



Quick Guide to Google Classroom

What is Google Classroom?

Google Classroom can be used as a resource to assist you in the classroom and at home. Your teachers can use Google Classroom to send announcements to entire classes, share resources, course notes, presentations, diagrams and homework. It is a free resource that can be accessed from any device connected to the Internet – laptops, desktops, Chromebooks, tablets and mobile phones.

Setting of work

Your work will be announced/set on the **Stream** (Front page). **Communication between pupils and teacher should not take place here.** If clarification is needed on a task it should be within the **Classwork section** if on an individual level or by the teacher in the Stream – **pupils should not comment within the Stream.**

Location of tasks and assignments

This will be in the **Classwork** section

Uploading completed work

This will be in a specified **Folder** within **Classwork**

Marking of pupil work

There will be a **variety of feedback** given including:

- verbal / written formative feedback with WWW/ EBI
- mark if appropriate;
- whole class feedback given in class verbally;
- not all work needs to be marked but some must be marked;

Teacher feedback to pupil

This will be given by digital contact with individual pupil via Classwork area or email contact; collectively to the class; teachers may have other forms of giving feedback which are individual to their subject

Frequency of teacher feedback

In relation to **queries** about your work it will be within **2 working days** – the response will be given during the working day hours and **communication to the teacher should not be sent after 8 pm.**

In relation to **completed** work this will be within a **2-week cycle**

Individual pupil communication with the teacher

Digital contact with individual pupil/teacher via Classwork area or email contact and also class when in class

Class comments can be seen by **EVERYONE**; this should be used for general questions/ observations regarding the task

Private comments are between **you and your teacher only.**

How can a Parent assist with my work on Google Classroom?

Parents can check the work their son or daughter has been set and completed. They can also check the feedback from teachers. This can be achieved in two ways:

1. Request that you are made a guardian. This will allow you to see what work has been set. If you wish to be made a guardian, please make contact with school by telephone or the school e-mail and ensure that you provide your email address.
2. Log into Google Classroom with your son or daughter. In addition to seeing the work set this will allow you to see the work they have completed and the feedback from their teachers.

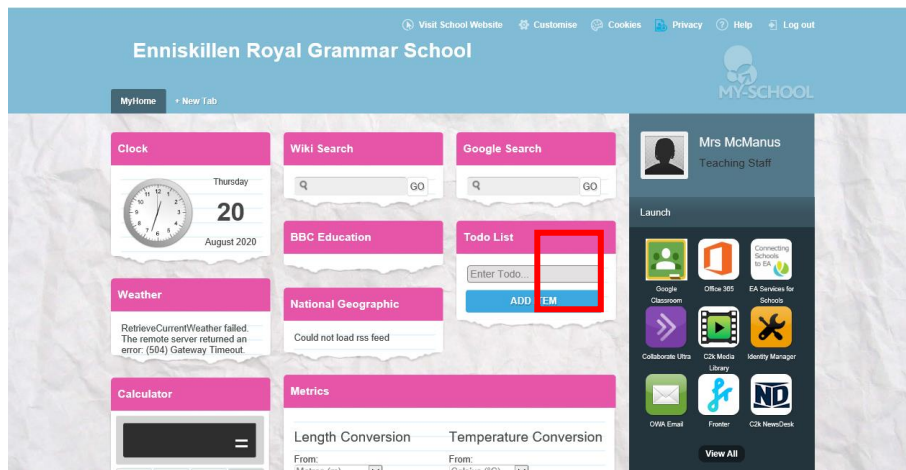
How should a Parent make contact with a teacher?

Please do not make any comments within the Stream of your son or daughter's Google Classroom.

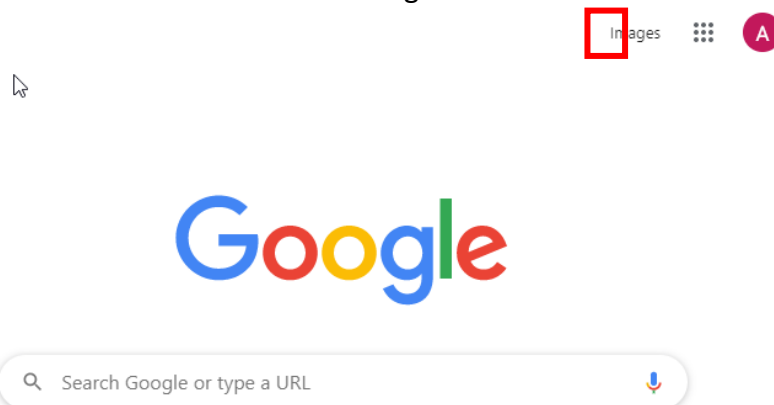
We would ask that queries are made through our normal channels, by telephone and by using the school e-mail account.

Accessing Google Classroom

When you are in school, from **MY SCHOOL** click on the **Google Classroom App**



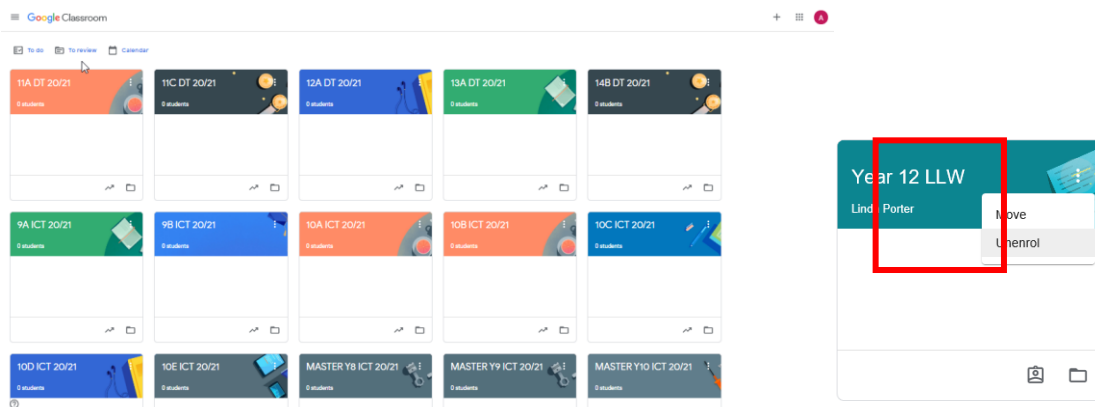
If you are accessing from home you can either go to www.c2kschools.net to open **MY SCHOOL** or open the **Google search engine** and click on the **9 dots** to select Google Classroom



If you are accessing from home, you may be prompted to enter your login details. This is your **C2K username** with **@c2ken.net extension** and your usual **C2K password**. For example, aperson123@c2ken.net

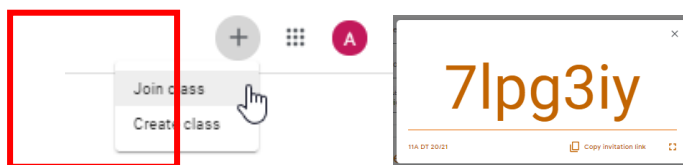
You will then have access to your Google Classroom Dashboard. Here you will see all your classes (this may be empty until you 'join a class').

If you have classes from a previous year, you can remove these by clicking on the **3 dots** and selecting **Unenrol** for each class. This will clear your dashboard ready for this academic year.

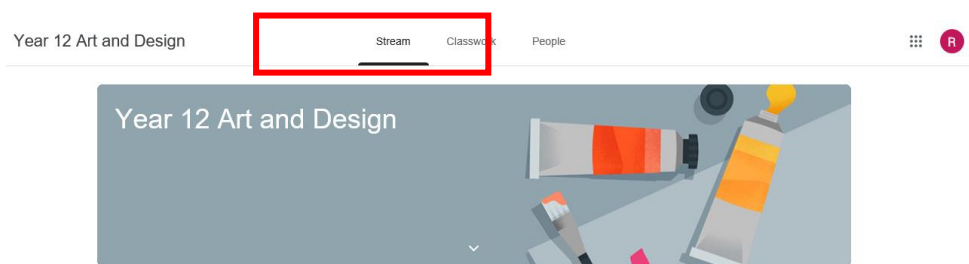


Joining a class

When you meet with your teachers they will give you a code to join their class. It is important you enter this accurately (you do not need to make a note of the code). To do so, click on the **+** on the top right corner and select **'Join class'** (the code shown is an example only).



Once you have logged in, you will see the class overview page. This will show any class announcements, assignments or posts. The three main views are **Stream**, **Classwork** and **People**.



STREAM shows a list of posts **made to the classroom**. This includes announcements, questions and homework/assignments.

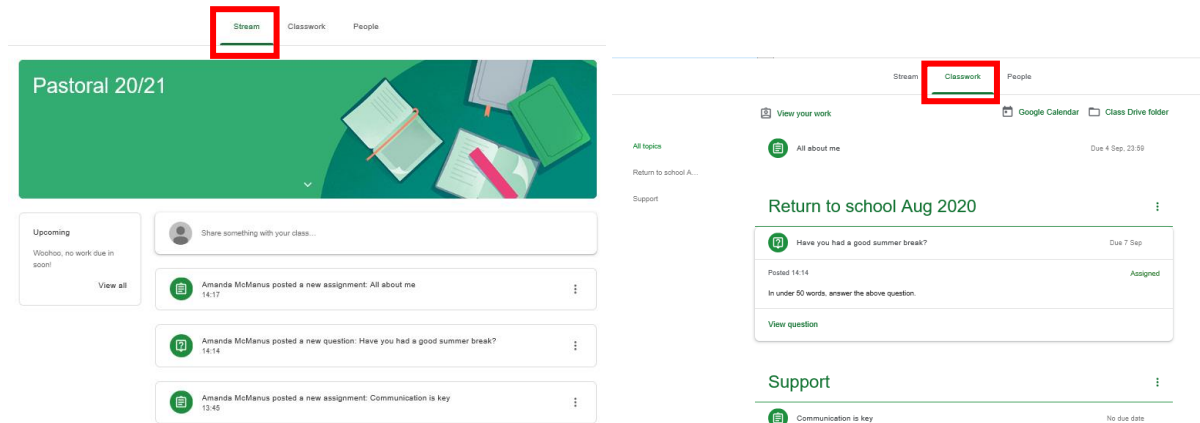
CLASSWORK gives an overview of the Classroom and is where resources are shared.

PEOPLE allows other users to communicate directly with each other about their learning.

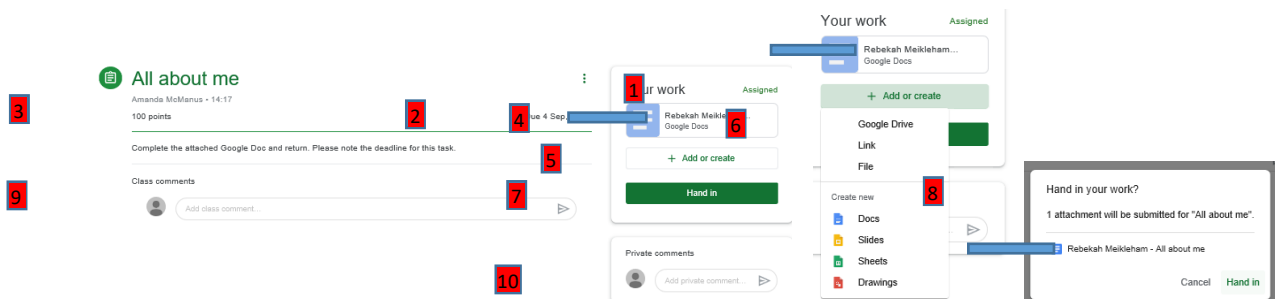
If you are accessing Google Classroom from a mobile device, you should download the appropriate free Google Apps to make best use of the shared resources. The most useful Google apps are: Classroom, Calendar, Docs and Drive. All dates/times will link to your calendar.

Viewing tasks/activities

Your teachers will upload all materials to **CLASSWORK**. You will see a notification of this in **STREAM**.

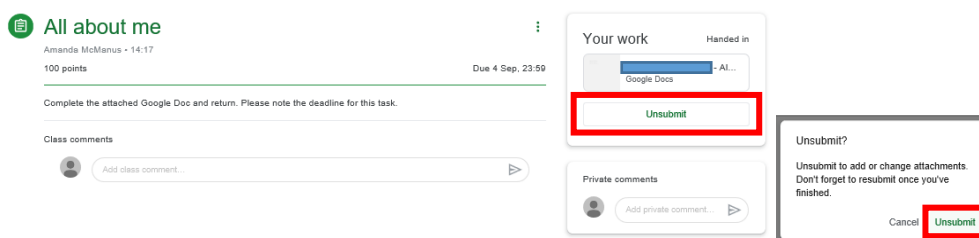


Completing/uploading an assignment



1. Completion Status (Assigned/Handed in)
2. Due Date
3. Title, Description of the Assignment and marks available
4. Any documents your teacher has uploaded for you will be here
5. Add or create allows you to include additional materials.
6. You can select to add a file from your Google Drive, Link using a hyperlink, add a File from your My Documents or USB
7. Click the Hand in button to submit your work to your teacher
8. Before handing in, you will be prompted with a message showing all files you are intending to hand in
9. Class comments can be seen by EVERYONE; this should be used for general questions/ observations regarding the task
10. Private comments are between you and your teacher only

Unsubmitting an assignment



If for some reason you need to unsubmit to work you can do so by clicking the **Unsubmit** button. Again you will be prompted to confirm this.

Completing/uploading an answer to a Question



1. Completion Status (Assigned/Handed in)
2. Due Date (Students will also see if their assignment is Late.)
3. Title, Description of the Discussion and marks available
4. This is where you will type your answer
5. **Class comments** can be seen by **EVERYONE**; this should be used for general questions/ observations regarding the task
6. **Private comments** are between **you and your teacher only**

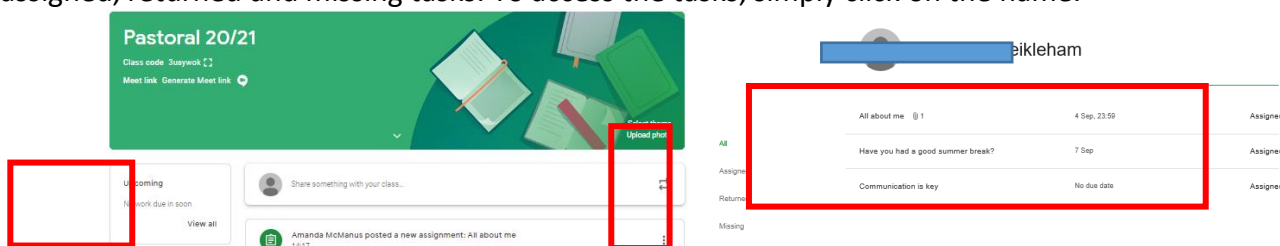
Reminder: Frequency of teacher feedback

Queries about your work it will be within **2 working days** – the response will be given during the working day hours and communication to the teacher should not be sent after 8pm

Completed work will be within a **2-week cycle**

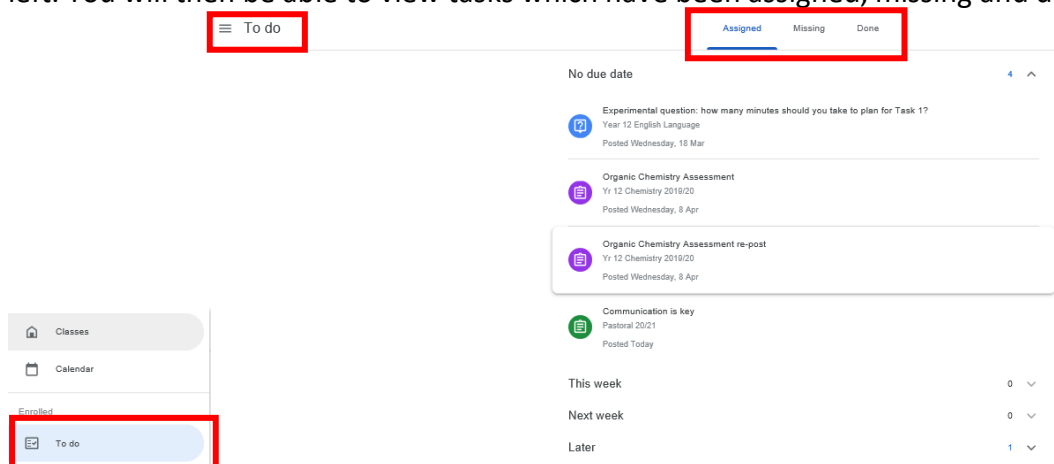
Upcoming tasks within a class

You can check your tasks by clicking on View All in the Upcoming section. From here you can view all, assigned, returned and missing tasks. To access the tasks, simply click on the name.



To Do List across all classes

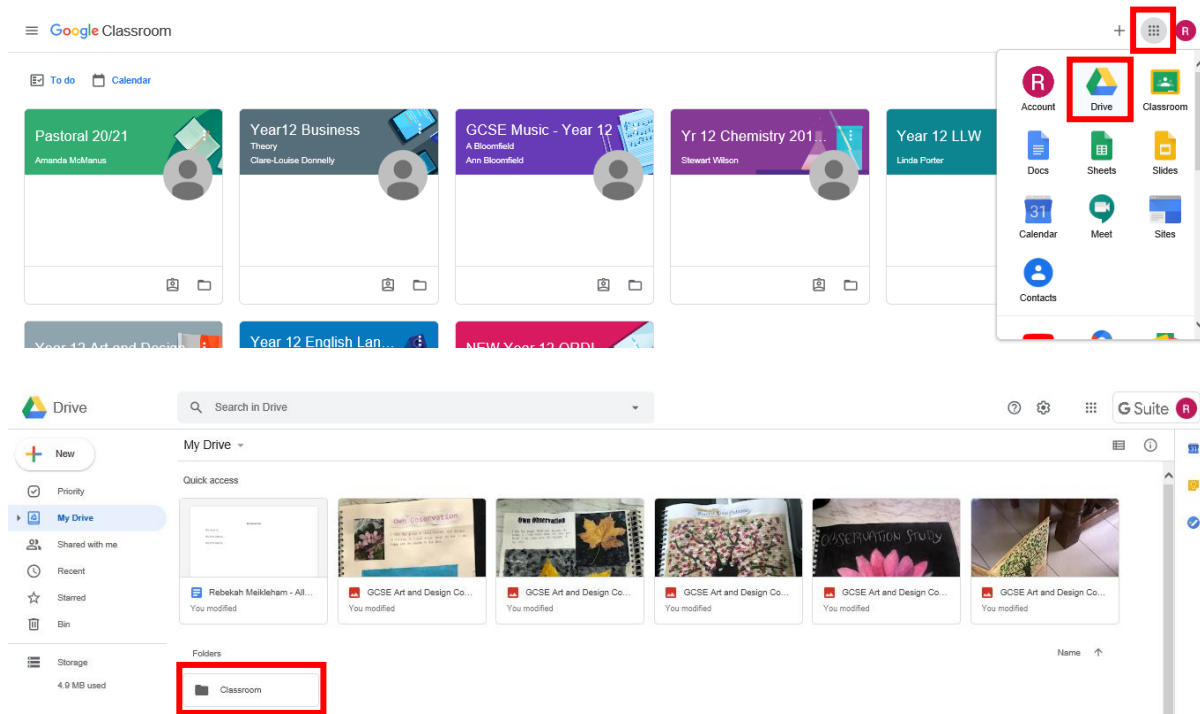
You can see an overview of your tasks across all classes by selecting To Do from the Main menu on the top left. You will then be able to view tasks which have been assigned, missing and done.



Google Drive

Google Drive is essentially your online My Documents. This is where all your Google Docs, Slides, Sheets etc will be saved. Materials you have been assigned will be stored in here in a top level folder called Classroom. You do not need to set this up.

To access your Drive, click on the **9 dots** and select the **Drive app**.



The screenshot shows the Google Classroom interface. At the top, there is a navigation bar with the Google Classroom logo and a menu icon. Below this, there are several course cards for different subjects like Pastoral, Year 12 Business, GCSE Music, Yr 12 Chemistry, and Year 12 LLW. On the right side, there is a vertical menu of app icons. The 'Drive' icon, which is a green triangle with a white 'G', is highlighted with a red box. Below the Classroom interface, there is a screenshot of the Google Drive interface. The 'Classroom' folder is highlighted with a red box in the 'Folders' section of the Drive interface.

Sub folders for each of your classes will automatically be created for you. All your class work will be stored here.