



Google Classroom

A step-by-step guide to help your child access learning online using Google Classroom.

Accessing Google Classroom

Your child first needs to log in to 'Glow'. To find the Glow login page either search for 'Glow' on Google or click the link on the homepage of the Woodpark Primary website. Your child has their Glow email address and password stuck in the back page of their diary.

Once logged in they will see a screen with different tiles (apps). One of these tiles will be Google Classroom. Your child has been shown how to do this in school. One of the most difficult parts for the younger ones will be typing in their email address – they may need help with this.

Using Google Classroom

Once your child has clicked Google Classroom, they will see a window with their class name. Click this. This will take them to their virtual classroom homepage or 'stream'. It works a bit like Facebook where the most recent information appears at the top of the stream. Here the teachers will be setting daily tasks and sharing ideas for learning.

By clicking the 'Classwork' section at the top, your child can see any work that has been assigned to them and when it is due to be done before. This work will be divided into the different curricular areas and groups. When any piece of work is clicked, it will open to a screen containing instructions. This will sometimes be a link to a game, it will sometimes be an instruction such as reading and it will sometimes contain a document/quiz.

Completing and handing in any document (work)

- If the document your child has been sent is a quiz, they simply complete the quiz and click 'submit'.
- If the document is a 'Google Doc', your child can type the answers below each question. When they are finished they should click the grey 'Turn in' button in the top right of the screen. It will then show a window where they can click 'Hand in'. This will send it to the teacher – simple!
- Your child can get feedback on any work they have handed in by clicking 'Classwork', then 'View your work'.

By clicking the name of the class in the top left of the screen, your child can return to the home stream of Google Classrooms.

Your child can also ask questions on the home stream by clicking in the 'Share something with your class...' section.

Your child may need help using the service and we would appreciate any help you can give them. There is further help for you and your child at the top of the home page on the school website.

We would like to assure you that this service is fully secure and is provided by South Lanarkshire Council through the Glow network.

Google Classroom has been specifically designed to run smoothly on computers, tablets and phones. There is no need for programs like Microsoft Word etc.

If you are having difficulties accessing or using Google Classrooms, please email wp@glow.sch.uk and we will do our best to help guide you through it.