

Google Classroom Set Up

Open Google Chrome

Go to classroom.google.com

Log in using the following details

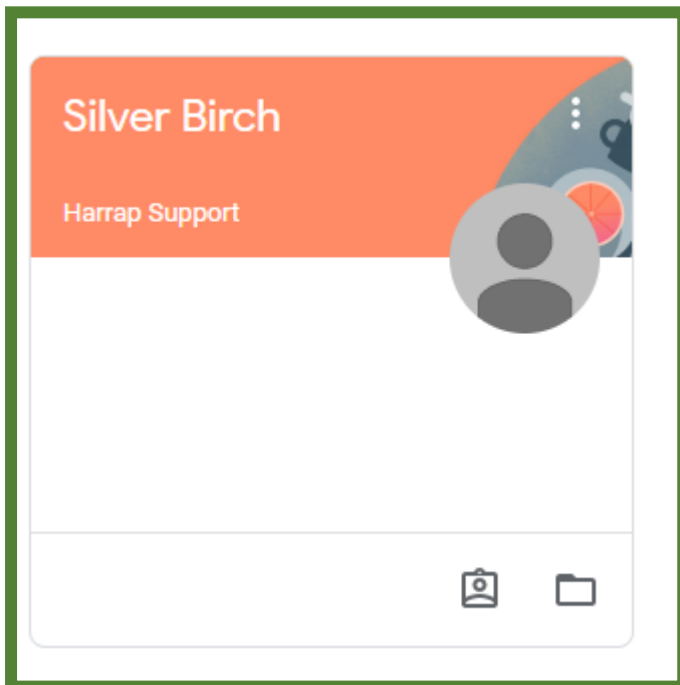
firstname.lastname@oakleyinf.co.uk

The log ins have been created using the School Management System so please use your child's full name. For example if your child is known by a shortened version of their name e.g. Ben instead of Benjamin or Tom instead of Thomas, please use the longer version.

Use the password Oakleyinf!

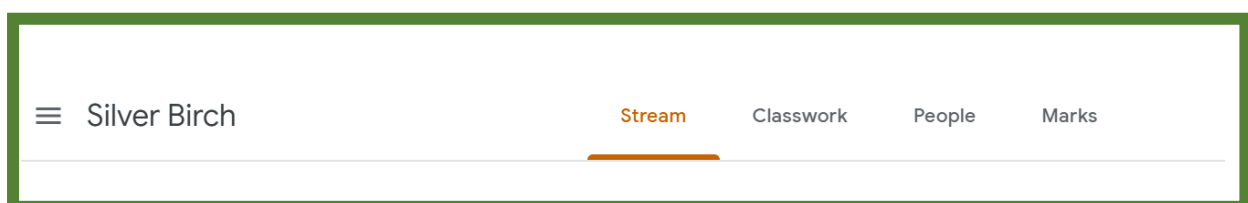
Select the student icon

Then join your class.



If it does not prompt you to change the password please click on your initial in the circle in the top right hand corner, then click on manage your google account, then personal information, then click on password.

There are 4 areas at the top: Stream, Classwork, People and Marks.



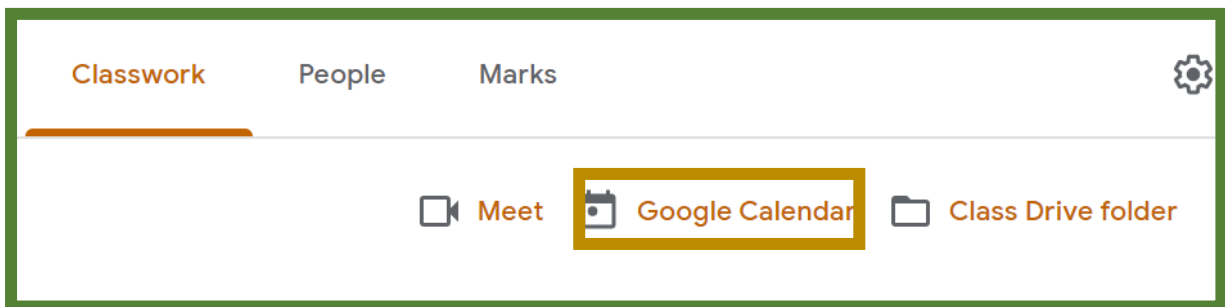
Stream- will show messages, information about any Google Meets will show here, this is how will communicate live if we go into lockdown.

The work grids or worksheets will be found in Classwork.

When a teacher adds something to the classwork it will show in the Stream, which is the page your Class opens to.

Joining a Meeting- applicable if we go into lockdown

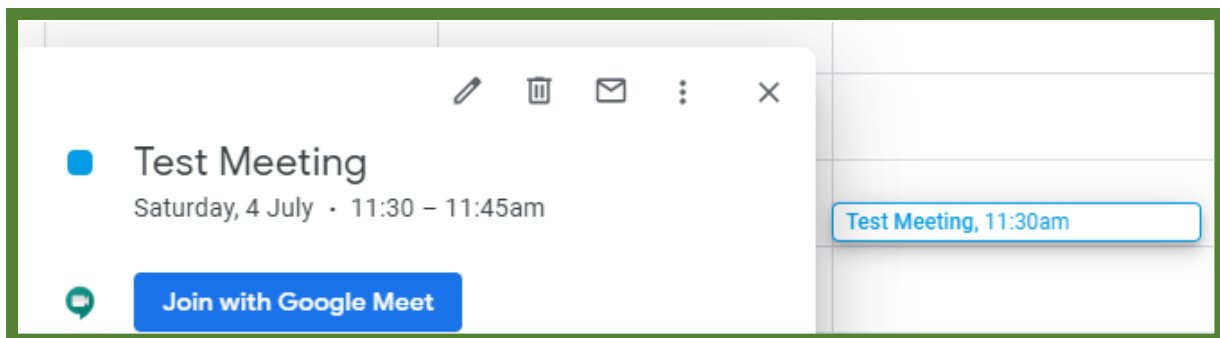
Click Classwork



Then click Google Calendar

The meeting will be in your calendar

If you click the meeting a box will pop up and you then click Join with Google Meet



The teacher will put a message in the Stream to tell you when the meeting has been scheduled.