

Technical Tips and Guidance for Families – 5.2.21

We hope that families are becoming more and more familiar with the Google Classroom and G-Suite Tools. It has been lovely to see the children engaging so well with their learning tasks and sharing what they can with their class teachers. A few reminders below to help with accessing and using Google Classroom and the Digital Learning Jotter. If you require any technical support with any elements of using Google Classroom or resetting of account passwords please contact us via email at newtontechsupport@stirlingschools.net

Using a Mobile Device e.g. mobile phone, tablet, iPad

Please follow the link below for a reminder of how to access Google Classroom and the Digital Jotter on a Mobile Device. To ensure that the process is as smooth as possible we ask that families ensure they have both Google Classroom and Google Docs Apps downloaded to the device that is being used.

[Google Classroom and the Digital Jotter on a Mobile Device](#)

Re-Attaching the Digital Jotter

Occasionally the digital jotter assigned to your child's account can be deleted by accident and this is easily fixed by re-attaching the jotter. Usually all you have done is click the 'x' on the file attachment and it disappears! We ask that children and families try to re-attach the original jotter and not create a new jotter as this can lead to confusion for future use. This can be fixed by following the easy steps below.

1. If you have removed the attachment, you should see this box on the right of your screen (Your Work), under the 'Home Learning Jotter' tab in Google Classroom:
2. Click on '+ Add or Create' and select 'Google Drive' from the drop down menu. The following window will appear:
3. You should be able to easily find the Home Learning Jotter file within this window. If it does not automatically appear, you can search for it using the search bar at the top. The title of the file will be '**Childs Name - Home Learning Jotter**'
4. Select the file and click '**Insert**'.
5. You will now be returned to this screen, where you should find the jotter file has been reattached and can be edited and 'handed in' to the Class Teacher once again.

