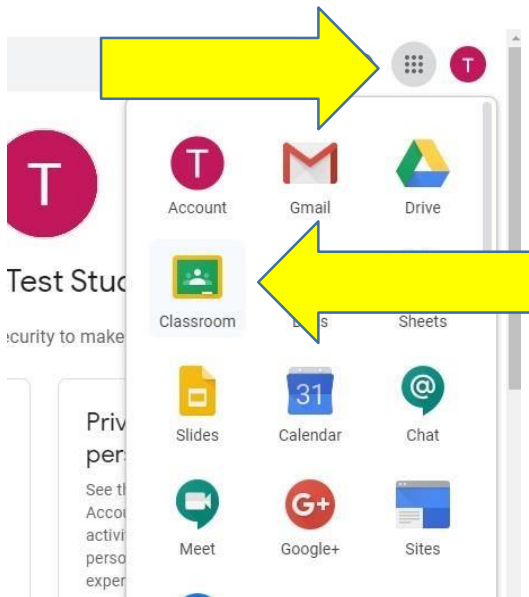
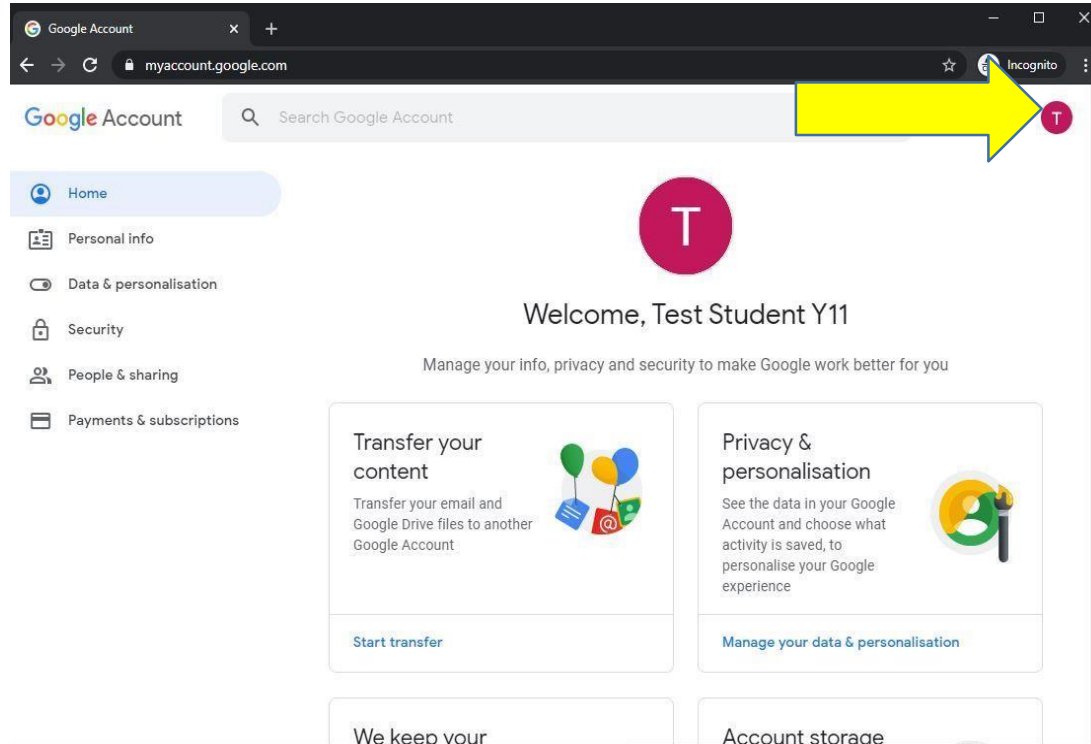


THE COLNE
COMMUNITY SCHOOL & COLLEGE

Parent and Student Guide to Google Classroom

Accessing Google Classroom

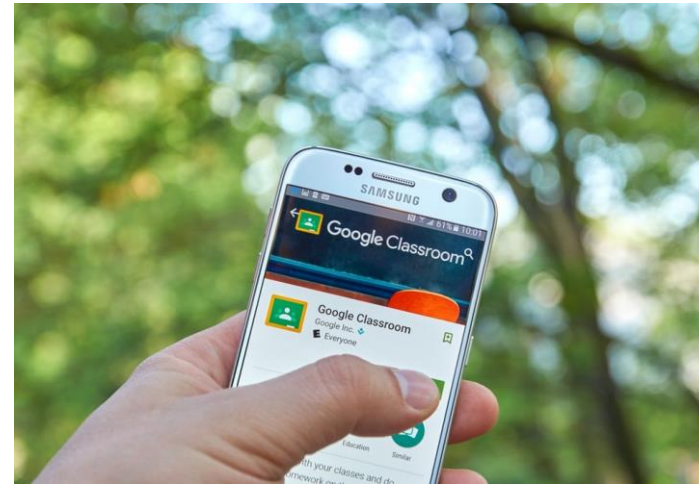
Please ensure you are logged into your student Google account. We advise using the Google Chrome browser or Chrome app for your device, to check who is logged in click on the coloured circle to the top right of the window.



To access Classroom and other Google Apps, click on the 9 dot app menu. Then click on Classroom. This will launch the Classroom homepage in a new tab.

Accessing Google Classroom – the APP

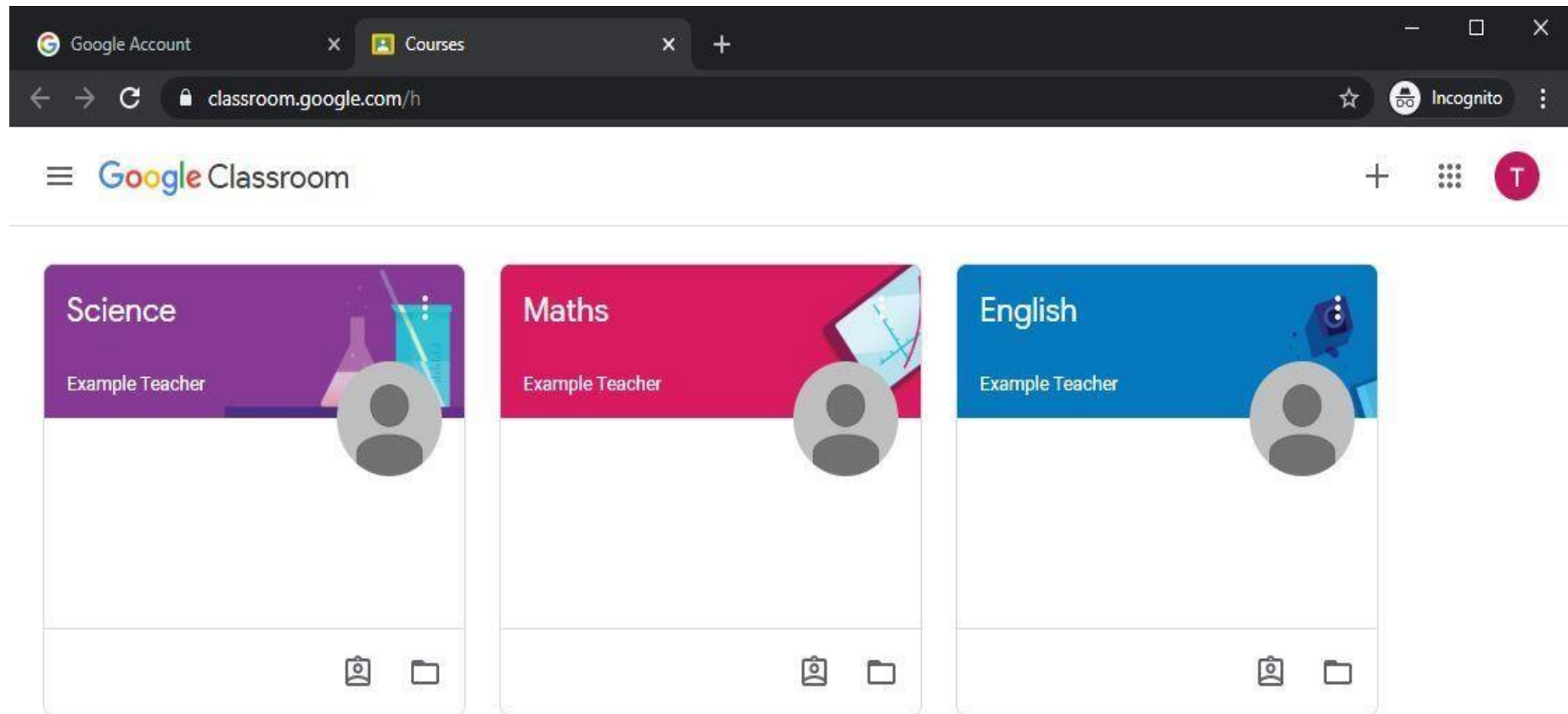
You can download the google classroom APP from the “Play Store” or from the “APP store”. If you log into your school account then you will receive notifications of new work, be able to quickly access your to-do list and upload work directly from your phone. You can even upload work directly from your camera for your teachers to see.



You can also download the Google calendar App which will sync your timetable to your calendar and will also add your google classroom deadlines so you never have to miss a homework or bring the wrong books again!

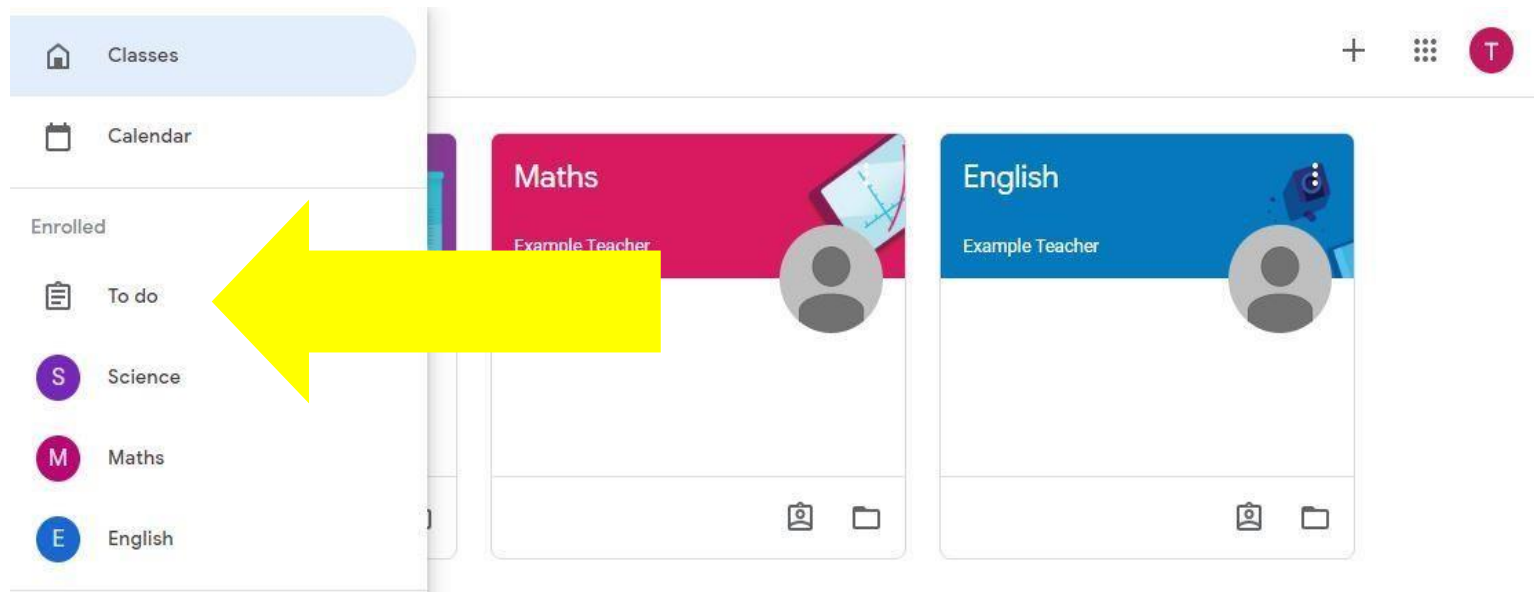
Accessing Classroom Homepage

Here you will find a classroom for each of your timetabled subjects.



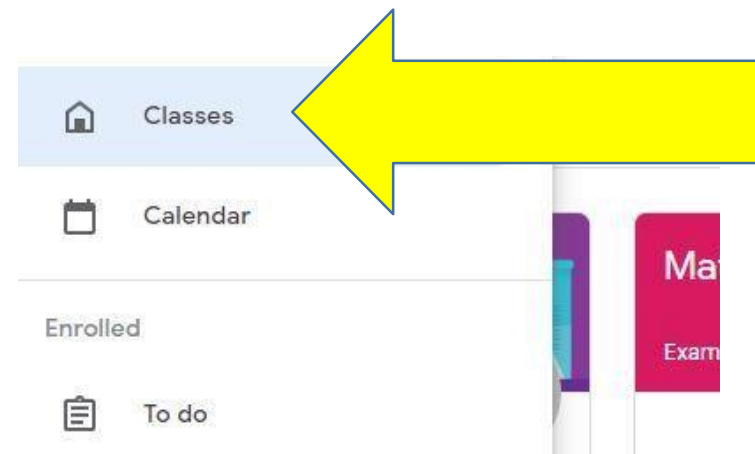
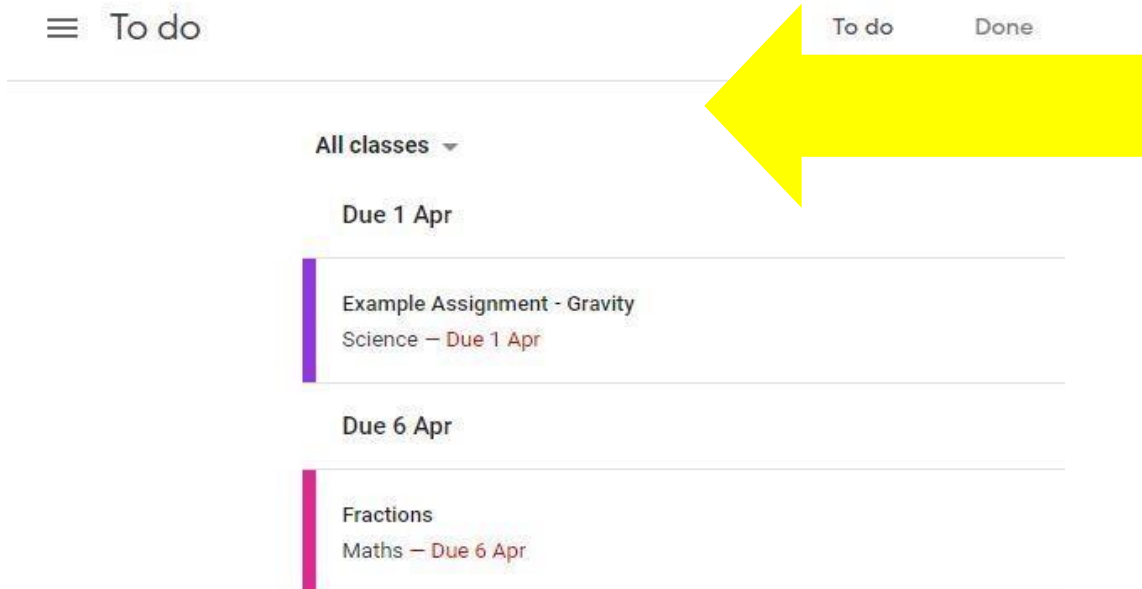
TO DO list

To quickly see a list of all work, select 'To Do List' from the burger menu on the left (the 3 bars next to the word 'Google')

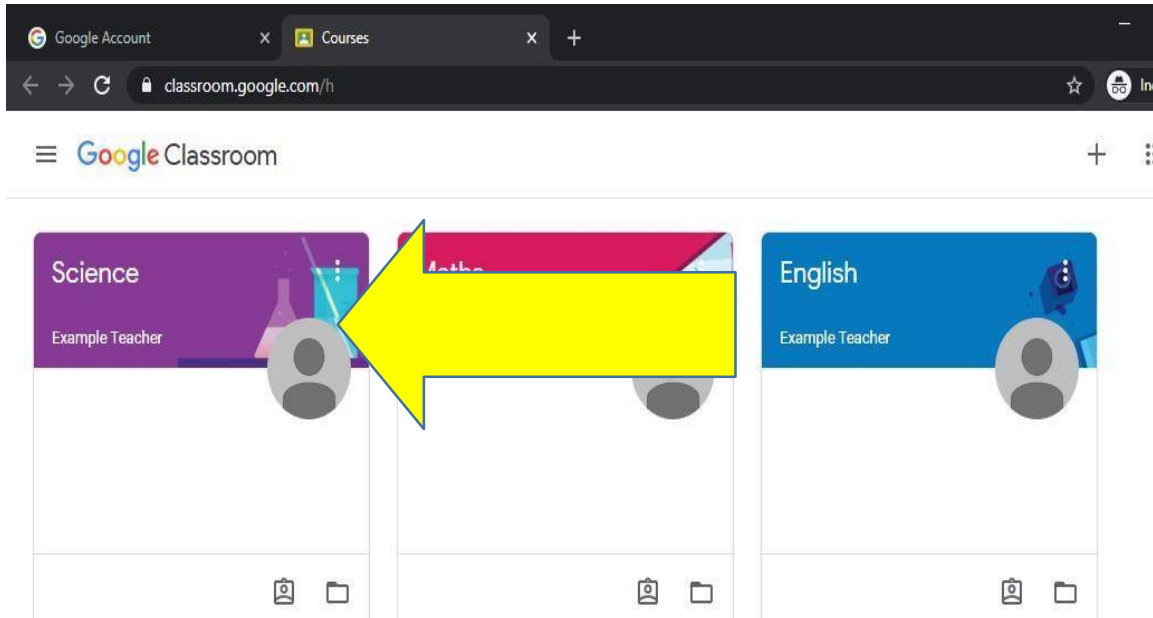


This will then display all outstanding work across all classes in one list.

To return to the homepage, click on the burger menu and select 'Classes'

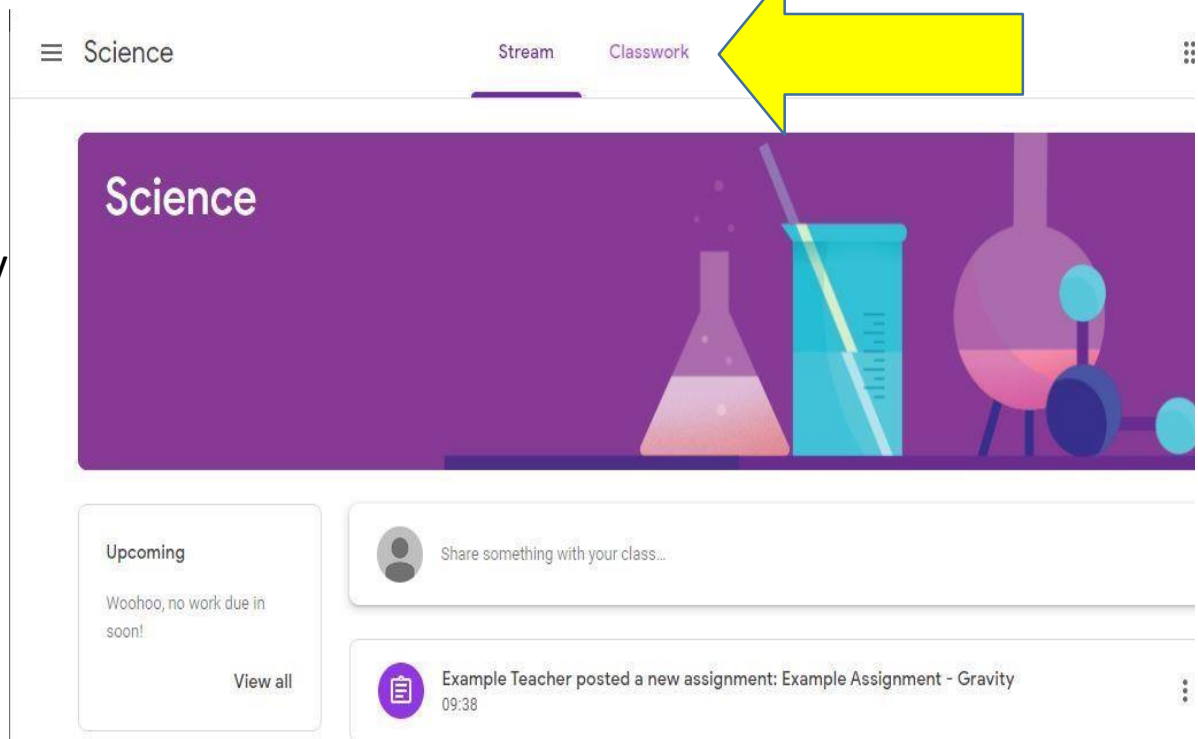


Individual classroom pages



To open a Classroom click the tile on the homepage.

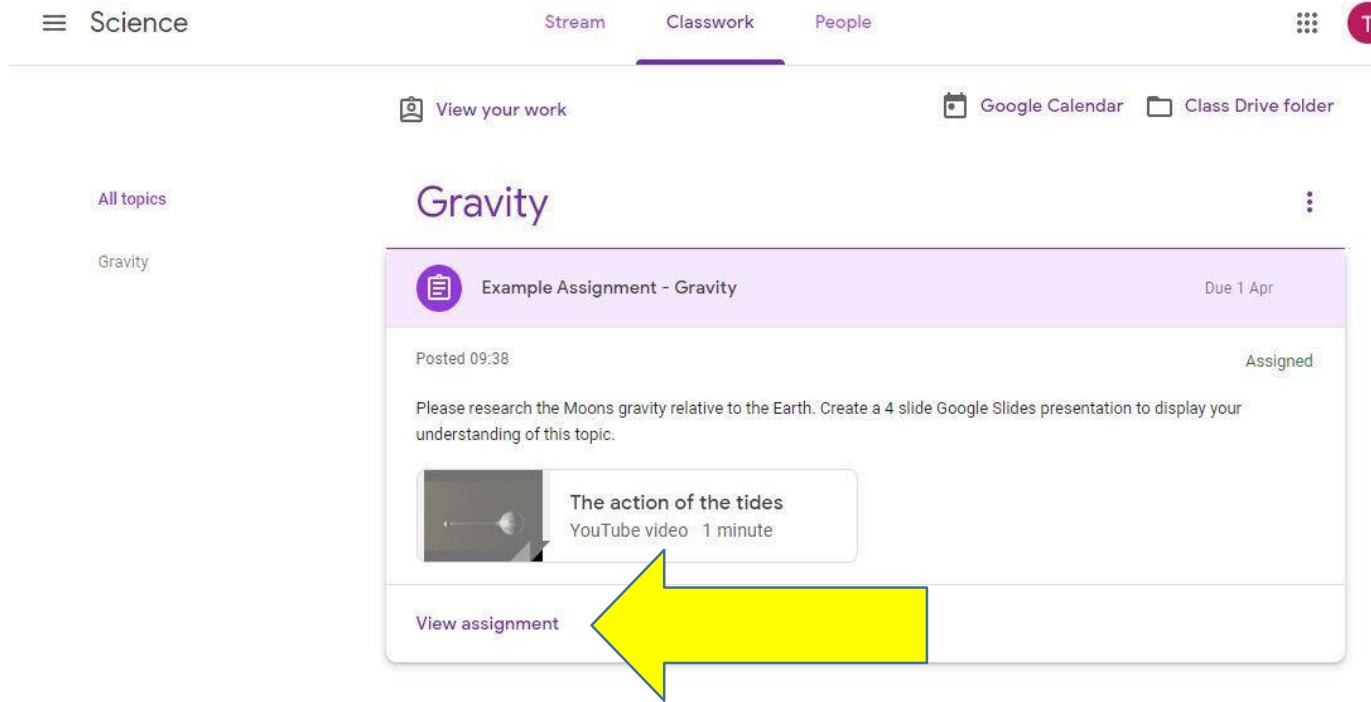
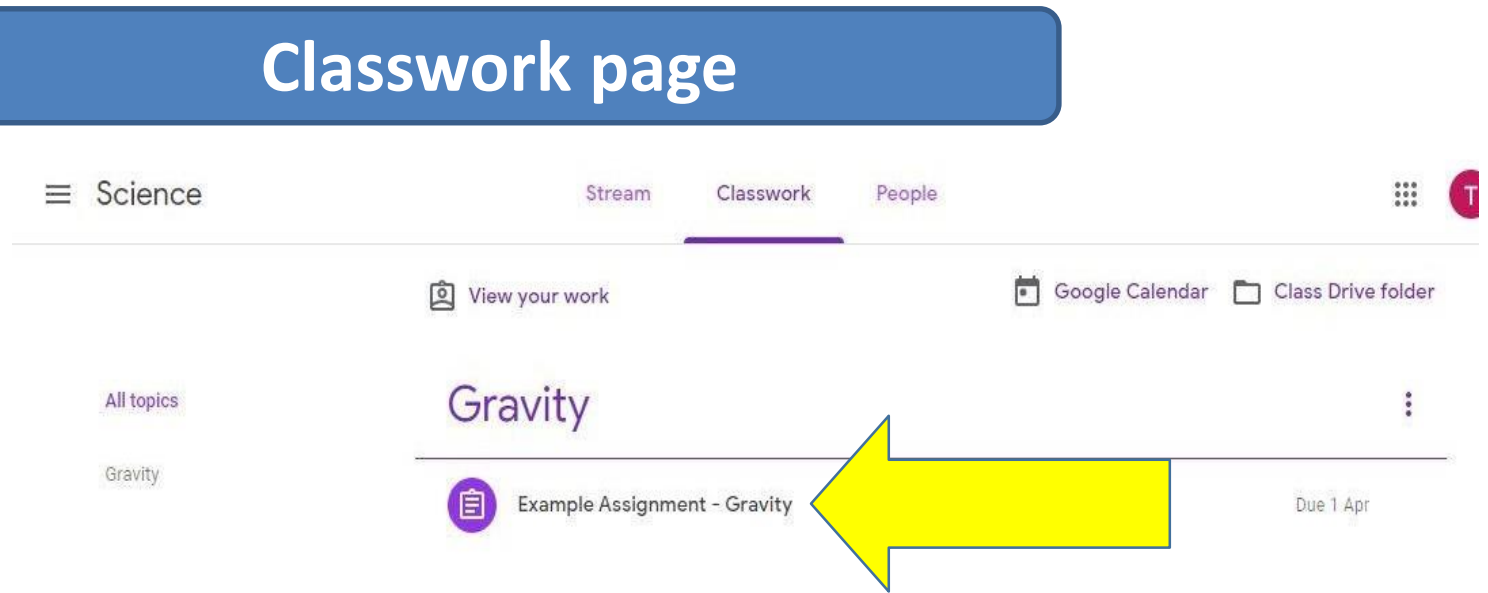
This will open the classroom and display the stream. This is a social media style page of everything happening in the classroom.



Classwork page

To access work for a subject, click on 'Classwork'.

Here you will see all set work for that subject.



To see an assignment's detail, click on its title. Classroom then displays the details of the assignment. To respond to the assignment, click 'View Assignment'

Assignments

There are a number of ways that your teacher may have set you an assignment.

- 1) A task that requires no work to be handed in for example a reading task in preparation for the next lesson.
- 2) A task that requires you to upload some work you have created.
- 3) A task that requires you to complete a document that has already been created for you.
- 4) An online quiz.

Each type will require slightly different actions to hand it in as described on the next pages...

If you need help with the work, you can send a private comment to the teacher using the private comments box, this only goes to your teacher.

The screenshot shows a user interface for a learning management system. At the top, there is a navigation bar with a hamburger menu icon, the text 'Science', a grid icon, and a red circular profile icon with the letter 'T'. Below the navigation bar, the main content area displays an assignment card. The card has a purple icon of a notepad and a clipboard, followed by the text 'Due 1 Apr'. The title of the assignment is 'Example Assignment - Gravity' in a large purple font. Below the title, it says 'Example Teacher 09:38'. The assignment description reads: 'Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation to display your understanding of this topic;'. Below the text, there is a video thumbnail titled 'The action of the tides' with the subtitle 'YouTube video 1 minute'. To the right of the assignment card, there is a sidebar with two sections. The top section is titled 'Your work' and has a green status 'Assigned'. It contains a button '+ Add or create' and a purple button 'Mark as Done'. The bottom section is titled 'Private comments' and contains a profile icon, a text input field with the placeholder 'Add private comment...', and a send button with a right-pointing arrow. A large yellow arrow points from the assignment description area towards the 'Private comments' section.

Science

Due 1 Apr

Example Assignment - Gravity

Example Teacher 09:38

Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation to display your understanding of this topic;

The action of the tides
YouTube video 1 minute

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

1) Completing assignments that require nothing to be handed in

Your teacher may have set you a task that requires no work to be handed in for example a reading task in preparation for the next lesson.

Once you have completed this task all you have to do is click on the “Mark as Done” button which will inform your teacher that you have completed the task.

The screenshot displays a user interface for a learning management system. At the top, there is a navigation bar with a hamburger menu icon, the word "Science", and a user profile icon with the letter "T". Below the navigation bar, the main content area shows an assignment card. The card has a purple icon with a document and a checklist, followed by the text "Due 1 Apr". The title of the assignment is "Example Assignment - Gravity" in a large, bold, purple font. Below the title, it says "Example Teacher 09:38". The assignment description reads: "Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation showing your understanding of this topic." Below the description, there is a video player with a thumbnail of a moon and the title "The action of the tides", with the text "YouTube video 1 minute" below it. To the right of the assignment card, there is a sidebar with two sections. The top section is titled "Your work" and has a green status "Assigned". It contains a button "+ Add or create" and a prominent purple button labeled "Mark as Done". A large yellow arrow points from the assignment description area to this "Mark as Done" button. The bottom section of the sidebar is titled "Private comments" and contains a user profile icon and a text input field with the placeholder "Add private comment..." and a send button (a right-pointing triangle).

2) Completing assignments that require you to hand in work

Your teacher may ask you to submit work you have produced for your homework. You can submit a document from Google Drive, upload one from your device or create a Google document. To do so, click '+ Add or create'. In this example you can see the teacher has included a link to a YouTube video.

The screenshot shows a Google Classroom assignment page. At the top, it says 'Science' and 'Due 1 Apr'. The assignment title is 'Example Assignment - Gravity' by 'Example Teacher' at '09:38'. The instructions are: 'Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation to display your understanding of this topic.' Below the instructions is a YouTube video titled 'The action of the tides' with a thumbnail showing a globe and the text 'YouTube video 1 minute'. At the bottom, there is a 'Class comments' section with a text input field 'Add class comment...' and a submit button. On the right side, there is a 'Your work' section with a green 'Assigned' status. It contains a '+ Add or create' button and a purple 'Mark as Done' button. A yellow arrow points from the '+ Add or create' button to a pop-up menu.

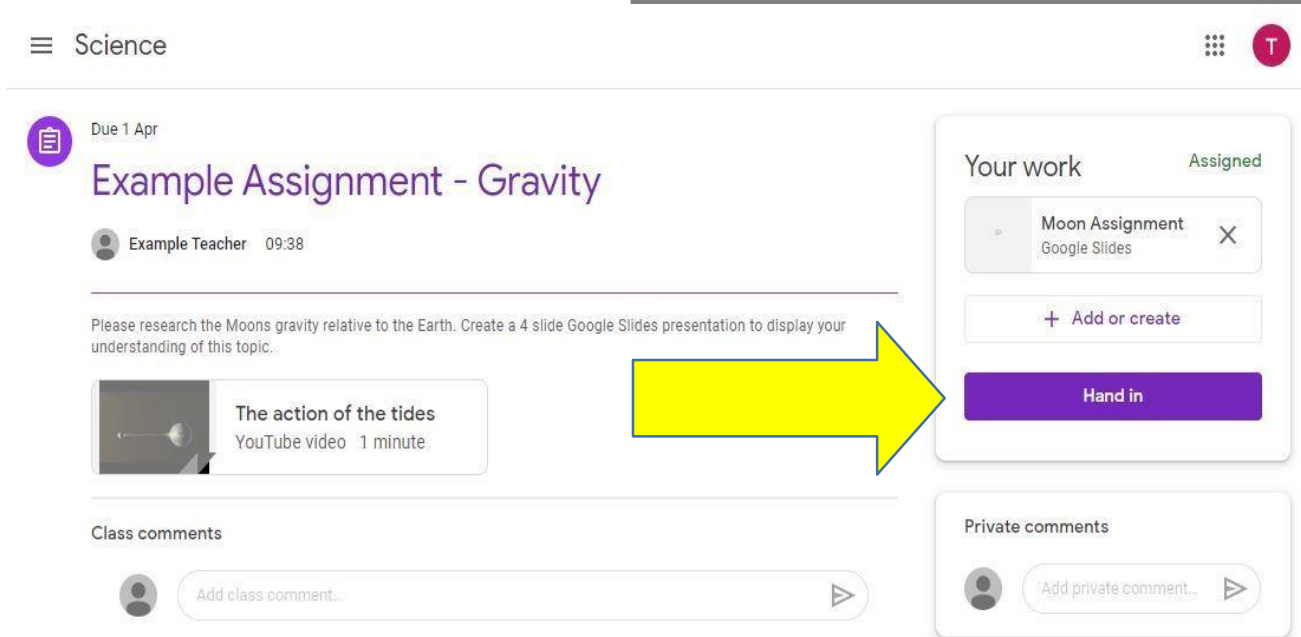
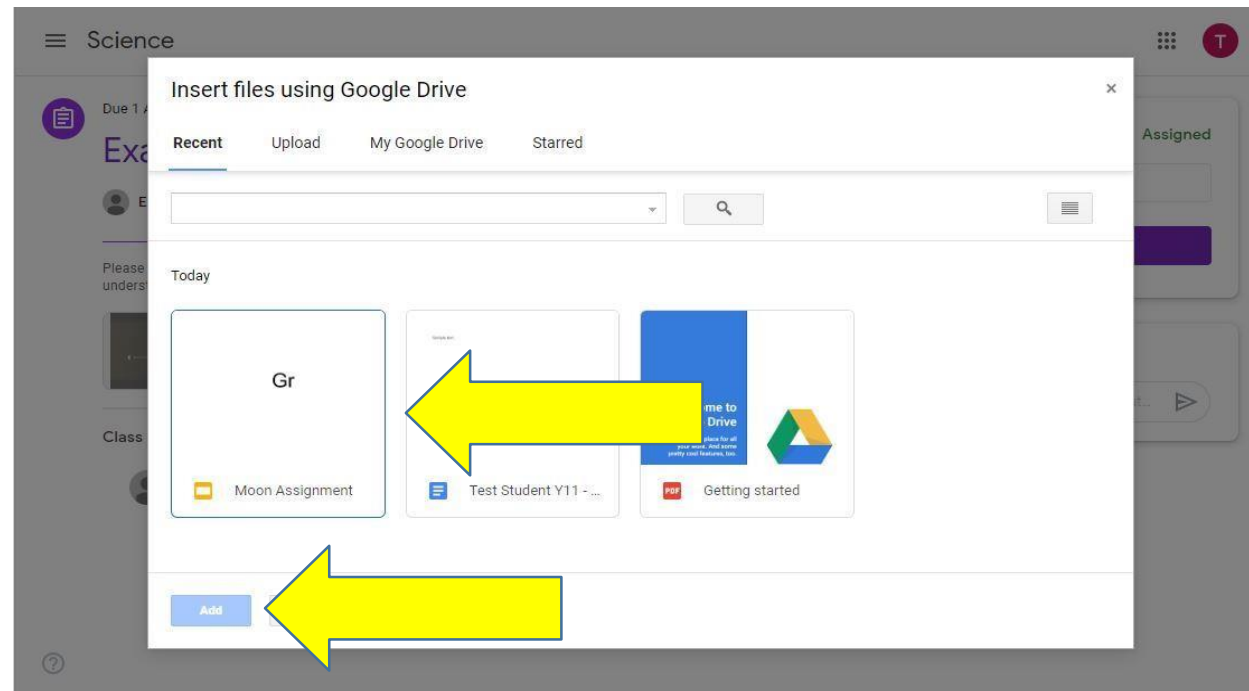
This screenshot is similar to the one above, but the '+ Add or create' button in the 'Your work' section has been clicked, opening a menu. The menu has two main sections. The first section, 'Your work', includes 'Google Drive' (with a Drive icon), 'Link' (with a chain link icon), and 'File' (with a paper icon). The second section, 'Create new', includes 'Docs' (with a blue document icon), 'Slides' (with an orange presentation icon), 'Sheets' (with a green spreadsheet icon), and 'Drawings' (with a red drawing icon). A yellow arrow points from the '+ Add or create' button to this menu.

From the pop up menu, add a document from your Drive by selecting 'Google Drive', upload a file using 'File', or you can create a new document by selecting Docs/Slides/Sheets/Drawings.

2) Completing assignments that require you to hand in work (cont.)

To add a file from Google Drive. Click on 'Google Drive'.

This will open a view of your google drive, we will attach the Google slide document called 'Moon Assignment'. Click on the document and select 'Add'.



Classroom adds the selected document ready for you to hand in. Click 'Hand in', this sends the work to your teacher and they will get a notification that you have done so. The assignment will then show as 'Handed in'.

2) Completing assignments that require you to hand in work (cont.)

Classroom then displays a confirmation, if you need to change the document after Hand in, you can unsubmit the work and change it.

The screenshot displays the Google Classroom interface for a science class. At the top, the subject is 'Science'. A purple icon with a clipboard indicates an assignment due on '1 Apr'. The assignment is titled 'Example Assignment - Gravity' and was assigned by 'Example Teacher' at '09:38'. The instructions state: 'Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation showing your understanding of this topic.' Below the instructions is a video thumbnail titled 'The action of the tides' with a duration of '1 minute'. A yellow arrow points from the assignment title to the 'Unsubmit' button in the 'Your work' panel on the right. This panel also shows 'Moon Assignment' as 'Google Slides' and has a 'Handed in' status. Below the 'Your work' panel is a 'Private comments' section with a text input field and a send button. At the bottom, there is a 'Class comments' section with a text input field and a send button.

Science

Due 1 Apr

Example Assignment - Gravity

Example Teacher 09:38

Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation showing your understanding of this topic.

The action of the tides
YouTube video 1 minute

Your work Handed in

Moon Assignment
Google Slides

Unsubmit

Private comments

Add private comment...

Class comments

Add class comment...

3) Completing assignments where you have to complete a document created by your teacher

Your teacher may have set you a task that requires to complete a template document they have created for you. This will already have a document in the “Your work” section.

Click on this document to open it, complete the work (it will automatically save as you complete it).

The screenshot shows the 'Science' assignment page. The assignment is titled 'Example Assignment - Gravity' and is due on '1 Apr'. It was assigned by 'Example Teacher' at '09:38'. The instructions are: 'Please research the Moons gravity relative to the Earth. Create a 4 slide Google Slides presentation to display your understanding of this topic.' There is a video titled 'The action of the tides' (YouTube video, 1 minute). The 'Your work' section is on the right, showing 'Assigned' status and a document titled 'Moon Assignment' (Google Slides). A yellow arrow points from the assignment title to the 'Your work' section.

This screenshot is similar to the one above, but with a yellow arrow pointing to the 'Hand in' button in the 'Your work' section. The 'Hand in' button is a purple button located below the 'Add or create' button.

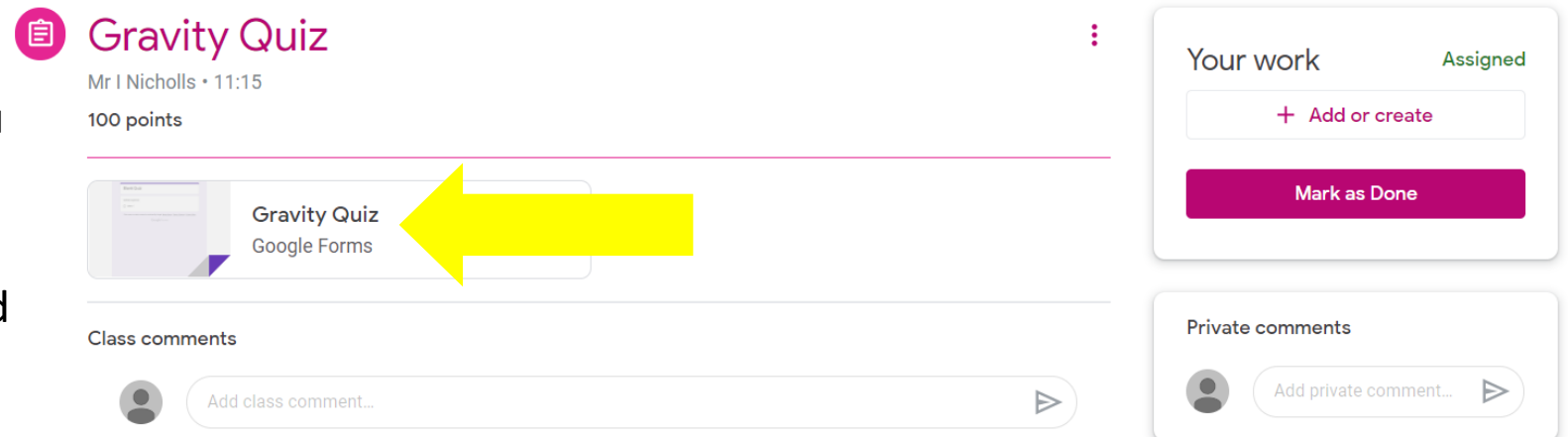
Once you have completed this task all you have to do is click on the “Hand in” button which will inform your teacher that you have completed the task. The task will show “handed in” instead of “assigned”

4) Completing assignments that are a online quiz

Your teacher may have set you an online quiz – which could look like this.


Click on the quiz to open it and once complete click 'submit'

This will automatically hand in your work for you.



Gravity Quiz ⋮

Mr I Nicholls • 11:15
100 points


 Gravity Quiz
Google Forms

Your work Assigned


[+ Add or create](#)

Mark as Done

Class comments

 ➤

Private comments

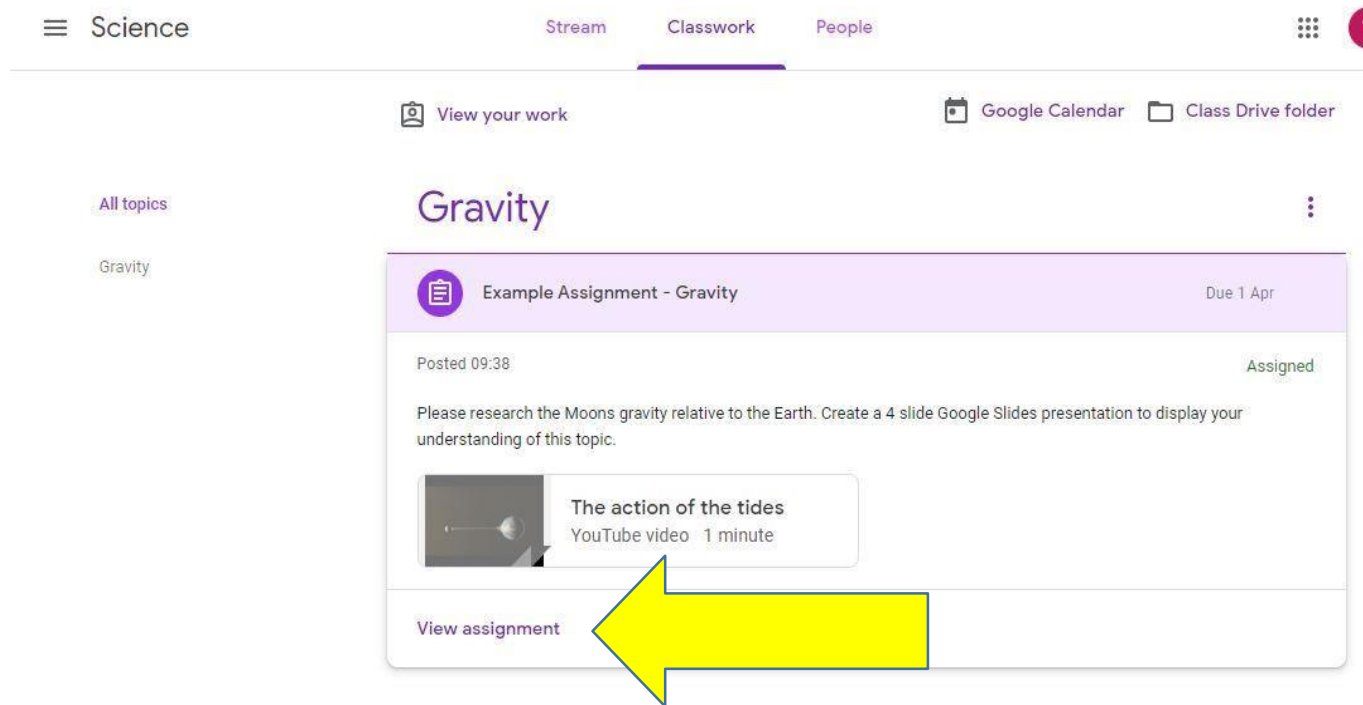
 ➤

Receiving feedback on homework

There are a number of ways in which your teacher may give you feedback on your work:

- Verbally in class
- Online either as private comments or annotations on your work
- As a grade or marked against a rubric (scoring guide)

To see online feedback click on the classwork page and click 'view assignment'



To see an assignment's detail, click on its title.

Classroom then displays the details of the assignment.

To respond to the assignment, click 'View Assignment'

Please note!

If a teacher feels an assignment has not been completed satisfactorily then they can send it back to you and its status will change from 'handed in' back to assigned.

The parent/carer summary

Parents/carers will receive an email each week containing the following information:

Missing work—Work that's late at the time the email was sent

Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)

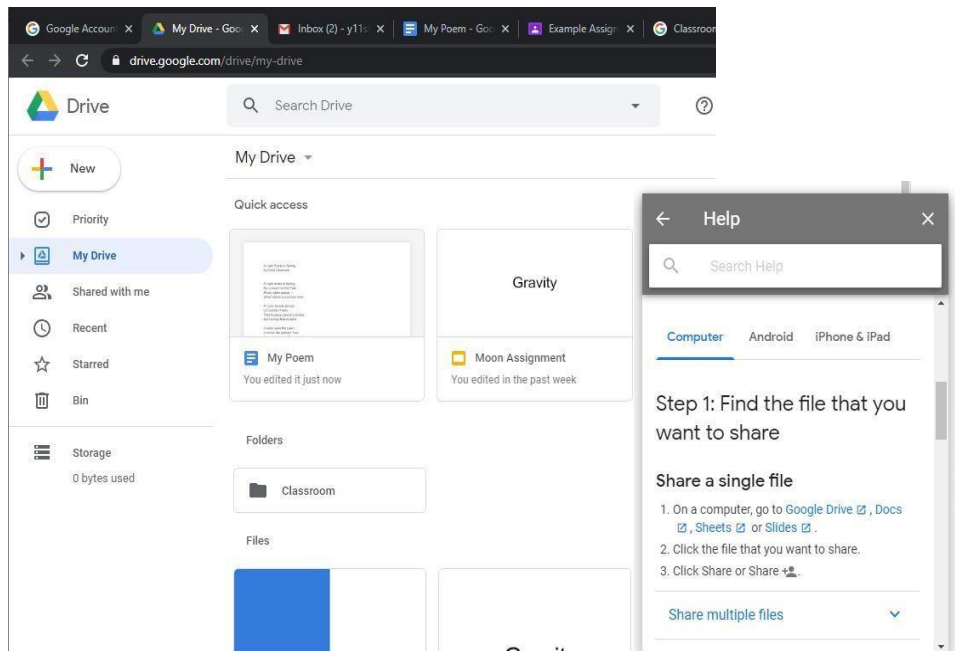
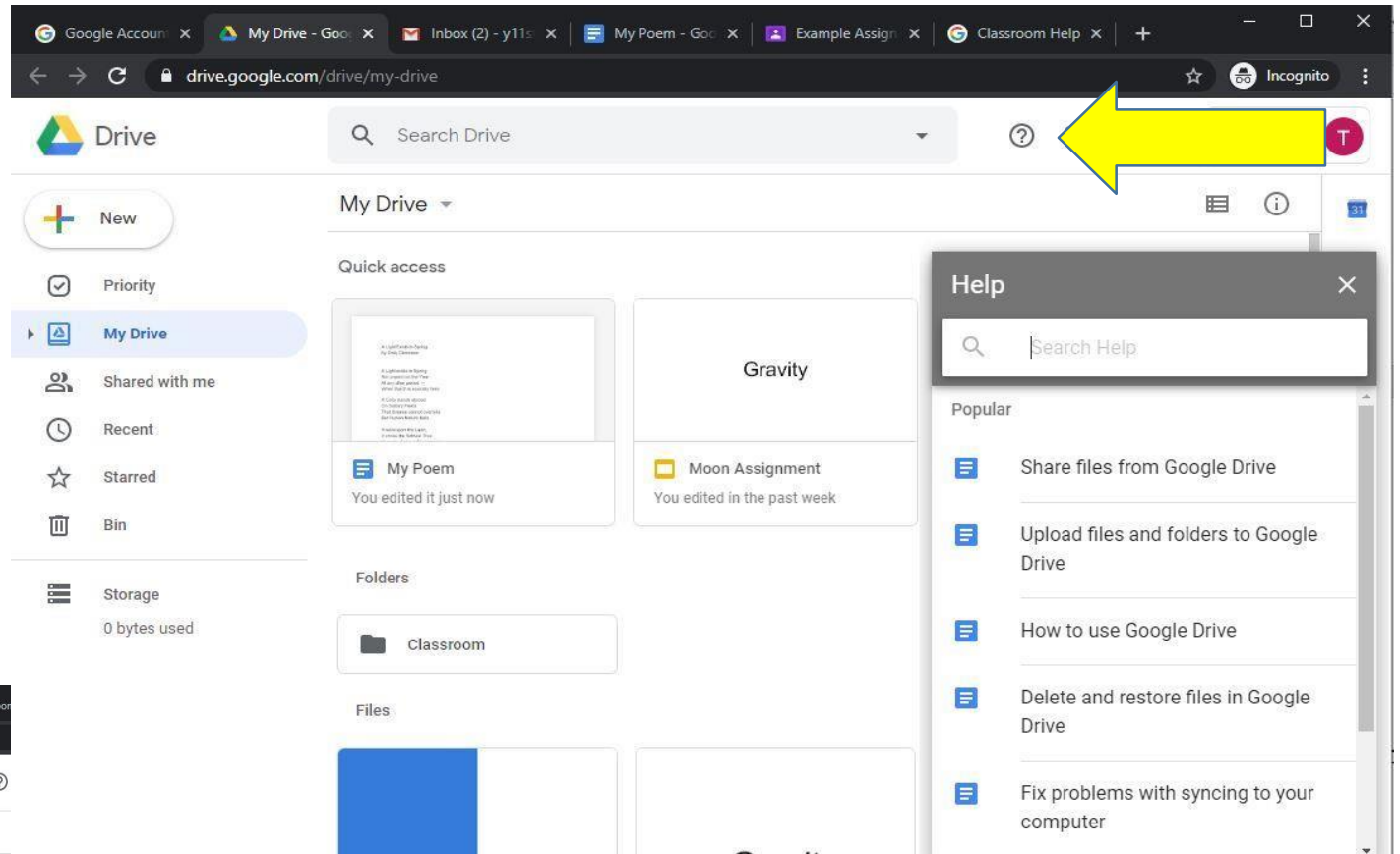
Class activity—Announcements, assignments, and questions recently posted by teachers

It is your responsibility to click 'hand in' or 'mark as done' for each piece of homework completed otherwise it will remain in the missing/upcoming work sections of the parent/carer report.

More help

On every page in Google for Education you can find the help button.

Click on this and select 'Help', Google will then display a list on help topics related to the page you are on. Below is an example from Drive.



Pick a topic, help will be displayed for each type of device, computer, Android and iPhone/iPad.

If you require further help, please contact your teacher.