

Google Classroom User Guide – Winwick CE Primary School

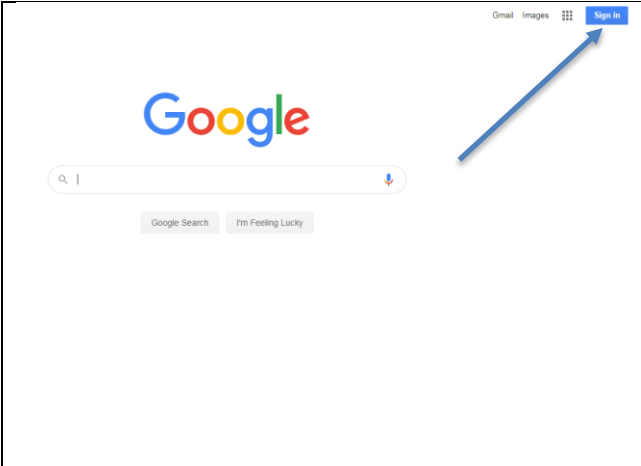
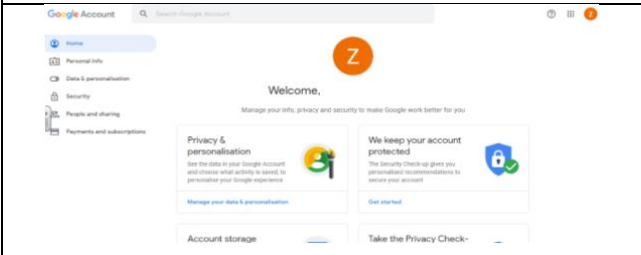
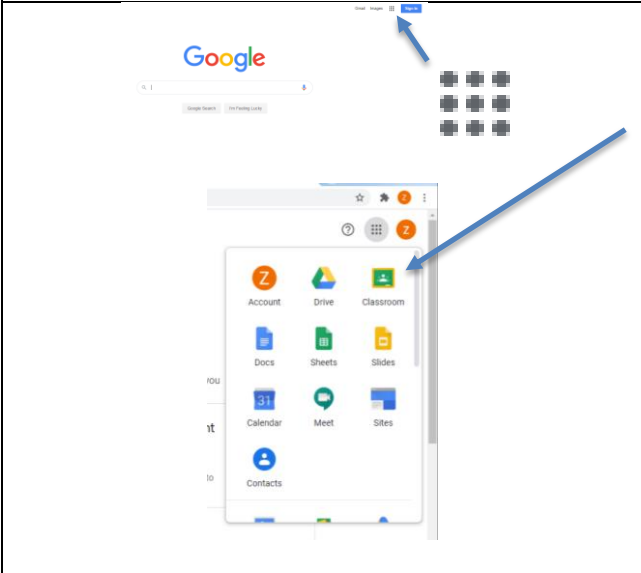
From September 2020, Google Classroom will initially be used to present/give information about weekly homework tasks for the children; however, due to COVID-19, if there is a need for children to learn from home, be that individually, as a class bubble or as part of a wider school closure, Google Classroom will then form the main means of providing online learning for the children to access while they are at home, with them needing to access this daily.

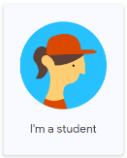
Below is a guide for how to login, navigate the systems and seek help if you need it. As with any new system, there are bound to be some little hurdles to get over, but we are always here to help.

Since the beginning of the Autumn Term, we have been using Google Classroom and, particularly with the older children, we have been teaching them how to access the different functions so that they should be able to do this more independently when doing homework, or if they need to access home learning. Younger children may need more adult assistance when accessing Google Classroom.

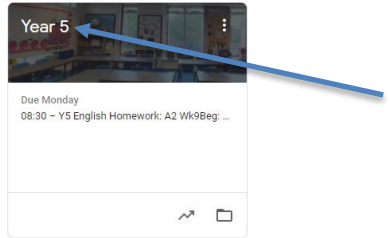
We recommend that you download the Google Classroom App for your mobile phone and/or tablet if you have one, as this is the easiest way to take photographs and upload/attach them to Google Classroom. If using a tablet, we would also advise that you download the Google Apps so that they can use Google Docs/Slides/

Logging in and navigating Google for education.

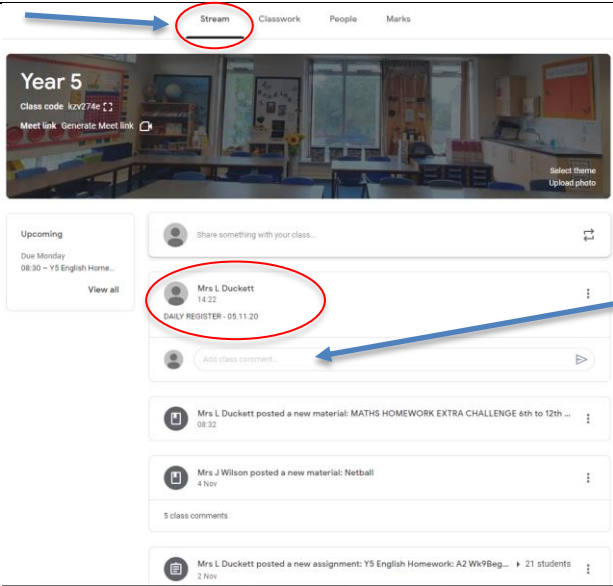
	<p>Go to www.google.co.uk and click on 'Sign In'. If an alternative account is currently signed in, they will need to log out first. You will then need to login with your username and password that can be found on your ICT Passport that we have already sent out.</p> <p>The login details will be made of the forename and surname e.g. Joe Bloggs joe.bloggs@winwickprimary.co.uk</p> <p><i>If you are struggling to locate your child's login details, please email the school office on:</i> winwick_primary@warrington.gov.uk</p>								
	<p>For the first time when you log in, terms and conditions need to be accepted before the main dashboard can be assessed; this should now be in place for all accounts. You will notice that some of the features for a normal Google account have been disabled but the functions that children need for their Google Classroom are there.</p>								
	<p>Use this symbol in the top right corner to navigate your Google apps. You will find 'Classroom' which will be the place to access your homework and any online learning. The 'Drive' is where you can save all of the work you do online; any photographs of activities you complete etc. Remember that your Google account is nice and secure as long as you do not share your login details.</p> <p>You will also find packages which you can use to create work. Google has its own versions of familiar programmes:</p> <table border="1" data-bbox="742 1877 1217 2027"> <thead> <tr> <th>Google</th> <th>Microsoft</th> </tr> </thead> <tbody> <tr> <td>Docs</td> <td>Word</td> </tr> <tr> <td>Sheets</td> <td>Excel</td> </tr> <tr> <td>Slides</td> <td>PowerPoint</td> </tr> </tbody> </table> <p>Select 'Classroom' to access your class page.</p>	Google	Microsoft	Docs	Word	Sheets	Excel	Slides	PowerPoint
Google	Microsoft								
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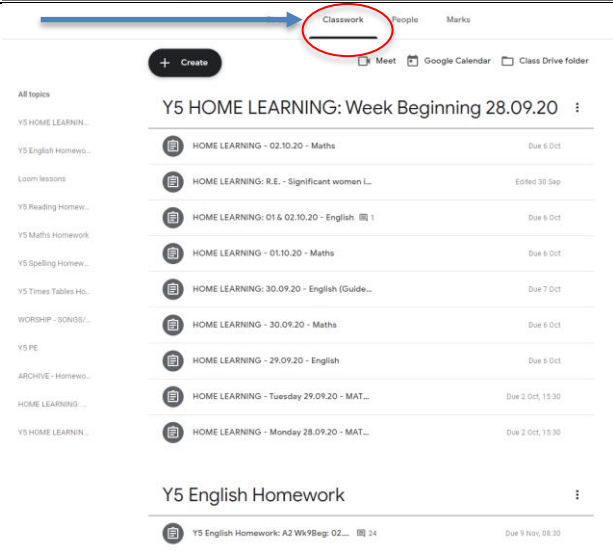
When you first access it, you will be asked to choose if you are a student or teacher. Just click on the student picture to get started. Again, this should already be done.



You should now see the class you are part of. When you click on your class, it will take you to the Google Classroom space where you can access learning. For some children, you may find that additional classes appear; please ONLY access your own class, unless you are directed to another one by your teacher.



You will come to your class 'Stream' page. In this area, you will find lists of any new materials that have been posted, along with messages that staff have posted for the class. This is not a chat function; only staff should post here, but you can respond to any threads by clicking and adding a comment underneath. In the event that home learning needs to be undertaken, there will be a daily attendance register here which your child will need to comment on **EACH MORNING BY 9am** to show that they are present for their home learning that day. (They should type a short message to show they have logged in; e.g. Good morning, hello everyone).



If you click on 'Classwork' at the top of the page, you will be taken to any tasks your teacher has set for you. Here you will find your homework each week and occasionally other tasks which you have been set. If you need to learn from home, your daily tasks will appear here too. Your task will have a hand in date when your teacher expects the work to be completed so that they can give you feedback. This will appear next to the work and be on your 'Google Calendar' so you can be nice and organised. Your teacher may save some documents to the 'Class Drive Folder' for you to access to help with your homework/home learning. They will let you know if they have.

Instructions Student work

HOME LEARNING - Monday 28.09.20 - MATHS

Mrs L Duckett • 28 Sep

3 points Due 2 Oct, 15:30

The Vimeo video will talk you through today's activities. You have also got the activity sheet to work through and records your answers for (either the PowerPoint or the PDF version). Make sure you pause at each question to have a go yourself.

At the beginning of the video, you will be given some warm up questions; pause the video quickly so that you can have a go at them and then un-pause to find the answers to see if you were correct. Once you have done this, work through today's activities.

There is a 'True or False' Challenge to have a go at at the end of the session too.

Try your best!

Remember to hand in your work once it's finished. If you need to, you can send a private comment, if you comment under the activity in the general comments then everyone can see it.

Resources:

- Aut5.2.4 - Numbers to a milli... <https://vimeo.com/454736610>
- 28.09.20 Activities PDF - Nu... PDF
- 28.09.20 Activities PowerPoi... PowerPoint
- 28.09.20 True or False - Num... PDF

Class comments

Add class comment...

Click on any resources your teacher has posted to view or download them.

You can edit and save your work using Google Docs, you can also upload your completed work (all of your work will save on your Google Drive). In addition, you can also take pictures of your work and upload it.

Y5 English Homework: A2 Wk9Beg: 02.11.20

DATE GIVE: Monday 02.11.20

HAND IN BY: 8.30am, Monday 09.11.20

Mrs L Duckett • 2 Nov

5 points Due 9 Nov, 08:30

For your homework this week, complete the interactive activity using the link to the website below. You will be editing and improving the story of 'The Sea Cave', practising our editing skills that are so important for Year 5. You will be deleting the story and then you should work through ana try to improve the quality of the nouns, adjectives and illustrations.

When you have finished, you can select 'Print your story' and then you can save as a pdf (change the printer options so it says 'save as pdf'). You can then upload the pdf and hand in your work.

Super stories: The Sea Cave ... <http://www.accurate.edu.au/ncv4...>

24 class comments

Your work Assigned

Google Docs - Y... X

+ Add or create

Hand in

Private comments

Add private comment...

To upload your own work, click on 'View Assignment'. From here you can see more details about the task that you have been set and access the different resources.

Once you have completed your work, you can tell your teacher that you have completed the task by clicking on 'Mark as Done' or you can click '+ Add or Create' to upload your own work; you can add photographs too.

Once you have added your documents/photos you can click 'Hand in' and it will be sent to your teacher. If you want to edit your work you can 'unsubmit' it then send it again when you are happy.

Your teacher will be able to add feedback to your work and then return it back for you to read – they may also add house points. Remember that we are here to help if you are stuck with anything.

You can also send a message your teacher directly through Google if you find something tricky by using the 'Private comments' section. Please be aware that anything you put in 'Class comments' will be visible to everyone in your class.

If your parents need support or want to speak to the teacher they will still need to contact the office who will make sure the information gets to your teacher so they can help them.

Calendar

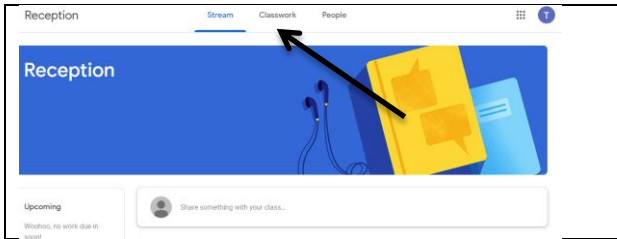
October 2020

Class Assignment (Mrs Duckett)

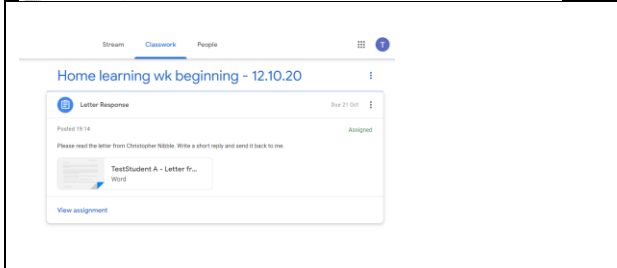
Your 'Google Calendar' is a great way to keep track of any work you need to complete. Any work that is set by your teacher that has a deadline will appear in your calendar so you can easily see when your work is due in.

You can also use the calendar to set reminders for yourself and can also use this to put your friends' and family's birthdays on, holiday dates or when you need to remember your PE kit, etc.

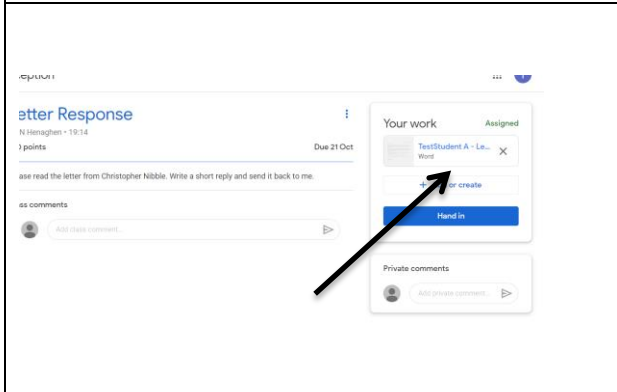
Editing work through Google Docs



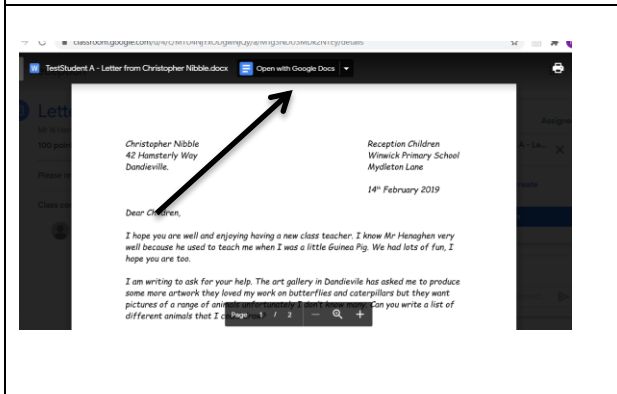
To edit your work using the Google programmes, log into your Google Classroom and click on the Classwork page.



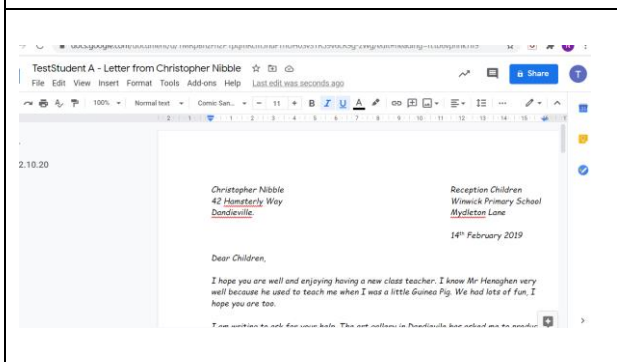
Once you have accessed the classwork page, you can click on the subject for the work you would like to complete. Click on the task and read the instructions. To edit the work, click on view assignment.



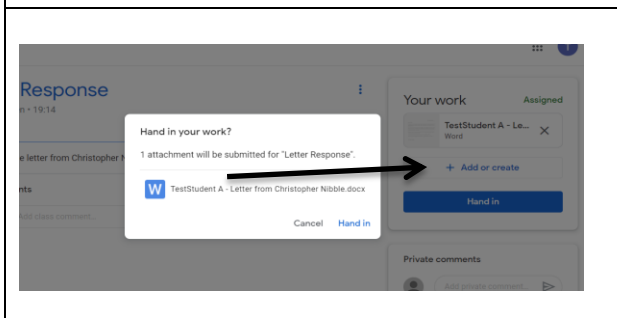
Next, locate the box with the 'your work' header in and click on the attached document.



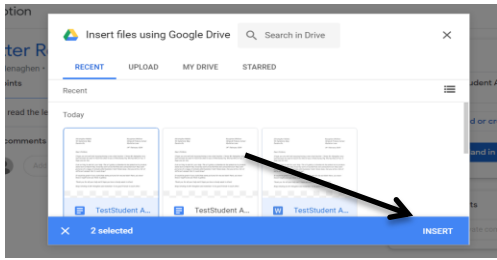
The file will open up like the picture at the side. To open the file so that you can edit it using Google Docs click on 'Open with Google Docs'. You can also open with the alternative programmes (Microsoft Word) and save to your desktop and complete your work this way. Using Google Docs it will automatically save your work on your Google Drive.



Your task will appear like this. You can then edit your work and it will automatically save.

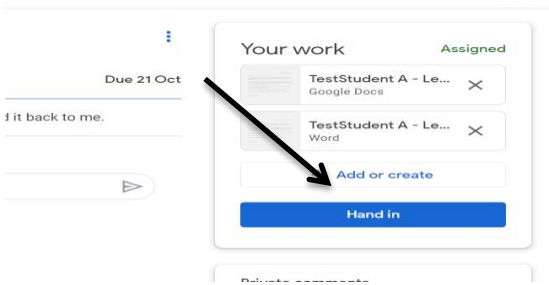


To submit your work. Click on the 'add or create' tab. This will take you to your own Google Drive where you will be able to view the work that you have created using Google Docs.



Once on your Google Drive, select the file that you wish to submit and click on the insert button.

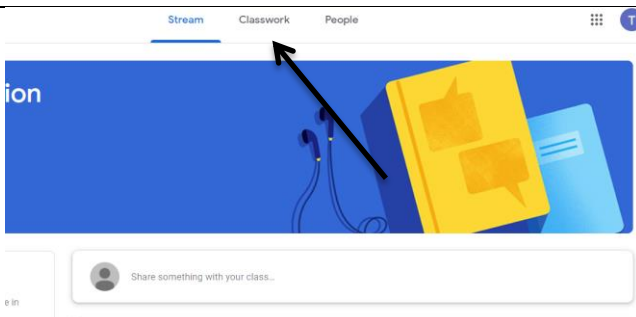
You will also be able to insert other pieces of work and pictures that you have uploaded onto your Google Drive. This will be useful if you are asked to complete a practical task or do some work in your home learning books. Take a picture and submit it this way.



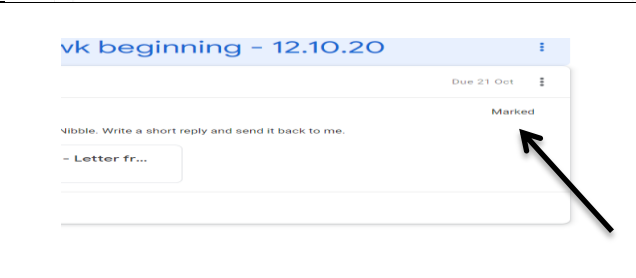
Then click on the 'Hand in' and it will be sent to your teacher for marking. If you would like to comment on how you found the work then click on the comments section directly underneath the 'Hand in' button.

Your teacher will then mark your work, respond to any comments and return to you. They may also ask you to re-do something or edit and improve a section of it.

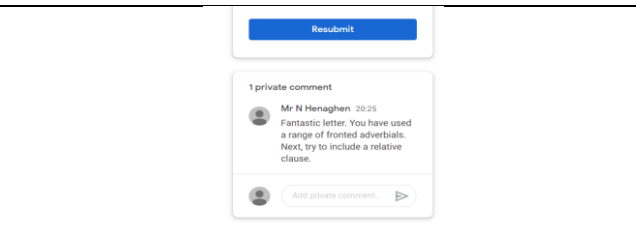
Viewing Marked Work



To view your work that has been marked by your teacher, log in to your Google Classroom and click on the classwork section.



When you see your assignment, it will say 'Marked' if your teacher has marked it. Your teacher will mark it and return your work to you by the next day. If you do not submit your work on time, then it may not be marked.



When you click on view assignment, it will take to your work. Here you will be able to view your work to see how you have done and read your teacher's comments. You can reply to say that you have read them and resubmit your work if you been asked to.