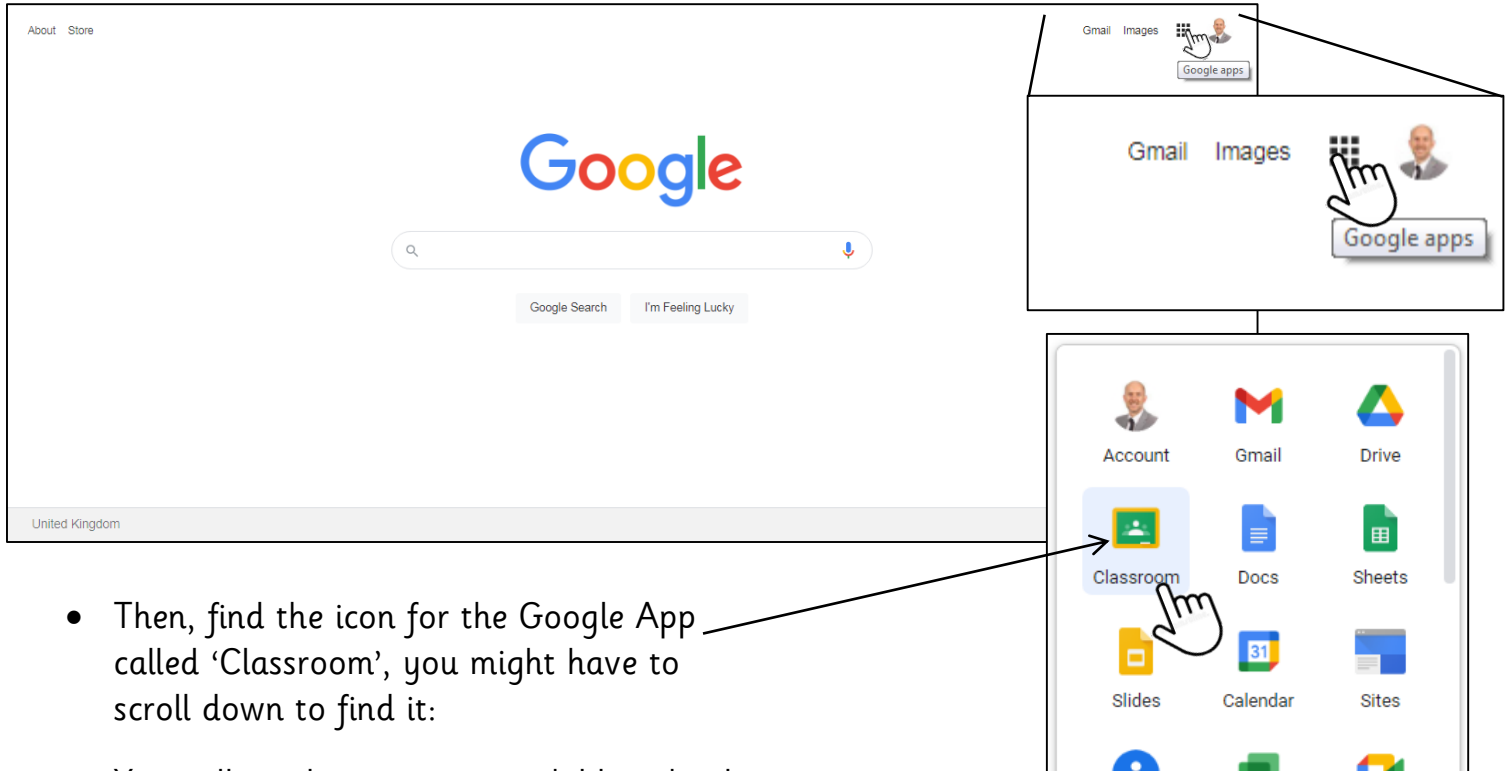# Parent and Child:
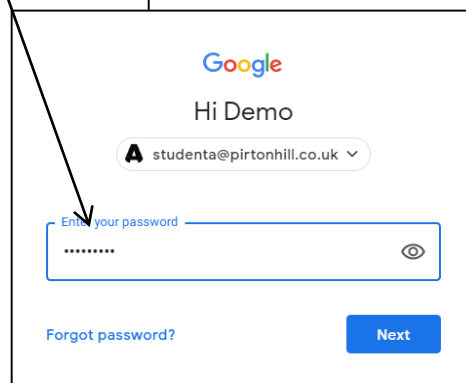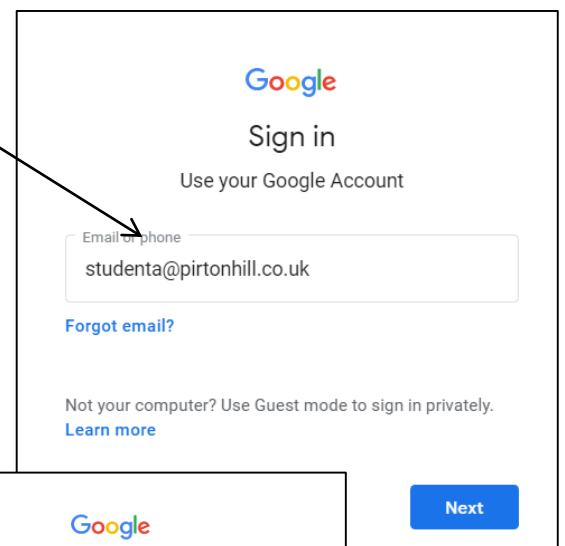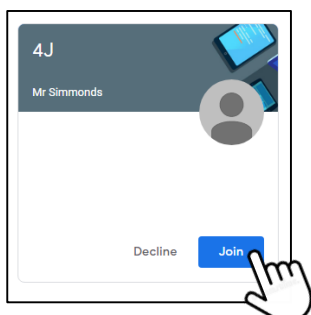# Step by Step Guide to Google Classroom

1. Logging On

To begin, open a web browser (e.g. Google Chrome) to access the internet and go to www.google.com

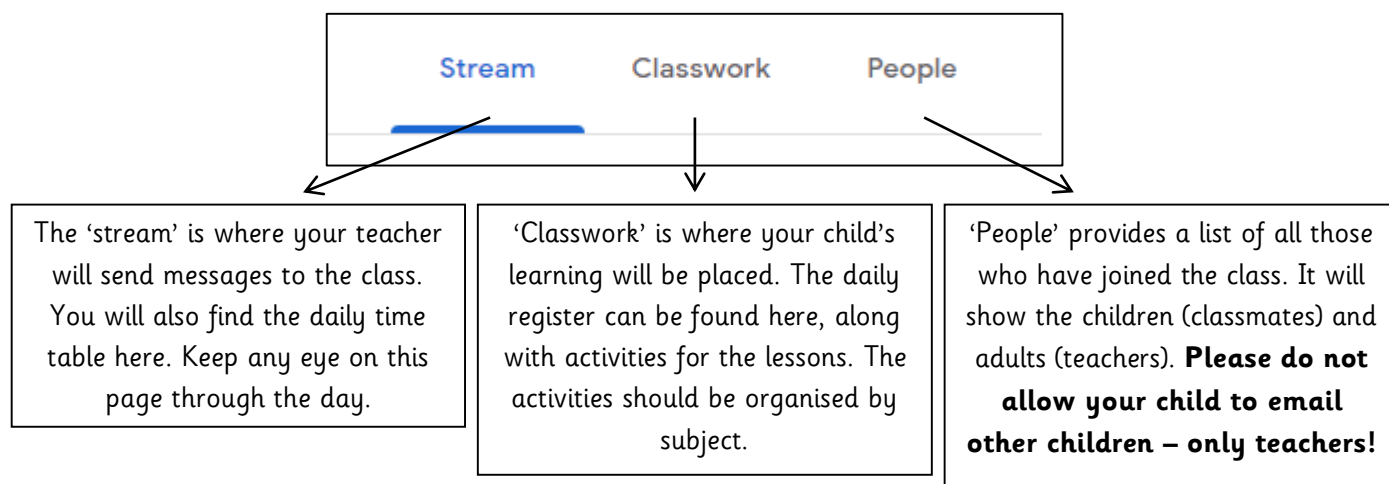Next, your child needs to log into their Pirton Hill Google account:

- Click on the 'Google Apps' icon in the top right of the window:

- Then, find the icon for the Google App called 'Classroom', you might have to scroll down to find it:

- You will need to enter your child's school email address (sent home via Weduc and newsletter).

- Click 'next'.

- Enter your child's password and click 'next'

- Finally, when you have logged ii, you will see your child's class card displayed – click on 'join' to join their class. *(You will only need to do this the first time your child logs on)*

Google

Sign in

Use your Google Account

Email or phone
studenta@pirtonhill.co.uk

Forgot email?

Not your computer? Use Guest mode to sign in privately. Learn more

Next

Google

Hi Demo

A studenta@pirtonhill.co.uk

Enter your password
•••••••••

Forgot password?

Next

1

You are now in your child's classroom. You may want to explore to see what the class looks like. Here is a handy tip for navigating:

Stream	Classwork	People

The 'stream' is where your teacher will send messages to the class. You will also find the daily time table here. Keep any eye on this page through the day.

'Classwork' is where your child's learning will be placed. The daily register can be found here, along with activities for the lessons. The activities should be organised by subject.

'People' provides a list of all those who have joined the class. It will show the children (classmates) and adults (teachers). **Please do not allow your child to email other children – only teachers!**
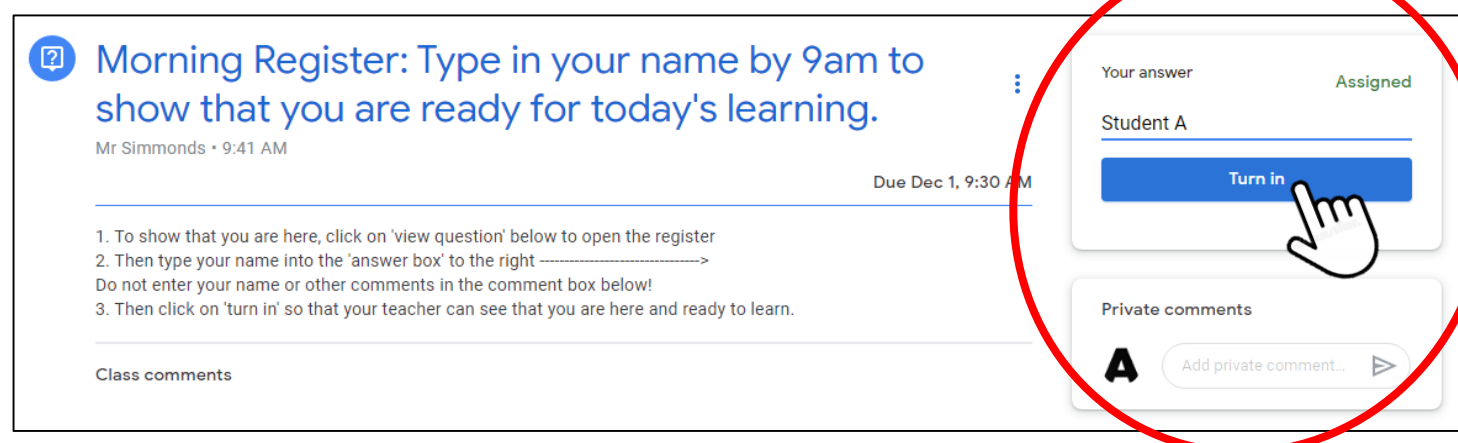
2. Morning register

Each day, your child will need to register. We will use this to ensure that all children are able to access the learning and can support those with technical problems. Go to the 'classwork' tab, then find the 'morning register':
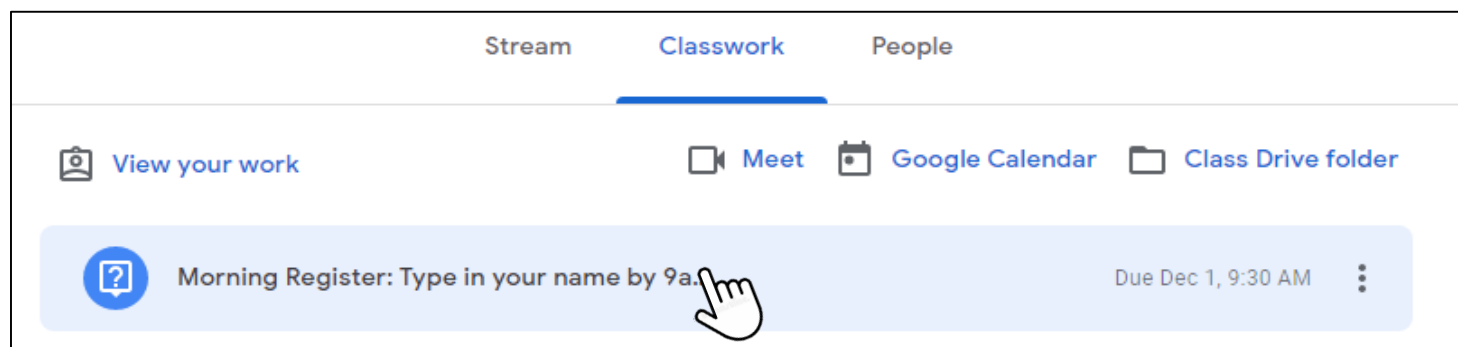
Follow the instructions that your teacher has given you:

Congratulations; your child is now registered for the day.

Now let's see how the rest of Google Classroom will work…

3. Live Lessons – via Google Meet

Live lessons will not be used for homework tasks but will be used if a class "bubble" has to close.

Each day, your child's teacher (and, for some children, your TA) will hold live lessons. The type and time of these lessons will be based on the Remote Learning Timetable. Your child's teacher will make this clear in the 'stream' (*see the top of page 2*).

Your child can only join a live lesson when the 'meet' link appears in the banner at the top of the screen. The link will only appear when the teacher is ready and waiting online to greet the children.
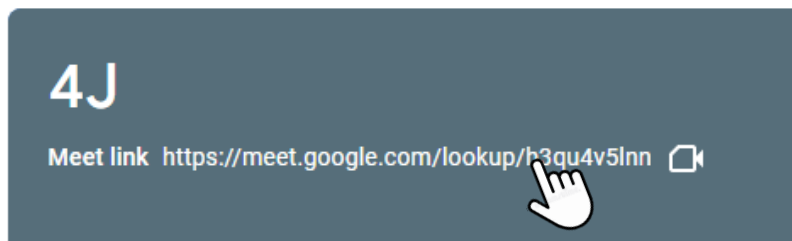
Click on the link that is shown.

Google Meet will then load in a new tab in your browser.
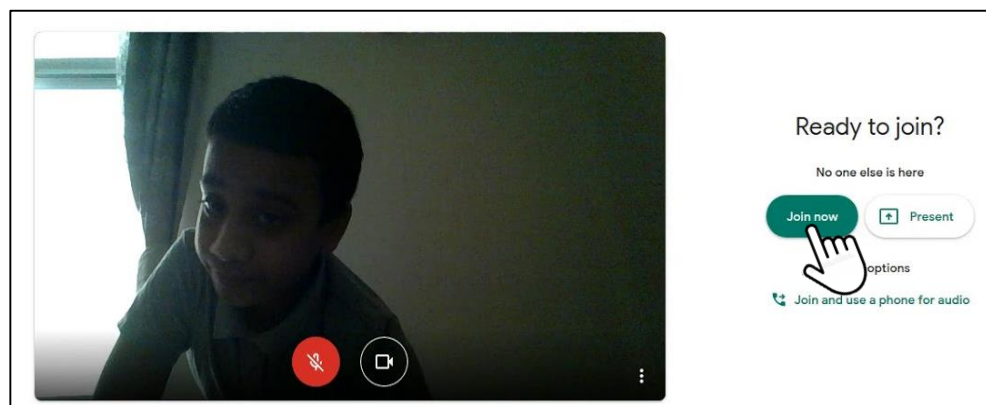
Check your camera and microphone settings and then click on 'join now'

Everyone who has joined will be visible on the next screen.

Your child will need to follow their teacher's instructions when they are in the live lesson. They might ask your child to mute the microphone. The lesson might be interactive, or the teacher might be reading, demonstrating a skill or introducing an activity that your child will do straight after.

Important – **when in live lesson, your child should be in a quiet place. Other adults should not comment in the lesson nor be visible to the camera. Parents/carers can be watching and listening but not on screen unless requested by a teacher.**

At the end of the live lesson the teacher will ask children to leave. To do this, simply click on the red telephone receiver icon **⌇** at the bottom of the screen.

Some children may be asked to stay in the live lesson to receive additional learning from a teacher or TA.

Once all children have left the live lesson, the teacher will close it and remove the link, so that children cannot re-join.

4. How to complete work set by the teacher

Go to the classwork page and scroll through the different sections (called topics) such as English or Reading.

Find the assignment (the task) that your child's teacher has set.

Click on 'view assignment' to fully open the task.

The due date and time will be shown in the newly opened task. You will see any resources the teacher has provided, click on them to view and read.
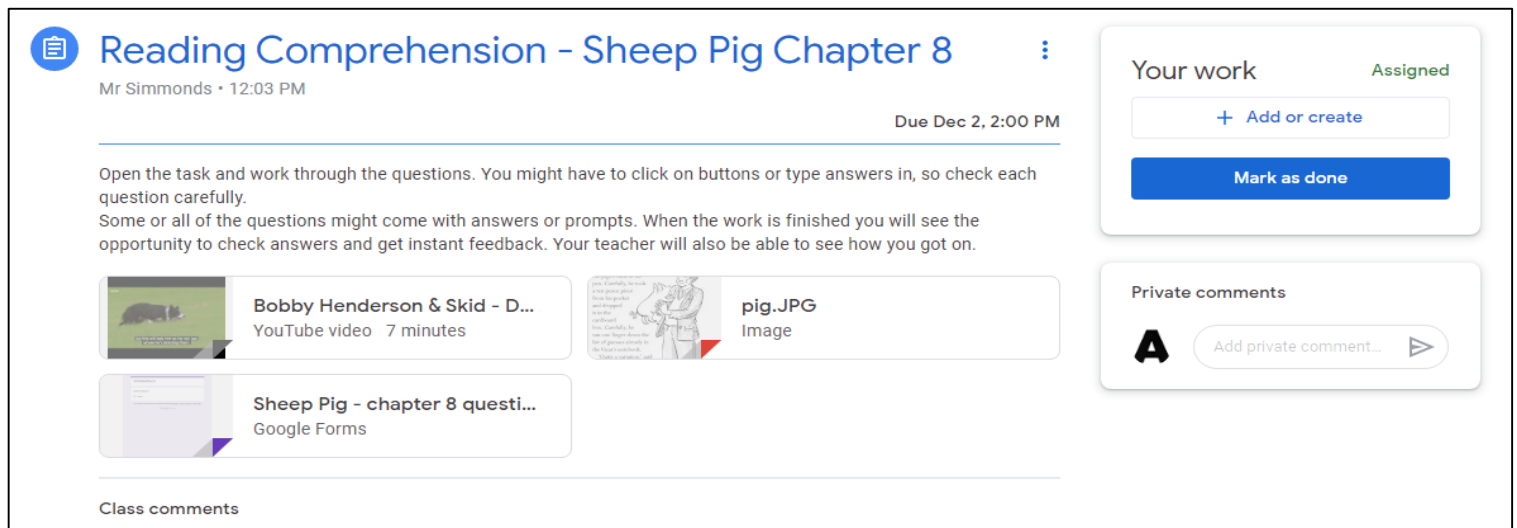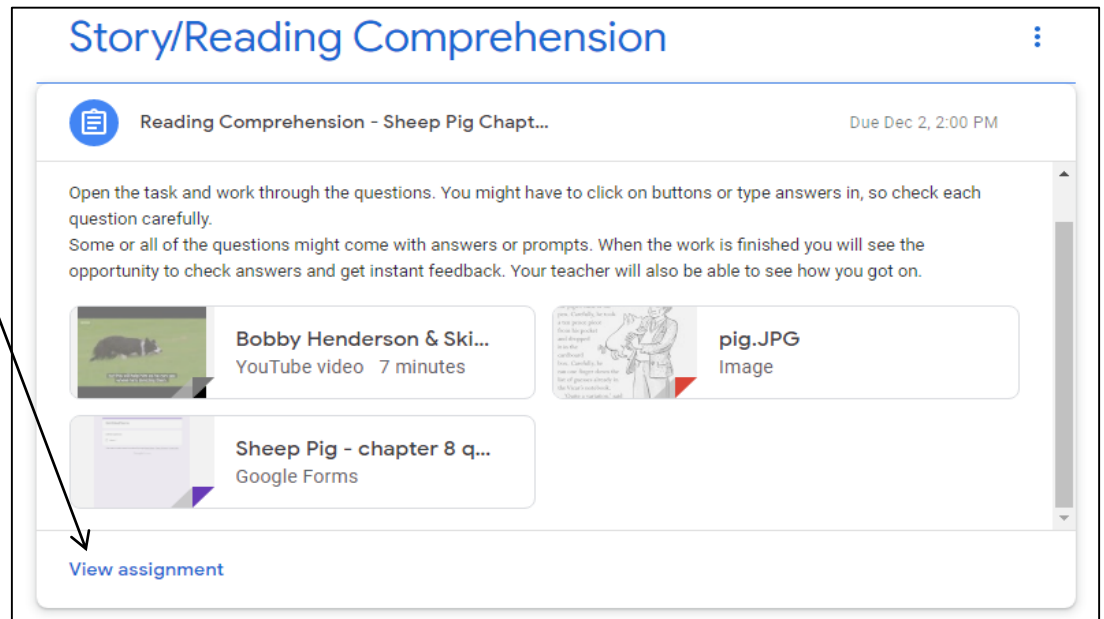
Read any instructions you can see. Check the 'class comments' at the bottom in case your child's teacher has added any extra advice or support

Assignments may look different, depending on their type:

4(a) A quiz style assignment
- Open it (it will open in a new tab) and follow the instructions.
- Click 'submit' when completed and then 'view score' to see how well they did.
- Close the Quiz tab in the browser to end this task.
- Return to the Google Classroom tab

If the child wishes to send a private message to their teacher about the task, you will see a small window to do this.

Click on 'mark as done'. This will let your teacher know that you've completed the task.

4(b) An editable worksheet style assignment

This is an online worksheet that has been created for your child to directly edit. This should not be printed out and written on by hand. In order for the teacher to see it, mark it and give feedback, it must be done online on the Google document.
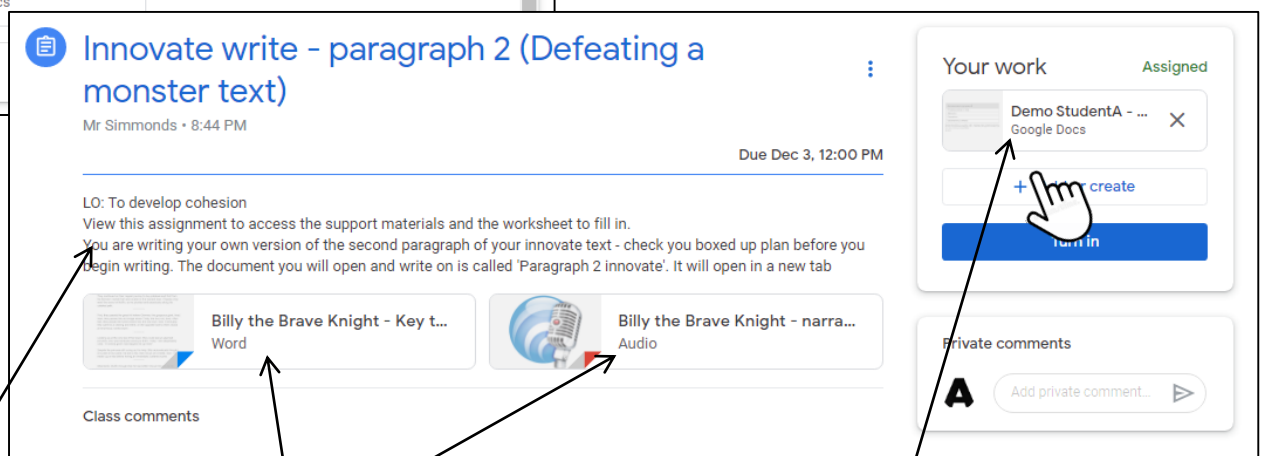
Here is a writing task example:
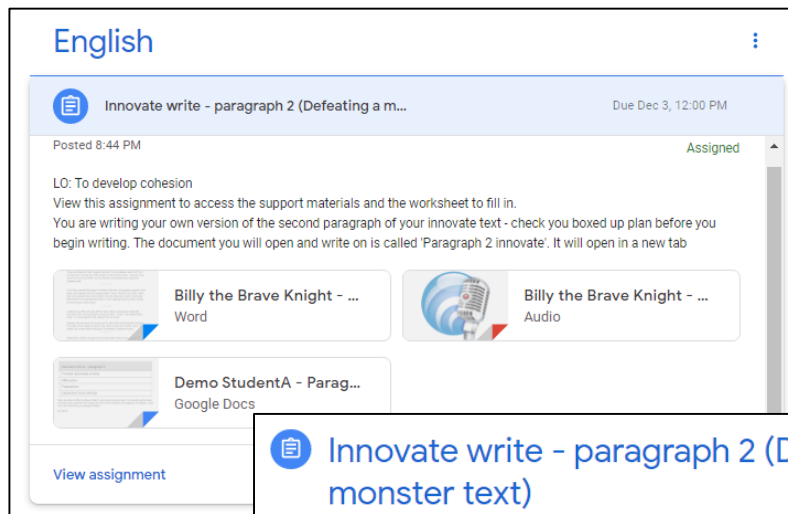
Click on 'view assignment' for details about the task.

You will now see the description, support resources and the task worksheet itself.

Read the instructions carefully, check the due date and time and any additional comments left by your teacher.


Task description and instruction.

Your teacher may have provided extra resources to help you in the task. This might include documents, web page links or videos to watch.

The worksheet that the child needs to open and edit can be found here.

Click to open the document in a new tab in your browser.

- The document will open and there may be some extra advice from the teacher on it.
- The work might be maths, English or any subject – make sure your child knows what is expected of them before beginning.
- When the work is finished it doesn't need 'saving' (*Google automatically saves your work as you are doing it*). **To hand in the work, click on 'turn in' in the top right corner.**
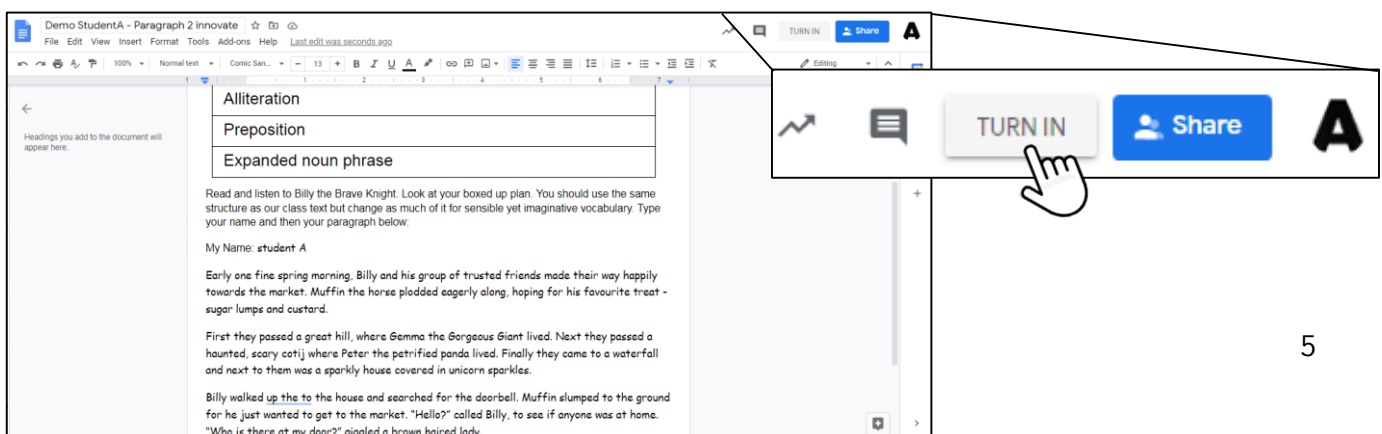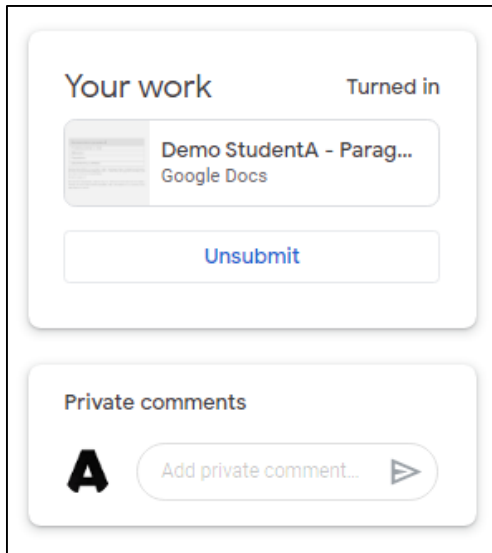
You will now see that your child's work is turned in; however, if your child wishes to make changes, just click on 'unsubmit' to go back into the task and carry on.

Don't forget to turn the work back in again when it is finished!

If necessary, your child can send a private message to their teacher about the task / work.

If they want to, there is no reason why your child may not do a rough draft or working out on scrap paper before typing answers onto the correct Google Document.

5. How to see you teacher's feedback and make improvements

For the larger, editable worksheet assignments (*see section 4(b) above*), your child's teacher can: read what you've done, check it and give feedback. The feedback is just like the teacher using their green pen to challenge your child to improve their work.

To see if your teacher has returned you work to you with feedback, check the assignment again, from the classwork screen. You will see that if the work has been returned it will say so in the top corner:
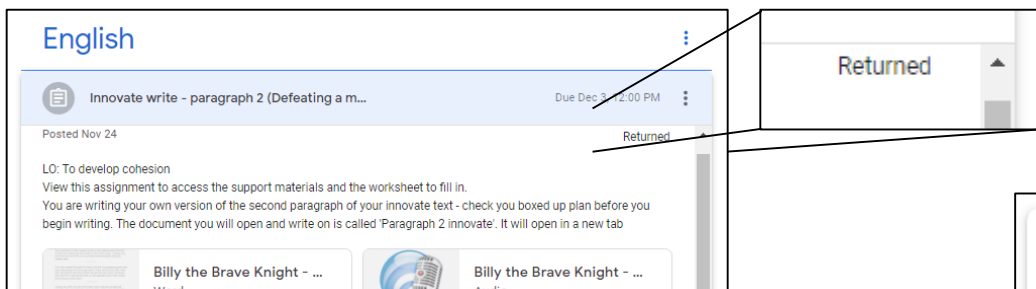
Click on 'view assignment' and you will see that the 'your work' box looks like this:
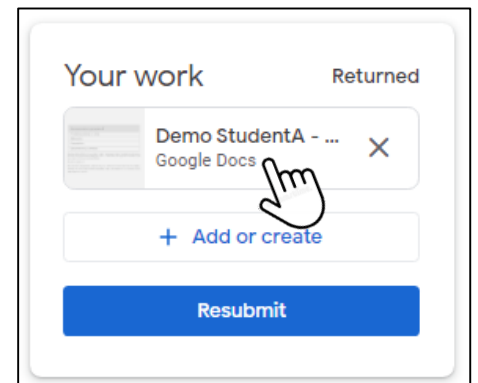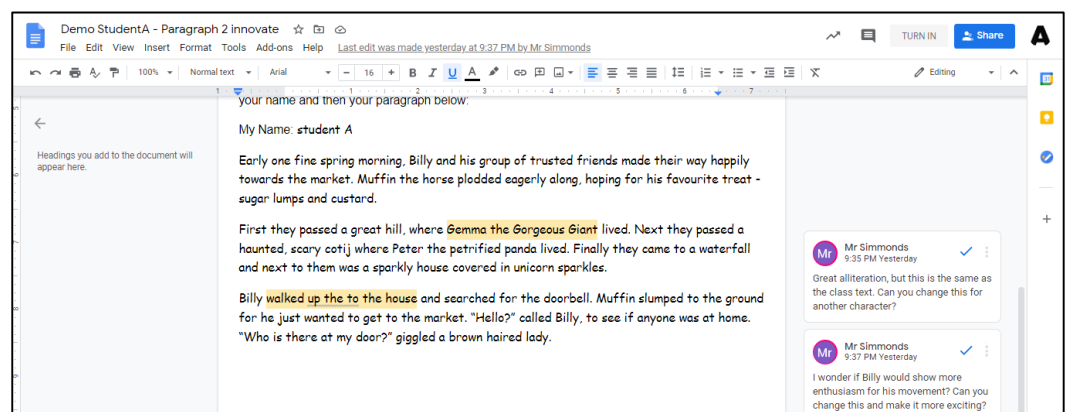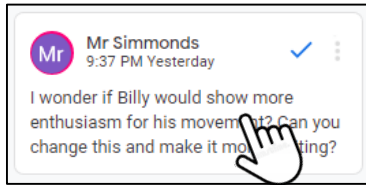
So you now know that your work has been returned.

So click on the document link to open your work in a new tab.
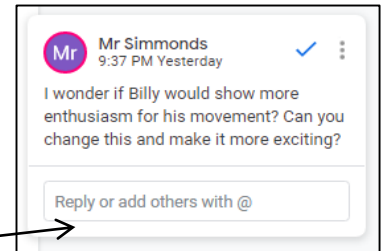
Look carefully at the work. You might see that some parts are highlighted. This is showing where your teacher wants you to make improvements.

To the right of the page you will see your teacher's comments about each highlight.
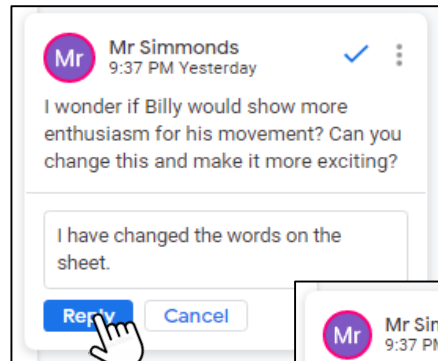
Click on a comment.

There are two things your child can do:
1. Reply to the comment in the box (if it is a question for example)
2. Edit the word/phrase/sentence that the comment is linked to on the page itself

If you are doing number 2, your child can still reply to the comment to show that they have made the change.

Click 'reply' to be sure that the message has been sent to your child's teacher.
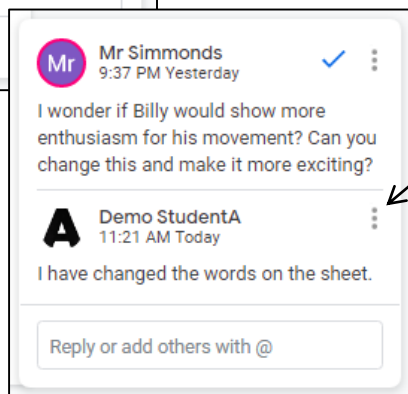
If they wish, your child can add another message beneath or (by clicking the three dots) delete or edit the first one.

When the improvements have all been done **your child must 'turn in' their work again.**
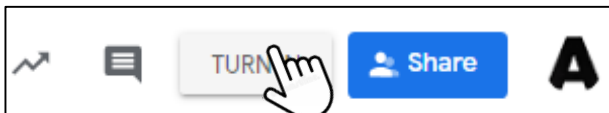
If they don't do this, your teacher will not receive the new version.
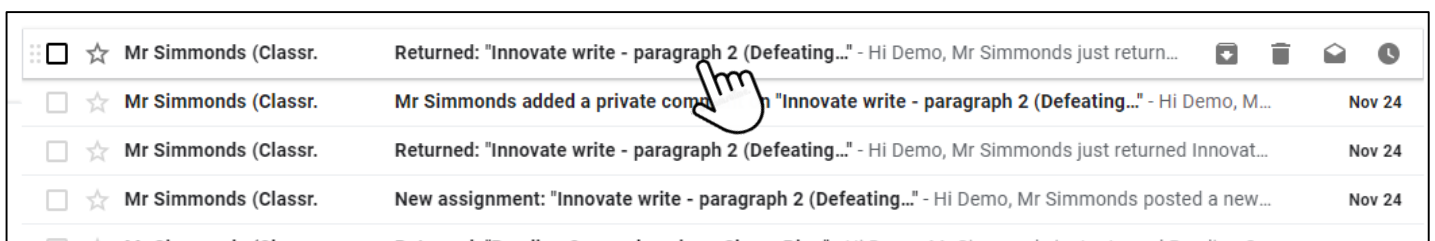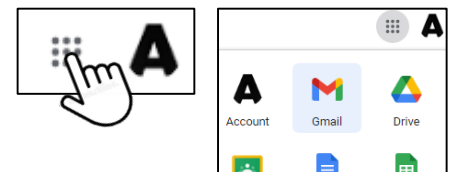
It is likely that this process will only happen once for each piece of work, but your child's teacher <u>might</u> return the work more than once if there was confusion over the changes to be made.

6. How will your child know if they have messages or returned work?
The Classroom won't bring up any messages, so unless you check the assignments later it is not easy to see that there is work due or that there is a message waiting.

For this, your child must check their emails.
- Click on the 9 dots in the top corner and choose 'G Mail'
- Gmail will open in a new tab in your browser.
- The emails give messages or let you know about the work that was turned in

Hi Demo,

Mr Simmonds just returned Innovate write - paragraph 2 (Defeating a monster text).

> **Innovate write - paragraph 2 (Defeating a monster text)**
>
> **OPEN**
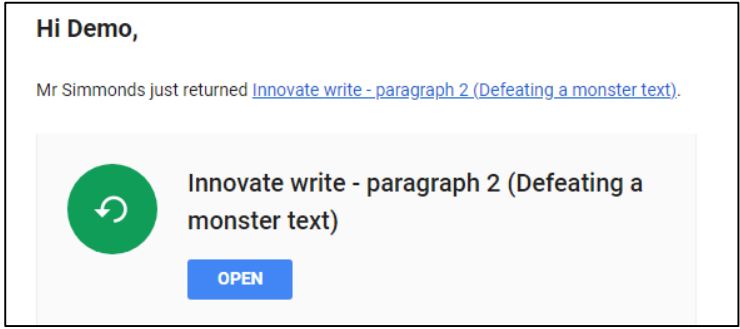
Some emails are from Google Classroom to let the child know about the work and might look like this.

Your teacher might also use email to communicate with children directly, though this will be kept to a minimum.

You can reply to those emails but don't reply to ones from Google Classroom.

We suggest that you copy your child's email address and password below, so that you have them easily accessible.

Child's Name: …….

Email Address: …….…..

Password: ……..…..

Child's Name: …….

Email Address: …….…..

Password: ……..…..

Child's Name: …….

Email Address: …….…..

Password: ……..…..

The Remote Learning Policy is available on the school website: www.pirtonhill.com/policies