

Goat Lees Primary School

Google Classroom how to guide for parents and pupils

For the best remote learning experience, we would recommend using a PC or Laptop. Google classrooms will work on other devices such as phones or tablets but a PC or laptop will provide a smoother experience.

Most children will have experience of Classrooms already in school with their teacher. Please note that as a school we may enable and disable aspects of G-suite as and when we feel it is appropriate. We do recognise that younger children may need support from an adult to access their classroom and work.

Google Classroom is used differently in every school but we hope you find this guide and links useful to get started. There are many other guides and tutorials available to you on youtube.

<https://www.youtube.com/watch?v=qSxNLaWm74g>

**DO NOT share account details/passwords with anyone *except* your parent/carer/teacher.
If you are using a phone/tablet make sure it is passcode protected.**

If you have any questions please contact your class teacher or the school office

office@goatlees.kent.sch.uk

The guide below demonstrates how google classrooms works for all students and their parents/carers who use a PC or laptop. If you are using a tablet or phone, you will need to download the google classrooms app for free. The general features work the same way but may have a slightly different layout. Some devices will require additional google apps to be downloaded (these are free).

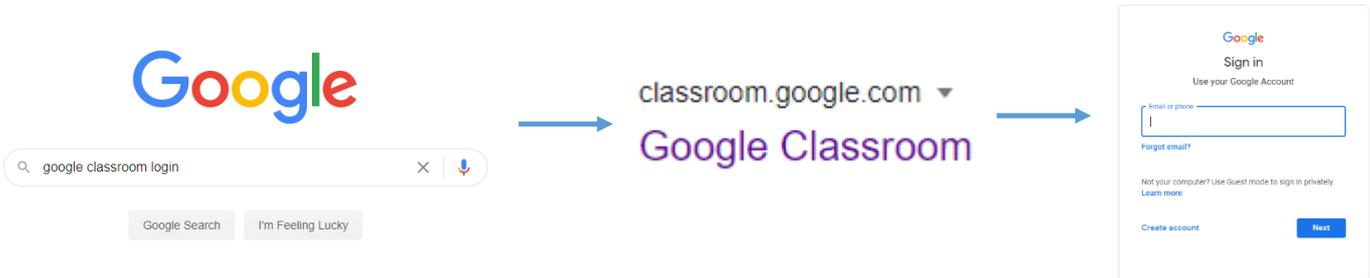
Thank you for your support and understanding.

Logging in and accessing work

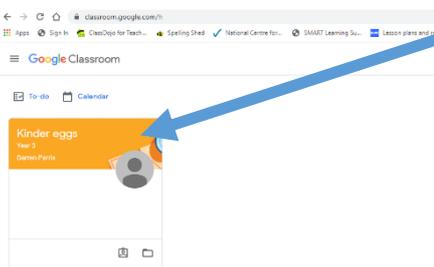
1. Open a google chrome internet browser.



2. Navigate to the google classroom sign in page and log in using your school email address and password.



3. You will then see the classrooms you have available. Click on your class to enter.

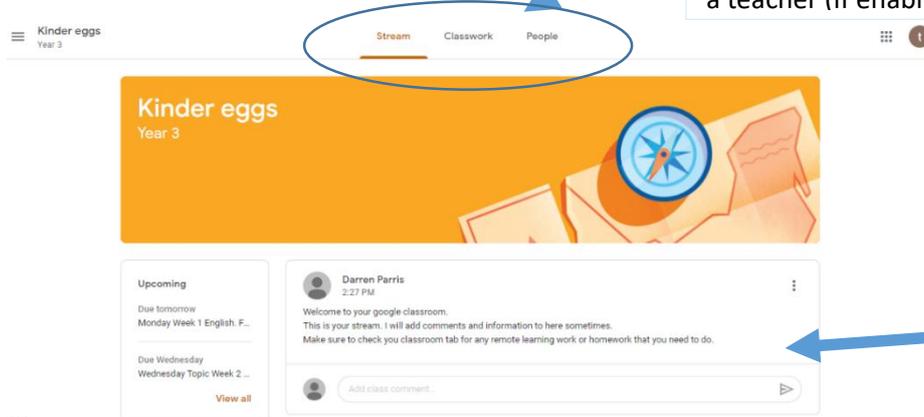


Stream = The front page where general announcements are made.

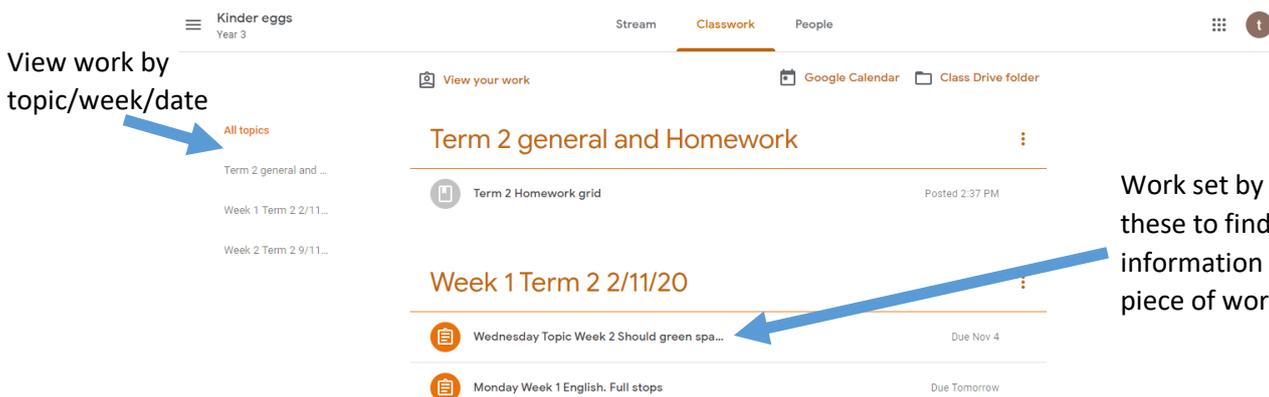
Classwork = The page where work is set and can be handed in.

People = See who are in your class and email a teacher (if enabled).

4. Once into the classroom you will see a 'stream'



5. Click on the 'classwork' tab at the top. This will open up the work that has been set. You may have 'materials' to view, 'assignments' to complete, 'questions/quizzes' to answer. What appears here depends on what work has been set by the teacher. **Check this daily** as new work will be set.



6. Viewing work

Week 1 Term 2 2/11/20

Wednesday Topic Week 2 Should green spa... Due Nov 4

Monday Week 1 English. Full stops Due Tomorrow

Posted 2:44 PM (Edited 2:51 PM) Assigned

1. Watch the video/read the powerpoint.
2. Complete the worksheet.
3. Submit.

Monday English Lesson F... PowerPoint

FULL STOP | How to use ... YouTube video 2 minutes

test test - Monday Englis... Word

[View assignment](#)

Clicking the work will bring up more details.

To see further information or to hand in work click on 'view assignment'.

7. Checking details of tasks set

Open work/tasks set by teacher.

Instructions on what to do.

Monday Week 1 English. Full stops Due Tomorrow

Darren Parris • 2:44 PM (Edited 2:51 PM)

1. Watch the video/read the powerpoint.
2. Complete the worksheet.
3. Submit.

Monday English Lesson Full ... PowerPoint

FULL STOP | How to use pun... YouTube video 2 minutes

Class comments

Add class comment...

Your work

test test - Monda... Word

+ Add or create

Turn in

Private comments

Add private comment...

Materials to watch/read.

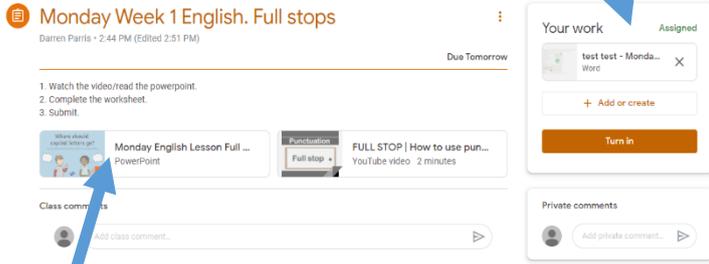
Send a private comment. Only you and your teacher can see this.

Here is where you can upload/attach pictures, documents or any work you have done. Click Hand in/Turn in to send to your teacher.

8. Opening work to edit

Click on the piece of work you have been asked to edit and complete, or add/create a piece to attach.

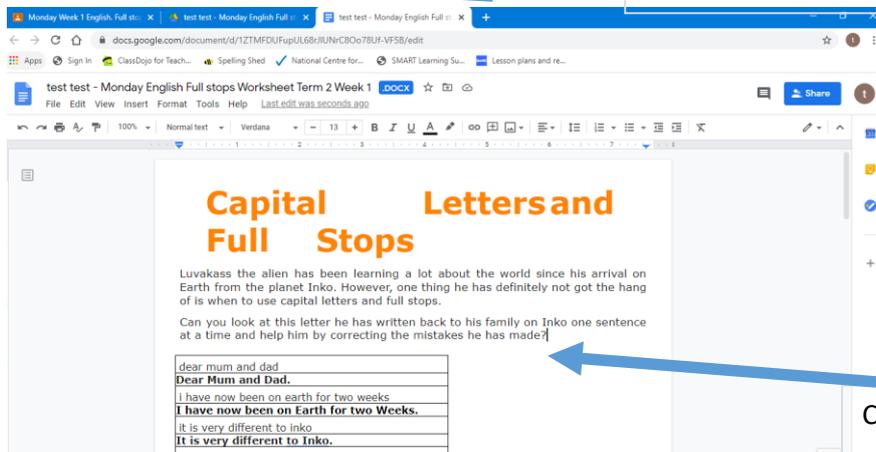
The work should open when you click on it. If this does not show automatically use the three menu dots and open in a new window. This should now give you the option to open in google docs/slides



If there is a Powerpoint or google slide attached, make sure to open it and view the presentation in google slides. You can use the 'present' button to view the full presentation.

9. Completing work. Any work on google Gsuite (slides/docs etc.) saves automatically and opens in your web browser in a separate tab (tablets may be required to download 'Google Docs'/'Google Slides' at this point to edit). When you have edited the work and completed your task just close the tab.

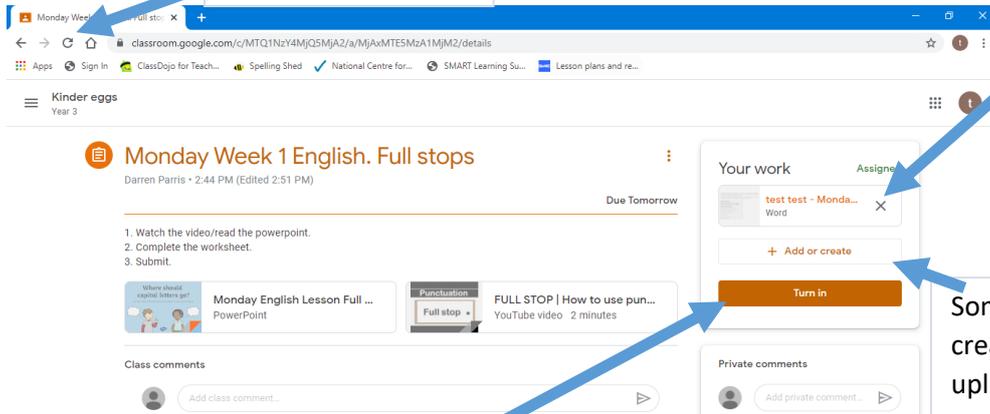
Close the tab when you are finished. It saves automatically.



Complete the work

10. Handing work in (Turn in). Once you have completed the work, return back to your assignment page. Here you can attach any documents/pictures you have created/check your work is attached.

You can refresh your page here if needed.

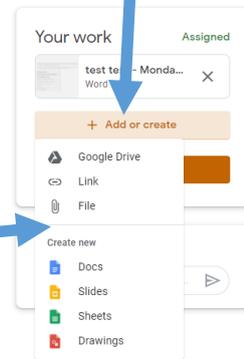


Check the piece of work you edited is saved. If it looks unedited, refresh your page.

Some work will require you to create your own doc/slide or upload a picture etc. Click 'add or create'.

Click the turn in button to submit your work to your teacher when you are ready.

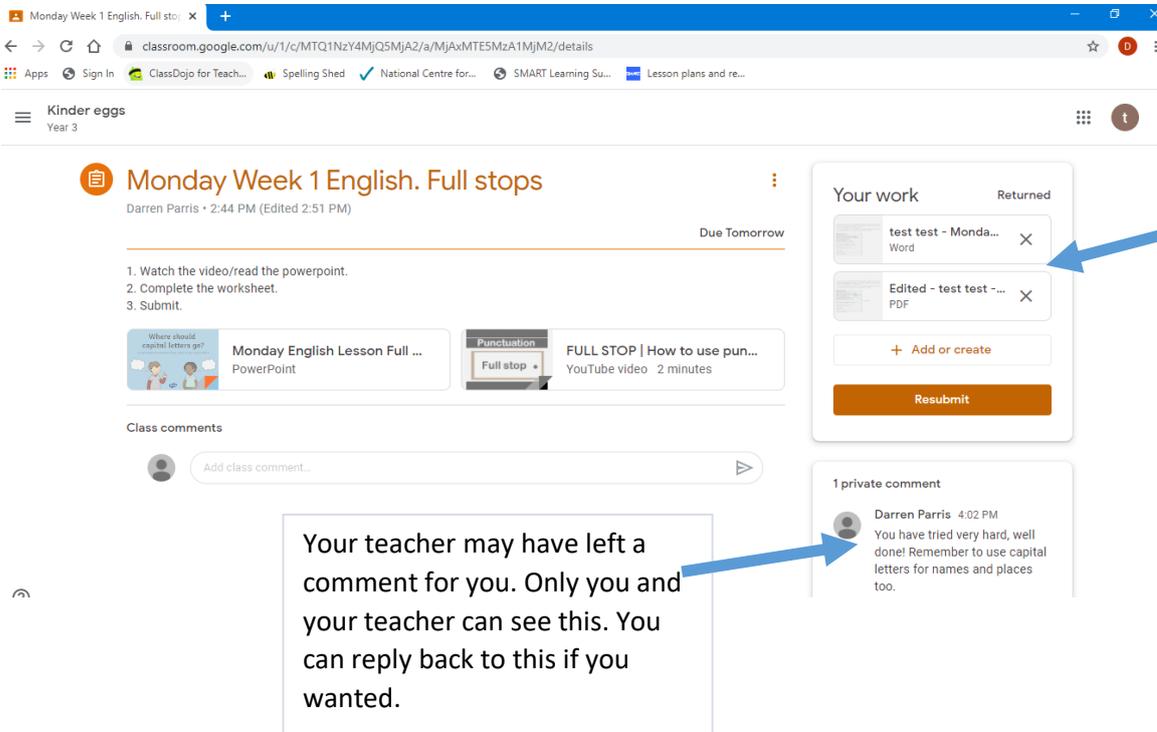
Here you can now add work from your Google drive or upload work from your files on your phone/tablet or PC. Any work you 'create' in Docs, Slides, Sheets or Drawings will be saved in your Google drive.



Getting and responding to feedback

Here you can find out how to view feedback from your teacher, once it has been marked.

1. Check the assignment you completed later that day/the next day. Head to the assignment to see how it was marked.



Your marked work will be here. Open it in Google docs (just like you did to edit it) and you will see any comments/ticks etc left by the teacher. Your teacher will usually leave a comment.

If your teacher used a tablet to mark your work you may see an 'edited' version. Click this to see your feedback.

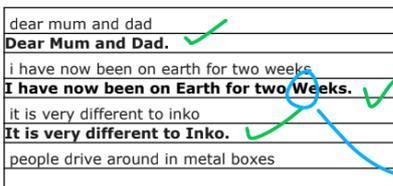
Your teacher may have left a comment for you. Only you and your teacher can see this. You can reply back to this if you wanted.

Possible feedback given by teachers on a tablet:

Capital Letters and Full Stops

Luvakass the alien has been learning a lot about the world since his arrival on Earth from the planet Inko. However, one thing he has definitely not got the hang of is when to use capital letters and full stops.

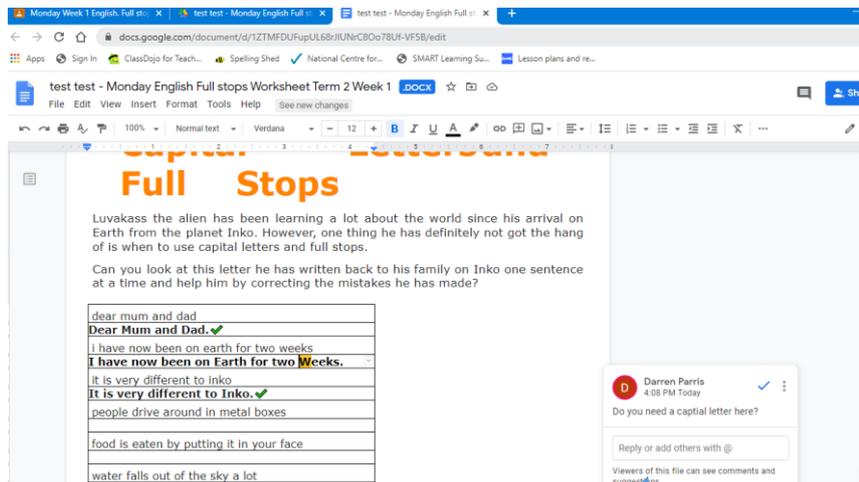
Can you look at this letter he has written back to his family on Inko one sentence at a time and help him by correcting the mistakes he has made?



Are you sure?

Using a tablet, teachers can 'write' over your work.

Possible feedback given by teachers on a PC/laptop:



Using a PC/laptop, teachers can edit your work and leave comments.

Click on the comment to see which part your teacher is giving feedback about.

2. If your teacher has asked you to edit your work or make changes, do so like you did when doing your work in the first place. You can then 'Re-submit' your work on the main assignment page

