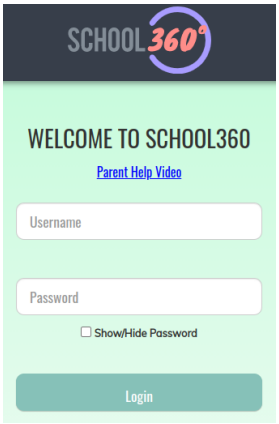
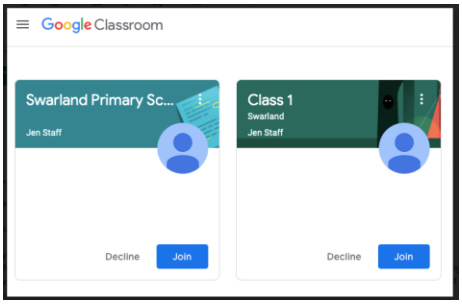
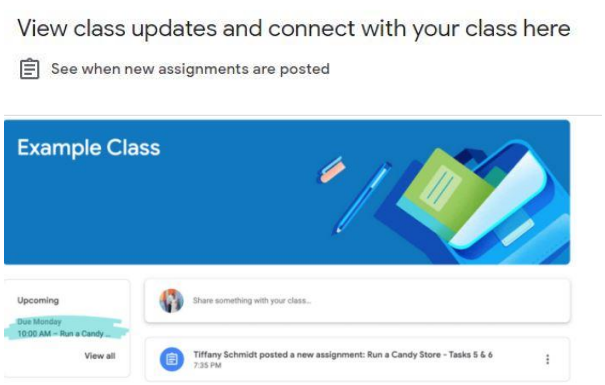
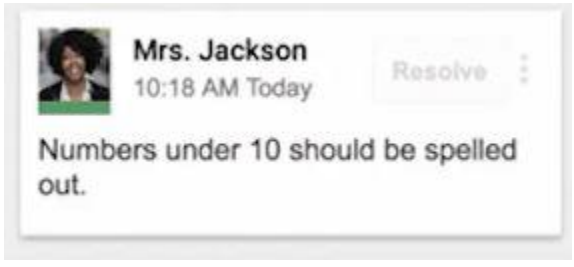
Joining a Google Classroom from School 360

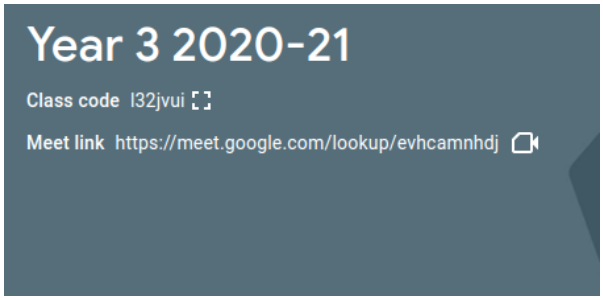
Log in to School 360 using the log in details given to you by your teacher. https://school360.co.uk will take you to the learning platform. https://school360.co.uk/eyfs_login/ will take you to the EYFS pupil login page for Reception.	
Find and click on the 'classroom' button.	
You should see this screen. Click join on both Class and Swarland Primary School. If you cannot see this screen, or you get an error message, check that they are logged into the correct Google account by clicking on the icon in the top right corner. Sign out of all accounts and sign into to School 360 again.	 Class 2 = Year 1 & 2 Class 3 = Year 3 & 4 Class 4 = Year 5 & 6 Swarland Primary School = Assemblies
Click on your class (image is just an example) This will take you to your classroom!	

** you will only need to join a google classroom the first time you access. **

At the top of the Google Class page you should see 3 tabs for STREAM CLASSWORK and PEOPLE.	
Click STREAM. On this page you will see any new assignments that have been set, with the newest work at the top.	
Click CLASSROOM On this page, you will see folders with work in for example MATHS LITERACY TOPIC In each folder the work will be set for the week. Work for all subjects will be set on the Monday and will be due on by the Sunday evening of that week.	
The teacher will be able to monitor which work has been opened and how much of the work has been completed. The teacher will even be able to provide feedback on the work.	

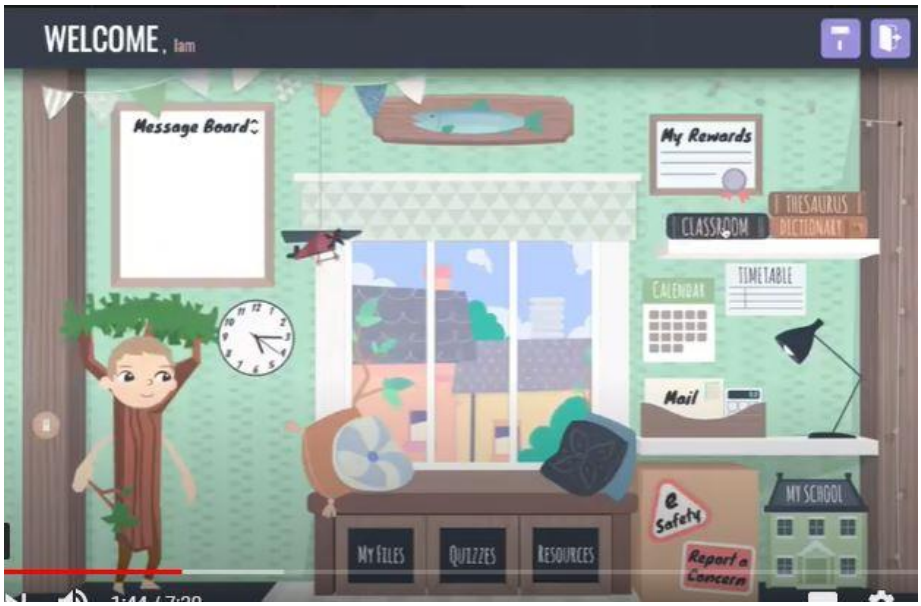
Joining A Live Lesson/Google Meet

Any planned Google Meet will appear as an invite in the STREAM section.

In Google Classroom, click on the Meet link below your class header. You will be taken to the live lesson/meet with your class. You will be placed in a waiting room and will not see anybody until the teacher starts the lesson.	
Working on a tablet/iPad? Clicking on the link will prompt you to download the 'Meet' app. You will need this app if you are accessing live lessons on a tablet/iPad.	
Mic on / off	
Your camera on / off	
Leave the lesson.	

Safety First – Report a concern

If your child has a concern relating to anything regarding behaviour of other children or comments that may have upset them in School 360, they can click on the REPORT A CONCERN button on their home page. This is a big red rectangle sign. All concerns are sent to Mrs Fletcher.



How to get and hand in work (computers and laptops)

Go to Classroom

• Click 'Classwork'

• Click on an assignment, then 'View assignment'

• On the right-hand side of the page, click 'Add or create' depending on the type of work the teacher has set.

• You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then 'Select files from your device', then 'Upload' •

Or, your child can type up their answers in the document provided – it will save automatically

• Once your child has finished their work, click 'Turn in', then 'Turn in' again to confirm

• If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

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

Open the School 360 Classroom app

• Tap on your child's class, then 'Classwork' (at the bottom)

• Tap on an assignment, then the arrow at the bottom

• Tap 'Add attachment'. Depending on the type of work the teacher has set:

• You can take photos of your child's completed work, upload them to your computer and then upload the photos in Google Classroom – click 'File', then tap the file on your device

• Or, your child can type up their answers in the document provided– it will save automatically

• Once your child has finished their work, tap 'Turn in', then 'Turn in' again to confirm

• If you have made a mistake, you can click 'Unsubmit' to return the work to you, then follow the previous steps to resubmit work.

All of this is new to the staff as well as parents and children, so please bear with us as we adjust to the new system.

Thank you for your time and patience. It is appreciated.