

# Google Classroom

## Support

13<sup>th</sup> January 2021

Thank you for all your support with Balksbury's online learning so far. It has been great to see how hard the children have been working and their enthusiasm during our Live Lessons. At such short notice, the determination and commitment that our families have shown has been great; we are so proud of our online success at this early stage!

### Frequently Asked Questions

*How do you log in to Google Classroom using an Xbox?*



1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type '*Google Classroom*' in the search bar
6. Select *Go to Classroom*
7. Now log in using your unique username and password

Please **only** use your **Balksbury Federation username** and **account** to submit work and attend Live Lessons. Any personal usernames will be denied entry to the Live Lesson.

*How do you log in to Google Classroom using a PlayStation?*



1. Turn on the PlayStation
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the *Library* use the search bar to type in *Internet*
5. Select the *Internet Browser* App
6. Start *Internet Browser* and press the triangle button on the controller to search
7. Once on the internet, type in the search box **Google Classroom** and select the first link that comes up:  
**Classroom:** manage teaching and learning Google for Education. Web Link: [edu.google.com/products/classroom](https://edu.google.com/products/classroom)
8. Select *Go to Classroom*
9. Now log in using your unique username and password.

**Please note:** if you face technical difficulties and are unable to edit your documents, a photo of any paper work your child has completed can be uploaded instead.

### ***How do I edit a document?***

All documents that are uploaded on to Google Classroom can be edited. Google automatically saves your work every couple of minutes, however we advise that you also click save. If you do not see an option to 'Turn in' your work in the right hand corner, follow the instructions below:

1. Click file
2. Click Make a copy

This will then save into your Google drive.

### ***How do I submit an assignment?***

Once you have edited your Google Classroom close the document you are working on (it will save automatically) and then click 'Turn in' typically found in the right hand side of your screen.

### ***Why has the teacher returned my work?***

In order for you to view your scores or any feedback from the teacher, they must return the work to you. This does not mean you have to resubmit the work. If changes need to be made, the teacher will make this clear in the comments.

### ***What is Google Drive?***

Google drive is your own personal place where all work is automatically saved. If you are unable to find a document, or you are searching for a document, this will be in your Google Drive. To open this, click the 9 dots in the right hand side, click on **Google**



**Drive.** Or search **Google Drive** through your internet browser and then open.

### ***When I go to open a document or assignment, it says 'request access' or 'access denied'. Why can't I open my documents?***

Google allows you to sign in to multiple accounts at one time. If you try to open a document which has been set on Google Classroom and it does not allow you, this is because Google has switched your account without you knowing.

To fix this, it is recommended that you sign out of all other accounts. This makes sure that Google is just accessing one account at a time.

