



**Houghton Conquest**  
Lower School

Growing together



# Google Classroom

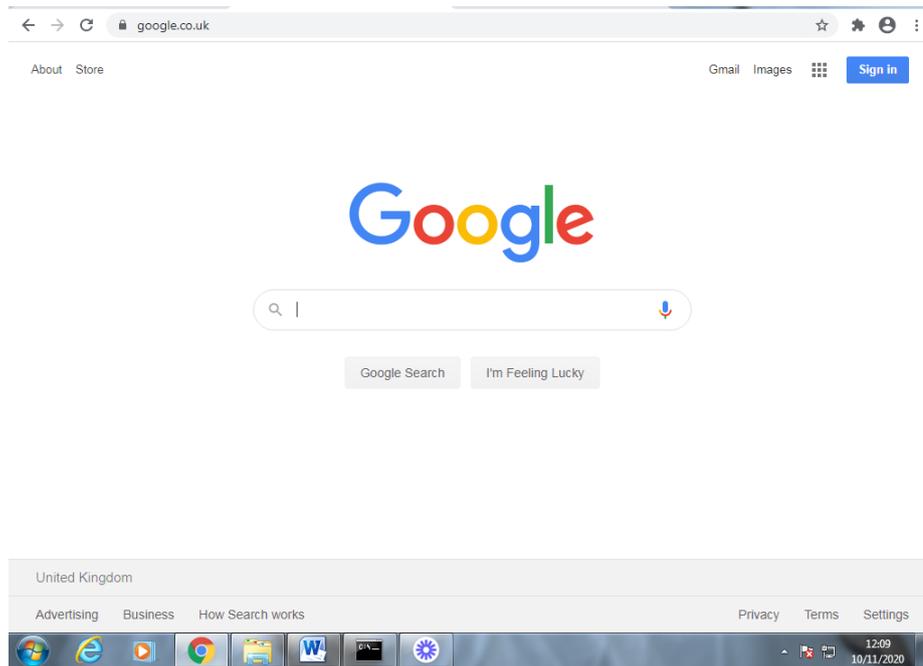
First Time User Guide  
For Parents & Children

This guide should provide step by step instructions on how to access google classroom for the first time.

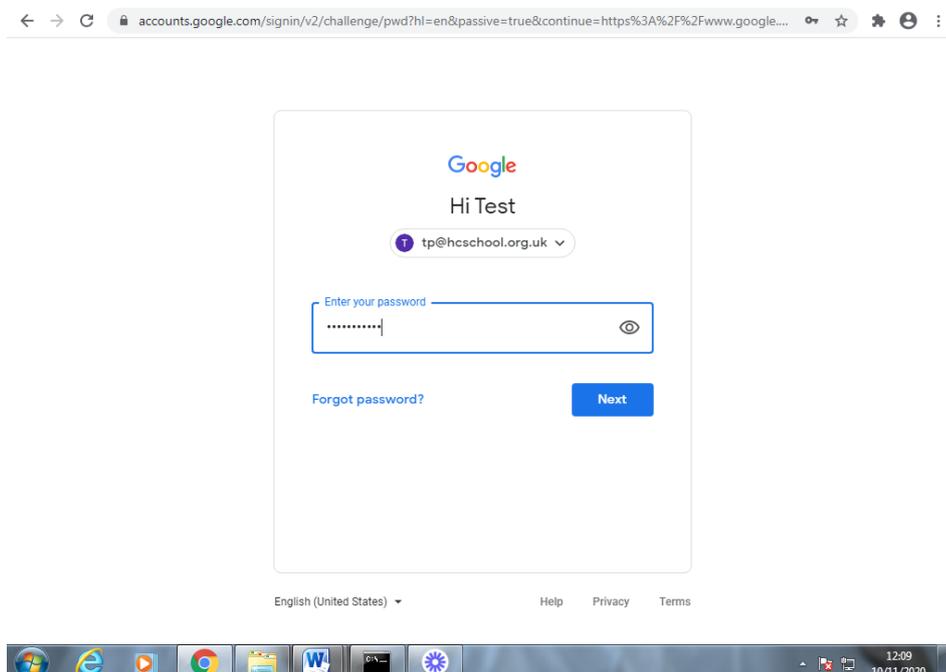
You will need:

- Access to the internet
- Your child's school email address and password

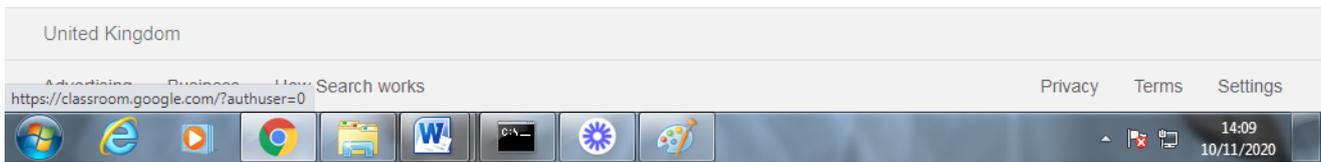
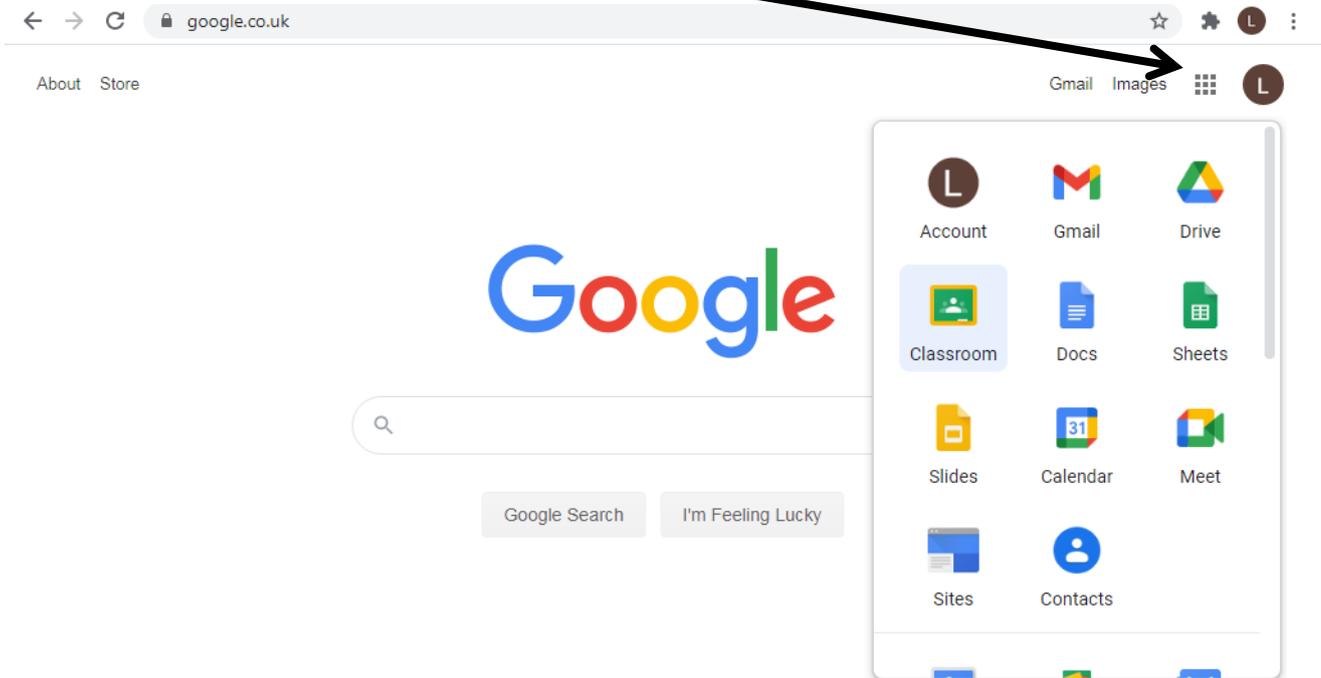
1. Head to [www.google.co.uk](http://www.google.co.uk) and click sign in in the top right hand corner.



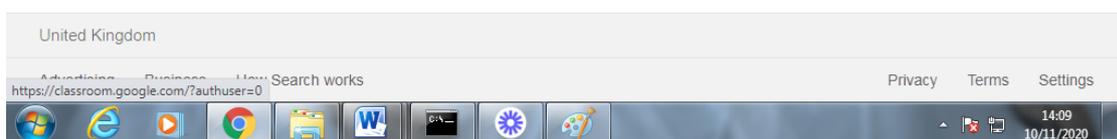
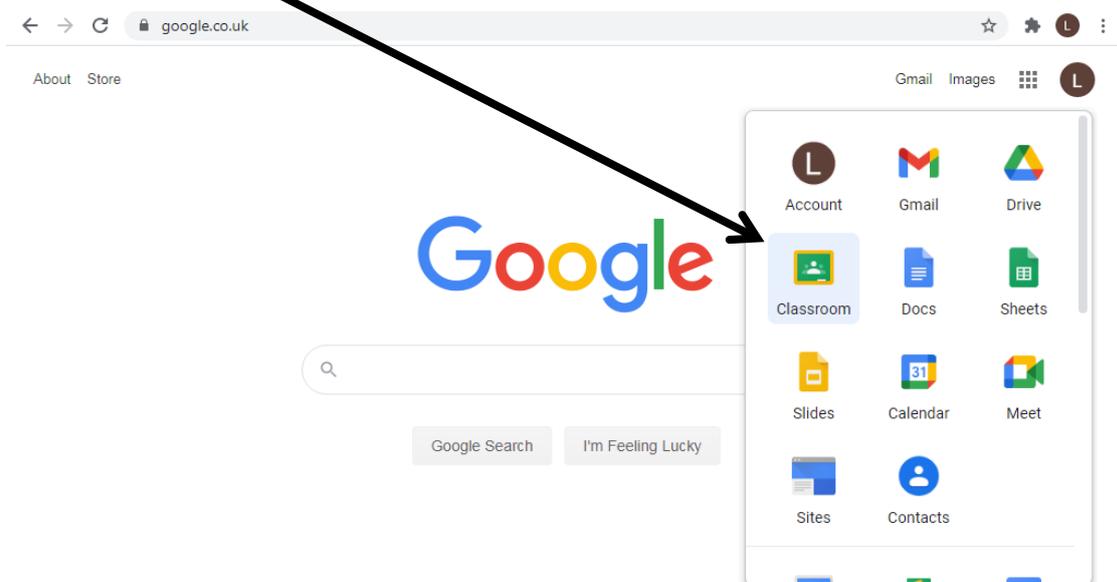
2. Enter your child's email address and password – Your class teacher will have sent you these via email.



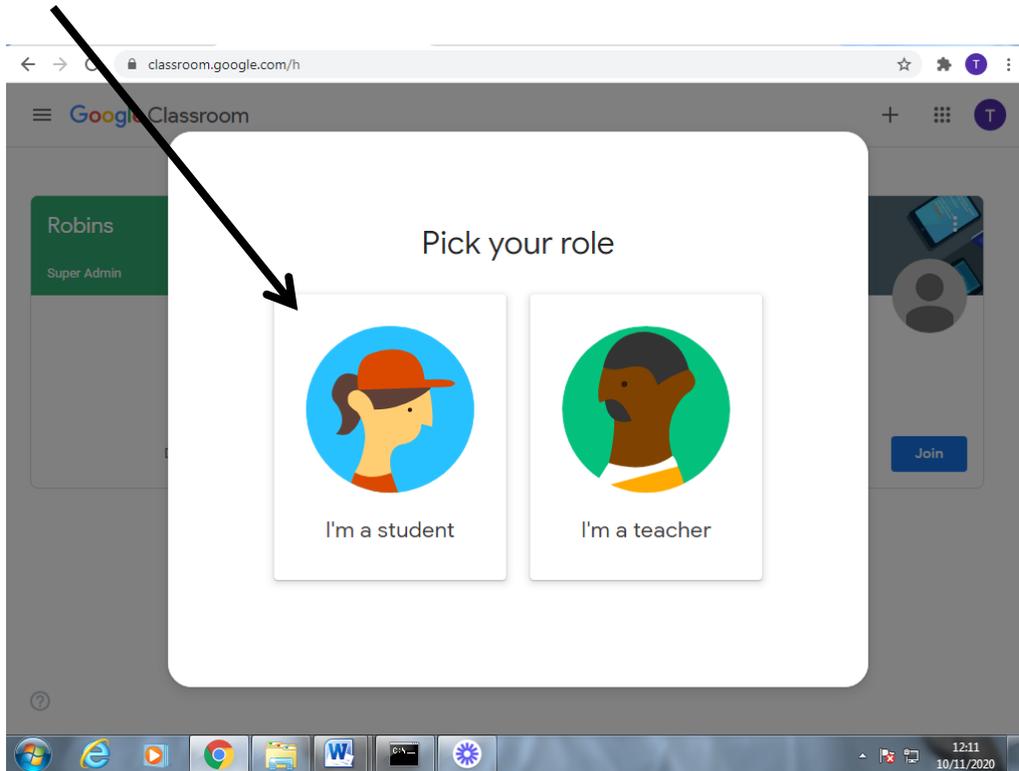
3. Click on the '9 squares' or 'waffle'



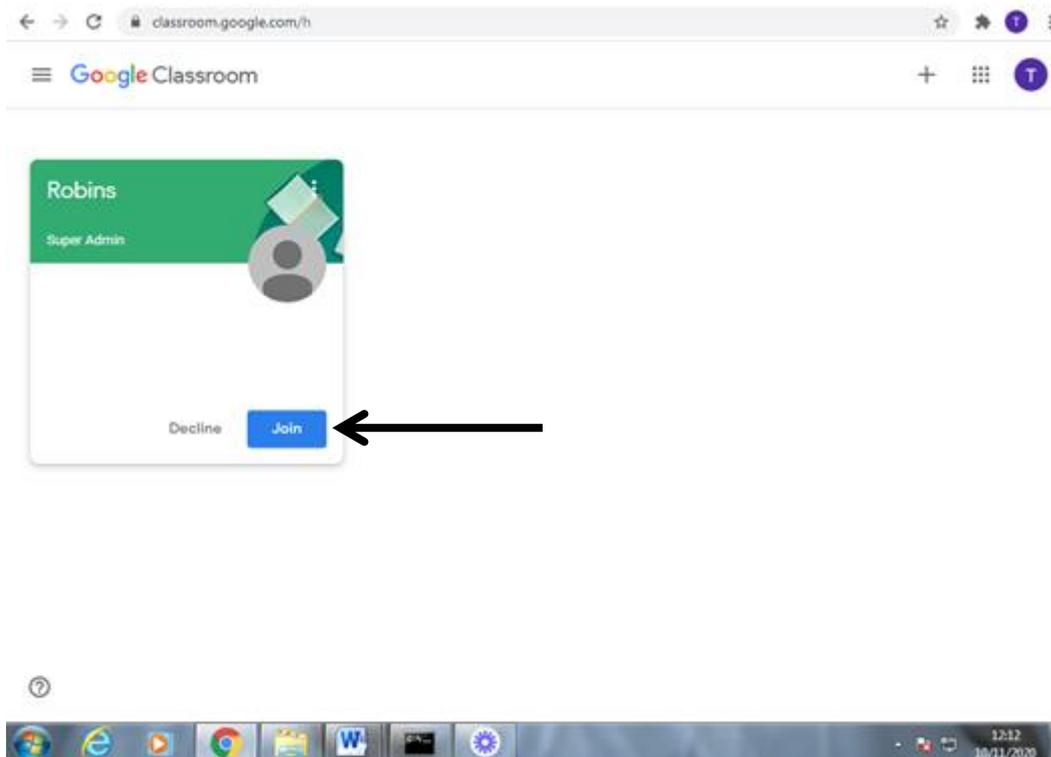
4. Select 'classroom'.



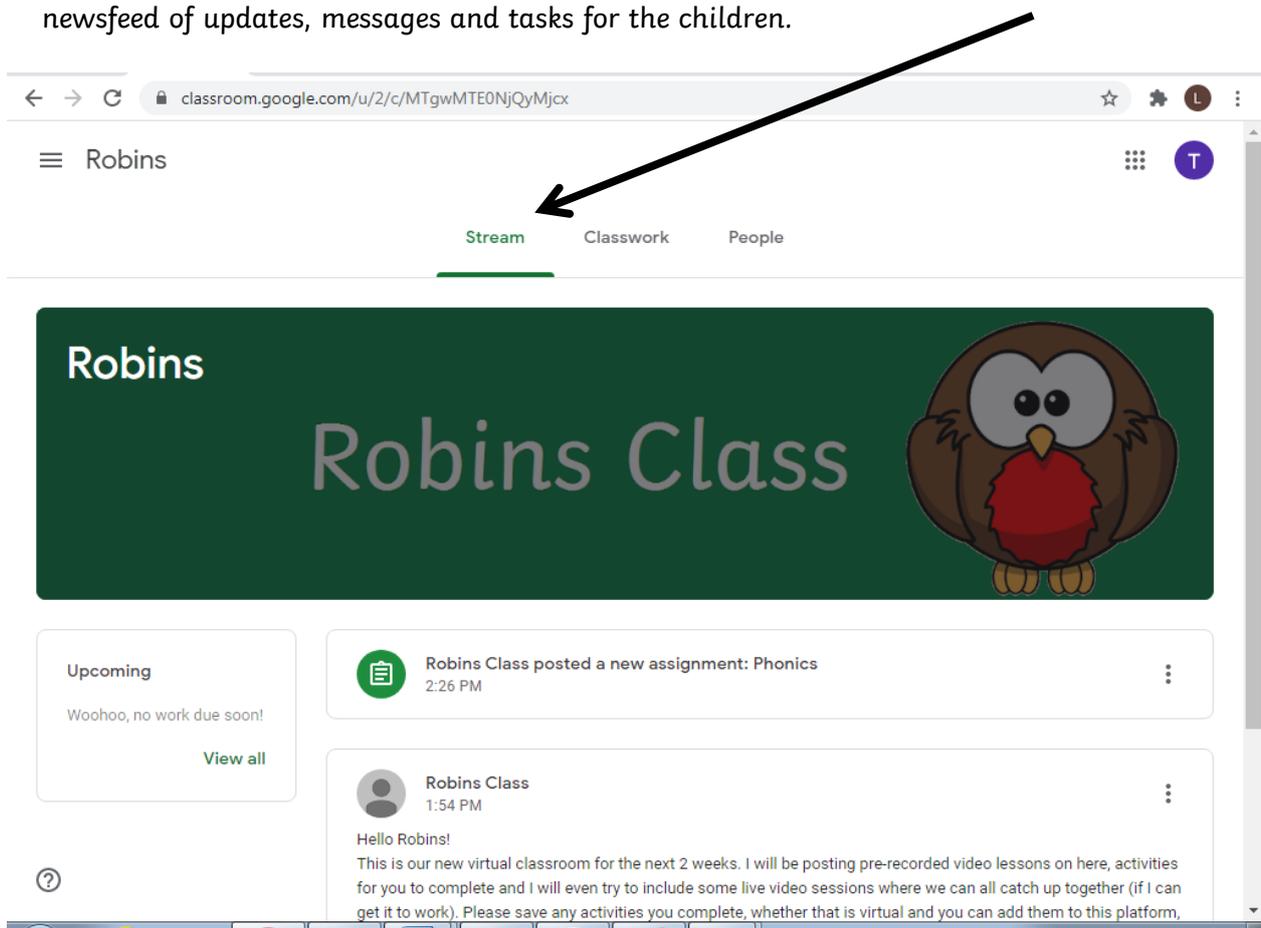
5. Select 'student'.



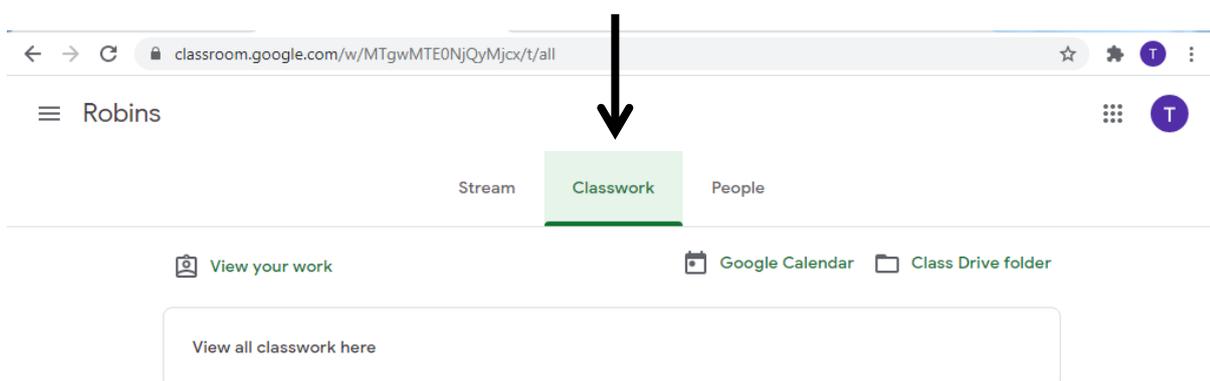
6. Click 'join'.



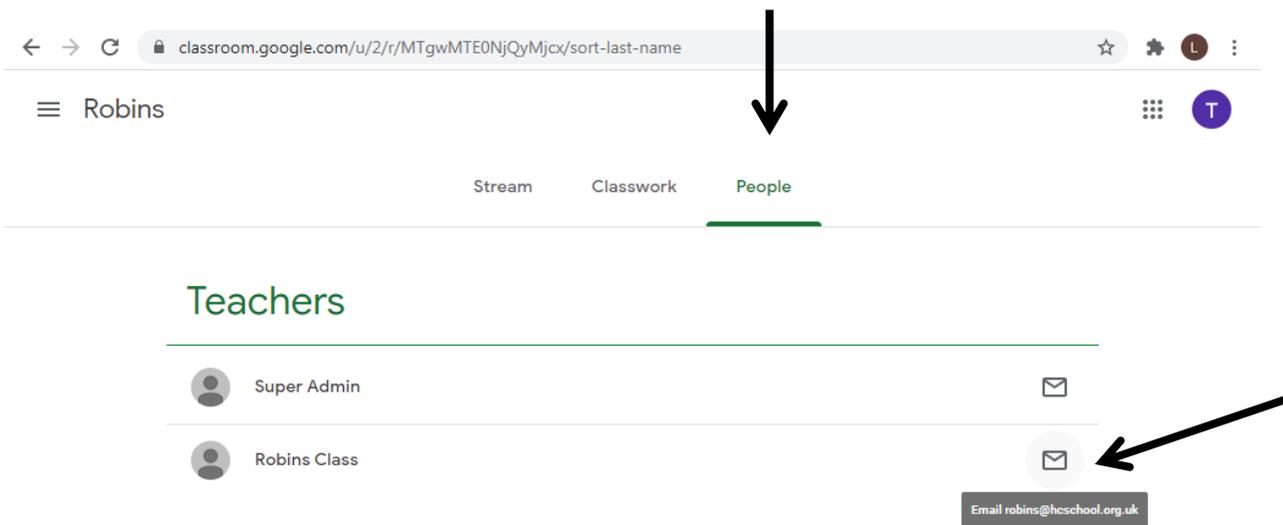
7. You should now see the 'Robins classroom'. Here you will be able to see the main stream. This is a newsfeed of updates, messages and tasks for the children.



8. If you click 'classwork' it will open the assignments tab where you will find all of the tasks your class teacher has set for completion. Your teacher will upload a video recording for each lesson followed by independent tasks. Tasks will vary, some may require a worksheet/ document to be downloaded while others will be completely practical based.



9. If you need to contact your class teacher you can click the 'people' tab and use the Class email listed below. Please do not use 'super admin' as we will not have access to this email address.



We hope you have found this guide easy to follow to get your child set up on our 'Google Classroom' remote learning platform. If you have any difficulties please contact your child's class teacher via the class email address.

More step by step guides will be made available with instructions on how to complete online learning tasks and access live stream learning when applicable.