Guide for Students on Google Classroom

Please use the following guide to support accessing Google classroom, opening work and also for how to submit work. There is a video explaining the following guide as well, uploaded on the school website under Home learning / Google classroom.
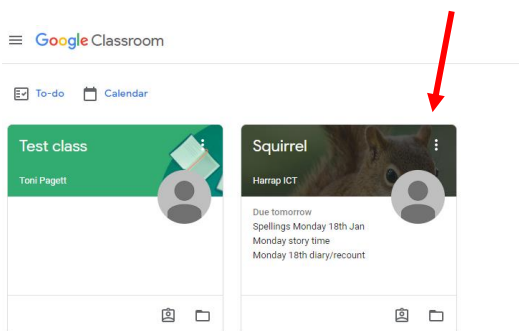
Search for Google Classroom login and then click to sign into Google Classroom

Enter log in details and password

Click on the class that you want to work from

Click on the Classroom tab at the top to access the work for the day
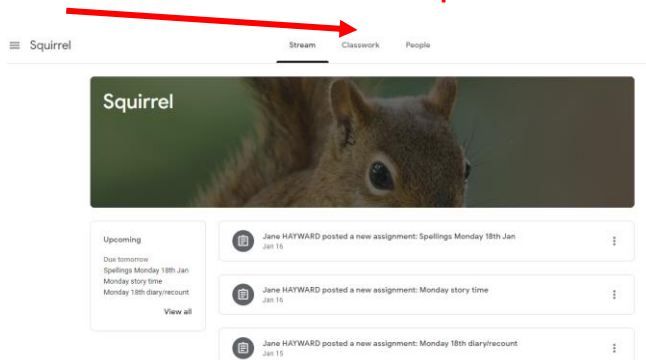
All the work will be show underneath the date tab (there will be a new tab for each day, which is clearly labelled as the day and date)

Friday 15th Jan

📋 Maths 15.01.21		Due Jan 16
📋 Great Fire of London Fri 15th Jan		Due Jan 15 ⋮
📋 Handwriting 15th Jan		Due Jan 15
📋 Spellings 15.01.21		Due Jan 16
📋 Year 2 story time		Due Jan 15

Click on the assignment you want to complete and all the files will be shown. Here I have clicked on Maths to open the assignment.

Friday 15th Jan ⋮

📋 Maths 15.01.21   Due Jan 16

Posted Jan 15   Missing

Number sequences 15.01... Video	Caterpillar Ordering - An ... https://www.topmarks.co.uk/...
joe bloggs - Missing num... Word	

View assignment

Click on view assignment

When you open the assignment it will look similar to below. Watch the video, which will explain the work you need to complete.

☰ Squirrel

Maths 15.01.21
Toni Pagett • Jan 15

Due Jan 16

Number sequences 15.01.21.... Video	Caterpillar Ordering - An Or... https://www.topmarks.co.uk/ord...

Class comments

Your work   Missing

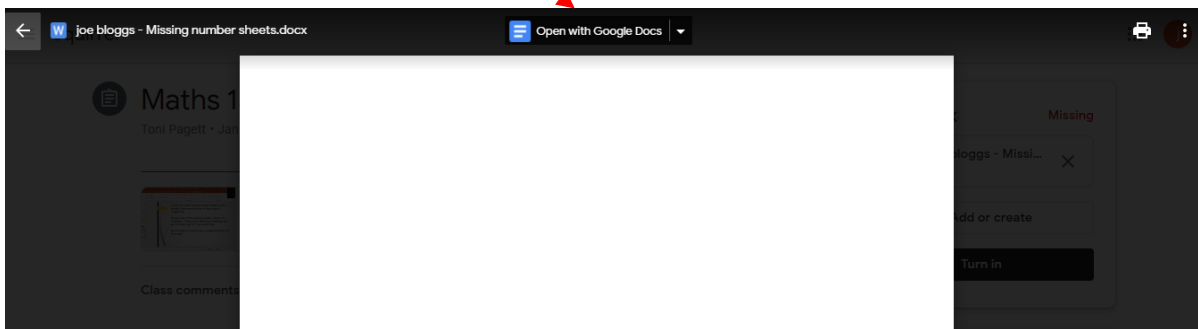joe bloggs - Missi... Word ✕

➕ Add or create

Turn in

Private comments

Add private comment... ➤

If there is a worksheet to support the learning then click on the file to open it. Click on Open with Google Docs to be able to edit the document directly.


Click on download – Word and it will open the document in Microsoft Word where you can then edit and save the document in your Google Drive.
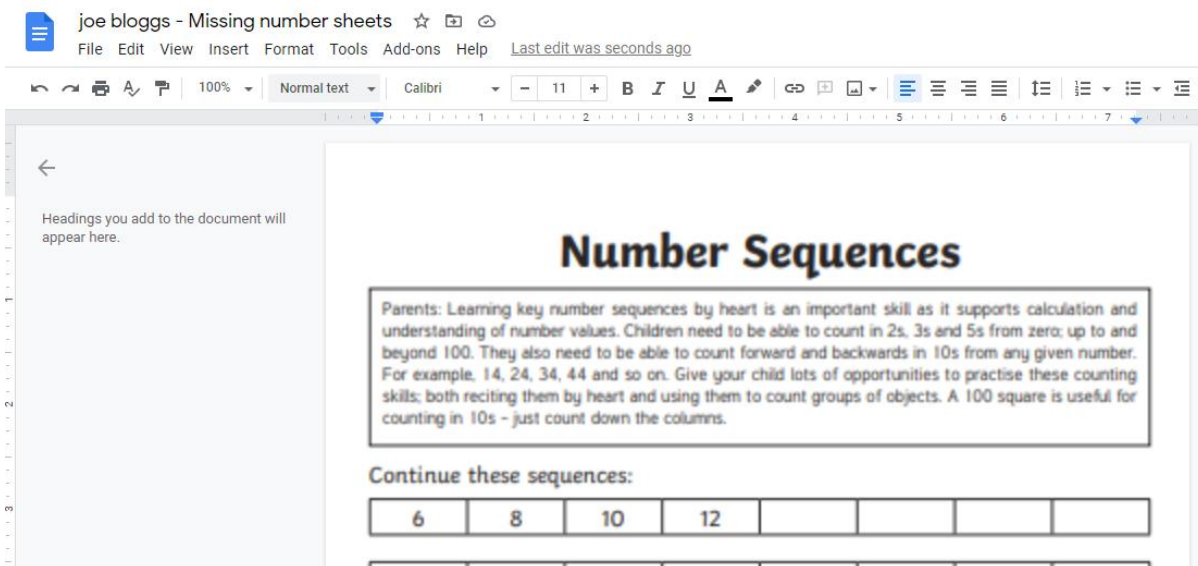
If the sheet is a PDF then you will not be able edit it. You can type your own work in a new word document or you can write your work on your own piece of paper and then photograph the work and upload it. If you have an i-pad then you can screen shot the worksheet and then write over the top of it, which you can then save and upload to the teacher.

When you have completed the work you need to upload the file to submit your work back to the teacher.
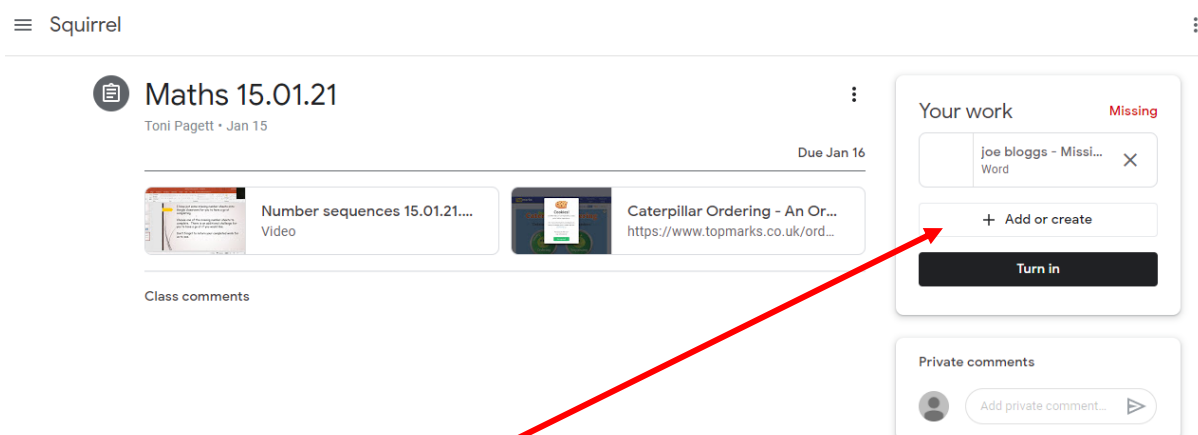
Click on Add or create and file
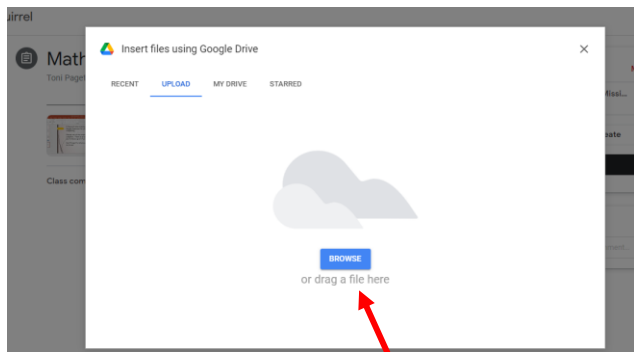
Click on Browse to find your file

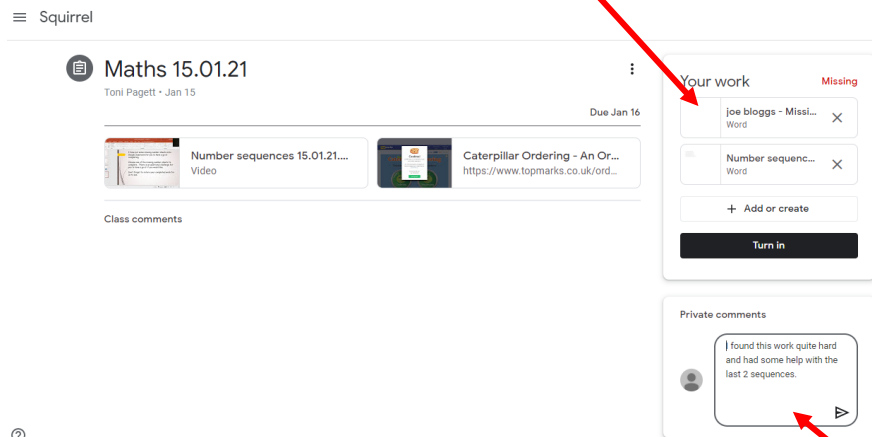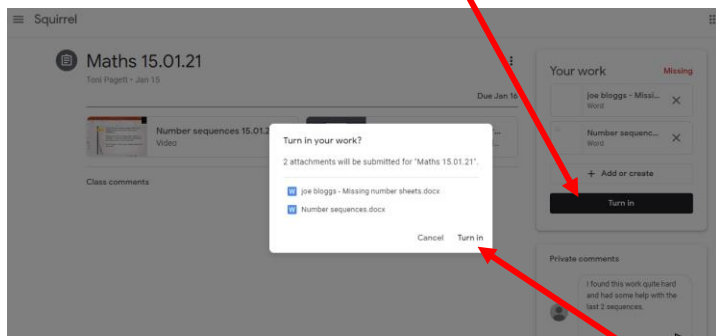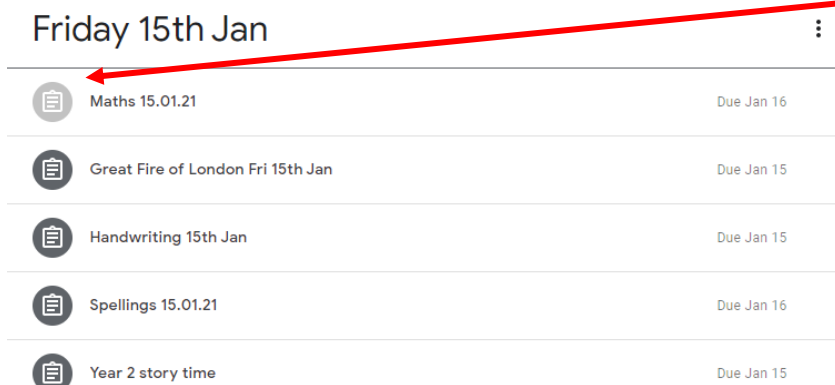**You will see the file that you have attached.**

You can post a comment to your teacher in the private comments part

Click on turn in when you are ready

It shows you the files you are attaching. Click on turn in.

The work you have submitted will then turn grey on the classwork page so you know what you have completed.

For some pieces of work you might not need to attach a file as it may be a quiz or using a website.

☰ Squirrel

Great Fire of London Fri 15th Jan
Jane HAYWARD • Jan 15

Due Jan 15

Watch the video and see what you can learn about the Great Fire of London and Sameul Pepys.
Play the game and have a go at the quiz and see if you can answer the questions.

BBC Watch Magic Grandad -...	Game - The Great Fire of Lo...
YouTube video 13 minutes	http://www.fireoflondon.org.uk/g...

The Great Fire of London 16...
https://www.youtube.com/watch...

Class comments

Your work   Missing

+ Add or create

Mark as done

1 private comment

joe bloggs 4:04 PM
I really enjoyed the quiz

Add private comment...

Put a comment in the private comment box to your teacher and then press mark as done.

Please do not just press Mark as done without putting a comment to your teacher.

<u>Additional bits of Google Classroom</u>

If you click on View your work it will list all the work you have been set

☰ Squirrel

Stream   Classwork   People

📷 View your work   📅 Google Calendar   △ Class Drive folder

All topics

Monday 18th Jan

Friday 15th Jan

Thursday 14th Jan

Wednesday 13th Jan

Tuesday 12th Jan

Monday 11th Jan

Friday 8th Jan

Thursday 7th Jan

Wednesday 6th Jan...

📄 Houses made at home	No due date
📄 Christmas production	No due date
📄 Home learning Maths - Data handling 1.12.20	No due date

Monday 18th Jan   ⋮

📄 Spellings Monday 18th Jan	Due Tomorrow
📄 Monday story time	Due Tomorrow
📄 Monday 18th diary/recount	Due Tomorrow

Here you will be able to see if you have had any comments back from your teacher as it will show a speech bubble.

≡ Squirrel

joe bloggs

pellings Monday 18th Jan	Tomorrow	Assigned
Monday story time	Tomorrow	Assigned
Monday 18th diary/recount	Tomorrow	Assigned
Maths 15.01.21 🗨 2 📎 2	Jan 16	✓ Done late
Handwriting 15th Jan	Jan 15	Missing
Great Fire of London Fri 15th Jan 🗨 1	Jan 15	Turned in Done late
Spellings 15.01.21	Jan 16	Missing

All

Assigned

Returned

Missing

Click on the assignment to see the comments

Monday story time	Tomorrow	Assigned
Monday 18th diary/recount	Tomorrow	Assigned

All

Assigned

Returned

Missing

Maths 15.01.21 🗨 2 📎 2   Jan 16   ✓ Done late

joe bloggs - Missing num... Word	Number sequences.docx Word

2 private comments

joe bloggs 4:02 PM
I found this work quite hard and had some help with the last 2 sequences.

Toni Pagett 4:07 PM
Well done. Thank you for letting me know you had some help

View details

You can sort your assignments into ones the are due in (Assigned), Returned (you can see what comments are from teacher) and missing which are overdue but you can still complete these and return them to your teacher. They will look at them by the end of the week. Please do not worry if you turn an assignment in late – there is no penalty for not handing the work late, we appreciate that people have different circumstances and will be able to complete work at different times

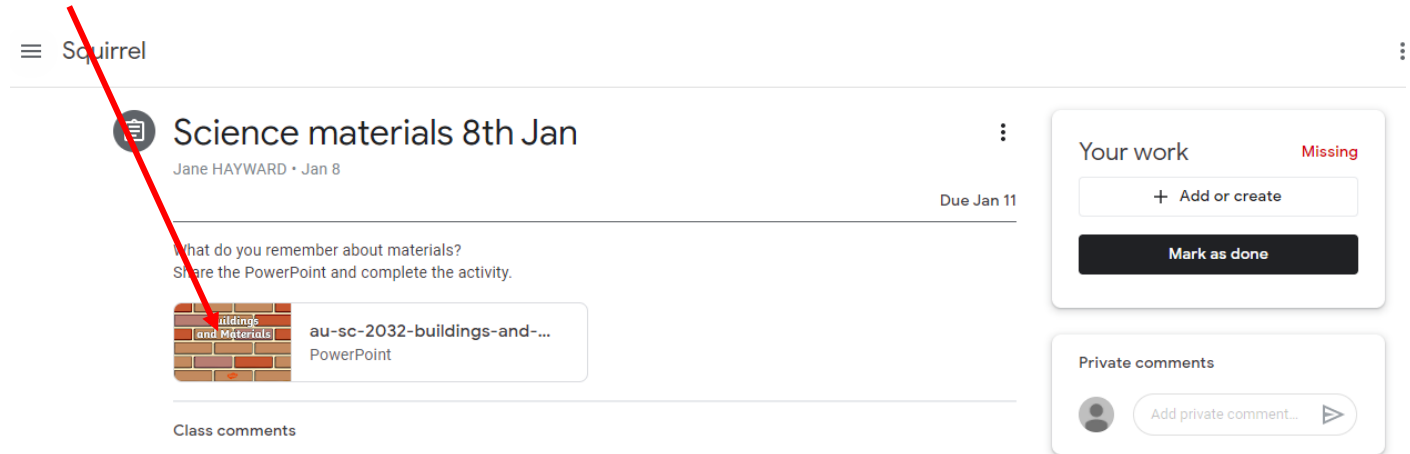≡ Squirrel

j

Spellings Monda
Monday story ti
Monday 18th dia
Maths 15.01.21
Handwriting 15t

All

Assigned

Returned

Missing

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More guidance on how to edit and re-upload a piece of work.

If there a document you can edit to complete the work such as a powerpoint or word document then open the file.

Click on open with google slide (google doc)

You can then type into the powerpoint to give the information to your teacher. It will save automatically on your google drive.

When adding the document to submit this time click on add and then Google drive.

☰ Squirrel

⊟ Science materials 8th Jan
Jane HAYWARD • Jan 8

Due Jan 11

What do you remember about materials?
Share the PowerPoint and complete the activity.

🧱 Buildings and Materials | au-sc-2032-buildings-and-...
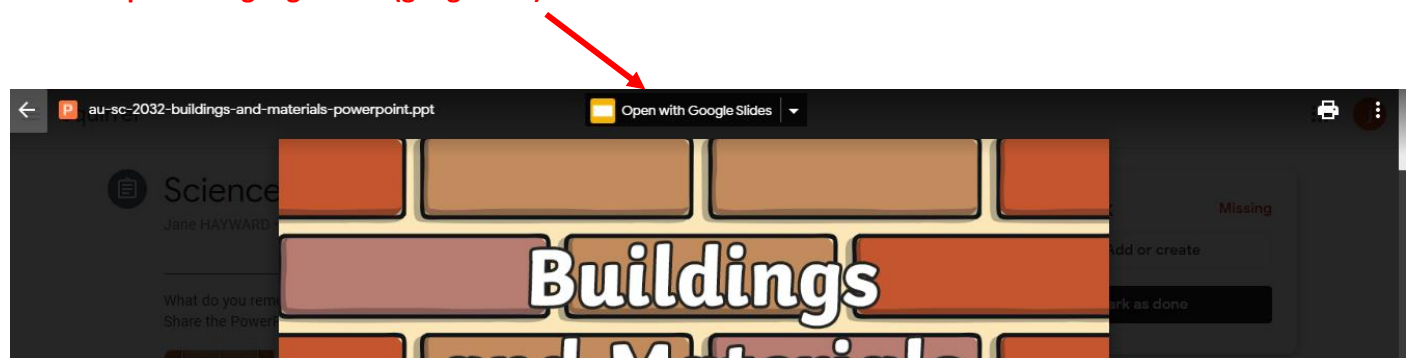PowerPoint

Class comments

Your work   Missing

+ Add or create

△ Google Drive
🔗 Link
📎 File

Create new
📄 Docs
🟨 Slides
🟩 Sheets
🟧 Drawings

All the files you have opened will appear, the most recent first. Click on the file to upload it.

△ Insert files using Google Drive   🔍 Search in Drive   ✕

RECENT   UPLOAD   MY DRIVE   STARRED

Recent

Today

🟨 au-sc-2032-buil...   📄 Writing layout f...   W Number seque...   📄 joe bloggs - Mis...   📄 joe bloggs - Mis...

📄 joe bloggs - Mis...   📄 joe bloggs - Mis...   W joe bloggs - Mis...   📄 joe bloggs - Mis...

Click on insert and it will insert your file into the assignment

⊟ Science materials 8th Jan
Jane HAYWARD • Jan 8

Due Jan 11

What do you remember about materials?
Share the PowerPoint and complete the activity.

🧱 Buildings and Materials | au-sc-2032-buildings-and-...
PowerPoint

Class comments

Your work   Missing

au-sc-2032-buildi...   ✕
Google Slides

+ Add or create

Turn in

Private comments

👤 Add private comment... ➤

Don't forget to add a comment to your teacher if you need to before turning your work in

Again, don't worry if it says you have turned your work in late – the teachers have put in a due date but it's ok to submit it late, the teachers just might not get to it straight away, but will mark it by the end of the week.