Using Google Classrooms by tablet

BEFORE YOU START

To begin using Google Classroom you will need the following apps installed on your device:

- Google Classrooms app
- Google Docs app
- Other Google apps may also be needed (Drive, Slides, Sites etc)

LOGGING IN

To log into your child's Google Classroom you will need to enter the Google Classroom app and use your child's Google details that they would use in the classroom. Your class teacher will be able to provide you with this.

Once they have logged in, they will need to 'join' the Google Classroom labelled '[Your class] in lockdown'. This will take them through to the class stream.

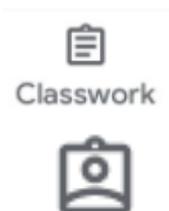**THE STREAM**

Stream   Classwork   People

Assignments will appear here daily, it will be up to your child to check in every morning at 9AM to see which work has been set for the day (please see CLASSWORK for more details on this). Teachers' will post a morning question where children will comment to let the teacher know they have been on the stream each day. Children can post on the page. They will be able to share any topic work that they have completed with the rest of the class. To upload photos or videos saved to your device you will need to 'Make an announcement to the class' and select one of the options (Add from Drive or Choose photo) and select the photo they would like to upload. Children can also select 'Take photo or Record video' to upload their work as soon as they are finished. They can then include a short explanation about their work/how they did it/what they have learned before posting.

Children will be expected to complete 3 tasks each week on this platform. Teachers will be monitoring the posts and comments that are made each day. If anything is found that is deemed to be inappropriate or hurtful in any way then it will be removed and the person will be muted. If a child becomes muted, they will still be able to submit classwork, however, they will not be able to comment or post on the stream. Parents will be notified if a child becomes muted.
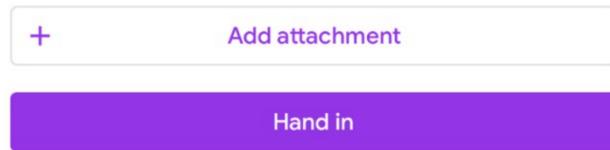
CLASSWORK

Stream   Classwork   People

This is where children will find a clearer view of their assignments for each subject. At the side of the page, children will find the different subjects where their work will be located. Children will need to look through this and attempt the work that is set each day. If your child is unsure what they need to complete they can click on the 'View your work' icon in the top right-hand corner. This will show the children any work they have not yet attempted or not yet submitted. All work in the Classwork section of Google Classrooms is private and can only be viewed by the child and the class teacher.

Classwork

CHILDREN'S WORK

When the children select the lesson they are going to complete, it will give them a set of instructions. This could range a page from their home learning books they have been sent out or a set of online resources. If the lesson is an online lesson, they can click on the Google Doc that their work has been set on and this will take them through to the relevant Google app where they can edit the document to complete their work. Some files uploaded may be in a PDF format, which when clicked on can be annotated with a pen. If your child has been set a page from their learning books, they can upload images as evidence. To do this, they need to select the 'Add attachment' icon where they can upload images of written work by then selecting 'Pick photo' or 'Use camera'. This can be used to add photos and videos. Alternatively, they can upload their own Google Docs to submit by selecting 'New Docs'. Class teachers will be able to view any adaptations or additional files to the work that has been set and each child will have their own copy to adapt. This means that only your child can adapt their own work and will not be tampered with by others.

COMMENTS

There is also the option to make comments on Google Classroom. Children are able to make private comments to the teacher about their work to let them know how they found their work to give their own feedback. The teacher will also be able to comment and provide feedback to the children or the class about their work. This means children will need to ensure they are checking back to completed assignments to see if they have been given any comments or improvements to make. General comments can also be made by both staff and children to give any help to others or provide extra resources to further the learning. Again, these will be monitored closely to ensure they are being used correctly and children can be muted from making comments.

Using Google Classroom by computer

LOGGING IN

Children will need to go to www.classroom.google.com/ in order to access the Google classroom. To log into your child's Google Classroom you will need to enter the Google Classroom app and use your child's Google details that they would use in the classroom.

Once they have logged in, they will need to 'join' the Google Classroom labelled '[Your class] in lockdown'. This will take them through to the class stream.

THE STREAM   Stream   Classwork   People

The stream is the children's opportunity to share their work with the class and where teachers will give class announcements any relevant resources. Teachers will post a morning question here daily where children will comment to let the teacher know they have been on the stream each day. The stream allows children will to share any work that they have completed with the rest of the class. To upload photos or videos you will need to 'Make an announcement to the class' and click 'Add' and select a photo they have uploaded to their Google Drive or select 'File' and choose the photo they would like to upload from their computer. They can then include a short explanation about their work/how they did it/what they have learned before posting. The children will also be allowed to comment on each other's work to provide positive comments to their peers.

Teachers will be monitoring the posts and comments that are made each day. If anything is found that is deemed to be inappropriate or hurtful in any way then it will be removed and the person will be muted. If a child becomes muted, they will still be able to submit classwork, however, they will not be able to comment or post on the stream. Parents will be notified if a child becomes muted.

CLASSWORK   Stream   Classwork   People

This is where children will find a clearer view of their assignments for each subject. At the side of the page, children will find the different subjects where their work will be located. Children will need to look through this and attempt the work that is set each day. If your child is unsure what work they need to complete they can click on the 'View your work' icon. This will show the children any work they have not yet attempted or not yet submitted. All work in the Classwork section of Google Classrooms is private and can only be viewed by the child and the class teacher.

CHILDREN'S WORK

When the children select the lesson they are going to complete, it will give them a set of instructions. This could range a page from their home learning books they have been sent out or a set of online resources. Once they have selected the piece of work they are going to complete, if they click on the Google Doc that their work has been set on, this will take them through to the Google Docs app where they can edit the document to complete their work.
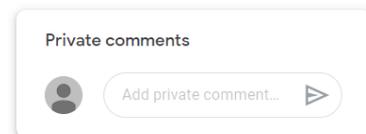
SUBMITTING EXTRA FILES

Some files uploaded may be in a PDF format. In these cases, children can select the option to 'Add or create'. This will give the children the option to create a new Google Doc where they can type their classwork to submit to the teacher. Class teachers will be able to view any files submitted for the work that has been set and each child will have their own copy of each of the files set. This means that only your child can adapt their own work and will not be tampered with by others.

COMMENTS

There is also the option to make comments in the Classwork section of Google Classroom. Children are able to make private comments to the teacher about their work to let them know how they found their work to give their own feedback. The teacher will also be able to comment and provide feedback to the children or the class about their work so children will need to ensure they are checking this to see if they have been given any comments or improvements to make. General comments can also be made by both staff and children to give any help to others or provide extra resources to further the learning. Again, these will be monitored closely to ensure they are being used correctly and children can be muted from making comments.