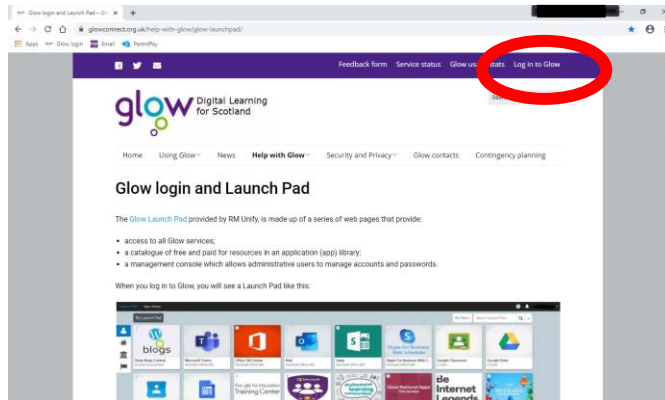
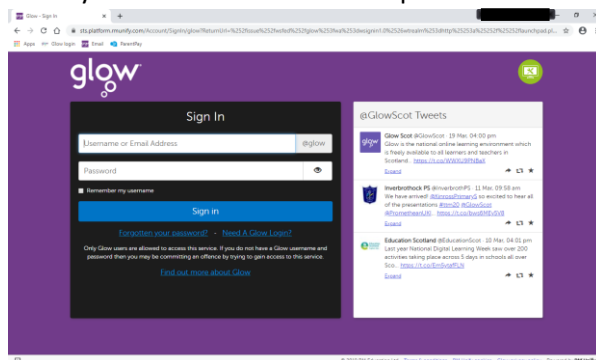


Using Google Classroom

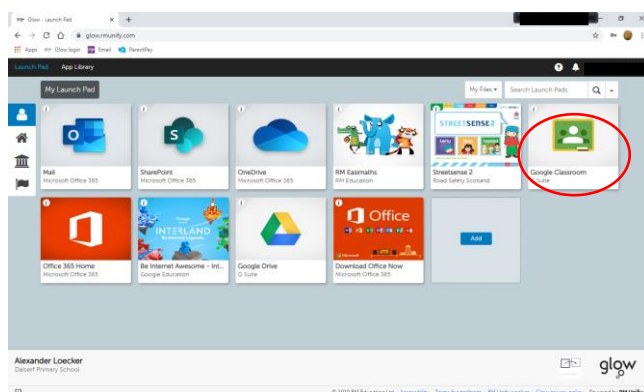
1. Open up the Glow Launch Pad page by clicking <https://glowconnect.org.uk/help-with-glow/glow-launchpad/> (Please note that it is best to access the login screen via this page to avoid access issues.)



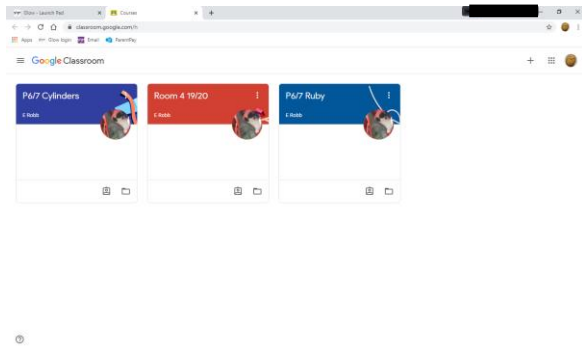
2. Click **log in to Glow**.
3. Enter your child's username and password.



4. You should now have opened the Glow Launchpad. Lots of different apps can be found here, including access to Microsoft Word, Powerpoint and Excel, Google Drive (Google Docs, Google Slides etc.), email

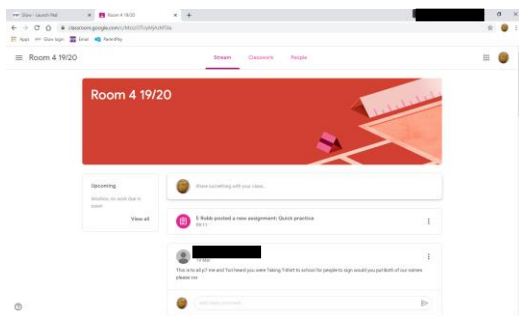


- Click on Google Classroom to open it. You may find that your child has a number of classes or only one. Some teachers have organised Google Classroom for whole class activities and differentiated literacy and numeracy activities. It is important that your child should check for work on all classes to which s/he has been assigned.

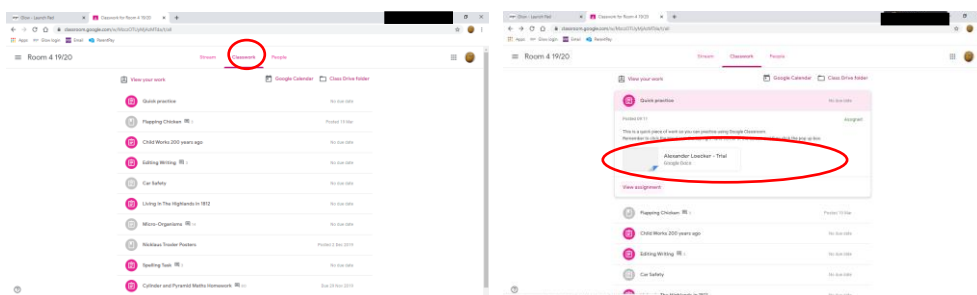


- Click on one of the classes to open it. There are 3 menus near the top of the screen.
 - Stream – teachers will post any messages here.
 - Classwork – This is where you access any work your child has been assigned.
 - People – This shows you who else is in your class.

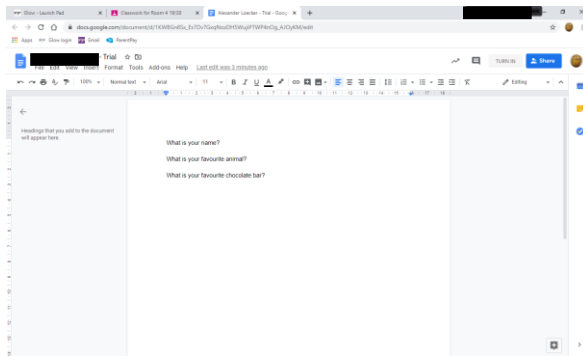
You will also notice a box which shows if there is any work due for the class.



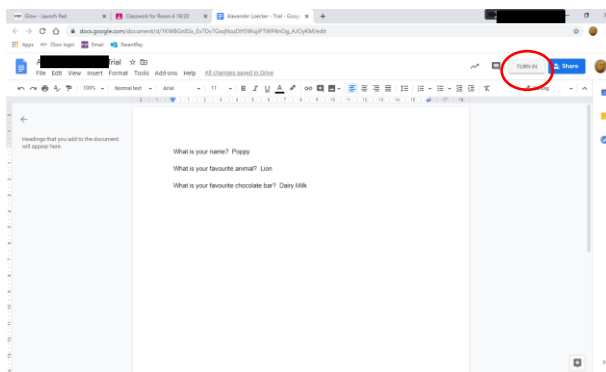
- When you click on classwork you will see a list of all the tasks you have been assigned and the date each task should be finished for. Click on the task you wish to complete, then click **view assignment** or click the task to open it up.



8. Sometimes tasks may be a sheet to read, a quiz, a video to watch or a sheet to type on.
Below is a simple sample task.



9. If the task has to be returned to the class teacher click the **turn in** button near the top right of the screen. Please note that if there is no turn in button (certain tasks don't show this button) please click the share button and it will share with the class teacher.



10. A pop up box will then appear for you to confirm you wish to **hand in** the task.

