

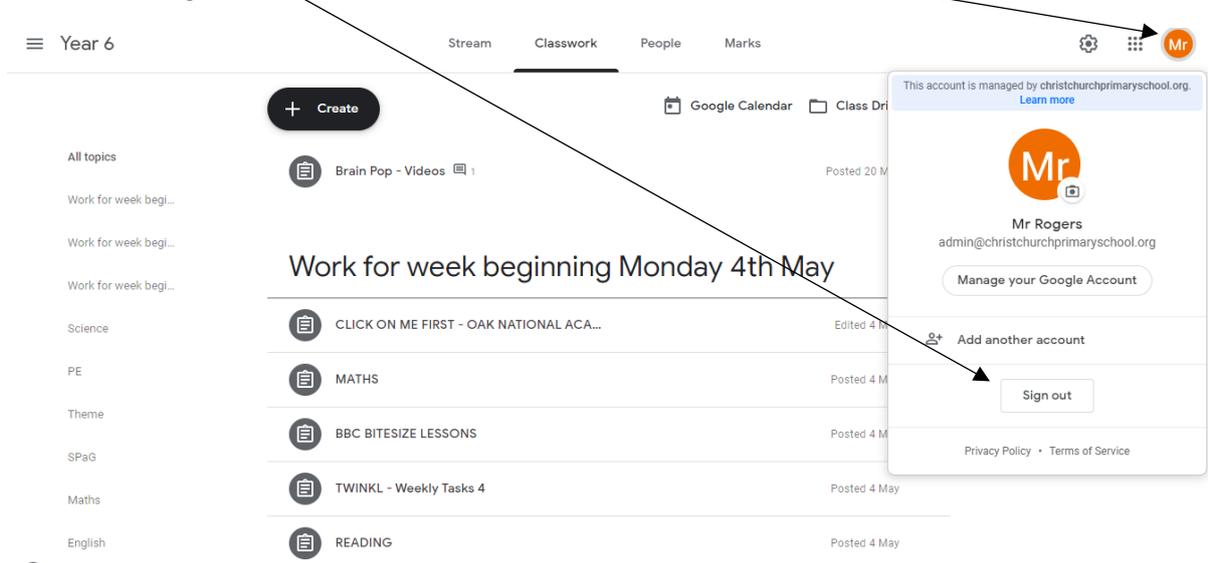
Dear Parents and Carers,

We know from speaking to you that your children are beginning to feel a little unmotivated to complete work as well as missing the interaction with their class teacher and support staff. To address this, we have decided to try and create individual pupil logins to Google Classroom. This means that the children will be able to upload and submit any work they have completed (under their own name), for feedback by the teacher, as well as being able to message the class teacher directly to receive any help.

Shortly, you will be sent an email invitation from Google Classroom to the email address that the School has on file. If you do not receive the invitation or if the email address we have on file requires updating, please let the School Office know as soon as possible.

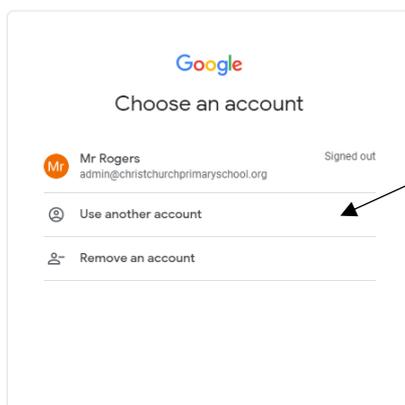
Please follow the steps below to register as a pupil for your child's class:

- 1) Before clicking on the link in the email, please sign out of the generic Google Classroom account that you may have been using by clicking on the icon in the top right corner and then **sign out**.



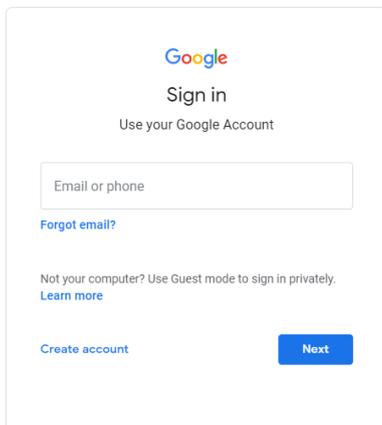
- 2) Return to the email and click **join**.

2a) **If you have** been using Google Classroom, you may have a screen that looks like this:



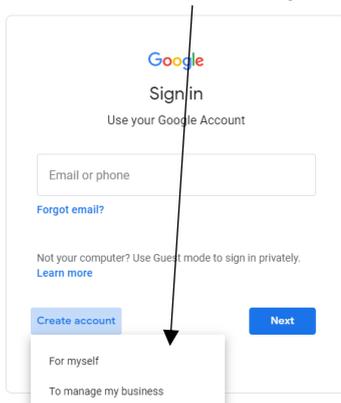
Press **use another account**

2b) **If you have not** been using Google Classroom, you will have a screen that looks like this:



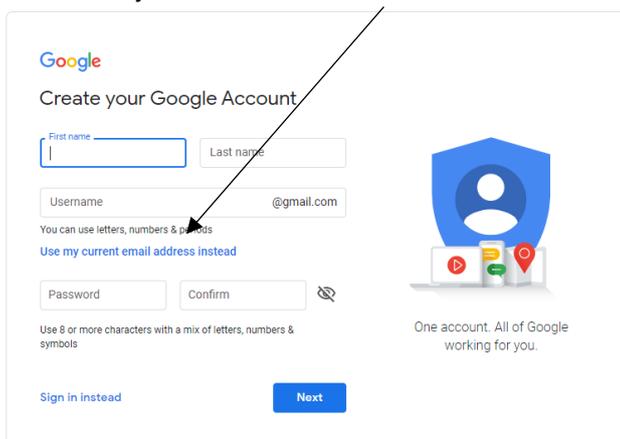
The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left is a link for "Create account" and at the bottom right is a blue "Next" button.

3) Press ***create account*** and ***for myself***



This image shows the same Google Sign in page as in step 2b, but with a dropdown menu open over the "Create account" link. The dropdown menu contains two options: "For myself" and "To manage my business". A black arrow points from the "Create account" link in the background to the "For myself" option in the dropdown.

4) Press ***use my current email address instead***



The image shows the "Create your Google Account" page. It features the Google logo and the heading "Create your Google Account". There are input fields for "First name", "Last name", and "Username" (with "@gmail.com" pre-filled). Below the username field is a note: "You can use letters, numbers & periods" and a link for "Use my current email address instead". There are also input fields for "Password" and "Confirm" with an eye icon for visibility. At the bottom left is a link for "Sign in instead" and at the bottom right is a blue "Next" button. On the right side of the page, there is a graphic of a blue shield with a person icon and a laptop with various app icons (YouTube, Gmail, Maps). Below the graphic is the text: "One account. All of Google working for you."

- 5) Complete the details using your ***child's first name and last name*** and **ensure you use the email address that you received the invitation on.** Create a password and press ***Next***.

Google

Create your Google Account

First name Last name

Your email address

You'll need to confirm that this email belongs to you.
[Create a new Gmail address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

One account. All of Google working for you.

[Sign in instead](#) [Next](#)

- 6) You will be sent a verification code to the email address registered. Please login to your email address and copy the verification code into this box. Then press ***Verify***.

Google

Verify your email address

Enter the verification code we sent to *Your email address*. If you don't see it, check your spam folder.

Enter code

[Back](#) [Verify](#)

- 7) A phone number **is not required** but please enter **YOUR** date of birth and gender. Press ***Next***.

Google

Welcome to Google

Your email address

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Day Month Year

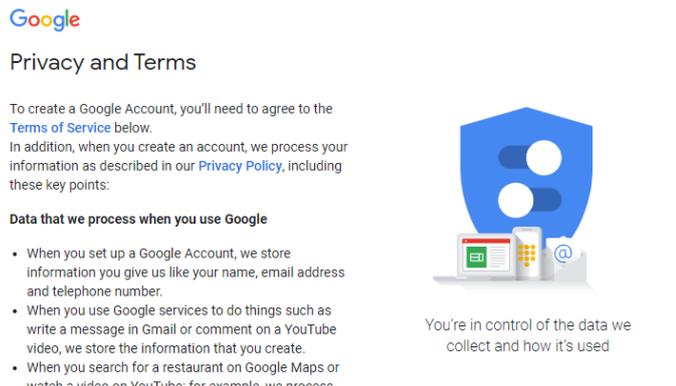
Your date of birth

Gender

Your personal info is private and safe

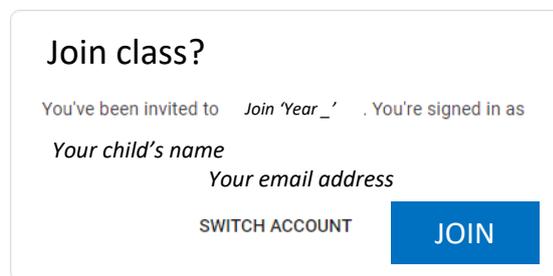
[Why we ask for this information](#)

8) Please read and accept the terms and conditions if happy with them.



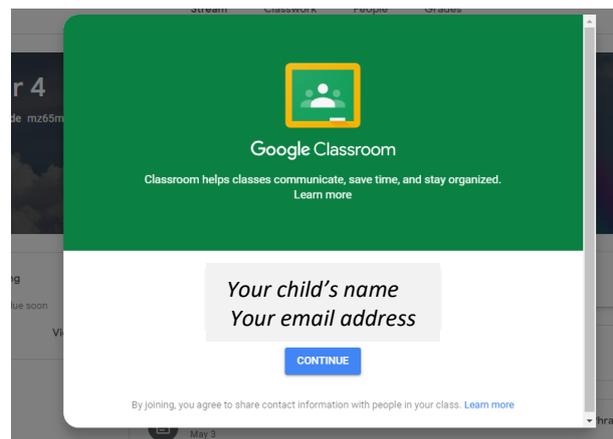
The screenshot shows the Google Privacy and Terms page. At the top is the Google logo. Below it is the heading "Privacy and Terms". The text explains that to create a Google Account, users must agree to the Terms of Service. It also mentions that Google processes user information as described in the Privacy Policy. A section titled "Data that we process when you use Google" lists several types of data collected, such as name, email address, and phone number, and provides examples of how this data is used (e.g., for Gmail, YouTube, or Google Maps). To the right of the text is an illustration of a blue shield with two white circles, representing data protection, with icons for a laptop, a smartphone, and an email symbol below it. Below the illustration is the text: "You're in control of the data we collect and how it's used".

9) You will see a box which says you have been invited to be a student for Press **JOIN**.



The screenshot shows a "Join class?" dialog box. It contains the text: "You've been invited to Join 'Year_'. You're signed in as Your child's name Your email address". At the bottom of the dialog box are two buttons: "SWITCH ACCOUNT" and "JOIN". An arrow from the text above points to the "JOIN" button.

10) Finally, press **CONTINUE**. You will now be registered as a pupil in your child's class. This means that you will be able to upload your child's work* and receive feedback from the class teacher. *a digital photograph of their work will be fine or a document (if the work has been completed on the computer).



The screenshot shows the Google Classroom "Join class?" dialog box. It features the Google Classroom logo at the top, followed by the text: "Classroom helps classes communicate, save time, and stay organized. Learn more". Below this is a grey box containing the text: "Your child's name Your email address". At the bottom of the dialog box is a blue "CONTINUE" button. At the very bottom, there is a small line of text: "By joining, you agree to share contact information with people in your class. Learn more".

We hope that you find these instructions helpful. We will produce further guidance on how to use Google Classroom and how to upload work in the coming days. In the meantime, if you need any further guidance, please contact the School Office.

Stay safe.

Mr Rogers and Mrs Voyle