Google Classroom

A Guide for Parents and Carers

Google
for Education

What is Google Classroom?

Google Classroom is part of G Suite, a package of cloud-based services that can provide your child with a new way to work together online.

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to share resources, lesson notes, PowerPoints, tasks, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning.

It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

Google Drive allows you to store files and create Google Docs

Google Docs

In Google Drive, it is possible to create cloud based text documents, spreadsheets, presentations, drawings and forms to gather data

Google Classroom

This is how teachers can set home learning and how children can 'Turn in' their work.

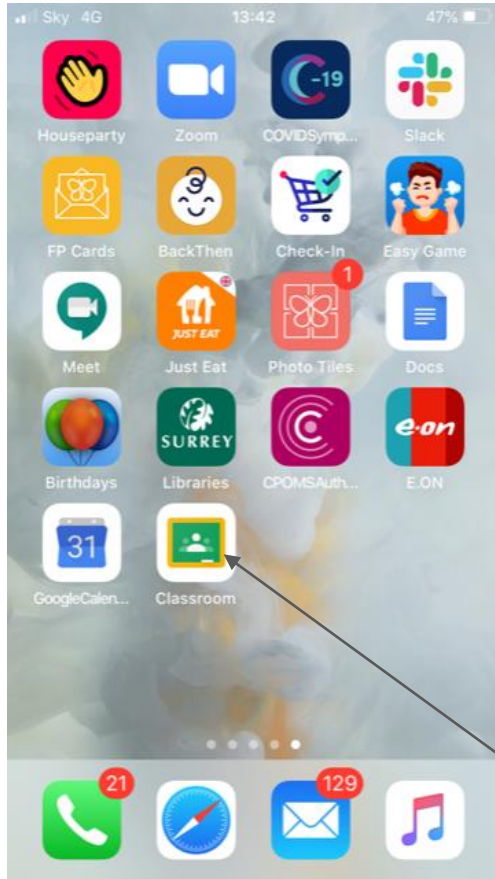**No save button**

Your Google Docs save automatically

Apps

Apps Chooser is located in the upper right of Gmail or Drive

How to access Google Classroom
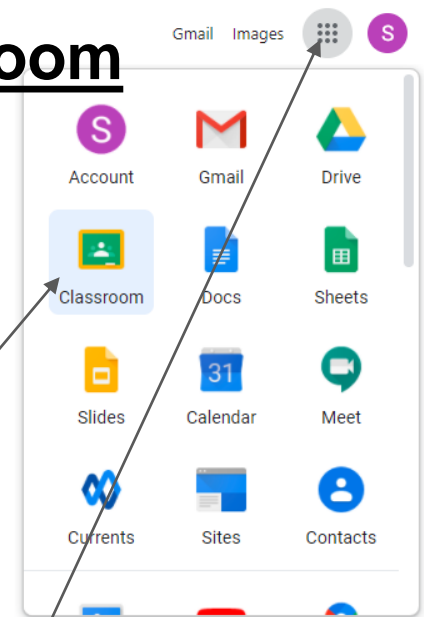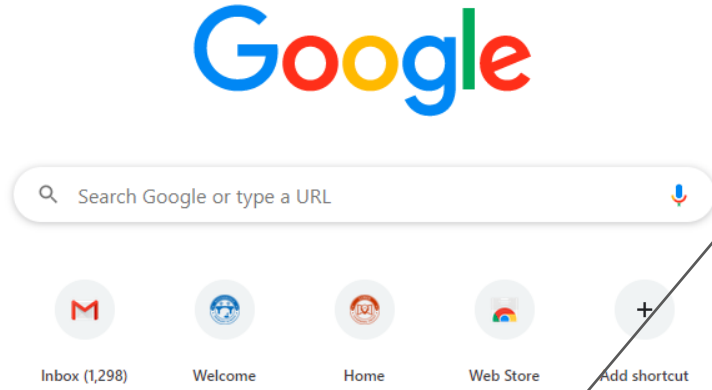
Google Classroom is accessed using the Classroom icon. Use the 9 dots ('Apps Chooser') to select Google Classroom or use the icon on the home screen on a device.

How to access Google Classroom (cont.)

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com . They should sign in using their @lumenlearningtrust.co.uk email address that they have been given by their teacher. Once pupils have logged in, they will see the class overview page. From here they can see all of the classes they are registered with and a summary of any work due. Clicking on a class will open that Classroom.

Accessing Resources

If pupils 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 and Drive.

If using a browser, it is easiest to use Google Chrome to access, but is possible on any web browser. Be sure to log in using your @lumenlearningtrust.co.uk email.

When home learning is set online, it can be submitted directly within Google Classroom online without needing to be printed. To open the home learning, click on the Open button on the appropriate post in the Stream page. You will then see the description and any attached documents.

How to share your learning with teachers:
'Turn in' or Hand in

The simplest way to complete the home learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button. You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. Once the home learning has been marked by the teacher, you can see feedback and any comments made by the teacher by opening the home learning task as before.

If it is not possible to make changes to the document, download and make changes or upload a picture of the work you have done on paper.

Log any issues by emailing your class teacher at
learning.saxon@lumenlearningtrust.co.uk

How to stay safe online: e-safety reminders

Safety Features

Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.

This is why children are responsible for their own passwords and we have a 'safe' system for a secure password.

Stream

This is where the tasks are listed by teachers and uploads are listed in chronological order. Upcoming shows things that are due over the coming days

Classwork
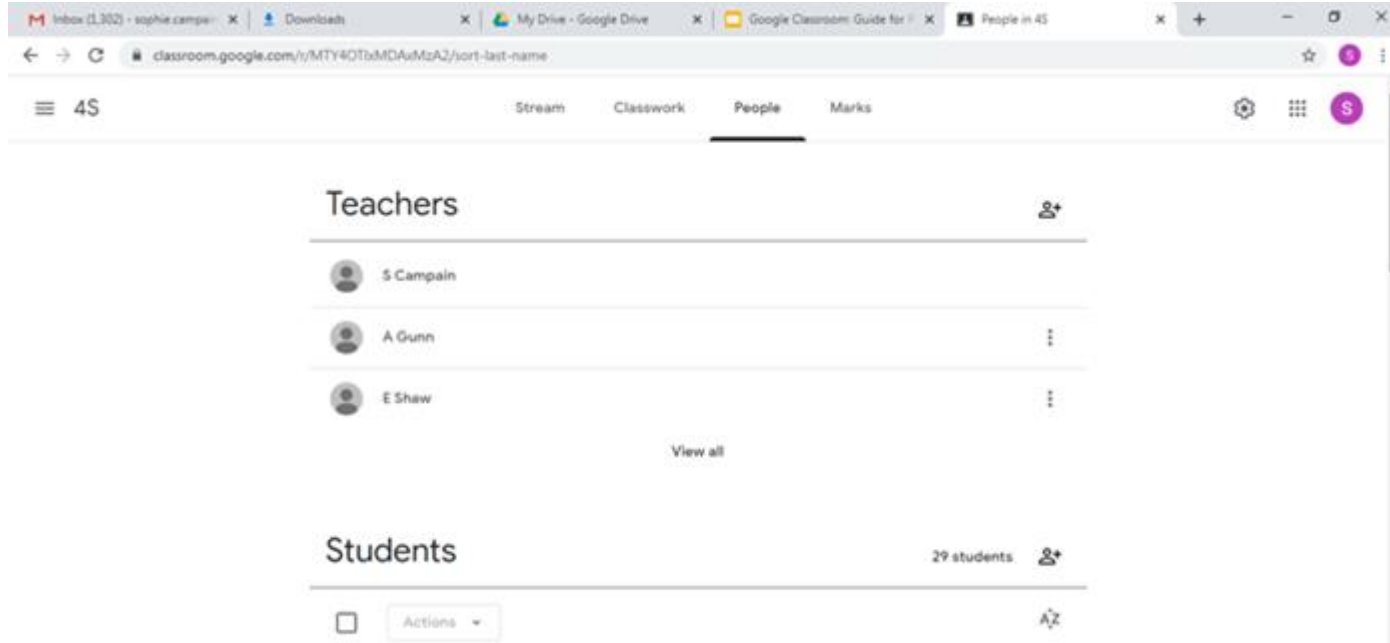
Learning can be found under 'Classwork'. It shows drafts and deadlines too.

People

Your child's class teacher and the other teachers that teach in the year group are shown at the top.

The names of classmates are shown under the people tab.

How do I complete the learning?

The **due** date is shown here

Title
Find the learning by the subject and date

Instructions   Student work

English 30.09.20

A Gunn · 08:25

100 points   Due Tomorrow

After completing your story map yesterday, you should now know who your characters are and what the inside setting of the hut is going to look like. Give yourself 10 minutes to complete a quick sketch of these three things as it will make it easier to describe. Then begin your description on the sheet.

English - Blended Learning D...
Word

English - Blended Learning Document.docx

Class comments

Instructions
are provided by the teachers beneath the name of the learning

Comments will be muted but you can leave a comment for your teacher

The **resources** and **learning** to be edited is here

How to edit a document

Google has apps that allow you to use the equivalent tools to Microsoft Office.

You can use either Google apps or Microsoft Office, however to turn in learning, using Google Apps is easier when each child has their own copy and we will start to encourage children to learn to use these apps in school.

Sometimes, learning will need to be 'Opened with' a different app or tool. Where this is the case, learning will not be turned in via apps.

Further User Video Guides