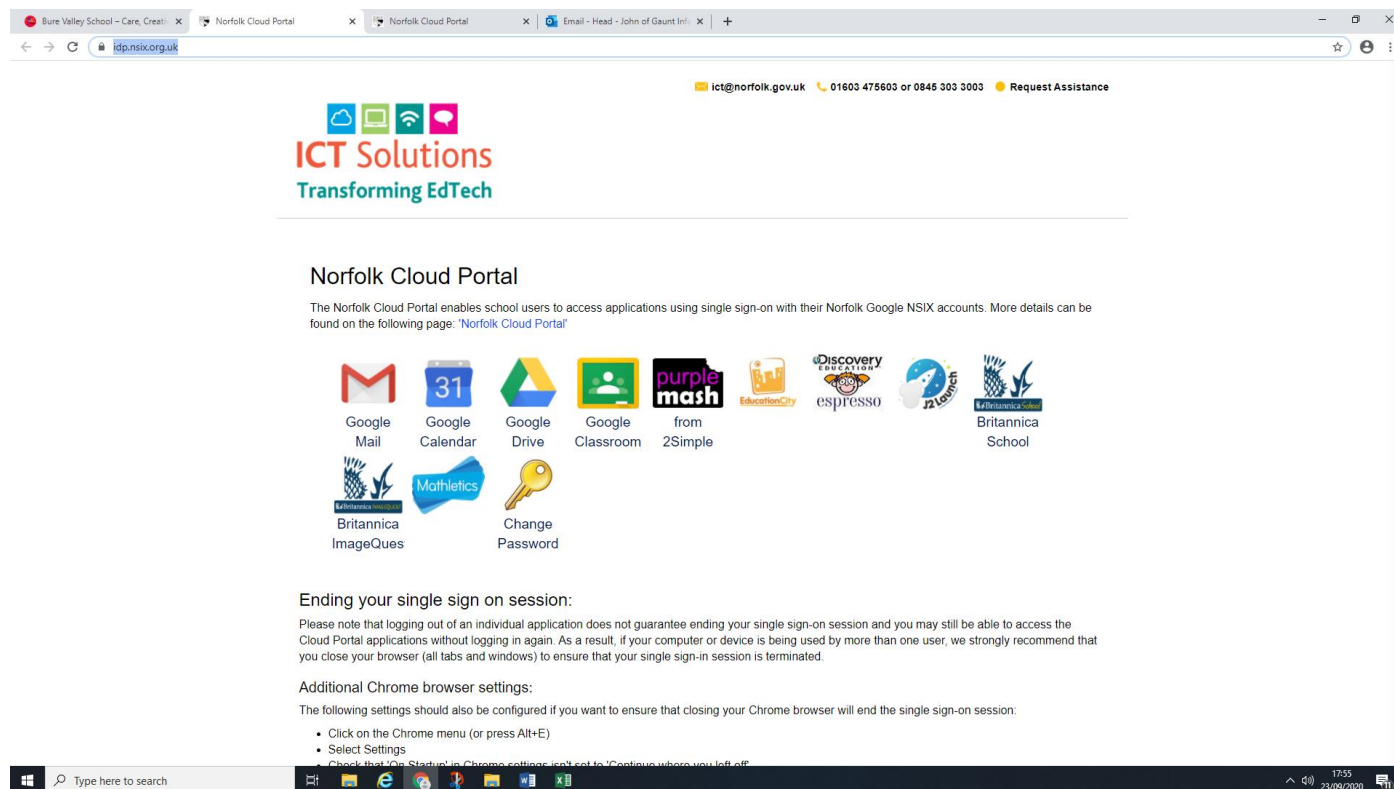


# How to Guide for using Google Classroom

## Computer

Navigate to: <https://idp.nsix.org.uk/> or click on the Norfolk Cloud Portal link on our website.



Click on the google classroom icon

You will then need the sticker in the front of your child's exercise book for the username and password. It looks like this one:

Name: John Bear

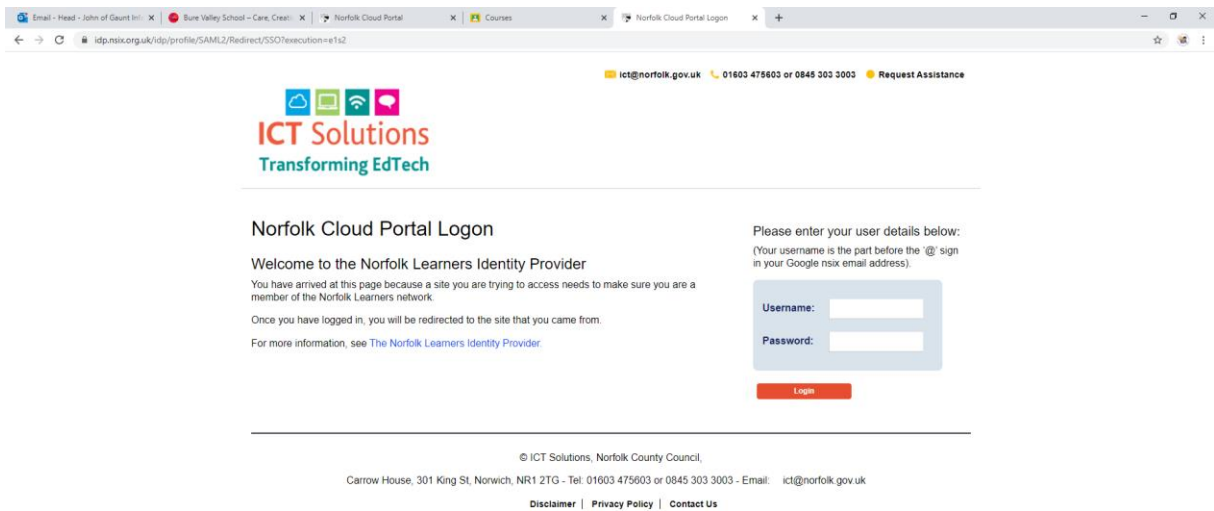
Class: Elephants

Email: jbear5jbr@nsix.org.uk

Username: jbear5jbr

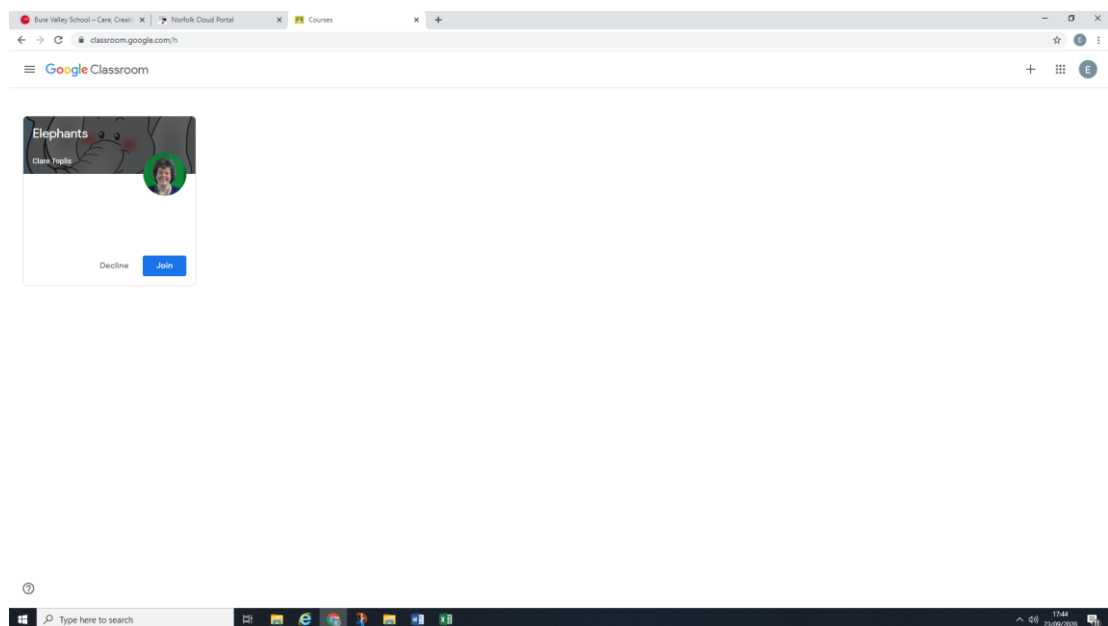
Password: ears

It will take you to a screen like this:



Enter your child's username and then enter their password

Agree to their new account



Find their class and the first time click on Join. After the first time you will not need to join each time.

## **Completing tasks each day**

Stream: this is where the teacher will post announcements for the class.

Classwork: this is the tab you'll use the most as it's where you'll find the daily tasks.

Click on each task to read about and complete that classwork:

There will be at least 4 different tasks each day: Phonics, English, Maths and Other Subjects;

Children may have a question to type a response to;

Children may have to complete an online quiz

Children may have an assignment to do in their exercise book.

All work must be finished by 3pm so that teachers can respond to any online work. Some of the work may be completed in their exercise book which should be brought back into school on the first day back so that your teacher can see the completed work.

**If you've signed onto your child's Google Classroom and are having trouble finding their class, you may need to double-check that you're not logged on in your own Gmail account, as this often stays logged in. To fix this, log out of your account and sign into your child's Google Classroom account from the start.**