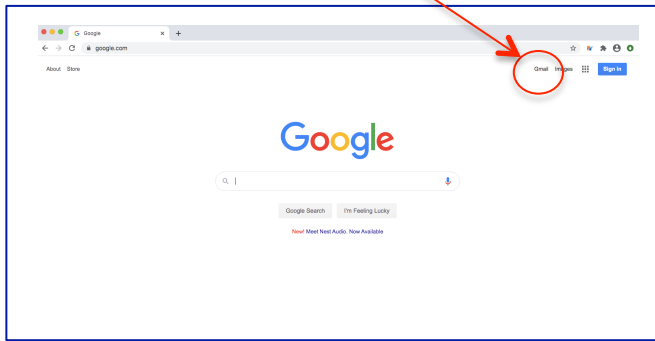




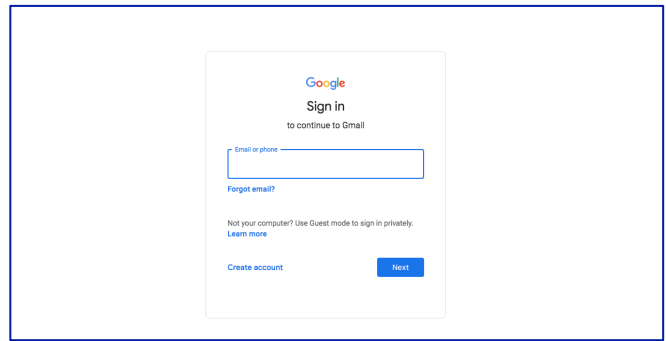
The HCEP Google Classroom Quick Start Guide - Parents and Pupils



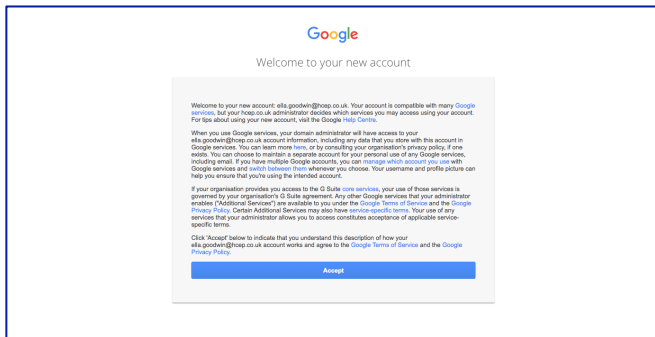
1. Go to www.google.com and click GMAIL in the top right corner



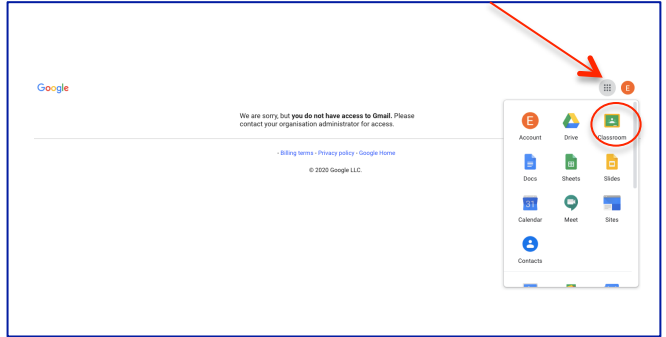
2. Log in with your child's new login. This is on your remote learning letter, which was sent with this guide.



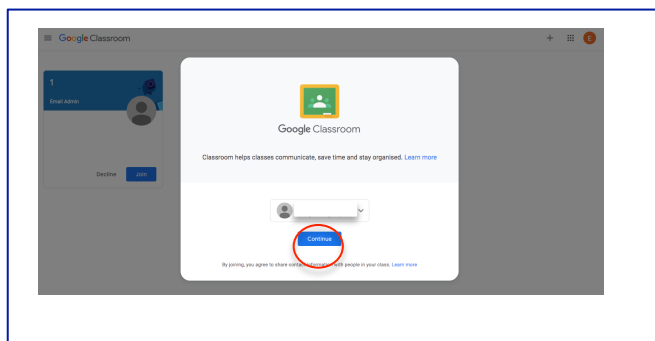
3. Accept the user agreement.



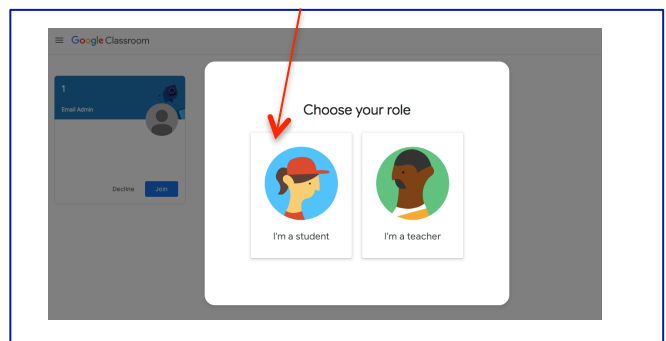
4. Click on the waffle icon and choose 'classroom'.



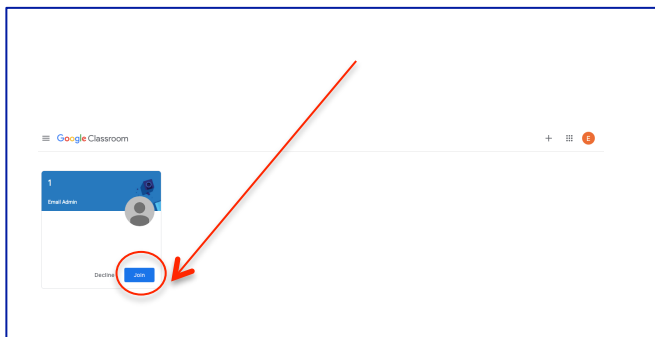
5. Click continue.



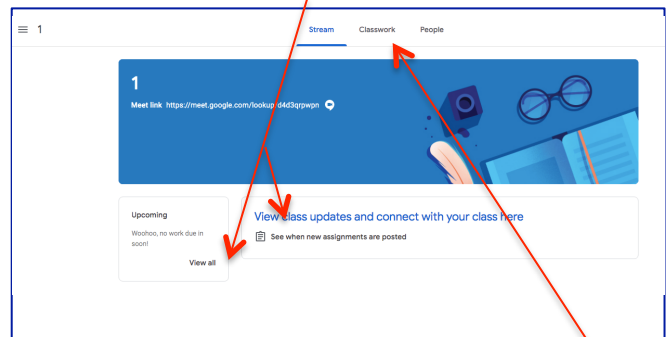
6. Click student.



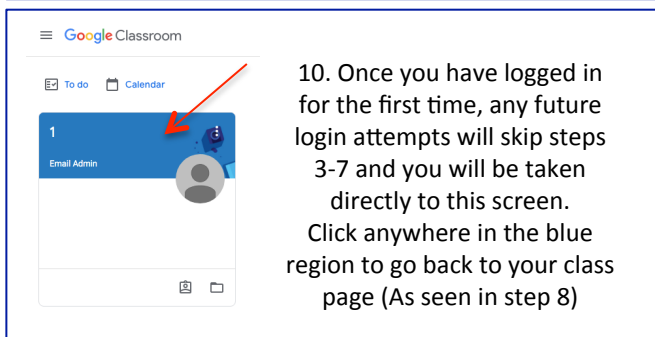
7. Click Join.



8. Any messages from your teacher will appear here.



9. Any work set from your teacher will appear here.



10. Once you have logged in for the first time, any future login attempts will skip steps 3-7 and you will be taken directly to this screen. Click anywhere in the blue region to go back to your class page (As seen in step 8)

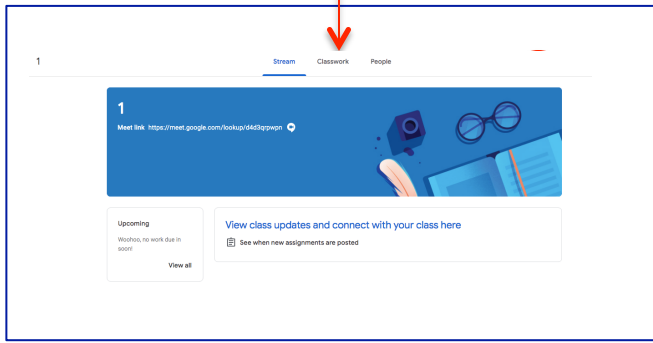


The HCEP Google Classroom Guide

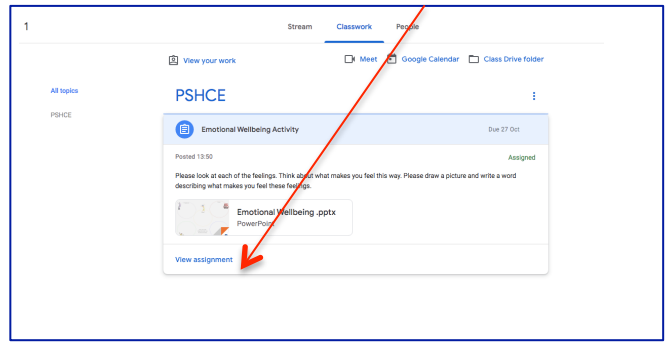
Completing Work – Parents and Pupils



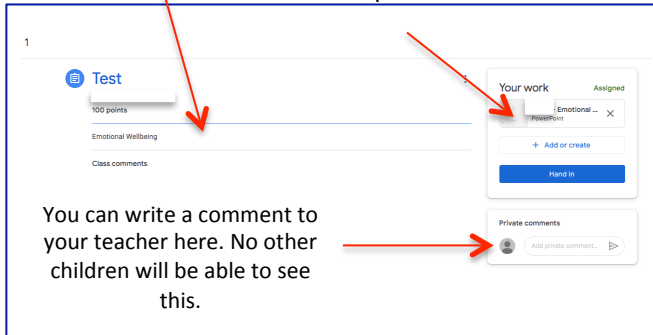
11. Go to the 'classwork' section.



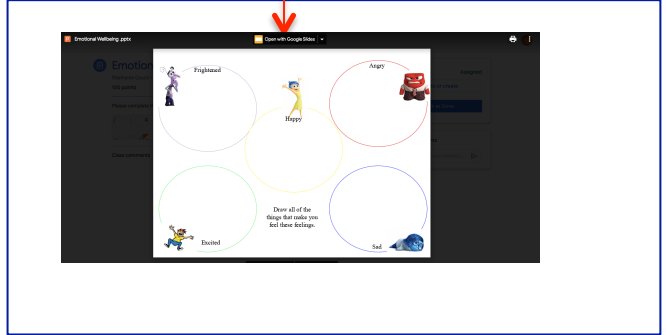
12. All work set will be listed here. To begin your work, click 'view assignment'



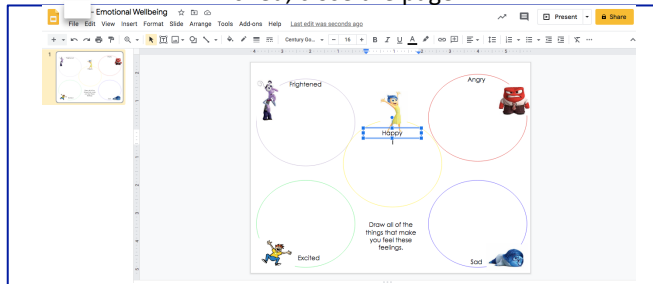
13. Read the teacher's instructions then click on the document to open it.



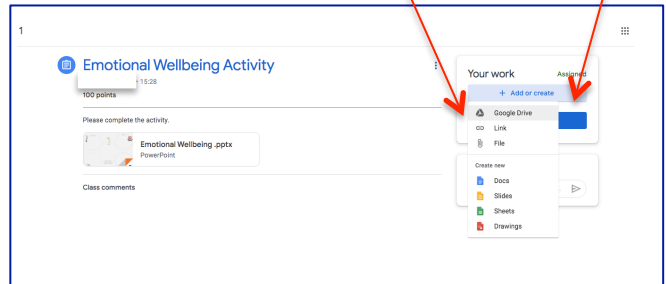
14. Click here to open and work on the document.



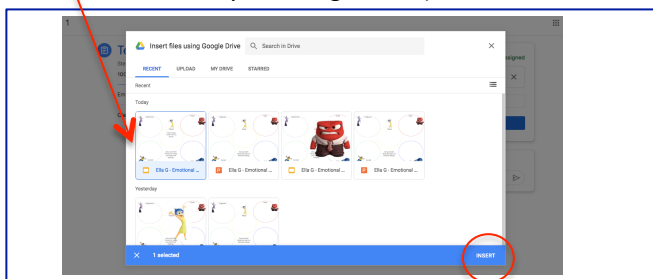
15. Click where you want to type and work on the document. This saves automatically. When you have finished, close the page.



16. Return to your assignment page and click '+Add or Create' and then select 'Google Drive'.



17. Click on your work and click 'Insert' (it might take a few minutes for your completed work to show up in your Google Drive).



18. Your inserted work will appear in this box. Click hand in.

