

### Guidance for Parents/ Carers

Over the next few weeks our students may be expected to work from home due to the spread of the virus although this has not been confirmed yet. We will be using **Google Classroom** alongside their usual homework platform to ensure that this minimises the impact on their learning.

Please assist in ensuring that your child is logged on during school hours. We have arranged pupil assignments based on the lessons that pupils would usually have each day. Below is guidance that we have shared with the students in our school.

### **How to log into Google Classroom**

1. Go to [classroom.google.com](https://classroom.google.com) and click "**Go to Classroom**"
2. Enter your username and click Next. An example username, if the pupil is called Joe Blogs in year 7, would be *19blogs@orchardparkhigh.net*. All usernames are in pupil area in the google student logons folder.
3. Enter your password and click next. Each student should have created their own password, but if not it will be the default password 'Student1'.
4. If there is a welcome message, read it and click Accept.
5. Click "**I'm A Student**", then click "**Get Started**".
6. Click on the appropriate class group.

*If you cannot log into google classroom for any reason, please email [ithelpdesk@orchardparkhigh.net](mailto:ithelpdesk@orchardparkhigh.net)*

### **How to check your assignments**

Assignments are tasks that your teacher has set. An assignment could be a quiz, a comprehension task, watching a video, or even answering exam questions. You can see a list of all your work on the **Your work** page. To check your assignments, complete the following steps:-

1. Click on the relevant class
2. Click on then **Classwork**
3. Click on **View Your Work**.
4. To see attachments, comments, or additional details for an assignment or question, click the title of the work and then **View details**.

Your teacher will be available during school hours through email- please contact them if you have any questions.

### **How to send your work to your teacher.**

Most of the assignments that your teachers set will be able to be completed online and emailed to them. However, you may be required to send photos of your work to your teacher. You can take a photo using a device such as a phone. If the photos are too big to send, please use a photo to pdf converter app such as *Scanbot*.

### **Using the Google Classroom App.**

Google classrooms also has a mobile app for Android and IOS. Students can open their assignments and work on them right from their mobile phone or device. Students and teachers receive notifications when they have new content in Classroom, so they are always up to date. Some pupils find this easier than the desktop version.