



# UPLANDS MANOR PRIMARY SCHOOL

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5<sup>th</sup> January 2021

Dear parents and carers

## Google Classrooms Remote Learning

From Wednesday 6<sup>th</sup> January remote learning will be available for all year groups on Google Classrooms. Using this platform, teachers from the year group will present lessons and provide tasks and activities for your child to complete so that we minimise the impact of children not being able to attend school. Children will also be able to submit work to the teacher who can then provide feedback during school hours and monitor how much work children are completing remotely.

Your child will have received a log in for Google Classroom. If you have any questions about the log in please contact your child's class teacher on the year group email:

[Nursery@uplandsmanor.sandwell.sch.uk](mailto:Nursery@uplandsmanor.sandwell.sch.uk)  
[Year1@uplandsmanor.sandwell.sch.uk](mailto:Year1@uplandsmanor.sandwell.sch.uk)  
[Year3@uplandsmanor.sandwell.sch.uk](mailto:Year3@uplandsmanor.sandwell.sch.uk)  
[Year5@uplandsmanor.sandwell.sch.uk](mailto:Year5@uplandsmanor.sandwell.sch.uk)

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[Year2@uplandsmanor.sandwell.sch.uk](mailto:Year2@uplandsmanor.sandwell.sch.uk)  
[Year4@uplandsmanor.sandwell.sch.uk](mailto:Year4@uplandsmanor.sandwell.sch.uk)  
[Year6@uplandsmanor.sandwell.sch.uk](mailto:Year6@uplandsmanor.sandwell.sch.uk)

*To log on to Google Classrooms please follow the instructions overleaf.*

**It is really important your child/children engage with this learning. We're determined to keep all of our pupils on-track this year and make sure no one falls behind because they have to learn from home because of the lockdown.**

Yours faithfully

Miss J Copestake  
Deputy Headteacher

# How to use our school's Google Classroom for Parents

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**Note:** If you have any issues please contact our IT team by email through:

[ictsupport@uplandsmanor.sandwell.sch.uk](mailto:ictsupport@uplandsmanor.sandwell.sch.uk)

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## Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>&gt; Open the Play Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>&gt; Open the App Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, you will need to:

- > Log in to their G Suite for Education account
  - > Tap I'm a student
  - > Tap join class
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## Computers and laptops: log in to Google Classroom

Your child needs to:

- > Go to [www.classroom.google.com](http://www.classroom.google.com)
- > Log in to their G Suite for Education account
- > Click join Class

## How to get and hand in work (computers and laptops)

You will need to:

- > Go to Google Classroom (see link above)
- > Click 'Classwork'
- > Click on an 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.

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## How to hand in work (mobile devices – Android or iOS)

You will need to:

- > Open the Google Classroom app
- > Tap on their class, then 'Classwork' (at the bottom)
- > Tap on an 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, then follow the last two steps to resubmit it.