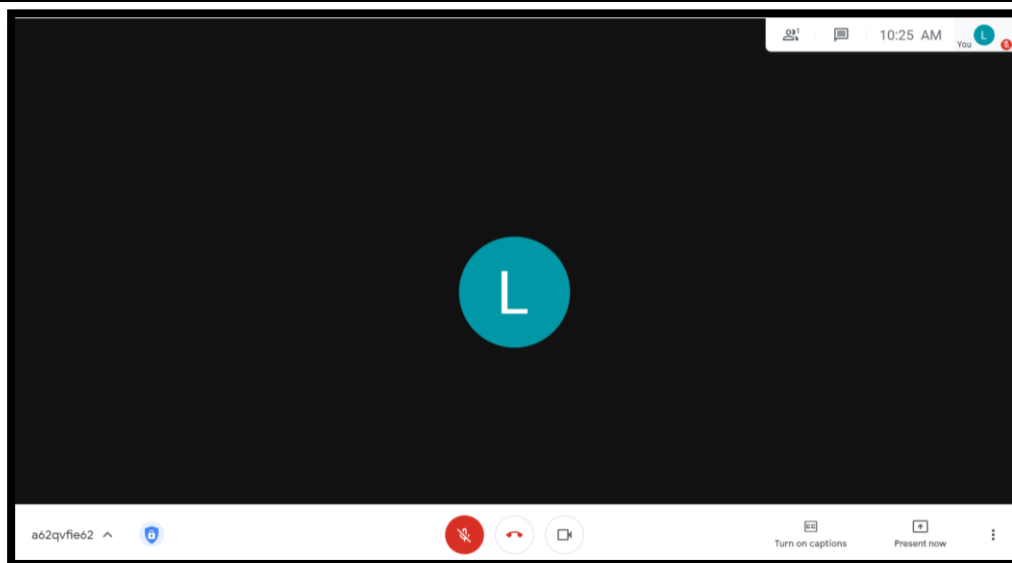


It is now that you can change your background.

In the video screen here you can see an icon in the bottom right – it looks like a person's portrait.

If you click on that you can choose to blur or have a different background. This helps to safeguard all meeting users.

If this option does not appear, then your browser does not support this function. In this case you need to ensure that your child is sat with their back to a wall or where there is nothing distracting or compromising in the background.



Once in you need to mute you microphone using the symbol shown on the white task bar along the bottom of the screen.

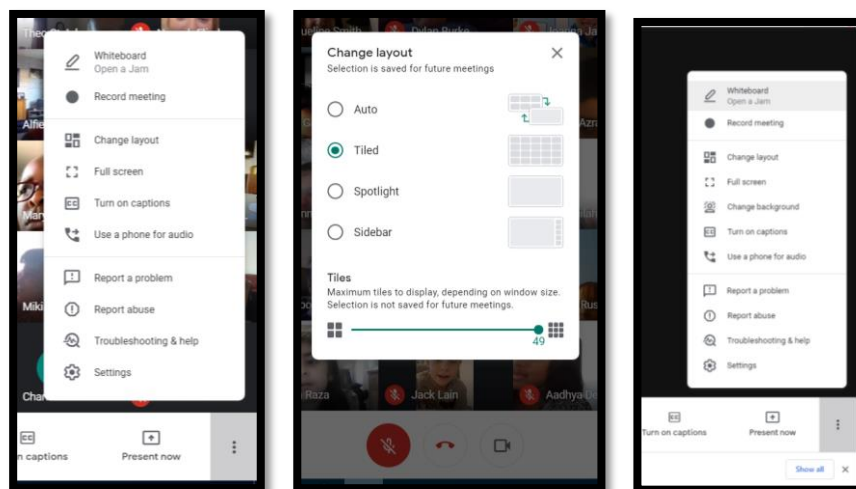
There are 3 symbols in the middle. Microphone is on the left; white is on, red is off.

Telephone symbol – use this to leave the meeting at the end

Camera – white is on, red is off

It is important that the camera is on at the start so that staff can identify your child and mark them into the register.

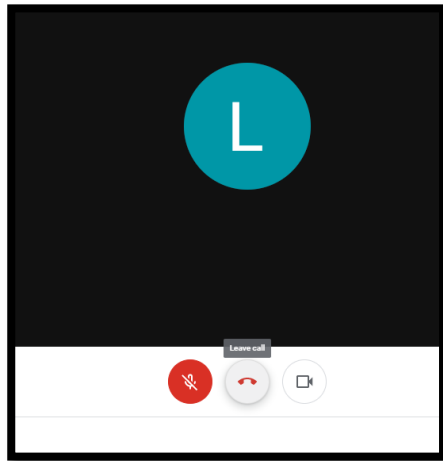
Staff may then ask children to switch off their camera using the camera symbol.



To see more people who are attending the meeting you can use the 3 dots at the end of the white task bar. Select change layout and use tile, you can also increase the number of people you can see to a maximum of 49 users.

It is in here that you can also change your background if you forgot to do so earlier.

If this option does not appear, then your browser does not support this function. In this case you need to ensure that your child is sat with their back to a wall or where there is nothing distracting or compromising in the background.



At the end of the live lesson you can leave the meeting by clicking the red telephone symbol.

Throughout any live meet, please ensure that it is just your child on the screen and follow all instructions from teachers

Do not type in the live comments.

Listen carefully and follow instructions given by the teacher as this may change as the meeting progresses.

Do not turn your mic or camera on or off unless instructed to do so by the class teacher.