



LORETO CONVENT SCHOOL GOOGLE CLASSROOM INSTRUCTIONS

12 July 2021

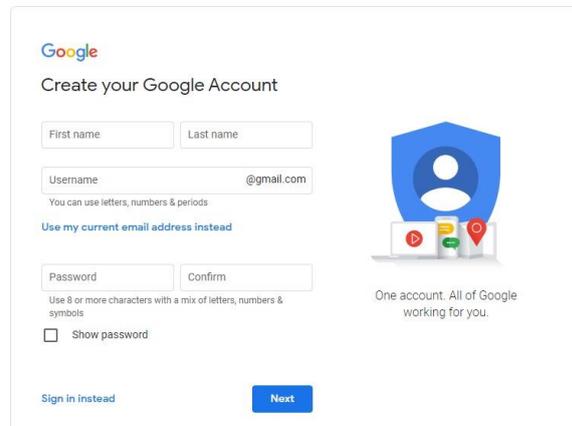
Dear Parents and Learners,

Welcome to the commencement of Term 3. We trust that our learners and families are well and we wish to extend our thoughts to every family that has been affected in some way by the Covid-19 third wave that we currently find ourselves in. Unfortunately, our plans to have everyone back has again been delayed due to the Level 4 restrictions placed upon us, however we have decided to commence with online learning so that learners do not get left behind and so that we can get started with our work until it is safe to come back to school.

Teachers will be using the Google Classroom platform again, as it has proven to be the most useful and accessible tool for distance learning thus far. Teachers will be posting resources, homework, videos, quizzes and/or assessments on this platform, depending on their requirements, so that learners can access the material and complete their required tasks. Learners and parents will also be able to communicate with teachers using Google Classroom and teachers will be in constant communication with learners throughout this period. Our parents and learners should be familiar with Google Classroom at this point, as we already used it in January this year.

In the event that you need refreshing on the platform, or are new to the school this year and have not yet used the platform, we are including the full instructions again. To get started on Google Classroom, your child will need to have access to the internet using either a laptop, desktop PC, tablet or smartphone. Your child will also need their OWN google account and email address. Our experience with this platform last year, was that many learners logged on to their classrooms using other accounts, and sometimes even multiple accounts per learner. The challenge with this, was that teachers were at times unable to identify the learners and this made tracking time logged on or assessment submission and marking extremely difficult. We would like to therefore, request that every parent assists their child in setting up their own account on Google as follows:

1. Go to <https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp> or, alternatively do a Google search for “set up GoogleAccount”. This will take you to the following page:



The screenshot shows the Google Account creation interface. At the top, it says "Create your Google Account". There are input fields for "First name" and "Last name", followed by a "Username" field with "@gmail.com" as a placeholder. Below the username field, it says "You can use letters, numbers & periods" and "Use my current email address instead". There are also "Password" and "Confirm" fields, with a note "Use 8 or more characters with a mix of letters, numbers & symbols" and a "Show password" checkbox. A "Next" button is at the bottom right. To the right of the form is a graphic of a blue shield with a person icon and a laptop with icons, with the text "One account. All of Google working for you."

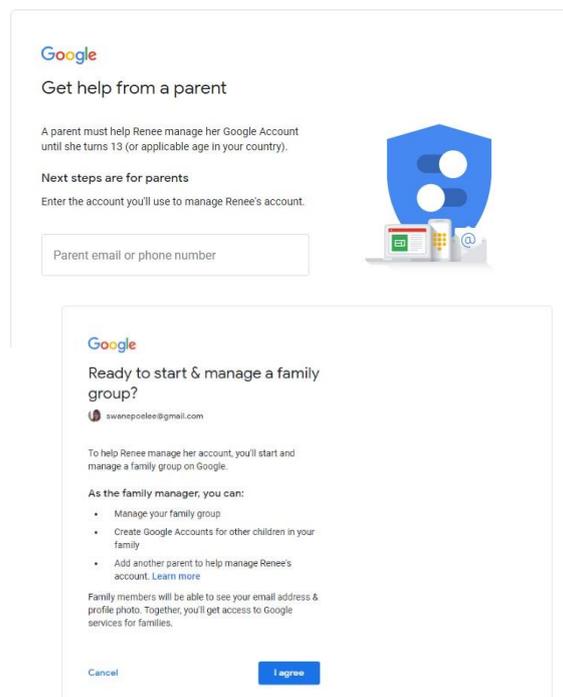
2. Use the following format when setting up your child’s email address:

[learner name] [learner surname] [loreto]@gmail.com

So, if for example, your child’s name is John Smith, the email address should looklike this:

johnsmithloreto@gmail.com

3. When setting up the Google Account for a child 13 years or younger, Google will ask the parent to continue the process of setting up the account on behalf of the child. These are some of the steps you can expect:



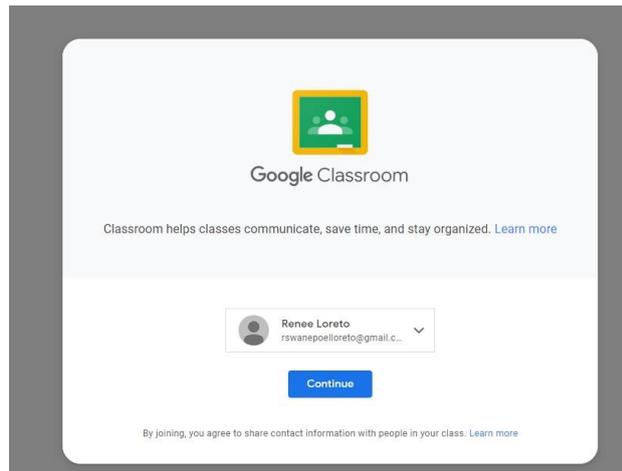
The first screenshot shows the "Get help from a parent" screen. It says "A parent must help Renee manage her Google Account until she turns 13 (or applicable age in your country)." and "Next steps are for parents". There is a text input field for "Parent email or phone number". To the right is a graphic of a blue shield with a person icon and a laptop with icons.

The second screenshot shows the "Ready to start & manage a family group?" screen. It displays the email address "swanspoole@gmail.com" and lists the following actions as the family manager:

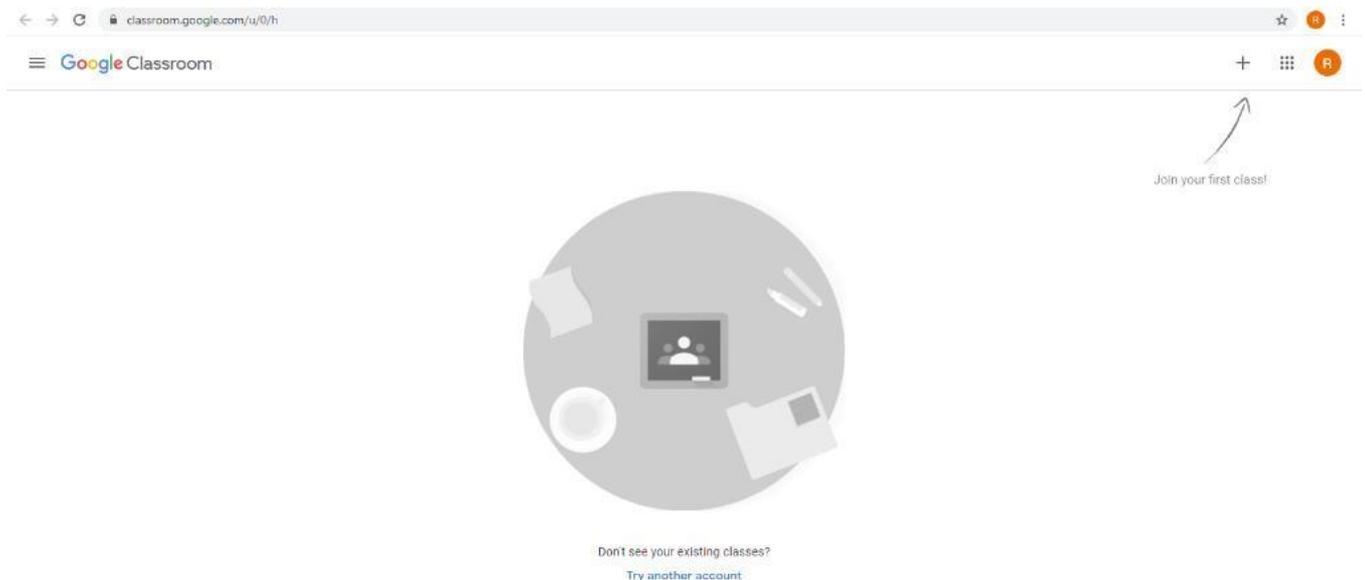
- Manage your family group
- Create Google Accounts for other children in your family
- Add another parent to help manage Renee's account. [Learn more](#)

At the bottom, there are "Cancel" and "I agree" buttons.

4. Complete all the required steps until your child's account is created.
5. When using Google Classroom, always ensure that your child is logged on to Google with their own account. (You may have to log out as yourself and log in as the child on the device.)
6. Type 'Google Classroom' in the URL space at the top of the page. You may be prompted for the child's username and password again. Alternatively, use the following link: <https://classroom.google.com/u/0/h>
7. You should land on the following page, click on 'continue' to proceed:



8. Your classroom will now look like this, and you are ready to begin the process of adding groups using the classroom codes provided later in this document.



9. To add a group (or subject/class)



10. At the prompt, enter the code that was supplied by the teacher. In this example, we are going to use the code for Grade 3V as supplied by Mrs van der Merwe. You will need to use the relevant codes for your own child. Once the code is entered, click on the 'Join' button.

You're currently signed in as

 Renee Swanepoel
SwanepoelEE@gmail.com [Switch account](#)

Class code
Ask your teacher for the class code, then enter it here.

To sign in with a class code

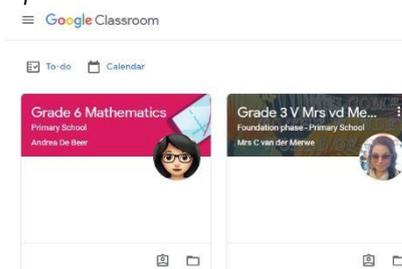
- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center](#) article

11. You should now see the classroom.



12. For some grades, there will be more than one subject for which you will need to join classrooms. To go to your home page, click on the three stripes menu on the top left of the screen and select 'home'. There you will see all the classrooms you have joined. Clicking on one of these will navigate you into the classroom to access the material posted by the teacher.



13. Once all the required classes are loaded, your child is ready to start working.
14. Our younger learners may need to be assisted by their parents until they are comfortable using the platform.
15. If you have any challenges, please do not hesitate to contact us for assistance.

We would lastly just like to appeal to parents to contact teachers directly on the platform if possible, or to restrict their communication with teachers to a reasonable hour. We have had learners or parents call teachers at midnight or later to ask a question. Any emails, texts or calls to teachers must please be before 8pm in the evenings or earlier if possible. Emails sent after this time will only be answered the following day. Our teachers are parents too, and they need to attend to their own children's needs in the evenings.

We hope that this guide is useful, and that you are as excited as we are to commence learning in Term 3!

Please find below, the various codes and contact details for our teachers and subjects.

Kind regards,

Ms Michelle Hill
Deputy Principal – Primary School



<u>Class/Grade</u>	<u>Teacher</u>	<u>Subject</u>	<u>Code</u>	<u>Email Address</u>
<u>Grade RR/Crèche</u>	Mrs J Mokwena		m2ptrzt	jmokwenaloreto@gmail.com
<u>Grade RN</u>	Mrs K Nkosi		3a6bwjn	knkosiloreto@gmail.com
<u>Grade 1D</u>	Mrs M de Beer		migmeu3	mdebeer.loreto@gmail.com
<u>Grade 1F</u>	Mrs D Ferreira		mfrmnzb	dferreiraloreto@gmail.com
<u>Grade 2D</u>	Mrs O De Mendonca		funswok	odemendoncaloreto@gmail.com
<u>Grade 2K</u>	Mrs E Kuriakose		to56e3d	ekuriakoseloreto@gmail.com
<u>Grade 3G</u>	Mrs L Goosen		oao2if4	lgoosenloreto@gmail.com
<u>Grade 3V</u>	Mrs C van der Merwe		iuz3su3	cvdmerweloreto@gmail.com
Grade 4				
	Mrs B Martins	English (4M)	vjrc7bz	bmartins.loreto@gmail.com
		Afrikaans (4M)	a2bfcdy	
		NS/Tech (4L & 4M)	4sva5eg	
		PSW (4L & 4M)	4rhgw7s	
		RE (4L & 4M)	47wkqp7	
	Mrs V Ludick	English (4L)	c2opos2	vludick.loreto@gmail.com
		Afrikaans (4L)	xtvd2p3	
		Maths (4L & 4M)	7y66d4s	
	Mrs F Calitz	Creative Arts (4L & 4M)	djehf4	fcalitzloreto@gmail.com
	Mrs K van Vuuren	Social Science (4L & 4M)	xzjytea	kvanvuurenloreto@gmail.com
Grade 5				
	Mrs C Moraites	English	l7ra7qx	cmoraitesloreto@gmail.com
	Mrs B McLaren	Afrikaans	fcb15ks	bmclarenloreto@gmail.com
	Ms C Alfaiate	Mathematics	4ijuvpb	calfaiateloreto@gmail.com
	Mrs C Moraites	Natural Science & Technology	3agcipx	cmoraitesloreto@gmail.com
	Mrs C Moraites	PSW	6hn3kxj	cmoraitesloreto@gmail.com
	Mrs K van Vuuren	Social Science	lk4qsda	kvanvuurenloreto@gmail.com
	Mrs F Calitz	Creative Arts	bukvisb	fcalitzloreto@gmail.com
	Mrs J Yon	Religious Education	kkqmbra	jyonloreto@gmail.com
Grade 6				
	Mrs A de Beer	Maths	jxooybr	adebeerloreto@gmail.com
	Ms S Dvuba	English	lal4c4d	sdvubaloreto@gmail.com
	Mrs B McLaren	Afrikaans	rkn7urq	bmclarenloreto@gmail.com
	Mrs C Moraites	PSW	euek4pn	cmoraitesloreto@gmail.com
	Mrs K van Vuuren	Social Sciences	gqbptlg	kvanvuurenloreto@gmail.com
	Mrs F Calitz	Creative Arts	pl5qxp4	fcalitzloreto@gmail.com
	Mrs J Yon	Natural Sciences	3f4snoq	jyonloreto@gmail.com
		Religious Education	7m4hdzc	
Grade 7				
	Ms M Hill	EMS	Intztg6	mhillloreto@gmail.com
		Life Orientation	65cgh45	mhillloreto@gmail.com
	Mrs A de Beer	Maths	s7inr3p	adebeerloreto@gmail.com
	Mrs K van Vuuren	Social Science	grl6jsp	kvanvuurenloreto@gmail.com
	Mrs J Yon	Religious Education	kbupkmr	jyonloreto@gmail.com
		Natural Science	hesipsn	jyonloreto@gmail.com
	Mrs F Calitz	Creative Arts	qxu2efv	fcalitzloreto@gmail.com
	Ms C Alfaiate	Technology	i2epym6	calfaiateloreto@gmail.com
	Mrs B McLaren	Afrikaans	tggdvz7	bmclarenloreto@gmail.com
	Ms S Dvuba	English	v3no3vs	sdvubaloreto@gmail.com