

Instructions to download Google Classroom App

1. On your **mobile phone** go to your **app store** and search for the **Google Classroom App**. It looks like this:



2. Once the app is downloaded to your phone it needs to be set up. To do this, **open the app** and click the **get started button**.
3. On the **choose an account screen** you need to **select add an account**. This will take you to a google page where you need to **enter your child's glow email address** and then **press the blue next button**. The email address is your child's glow username.

*The username should begin gw, followed by a number, then your child's second name, then first name and in some cases a little bit of their middle name. This should be followed by **@sl.glow.scot**. Here is an example of a generic email address to show you what your child's should look like gw16blogsjoe@sl.glow.scot*

4. You will then be directed to a **glow sign in page** where you need to **re-enter your child's glow email address**, just as you just did but also enter their **glow password this time too** and then **press the blue sign in button**.

*The password should be 4 letters followed by 3 numbers, for example **npst098**.*

5. Once you have done this your Google Classroom App is now set up!

*You may see a box appear which says "Classroom" would like to send you notifications, you need to select **Don't Allow** or **Allow** – this is completely up to you if you want to receive these or not. If you select allow this means whenever I post any announcements or assignments on Google Classroom you will receive a notification on your phone telling you I have done so which will let you stay up to date on any new posts easily.*

Instructions on how to upload a photo on Google Classroom App

The easiest way to allow teachers to see the work which has been completed at home is to take a picture/video of the activity or task and upload it through the Google Classroom app directly to the assignment that has been set.

Before opening the Google Classroom App make sure you have already taken a photo/video of the work you child has completed that you want to upload to the classroom

1. **Open your Google Classroom App** and **click** on the classroom you wish to upload your photo to which should take you to the **stream**.
2. **Click on the classwork tab**, which is at the **bottom** of your screen, in the **middle**, with a picture of a **little clipboard** above it.
3. This will take you to a page which shows you all of the assignments that have been set. **Click** on to the assignment that you wish to upload a photo to.
4. At the **bottom of the screen**, there will be a **tab titled Your work**, **click anywhere in that tab**.
5. **Click** on the **add attachment box**, then **click the pick photo option**. This will take you to your own photo album on your phone and you should **select the photo(s)/video you want to upload**. This should take no longer than a few minutes or much quicker depending on your wifi signal. You then follow the same instructions to add other photos as necessary.
6. When you have attached the photos you wished to **press the hand in button**. A little box will pop up just to check you are ready to hand in, **click hand in** if you are happy to. You won't be able to add any further photos once you have clicked hand in.
7. Teachers will then be able to view your work and can send you any feedback through the private comment attached to your work. If you go back into your assignment once you have submitted it you will be able to see any comments your teacher has made and reply to them if you wish.