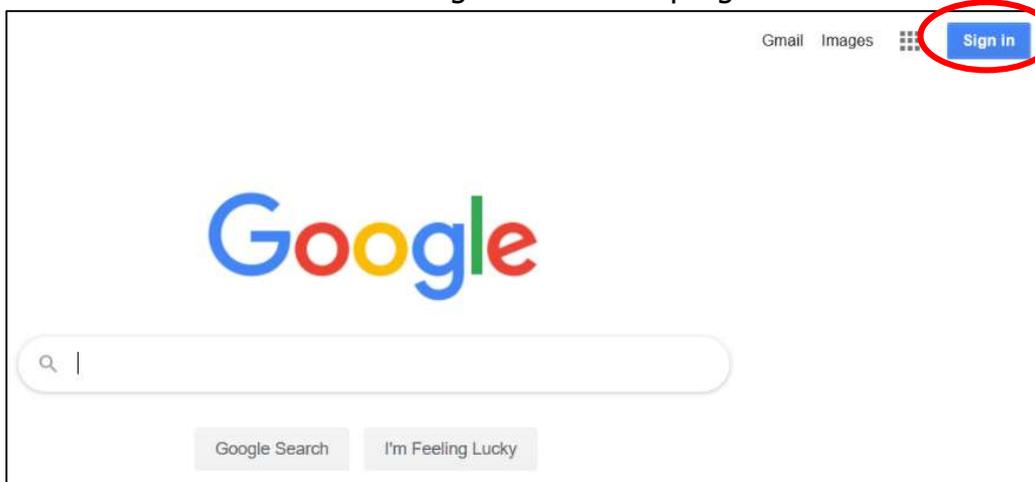


How to access the Waterkloof Primary School Google Classroom

Note: If you already have Google account (Gmail address) then please make sure you are signed out of your personal account. You need to use your child's new @waterkloofprimary.co.za email address to access Google Classroom.

STEP 1

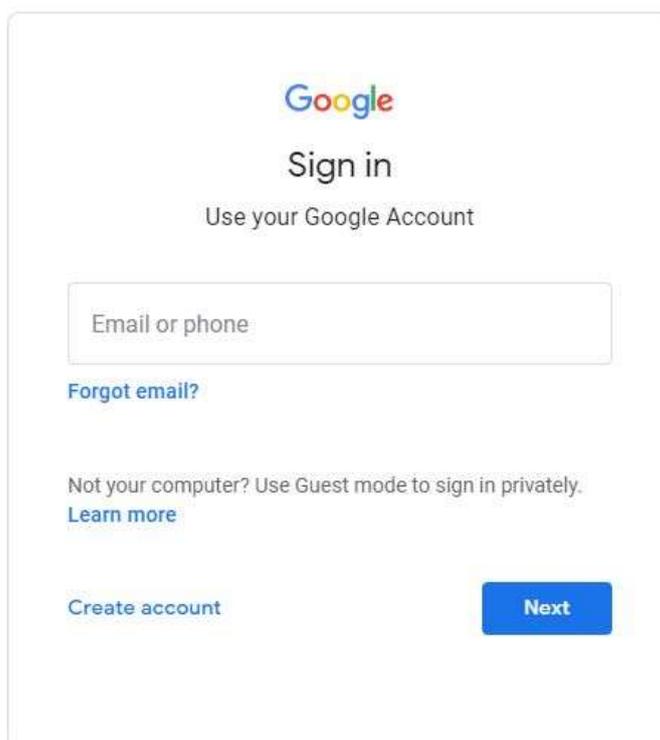
Open your internet browser and click the "Sign In" at the top right-hand corner of the Google homepage.



STEP 2

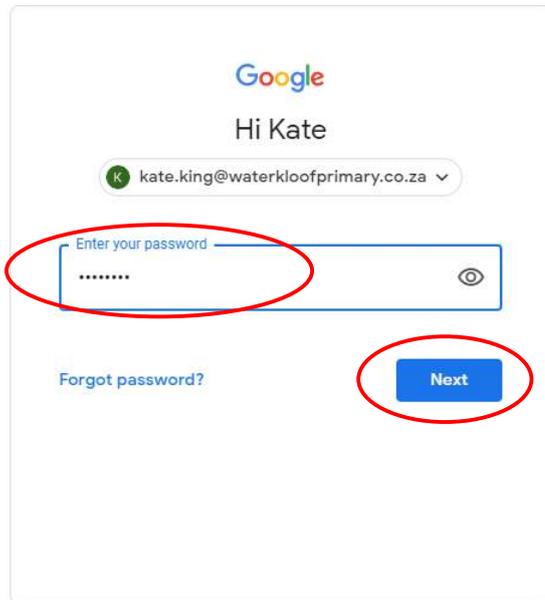
When you are taken to the "Sign in" screen pictured below, type in your child's @waterkloofprimary.co.za address into the "Email or phone" box. Then click "Next".

This email address you can find through a link on the School Communicator. When you are directed to the webpage, look for your child's register class, find their name and surname and you will see their @waterkloofprimary.co.za address.



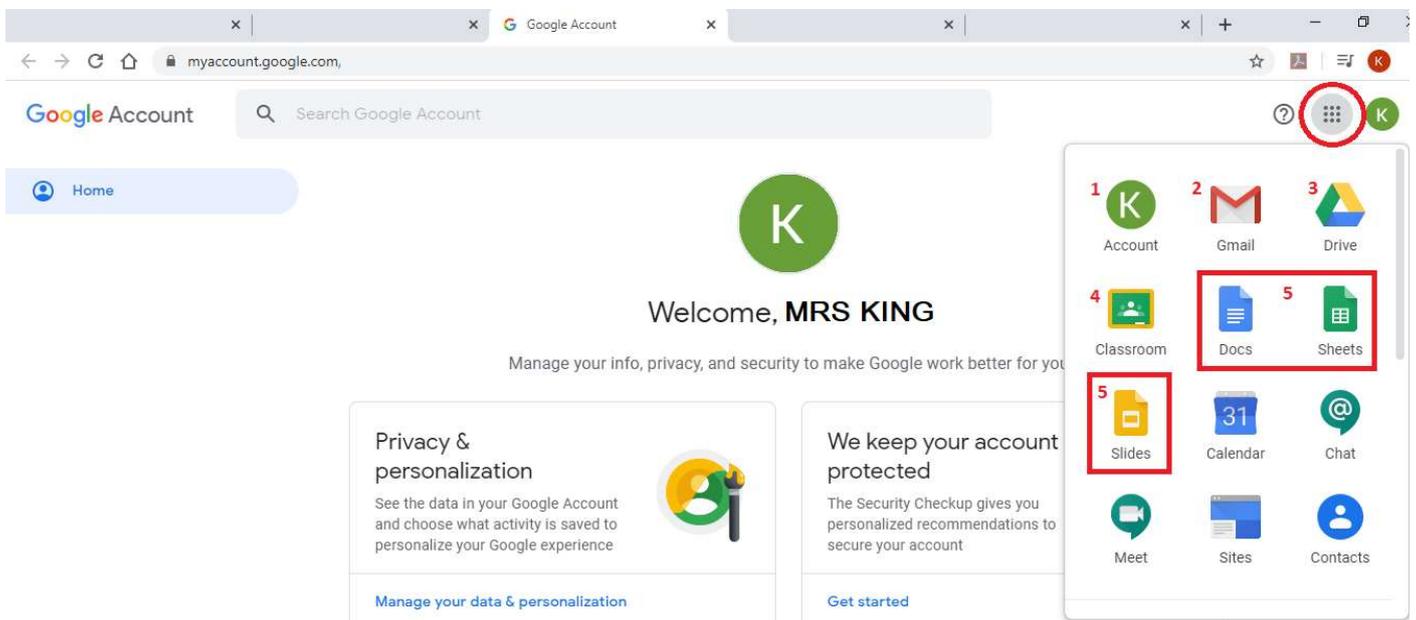
STEP 3

Your child's South African ID number or passport number will have been set as the password for their @waterkloofprimary.co.za address. Type their ID/passport number into the "Enter your password" box and then click "Next"



STEP 4

You will see a page like this when you have clicked next. The menu icon [☰] holds all the Google apps. This is where you will access Google Classroom. Below the picture is a list, numbered 1 - 5 that will outline the most useful apps.

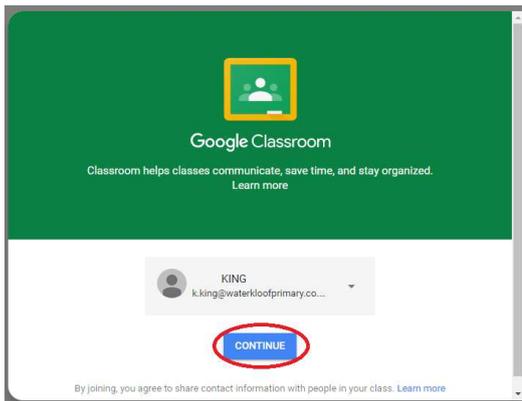


1. This is the account button for your @waterkloofprimary.co.za homepage. If you click this button, you will come back to the page pictured above.
2. Gmail. This is where you will see any email messages for this account.
3. The Google Drive is a "cloud" storage drive that you can use to save any documents you are working on, online.
4. Google Classroom. Click this icon to access your child's schoolwork.
5. Google Docs, Sheets and Slides behave like Word, Excel and PowerPoint.

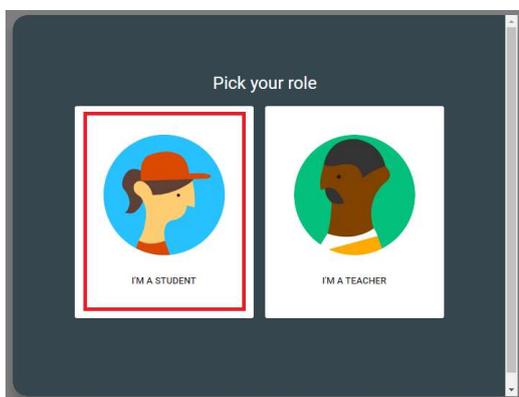
STEP 5

Click on the Classroom icon. 

Click "Continue" when you are taken to this page:

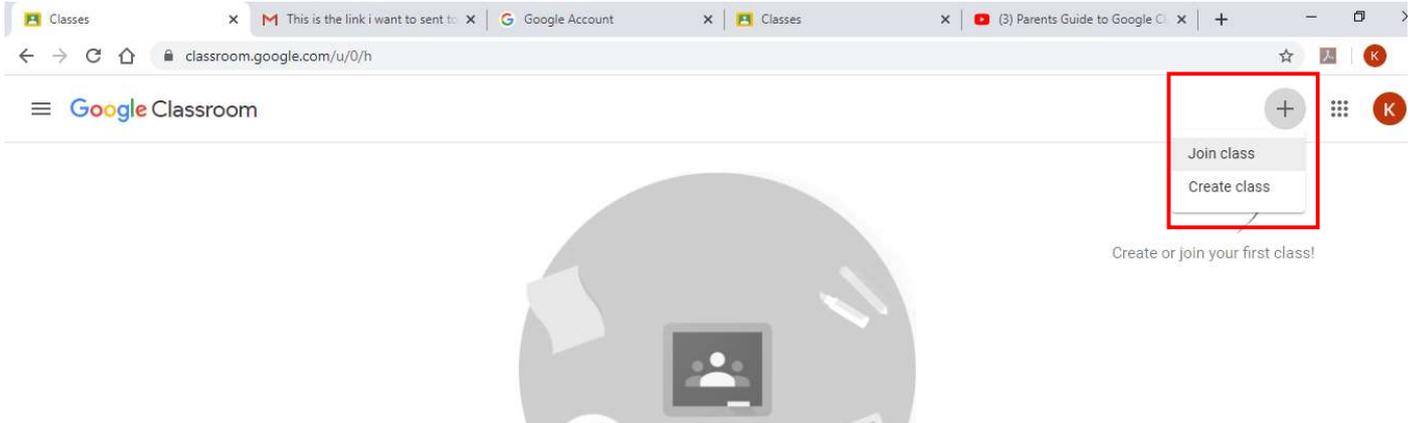


You will be asked if you are an educator or a student. Choose student.

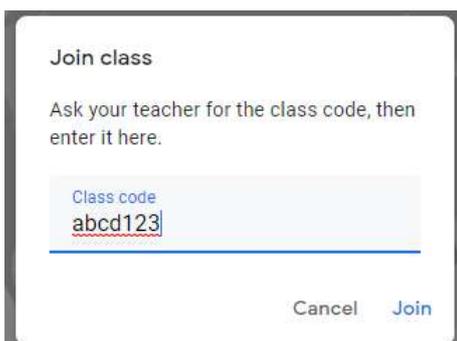


STEP 6

Click the "+" in the top right-hand corner, then select "Join class".



STEP 7



Using the codes stated in the "Waterkloof Primary School Google Classroom Codes Grade 'X'" documents that you will find on School Communicator, enter a code into the "Class code" box and then click join.

To add further classes, you will repeat steps 6 and 7.

