

# Parents' Guide to Google Classroom



## What is Google Classroom?

Google Classroom is a piece of software that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Students can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support students in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebooks, tablets and mobile phones.

## Accessing Google Classroom

**Smartphones and tablets: download the free Google Classroom app**

**Android devices iOS devices (iPhones, iPods and iPads)**

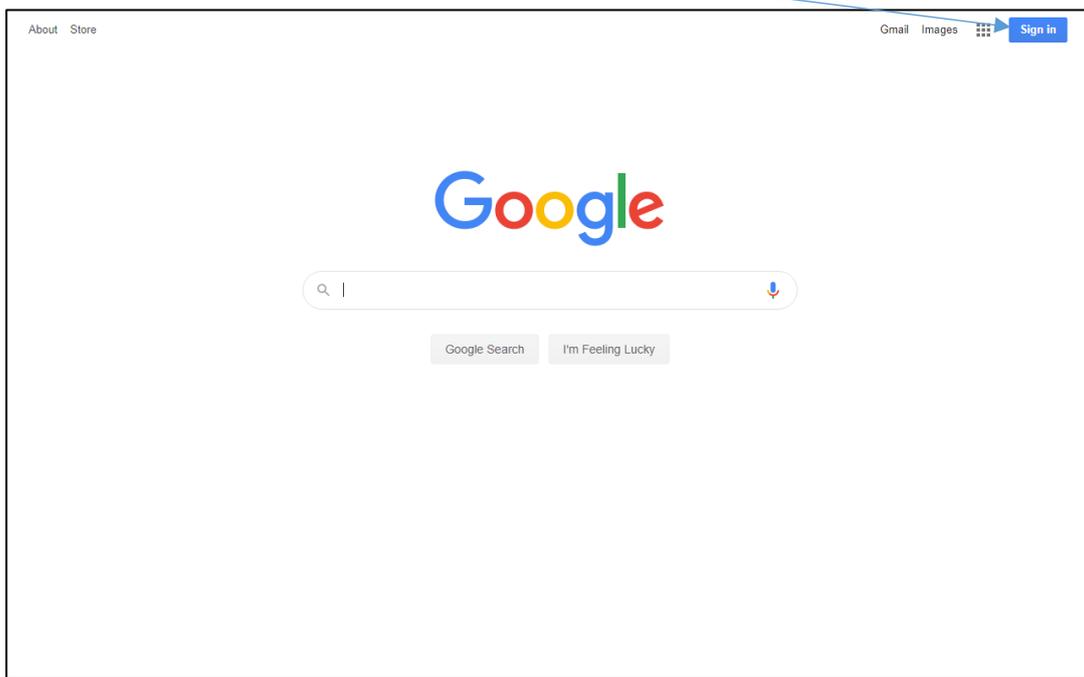
<b>Android devices iOS devices</b>	<b>iOS devices (iPhones, iPods and iPads)</b>
Open the Play Store app <ul style="list-style-type: none"><li>• Search for 'Google Classroom'</li><li>• Tap 'Google Classroom'</li><li>• Tap 'Install'</li></ul>	Open the App Store app <ul style="list-style-type: none"><li>• Search for 'Google Classroom'</li><li>• Tap 'Google Classroom'</li><li>• Tap 'Get'</li></ul>

If students are accessing Google classroom from a mobile device, they should download the appropriate Google apps to make best use of the shared resources. The most useful Google apps are: Classroom, Calendar, Docs, Slides, Sheets and Drive. When learning is set online, it can be submitted directly within Google Classroom online without needing to be printed.

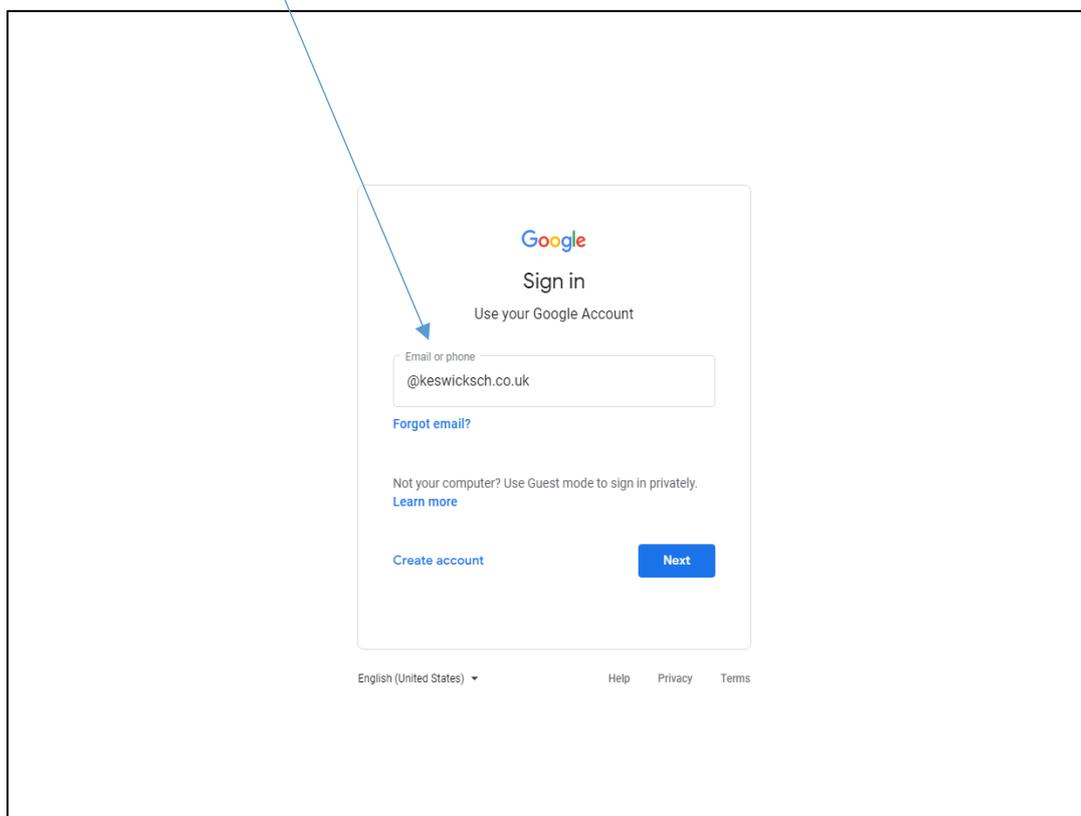
**Computers and laptops: log in to Google Classroom**

- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Log in 'G Suite for Education' account as explained below.

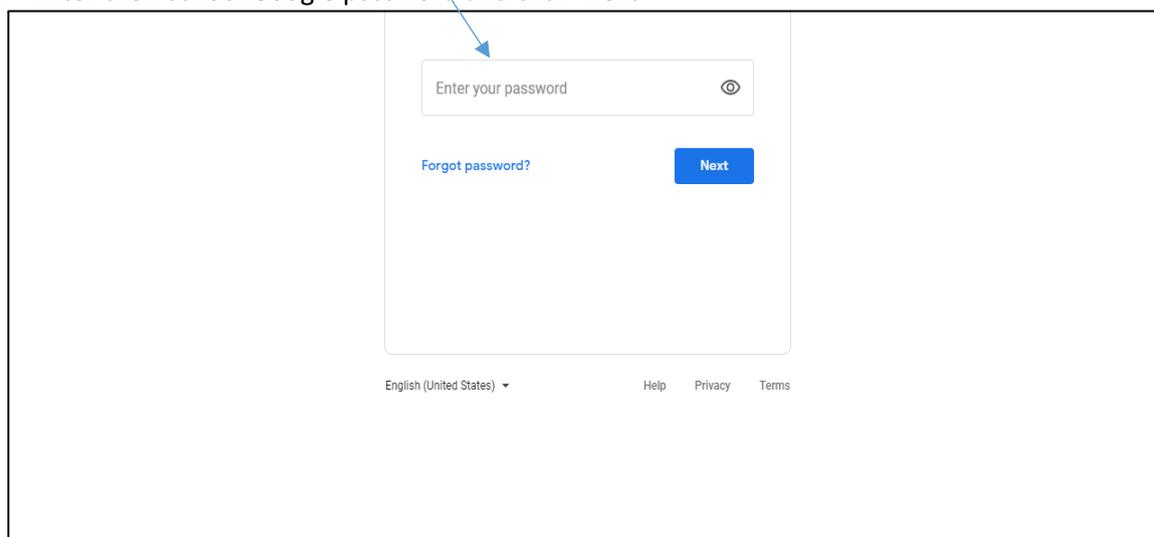
1. Open Google Chrome  and click the “sign in” button.



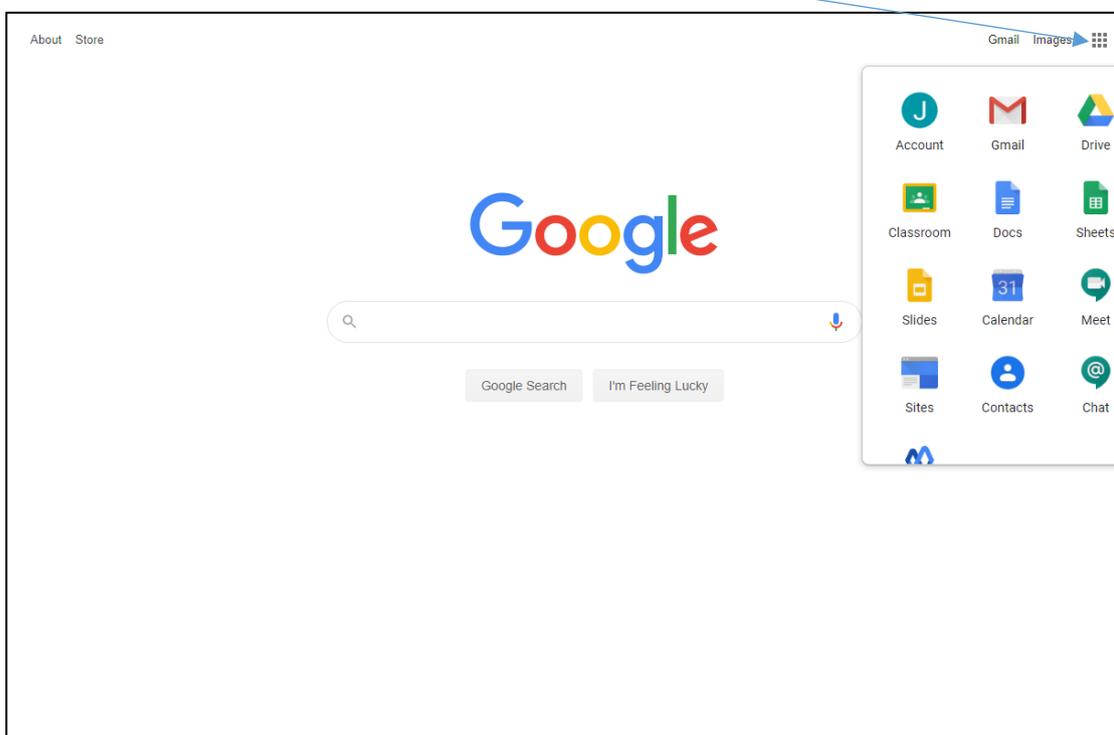
2. Students should sign in using their Keswick School Google account. It will be in the following format: @keswicksch.co.uk Click 'Next'



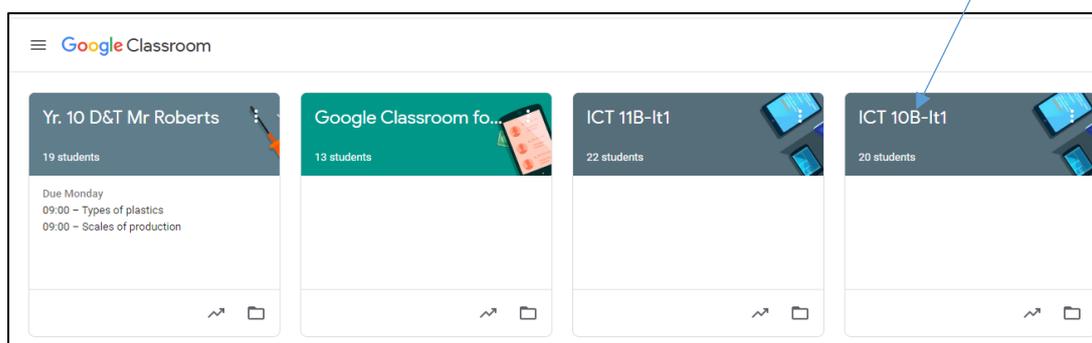
3. Enter their school Google password and click 'Next'



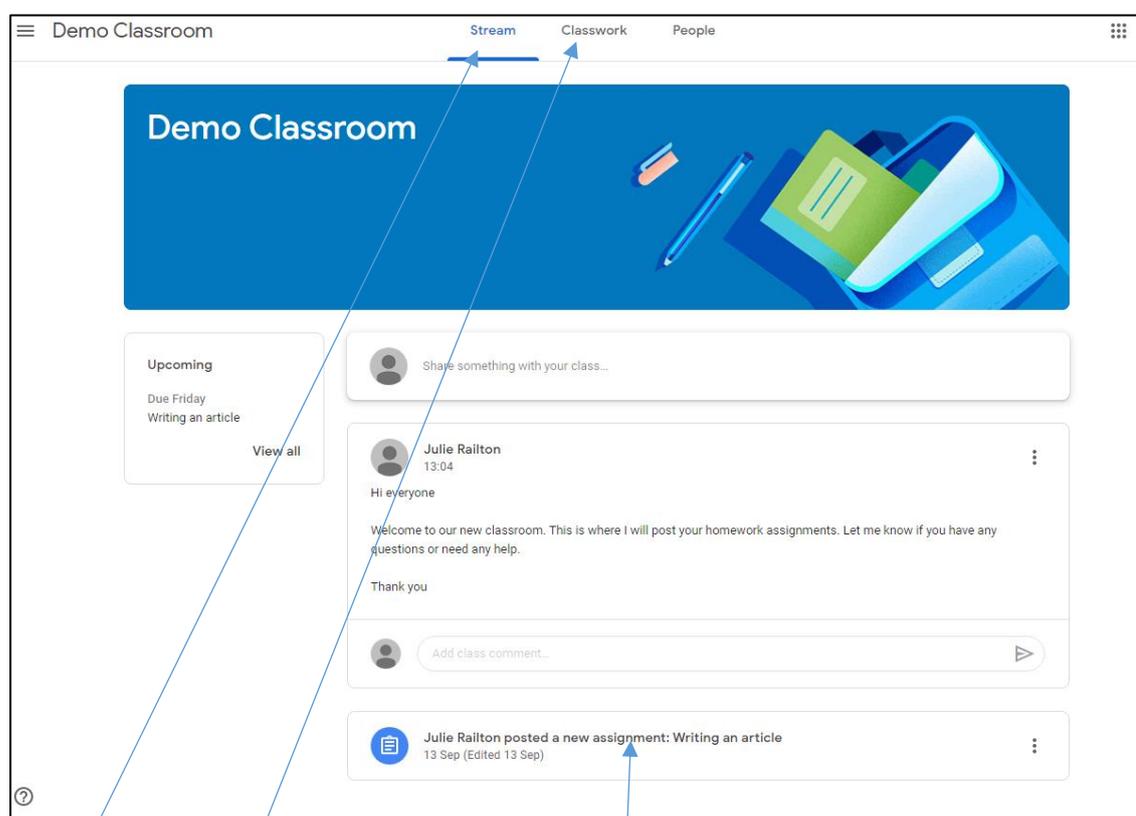
4. Click on the 9 squares (waffle/Rubix cube) in the top left. Here they will see the Google suite of products. Select 'Classroom'



- They will then see all the classes they are a member of. If they are asked to join a class for the first time, they should click 'Join'. They can enter a classroom by clicking on its title. (If they are having problems and can't view their classes it may be because they are logged in to a personal Google account. They will need to click on try another account and log in with their Keswick School Google details.)



- Once they have entered a classroom they will see a range of features as explained below.

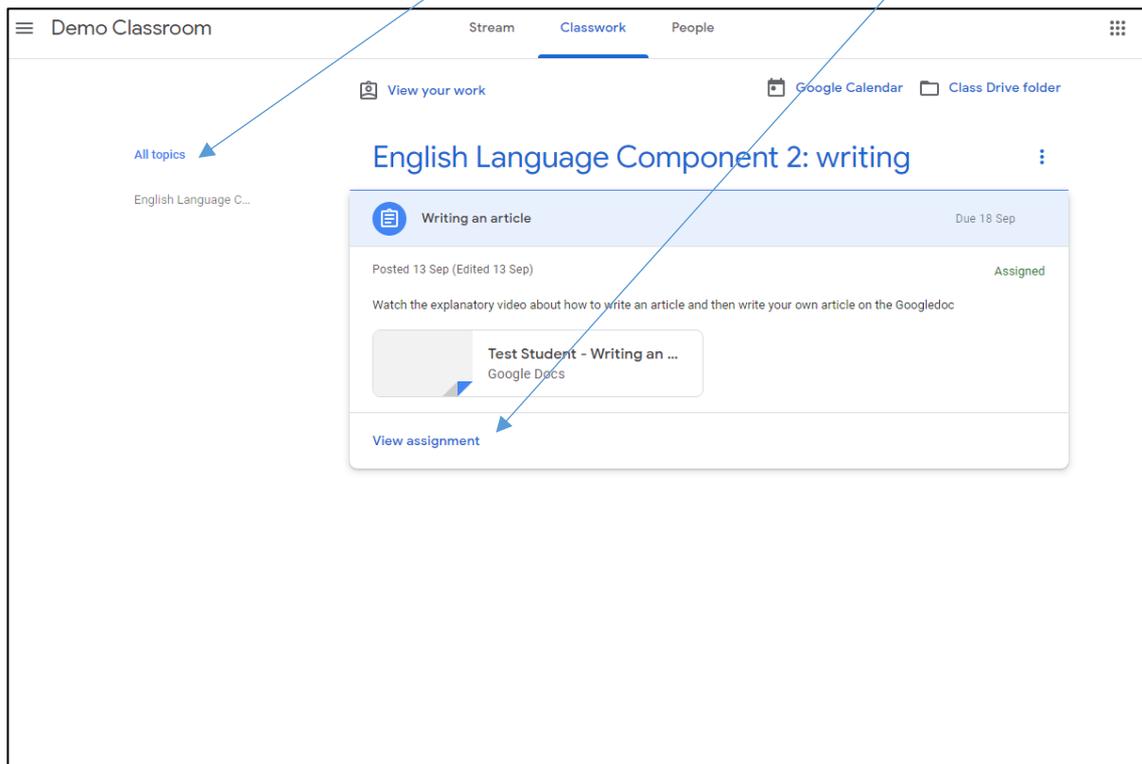


**Stream** is public for all members of the class to see. Teachers may write messages to the whole class on here and students can reply to them. Anything they write on the Stream page will be shared with all members of the class. Stream is also where they will see when their teacher has posted a new assignment or material file. They can open it here or in the Classwork section.

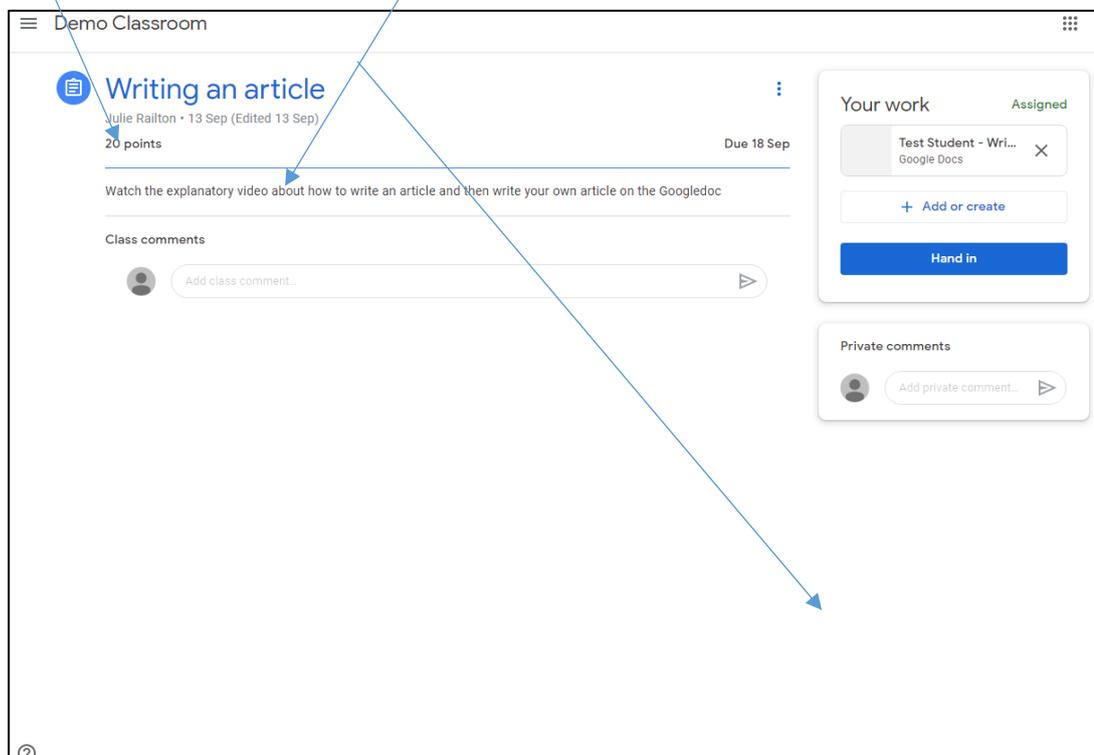
**Classwork** is where they will find work that has been set for them. You will see assignments and relevant resources, links or files that have been shared with them by their teacher. Only the teacher is able to edit the content on this page.

**People** shows teachers for the class

7. They can select Classwork to see the topics for the classroom (if set up by the teacher) and all assignments. Students should click on the piece of work that has been assigned and click view assignment. This will open up the assignment.



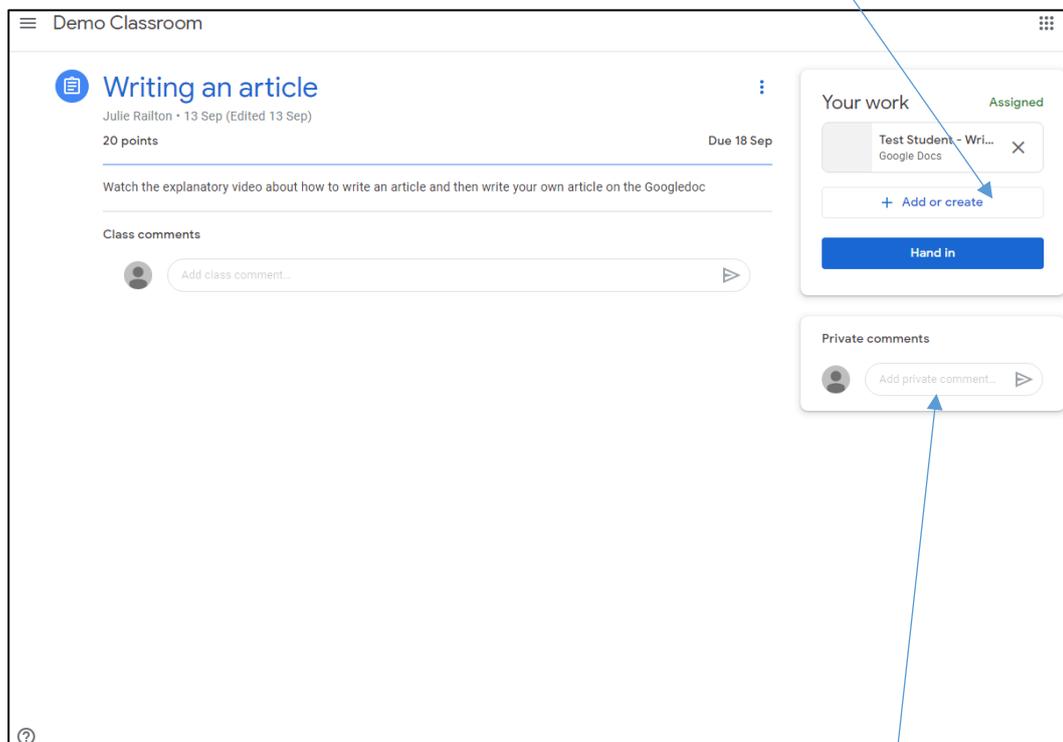
8. Here students can read what they have been asked to do, and how many marks (if any) are available



9. If they click the 'Add or Create' button they will be able to create files and documents for the assignment. All work created on Google saves automatically.

When they have finished they simply press 'Hand in' or 'Mark as Done' and the teacher will receive their work to mark and comment on. They will return it to the student when done.

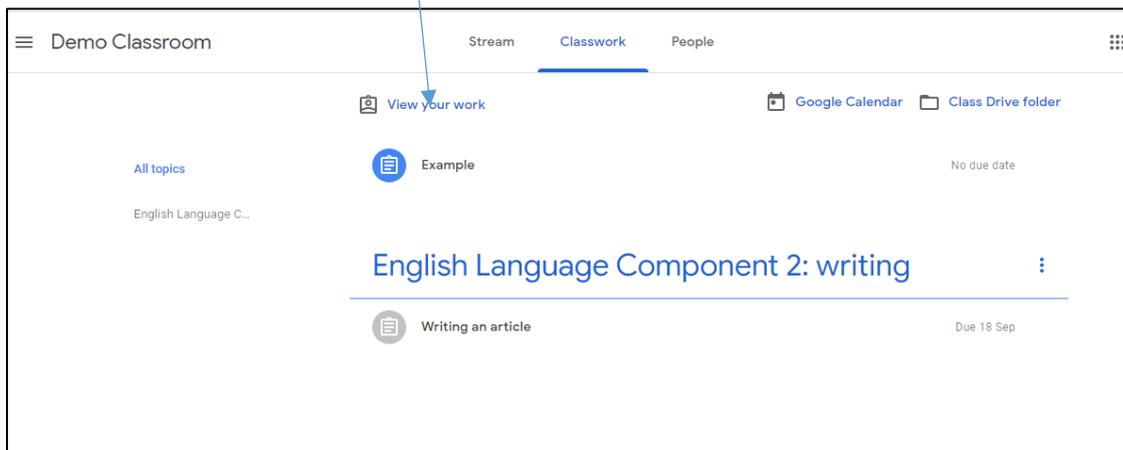
Sometimes the teacher may set a file that they want them to edit and return. Simply open the file, edit it and then press 'Hand In'.



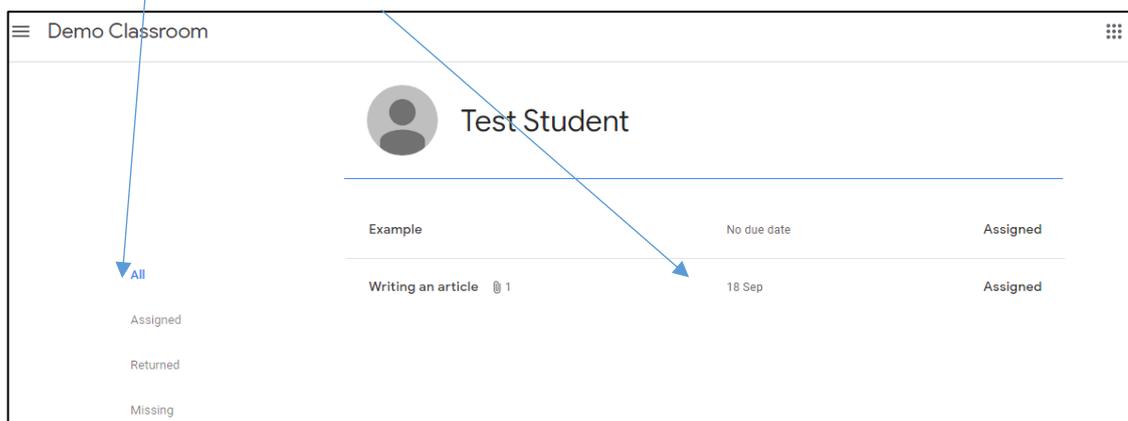
(Please note: Students using a smartphone or tablet may need to download the 'Google Docs' or other Google apps for free from the app store before they are able to start creating and editing files and documents.)

If students have a question about the work then they can write a private comment to their teacher. No one else in the class will be able to read this. They should only use this when necessary to communicate with their teacher about their work. Teachers may not respond straight away, especially if they are teaching during the day or if students send the message outside of normal school hours.

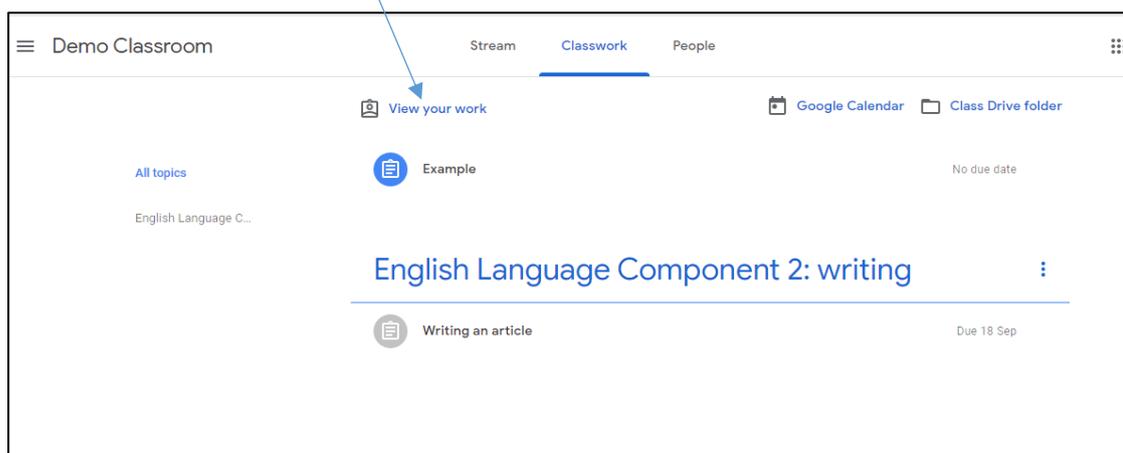
10. Students should check back every day to see if any more work has been posted. They can see this by going to 'Classwork' and 'View your work'.



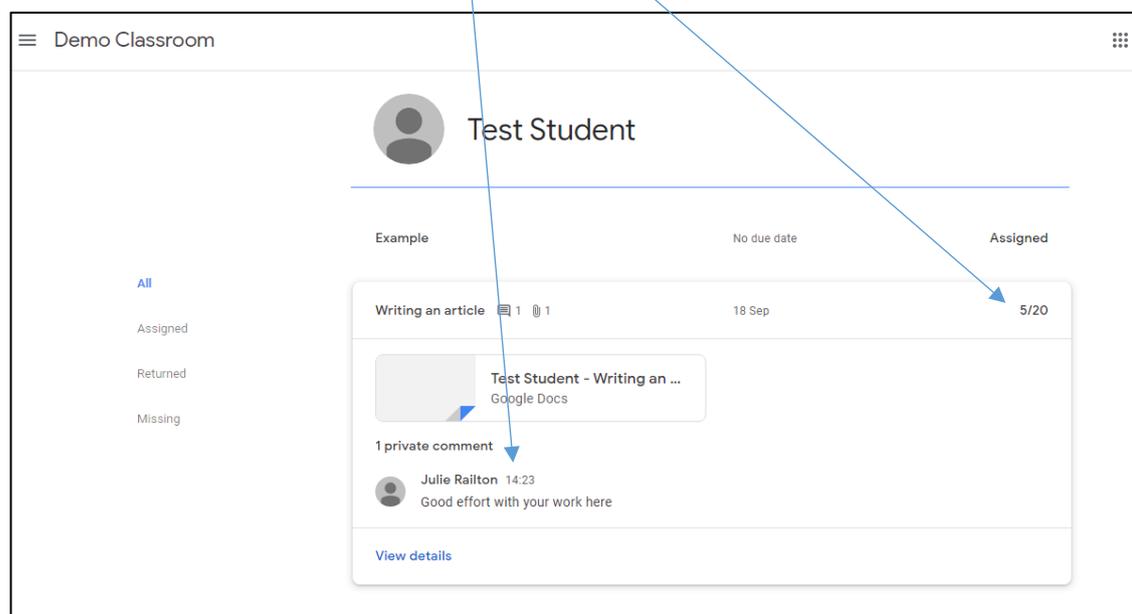
11. This page will show them what has been assigned, returned or is missing. Note – not all work may have a due date



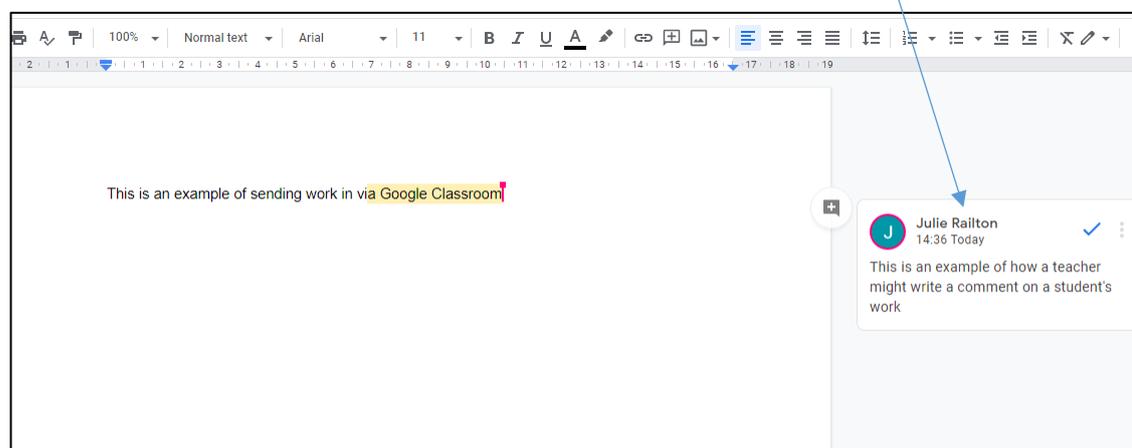
12. If their teacher is marking their work online, they will return it to students when they have done so. Students can see the mark (if applicable) and any private comments by going to 'Classwork' and 'View your work'.



Here they can see any private comment and mark.



However, if their teacher has written comments on the work itself, students will need to open up the document they submitted again to see these comments e.g.



If they have any difficulties they should contact their teacher. There are also some useful videos here which help with different apps.

[https://www.youtube.com/playlist?list=PLWF58BGycsclAI4ehJPITPKUDk\\_3i7\\_jN](https://www.youtube.com/playlist?list=PLWF58BGycsclAI4ehJPITPKUDk_3i7_jN)