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Dear Student & Parent/Carer

### RE: STUDENT EMAIL AND GOOGLE CLASSROOM

During lockdown earlier in the year, Crofton Academy students 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 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 child to ensure they are able to join their Google Classroom classes for 2020-21.

Each student was issued with their own Crofton Academy student Gmail account in the summer term. Please check with your child that they are able to remember their school Gmail address (information below). Student passwords have been reset to Pear12345! and once they have logged in, students should change this password and not share this information with anyone.

### STUDENTS SHOULD:

1. Open a browser web page such as Google Chrome and type in the address bar at the top **classroom.google.com** if they work at home on a PC or laptop.  
**Other students used smartphones, downloading the free Google Classroom app from the app store on Android or Apple devices (turning on notifications). They might also have used the free Google Mail app.**
2. Enter their student email address in the sign in box. Students already know their email address as it is the same as last year. It is in the following format:
3. Initial+surname+4 digit admin number followed by @gs.croftonacademy.org.uk
4. For example: jsmith6789@gc.croftonacademy.org.uk
5. Passwords for Years 8 – 11 have been reset to Pear12345! (change this – students should not share this information with anyone).
6. Once logged in, the student is taken to the Google Classroom home page. Students should join their classes for this school year from here. Click on the join buttons on each class. Years 10 and 11 students should still be able to see their classes from last year too to refer back to the content there, when revising, for example.



A quick user guide to Google Classes is provided below as a reminder for your child.

#### **HOW TO USE GOOGLE CLASSROOM:**

1. Download the App, or go to [classroom.google.com](https://classroom.google.com)
2. Log in with your Crofton Academy Google account ([username@gs.croftonacademy.org.uk](mailto: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 for them to give you feedback on

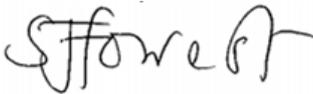
To do this you have two options:

- Make / add to a google doc or google slide and click the +Add or Create button to attach it
- Take a picture of your handwritten work / word document 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.

Thank you for your support.

Yours sincerely



**Mrs S Forrest**

Assistant Headteacher