

## Step by Step Guide

**Anyone** with a Google account can use Google Classroom. Parents can access their child's Google Classroom in the following way:

- From any computer with internet access, click this link <https://classroom.google.com> and have the student login with their Google Classroom username and password. Please note that any activity in Google Classroom is documented under the student's login and it would be inappropriate for a parent to communicate with the teacher or other students in Google Classroom.
- Parents should use their personal email to digitally communicate with the teacher.

As a parent/carer, you can receive email summaries showing your student's progress in classroom.

**Missing work**—Work that's late at the time the email was sent.

**Upcoming work**—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails).

**Class activity**—Announcements, assignments, and questions recently posted by teachers.

You can choose the frequency of the emails, such as daily or weekly.

You can unsubscribe or remove yourself from Classroom at any time.

See more details here <https://support.google.com/edu/classroom/answer/6388136>

### Step-by-step guide on how to use the remote learning platform

#### From your computer/PC

- Step 1** Turn on the computers/PC
- Step 2** Open a google page - type google classroom - click on **Google classroom**
- Step 3** Click on **Go to Classroom**
- Step 4** On **Sign in - Use your Google Account**, type your Google Classroom User name as:  
**your school username@g.brc.brent.sch.uk**  
**Example:** emurphy012.304@g.brc.brent.sch.uk
- Step 5** Click **Next**
- Step 6** Enter your **password**, the same as you use for **school logging**
- Step 7** Click **Next**  
**You are in you Google Classroom**

#### From a Chromebook

- Step 1** Lift the cover of your Chromebook
- Step 2** Type in your computers/PC/former laptops personal **username name** [xxx.304]
- Step 3** Enter your **password**, the same as you use for **school email**  
Then follow the above **Step 4** to **Step 9**  
**You are in you Google Classroom**