

Google Classroom Parent/Carer Guide



Google Classroom

Logging In

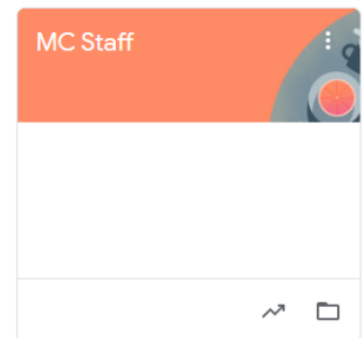
1. Go to Google Classroom following the link: <https://classroom.google.com> and click on the "Sign In" button.
2. Having got to Google Classroom, to sign in, your child must enter their school login credentials. This is their school e-mail address and their password.

Their Google username will be:

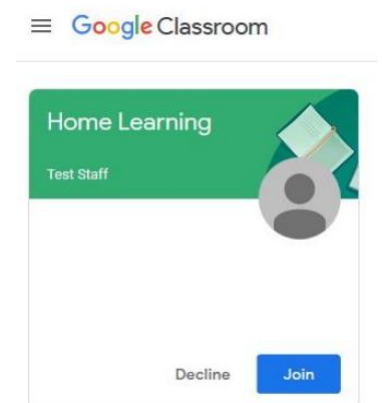
_____@mr.wiseacademies.co.uk

**IF YOU DO NOT KNOW YOUR CHILD'S EMAIL AND
PASSWORD PLEASE CONTACT THE OFFICE.**

3. Having logged in, children will be presented with all of the Classrooms that they have already enrolled onto. For example:



4. If your child has not already enrolled please click the join button:



Viewing and accessing work

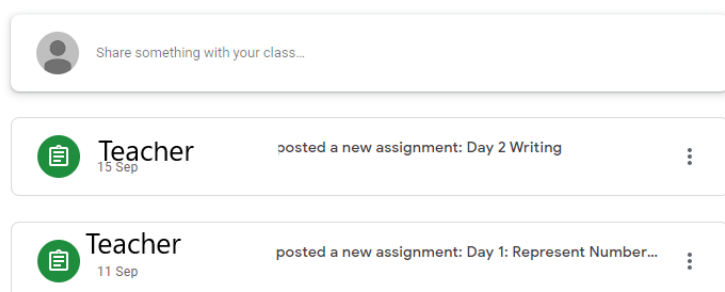
Having clicked on the appropriate classroom, your child will be in a Google Classroom. Here, they will have 3 tabs in front of them; "Stream", "Classwork" and "People".

Stream Classwork People

"Stream" Page

The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Each post will be associated with the subject that the student is learning with their teacher.

When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what the student has to do and possibly associated resources where possible. It will also have a due date for when the work needs to be completed by.



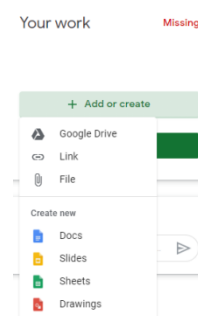
Children must not comment on the Stream. The Stream is only for teachers to post work and add comments.

Completing/Submitting Work Online

The teacher may have attached a Google Doc or Slides for you to complete. If so, your child can type into the document. The document will automatically save. Your child can go back to this document to work on it as many times as they wish until they need to submit it. Then return to the 'your work' section and press 'hand in'.

ALTERNATIVELY

If your child needs to add a Google Doc or Slides they can press "Add +". A drop-down menu will appear where they can choose to create a Google document or upload a file from their computer or their online storage Google Drive.

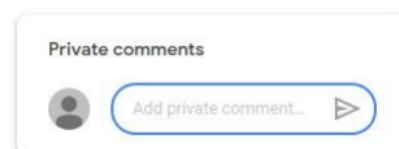


Having added their chosen document, it will appear in the white box just above the "Add +" button.

After the work has been completed or added to the assignment, then the student will need to press the "Hand In" button.



If you have any questions regarding piece of classroom, you can send a private message to your teacher using the private comments box:



"Classwork" Page

The screenshot shows the 'Classwork' tab selected. At the top, there are three tabs: 'Stream', 'Classwork' (highlighted with a green underline), and 'People'. Below the tabs is a search bar containing 'All topics'. Underneath the search bar are three icons: 'View your work' (a clipboard icon), 'Google Calendar' (a calendar icon), and 'Class Drive folder' (a folder icon). The main content area displays two assignment cards. The first card is titled 'Writing' and has a vertical ellipsis menu to its right. Below it is a card for 'Day 2 Writing' with a due date of 'Due 15 Sep, 18:00' and a vertical ellipsis menu. The second card is titled 'Week 1: Maths' and also has a vertical ellipsis menu. Below it is a card for 'Day 1: Represent Numbers to 100' with a due date of 'Due 11 Sep, 18:00' and a vertical ellipsis menu.

The "Classroom" page shows all the assignments that have been set. To see the tasks you have due, you should click 'view your work'.

This is a smaller version of the screenshot above, showing the top portion of the Classroom interface: the 'Stream', 'Classwork', and 'People' tabs, the 'All topics' search bar, and the 'View your work', 'Google Calendar', and 'Class Drive folder' icons.

Your classwork page is sectioned into different topics.

All topics

RE

Design and Technol...

Art

Check your classwork page often to see any new tasks or feedback the teacher may have given.

Feedback

The screenshot shows a notification for a private comment. At the top, it says '1 private comment'. Below that, the name 'Teacher' is displayed in a large font. Underneath the name is the message: 'Well done! You have achieved your learning objective.' At the bottom of the notification, there is a circular profile picture icon on the left and a rounded rectangular button on the right. The button contains the text 'Add private comment...' followed by a right-pointing arrow icon.

Teacher feedback will be added to your work.