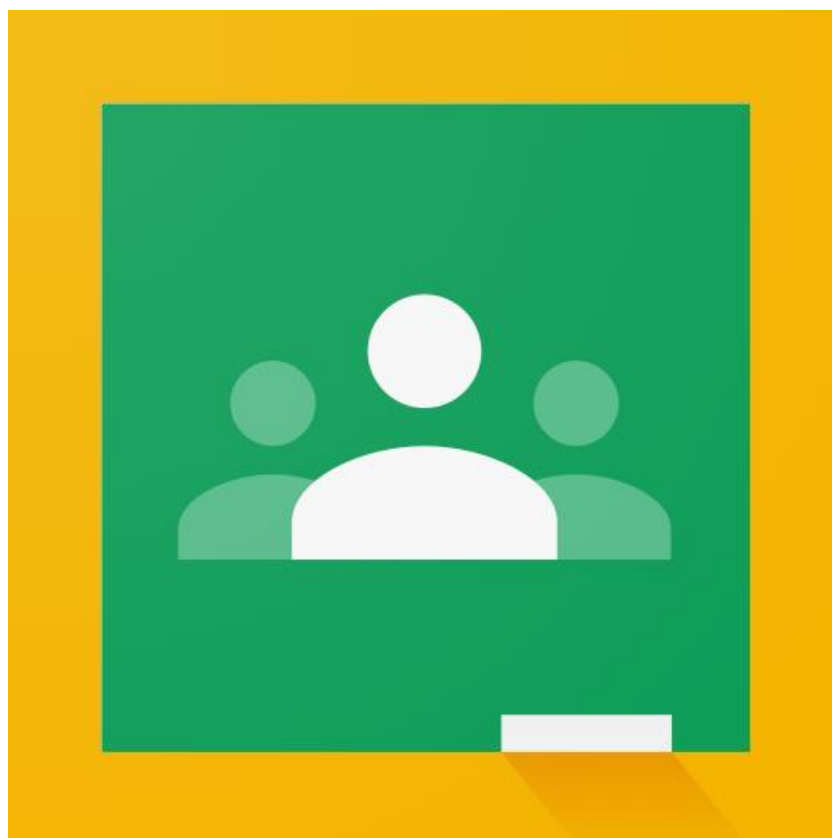


Google Classroom:

A Guide for Pupils, Parents and Carers



Contents Page:

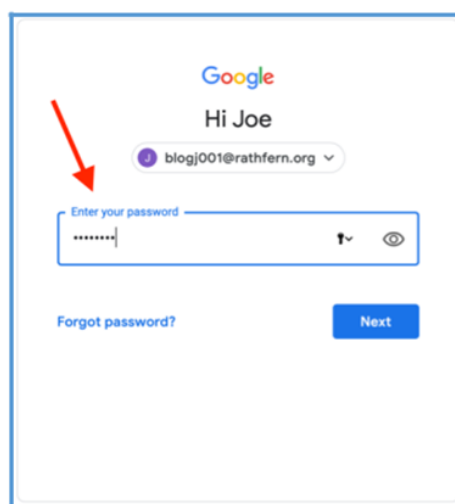
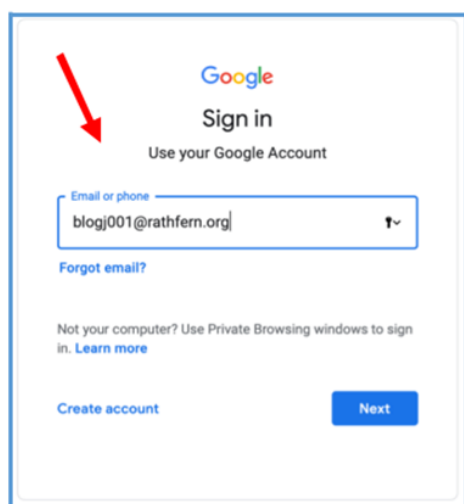
1. Getting started (the first login, joining classes, accessing work), pages 3-6
2. Submitting work, pages 7-9
3. Other important features of Google Classroom, pages 10-11

Google Classroom – Getting started:

- 1) On your chosen browser (e.g. Google Chrome, Safari, Internet Explorer) go to: www.google.com
- 2) Click on the 'Sign in' tab to access your Google account.



- 3) Enter your Google unique username and password. The details will have been emailed to you via the School Office or your child's class teacher. Please ring the School Office if you do not have your login details.



Username (emails) are formed using the pupils' Bug Club username and @bschool.org

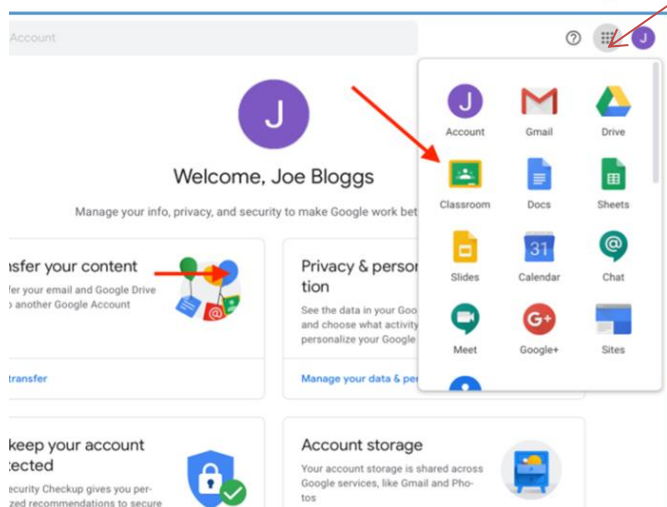
For example a typical Google Classroom **username** would look like this:

This is the same as your
Bug Club username.

brkse2.210@bpschool.org

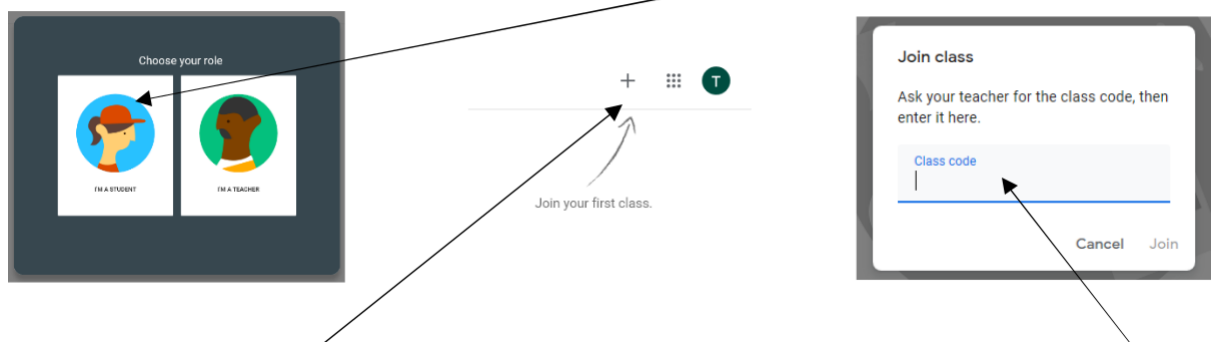
This is the same for all
pupils. Add this after your
Bug Club username to form
your Google Classroom
username.

Password: Google Classroom passwords are the same as Bug Club.



4) On the welcome page, you can manage account settings. Click on the keypad icon in the top right hand corner of the page. Then, click on the **Classroom** button. **You can also access Google Classroom here:** classroom.google.com

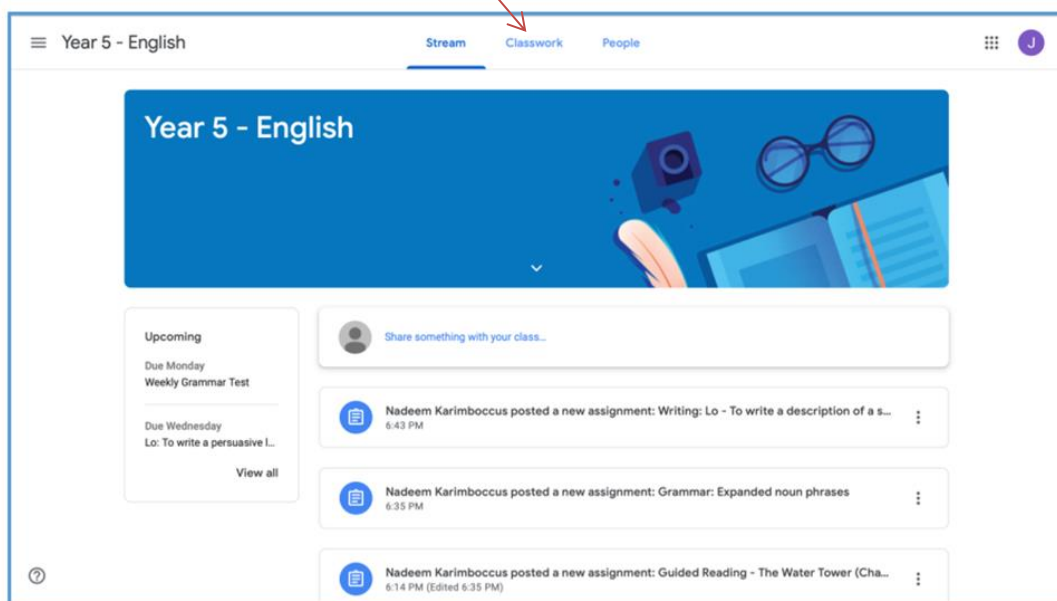
5) When you log in for the first time, you will need to click on the 'I'm a Student' option.



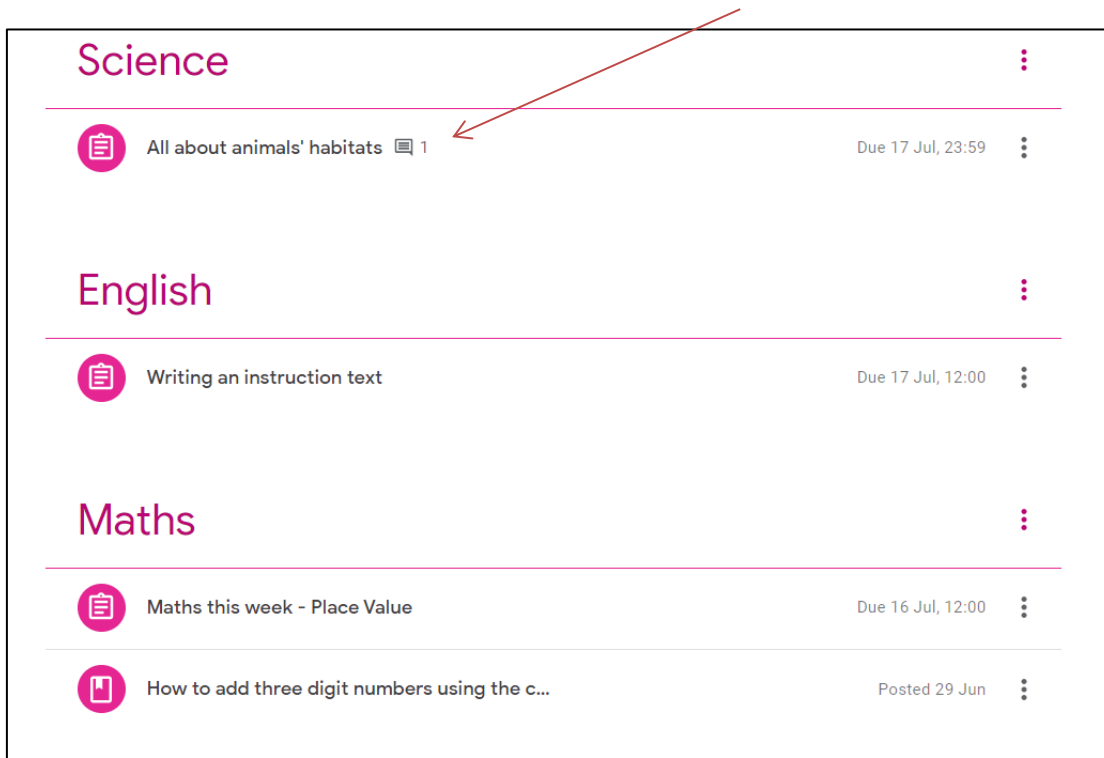
Click on the 'Join a Class' button in the top right-hand corner of the screen. Enter the class code that was sent to you with your login details.

6) 'Stream' and 'Classwork' - New assignments, comments and materials that have been posted will appear in the stream here.

Click on the 'Classwork' tab to view learning that has been set by your class teacher.

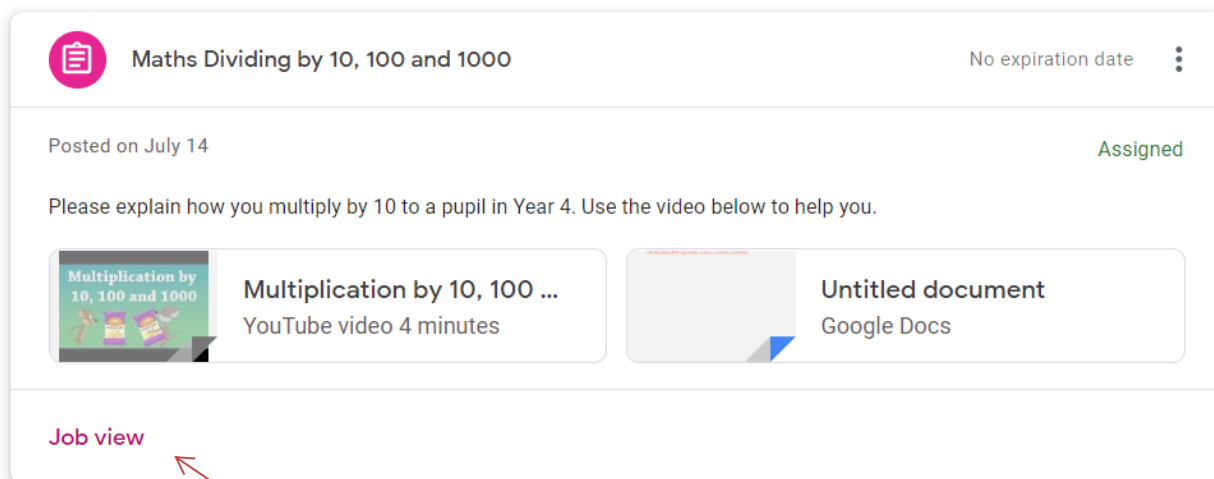


7) 'Classwork' - This is where you can view all of your current or ongoing learning tasks and deadlines. Learning tasks can be viewed by clicking individual assignments. You will also be able to access 'Material'. Content that is shared as 'Material' is aimed at supporting pupils' learning. It is not a task and you do not have to hand in anything to your class teacher.



The screenshot shows a list of assignments categorized by subject. The 'Science' section has one assignment: 'All about animals' habitats' with a deadline of 'Due 17 Jul, 23:59'. The 'English' section has one assignment: 'Writing an instruction text' with a deadline of 'Due 17 Jul, 12:00'. The 'Maths' section has two assignments: 'Maths this week - Place Value' with a deadline of 'Due 16 Jul, 12:00' and 'How to add three digit numbers using the c...' with a post date of 'Posted 29 Jun'. Each assignment has a document icon and a three-dot menu icon.

You can see each assignment by clicking on it. There will be a description of the task/learning. Sometimes you might have to return your work by a particular deadline.



The screenshot shows a detailed view of an assignment titled 'Maths Dividing by 10, 100 and 1000'. It was posted on July 14 and is marked as 'Assigned'. The description asks the user to explain how to multiply by 10 to a pupil in Year 4. Below the text are two links: a YouTube video titled 'Multiplication by 10, 100 and 1000' (4 minutes) and an 'Untitled document' in Google Docs. At the bottom, there is a 'Job view' button, which is highlighted by a red arrow.

Click here to view the assignment. Then click on the tab that says 'Instructions' to find further instructions.

8) Once you see the learning task note the following:

Instructions for completing the task can be found here. Make sure to read these carefully. This will also explain how to submit your learning.

Writing an instruction text

Thomas Moudiotis • 29 Jun (Edited 13 Jul)

Deadline: July 17, 12:00 p.m.

First, look at the presentation about Instruction Texts. It explains what instructions are and how to best write instructions. Then watch the Youtube Video below. It shows how you can make Ceviche, a dish that is very popular in South American countries. Task: Write an instruction text explaining how we can make Ceviche. You can use the check list attached below to support your writing. If you would like to type up your work, click on the Google Doc below. You can add images. You can also write your text on a piece of paper, take a picture of your work and upload it on Google Classroom.



tc-7829-writing-instruction...
PowerPoint



Fresh and Easy Shrimp Cevic...
YouTube video 3 minutes



Check list for instruction tex...
Image

Class comments



Add a class comment...

Your work will sometimes come in editable documents which you can click, type on, and send back to your teacher once it has been finished.

Your work It is missing

lacta thessaloniki ...
Google Docs

+ Add or create

Tradition

Private comments

Add a private comment...

Supporting materials, such as texts, images, videos or other useful links may be available to view, prior to and during the learning task. Tests and quizzes (in Google Forms) will also appear here.

You can send a **private comment** to your teacher about each piece of work.

You can also post a **class comment**. Other pupils will be able to see any **class comment**.

Submitting Learning

Learning can be completed and submitted mainly in two ways. Pupils can complete their learning task on a variety of Google apps, such as Docs, Drawings, Forms and Slides. Your teacher will always provide you with the available option. If a pupil is unable to do this, they can take a photo, video or audio of their learning and submit it as a file attachment. **Please look at the examples of submitting work below:**

1) Submitting work as a Google Doc (this is a document that you can type up and edit on your device).

Click on '+Add or create'. Then click on the Google app 'Documents' to type up your work. You can also use the Google app for presentations (slides) which is similar to Microsoft Power Point.

Text

Deadline: July 17, 12:00 p.m.

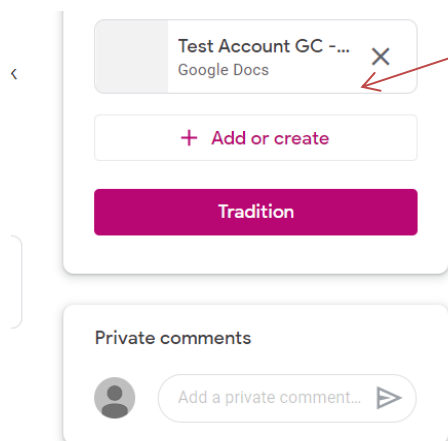
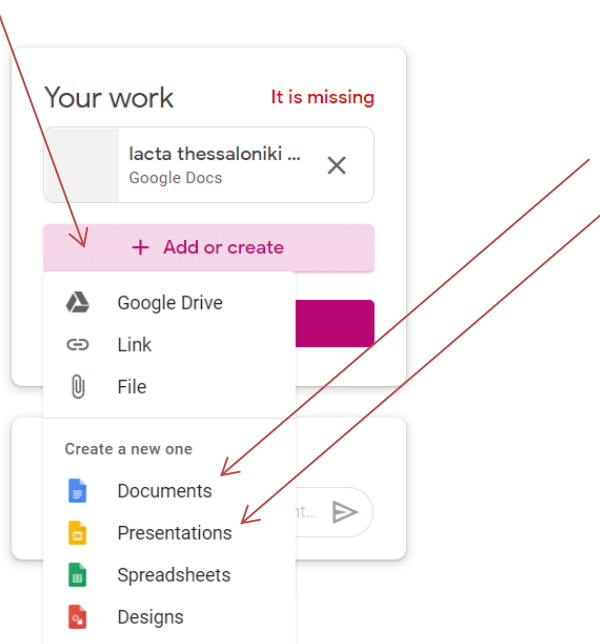
Texts. It explains what instructions are and how to best write low. It shows how you can make Ceviche, a dish that is very popular in Latin America. You can use the check you would like to type up your work, click on the Google Doc below. You can also take a picture of your work and upload it on Google

tion...



Fresh and Easy Shrimp Ceviche...
YouTube video 3 minutes

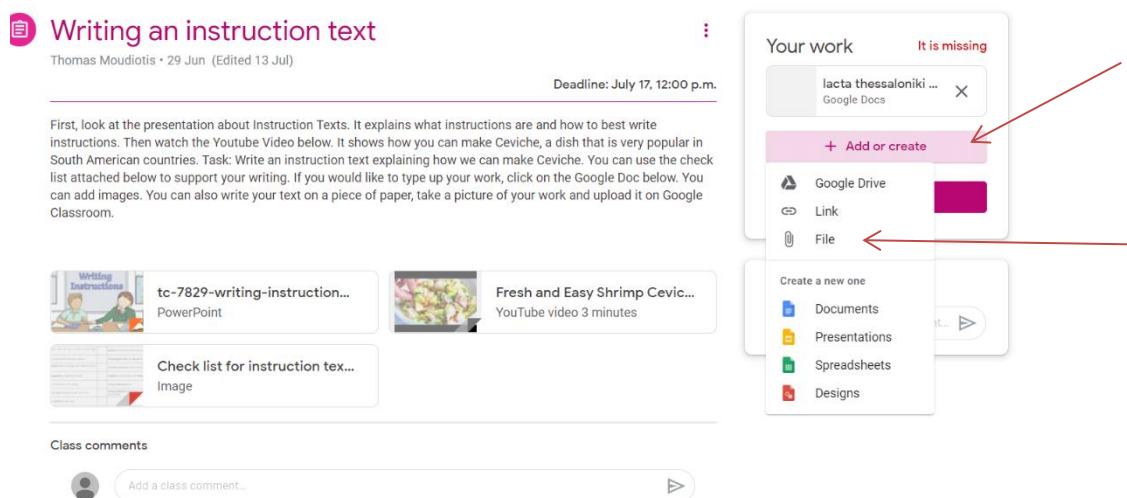
n tex...



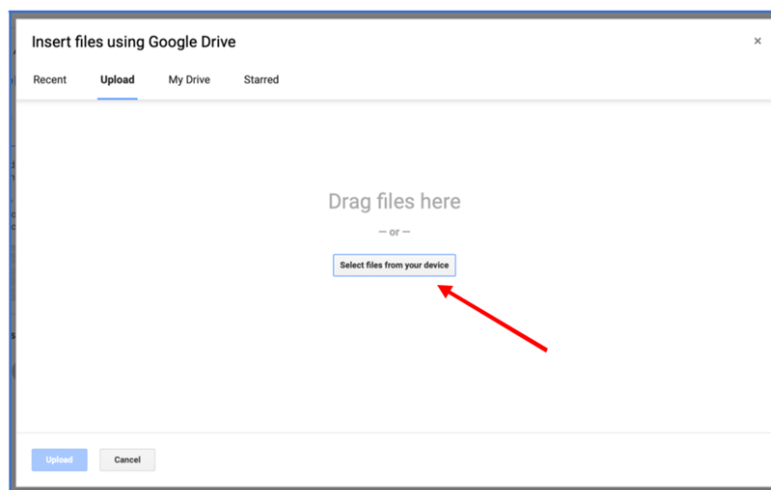
Google Classroom will automatically create for you a document which allows you to type up your work in. Click on it and start completing the task. You can type straight on to the document and when you have finished you can close the tab in your web browser. There is no need to press save if you are connected to the internet as Google files are saved automatically.

2) Submitting work in alternative ways:

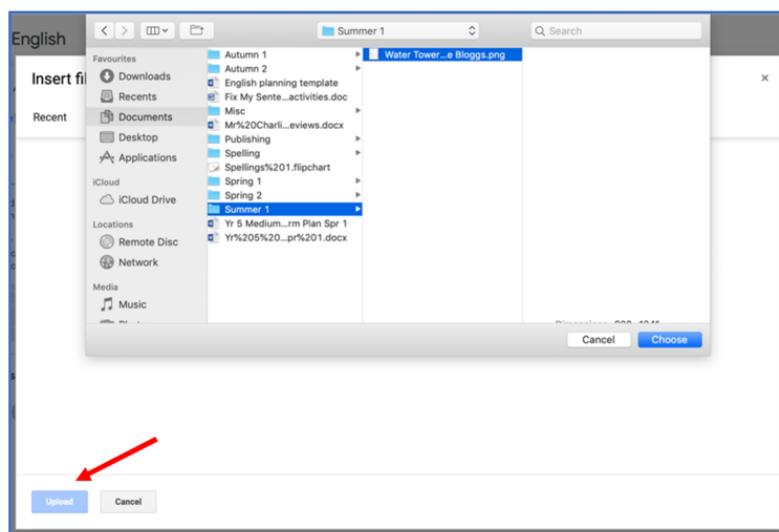
If you prefer to submit your work in a different way (photo, video, audio record) you can click on 'Add or Create'. There are several options to choose from. If you want to upload a file from your device, click 'File'.



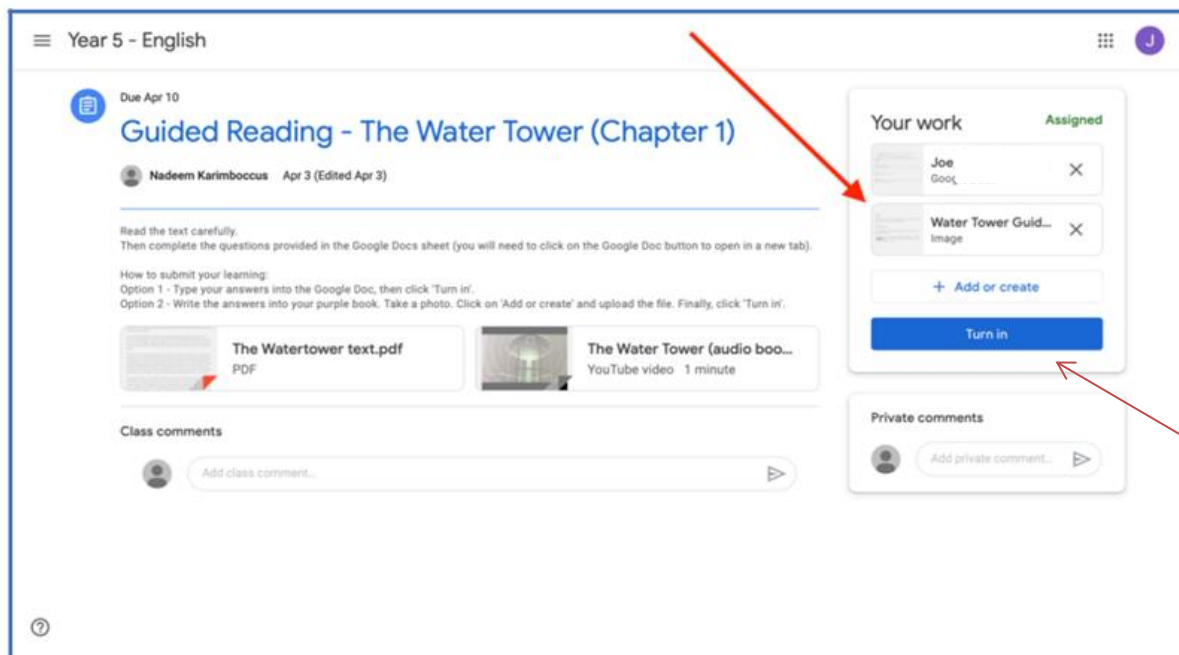
Select the upload tab and then click on 'Select files from your device'.



Select the file (containing the learning) that you want to submit. Then click 'Upload'.



The file should now appear under **'Your work'**. Click **'Turn in'** to submit learning.



Year 5 - English

Due Apr 10

Guided Reading - The Water Tower (Chapter 1)

Nadeem Karimboccus Apr 3 (Edited Apr 3)

Read the text carefully.
Then complete the questions provided in the Google Docs sheet (you will need to click on the Google Doc button to open in a new tab).

How to submit your learning:
Option 1 - Type your answers into the Google Doc, then click 'Turn in'.
Option 2 - Write the answers into your purple book. Take a photo. Click on 'Add or create' and upload the file. Finally, click 'Turn in'.

The Watertower text.pdf

The Water Tower (audio boo...
YouTube video 1 minute

Class comments

Add class comment...

Private comments

Add private comment...

Your work

Assigned

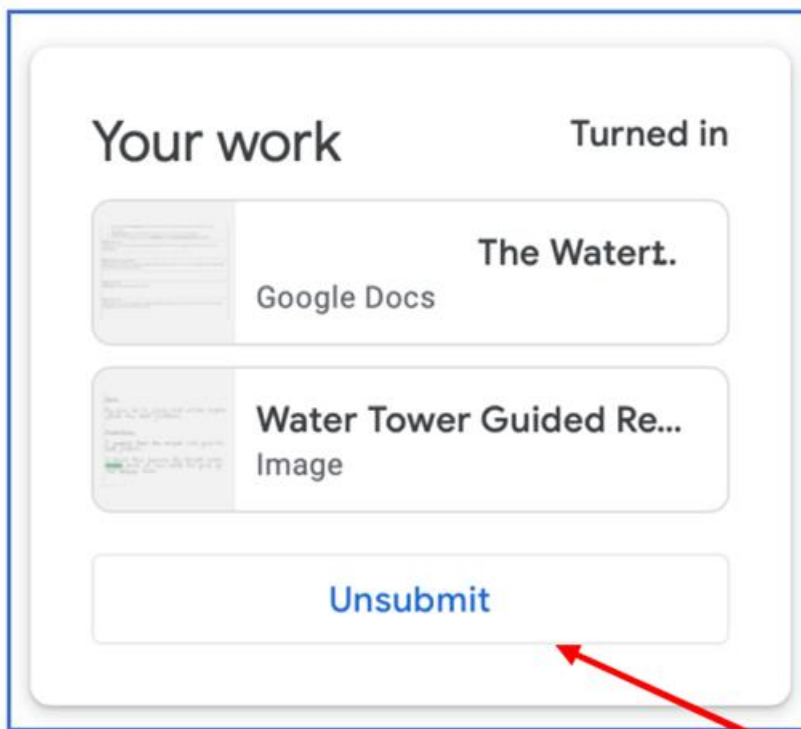
Joe Goo...

Water Tower Guid...
Image

+ Add or create

Turn in

If at any time you want to make any changes to your learning, you can click **'Unsubmit'**.



Your work

Turned in

The Watert.
Google Docs

Water Tower Guided Re...
Image

Unsubmit

Other Important Features of Google Classroom:

☰ Bruns Class - Brunswick Park Primary School

When entering your Google Classroom, you will find the 'Main Menu' tab at the top left side of the screen. This is an icon that has three short, straight lines. Click on it for more options.



Upcoming

Perfect, there is no job that needs to be delivered soon!

[View all](#)



Share some



Andrea In
14 Jul



Thomas M
14 Jul



Classes



Calendar

You have registered



Pending



Bruns Class - Brunswick Park ...



Archived classes



Settings

Park Prim

runs


coming

fect, there is no
ds to be deliver

The calendar shows all the important dates set for your class. If any assignments have a particular deadline, this will appear on your calendar.


By clicking on Pending you can see all the tasks that you still need to complete and submit to your teacher.

Sometimes your teacher might set up a video meeting with you or more pupils. This will appear on your Google Classroom Stream.




Thomas Moudiotis
13 Jul

Hello All! A reminder that we have a Google Hangout meeting for all parents on the 13 July. Click on the link below to join the meeting.



Class video meeting
<http://meet.google.com/sdc-r...>



Add a class comment...