

Google Classroom

A Guide for Parents and Carers



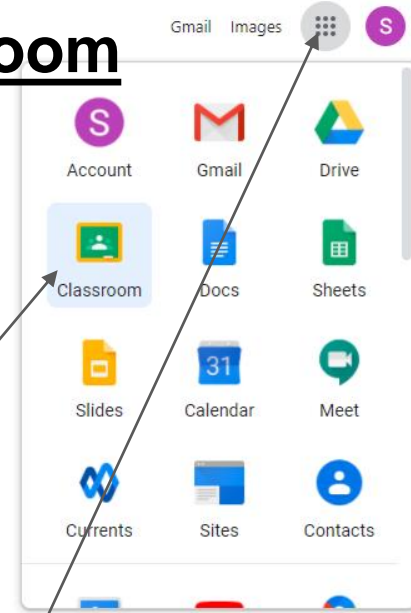
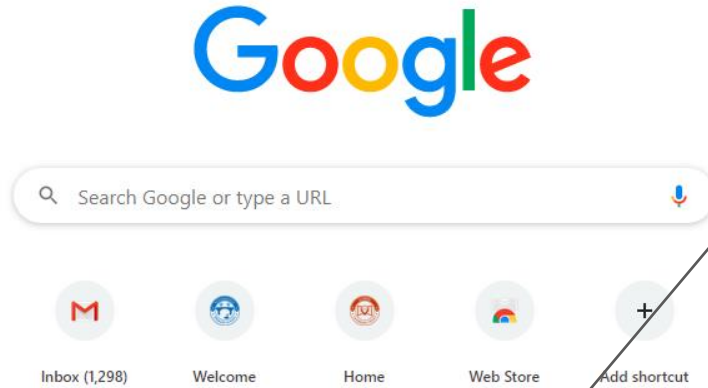
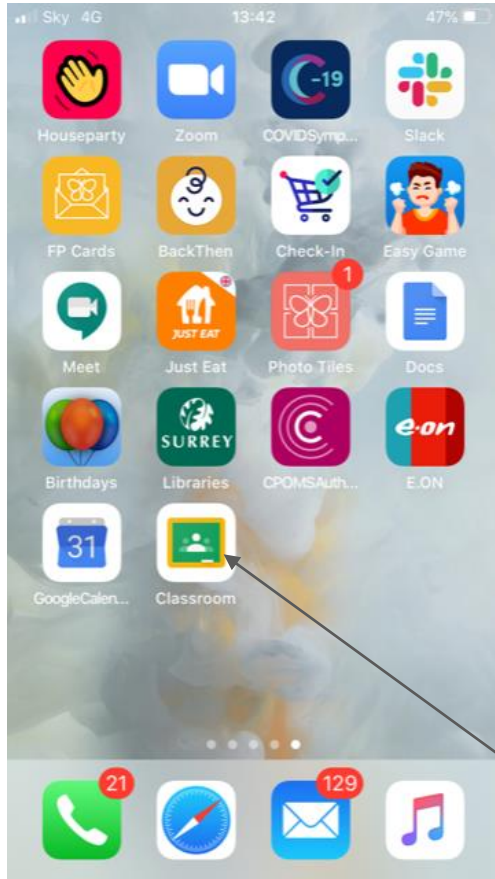
What is Google Classroom?

Google Classroom is part of G Suite, a package of cloud-based services that can provide your child with a new way to work together online.

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to share resources, lesson notes, PowerPoints, tasks, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning.

It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

How to access Google Classroom



Google Classroom is accessed using the Classroom icon. Use the 9 dots ('Apps Chooser') to select Google Classroom or use the icon on the home screen on a device.

How to access Google Classroom (cont.)

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com . They should sign in using their @lumenlearningtrust.co.uk email address that they have been given by their teacher. Once pupils have logged in, they will see the class overview page. From here they can see all of the classes they are registered with, a summary of any work due and add new classes (requires a class code from their teacher). Clicking on a class will open that Classroom.



Google Drive allows you to store files and create Google Docs



Google Classroom

This is how teachers can set home learning and how children can 'Turn in' their work, or alternatively they can complete it on paper or in their 'Yellow' home books.



Google Docs

In Google Drive, it is possible to create cloud based text documents, spreadsheets, presentations, drawings and forms to gather data

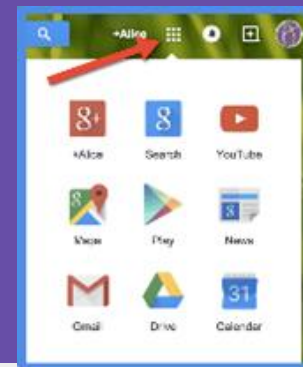
No save button

Your Google Docs save automatically

Apps



Apps Chooser is located in the upper right of Gmail or Drive



Accessing Resources

If pupils are accessing Google classroom from a mobile device, they should download the appropriate Google Apps to make best use of the shared resources. The most useful Google apps are: Classroom, Calendar, Docs and Drive.

If using a browser, it is easiest to use Google Chrome to access, but is possible on any web browser. Be sure to log in using your @lumenlearningtrust.co.uk email.

When home learning is set online, it can be submitted directly within Google Classroom online without needing to be printed. To open the homework, click on the Open button on the appropriate post in the Stream page. You will then see the homework description and any attached documents.

How to share your learning with teachers: **‘Turn in’ or Hand in**

The simplest way to complete the home learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button. You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. Once the home learning has been marked by the teacher, you can see feedback and any comments made by the teacher by opening the home learning task as before.

If it is not possible to make changes to the document, download and make changes or upload a picture of the work you have done on paper.

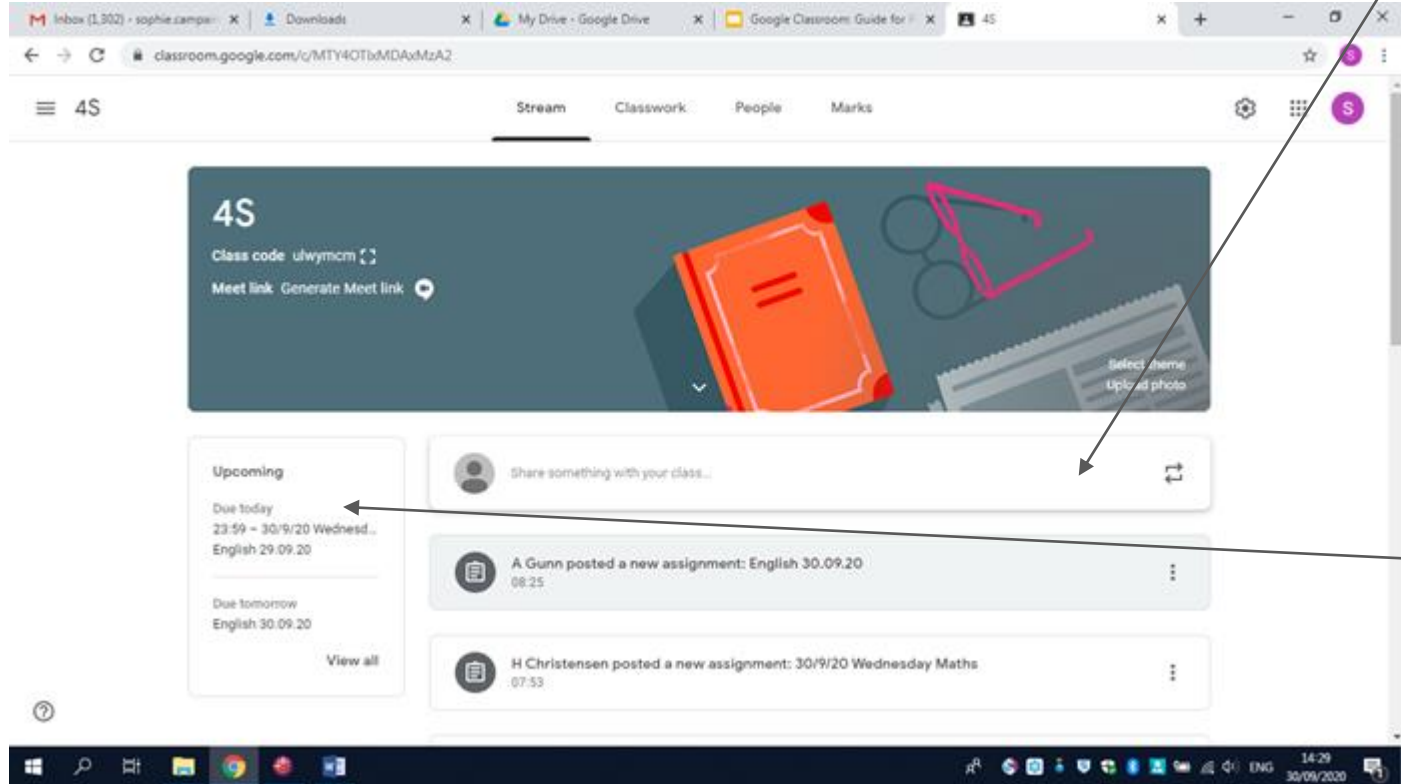
Please DO NOT email teachers directly. Log any issues by emailing your classteacher at learning.riverbridge@lumenlearningtrust.co.uk

How to stay safe online: e-safety reminders

Safety Features Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.

This is why children are responsible for their own passwords and we have a 'safe' system for a secure 8 digit password.

Stream



This is where the tasks listed by teachers and uploads are listed in chronological order.

Upcoming shows things that are due over the coming days

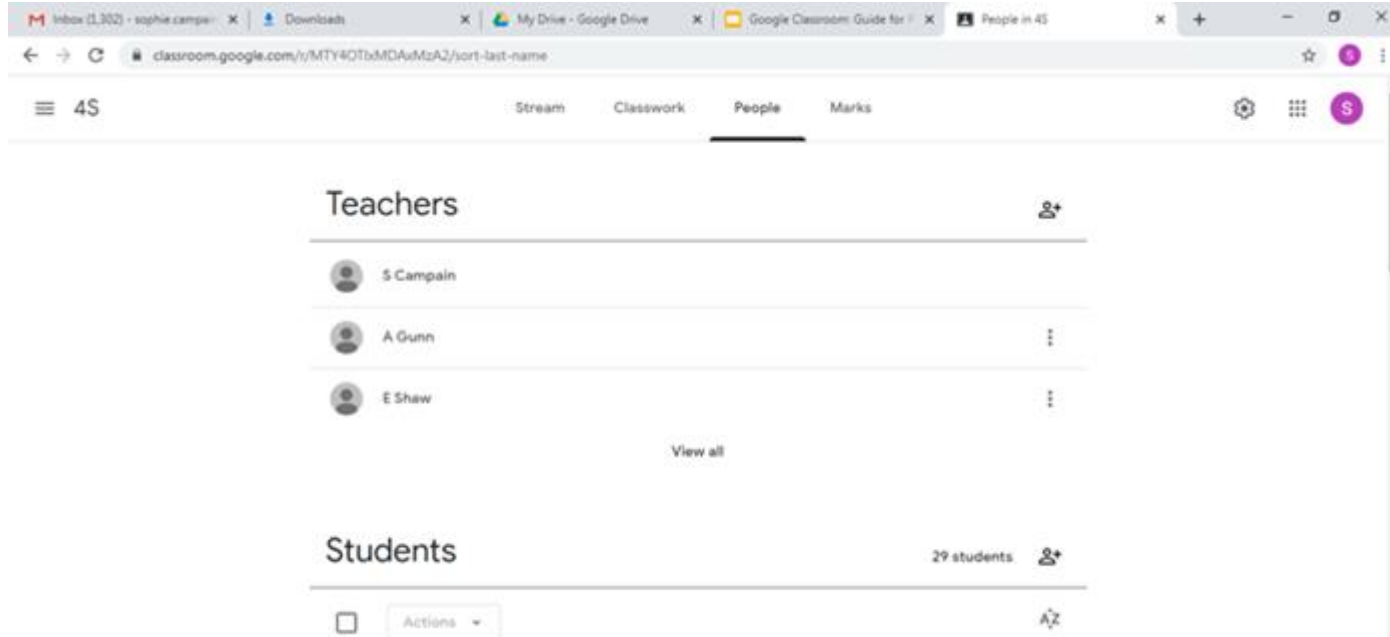
Classwork

The screenshot shows the Google Classroom interface for a class named '4S'. The 'Classwork' tab is active, displaying a list of assignments. The assignments are organized under the 'English' topic. The first assignment is 'English 30.09.20' with a due date of 'Due Tomorrow'. The second is 'English 29.09.20' with a due date of 'Due Today'. The third is 'English W/C 28.09.20 - Story up to page 32.' with a due date of 'Due 2 Oct'. Below these, there is a 'Weekly Overview' section with an assignment 'Weekly Overview - W/C 28.09.20' due on '2 Oct'. The left sidebar shows navigation options: 'All topics', 'English', 'Weekly Overview', 'WC 28.9.20', and 'Maths'. The top navigation bar includes 'Stream', 'Classwork', 'People', and 'Marks'. The bottom of the screen shows a Windows taskbar with the date 30/09/2020 and time 14:28.

Learning can be found under 'Classwork'. It shows drafts and deadlines too.

The 'Weekly Overview' provides details of each class' weekly calendar, showing when to complete work in a week.

People



The screenshot shows the Google Classroom interface with the 'People' tab selected. The page is divided into two main sections: 'Teachers' and 'Students'. Under 'Teachers', three names are listed: S Campain, A Gunn, and E Shaw. Under 'Students', there is a 'View all' link and a '29 students' indicator. The interface includes a navigation bar at the top with tabs for 'Stream', 'Classwork', 'People', and 'Marks'. The browser address bar shows the URL 'classroom.google.com/r/MTY4OTIxMDAvMzA2/sort-last-name'.

Teachers	29 students
S Campain	
A Gunn	
E Shaw	
View all	

Your child's class teacher and the other teachers that teach in the year group are shown at the top.

The names of classmates are shown under the people tab.

DO NOT email teachers directly

How do I complete the learning?

The due date is shown here

Title
Find the learning by the subject and date

The screenshot shows a learning management system interface. At the top, there are two tabs: 'Instructions' and 'Student work'. Below the tabs, the main content area displays the title 'English 30.09.20' with a document icon, the author 'A Gunn - 08:25', and '100 points'. To the right, it says 'Due Tomorrow'. Below the title, there is a paragraph of text: 'After completing your story map yesterday, you should now know who your characters are and what the inside setting of the hut is going to look like. Give yourself 10 minutes to complete a quick sketch of these three things as it will make it easier to describe. Then begin your description on the sheet.' Below this text, there are two resource boxes: 'English - Blended Learning D...' with a 'Word' icon, and 'English - Blended Learning Document.docx'. At the bottom, there is a 'Class comments' section with a 'Add comment' button and a play button icon.

Instructions are provided by the teachers beneath the name of the learning

Comments will be muted but you can leave a comment for your teacher

The resources and learning to be edited is here

How to edit a documents

Google has apps that allow you to use the equivalent tools to Microsoft Office.

You can use either Google apps or Microsoft Office, however to Turn in learning, using Google Apps is easier when each child has their own copy and we will start to encourage children to learn to use these apps in school.

Sometimes, learning will need to be 'Opened with' a different app or tool. Where this is the case, learning will not be turned in via apps.



The screenshot shows a document viewer interface. At the top, there is a dropdown menu labeled 'Open with'. Below it, a list of apps is displayed, categorized into 'Apps connected' and 'Suggested third-party apps'. The 'Apps connected' list includes Google Docs and ZIP Extractor. The 'Suggested third-party apps' list includes Lumin PDF and a 'Connect more apps' option. An arrow points from the text 'Opened with' in the previous paragraph to the 'Open with' menu.

IW	PW	SW
learning to write a narrative including c		eration for audience.
llenge words for your story – tick th		them:
dingy	deceitful	unfortunate
murky	eerie	daunting

Complete a quick sketch of the below:

Character 1:	Character 2:	Setting – inside the hut:
The Princess		

Further User Video Guides

