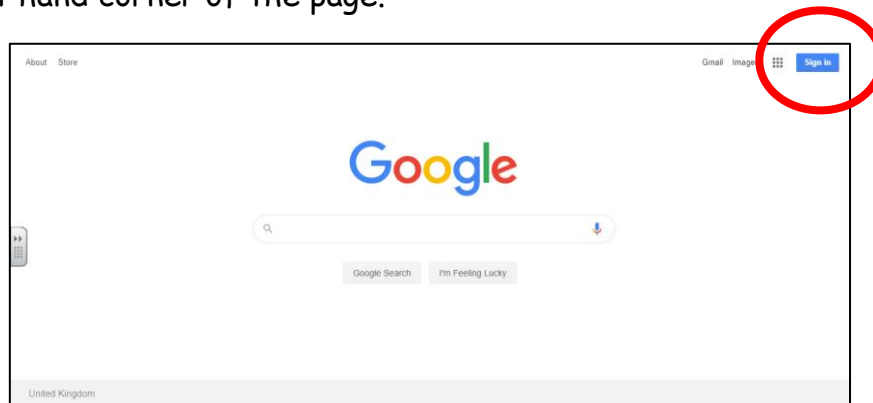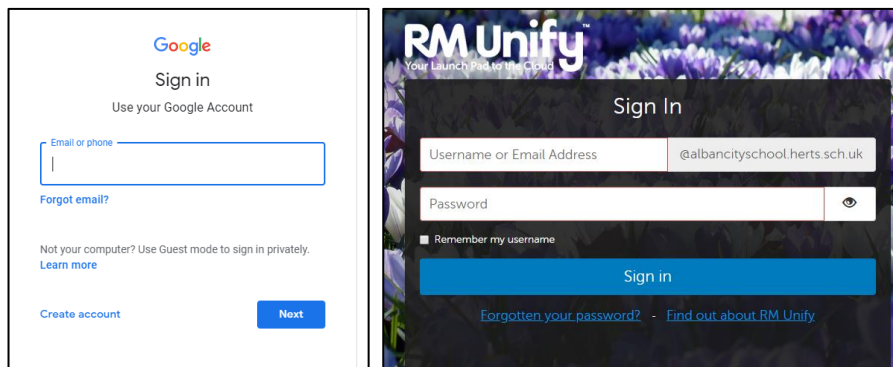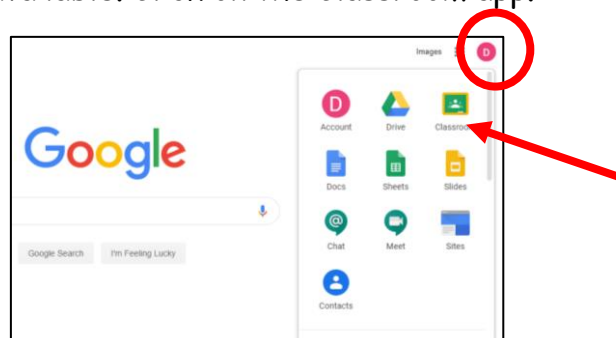# How to access the Google Classroom

1. Open your Google browser. *If using an iPad, you will need to download the Google apps (Google browser, Google Classroom, Docs, Sheets and Slides).*

2. Visit www.google.co.uk. On your chosen device, click the blue sign-in button in the top right hand corner of the page.
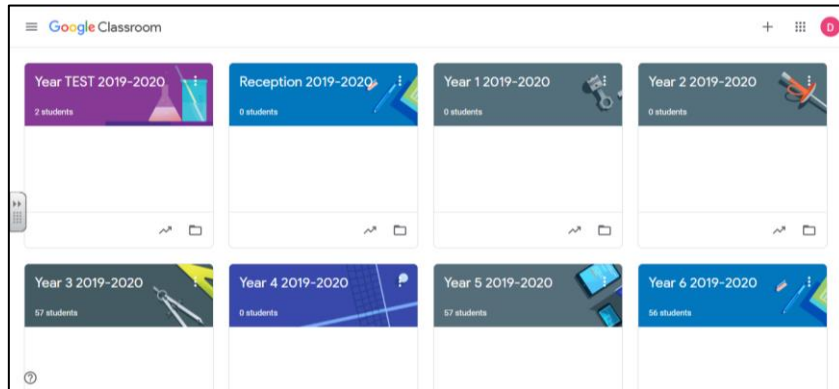

3. You will be prompted to sign in. Your child will have been given these details. After signing in, you may be prompted to sign in again on a RM Unify page. This is expected. Sign in again. Make sure you type in the full email including the '@albancityschool.herts.sch.uk' suffix.
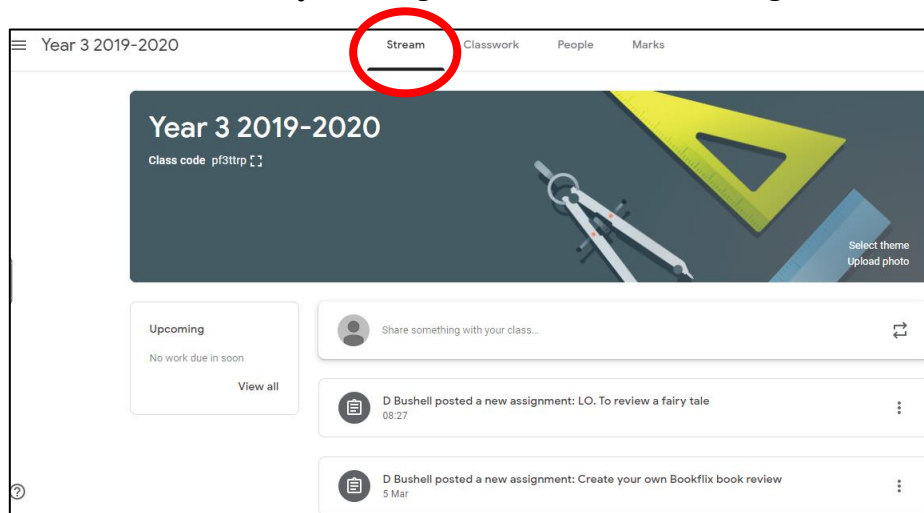

4. After signing in, you will be directed back to the Google homepage. First, click the app launcher (which are the 9 little dots in the top right hand corner). A pop-up will now show the apps available. Click on the Classroom app.

5.	You will now see your child's virtual classroom. It will only show their year group classroom, not the whole school. Click on the classroom heading.

6.	Your child's virtual classroom will now open. It will first open on the 'Stream' tab. This is like a stream wall on social media apps that shows the most recent activity on the classroom. This is just a log of the teachers adding work.

7.	Click on the 'Classwork' tab. You will now see all of the assigned tasks set by the teachers to complete or view. They will be organised by day. Click on a task to open the work or presentation created by the teacher. When completing work (like a worksheet or quiz) it will save automatically. When you are finished, close the tab.