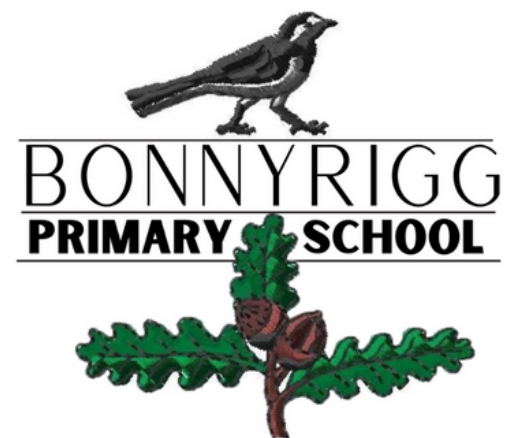


HOW TO ACCESS GOOGLE CLASSROOM

Tips and instructions for accessing and using **Google Classroom** for home learning.



What is Google Classroom?

Google Classroom is your all-in-one place for teaching and learning. Our easy-to-use and secure tool helps educators manage, measure and enrich learning experiences.

Midlothian Council has migrated all services to Google Workspace and this will include the use of Google Classroom for learners.

How to Access Google Classroom

There are 3 ways to access Google Classrooms:

- 1) Via a device, tablet or phone
- 2) Via a console such as a Playstation or Xbox
- 3) Via a computer, chromebook or laptop

Accessing Google Classrooms with a device such as a phone/tablet.

Step 1: Download the Google Classroom App.

If you encounter problems installing the app, you may need to update your system software via 'updates'.

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Step 2: Log into the Google Classroom App using a Google email address and password issued by the school.

Your child's Google login details will look similar to below:

googleusername@midlothian.education

Your child's Google password is the same as their password to access Google Classroom via a laptop or computer.

If your child does not remember their password, please email the school directly

Accessing Google Classroom on a console

How To Access Google Classroom On Playstation 4

- Press the PS button on the DualShock controller and head to the Library for your system.
- Access Games and Applications and head to the Applications section, where you will find the web browser.
- Once here, type in **classroom.google.com**
- You will now gain access to your work via Google Classroom

Accessing Google Classroom on a console

How To Access Google Classroom On Playstation 5

- Go to the PS5 Settings and select Users and Accounts.
- Pick Link With Other Services
- Select Twitter to take you to the hidden web browser.
- Click the Twitter logo in the top left corner, and you'll be taken to the Twitter UI for web browsers.
- Log in and you will then gain access to the PS5 web browser.
- Follow the remaining steps detailed above for PS4 users to access Google Classroom.

Accessing Google Classroom on a console

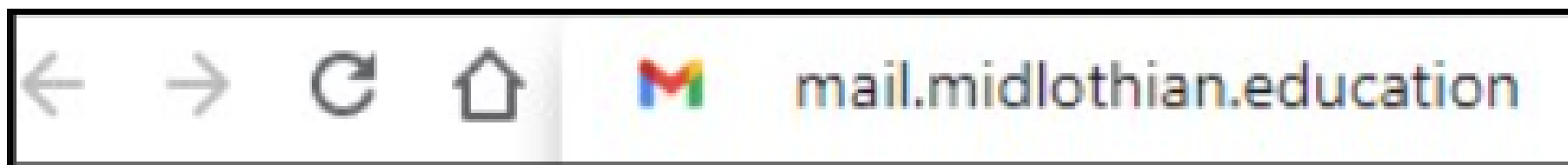
How to use Google Classroom on Xbox One & Xbox Series X/S

- The Xbox consoles each have access to Microsoft Edge – the web browser that comes preinstalled as part of the Xbox user experience. This can be used to access Google Classroom (or another online education service approved by your child’s school).
- Plug a wired keyboard into your Xbox One, Xbox Series X or Xbox Series S via one of the USB ports on the front or back.
- Press the Xbox button top-centre of a game controller and head to “My games & apps” in the side menu.
- Click on “See all”, scroll down to “Apps” and you will see Microsoft Edge in the icons on the right-hand side. Open it.
- Type classroom.google.com into the URL bar at the top and log in as you would on a PC using your school Gmail account.
- You can either use an Xbox controller to move the cursor or a separate USB mouse plugged into one of the other ports.

Accessing Google Classroom on a computer or laptop


As part of learning from home, your child will have been issued with a Google username, password and a Google Classroom join code. If your child has forgotten their join code please email the school directly.

To login to your Google Workspace to access Google Classrooms type **mail.midlothian.education** in the address bar of your internet browser.



Accessing Google Classroom on a computer or laptop

Sign into their account with the login details issued by the school.



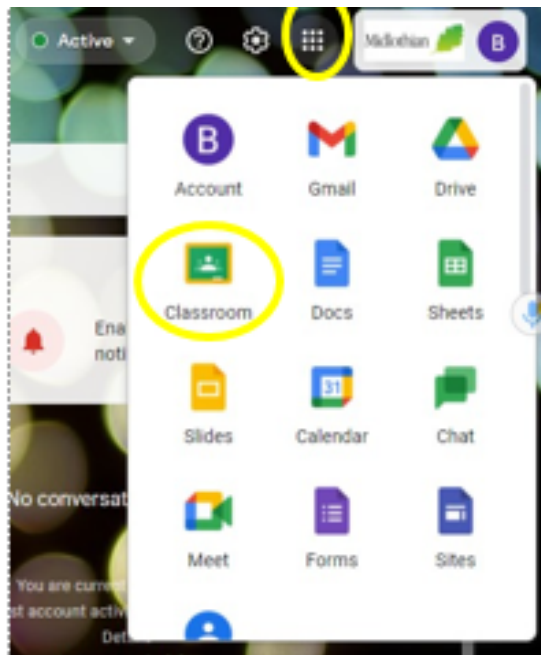
The image shows a screenshot of the Google sign-in page. At the top left is the Google logo. Below it, the text reads "Sign in" followed by "to continue to Gmail". There is a text input field labeled "Email or phone" with a vertical cursor. Below the input field are two links: "Forgot email?" and "More options". At the bottom right is a blue button labeled "NEXT".

googleusername@midlothian.education

Accessing Google Classroom on a computer or laptop

When your child has signed into their new account they can access their Google Classroom for this year.

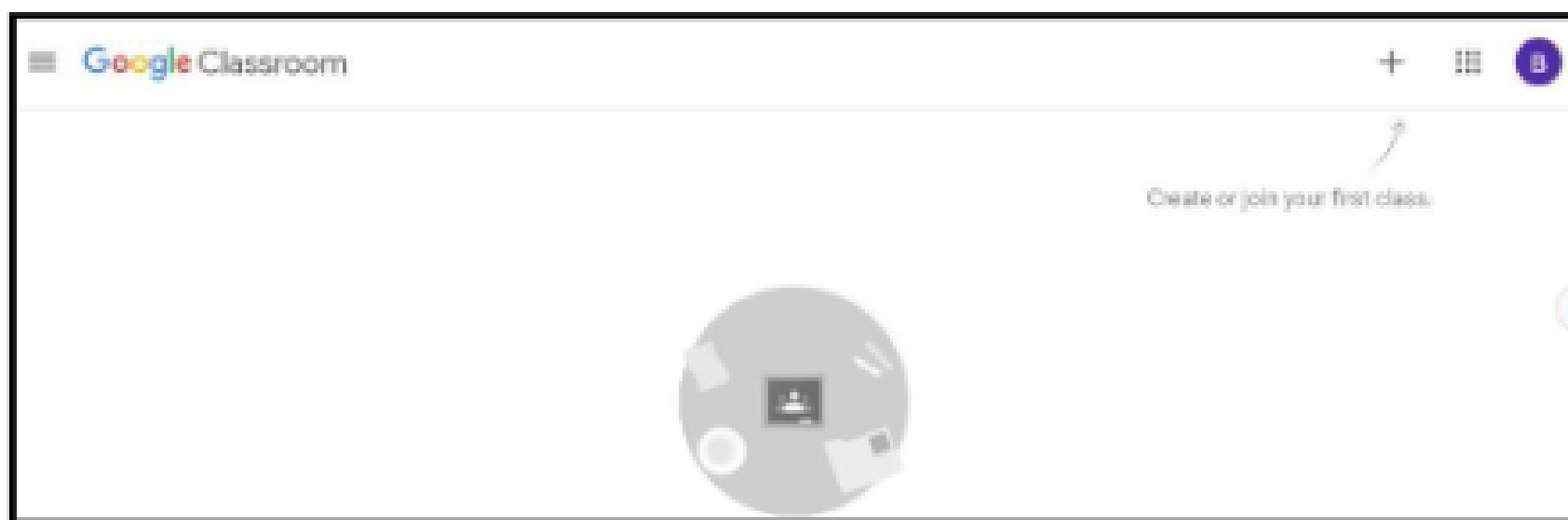
To do this, click on the app launcher (group of squares) and select Google Classroom.



Accessing Google Classroom on a computer or laptop

This will link to the Google Classroom home page where you will see the Google Classroom invite(s) for this year for your child.

If your child has not been invited to a classroom, you can choose to **Join a Class** and then put in the join code issued along with your child's login details.



Accessing Assignments

Assignments will be posted weekly. Some assignments will be available from a Sunday to allow you to plan for the week.

There will be:

- **4 Literacy Assignments available**
- **4 Numeracy Assignments available**
- **A Home Learning Grid (This will be changed every 2 weeks)**

The delivery of tasks may differ between **Infant, Middle and Upper Stages** of the school. Tasks will also be in a range of formats such as Word documents, PowerPoints, PDFs etc.

The **Stream** of Google Classroom will notify your child when a new assignment has been posted.

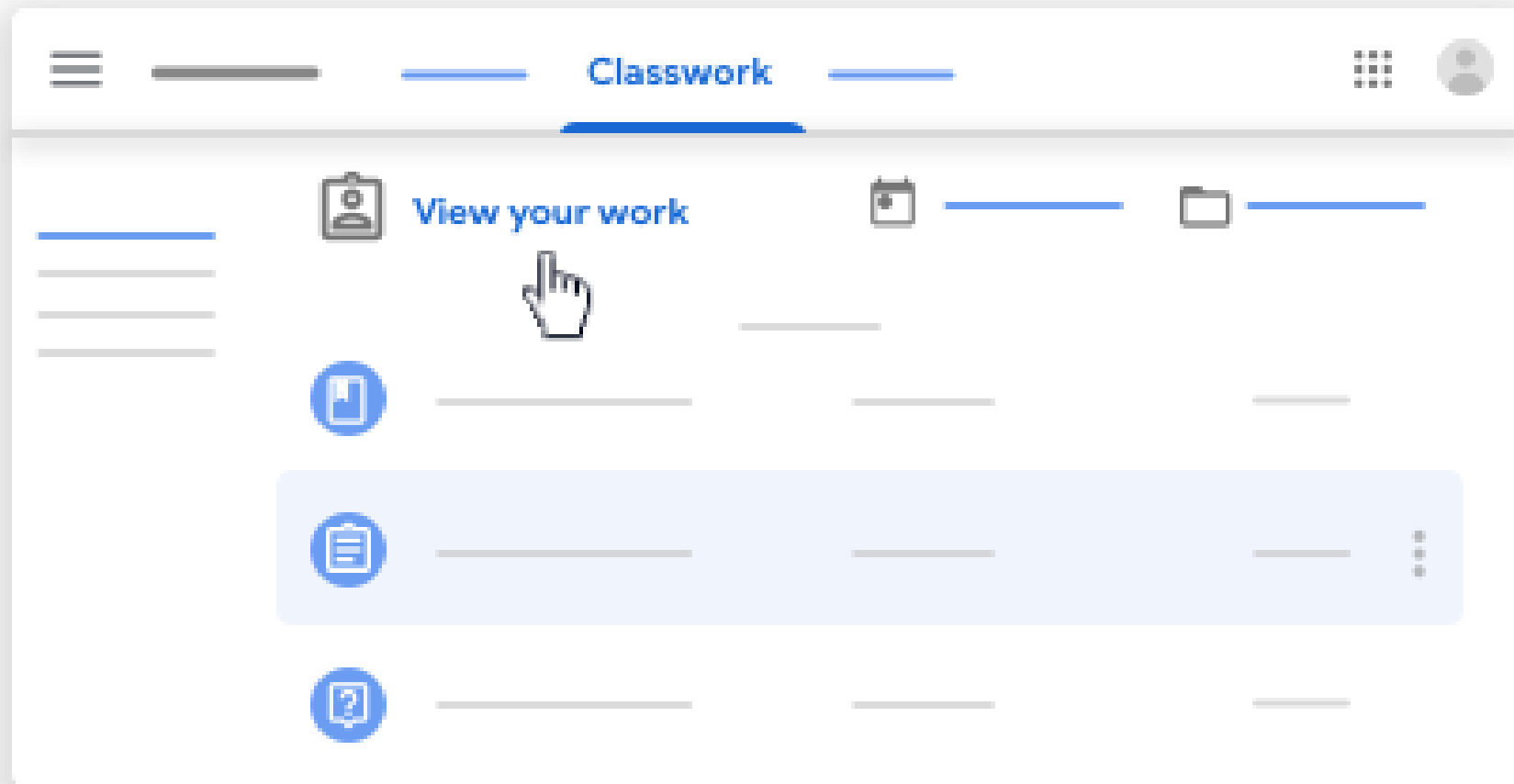
However, please remember that Health and Well-being is what is most important. We would be delighted if children could complete a minimum of 2 numeracy and 2 literacy tasks a week. However, if this is not possible then we do understand.

Viewing Assignments

Access your class

Click: Classwork

Click: View your work.



Turning In Assignments

You turn in your work online in Google Classroom.

Depending on the type of assignment and attachments, you'll see Turn in or Mark as Done.

If you need to edit work turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit.

Assignments can be returned after the due date

Turning In Assignments

To attach an item:

- a. Under Your work, click Add or create/select Google Drive , Link , or File .
 - b. Select the attachment or enter the URL for a link and click Add.
1. To attach a new document:
 - a. Under Your work, click Add or create Docs , Slides , Sheets , or Drawings .
 - b. A new file attaches to your work and opens.
 - c. Click the file and enter your information.
 2. (Optional) To remove an attachment, next to the attachment's name, click Remove .
 3. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
 4. Click Turn In and confirm.
 5. The status of the assignment changes to Turned in.

Useful Videos

The following video show you step by step how to access and use Google Classrooms

[Google Classroom Tutorial for Parents and Students](#)

<https://video.link/w/0107c>

