Parent Guide

To

Google Classroom

Contents

Signing In

From a laptop/desktop

Option 1

- Go to classroom.google.com
- Sign in with your Google Classroom account details
  - **Username** =

  - **Password** =

Option 2

- From Google's homepage, click on the [Sign in] button in the top right corner.
- Sign in with your Google Classroom account details.
- You should now see your initial in a circle in the top right corner.
- Next to your initials will be the 'waffle' (9 dots). Click on the waffle and select Classroom.
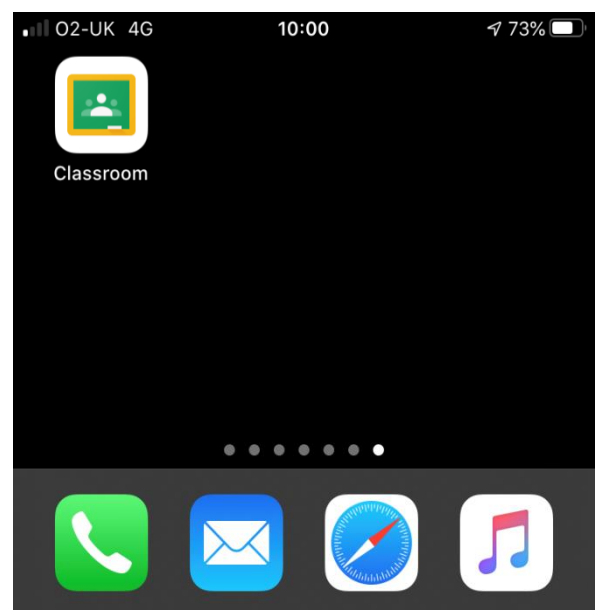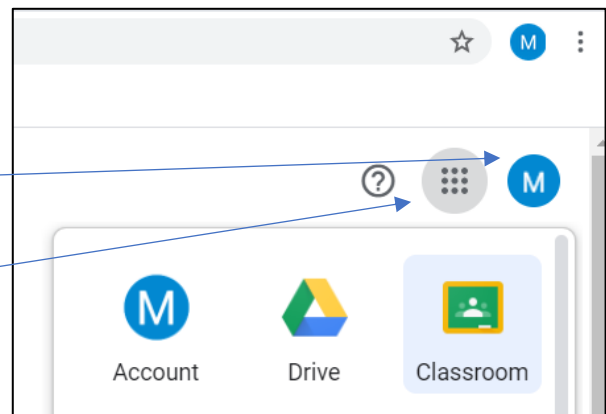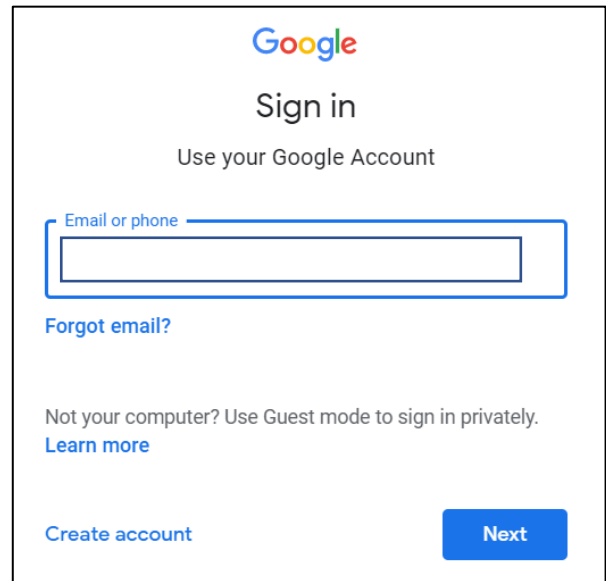
From a smartphone

- Open the phone's web browser and type in classroom.google.com in the address bar
- Sign in with your Google Classroom account details (as above)

Option 2

- Download the Google Classroom app.
- Sign in with your Google Classroom account.

The app is available on iOS and android devices.

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

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

Create account   Next

Account   Drive   Classroom

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Classroom

Google icons

Drive	**Where you access any Docs, Sheets, Slides, Forms or other work you have saved in Google Classroom.**	**Docs**	**Google equivalent to Word. Create documents that are largely text based.**
Classroom	**View and access work set and messages from the class teacher.**	**Sheets**	**Google equivalent to Excel. Create spreadsheets and represent in graphs.**
Keep	**Online post-it notes**	**Slides**	**Google equivalent to PowerPoint. Create presentations.**
Sites	**Create your own web page (content can be published but only within the school domain)**	**Forms**	**Create your own surveys or quizzes.**

Note:

If completing work on a tablet or phone, you will need to download the **Docs, Sheets** and **Slides** apps (icons match those above) from the App store or Google Play store to be able to edit and return work.

Useful links

On YouTube (link below) there are a series of videos which have been posted by *Google Junior Training Series* which show how to access many features of Google Classroom. These videos will provide more information about each individual element e.g. adding pictures or text to a document, making folders within your Drive (where your files are stored) etc

https://www.youtube.com/playlist?list=PLWF58BGycsclAI4ehJPlTPKUDk_3i7_jN

There are also a number of other useful videos to support using Google Classroom at home but please check the content before sharing them with your child.

Navigating Classroom

When you first sign in, you will be presented with all the classes your child is a member of.
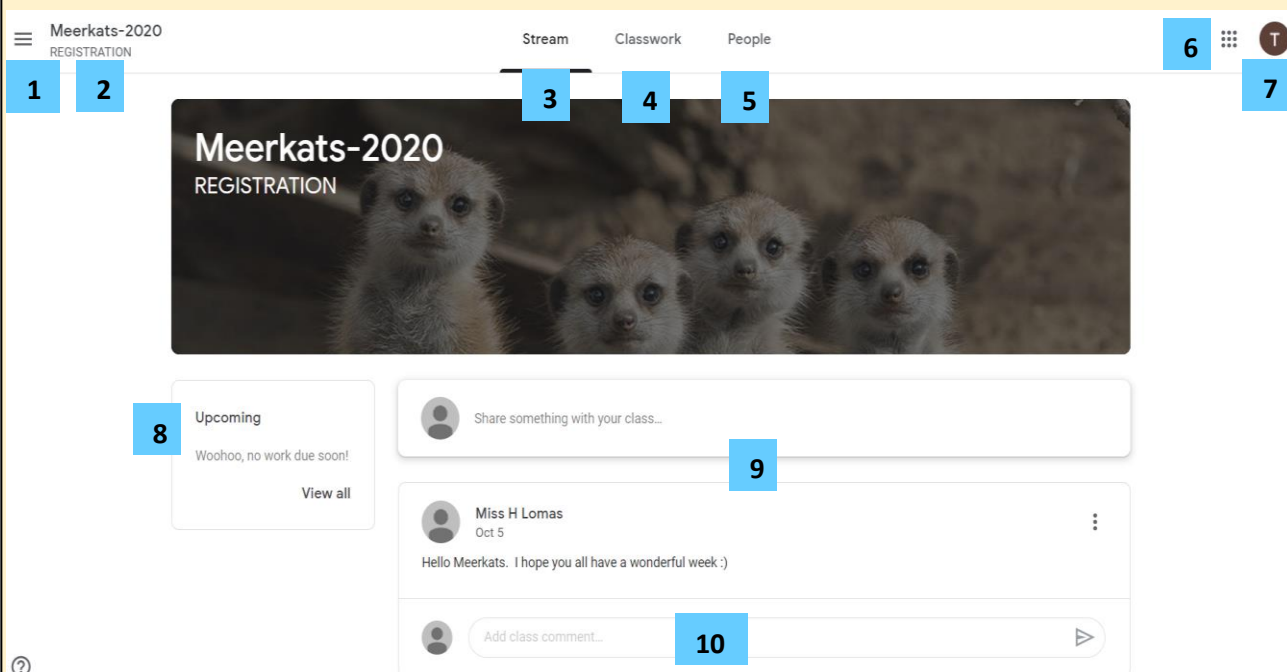
The **To-do** button is a quick way to view all pieces of work set for your child across all their classes.

Underneath each class it will show if any work is due in soon (as can be seen for Class 5-2020).
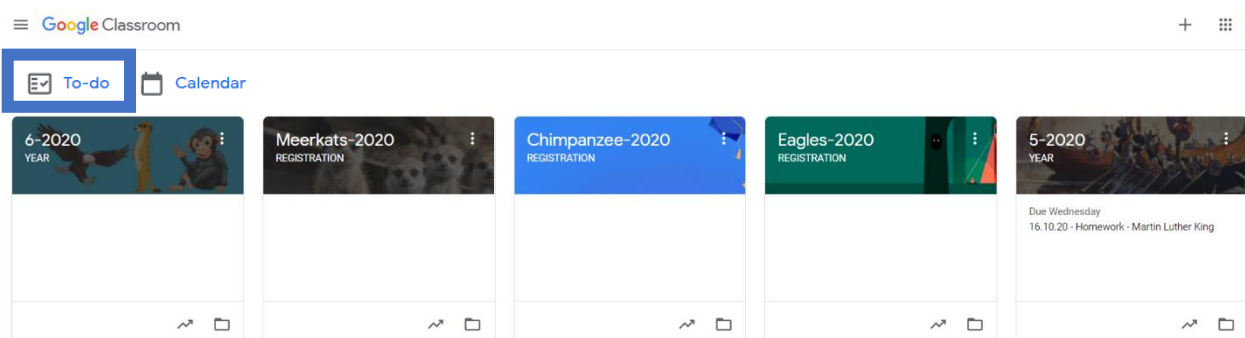
Select your child's class and you will be taken to their class page.

1	Menu of classes	6	Waffle button (access all apps)
2	Current class	7	Your account (shows that you've logged in)
3	Messages from your teacher appear here	8	Upcoming assignments
4	Assignments appear here	9	Stream/comment feed
5	Teacher(s) and peers	10	Updates from your teacher

Note: depending on the setting your teacher has decided on, you may not be able to write posts or replies on the Stream. If you do, remember everyone in class can view your comments and your teacher will be able to view deleted comments too.

Classwork

This page gives you an overview of your **Classwork** page. It tells you about some of the most important features on this page.

| **1**	Classwork Tab	**7**	Assignment Title
2	See your submitted work, teacher comments and scores	**8**	Assignment Due Date
3	See *Due Dates* for work on your calendar	**9**	Assignment Status (assigned = not finished, turned in = finished and sent to teacher, graded = marked by teacher and returned)
4	Link to your *My Drive* to view your work		
5	Topics listed on this page	**10**	Attached files/links
6	Topic heading	**11**	Click to view full details for the assignment

See all tasks set

1. Click **Classwork.**
2. Click on **View your work** which is just underneath the Classwork tab

≡ TEST CLASS 6	Stream	Classwork	People
	🔲 View your work		📅 Google Calendar 📁 Class Drive folder
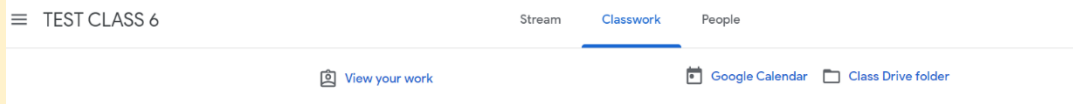
After you have clicked on **View your work,** you will be presented with the screen below. Every task that has been set for you will appear here.

1 **Due date** – this column shows the date each piece of work is due in on

2 **Tick** – the teacher has seen your work

3 **Turned in** – you have completed the task and it has been sent to your teacher but they haven't seen it yet

4 **Assigned** – this work still needs to be done

5 **Score** – if this was a test with points, your score will appear here

6 **Speech bubble** – this shows you if a comment has been left on your work. Click on the title of the work to expand it and see the work and any comments

7 **All/Assigned/Returned/Missing** – you may find it easier to search just for work that has been **assigned** to you (but not yet completed) or for work that has been **returned** (so you can see if you have any comments), or for work that is **missing** (not handed in by the due date).
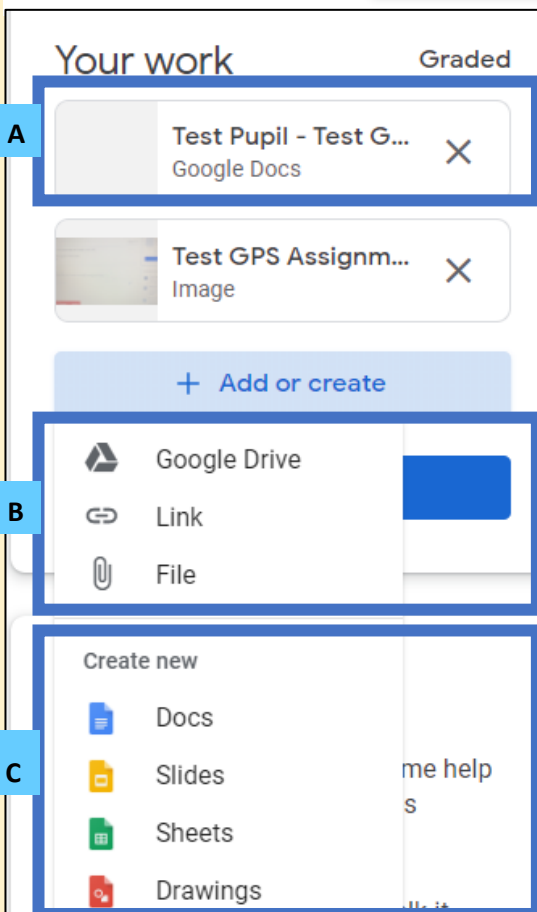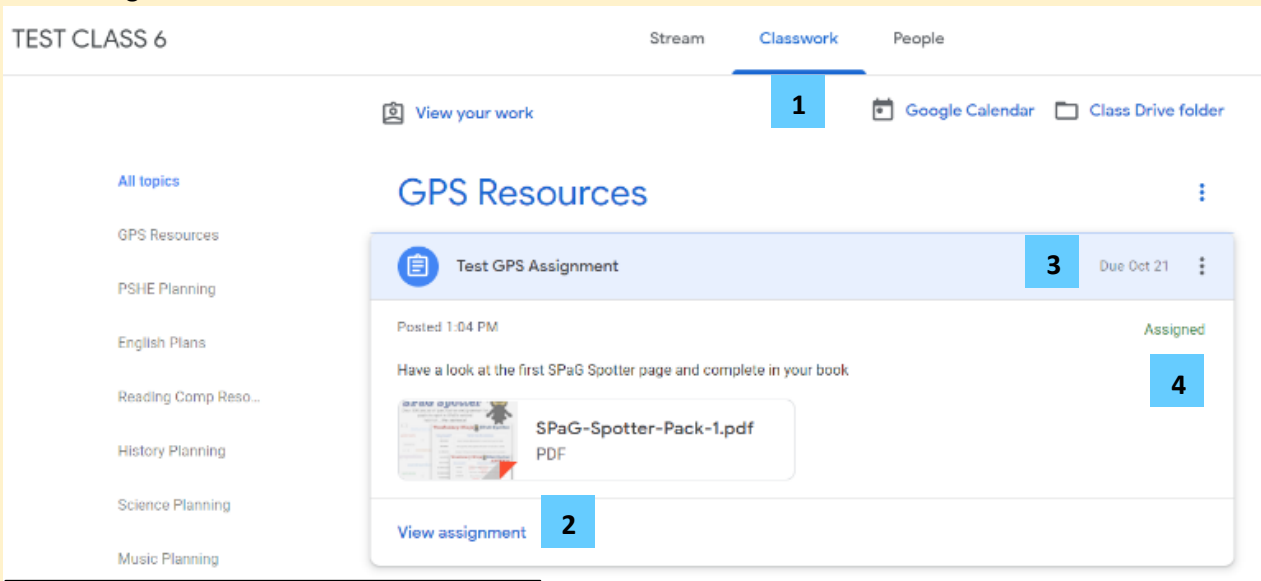
Once you have clicked on an assignment to expand it, click **View details** to be shown all the information about the task and to view any files that have been attached.

Completing Assignments

You can either access your tasks as shown on the page before or follow the steps below.

1) On the **Classwork** tab, find the assignment you need to complete and click/tap it to expand and show the task. If it is a new task, it will be blue. Completed tasks turn grey.
2) Then click on '**View assignment**' to get more information and to open any files attached.
3) The due date is shown in the top right corner.
4) The assignment status is under the due date. *Assigned* – set by the teacher but it hasn't been completed or handed in by the pupil. *Turned in* – pupil has completed the work and sent it to the teacher. *Graded* – the teacher has seen the work and returned it. Sometimes, there may also be a score given or comment made.

TEST CLASS 6   Stream   Classwork   People

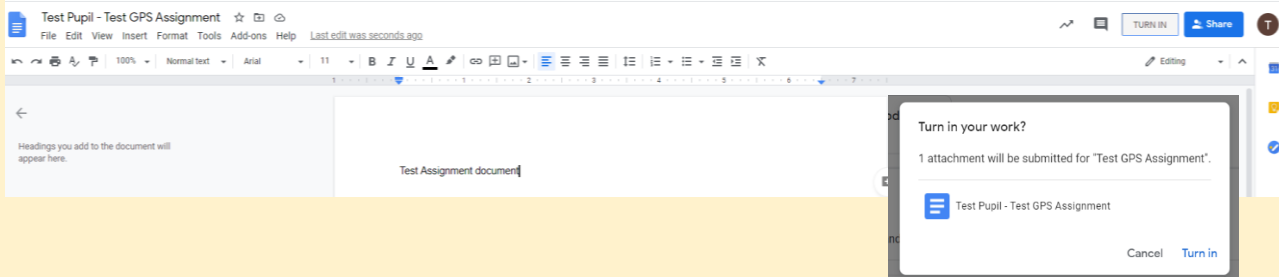Once you have clicked **View** assignment, there are 3 different ways to complete your work:

A Use the file your teacher attached for you. Click on it to open and enter your work. Then click **Turn in/mark as done**.

B Attach a file that you have already created on your computer. This could be something you started on in class (in your Google Drive), a file you have on your computer or a picture ready to upload.

C Attach and create a new file. This will let you work with a blank template so you can write whatever you want.

If you complete your work on paper and need to send a photo of it to your teacher, you can take a photo from your phone/tablet and attach it to your assignment. Once the photo is uploaded it will appear under the main task as an image.
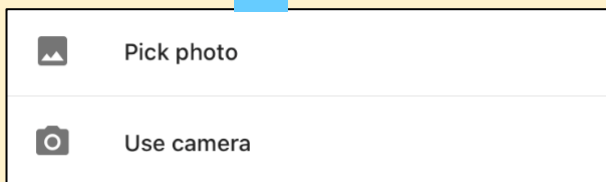
Handing in work

- If you create a new document/slide/sheet to hand in with your work (shown on Page 8), you will have the option to **'Turn in'** from within the file. If you click 'Turn In', you will be taken back to the assignment page and asked whether you want to **'Turn In'** (send to your teacher) or **'Cancel'** (if you want to add a comment or add another file first).


Adding Comments for your teacher

Once you have opened up your assignment, there are 2 ways you can contact your teacher:

1 **Class comments** – if you ask a question or write a comment here, it will be visible to all members of the class.

2 **Private comments** – if you ask a question of write a comment here, only the teachers of that class will see the comment.

- Once you have completed a piece of work, attached any files and added any comments for your teacher to see, you must remember to [Mark as done] . This must be clicked in order for the teacher to receive the work and leave feedback (unless you clicked 'Turn In' as shown above).
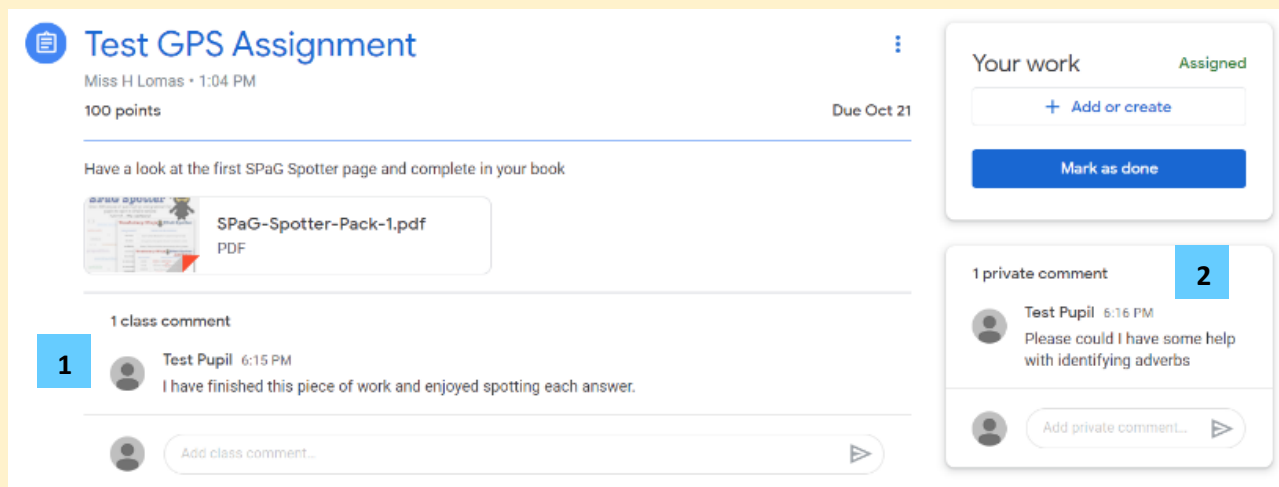
Once you have submitted your work, the assignment will change from **Assigned** to **Turned in**. You can **unsubmit** your work if you forgot to add something by clicking on **View assignment** and clicking unsubmit – just remember to resubmit it again.

To check your work was handed in, click on **View your work** from the **Classwork** page and the assignment should now say **Turned in.** If it doesn't say this, open up the assignment again and check that it has been submitted.
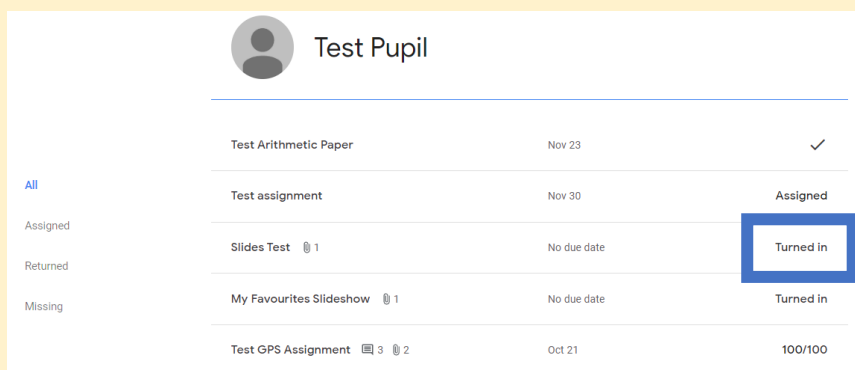
Viewing Feedback

Teachers see the layout in the picture below for every piece of work/assignment that has been set.

It shows us who the work was assigned to and who has handed it in, along with the date it was completed (if a due date was set).

Remember, we cannot see your work or give you feedback unless you have 'turned in' your work.

To view your score or any comments left by your teacher, click on **Classwork** and then **View your work**.

Select **Returned** on the left-hand side to view all the work your teacher has seen.

1 Any scores will appear on the right-hand side of the task bar

2 If a comment has been left, there will be a **speech bubble** on the task bar. Click on the task to expand it and see your comments

3

4 To send a **comment** back to your teacher, click on view details. This will then open up the assignment with a panel on the right where you can send a **private comment** back to your teacher.

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