



Breage C of E VA Primary School

Online Learning Guide

This guide should help you from the signing in process all the way through to Google Classroom, where your child's work is located.

By now you should have received your letter, code of conduct and permission slip. Please return this slip as soon as possible. If you have not had these documents, please contact the office.

You will also have your log in details for GSuite. It will look like this:

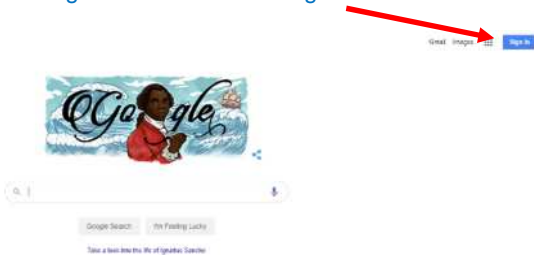
17example@breage.cornwall.sch.uk

The password will be a mixture of letters and numbers which you can reset on your first access.

A hard copy of this guide will come home!

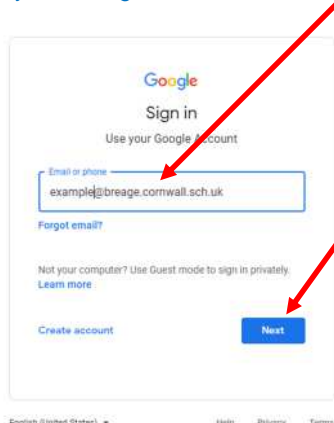
Step 1:

Open Google and click on the 'Sign In' icon.



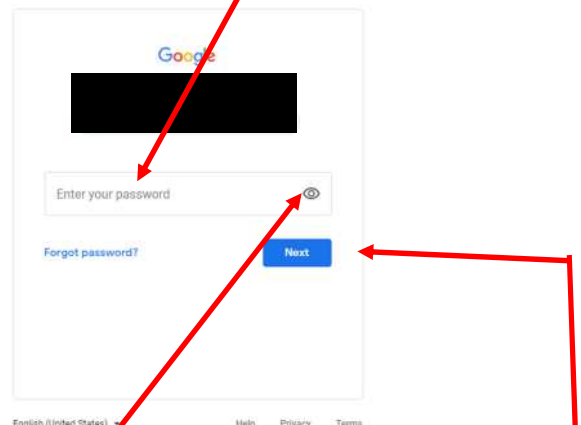
Step 2:

Input your Breage account address here and click 'Next'



Step 3:

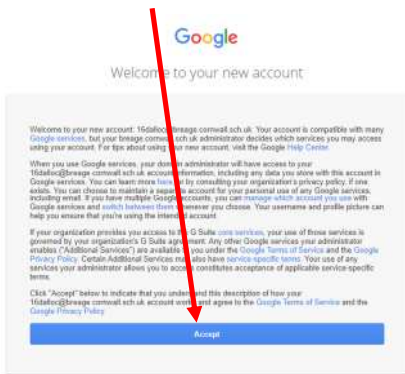
Input your password here



You can see your password by pressing on the eye here. Then click Next

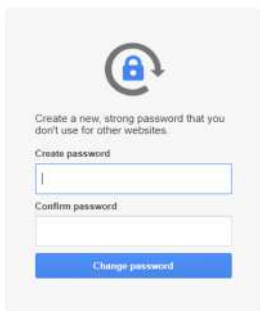
Step 4:

Click on 'Accept'



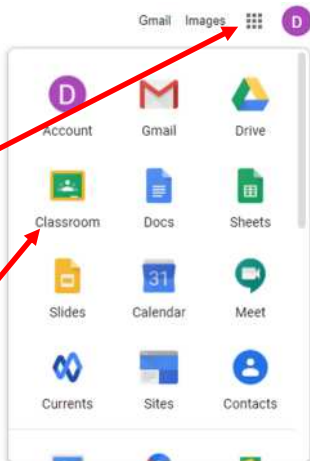
Step 5:

You will be prompted to change your password. Change it to something you can remember and no-one else can easily guess.



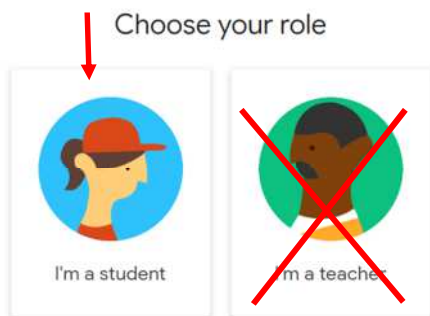
Step 6:

Now click on the nine dots found on the top right of your screen. Then click on 'Classroom'



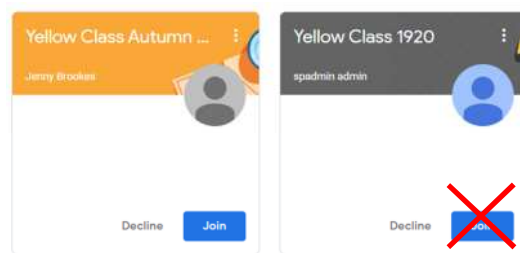
Step 7:

You **must** select 'I'm a student'. If you select 'I'm a Teacher', we will need to remove the account and start again.



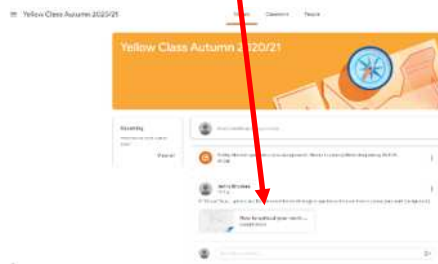
Step 8:

You may see two classes. Select the one coloured for your class. This example login is for Yellow class.



Step 9:

You have entered the 'Classroom'. In here are 'How to upload your work' instructions. You may want to print these.



Step 10:

To find your work, click on 'Classwork' at the top of the screen.



Step 11:

Here you will find your weekly work titled with the week beginning date.



From here you can follow the 'How to upload your work' instructions provided in **Step 8**. If you cannot print at home, you could open the 'google doc' as a separate page on your laptop or we can provide you a printed copy from school if required. It will take time to get it to you as you would be isolating and we will need to deliver it or post it.

We hope that this guide, coupled with the 'How to upload your work' instructions, will help you begin to utilise Google Classroom effectively.

If you have any problems with any stage of this process please call us. We will do our best to guide you over the phone.