Alban Wood Primary School and Nursery
Google Classroom Help
CHROMEBOOKS / PC / LAPTOP

We value: Respect, Kindness, Ambition

AGORA LEARNING PARTNERSHIP
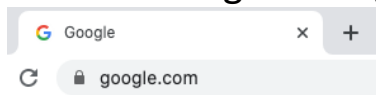
Work together, learn together, succeed together

Step by step guide to how to use Google Classroom on a Chromebook / PC / Laptop NOT AN IPAD / TABLET

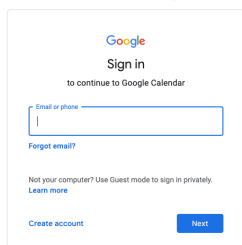1. Open up the Chrome Browser – you can use any other browser but Chrome works best

2. Go to Google.com (type this into the address bar at the top)

3. There should be a blue 'sign in' box in the top right hand side of the browser

4. Click sign in and you should be taken to this screen

5. Enter your username: a child's username is first name and first initial of surname then @albanwood.org.uk (see your child's letter sent home)
   a. Example – **Darren Smith = darrens@orchardpips.org.uk**
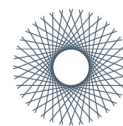   b. NO SPACES, NO CAPITAL LETTERS

   Click next

Alban Wood Primary School and Nursery   **Page 1 of 3**

Alban Wood Primary School and Nursery is a business name of the Agora Learning Partnership, a charitable company limited by guarantee registered in England and Wales under company registration number 10290954 at registered address The Orchard Primary School, Gammons Lane, Watford, WD24 5JW.

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6. Enter your password:
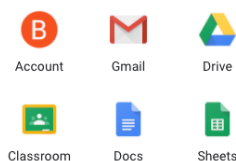   a. See your child's letter for their personal password
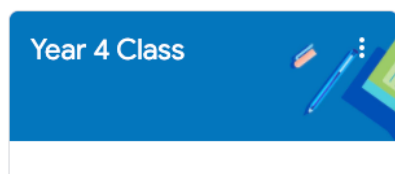
Forgot password?   Next

7. Once signed in you should see a 'waffle' in the top right-hand corner, it looks like 9 dots

8. Click the waffle and then you should be able to go to your classroom, it's a green rectangle with the outline of a white person on – click this

9. This should then bring you up with the class your child is in, click on this

Year 4 Class

10. Once in the class you can go to classwork at the top, click on this
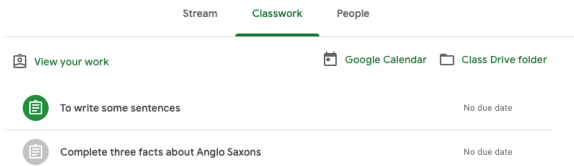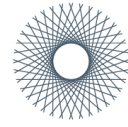
Stream   Classwork   People   Marks

11. You should then be able to click on the assignments 'work' that the teacher has set.
   a. Example of a teacher setting a child tasks of writing some sentences and writing 3 facts about Anglo Saxons

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Stream   Classwork   People

View your work   Google Calendar   Class Drive folder

To write some sentences   No due date

Complete three facts about Anglo Saxons   No due date

12. Click on the task / assignment you want to complete and click on the +add or create button on the right-hand side

+ Add or create
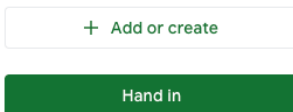
Hand in

13. You will be able to create a Google Docs, Slides, Sheet or Drawing depending on the task

+ Add or create

Google Drive
Link
File

Create new
Docs
Slides
Sheets
Drawings
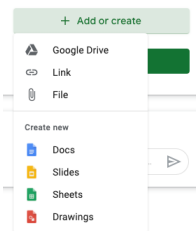
14. Once chosen, your child can click on the link and it will open up the Doc, Slide, Sheet or Drawing.

15. Once the work has been completed there is a 'turn in' button at the top right-hand side of the screen. Click this to send the work to the teacher

TURN IN   Share

If there are any concerns then please email your child's class teacher using the contact form on your child's class page on the website:http://www.albanwood.herts.sch.uk/