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Dear Student & Parent/Carer

RE: STUDENT EMAIL AND GOOGLE CLASSROOM

During lockdown earlier in the year, Crofton Academy students at that time were given a student email account and access to Google Classroom to support home learning. Google Classroom is a free and secure learning network for teachers, students and schools. It provides a safe way for us to connect, share content, access homework and receive class information. It enabled our students to have contact with their teachers to ask questions about work that was set for them from all subject areas and also to receive feedback about their progress.

The system was a great success for many of our students and we plan to utilise Google Classroom for homework this school year, as well as in the event of further local or national lockdowns.

Please read the following instructions carefully with your Year 7 child and ask them to complete the activation process as soon as possible to:

- a) Activate their student email account
- b) Join their Google Classroom classes

Each student has been issued with their own Crofton Academy student Gmail account. If a student already has a personal Gmail account they cannot use it as a substitute. Only the Crofton Academy student Gmail account will allow them to log in to Google Classroom at Crofton Academy.

TO LOG IN AND ACTIVATE THE EMAIL ACCOUNT STUDENTS SHOULD:

1. Open a browser web page such as Google Chrome and type in the address bar at the top **classroom.google.com**
1. Enter their student email address in the sign in box. This should be in the following format:
initial+surname+4 digit admin number followed by @gs.croftonacademy.org.uk
2. The first part of the address is how a student will log on to a computer at school, for example:
jsmith6789@gs.croftonacademy.org.uk
3. All pupils have their own log in information printed on a sticker inside their school planners with a password that they should then change.
4. Year 7 student passwords are initially set as: Apple123
5. After signing in, students will be required to set a new password and confirm it. Please remember this password - write it down and keep it safe, but do not share it with anyone.



6. You are now in the Google Classroom home page - From here click on the 9 dots in the top right hand corner of the screen. This is where all the Google apps are found. Click on Gmail. This is the student email page. Students will have a message from their Year Leader, Mr J MacDonald, waiting for them in the inbox. We would like students to read this message and reply as soon as possible to him (this lets us know that the email account has been activated).

TO JOIN GOOGLE CLASSES:

Students can join their classes from the Google Classroom home page. Just click on the join buttons on each class. A quick user guide to Google Classes is provided below. Students have also been introduced to Google Classroom in school with their Group Tutor, however, the best way to learn is to take a tour, hover over the icons, click into the tabs and have a look.

Gmail can be added to smartphones within the phones email app or the free Google Mail app can be downloaded from the app store on Android or Apple devices. Tablets, PCs and laptops can also be used to run Google Classroom and Gmail. We also recommend downloading the free Google Classroom app from the app store on Android or Apple devices. This makes it easy and quick to check on home learning tasks - turn on notifications.

A QUICK GUIDE FOR STUDENTS ON HOW TO USE GOOGLE CLASSROOM

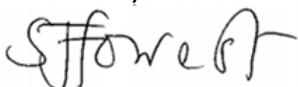
1. Download the App, or go to classroom.google.com
2. Log in with your Crofton Academy Google account (username@gs.croftonacademy.org.uk).
3. Join all of your classes on your home page.
4. If using the App, make sure notifications are switched 'on'.
5. Assignments (home learning tasks) will appear in each Google Class as all messages appear in the 'Stream'.
6. Assignments (home learning tasks) can be accessed by clicking the message in the stream or by going into the 'Classwork' tab. This is also where teachers may leave documents such as power points, worksheets, links to test topics, among other things.
7. Assignments (home learning tasks) will be given a 'due by' date. You can indicate that you have completed a piece of home learning by clicking the 'Mark as done' button in the 'Your work' section. Your teacher will ask you to submit work to give feedback on.

To do this you have two options:

- Make a Google doc or Google slide (or add to a document the teacher sets) and click the +Add or Create button to attach it.
- Take a picture of your handwritten work or produce a word document or power point and upload that.
- You can also send a message as a private comment to the teacher if you require any guidance with home learning.
- Google Classroom will support all of our students at Crofton Academy to have a positive home learning experience. If you have any questions please contact your child's Year Leader, Mr J MacDonald, at school.

Thank you for your support.

Yours sincerely



Mrs S Forrester

Assistant Headteacher – Crofton Academy