

Google Classroom Parent Guide – Getting Started



Google Classroom

Introduction

Google Classroom is an online service designed for interactive teaching, both in the classroom and remotely. It can be used on almost all devices with an internet connection via a browser (such as Chrome, Safari, etc).



There is also a ‘**Google Classroom**’ app available in the **Apple IOS App store** and **Google Android Play Store** for download, which can be helpful if you are planning to access the classroom from a phone or tablet device.

This document walks you through an introduction to the service, some useful links on how to use it and how to access the service for your children.

Useful Resources

There is some useful information in the links below, to help you understand how Google Classroom is used in a Primary School environment.

- An overview of the functionality of Google Classroom - <https://edu.google.com/products/classroom>
- An overview of how Google for Education can be used to support remote learning during COVID-19 <https://teachfromhome.google/intl/en/>
- There’s a great example of how other Primary Schools are using Google Classroom too here... https://edu.google.com/intl/en_uk/why-google/case-studies/ormiston-primary-school/?modal_active=none
- A useful guide to how Google Classroom is typically used by Teachers can be found here... <https://www.youtube.com/watch?v=7fkADrNhCPg>

Getting help

There’s lots of useful information at <https://www.plaistowandkirdford.org/googleclassroom> and some excellent resources on YouTube.

If you require any additional advice or help, please send an email to pkpsgooglesupport@plaistowandkirdford.org and we will get back to you as soon as we can.

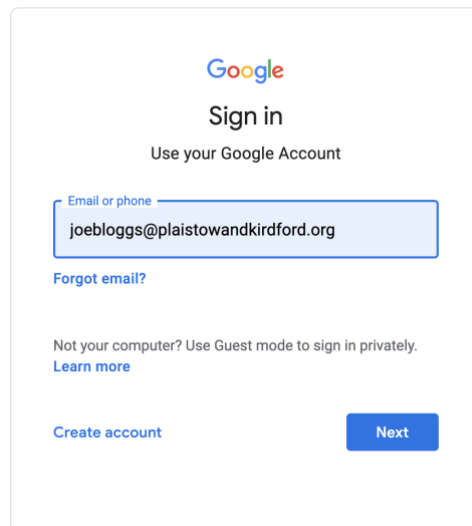
Signing in Process

To log into google Classroom as the student, go to <https://classroom.google.com/>

Make sure you are not signed into Google as another user – if so, click the option to ‘sign out’ and you will be presented with the Google ‘sign in’ box, click ‘Add another Account’.

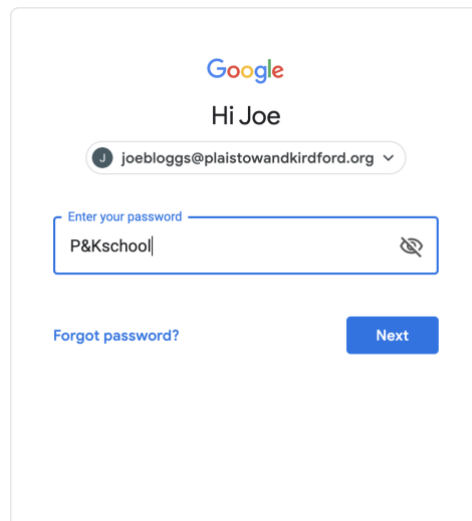
Enter in the student’s sign-in ID as provided to you (i.e. it is in the format firstname.lastname@plastowandkirdford.org, no spaces, Joe Bloggs example shown below) and click ‘Next’.

Note, hyphenated names will be set up in the same way, e.g. john-paulsmith@plastowandkirdford.org or johnsmith-clark@plastowandkirdford.org



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone' containing the email address 'joebloggs@plastowandkirdford.org'. There is a link for 'Forgot email?'. Below that, it says 'Not your computer? Use Guest mode to sign in privately.' with a 'Learn more' link. At the bottom, there are two buttons: 'Create account' and 'Next'.

You will then be asked to enter your password. The initial password for all students is **P&Kschool** . You will be asked to set your own specific password for the student shortly. Click ‘Next’.



The screenshot shows the Google password entry page. At the top is the Google logo, followed by 'Hi Joe'. Below this is a dropdown menu showing the email address 'joebloggs@plastowandkirdford.org'. There is a text input field labeled 'Enter your password' containing the password 'P&Kschool'. There is a 'Forgot password?' link and a 'Next' button.

Please feel free to review the Google terms of service. When ready, click on ‘Accept’.

Welcome to your new account [@plastowandkirdford.org](#). Your account is compatible with many [Google services](#), but your [plastowandkirdford.org](#) administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your [@plastowandkirdford.org](#) account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.


If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your [@plastowandkirdford.org](#) account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

You will now be asked to create a new password and confirm it. Google require one with at least 8 characters (note we have allowed simple passwords for the students as long as they are 8 characters).

[Find out more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

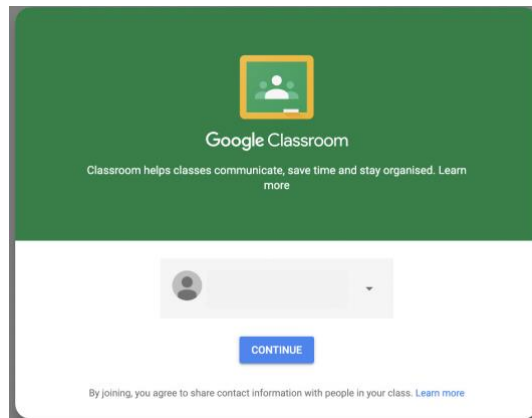
Confirm password

[Change password](#)

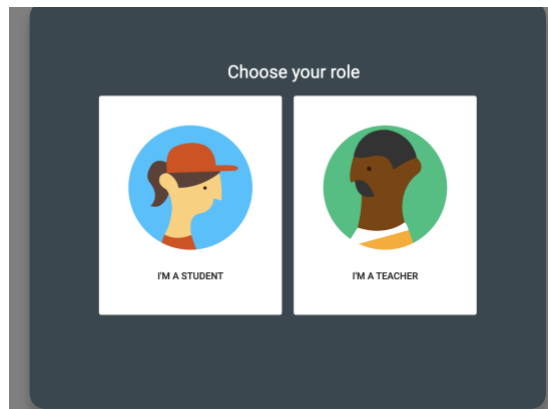
STORE IT SOMEWHERE SAFE!

If you forget your password and need it reset, please contact pkpsgooglesupport@plastowandkirdford.org

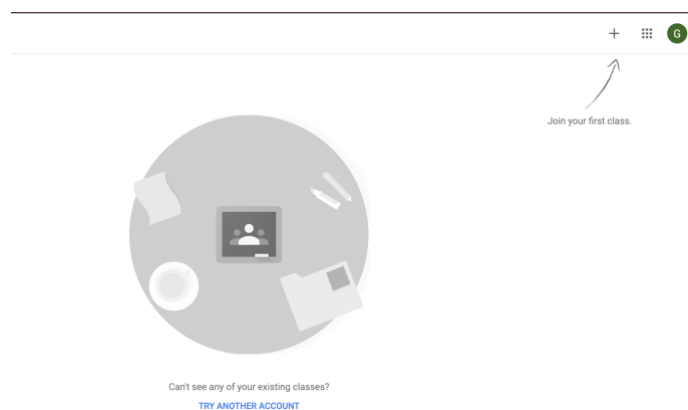
You are now logged into Google Classroom, please select the correct ID for the student and press 'Continue'



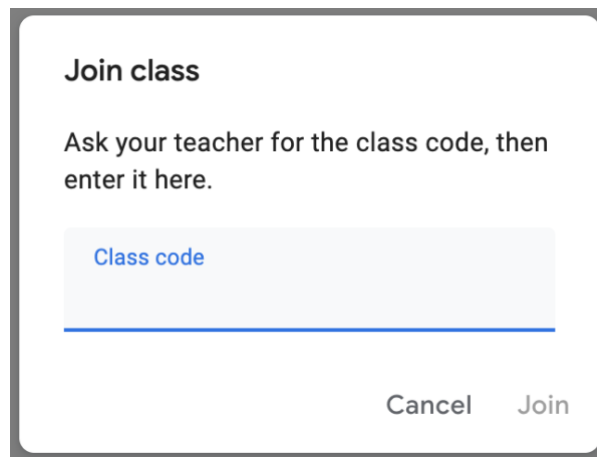
Confirm you are a student (you only need to do this once)



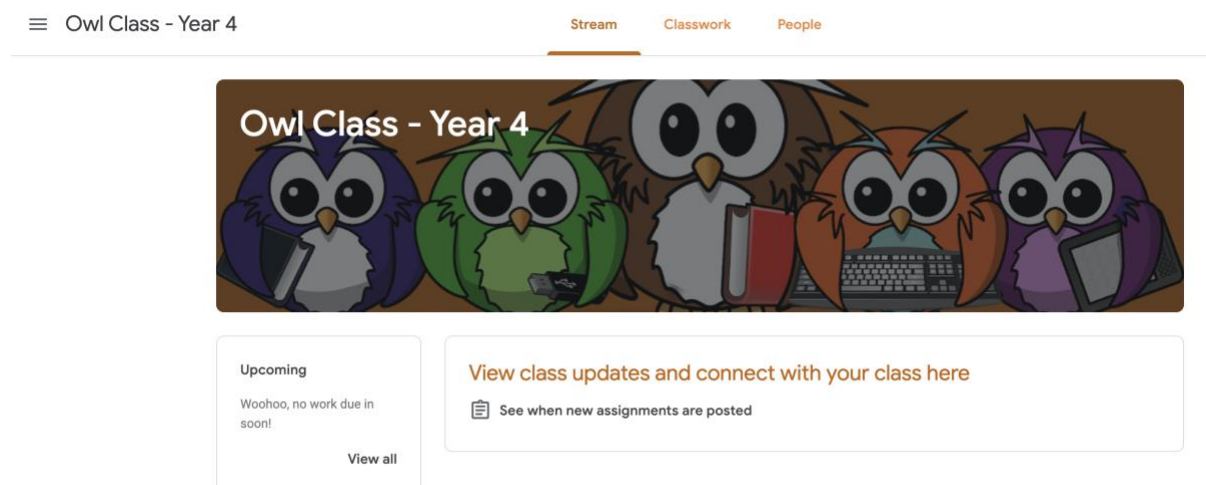
Click on the '+' to add a classroom to your account



Enter in the Code your teacher gave you via the your class blog - make sure you use the right case of letters, capitals or lower case – each class has a unique code.



The student is now part of the class and will receive updates and assignments. The image below shows the landing page for the Year 4 classroom – each class will have their own landing page content specifically for their won class.



Tablet and Phone apps for google Classroom

To use the IOS or Android apps, search for Google Classroom on you appropriate app store and login with the student's user ID firstname.lastname@plaistowandkirdford.org and the new password you set for the student.



Security and setup

We take online security and privacy seriously at Plaistow and Kirdford Primary School and followed the 'best practice' configuration advised for students under the age of 13.

All students have been set up in a group within Google Education that means that they cannot access any of the paid for or Social Media services that Google offer like Google+, Play Store, Wallet, etc. This is in alignment with the Google terms of service which states that for under 13s, they must be in an organisational unit which is compliant with COPPA

<https://cloud.google.com/security/compliance/coppa>

Apps > Additional Google services

Additional Google services

All users in this account

Groups

Organizational Units

Search for organizational units

- ▼ plaistow and kirdford primary school
 - Plaistow and Kirdford Primary School Students

Additional Google services

Access to additional services without individual control for all organizational units is turned Off

Showing status for apps in Plaistow and Kirdford Primary School Students (under13)

<input type="checkbox"/>	Services ↑	Service Status	On/Off Inherit Status
<input type="checkbox"/>	App Maker	OFF	Overridden
<input type="checkbox"/>	Blogger	OFF	Overridden
<input type="checkbox"/>	Campaign Manager	OFF	Overridden
<input type="checkbox"/>	Chrome Web Store	OFF	Overridden
<input type="checkbox"/>	FeedBurner	OFF	Overridden
<input type="checkbox"/>	Google Ad Manager	OFF	Overridden
<input type="checkbox"/>	Google Ads	OFF	Overridden
<input type="checkbox"/>	Google AdSense	OFF	Overridden
<input type="checkbox"/>	Google Alerts	OFF	Overridden

In addition, all applications other than Google Classroom, calendar and Drive & Docs have been turned off, meaning that the students ID cannot be used for any other Google Services.

Apps > G Suite

G Suite

All users in this account

Groups

Organizational Units

Search for organizational units

- ▼ plaistow and kirdford primary school
 - Plaistow and Kirdford Primary School Students
 - ▼ Plaistow and Kirdford Primary School Students
 - Year 1 - Squirrel
 - Year 2 - Hedgehog
 - Year 3 - Woodpecker
 - Year 4 - Owl
 - Year 5 - Fox

G Suite

3 services selected

INHERIT ON OFF

<input type="checkbox"/>	Services ↑	Service Status	On/Off Inherit Status
<input checked="" type="checkbox"/>	Calendar	ON	Overridden
<input checked="" type="checkbox"/>	Classroom	ON	Overridden
<input checked="" type="checkbox"/>	Drive and Docs	ON	Overridden
<input type="checkbox"/>	Gmail	OFF	Overridden
<input type="checkbox"/>	Google Chrome Sync	OFF	Overridden
<input type="checkbox"/>	Google Vault	OFF	Overridden
<input type="checkbox"/>	Groups for Business	OFF	Overridden
<input type="checkbox"/>	Hangouts Chat	OFF	Overridden
<input type="checkbox"/>	Hangouts Meet and Google Hangouts	OFF	Overridden

Have Fun!!!!