



# Whitehall Nursery and Infant School

## How to use our school's Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school. Your child's login information should have already been supplied by their class teacher. If you do not have it, or have misplaced it, please email your child's year group email:

[nursery@whitehall-i.walsall.sch.uk](mailto:nursery@whitehall-i.walsall.sch.uk)

[reception@whitehall-i.walsall.sch.uk](mailto:reception@whitehall-i.walsall.sch.uk)

[year1@whitehall-i.walsall.sch.uk](mailto:year1@whitehall-i.walsall.sch.uk)

[year2@whitehall-i.walsall.sch.uk](mailto:year2@whitehall-i.walsall.sch.uk)

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**Note:** your child will need their log-in details for their school G Suite for Education account to complete the steps below. If there is an issue with these log-in details, please email your child's class teacher via the year group email address.

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## Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>- Open the Play Store app</li><li>- Search for 'Google Classroom'</li><li>- Tap 'Google Classroom'</li><li>- Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>- Open the App Store app</li><li>- Search for 'Google Classroom'</li><li>- Tap 'Google Classroom'</li><li>- Tap 'Get'</li></ul>

- Once the app has downloaded, open it.
  - Then, your child needs to:
  - Log in to their G Suite for Education account
  - Tap the '+' icon (in the top-right corner), then 'Join class'
  - Enter the class code that their teacher has provided, then tap 'Join'
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## Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to [www.classroom.google.com](http://www.classroom.google.com)
  - Log in to their G Suite for Education account
  - Here you will see the classes your child is enrolled in. Most likely it will just be their class number, but teachers may add them to more for different lessons.
  - If you do not see your child's class, please contact the class teacher who will send you the class code.
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## How to get and turn in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Turn in', then 'Turn in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

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## How to turn in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- Once they've finished, tap 'Turn in', then 'Turn in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

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They can find their returned work by following the steps below.

### On a computer or laptop

- Go to Google Classroom, then click 'Classwork'
- Click 'View your work'
- Click 'Returned with grade' on the left-hand side

### On a mobile device (Android or iOS)

- Open the Google Classroom app
  - Tap on their class, then 'Classwork'
  - Once they've found the assignment, click or tap on any attached files to see the teacher's feedback
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# Expectations of pupils and teachers

## **Pupils**

Every school day, pupils will be expected to:

- Log on to Google Classroom and register their attendance that day. There will be a daily video from the class teacher explaining the work for the day which children will be required to comment (a simple “Good Morning” for example) to show that they are accessing the remote learning.
  - Check the “Classwork” tab for any new work which has been assigned to them.
  - Read and take note of any feedback left on work by their teacher.
  - Complete all work set for that day to the best of their ability.
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**Note:** If your child has not self-registered you will be contacted to ensure you are accessing the online learning.

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## **Teachers**

Every school day, between the hours of 9am-4pm, teachers will be expected to:

- Provide a welcome message for child to self-register on and be told their instructions for the day.
  - Be contactable via Google Classrooms or email for parents and pupils.
  - Provide feedback for all work submitted within a day of its submission.
  - Post daily lessons by 9.00am each school day on Google Classrooms and the school website as near as possible to the lessons that would be delivered in school.
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## **Making Contact**

If you have a query about remote learning or are having any difficulties accessing the work, please contact your child’s teacher through the year group email address:

- [nursery@whitehall-i.walsall.sch.uk](mailto:nursery@whitehall-i.walsall.sch.uk)
- [reception@whitehall-i.walsall.sch.uk](mailto:reception@whitehall-i.walsall.sch.uk)
- [year1@whitehall-i.walsall.sch.uk](mailto:year1@whitehall-i.walsall.sch.uk)
- [year2@whitehall-i.walsall.sch.uk](mailto:year2@whitehall-i.walsall.sch.uk)