Accessing Google Classroom

Google Classroom can be accessed through a web browser app on a computer (Windows or Mac, though Chrome is recommended as it is also a Google product) and it can also be accessed via official apps in the Apple App Store and the Google Play store. This guide will explain how to access it on a Windows-based PC. Depending your computer, you may see some additional prompts (e.g. to 'confirm' or 'acknowledge') in which case just follow them as directed. Torquay College thanks you in advance for your patience with this process.

1. Open a web browser app of your choice. Google Chrome is recommended, though others like Internet Explorer, Safari or Firefox will also work.

2. In the address bar, enter the URL *http://www.classroom.google.com*
You can also just go to Google.com and type in 'Google Classroom' without the quotation marks.
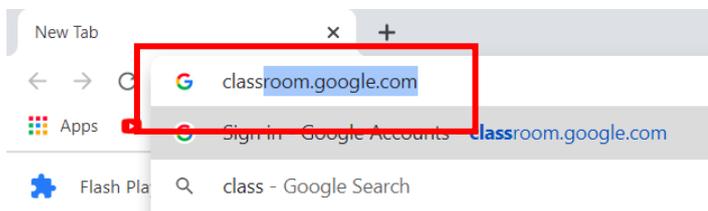
OR
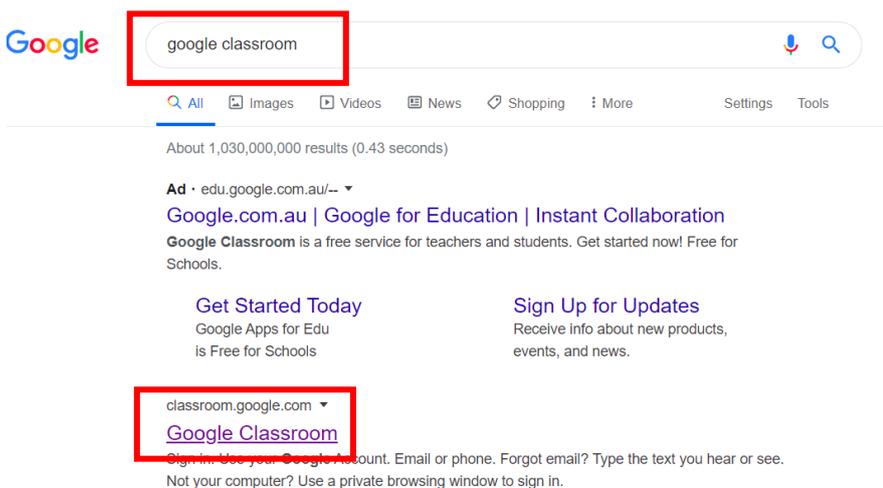
3. Enter the Google account for your child, as set up by Torquay College. You will probably need to select 'Use another account', then enter your child's username as seen below.
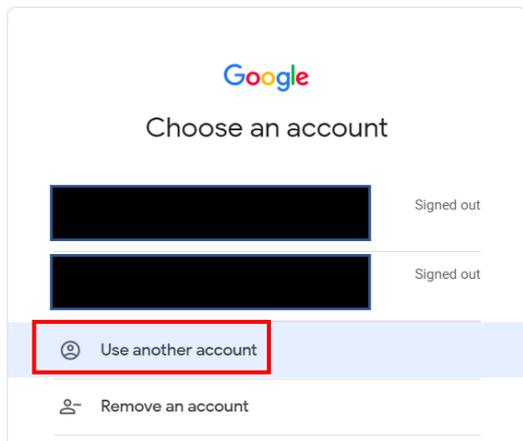
The format should be:
YOURCHILD'SCODE@torquaycollege.vic.edu.au

To find your child's code, look on the inside left cover of their green Remote Learning Book. If they don't have the book, contact the office and they can supply your child's code.

4. When prompted:
- Re-enter your child's username (using the format **YOURCHILD'SCODE@torquaycollege.vic.edu.au**
- Enter your child's password (their password is their first name, which is what they password they log onto school computers with in years 3-6)
- Some notes on passwords:
    - Passwords are case-sensitive, so the first letter of your child's name must be capitalised
    - If your child's name is less than 6 characters (e.g. *Bob*) then their password would be *Bob000* with zeros added to make a total of 6 characters
    - If your child's name is longer than 6 characters (e.g. *Sylvester*) then their password would just be *Sylvester* as it is 6 or more characters in length
    - If your child has a nickname that is different to their full name, try that in case their password doesn't work.
- If you are still unsuccessful entering your child's password, please contact the office.
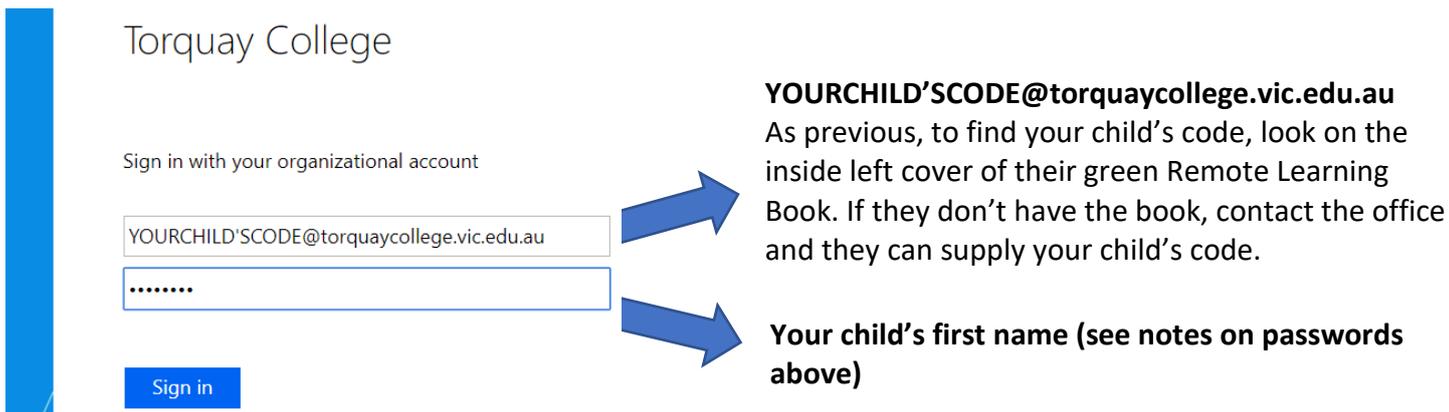
YOURCHILD'SCODE@torquaycollege.vic.edu.au
As previous, to find your child's code, look on the inside left cover of their green Remote Learning Book. If they don't have the book, contact the office and they can supply your child's code.

Your child's first name (see notes on passwords above)

5. Click on your child's class
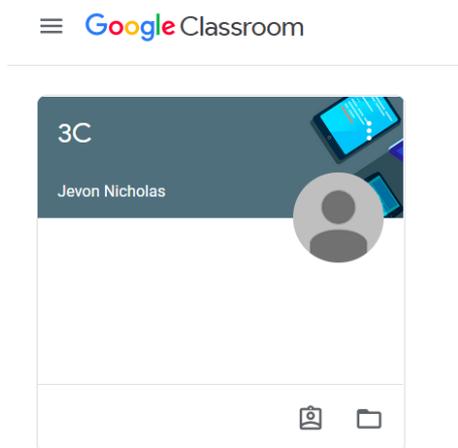
6. Check for new posts/activities from your child's teacher (or other teachers depending on the activity)
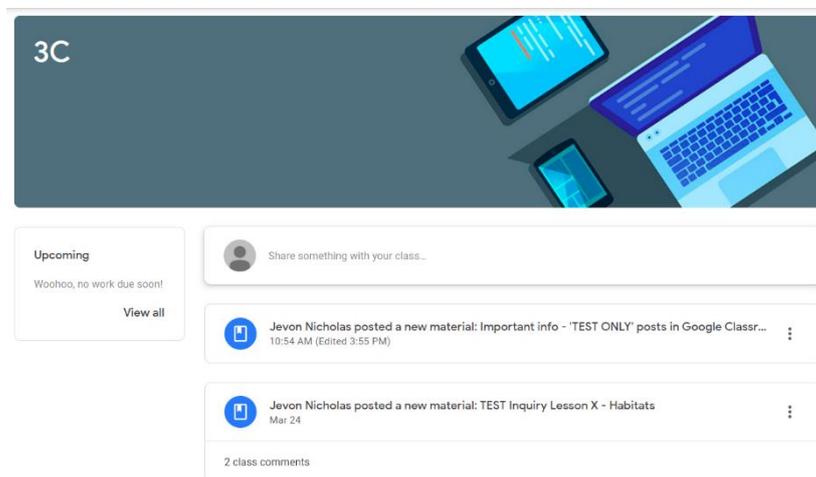
7. Log out of Google Classroom when finished. This step is particularly important, so that students' accounts aren't confused with adults' Google accounts used on the same device.