



# A guide for Students/Parents/Carers to logging in to Google Classroom

We have set up an e-learning environment to enable students to continue to work from home. This area will be a vital connection between teachers and students and will be regularly updated to provide relevant work and progress checks.

Already widely used at Maplewell Hall School, Google Classroom is a tool that enables staff to share resources with students.

All students have been provided with a Google Classroom login and have already successfully completed a range of subjects' specific tasks in this online environment.

## **What should I do if I have additional questions about Google Classroom?**

- If it is a technical issue please directly email Mr Palmer who will be tracking Google classroom and all user accounts [C.Palmer@maplewell.leics.sch.uk](mailto:C.Palmer@maplewell.leics.sch.uk)
- If you have a query about your child's work set, please contact their subject teachers in the first instance via WEDUC.

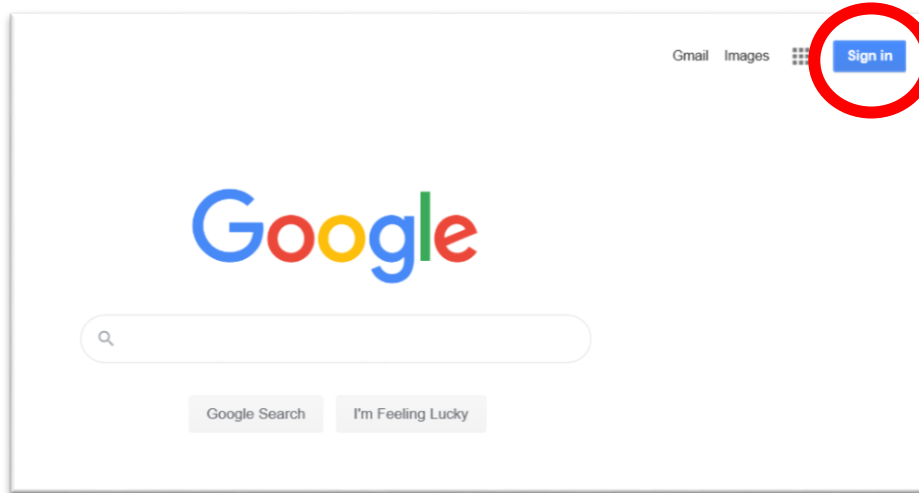


## How to log in



## Step 1

Load Google and select 'Sign in'



## Step 2

Enter the login details

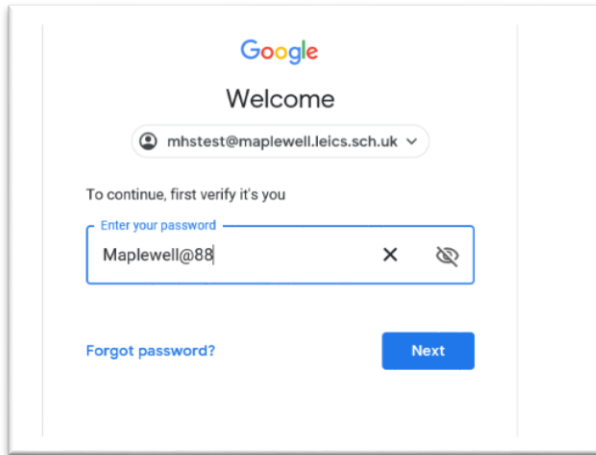
Students will have their own email address and password (Please see below). It starts with the student's first and second name typed together then followed by [@maplewell.leics.sch.uk](mailto:@maplewell.leics.sch.uk) (see example below)

Password is the same to all students **Maplewell@88**

|                                 |   |
|---------------------------------|---|
| <b>Email address (Username)</b> | firstnamessecondname@maplewell.leics.sch.uk |
| <b>Password</b>                 | <b>Maplewell@88</b>                         |

## **Please note**

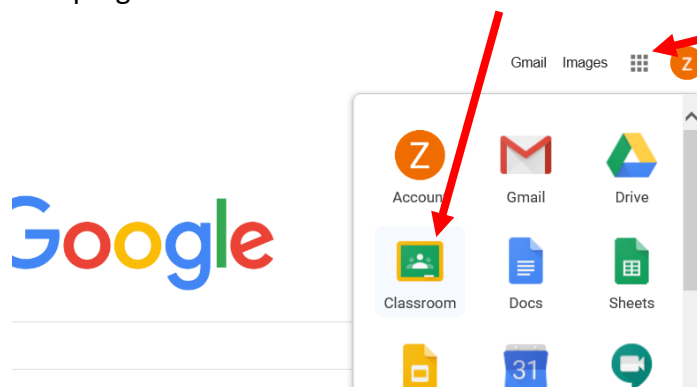
- The password is a capital 'M'
- Usernames are not in capitals and have no spaces between first and second names



Click next

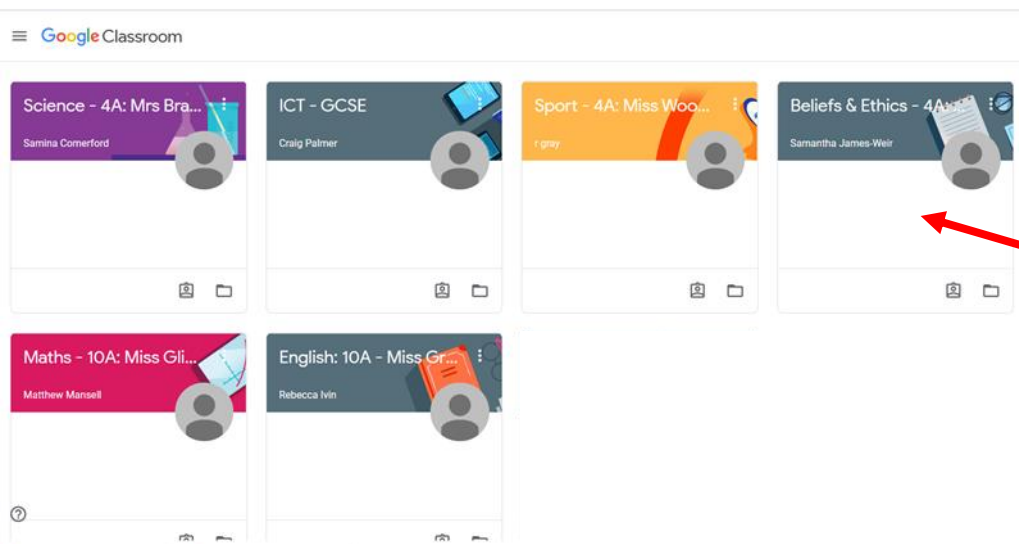
### Step 3

Once you have logged in, you need to load Google Classroom by selecting the 9 small squares in the top right corner and then the Classroom icon.



### Step 4

This will load Google Classroom and any subjects that your child is assigned to. Most students will already be added to the correct teachers - see list below.

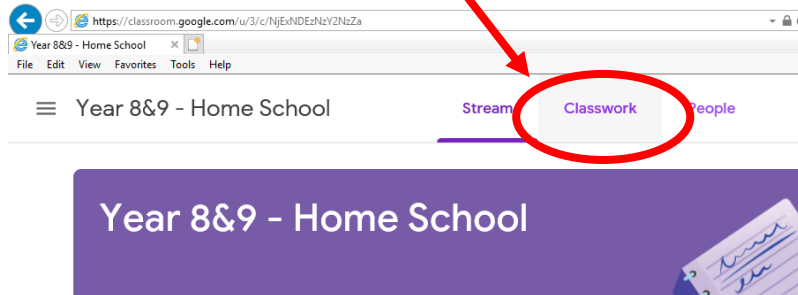


Chose the subject by clicking on one of the icons



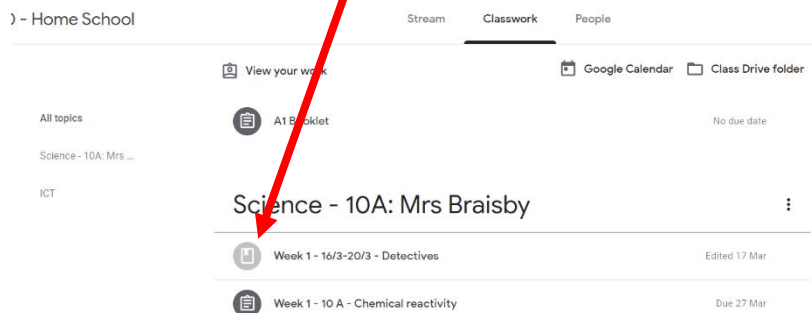
## Step 5

Access work using the 'Classwork' tab at the top of the page.



## Step 6

Select the appropriate week/task and follow the instructions on the work. Once work is completed it can be handed in.



You may be asked to create something yourself. Don't worry if you do not have Microsoft Office because Google has its own versions and they are free. Just click the 'Add or Create' button to get started.

