

Google Classroom

A guide for children and parents and carers



Why Google classroom

Google classroom will provide learning continuity for our children. On the platform children can complete and upload home learning activities and homework for teachers to see and comment upon; teachers can upload short videos to support home learning and it allows for communication between the child and the class teacher.

Your child will have been given their login details (email and password) for Google Classroom today by their class teacher. Please email the office if you have not received them. If you do not have access to a electronic device like a computer, tablet or smartphone for your child to complete their work on please inform the office. Please remind children not to share login details with anyone and to save them in a secure place, in line with best practice in online safety.

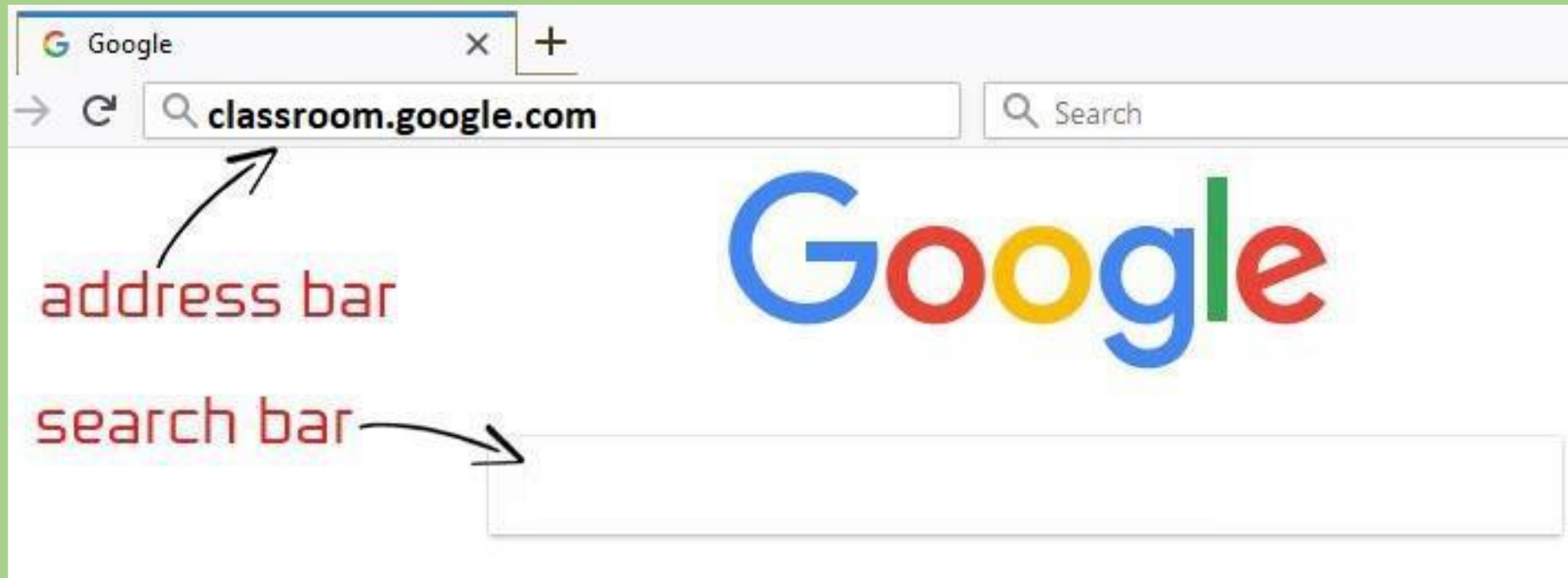
Let's get started

Open you chrome internet browser on
any chosen device



On the web address bar type:

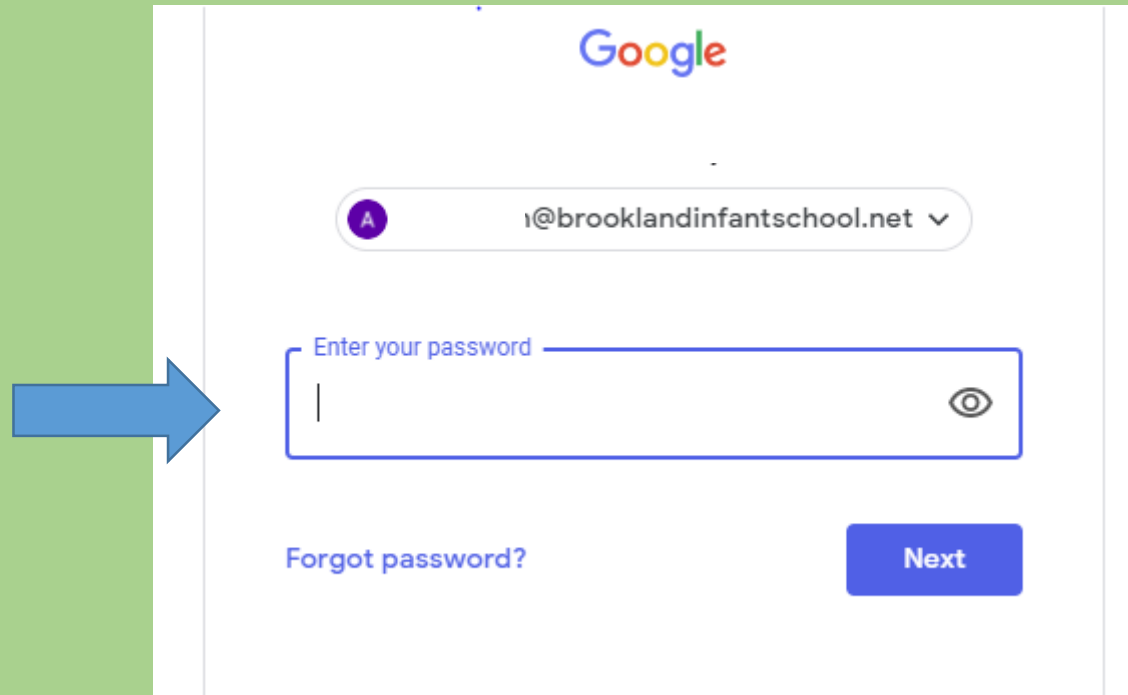
“Classroom.google.com”



Type in your child's Google email
address: e.g.
“asurname@brooklandinfantschool.net”

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "asurname@brooklandinfantschool.net". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Type in your child's password and then click on next



The screenshot shows a Google account login interface. At the top is the Google logo. Below it is a rounded rectangle containing a profile icon (a purple circle with a white 'A') and the email address '1@brooklandinfantschool.net' followed by a dropdown arrow. Below this is a password entry field with the placeholder text 'Enter your password'. A blue arrow points to this field. To the right of the password field is an eye icon. At the bottom left is a link that says 'Forgot password?'. At the bottom right is a blue button with the text 'Next'.

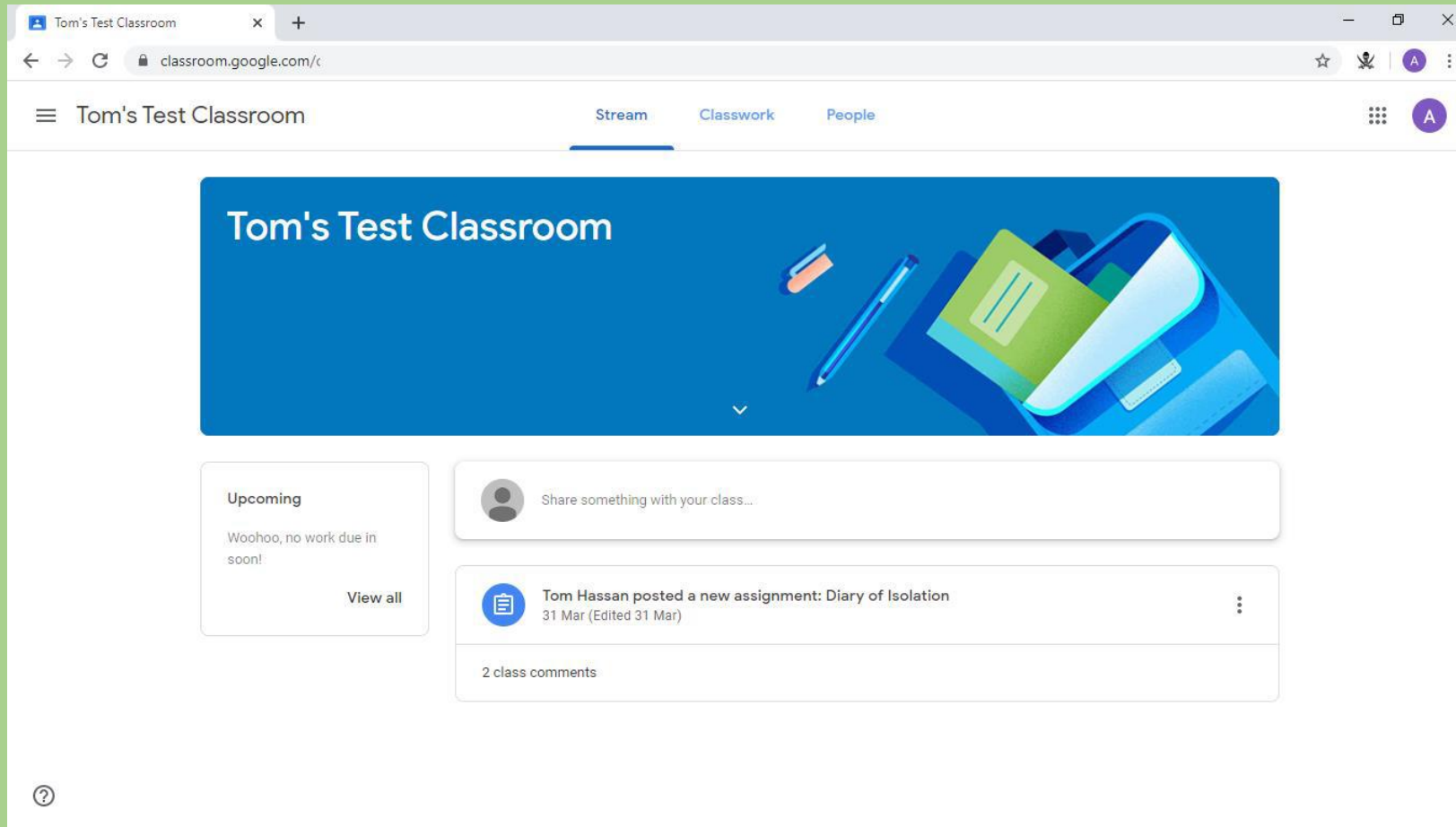
Please read and accept the
terms of issue.

Then click on “I am a student.”

We have already allocated the children to their correct class.

If you can't see your child's class, please email the school office.

Once you are logged in you will see your child's class and it will look something like this.



What does everything mean?

The screenshot shows a Google Classroom interface for a class named 'Pigeon Class'. The URL in the address bar is classroom.google.com/c/NzUwMTcyNjgwMzVa. The interface includes a top navigation bar with tabs for 'Stream' (3), 'Classwork' (4), and 'People' (5). Below the navigation bar is a large blue header banner with the text 'Pigeon Class' and an illustration of school supplies. Under the banner, it says 'Subject Home Learning'. On the left side, there is a sidebar with a menu icon (1) and the class name 'Pigeon Class' (2). The main content area shows a feed of updates. The first update is from 'Tom Hassan' at 12:57, stating 'Tom Hassan posted a new assignment: Viking Long House'. The second update is from 'Tom Hassan' at 12:44, stating 'Don't forget to do your daily reading and mathletics...'. At the bottom, there is a text input field for 'Add class comment...' and a 'Send' button. A large number '7' is placed next to the feed area. A small 'Upcoming' section on the left shows '6' upcoming assignments with the text 'Woohoo, no work due in soon!' and a 'View all' link. A help icon (?) is visible in the bottom left corner.

1. Menu of the classes
2. Class you are in
3. Main page with announcements
4. Class assignments
5. Teachers and classmates
6. Upcoming assignments
7. Teacher's feed with updates

**Be aware that
Classwork (4)
and upcoming
(6) are
important for
assignments**

Seeing the classwork

Classwork for Pigeon Class

classroom.google.com/w/NzUwMTcyNjgwMzVa/t/all

Pigeon Class

Stream **Classwork** People

[View your work](#) [Google Calendar](#) [Class Drive folder](#)

6 Question of the week

7 Would you rather be eaten by a tiger or a sh... **8** No due date

Posted 12:37 **9** Assigned

[View question](#)

6 Maths

7 Mr Morrissey's Problem of the week **8** No due date

Maths Meeting 06/04/2020 No due date

5 All topics

Question of the week

Maths

English

Topic

?

1. Classroom tab
2. your files
3. Due assignment dates
4. Work you have handed in,
5. Topic in class
6. Topic heading
7. Title of the assignment
8. Due date to hand in the assignment
9. Assignment status
10. Preview assignment, it may contain links
11. View the assignment

Teachers and children in class

The screenshot shows the Google Classroom interface for a class named 'Pigeon Class'. The 'People' tab is selected, showing a list of participants. The interface includes a top navigation bar with 'Stream', 'Classwork', and 'People' tabs. Below the tabs, there are two sections: 'Teachers' and 'Classmates'. The 'Teachers' section lists one person, Hassan, with a profile icon and an email icon. The 'Classmates' section lists two people, Davies and Marshall, each with a profile icon and an email icon. A help icon (?) is visible in the bottom left corner.

People in Pigeon Class

classroom.google.com/r/NzUwMTcyNjgwMzVa/sort-last-name

Pigeon Class

Stream Classwork **People**

2 Teachers

Hassan

3 Classmates

Davies

Marshall

?

1. People in the class
2. The teacher
3. The classmates

Assignment page

Viking Long House

classroom.google.com/c/NzUwMTcyNjgwMzVa/a/NzUwMjYyOTk1NTTha/details

Pigeon Class

Due 17 Apr
1

2 Viking Long House

Tom Hassan 12:57

3 Make your own Viking longhouse!
You could use....

Post a photograph for me to see all of your hard work!

Have a look at some of the pictures below for inspiration.

4



viking longhouse.jpg
Image



viking longhouse 2.jpg
Image



viking longhouse 3.jpg
Image



Viking Longhouse
YouTube video 3 minutes

5 Class comments

Add class comment...

6 Your work Assigned

+ Add or create

Mark as Done

7 Private comments

Add private comment...

1. Due Date

2. Assignment title

3. Assignment information

4. Assignment attachments

5. Class comments

6. Add your completed assignment

7. Comment to the teacher

Ways to complete and submit your assignments

If you have a written assignment, a presentation or a spreadsheet to hand in you can use the following:

- a) Google “Docs”, “Slides” or “sheets”
- b) Using a “Microsoft Office” subscription, if you have one
- c) “Open Office” is a free open source package very similar to Microsoft Office
- d) If you have a mac you can use “Pages,”, “Keynote” or “Numbers.”

Teachers may also create a worksheet/answer sheet for your child to complete straight onto the device they are using.

If you do it by hand and do not have a scanner, you can take a focused picture with the camera on a tablet, smartphone or webcam and upload. If using a smartphone or tablet it is recommended that you download the Google Classroom app, which will make it easier to upload photos.

Different options for you to add the assignment (completed work) to hand in

The screenshot shows a Google Classroom interface for a class named 'Pigeon Class'. An assignment titled 'Viking Long House' is due on April 17th, assigned by Tom Hassan on April 6th, and worth 100 points. The assignment description asks students to create their own Viking longhouse and post a photograph. Below the description are four inspiration images: 'viking longhouse.jpg', 'viking longhouse 2.jpg', 'viking longhouse 3.jpg', and a 'Viking Longhouse' YouTube video. The 'Your work' menu is open, showing options to 'Add or create', 'Google Drive', 'Link', 'File', 'Docs', 'Slides', 'Sheets', and 'Drawings'. A black arrow points from the '100 points' text to the 'Add or create' button, which is labeled with a '1'. The other options in the menu are labeled with numbers 2 through 5.

100 points

1

2

3

4

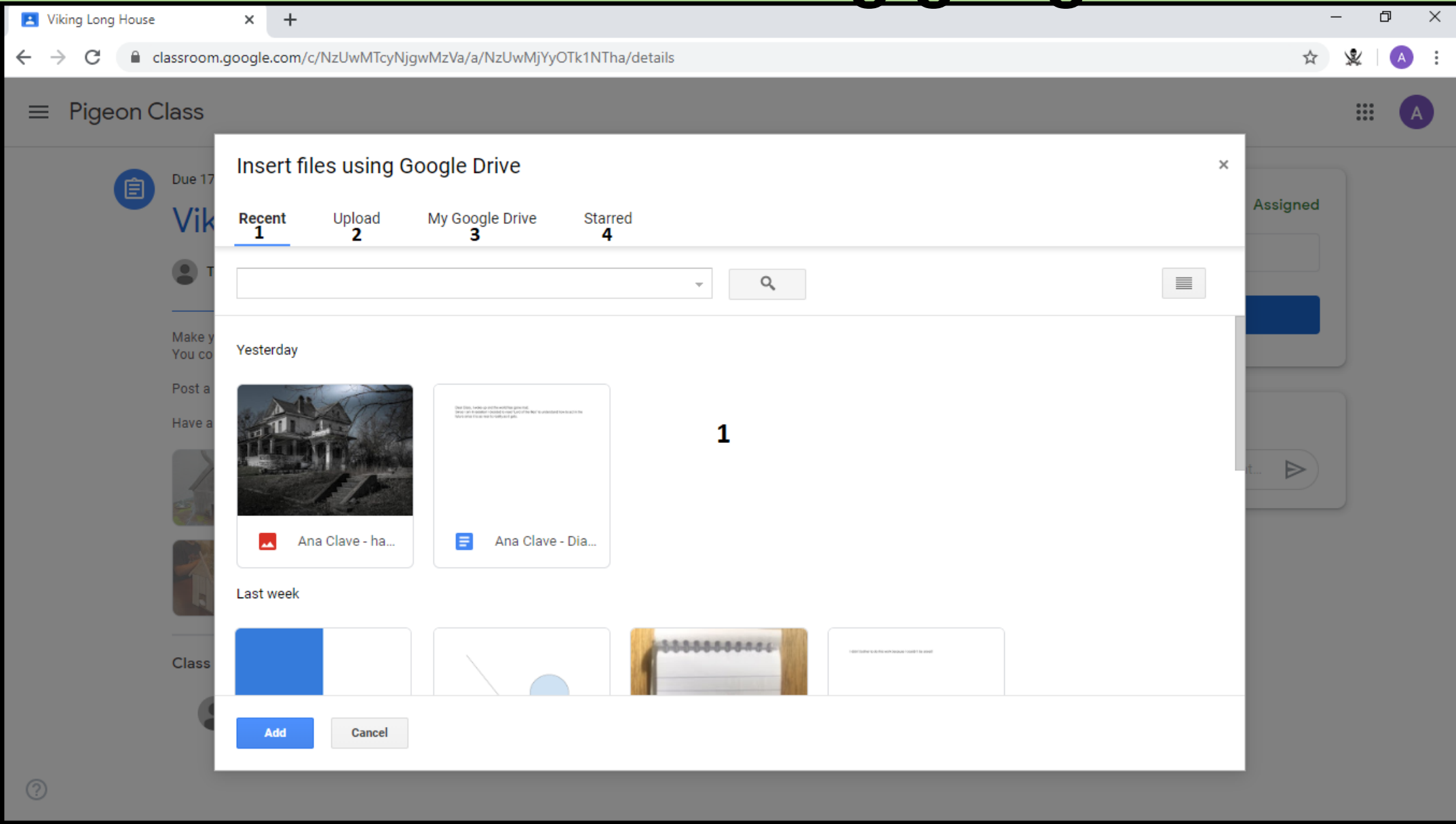
5

Always click on:
1. Add or create

Then choose between the above:
2) File on your google drive.
3) External internet link
4) File on your computer, tablet or phone
5) Create a new file with google tools.

The next three slides expand on points 2, 3 and 4 above

When clicking google drive



1. Recently added/opened files
2. Tab to upload files
3. All files in your Google Drive
4. Files you have starred for quick access

When clicking on add link

The screenshot shows a Google Classroom page for a class named "Pigeon Class". The class has a due date of "Due 17 Apr" and a title "Viking Long House". The teacher is "Tom Hassan" and the class was created on "6 Apr". The class description says "Make your own Viking longhouse! You could use...." and "Post a photograph for me to see all of your hard work!". There are two images and one video in the class feed. A dialog box titled "Add link" is open in the center, showing a text input field with the URL "m/watch?v=F91rYBtyzJY" and buttons for "Cancel" and "Add link". A white arrow labeled "1" points from the first image in the class feed to the dialog box. Another white arrow labeled "2" points from the "Add link" button in the dialog box to the right side of the screen.

Viking Long House

Due 17 Apr

Viking Long House

Tom Hassan 6 Apr

Make your own Viking longhouse!
You could use....

Post a photograph for me to see all of your hard work!

Have a look at some of the pictures below for inspiration.

vikings longhouse.jpg Image

vikings longhouse 3.jpg Image

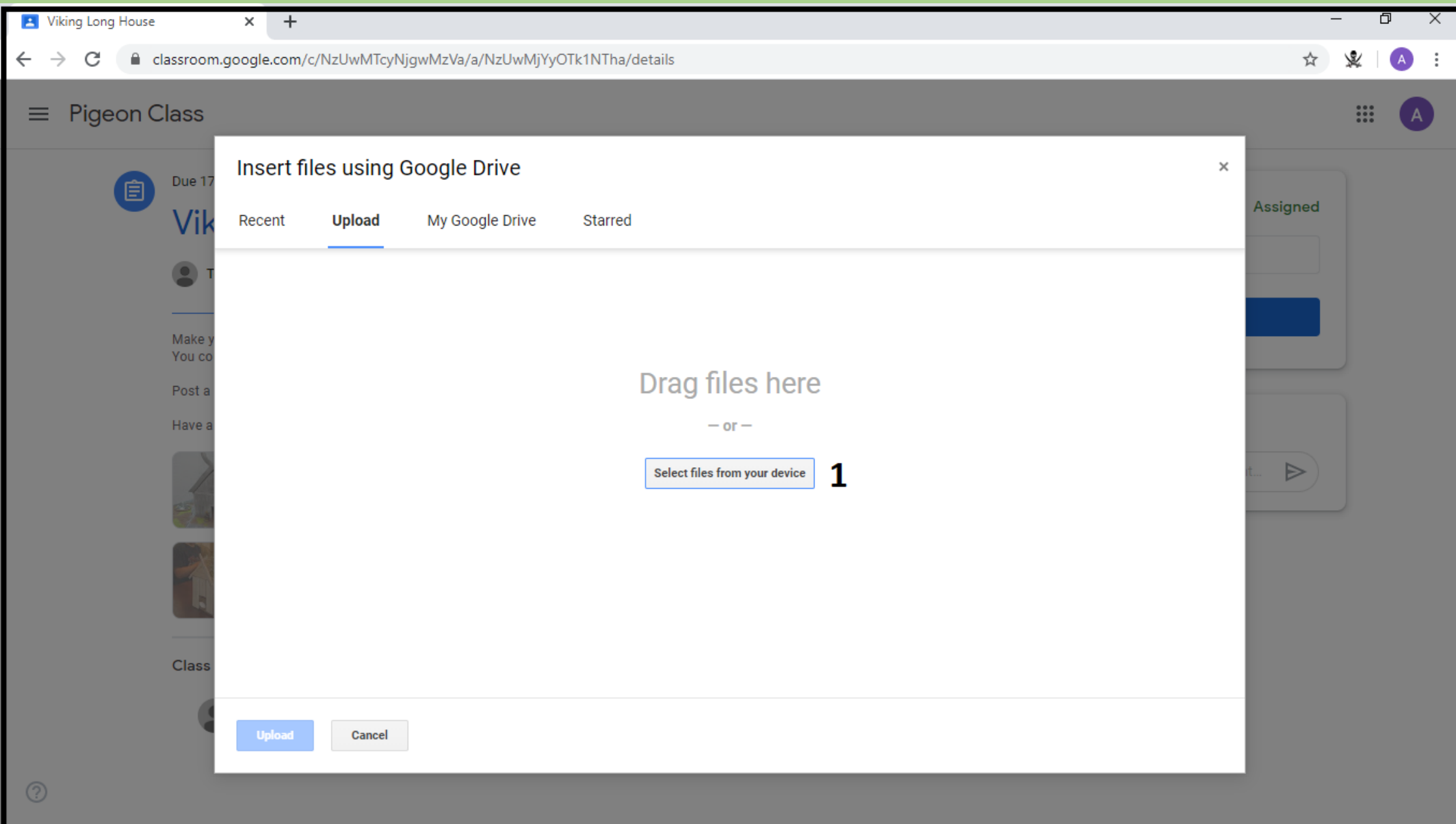
Viking Longhouse
YouTube video 3 minutes

Class comments

Add class comment...

1. Write or paste the link
2. Add link

When clicking on upload



If you do not drag the file click on 1 and choose the file from it's location on your computer

After having added your work

Viking Long House

classroom.google.com/c/NzUwMTcyNjgwMzVa/a/NzUwMjYyOTk1NTha/details

Pigeon Class

Due 17 Apr

Viking Long House

Tom Hassan 6 Apr

Make your own Viking longhouse!
You could use....

Post a photograph for me to see all of your hard work!

Have a look at some of the pictures below for inspiration.



viking longhouse.jpg
Image



viking longhouse 2.jpg
Image



viking longhouse 3.jpg
Image



Viking Longhouse
YouTube video 3 minutes

Class comments

Add class comment...

Your work Assigned

1  Google Classroom... PowerPoint

2 [+ Add or create](#)

3 [Hand in](#)

Private comments



1. Your work
2. If you need to add more work
3. Hand in your work when it is done

Confirming the work you want to submit

The screenshot shows a Google Classroom interface for an assignment titled "Viking Long House" due on 17 Apr, assigned by Tom Hassan on 6 Apr. The assignment description includes instructions to create a Viking longhouse, post a photograph, and look at inspiration pictures. A dialog box titled "Hand in your work?" is centered on the screen, showing "1 attachment will be submitted for 'Viking Long House'." and listing "Google Classroom.pptx" with a "1" next to it. The dialog has "Cancel" and "Hand in" buttons. The background shows the "Your work" section with the attached PowerPoint and a "Hand in" button. The "Private comments" and "Class comments" sections are also visible.

Viking Long House

Due 17 Apr

Viking Long House

Tom Hassan 6 Apr

Make your own Viking longhouse! You could use....

Post a photograph for me to see all of your hard work!

Have a look at some of the pictures below for inspiration

vikings longhouse.jpg Image

vikings longhouse 3.jpg Image

Viking Longhouse YouTube video 3 minutes

Class comments

Add class comment...

Hand in your work?

1 attachment will be submitted for "Viking Long House".

Google Classroom.pptx 1

Cancel 2 Hand in 3

Your work Assigned

Google Classroom... PowerPoint X

+ Add or create

Hand in

Private comments

Add private comment...

1. Your attached file/s to upload
2. Not confirming the hand in
3. Confirming the hand in

Confirmation of the work you have submitted

Viking Long House

classroom.google.com/c/NzUwMTcyNjgwMzVa/a/NzUwMjYyOTk1NTha/details

Pigeon Class

Due 17 Apr

Viking Long House

Tom Hassan 6 Apr

Make your own Viking longhouse!
You could use....

Post a photograph for me to see all of your hard work!

Have a look at some of the pictures below for inspiration.



viking longhouse.jpg
Image



viking longhouse 2.jpg
Image



viking longhouse 3.jpg
Image



Viking Longhouse
YouTube video 3 minutes

Class comments

Add class comment...

?

1. Proof of handing in your work
2. Unsubmit if you are in time and you want to change something

Your work

Handed in 1



Google Classroom.pptx
PowerPoint

Unsubmit

2

Private comments



Add private comment...

If you want to add or change something

Viking Long House

classroom.google.com/c/NzUwMTcyNjgwMzVa/a/NzUwMjYyOTk1NTha/details

Pigeon Class

Due 17 Apr

Viking Long House

Tom Hassan 6 Apr

Make your own Viking longhouse!
You could use.....

Post a photograph for me to see all of your hard work!

Have a look at some of the pictures below for inspiration.



viking longhouse.jpg
Image



viking longhouse 2.jpg
Image



viking longhouse 3.jpg
Image



Viking Longhouse
YouTube video 3 minutes

Class comments

Add class comment...

Your work

Handed in



Google Classroom.pptx
PowerPoint

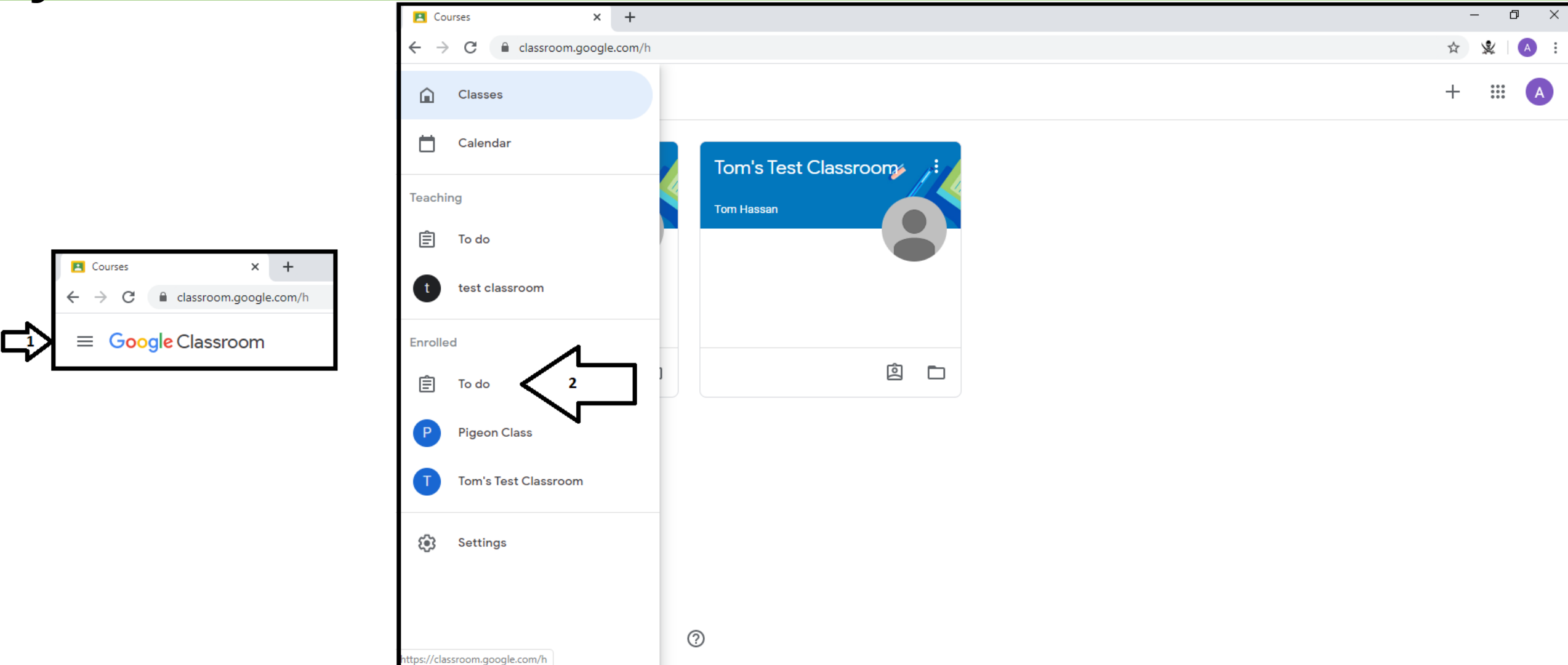
Unsubmit

Private comments



Add private comment...

How to see the list of assignments you need to do in your class.



Status of the class assignments

Your work in Pigeon Class

classroom.google.com/c/NzUwMTcyNjgwMzVa/sp/NTc2OTEzMDE1NDRa/all

Pigeon Class

 **Student name**

Filters

- Assigned
- Returned with grade
- Missing

Title 1	Due 2	3
Viking Long House  1	17 Apr	Handed in
Mr Morrissey's Problem of the week	No due date	Assigned
Maths Meeting 06/04/2020	No due date	Assigned
Would you rather be eaten by a tiger or a shark? Why?	No due date	Assigned
What book are you reading this week?	No due date	Assigned
Weekly Spellings WC 06/04/2020	No due date	Assigned
Writing Task - write a recount in the first person about spe...  1	17 Apr	Assigned

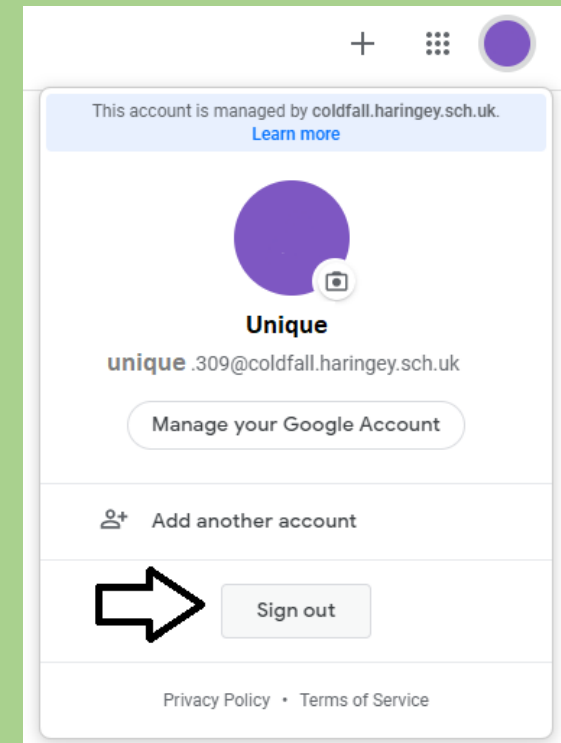
?

1. Assignment column
2. Due date column
3. Status of the assignment
 - a. Assigned
 - b. Handed In

Remember to log off after you have finished using google classroom.
This is best practice to do every time you exit a site that needs your logins.

By doing this, you are protecting yourself from other people using your account and seeing all your data.

It is very important not to save your passwords on the computer, especially if you share it with other people.



Support

If you encounter problems with Google Classroom, in the first instance you should refer to the support available at <https://support.google.com/edu/classroom/?hl=en#topic=6020277>

If you have tried the above and have been unsuccessful, please contact the school office via email.

We will endeavour to answer and resolve all queries as soon as possible.