South Borough Primary School
A MEMBER OF SWALE ACADEMIES TRUST

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A Learning Ladder for Life

How to use our school's Google Classroom

Please help your child to follow these steps so they can continue to complete learning activities and hand them in if they can't come into school.

Note: your child will need their log-in details for their school **G Suite for Education** account to complete the steps below. If they can't remember these log-in details, please check your child's school planner. In the event these details do not work, please contact our admin team or the main school office if you need to reset your password.

Step One

In order to access **Google Classroom** please follow this link:

https://sites.google.com/swale.at/sbp-student/home

or type into your internet browser:

www.classroom.google.com

Write your child's email address in the box. Click 'Next' and then write your password in the relevant box. An example of the email would be:
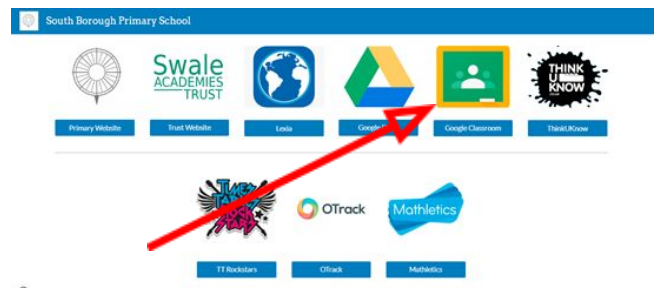
sbp2015.lclarke@swale.at

An example password would look something like this: SBP2233 (please note that these are **case sensitive**). Click 'Sign In'.

Step Two

Click on **Google Classroom**

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA
Director of Primary : Mr M Wilson
Swale Academies Trust Registered Office: Ashdown House Johnson Road
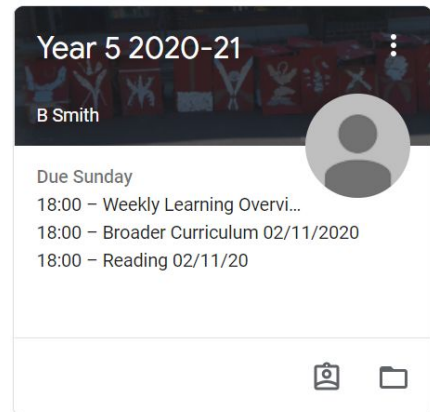Registered in England No: 07344732

Step Three

Click on the 'Weekly Learning Overview' for quick access to all your child's learning.

Tasks can be completed online and handed in. See below for further details.

≡ Google Classroom

☑ To do   🗓 Calendar

Year 5 2020-21

B Smith

Due Sunday
18:00 − Weekly Learning Overvi...
18:00 − Broader Curriculum 02/11/2020
18:00 − Reading 02/11/20

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

Your child needs to:
- ➢ Go to Google Classroom
- ➢ Click 'Classwork'
- ➢ Click on assignment, then 'View assignment'
- ➢ On the right-hand side of the page, click 'Add or Create'. Follow their teacher's instructions on how to complete their work.
- ➢ Once they've finished, click 'Hand in', then 'Hand in' again to confirm
- ➢ **Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

How to get and hand in work (Mobile Devices)

Your child needs to:
- ➢ Open the Classroom app
- ➢ Tap on their class, then 'Classwork' (at the bottom)
- ➢ Tap on assignment, then the arrow at the bottom
- ➢ Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work.
- ➢ Once they've finished, tap 'Hand in', then 'Hand in' again to confirm
- ➢ **Made a mistake?** Tap 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

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