An overview of Google Classroom

What is Google Classroom?

Google Classroom is a web-based classroom which makes teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Teachers can create classes, distribute assignments, send feedback, and see everything in one place. Google Classroom offers a digital safe space for students to view class announcements, access posted course content, view posted assignments and turn in completed work. Only authorized users (students, teachers, and other designated staff) can have access to a Google Classroom created within the Mountbatten Schools domain. Google users outside of this network are not granted permission to any Google Classroom created by The Mountbatten School teachers. Google Classroom is a part of Google Workspace for Education, and an account is automatically created for your child when they start at Mountbatten. Their account provides access to enterprise-based products – like Gmail, Google Drive, Google Doc's and Google Sheets.

How does a student logon?

Your child's school username is the last two numbers of the year they started, followed by their surname and the first initial of their first name. For example, if my name was Joe Bloggs and I started in September 2025, my username would be 25BloggsJ.

If their username does not follow these rules exactly, they will be informed.

The students Google account username is their school username followed by @themountbattenschool.org
For example, **25BloggsJ@themountbattenschool.org** this is also their Google email address.

The students Google account password is sync'd to their school account password. During the first two weeks of school, the student will log on to a PC and set a password of their choice. Once they set the password this will be the password they use for their Google account. Whenever they change their school password during their school life this change will automatically update their Google Account password.

How does a student logon at home?

For the student to logon from home, they need to follow these steps:

1. Go to https://classroom.google.com
2. Enter the students Google account, clarified above
3. Enter the students school password which they have set in school

What Google classes does the student have access to?

At Mountbatten School we have an automatic sync tool with our timetabling software. This means that Google Classrooms are automatically created, and teachers and students are automatically added to the correct Google Classes. There should be no need for Classroom codes, unless a teacher has created a google classroom outside of the timetabled lessons. For example, if an after-school club create a Google Classroom., then student would need to ask the teacher for the classroom code.

As a parent/guardian, can I access Google Classroom?

Parents/Guardians do not access a Google Classroom like a student. As a parent/guardian, you can receive email summaries of your child's activities in Google Classroom. You must receive and accept an email invitation before you can receive email summaries. Only teachers and administrators from your student's school can send these invitations. You have 120 days to accept an invitation before it expires.

1. The teacher or administrator emails you an invitation for a particular student.
2. The teacher or administrator can send the invitation to any email address.
3. In your email program, open your email invitation.
4. Click Accept.
    - If you're not the guardian, click I'm Not the Guardian.
    - You can choose the frequency of the emails, such as daily or weekly.
    - You can unsubscribe or remove yourself from Classroom at any time.

Email summaries include:

- Missing work—Work that's late at the time the email was sent
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

If you wish to receive these summaries, please contact the school – itservices@mountbatten.school

Please see more details on email summaries here
https://support.google.com/edu/classroom/answer/6388136

For further more information on Google Classroom please visit the website:
https://support.google.com/edu/classroom/?hl=en-GB#topic=10298088

Alternatively, if you have any additional question, please contact itservices@mountbatten.school