



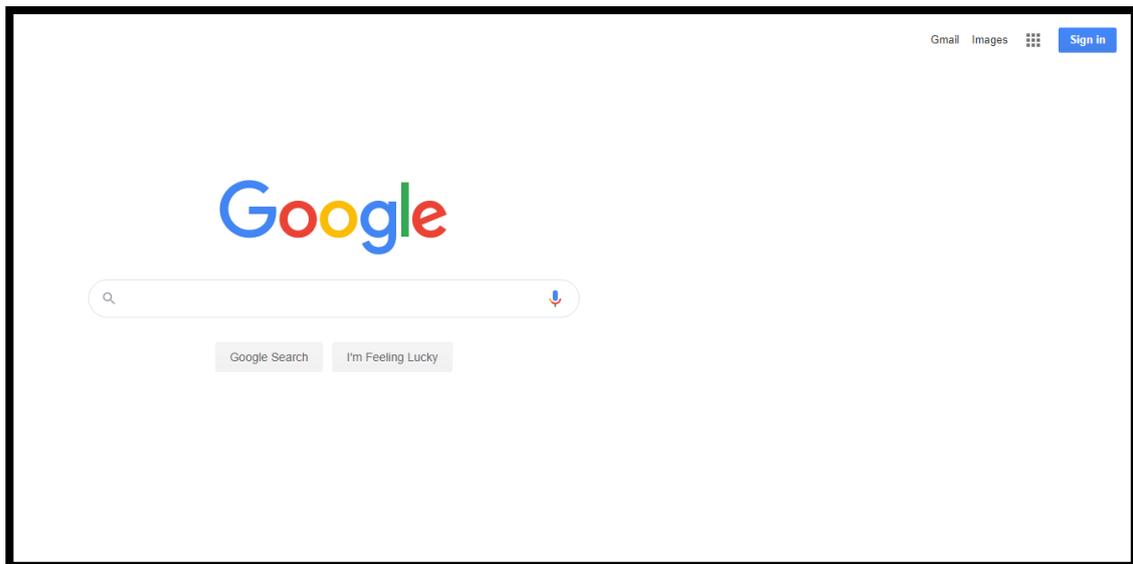
## Instructions for accessing G-suite for Education at home

We are introducing our pupils to "G-suite" this term, with their own school account that has free education apps to use at home. More than 2,200 schools in UK are currently using this. G-suite is a digital way for your child to communicate and collaborate at school or at home, all within a secure environment. There are no adverts and the email is turned off for e-safety reasons. The school monitors the accounts and your child can securely message their teacher if they don't understand part of any task. Teachers will upload a wide range of teaching materials such as videos, audio files & PowerPoints in order to support your child.

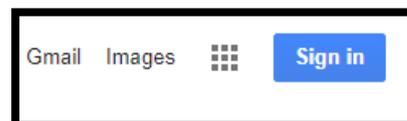
Your child's form tutor will email you the login this week. Your child has tried this in school, but please follow these instructions so that they are ready to use this at home. They can use this on any device that has the internet e.g. phone, iPad, tablet, PC, Mac, laptop.



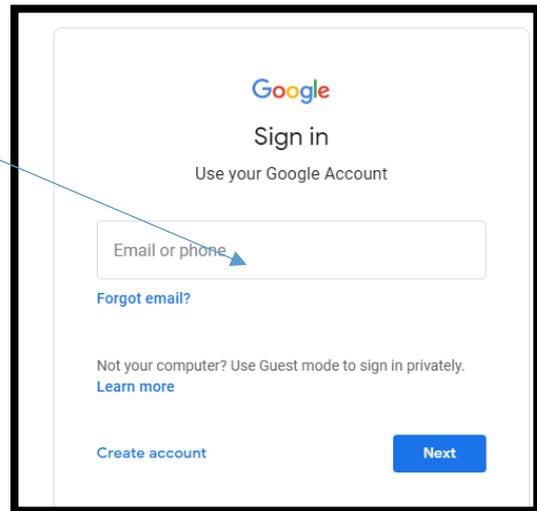
1. Click on the [Google Chrome](#) browser icon.
2. Open a [new tab](#) so you see this screen



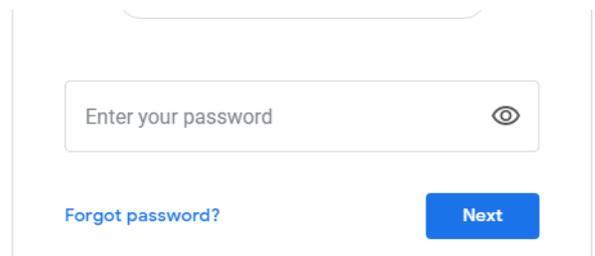
3. Click on [Sign In](#)



4. Check that your child is typing in the username of their login  
(This looks like an email address)



5. When typing the password, take care to check capital letters. Then click **'Next'**



6. Your child will be asked if they want to save the password. Click **'Save'**.  
This means they won't have to keep typing in the password. It will also remember their username.

### Your child is now logged into their account.

7. They can see their apps when they click on the 9 dots, called a **'Waffle'**.

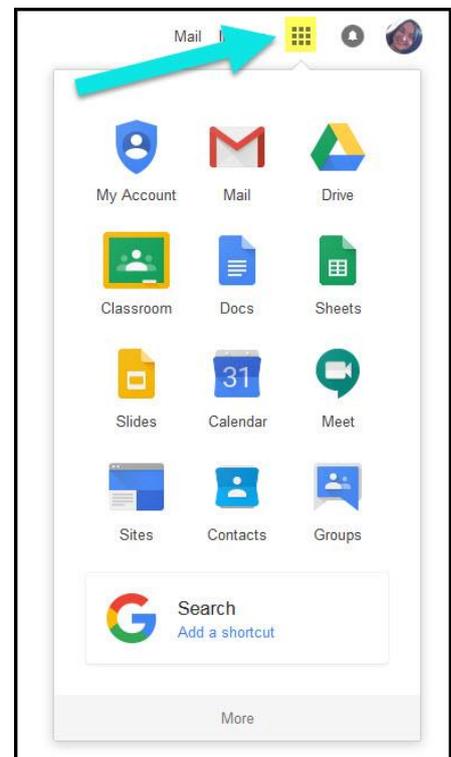
They will use **'Docs'** which is similar to Microsoft **Word**.

They will use **'Slides'**, which is also similar to Microsoft **PowerPoint**.

They will use **'Meet'** to talk with their form tutor or for staff from school to talk to you.

Their work will be saved to their Google **'Drive'**.

They will find work given to them through Google **Classroom**.



Please click on this link to watch a 2 minute video which explains Google Classroom.

### **[Family introduction to Google Classroom](#)**

There is more detailed information and more videos on this topic - please go to [www.thevalley.herts.sch.uk](http://www.thevalley.herts.sch.uk) where you will find this and other documents about each app and a document explaining G-suite features to keep your family stay safe online.

Also, there is information about an app you can download to monitor your child's activity when they are logged in. Check the **Families** section of the website.