

A Guide for Parents - How to use our school's Google Classroom

Follow these steps so your child can complete their home learning activities and hand them in online.

Smartphones and tablets: download the free Google Classroom app

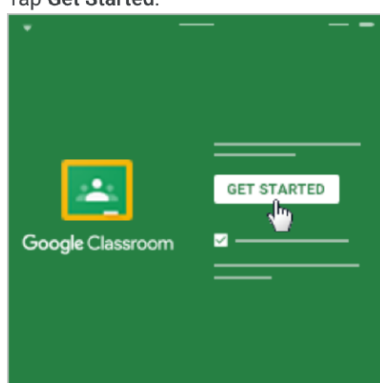
Android devices	iOS devices (iPhones, iPods and iPads)
• Open the Play Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Install'	• Open the App Store app • Search for 'Google Classroom' • Tap 'Google Classroom' • Tap 'Get'

Once the app has downloaded, open it and sign into your child's Google Account using the login details provided.

iPhone, iPad & Android App:

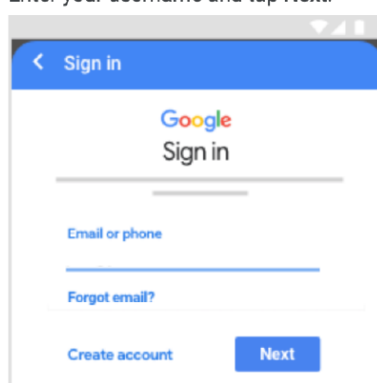
1. Tap Classroom .

2. Tap Get Started.

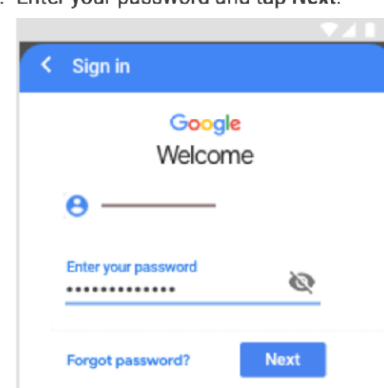


3. Tap Add account.

4. Enter your username and tap Next.



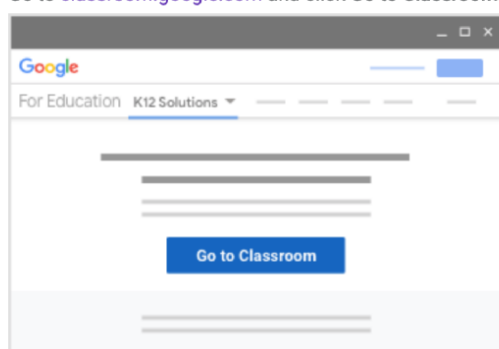
5. Enter your password and tap Next.



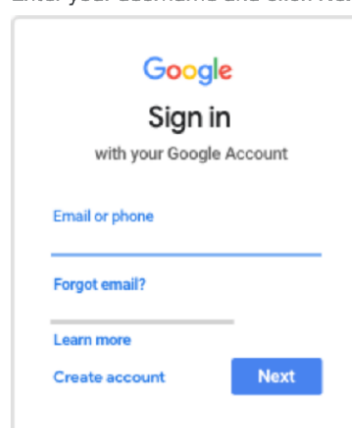
Computers and laptops: log in to Google Classroom

Sign in for the first time

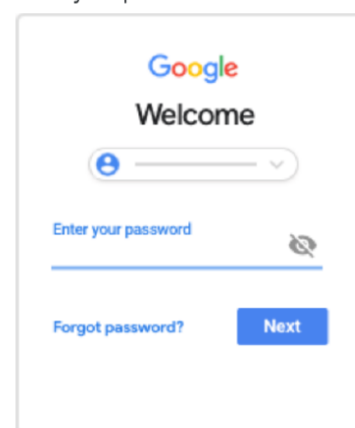
1. Go to classroom.google.com and click Go to Classroom.



2. Enter your username and click Next.



3. Enter your password and click Next.



Google Classroom Features

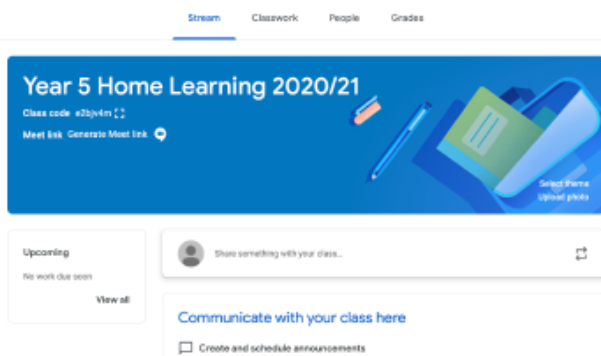
In Google Classroom, we will be using both the 'Stream' and 'Classwork' features. See 'Using Google Classroom' below (app or computer) for more details about these features.

Stream works in a similar fashion to a Facebook newsfeed, where *anything* posted on there can be seen by *everyone* in the Google Classroom. This allows teachers to post announcements – some classrooms may or may not also allow children the ability to post on the Class Stream, at the teacher's discretion.

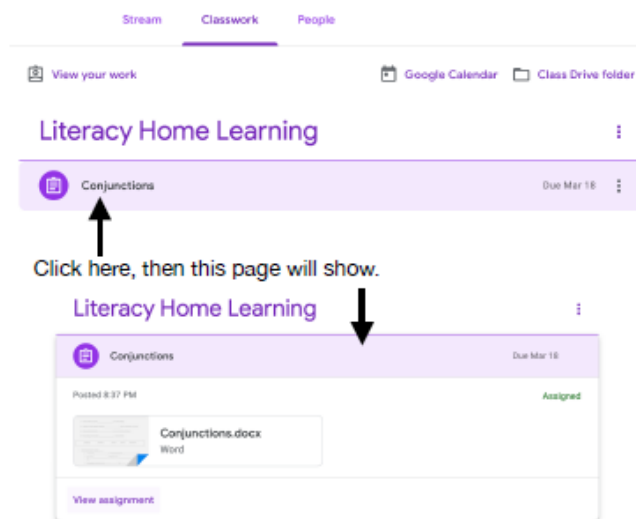
Classwork is where children will be set tasks, known as 'Assignments' and these can be completed and 'Handed in' in a number of ways:

1. Annotating a file that was attached by the teacher (app only)
2. Creating a document directly on Google Classroom (app or computer)
3. Uploading a file or photograph from your device (app or computer)
4. Taking a photograph of handwritten/drawn work (app only)

Using Google Classroom: Computer



Stream is where you can see any comments made by teachers to the whole class. Depending on the classroom setting, this is also where you can ask general questions or share ideas with the whole class.



- 1) Classwork is where you can see assigned tasks. In this example click on **Conjunctions** and then click **View Assignment**.

- 2) This is where your child can complete their assignment.

Any attachments linked to the assignment will show up here.

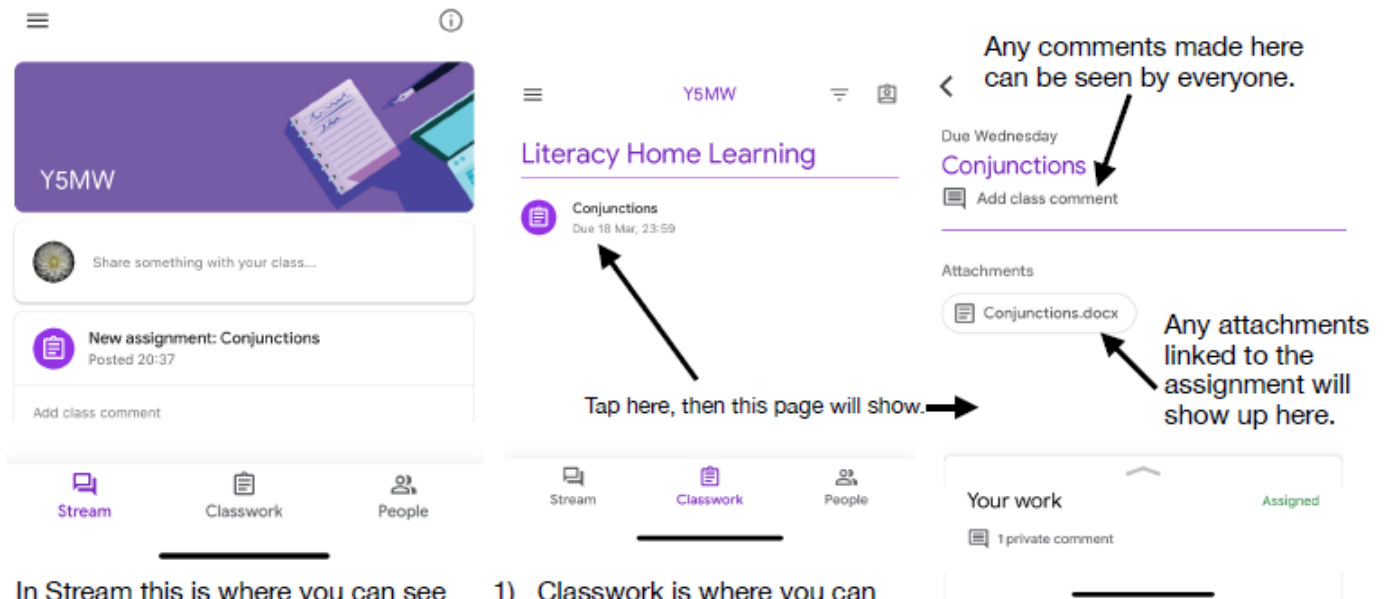
Any comments made here can be seen by everyone.

Any comments made here can only be seen by you and the teacher. This is also where you can see feedback from teachers.

+ Add or create is where you can create or attach completed work. When you are ready to submit click **Mark as done**. If you would like to edit your work after you have submitted, click **Unsubmit**. Don't forget to resubmit when you have made your changes!

Using Google Classroom: App

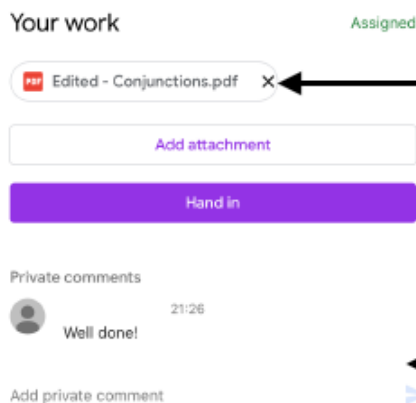
Please note: these screenshots were taken on an iPad - layout may differ between Android and Apple devices.



In Stream this is where you can see any comments made by teachers to the whole class. This is where you can ask question or share ideas with the whole class.

1) Classwork is where you can see assigned tasks. In this example click on **Conjunctions** to view the assignment.

2) This is where your child can complete their assignment. Tap on the **Your work** tab to hand in your work.



Any attachments will appear here.

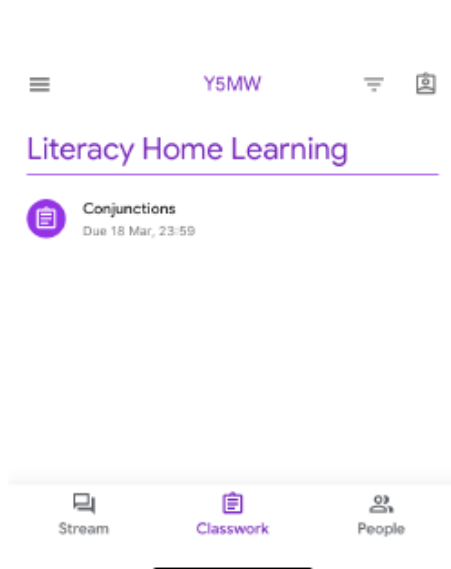
Any comments made here can only be seen by you and the teacher. This is also where you can see feedback from teachers.

3) Once you have tapped the **Your work** tab this page will show. **Add attachment** is where you can add completed work. When you are ready to submit tap **Hand in**. If you would like to edit your work after you have submitted, click **Unsubmit**. Don't forget to resubmit when you have made your changes!

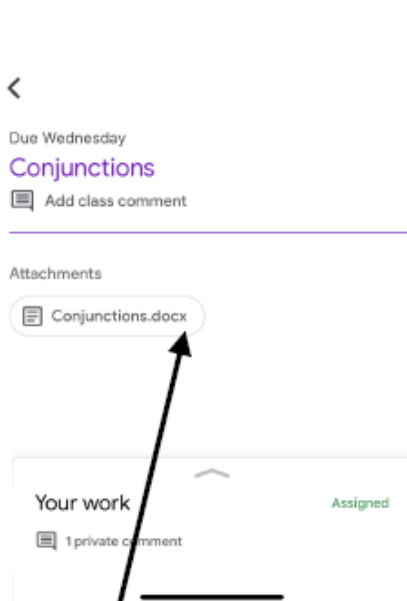
Different Ways of Completing Assignments

1. Annotating a file that was attached by the teacher (app only)

Please note: these screenshots were taken on an iPad - layout may differ between Android and Apple devices.



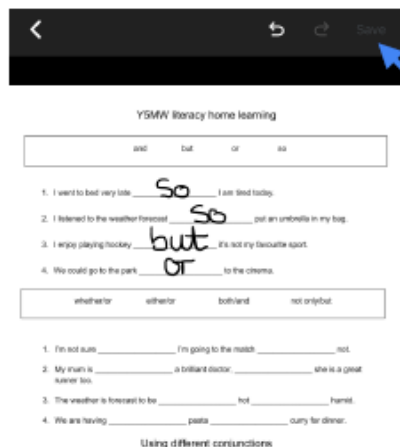
1) Go into **Classwork** and tap on the assigned task. In this case click on **Conjunctions**.



2) Then tap on the conjunctions attachment.

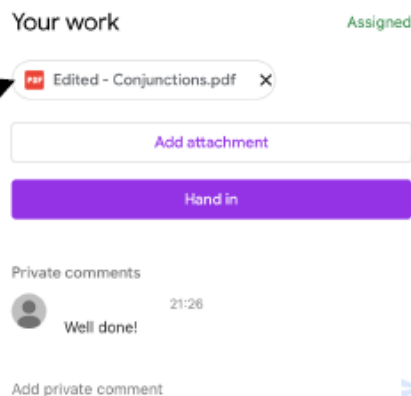


3) By tapping on the attachment you open the document. Once the document is open, tap on the pen icon () to annotate.



Once completed tap the save icon (this isn't always highlighted). Once you have pressed save it will automatically appear in the **Your work** page.

You can zoom in and out to help you write on the document.



You can use these tools to annotate your work.

4) You can then annotate the attachment and complete your task.

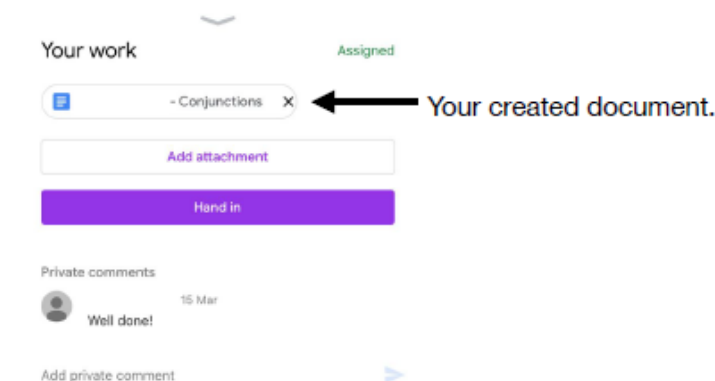
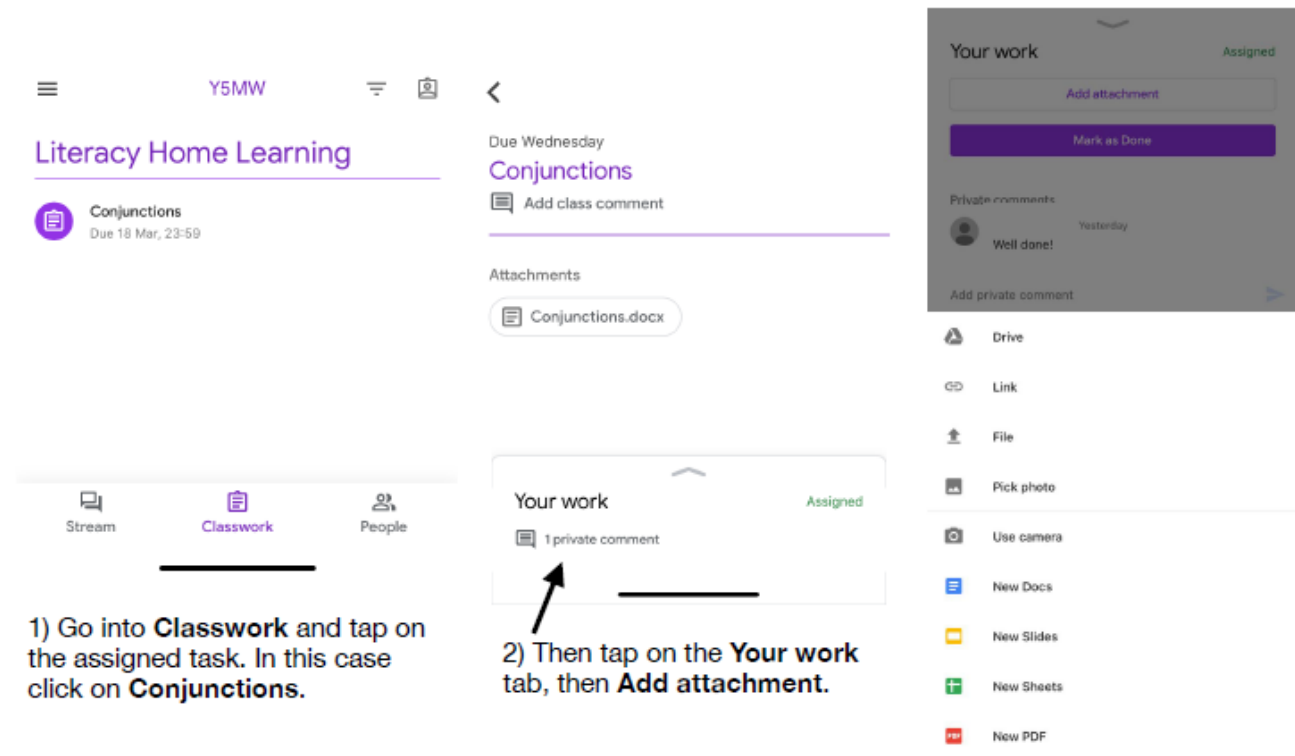
5) Once your work is saved, go back to **Classwork** and tap **Your work**. Here you will be able to see your edited attachment and hand in your work.

Different Ways of Completing Assignments

2. Creating a document directly on Google Classroom: Computer and app

App:

Please note: these screenshots were taken on an iPad - layout may differ between Android and Apple devices.



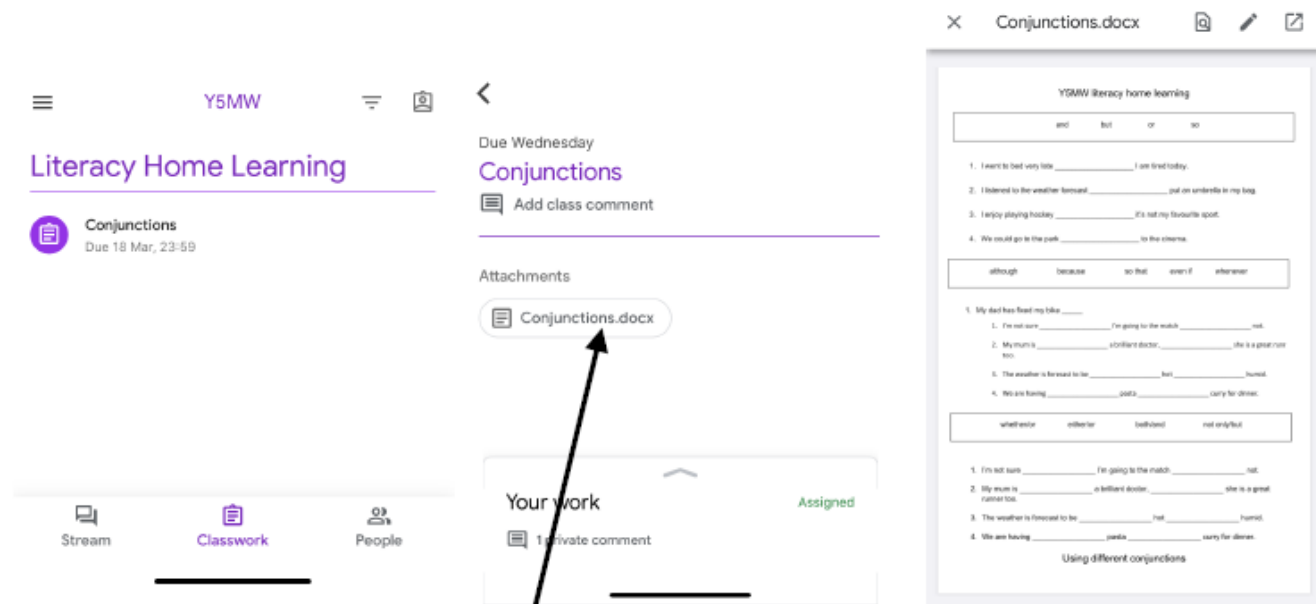
4) Your created document automatically saves itself here. You can revisit this and continue to make changes at another time. Once finished, you can then **Hand in** your assignment whenever you are ready.

Different Ways of Completing Assignments

3. Uploading a file or photograph from your device: Computer and app

App:

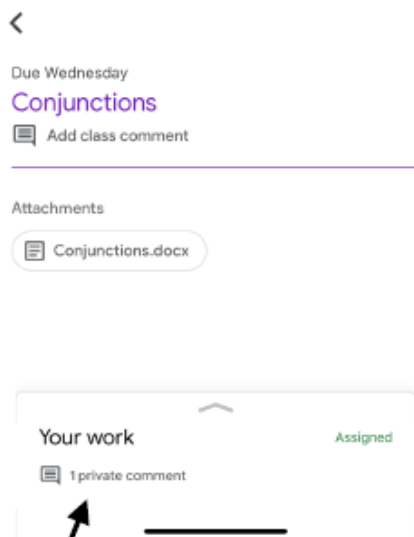
Please note: these screenshots were taken on an iPad - layout may differ between Android and Apple devices.



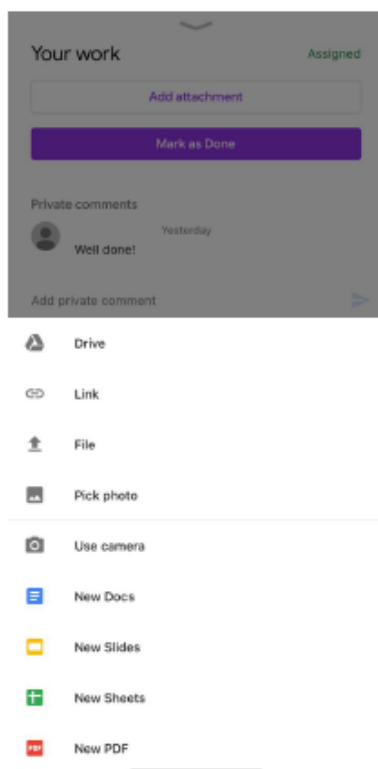
1) Go into **Classwork** and tap on the assigned task. In this case click on **Conjunctions**.

2) Then tap on the conjunctions attachment.

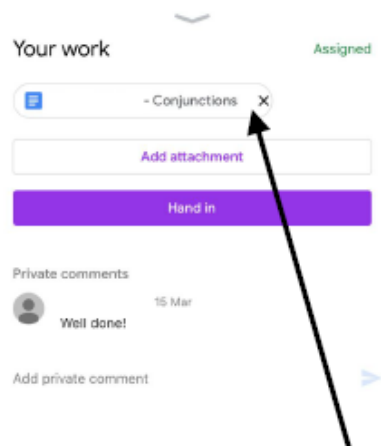
3) View the document and write your answers on a new document. This can be a word document, powerpoint or excel spreadsheet. Don't forget to save your work!



4) Then tap on the **Your work** tab, then **Add attachment**.

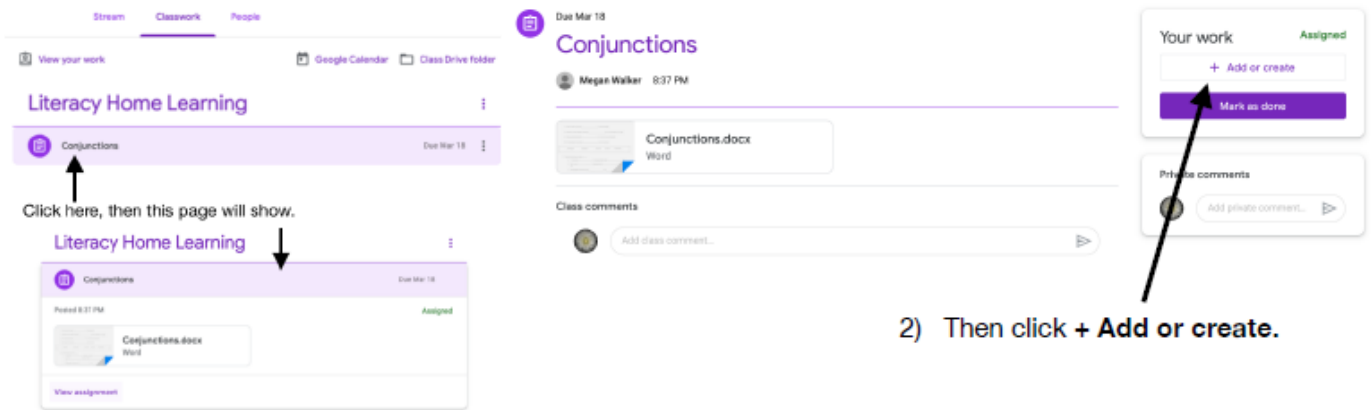


5) When adding a file tap on the **File** tab this will take you to your documents where you can upload your work. This can be a word document, powerpoint, excel spreadsheet or PDF. Alternatively, you can tap **Pick photo** to add a photograph already on your device.



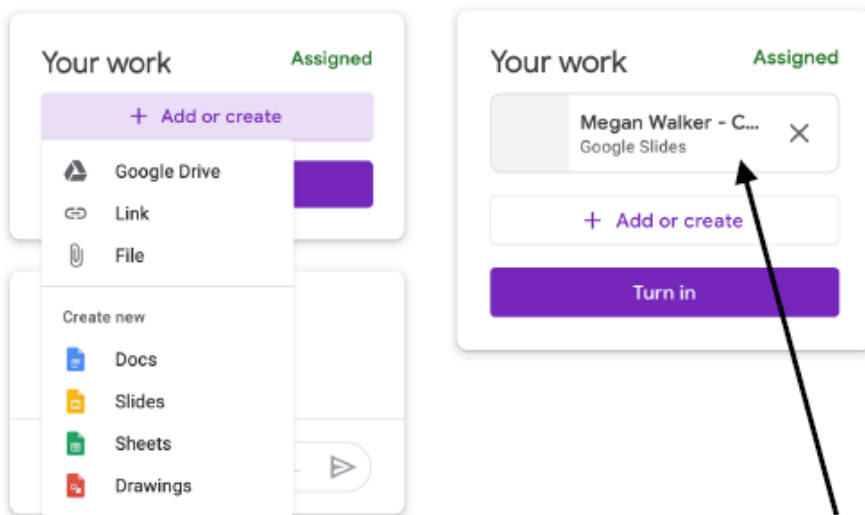
6) Your file is then uploaded here. Once finished, you can then **Hand in** your assignment whenever you are ready.

Computer:



2) Then click **+ Add or create**.

- 1) Go **Classwork** and click on your assigned task. In this example click on **Conjunctions** and then click **View Assignment**. View the attached assignment and write your answers on a new document. This can be a word document, powerpoint or excel spreadsheet Don't forget to save your work!



- 3) When adding a file click on the **File** tab which will take you to your documents where you can upload your work. This could be a variety of different file types including a word document, powerpoint, pdf, photograph, or video. Please note: Apple files (i.e. pages or keynote files are not compatible).

- 4) Your file is then uploaded here. Once finished, you can then **Turn in** your assignment whenever you are ready.

How to get and hand in work (computers and laptops)

Different Ways of Completing Assignments

4. Taking a photograph of handwritten/drawn work (app only)

Please note: these screenshots were taken on an iPad - layout may differ between Android and Apple devices.

1) Go into **Classwork** and tap on the assigned task. In this case click on **Conjunctions**.

2) Then tap on the conjunctions attachment.

3) View the document and hand write your answers in the workbook provided. Once completed, take a photo of your work.

4) Once you have photographed your work, then tap on the **Your work** tab and **Add attachment**.

4) When you are adding your attachment tap on the **Use camera** option. This allows you to take a photograph of your work and then upload it.

5) When you have uploaded your work be sure to tap **Hand in** to submit your finished work.

Computer:

Stream Classwork People

View your work Google Calendar Class Drive folder Due Mar 18

Literacy Home Learning

Conjunctions Due Mar 18

Click here, then this page will show.

Literacy Home Learning

Conjunctions Due Mar 18

Posted 8:37 PM Assigned

Conjunctions.docx Word

View assignment

Conjunctions

Megan Walker 8:37 PM

Conjunctions.docx Word

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

2) Then click + Add or create.

- 1) Go **Classwork** and click on your assigned task. In this example click on **Conjunctions** and then click **View Assignment**.

Your work Assigned

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

Drawings

Your work Assigned

Megan Walker - C... Google Slides

+ Add or create

Turn in

- 3) When creating a document you can use **Docs**, **Slides**, **Sheets** or **Drawings**. **Docs** works just like a word document, **Slides** is similar to powerpoint, **Sheets** is excel and **Drawings** enables you to write. You can tap on whichever one lends itself best to the assignment.

- 4) Your created document automatically saves itself here. You can revisit this and continue to make changes at another time. Once finished, you can then **Turn in** your assignment whenever you are ready.