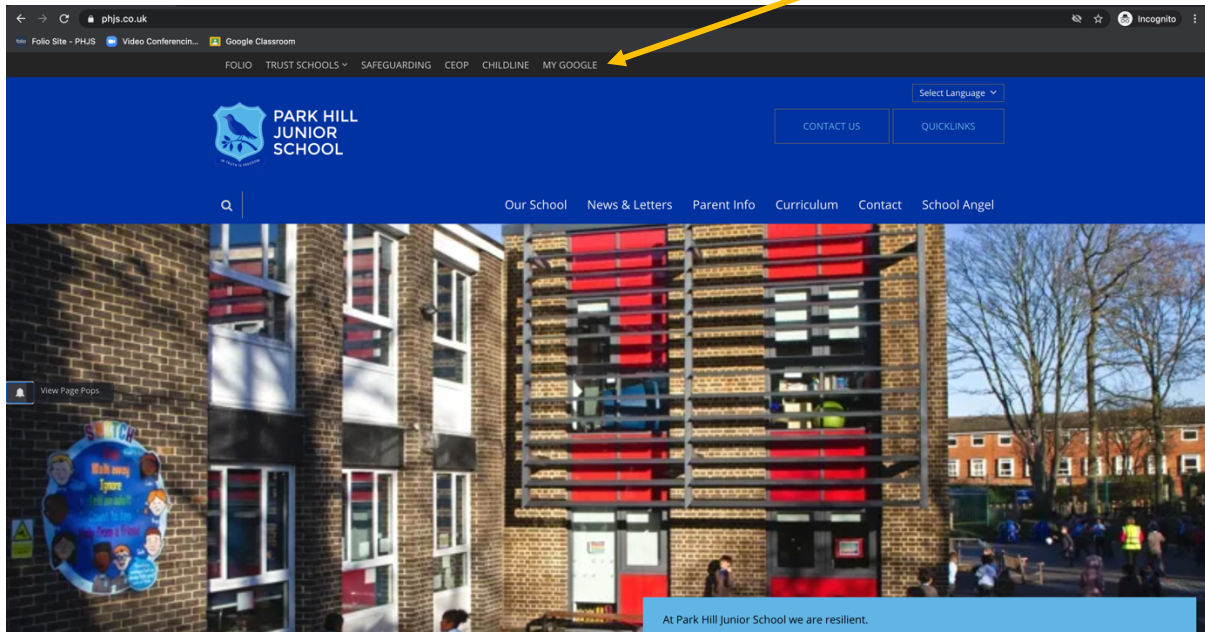




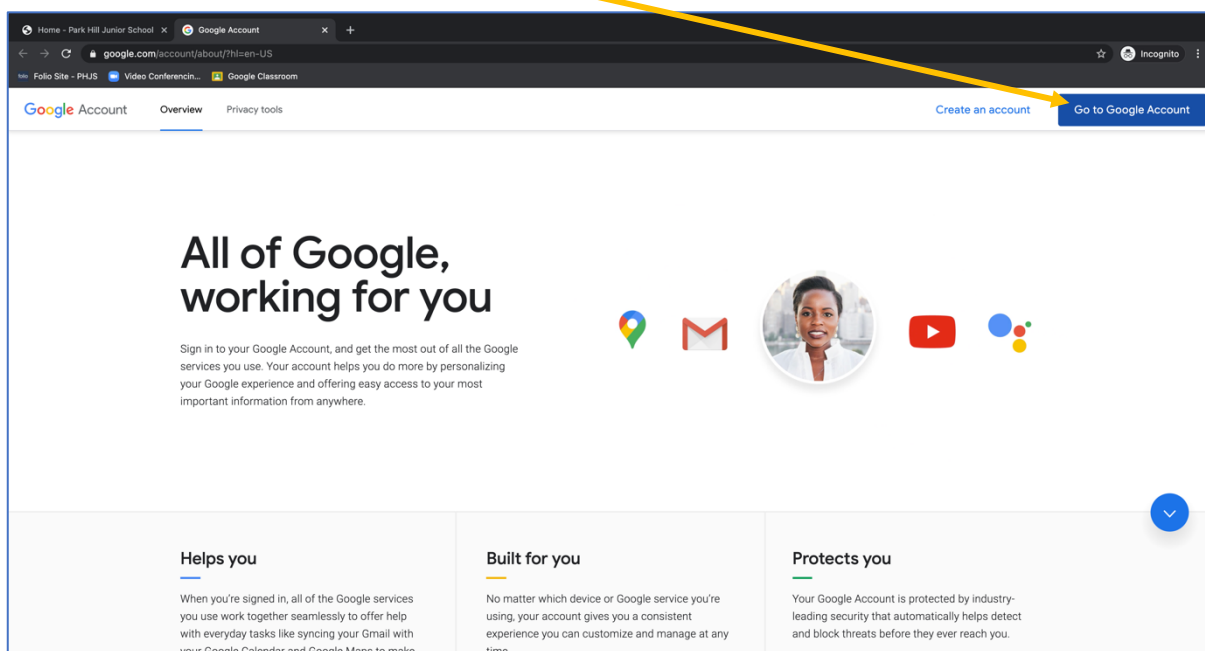
# PARK HILL JUNIOR SCHOOL

## Accessing Google Classroom

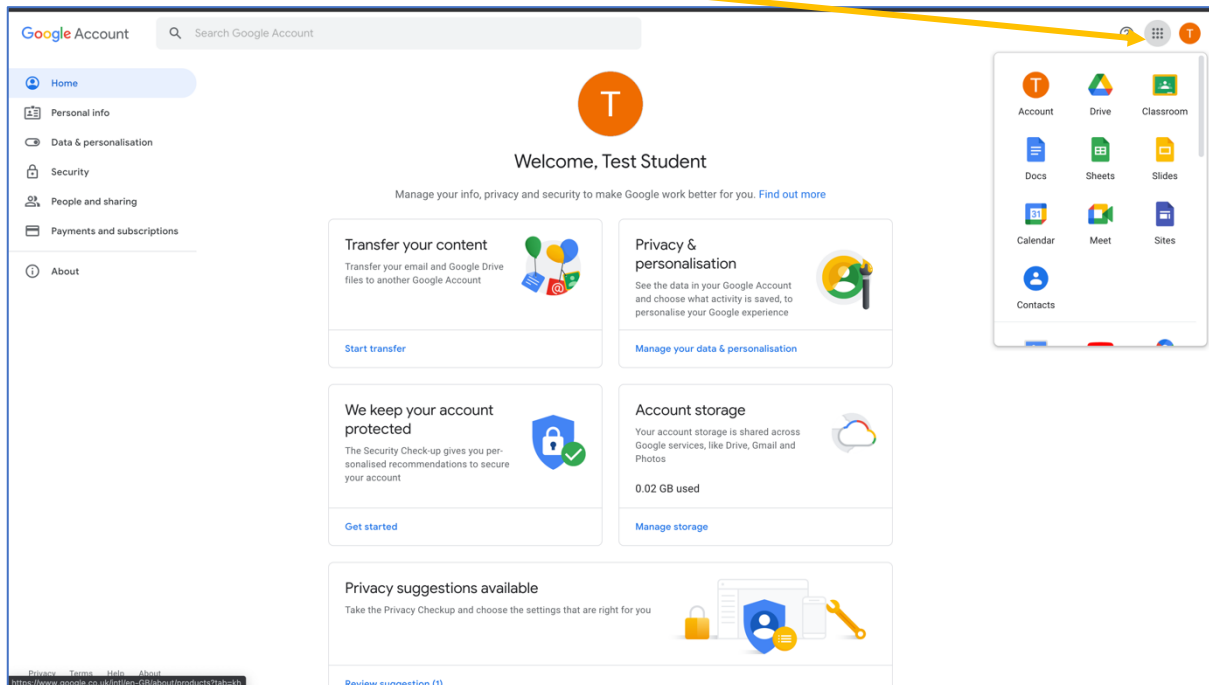
1) Go to the school website ([www.phjs.co.uk](http://www.phjs.co.uk)) and click on My Google:



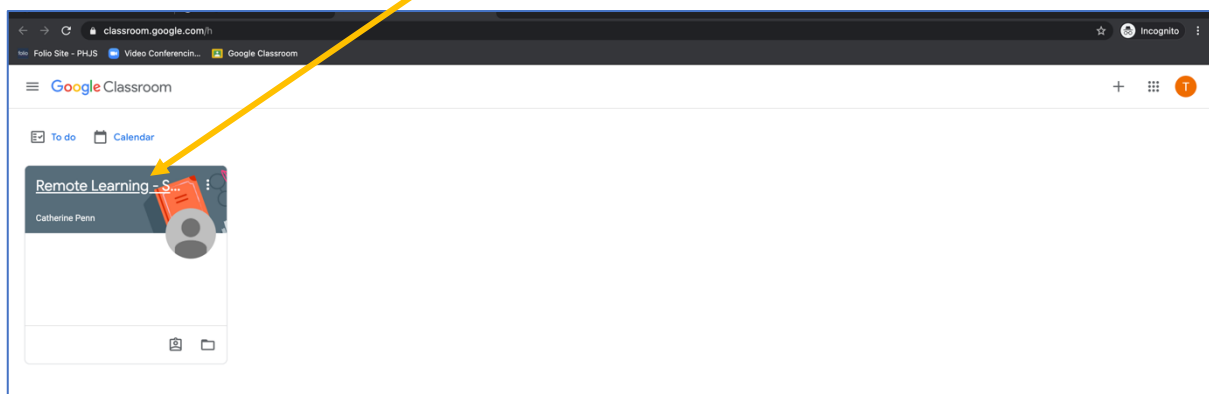
2) Click on 'Go to Google Account'



- 3) Enter your school Google email address e.g. [jbloggs1.306@phjs.foliotrust.uk](mailto:jbloggs1.306@phjs.foliotrust.uk) and Google password
- 4) Click on the 9-dot 'waffle menu' to access Google Classroom/Google Docs etc

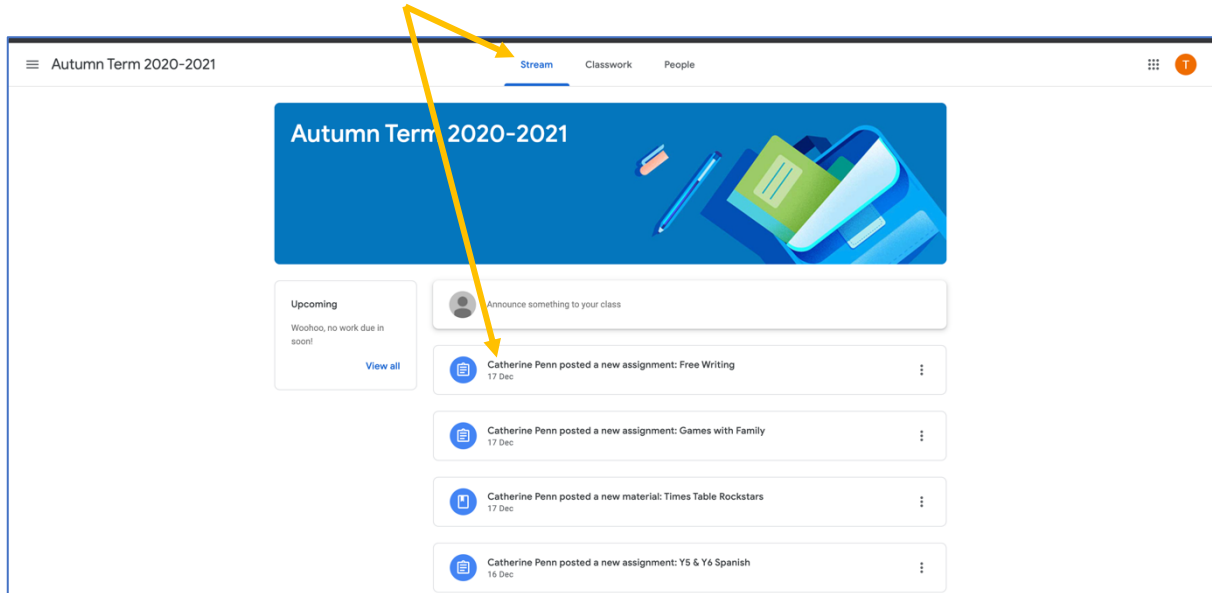


- 5) Click on the name of your class:



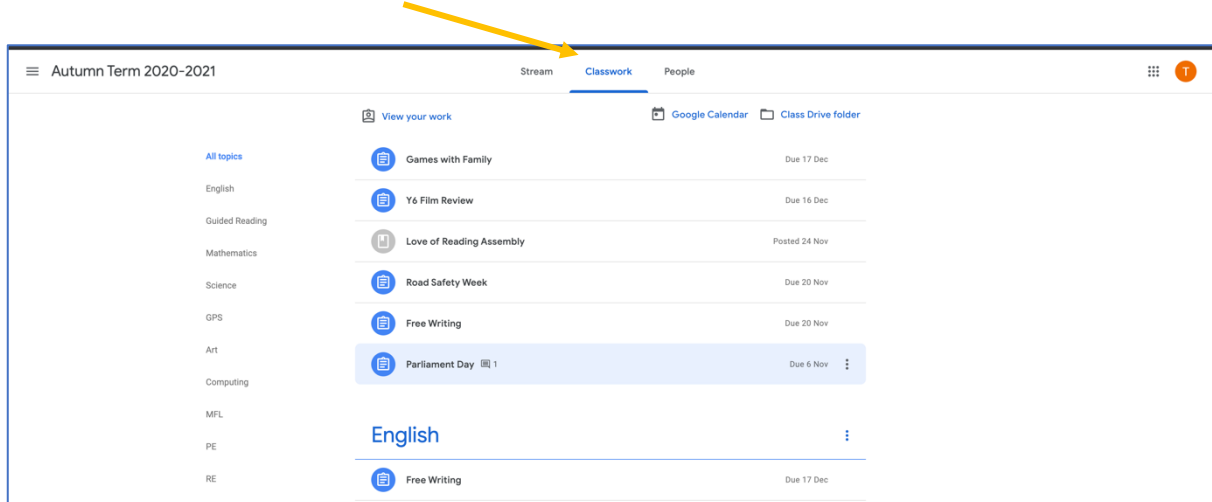
## The Google Classroom Stream

- 6) On the 'Stream' page, you will be able to see announcements from the staff members, a list of tasks that have been uploaded, as well as an area which the children can respond to one another

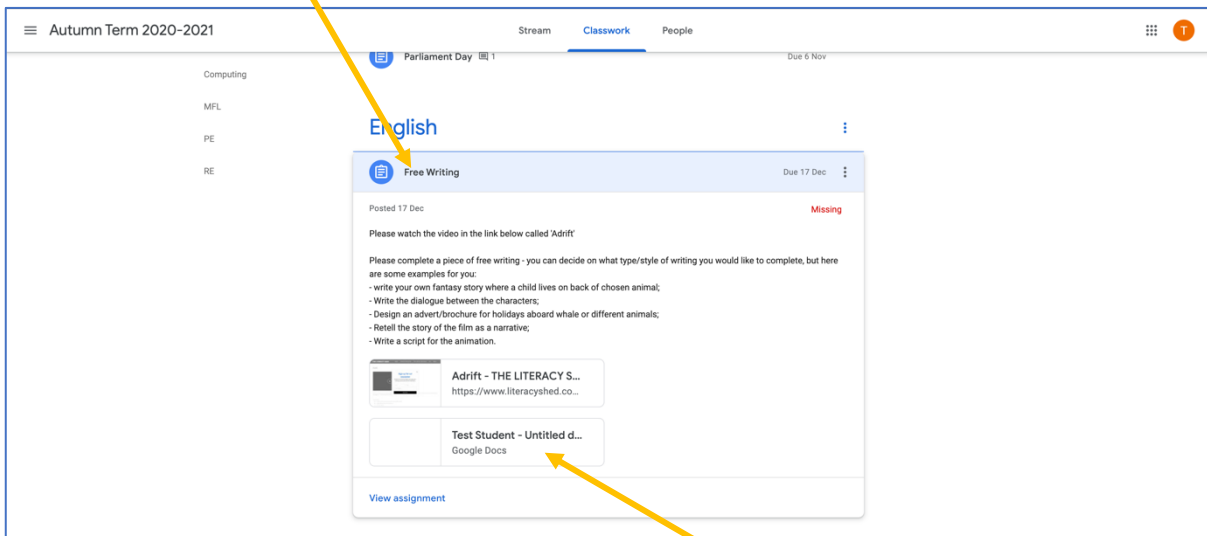


## Classwork on Google Classroom

- 7) If you click on 'Classwork' you will see all the tasks that have been set.

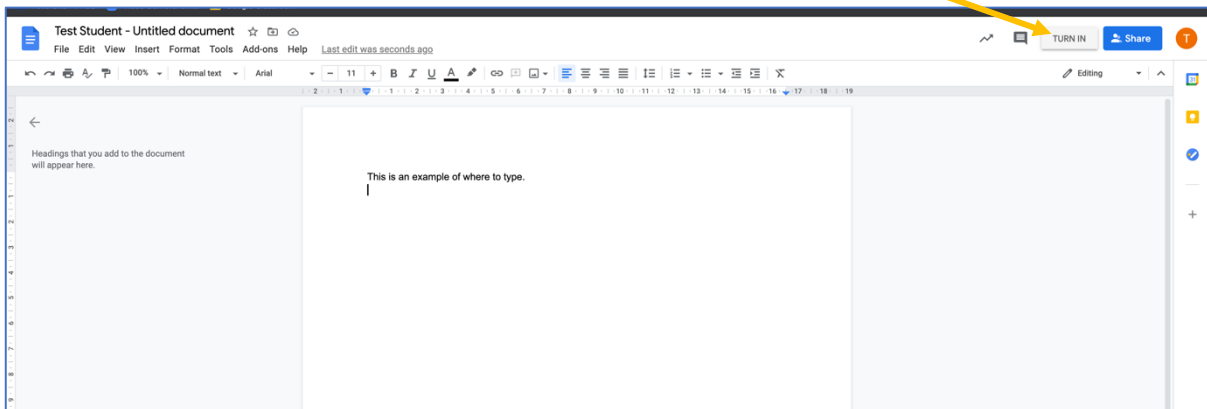


8) Click on the task name, to read more about the task:



9) If a Google Docs/Slides file has been attached, click on this to complete the task.

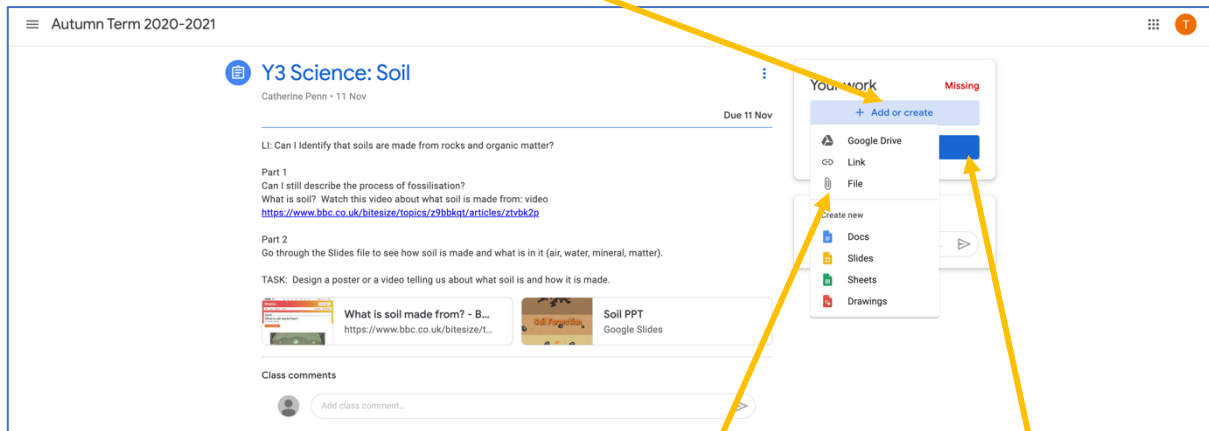
10) Complete the task in the document and then click 'Turn in'



11) A pop up message will ask you to confirm that you wish to hand in your work. Click 'Hand In'

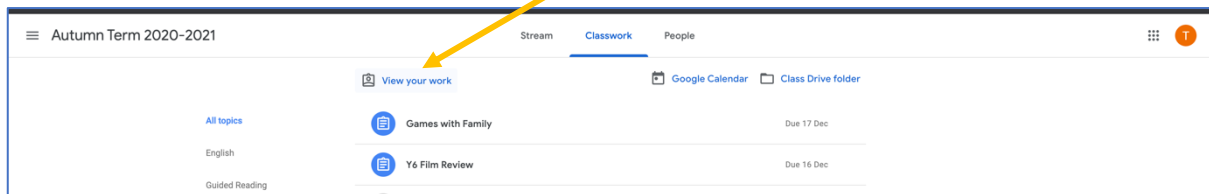
12) You can communicate with the staff about the task if you require any further information by writing a comment in the 'Private Comments' box. This can only be seen by the individual pupil and the staff within the room. A response will be given as soon as possible. If the children would like to add a class comment, this can be seen by their peers.

- 13) Some tasks can be completed using the computer or on paper, and then a photo could be uploaded. To add or create a file, click on the task as shown in step 8, however then click + Add or create:



- 14) Then select the type of file or link that needs to be uploaded. Mark as done once the upload is completed.

- 15) Some pupils prefer to click on 'View my work' to see which tasks are required:



This lists the tasks in the order that they are due to be submitted.

If you face any difficulties with Google Classroom, please email [it@phjs.foliotrust.uk](mailto:it@phjs.foliotrust.uk)