

# Google Classroom

## At

### Friezland Primary School



Think of Google Classroom as a virtual classroom where Teachers and Support Staff can set home learning, share news, and celebrate children's learning and experiences with you at home.



Your child's login details include an email address and password. Please do not change the password.



We recommend downloading the Google Classroom app to tablets and devices for ease of use.



We organise our children into 'YEAR GROUP' classrooms. It is a secure portal where parents and school staff can monitor all children's interactions.



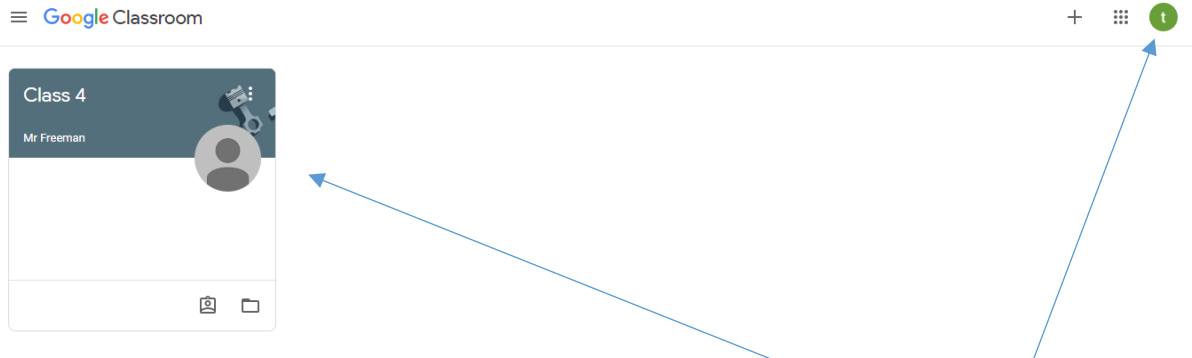
Each Friday, Miss Swaby will share slides from the Celebration Assembly. Teachers will share copies of class letters, details about trips and general reminders. Pupils can also share any special news or achievements with their classmates.

# How to use Google Classroom



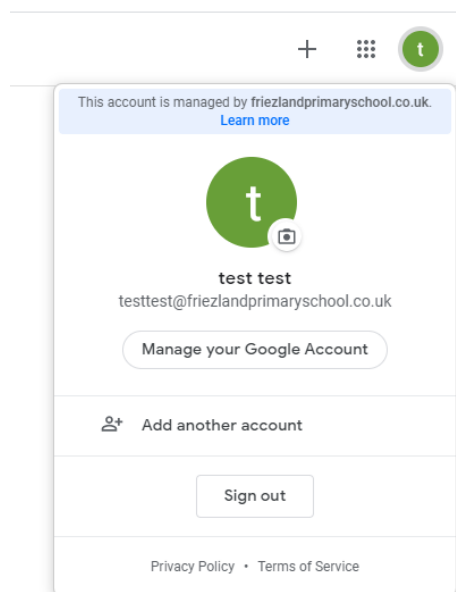
# Overview

Once you have successfully signed in and joined your class (see previous user guide for details) you will be presented with this view.



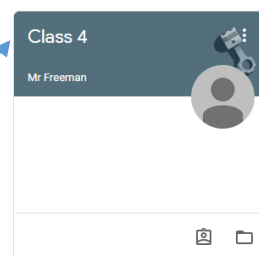
This will show the class you have joined here.

If you are sharing a device with other people you may not always be the one signed in. Clicking on the small coloured circle in the top right corner will bring up this screen.



Any other accounts signed up to the device you are using will be shown here and you can choose the one you need.

Now click here to enter your class.



You will now be presented with the following view.

The 3 main areas of the classroom are accessed from the tabs at the top of the screen. Stream, Classwork and People

☰ Class 4

Stream

Classwork

People



Class 4



Upcoming

Woohoo, no work due soon!

View all



Share something with your class...



Mr Freeman

May 15

Thank you so much Class 4. You've helped me loads. And can I say some amazing pieces of art today. Work will be here from Monday. Have a good weekend!



Add class comment...



**Stream** – This is a place where teachers can share things that are of interest and importance to their class such as: copies of letters, reminders about events and photos of our learning in action.

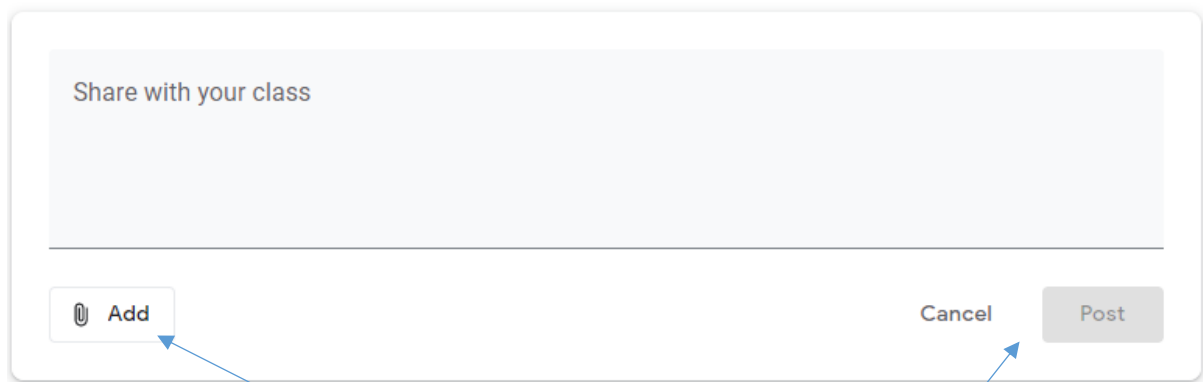
It is also a place the children can share their home learning and their out-of-school achievements with their classmates. If children want to write a comment or share their work with their classmates on the stream they click here:



Share something with your class...

The following screen appears..





Here they can write a comment, “Hey guys. Look what I’ve made about our Vikings topic!” and attach a photo of it by clicking on “Add” then “Post”.

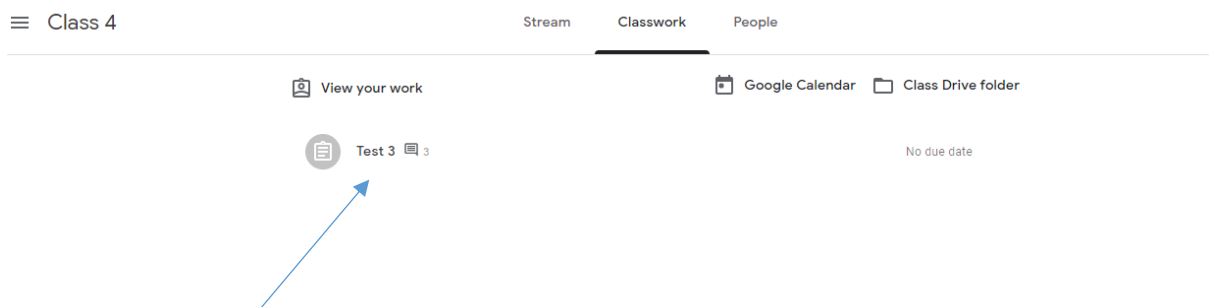
Please note any negative or inappropriate comments will be removed and the ability for the child to post and comment will be removed. The Stream should be used to celebrate and give recognition to achievements as we would do in the classroom environment in school.

Schoolwork that has been set by teachers will show on the Stream but it is not the best place to access the work as it can get lost in other comments and may be missed.

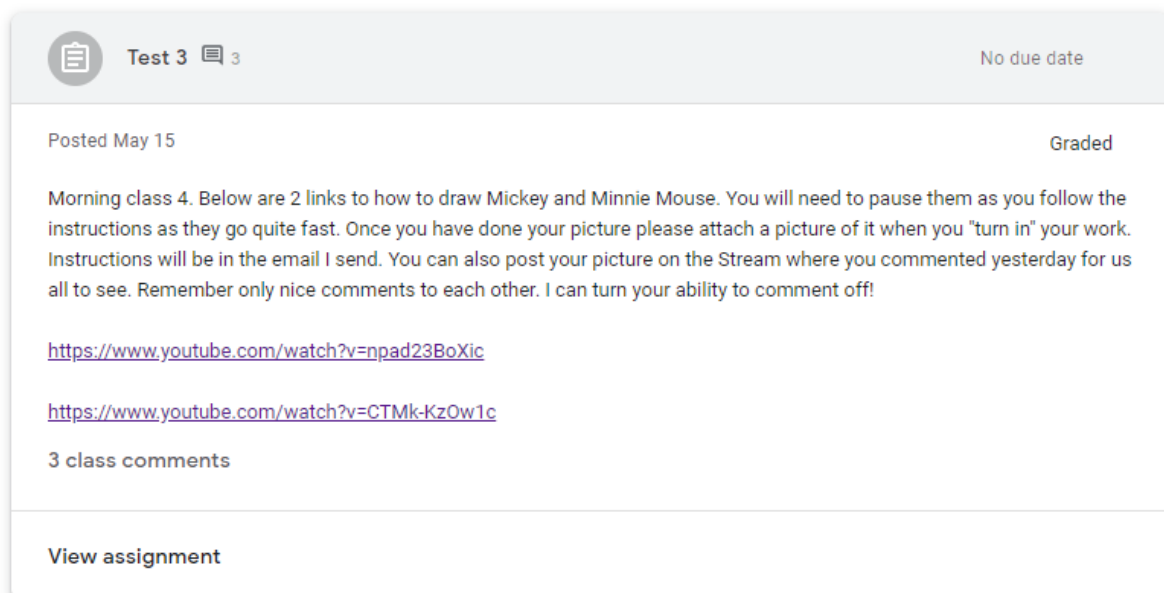
# How to access and submit your work and receive feedback.

Stream    **Classwork**    People

Select "Classwork" as shown.



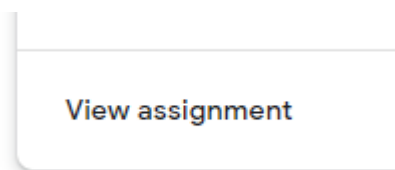
All work assigned to the children will be shown on this screen. Each task that has been set will have its own instructions and any attachments, links or photos. The one shown below has 2 links for the child to follow.



The child can now carry out the task from this screen.

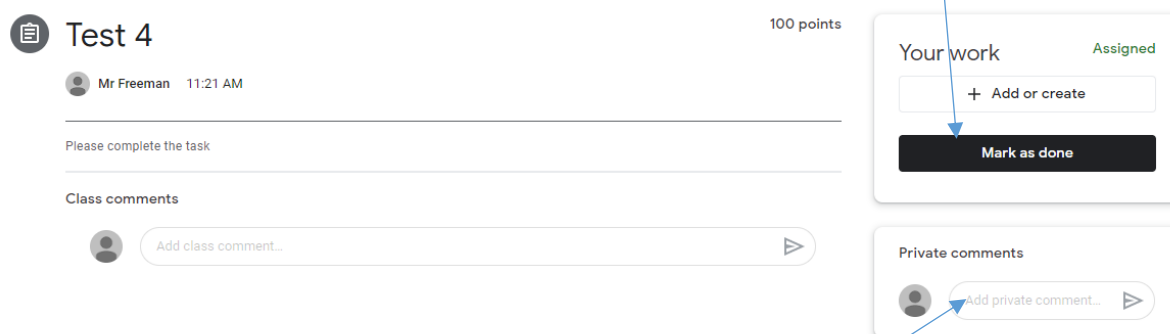
## Submitting work

Once the child has completed the task they will need to click on the view assignment tab as shown below.



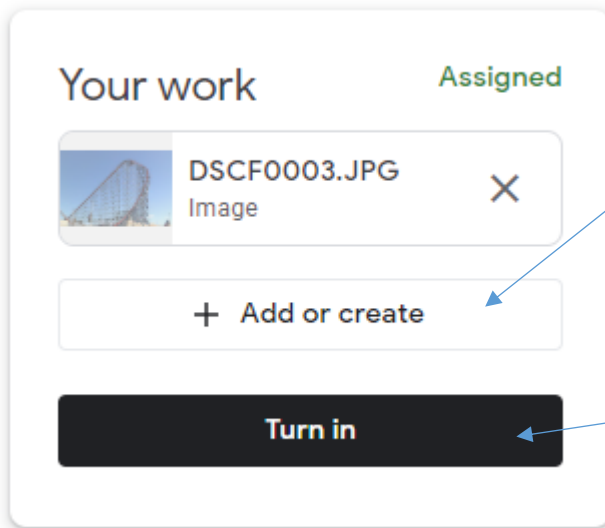
This is found at the bottom left corner of the screen shown on the previous page.

If the task does not require anything attached (pictures etc) then the task can be completed by clicking the “Mark as done” button. This will let the teacher know the work has been done.



Communication between pupil and teacher can be done by adding a comment in this box, ‘Private comments’.

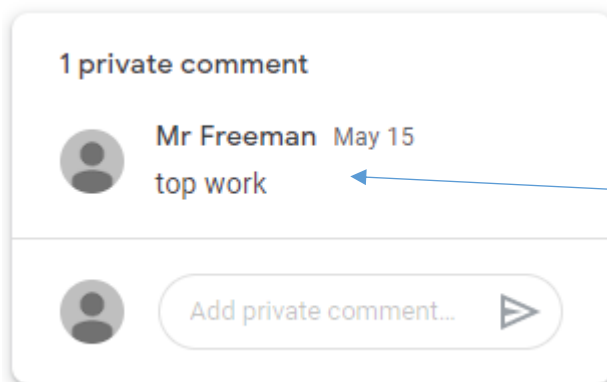
This comment will **not** be visible to the rest of the class and is an opportunity for the pupil or guardian to say if they had enjoyed the task/found something difficult or want some help.



If a file or photo needs to be added, click “Add or create” and follow the instructions to upload your work.

Now click “Turn in” to submit the work to your teacher.

## Feedback



You will receive feedback, where appropriate, from your teacher in this box.

Feedback will be given when and where needed and, most importantly, if it is a follow-up comment, it will be something the child is able to act on this independently. If no feedback is given, this does not mean that any errors or issues aren't being recognised by the teacher, but that they will be addressed in a different way.