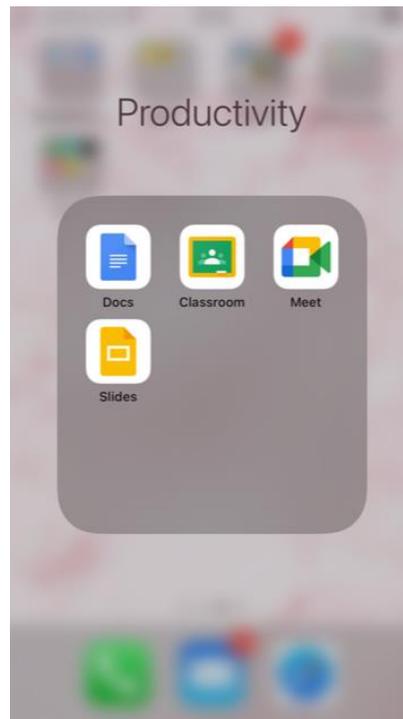# USING GOOGLE CLASSROOM

WHAT IS GOOGLE CLASSROOM?

Google classroom is our online learning platform. It allows children to access the work which they would be completing if they were in school.

Each child will have their own email address and unique password which will allow them to access their own classroom to complete the work.

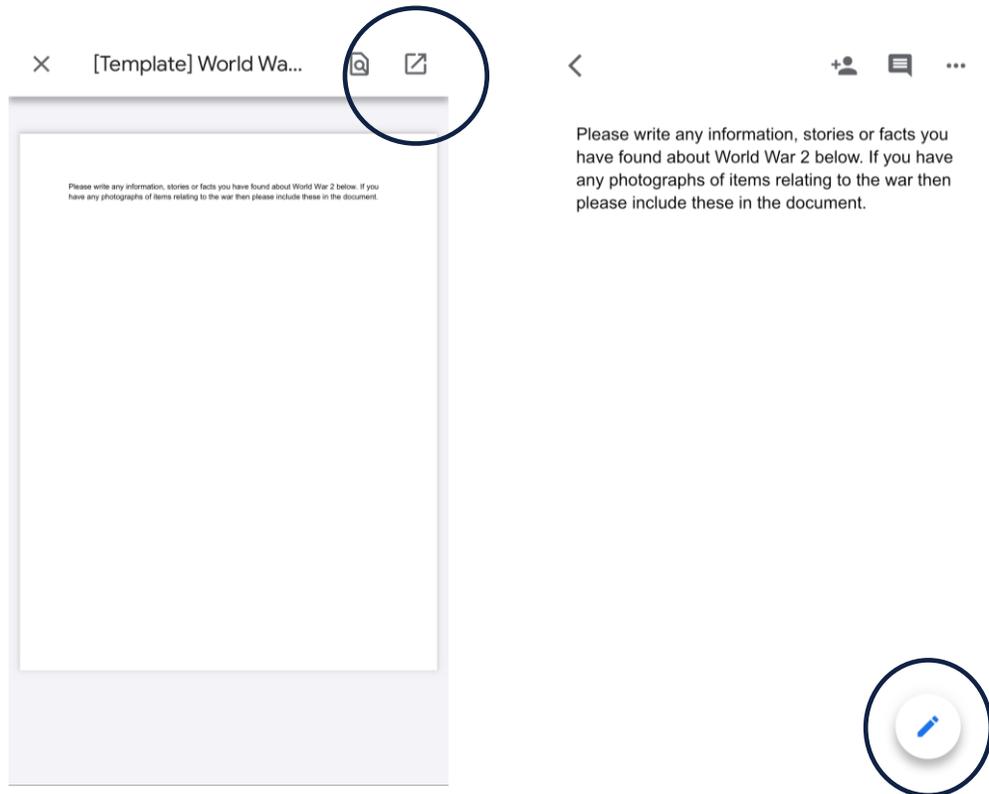# USING GOOGLE CLASSROOM ON A TABLET OR MOBILE DEVICE

Some children will be accessing Google classroom from a tablet or mobile device. When the children use these devices, it may look different to what they are used to. If the children are using the Google classroom app, they need to also download the app which allows them to edit and complete the work.
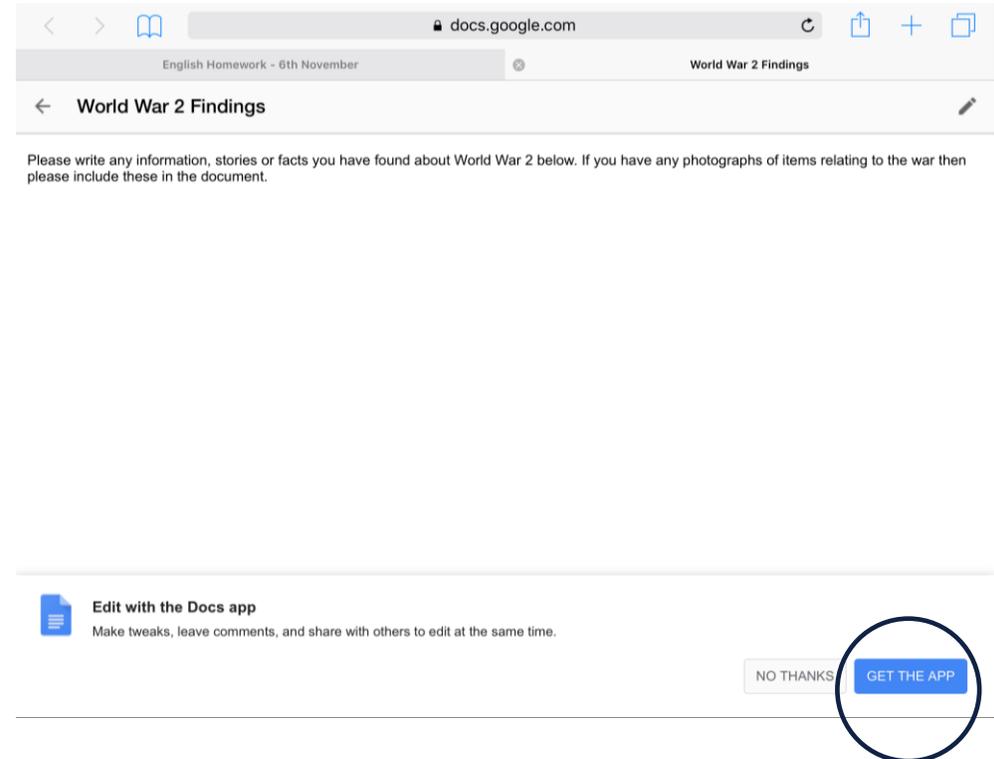
Recommended apps to download and use.
- Docs
- Classroom
- Meet
- Slides

If your child will be accessing Google classroom from a tablet or mobile device, these may be the steps they need to do in order to edit the work and send back.

Using the Google classroom app on an ipad/iphone. Click on the assignment, you then need to click the box to open it up in the app to be able to edit.

Accessing Google classroom through an internet browser on an ipad/iphone. Click on the assignment, which will then prompt you to download the app.
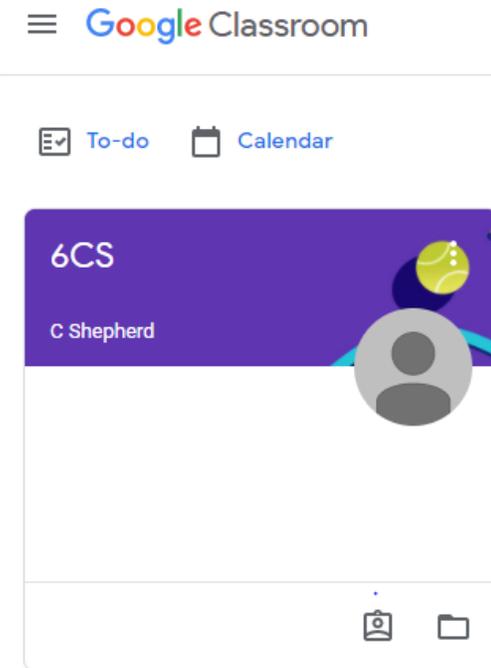
WHAT IT WILL LOOK LIKE FOR YOUR CHILD

When your child logs on, they will be met with a screen which looks like this:
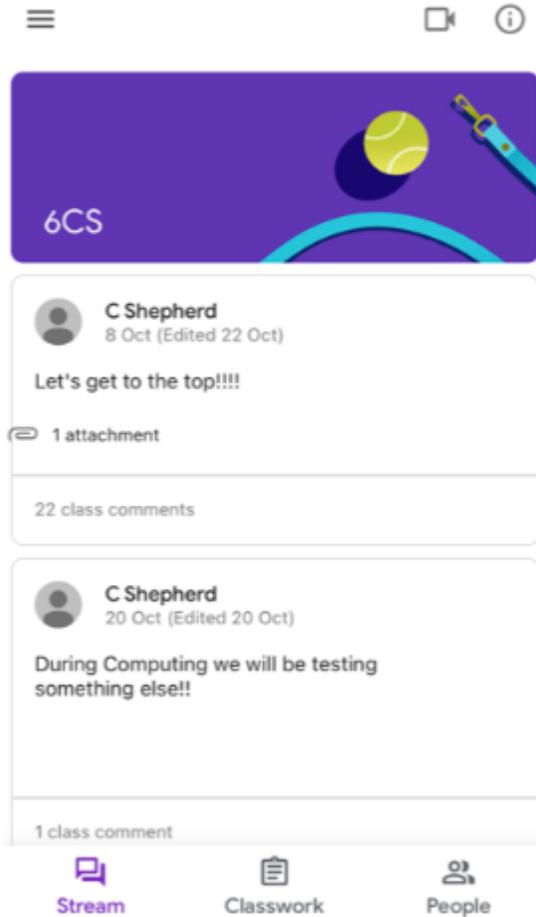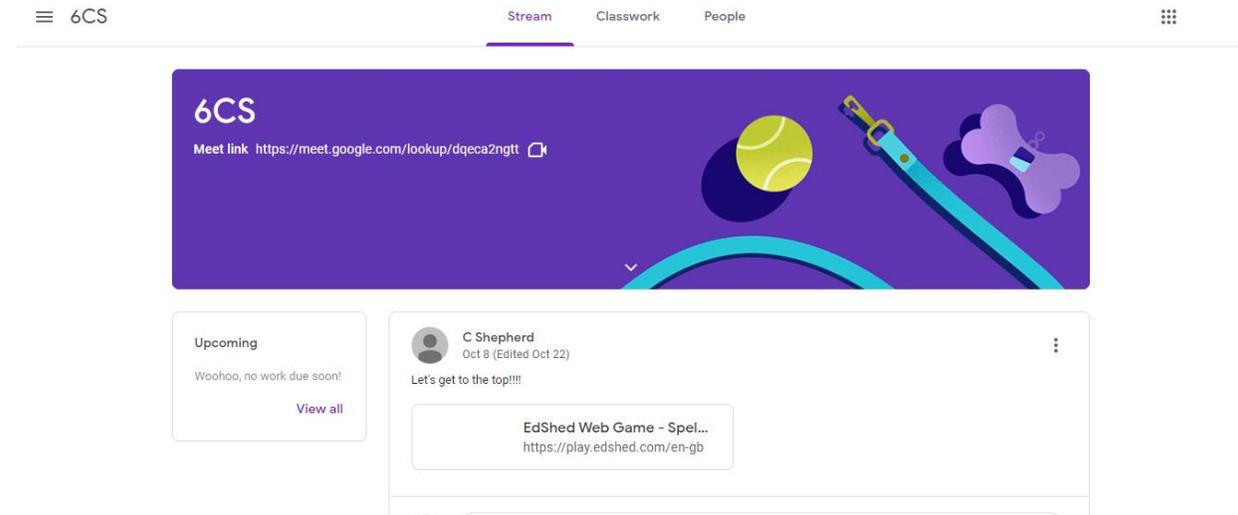
Tablet/mobile device

Computer

Once they have clicked on their class, they will be met with this screen:
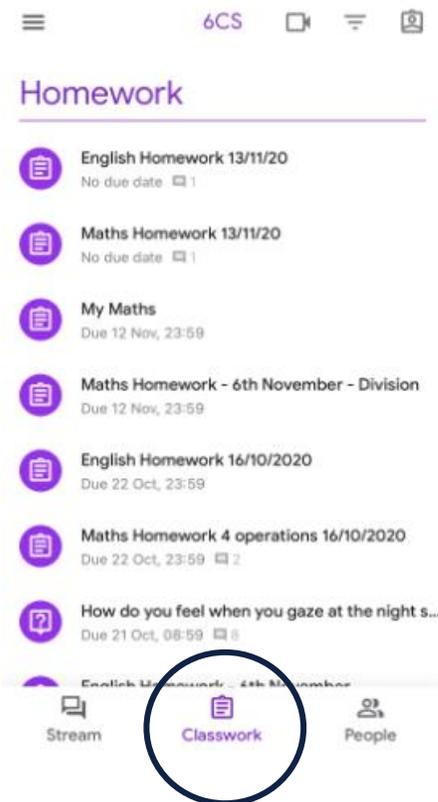
Tablet/mobile device

Computer

This is called the stream. The stream is where the class teacher will post regular announcements and updates for the children. The children can use this feature to communicate with their teacher.
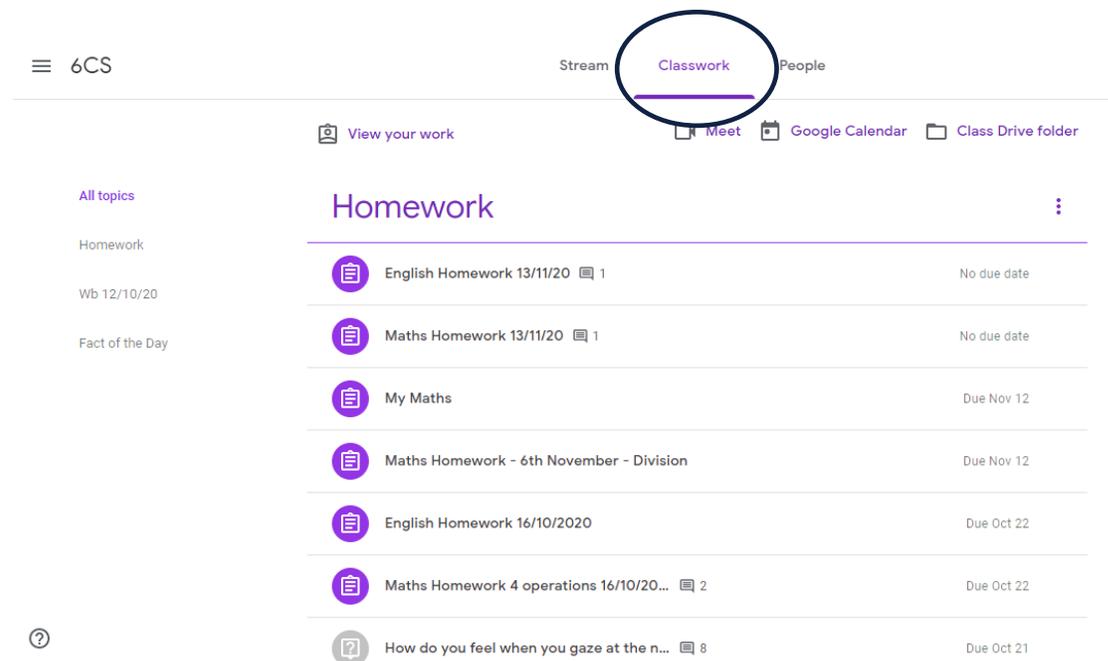
HOW TO ACCESS THE WORK SET

To access the work set, the children need to press the 'classwork' tab, which will take them to a screen like this:

Tablet/mobile device

Computer

From here, the child will be able to see Topics. Topics are used to keep it organised for your child so they can navigate easily around the tasks which have been set for them.

Each day will have a heading with the corresponding work underneath it. At the end of the week, all of the work will be put under one heading to keep the work together and less confusing for your child.

Tablet/mobile device

Computer

Wb 12/10/20

English Homework 09/10/20
Due 15 Oct, 23:59

Computing Spreadsheet
Due 14 Oct, 23:59

Fact of the Day

Wb 12/10/20

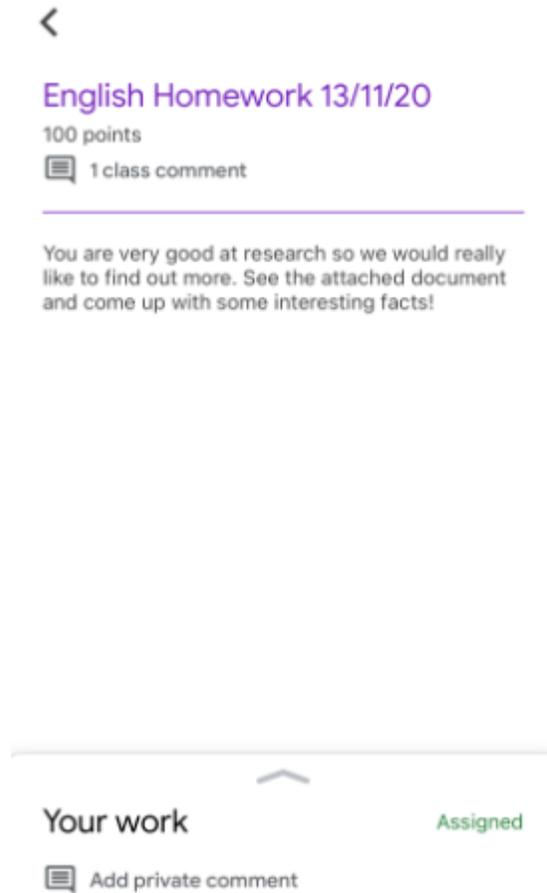English Homework 09/10/20 — Due Oct 15

Computing Spreadsheet — Due Oct 14
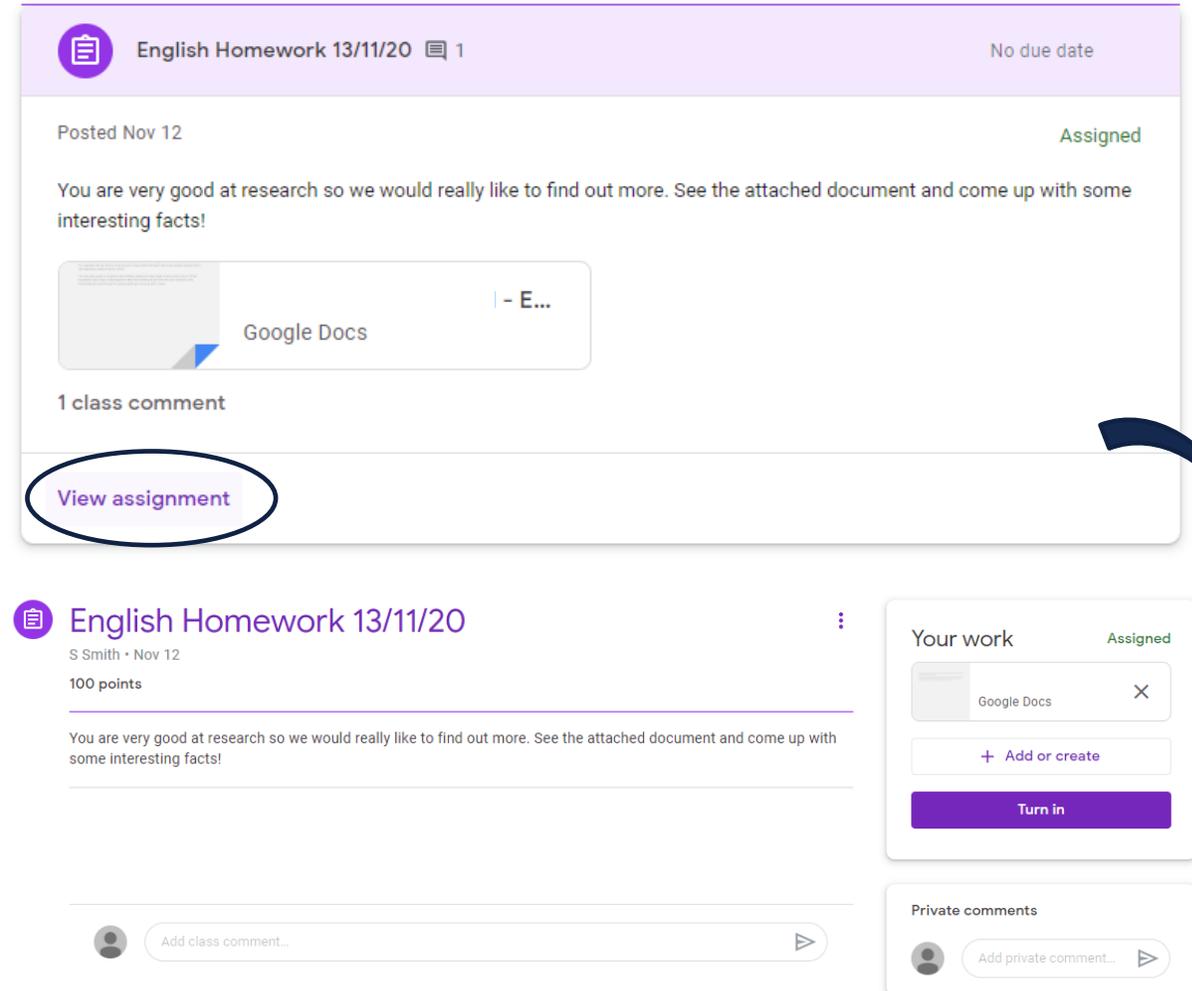
Fact of the Day

Fact of the day 09/10/20 — Posted Oct 9

To select a task, your child needs to click on it. It will then take you to a screen like this:

Tablet/mobile device

Computer

USING GOOGLE DOCS

The one main way which your child's teacher will set work is through 'Google docs'. This is Google's equivalent program to Microsoft Word. Setting tasks in this program allows your child to word process their work and send it back. Here are the steps to complete a task through Google docs.
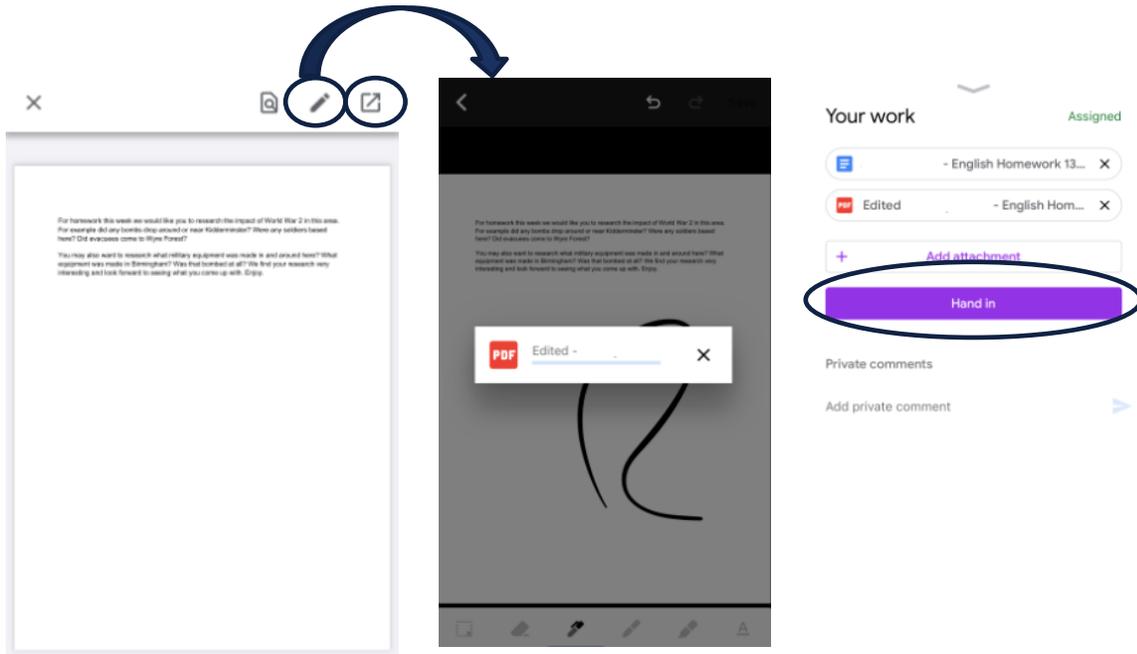
To select a task, your child needs to click on it. It will then take you to a screen like this:

Tablet/mobile device

Pressing the pencil will take you to the next screenshot image.
Pressing the box with the arrow will give you the choice to open the task in Google docs and then type straight onto the document.
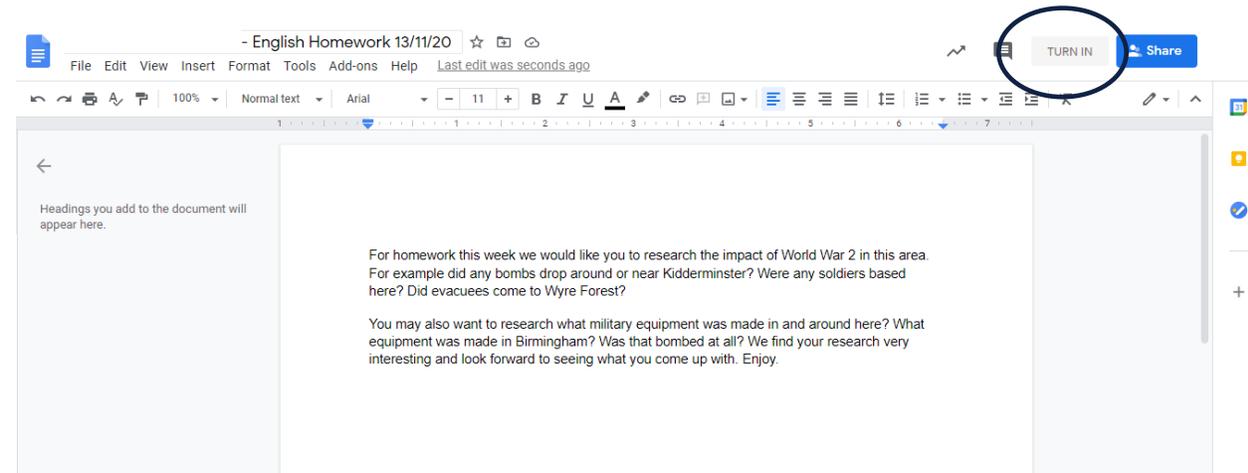
Once the task has been done, (editing will create another file saved as a PDF) select hand in.

Computer

By clicking on the assignment it will take you to another tab. Here your child can type on the word document (any changes save automatically).
Once their work is completed, the child should press turn in. This will send their work back to their teacher.
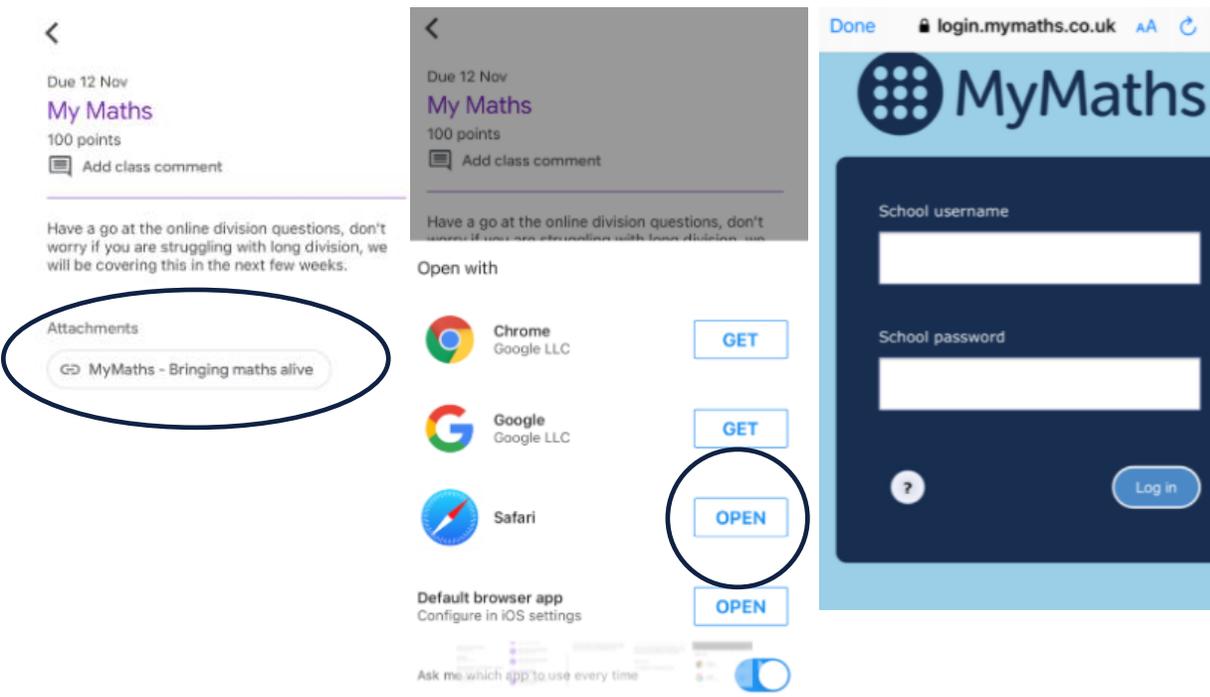
USING GOOGLE SLIDES

Another way which your child's teacher might set work is through 'Google slides'. This is Google's equivalent program to Microsoft Powerpoint. Setting tasks in this program allows your child to word process their work and send it back. Google slides works similarly to Google docs.
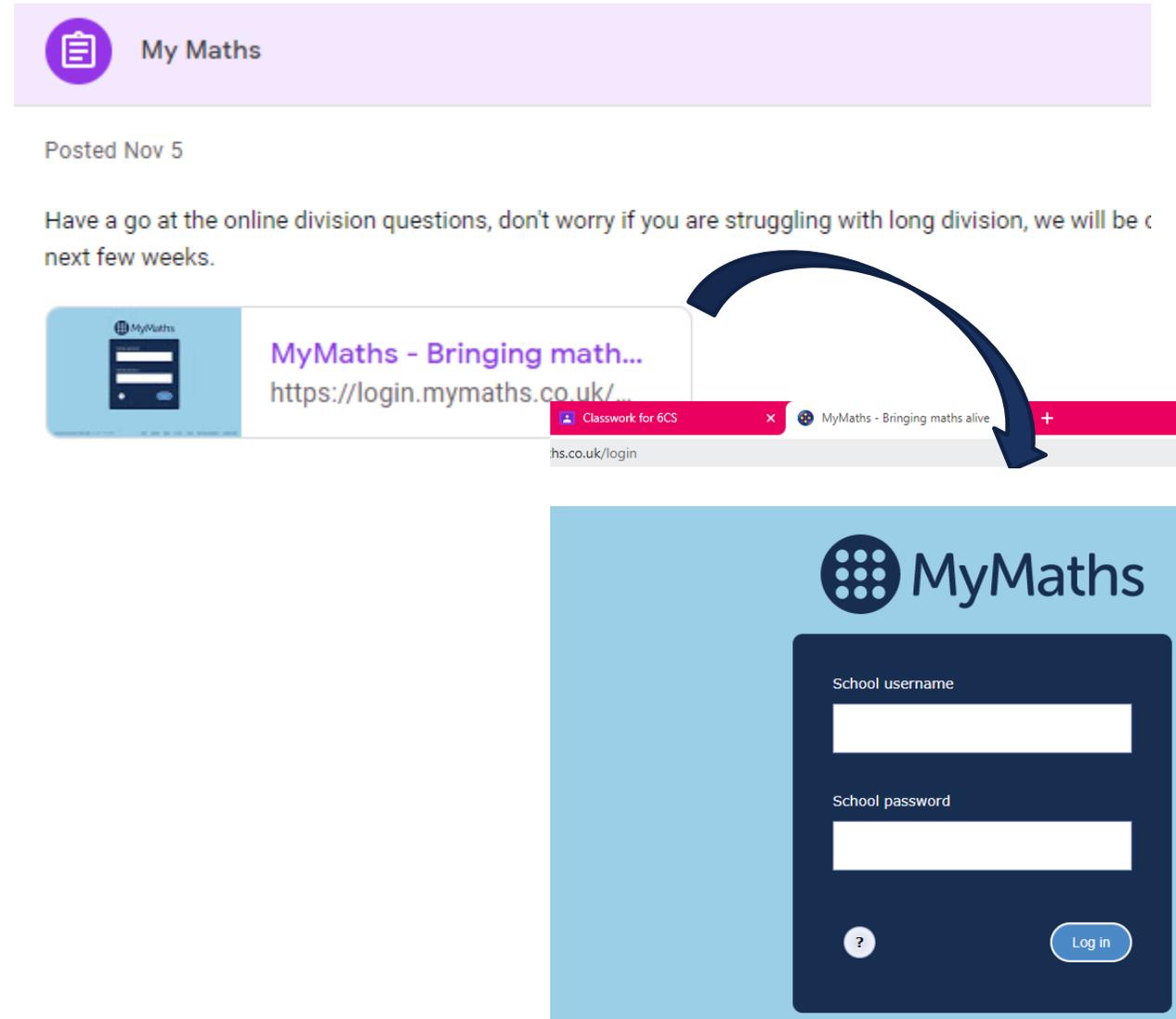
ACCESSING LINKS

One way to enhance your child's learning could be through an external website. The teacher may set work for your child which means they need to use another website such as Mymaths or spelling shed. In order to access the website, your child needs to simply click on the box with the website inside. Once clicked, the website should open in another tab/app.

To access a link, your child needs to click on it. It will then take you to a screen like this:
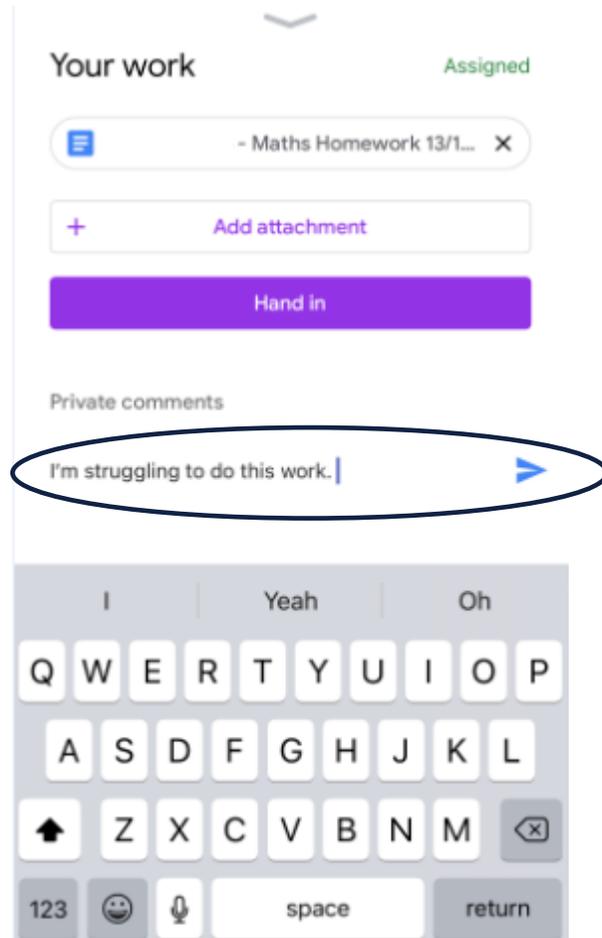
Tablet/mobile device

Computer

WHAT TO DO IF YOUR CHILD IS UNSURE ON WHAT TO DO

Each task will have its own instructions attached to allow your child to understand what is expected from them. If your child is still unsure, from this page they are able to add a private comment which only the teacher and child can see.
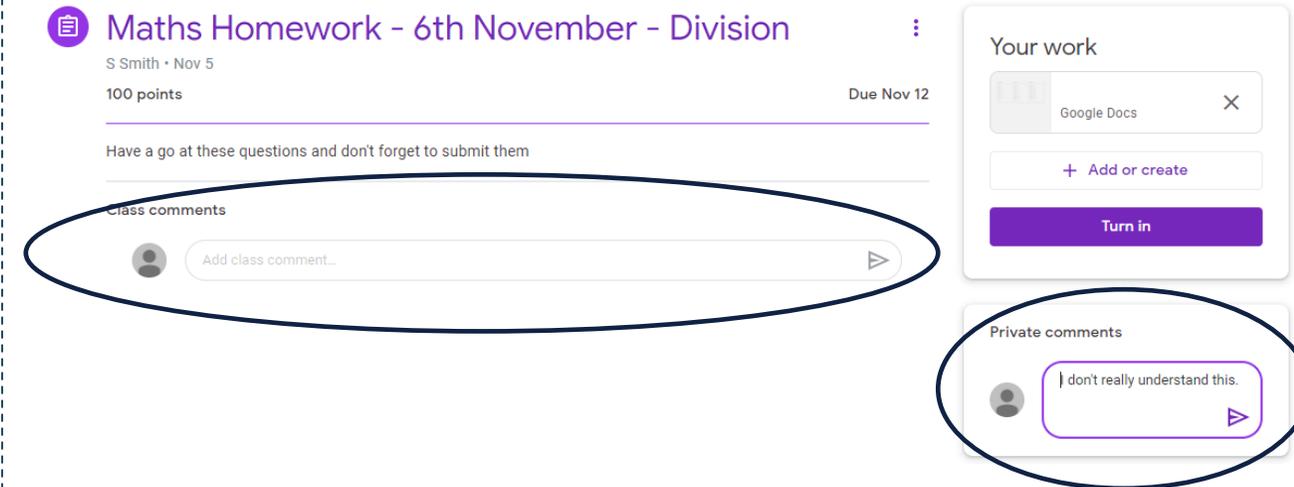
To add a private comment, your child needs to click on the assignment which they need to comment about. It will then take you to a screen like this:

Tablet/mobile device

Computer

A private comment means only your child and the teacher can see what has been written (once the purple arrow has been clicked).

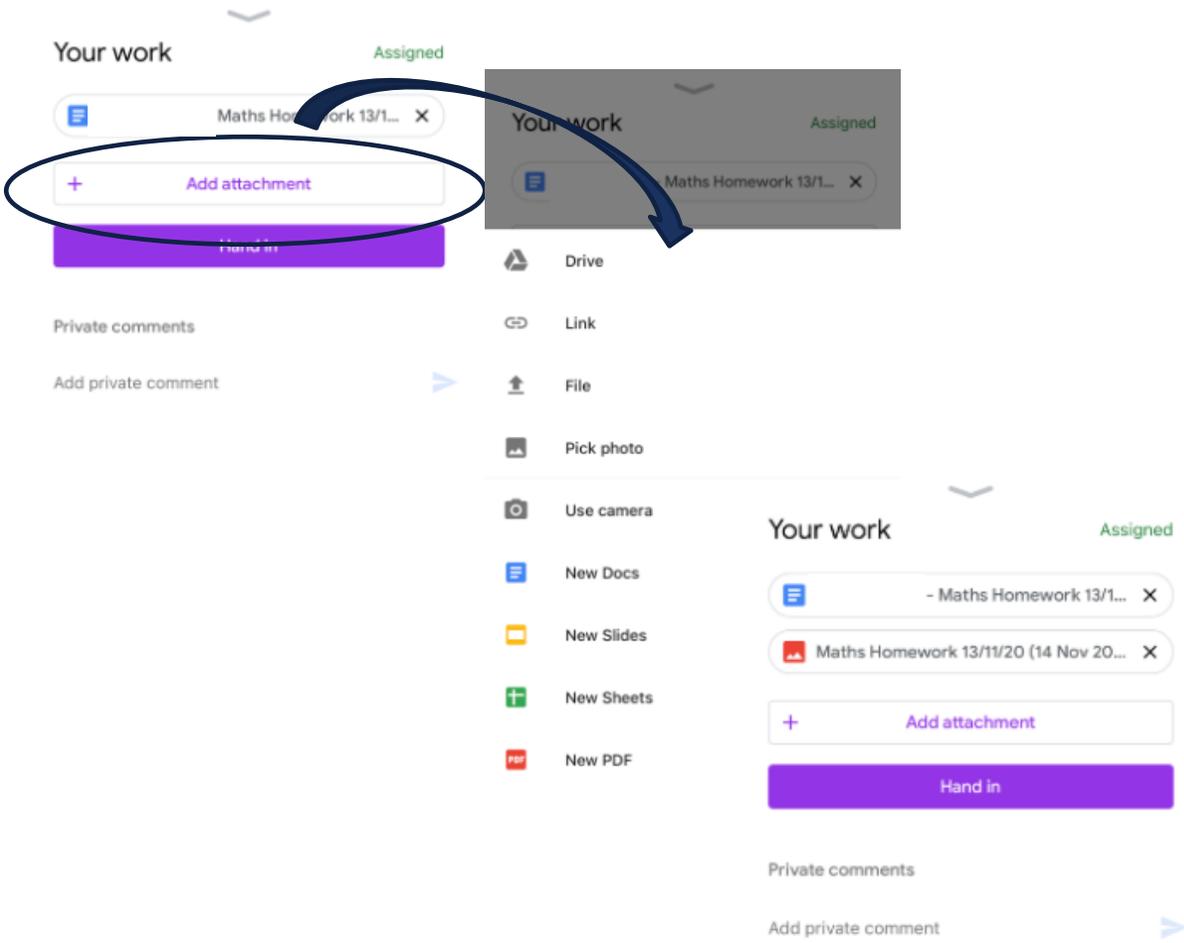A class comment means everyone who is apart of the class can see the comment (once the purple arrow has been clicked).

Once the comment has been added, press the arrow.
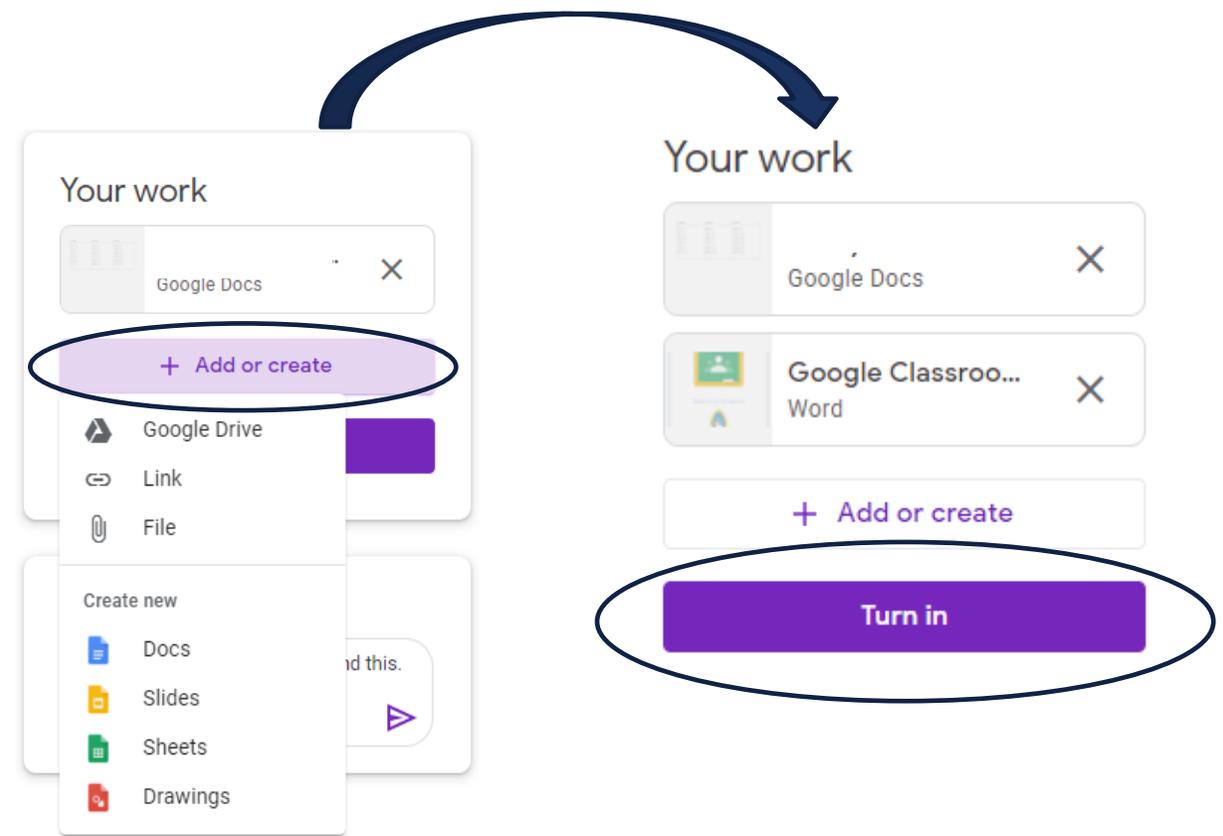
HOW TO ADD DOCUMENTS TO AN ASSIGNMENT

Your child may want to add a file to an assignment to hand into the teacher. This is likely to be a photo of something which they wish to attach e.g. Art/DT work, maths working out, etc. From this page, your child needs to select 'add' which will give them a drop down menu. From here, they need to select file to upload it.

When they have completed their task and uploaded any work which they needed to attach, your child should select 'hand in/turn in'. Only when they have done this does the work go to their teacher for marking.
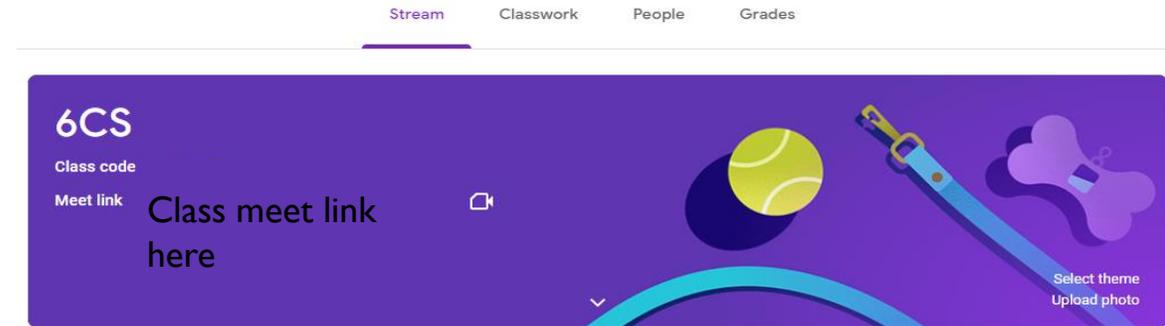
Tablet/mobile device

Computer

USING GOOGLE MEETS

Google meets is a way to communicate with the class teacher through a secure video call. The children can click the meet link in the class banner (you need to access this from the stream page). The children will be redirected to another tab (or the app if working from a tablet or mobile phone).
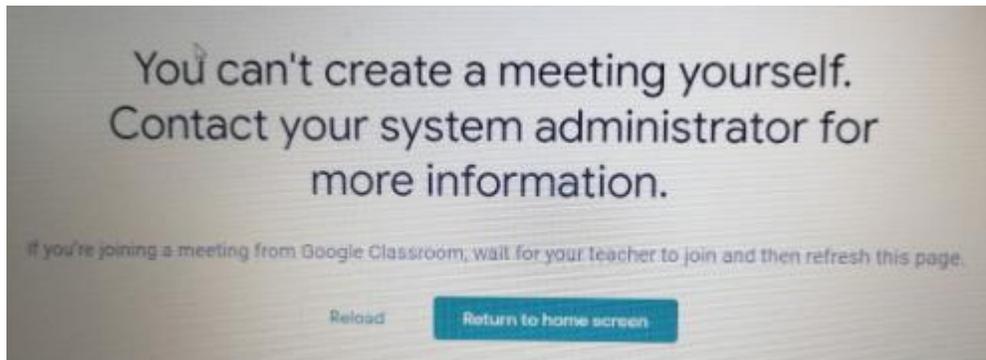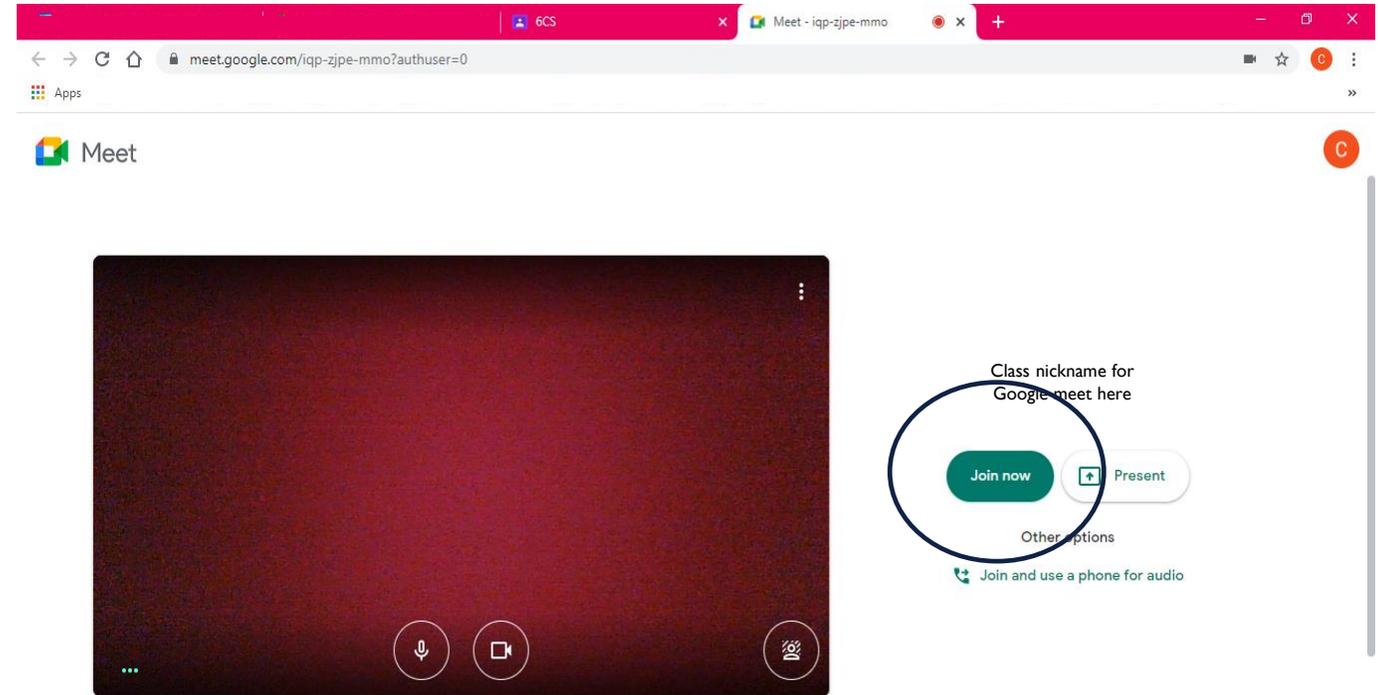

Your child will not be able to access the Google meet until the class teacher has joined.

If there is an adult in the chat, your child will be redirected to another tab which looks like this. Here, your child will be prompted to allow their camera and microphone. They need to press allow for both of these.

Once they are happy with their settings, they need to click 'join now'.

To end the call, they need to press the 'red phone' icon **and** close the tab.

If your child tries to enter the video call without an adult already there, they will come across this error message. This will continue to show until the adult has joined. Your child needs to close the tab and try again.