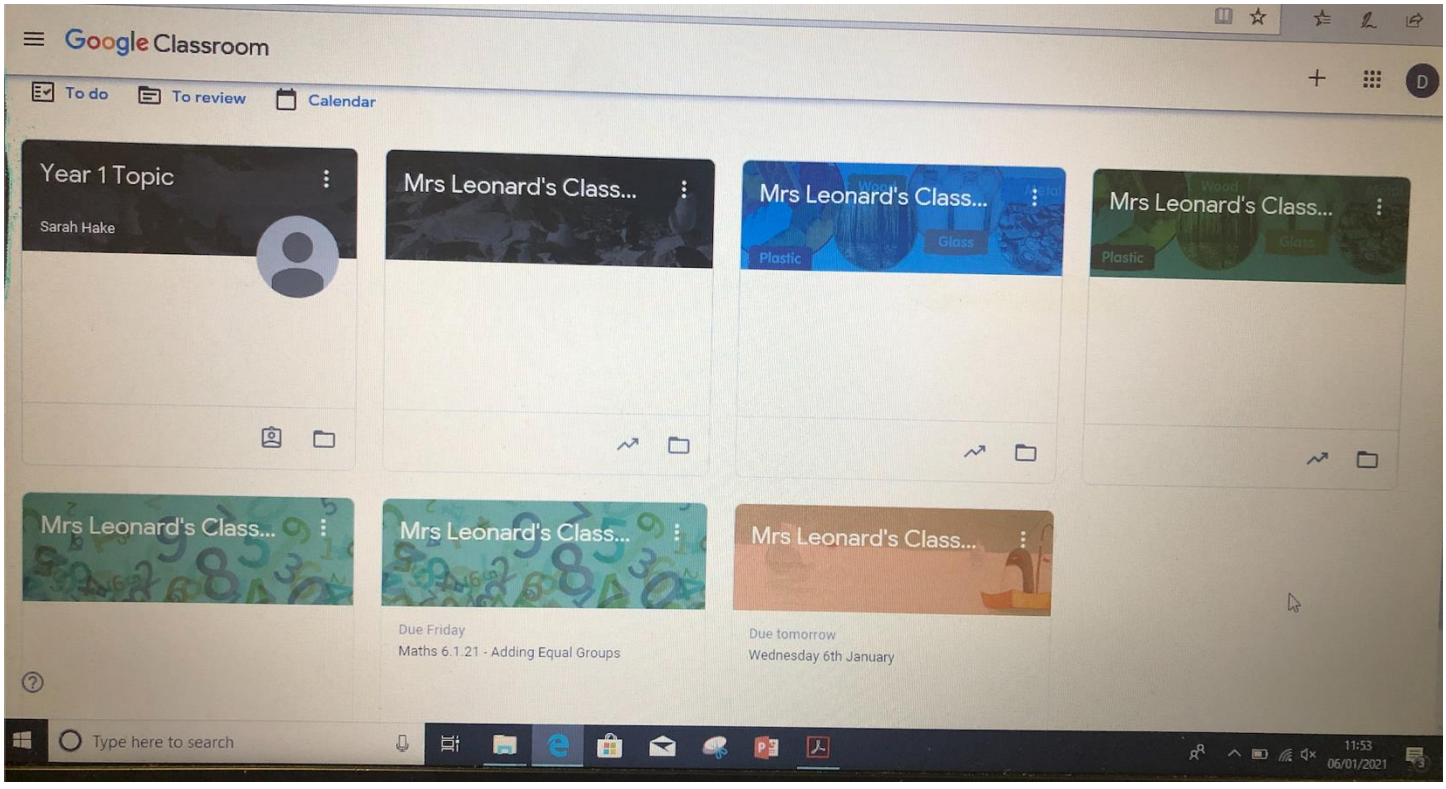
Dear Parents/ Carers,

Once you have logged onto Google Classrooms, using the provided details, there will be work assigned to you by your teacher/s.

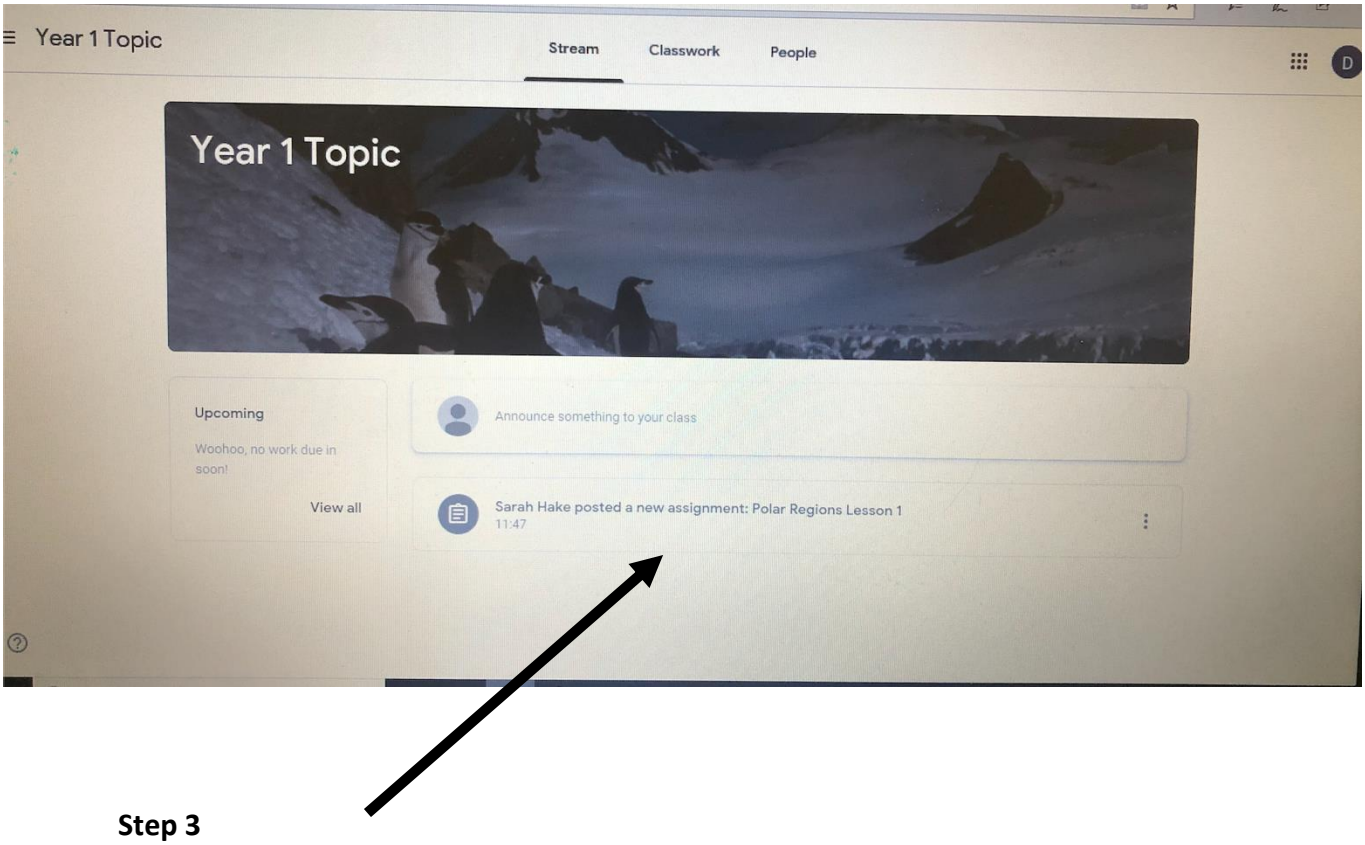
Here is a quick guide on how to view and print the given resources and upload your child's work.

Step 1
Once you have successfully logged on to your Goggle Classrooms account and accepted the links sent from your class teacher, it will show you all of your classes. These will be individual to the child. Included in each class will be the needed slides and resources for each lesson.



Step 2

To access the resources ready for your lesson, you will need to click on the necessary class/topic, following the timetable provided by your class teacher. Once you have clicked on the right topic/ class it should look similar to the picture below.

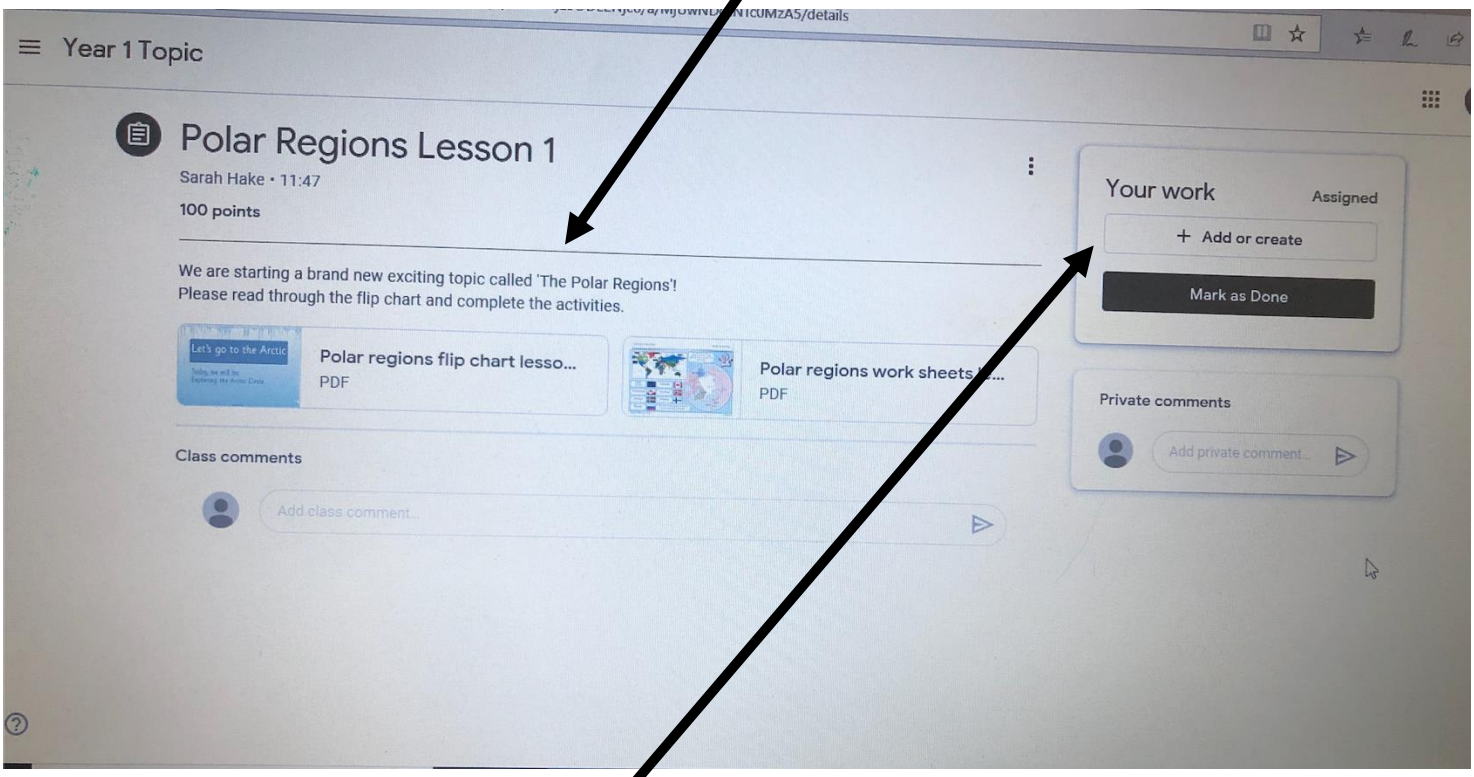


Step 3

Once you have clicked on your class/ topic, it will show the work your class teacher has uploaded. There will be different assignments for different days of the week, click on the section, which is relevant to your learning for that day, for example ‘Polar Regions: Lesson 1’. This will take you to the needed resources.

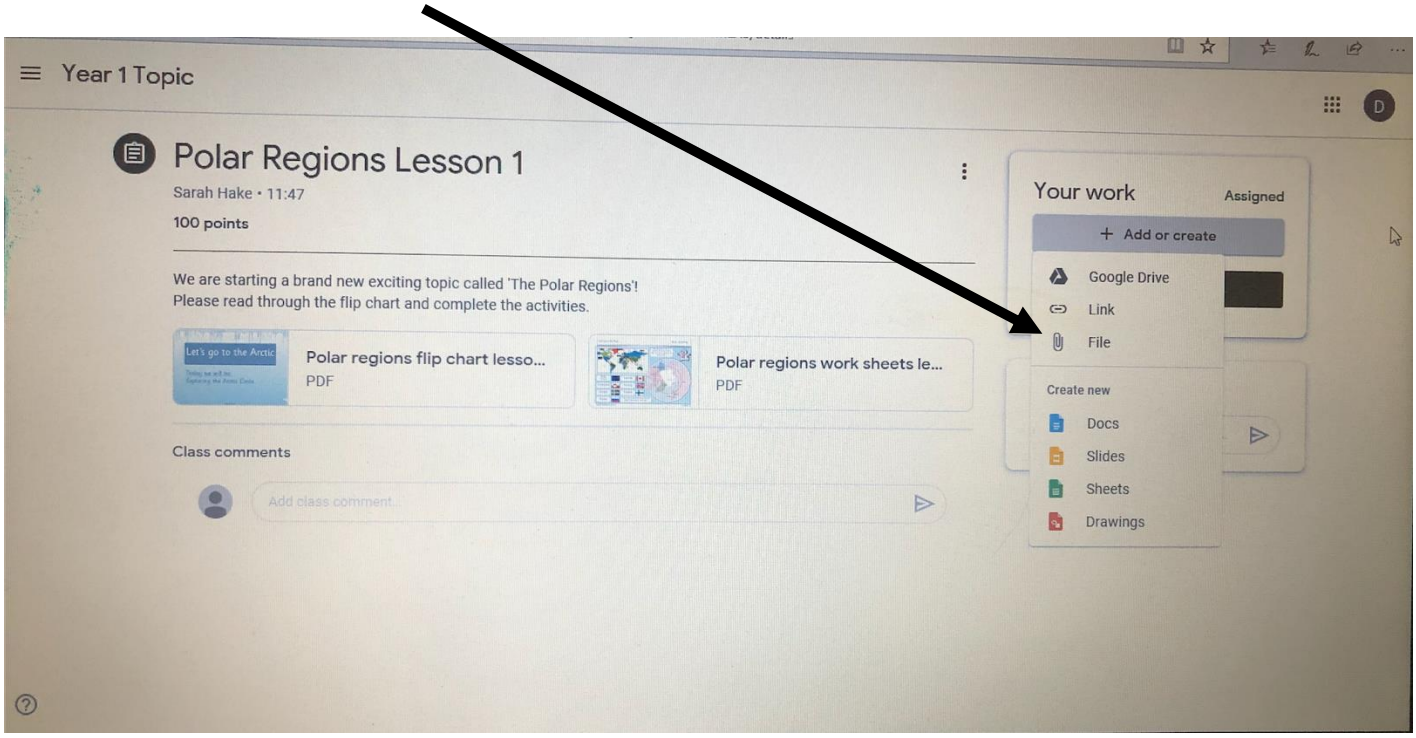
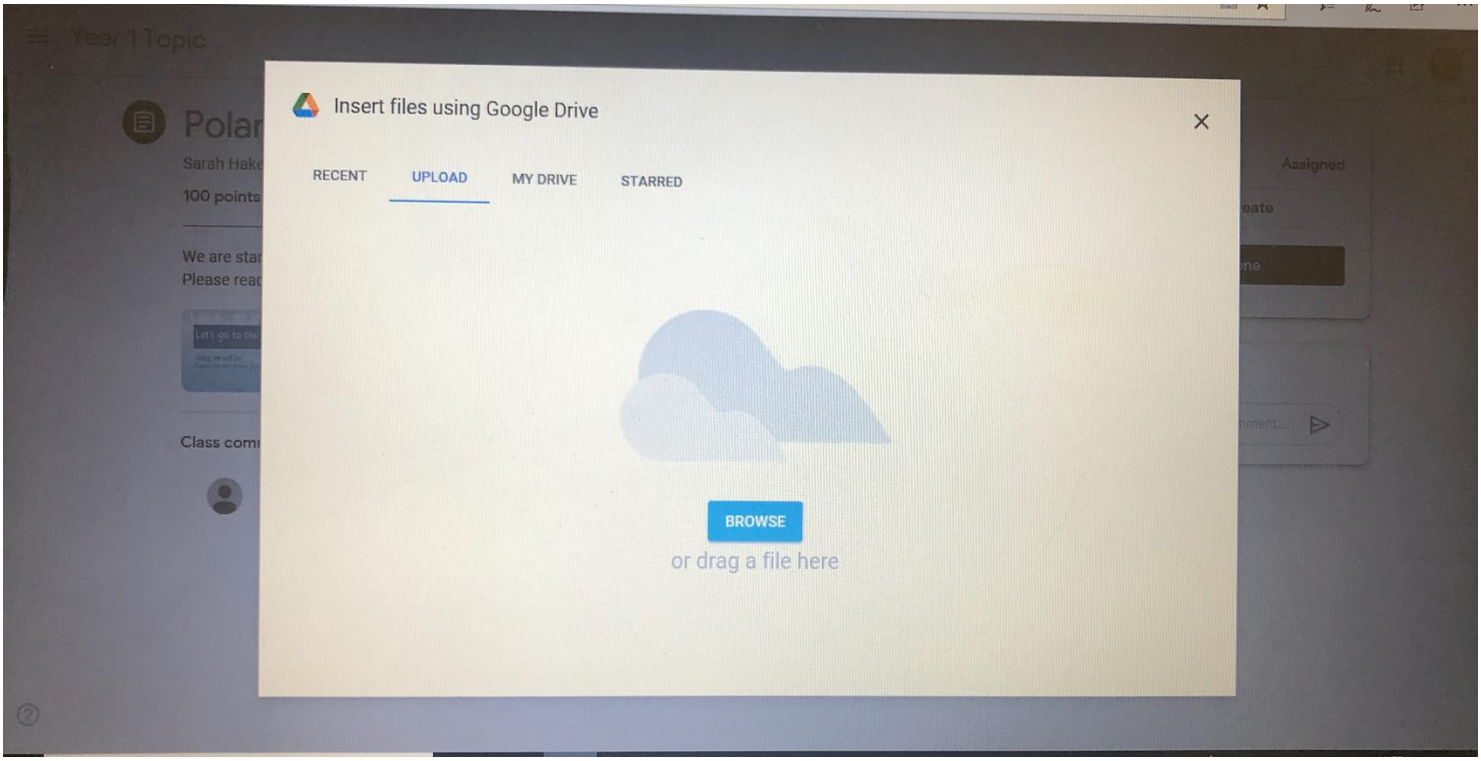
Step 4

When you have clicked on the teachers resources, there will be some brief instructions explaining the learning, alongside the resources needed. You will need to print the resources for the independent activity, ready for the children to complete and then upload for the teacher/s to see. To print these resources out, you will need to click on the tabs to bring up the work, then right click and press print. You will be able to choose just the pages needed.



Step 5

Once the work has been printed and the child has completed the given work, a photo of the completed work will need to be uploaded. The work will be added by clicking on the 'Add or create' tab.

Step 6

When you have clicked on the ‘Add or create tab’, you can click on ‘File’, to upload the photo or evidence of their work. You can find the picture on your device, via the ‘Browse’ tab, shown in the following photo.