

Parent and Pupil Guide to Google Classroom





What is Google Classroom - and why are we using it?

- Google Classroom is a “digital learning aid”. It allows you and your teacher to set/ hand in work, communicate quickly and easily and sometimes be able to see how successful you’ve been with your work.
- Many schools have been using Google Classrooms for a few months. We are just starting out as we think it is a great addition to your distant learning toolkit. We think it will be a great way to improve your IT skills and get you ready for secondary school.
- The great thing is we can set you little assignments and actually see your work, just like we would in the classroom
- It is also a great way of keeping in touch with your teacher(s) and classmates - you can post messages (making sure they are appropriate for everyone to see) to your class. We can also have video calls within Google Classroom so you get to see people online!



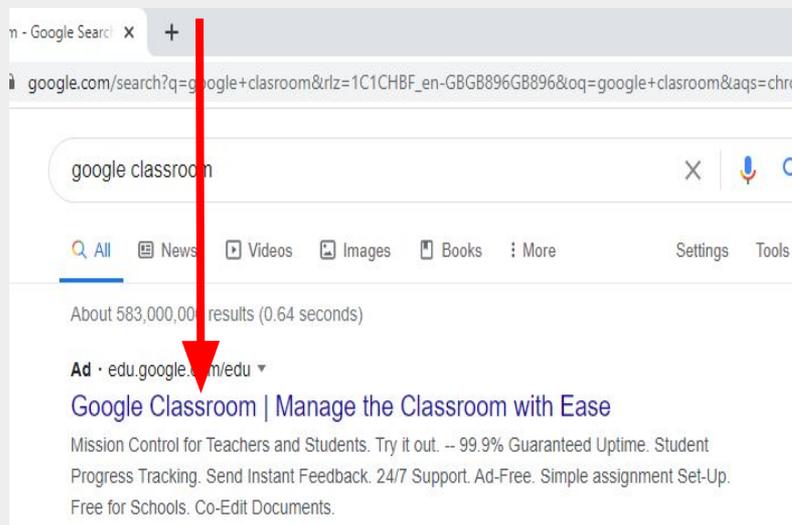
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- For now we will just be setting one small activity a week for you to try in Google Classroom. Don't worry if you are not able to access it, we understand that not everyone will be able to easily use the home computer as we have lots of mums and dads working from home.
- The tasks will be straightforward and fun, a little quiz, or activity for you all to enjoy. In the future (when school is back to normal) we may use it to set some more advanced work



Getting Started

- On your internet browser, search for “Google Classroom”. Click the link to be taken to the login page and then select “Go To Classroom”:



Manage teaching and learning with Classroom

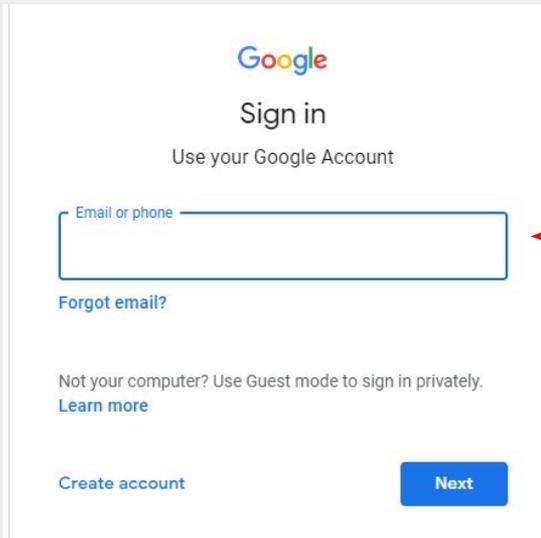
Classroom helps students and teachers organize assignments, boost collaboration, and foster better communication.

[Go to Classroom](#)



Getting Started

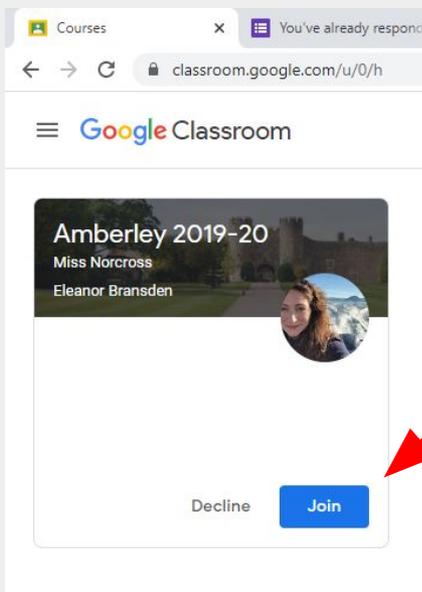
- Use your @stmargaretsprimary.org.uk email address and password to log-in to Google Classroom (children in Year 3 - this can be found in your home Reading Diary; if you don't have it please email your class teacher on the class email address; Year 5 & 6 these details will be the same as your Sumdog Logins; Year 4 we will be reminding you all of your emails and passwords via a letter shortly).

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder text "Email or phone". A red arrow points from the right towards this input field. Underneath the input field is a link that says "Forgot email?". Further down, there is a link that says "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link that says "Create account", and at the bottom right is a blue button that says "Next".



Getting Started

- You will now be directed to the Google Classroom homepage which will show the class your child has been added to. Click “Join” to join the class and enter.





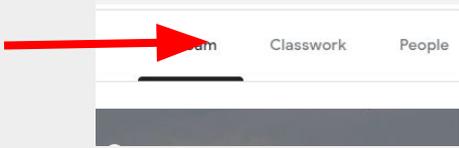
Getting started

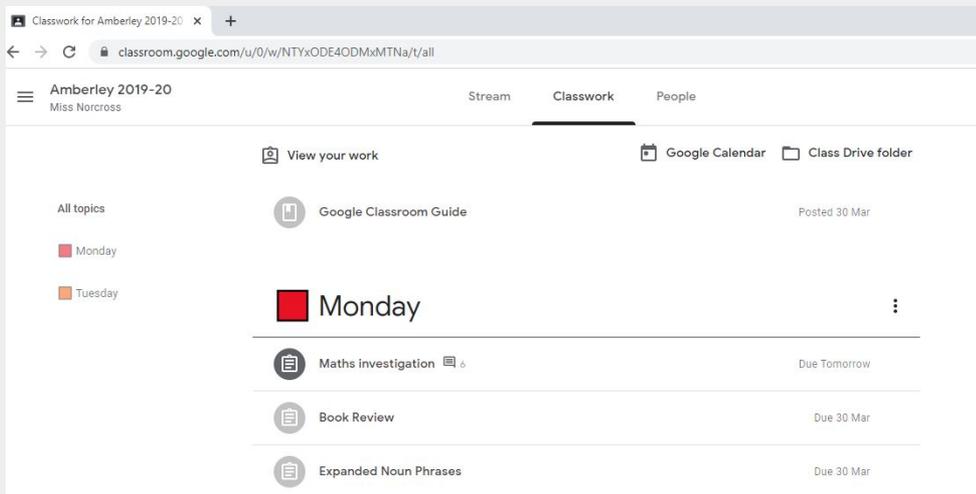
- You will be directed to the “Stream” tab first. Think of this like a Group Profile page where you can see posts from the teacher, links/ pictures that have been shared. Some work may also be seen here, but you should access that from the “Classwork” tab (more info to follow).

A screenshot of a Blackboard group profile page. At the top, there is a navigation bar with three tabs: "Stream", "Classwork", and "People". A red arrow points to the "Stream" tab, which is currently selected. The page header shows the group name "Amberley 2019-20" and the teacher "Miss Norcross". Below the header is a large banner image of a castle. Underneath the banner, there are two main sections. On the left, an "Upcoming" section lists "Due tomorrow Maths investigation" with a "View all" link. On the right, there is a "Share something with your class..." input field. Below that, a post by "Miss J Norcross" at 14:34 says "Look at what Joshua has been up too." and includes two image thumbnails with their respective IDs: "8f01d234-c641-486d-a4..." and "e6673c9b-d652-41b6-b9...".



Classwork Tab

- If you click here:  you will be taken to the “Classwork” tab.
- This is where you can find any work that has been allocated to your class.



The screenshot shows the Classroom interface for the class 'Amberley 2019-20' by Miss Norcross. The 'Classwork' tab is selected, showing a list of assignments. The 'Monday' section is expanded, displaying three assignments: 'Maths investigation' (due tomorrow), 'Book Review' (due 30 Mar), and 'Expanded Noun Phrases' (due 30 Mar). The interface includes a sidebar with 'All topics', 'Monday', and 'Tuesday', and a top navigation bar with 'Stream', 'Classwork', and 'People' tabs.



Doing an Assignment

- Click an assignment to see the instructions and then click the "View Assignment" to complete the work.

The screenshot shows a mobile interface for a school assignment. At the top, there is a red square icon followed by the text "Monday" and a vertical ellipsis menu icon. Below this is a list of assignments. The first is "Maths investigation" with a calendar icon and a "Due Tomorrow" label. The second is "Book Review" with a calendar icon, a "Due 30 Mar" label, and a vertical ellipsis menu icon. Below the "Book Review" assignment, it says "Posted 27 Mar" and "Marked". The instructions read "Complete the book review below and send back to me." Below the instructions is a preview of a Google Docs document titled "Oliver Bransden - [Templ...". At the bottom of the screen is a button labeled "View assignment". Two red arrows are overlaid on the image: one points from the top right towards the "Book Review" assignment, and another points from the top right towards the "View assignment" button.



Doing an Assignment

- Once you have opened up an assignment you can follow the instructions to complete it; the assignment is your to use and every child has their own. You can add photos and images if you want to depending on the assignment. Once completed, click the “Turn In” button:

A screenshot of a Google Docs document titled "mplate] Book Review Office Admin Test". The document contains instructions for a book review assignment. A red arrow points to the "TURN IN" button in the top right corner of the document interface. The document text includes:

Book Review

Office Admin Test 26.03.20

I hope you have been keeping up with your reading over the last few days since school closed!

I would like you to complete a book review for me here; it can be a book you are currently reading or have just finished, one you have read in the past or one someone has read to you.

Try and briefly explain what the book is about - without giving away the ending! Explain what you liked about the book and how it made you feel. Total 2 - 3 paragraphs.

Once completed submit back to me.

I read Ol Frog by Kes Gray to my brother Benji. It's a funny book for younger children with lots of colourful pictures

The story is about a frog and a cat. the frog changes the rules of what you sit on but all of them rhyme like Bears sit on Stairs I would definitely recommend this book to children under



Doing an Assignment

- You will then be taken here and if you want you can add additional documents/ photos etc. Once finished you press the “Submit” button (**please note here it says “Resubmit” as the work in this example was already completed**).

A screenshot of a school assignment submission interface. The main area shows a 'Book Review' assignment due on 30 Mar, submitted by Eleanor Bransden on 27 Mar. The instructions are to 'Complete the book review below and send back to me.' Below this is a 'Class comments' section with a text input field. On the right side, there is a 'Your work' panel. This panel shows a list of uploaded files, including 'Oliver Bransden - ... Google Docs'. Below the list is a '+ Add or create' button and a prominent black 'Resubmit' button. A red arrow points to the 'Resubmit' button.



Doing an Quiz

- If your teacher has assigned a Quiz for you to complete, you just need to complete the answers and press "Submit". This will automatically be marked and sent to your teacher.

Direction? *

Zain

Harry

JB

Which song includes the lyrics, 'Pasito a pasito, suave suavecito'? * 2 points

Havana

Despacito

Deja Vu

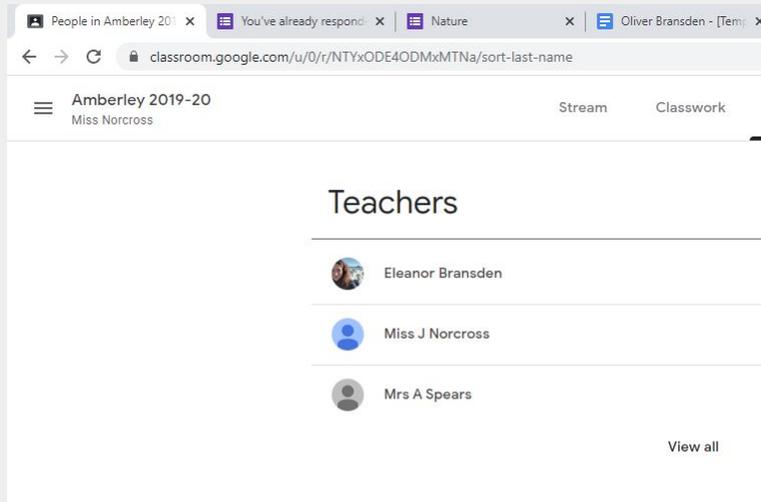
Submit

A red arrow points from the right side of the image towards the "Submit" button at the bottom of the quiz interface.



People Tab

- Here you can see the names of everyone in your class. You cannot contact anyone directly from here, but you can contact your teacher through the assignments and on the “Stream” tab.





Google Meet - video conferencing platform

- A great thing about Google Classroom is there is a “Meet” function. This allows the teacher to post a link to a video call for groups of people, and even the whole class! All you need to do is click the link at the time the teacher has set the time for a video call and then follow the instructions to join!

A screenshot of the Google Classroom interface. At the top, it says "Test Class 1" and "Admin Team". There are tabs for "Stream", "Classwork", and "People". Below the tabs is a comment input field with a person icon and the text "Add class comment...". Below that is a post from "Eleanor Bransden" dated "26 Mar". The post says "Hi Everyone" and "Click this link to join me at an 'Admin Meeting' at 15:45 today 26.03". Below the text is a blue hyperlink: <https://meet.google.com/hra-nmtm-dth>. Below the link, it says "Otherwise, to join by phone, dial +1 515-518-6349 and enter this PIN: 298 334 732#". A red arrow points from the top right towards the link.



And Finally...

- Google Classroom is new for all of us, so we are learning together!
- There are lots of things you can do with it and you will understand that over time, as will your teachers.
- Don't be scared to ask questions - we are all happy to help and even if we don't know the answers we will find out for you.
- Google Classroom is not just for distance learning, we hope to be able to use it in the future, so this is a great opportunity for all of us to get to know it.
- Please respect the classroom; bad language and inappropriate comments will not be tolerated. Respect everyone in the virtual room as if you were really in your school classroom!
- We miss our regular learning environment, but this is a great way to communicate together with your class!