# Pupil & Parent Guide





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### 1. Why Google Classroom?



Homework can be set on the school's virtual learning environment (VLE) where pupils can complete homework either submitting online or in class.



The full cycle allows teachers to set, supply materials, monitor progress, mark, record and share feedback/results with pupils.



Pupils have an additional safe platform to gain access to electronic material.



With Google Classroom teachers are able to write the tasks clearly and supply all the resources (marksheets, links, additional reading, uploading videos/audios, GCSEPod, Club pages, subject pages and more).



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### 2. Top Tips

a. The best browser to use is Google Chrome for Google Classroom when in school. It has better features than MS Edge or Internet Explorer. One feature is drag and drop with Google Drive shown



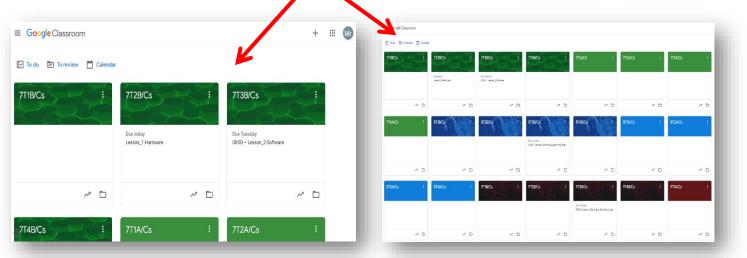






- b. On most applications the default view is 85% or 100% view. You can zoom in/out of an application by holding "Ctrl" at the bottom left corner of your keyboard and with your mouse you can use the scroll to zoom in/out of the application.
  - This is ideal with webpages as you can see below the content visible is automatically changed depending on how much you have zoomed in/out of the webpage.





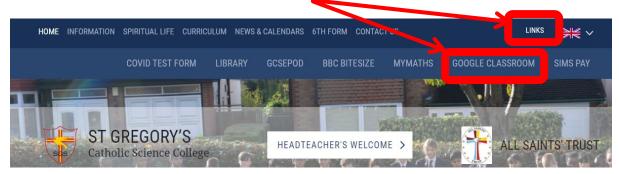
Classes Navigation on с. Google Classroom Google Classroom. Calendar You can click on the burger icon Enrolled shown below. EV To-do Calendar ≣≁ To-do Here you can navigation to any subject or go back to the • main "Classes" page shown above. CLS 9A 9T4A/Cs 9T4A/Gc 9T4A/Fo 9RE5/Re 9E5/En



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### 3. How can I login to Google Classroom?

- a. Go on the school website: www.stgregorys.harrow.sch.uk
- b. Click on "LINKS" then "Google Classroom"



c. Login page, enter your Google username and password shown below.

Google					Google		
Sign in					Welcome		
Use your Google Ac	count			۲	@stgregorys.schoo	ol 🗸	
Email or phone	K		c Ente	er your password –			_
Forget Smail?	-	-					
rorger official:				Show password	1		
Not your computer? Use Guest mode	to sign in privately.						
Learn nore			Forge	ot password?		Next	
Create	Next						
		-					
(United Kingdom) 👻	Help Privacy	Terms	English (United	d Kingdom) 🔻	Help	Privacy	
-							

fernb019@stgregorys.school

Do not include .304 from your school network login in your username.



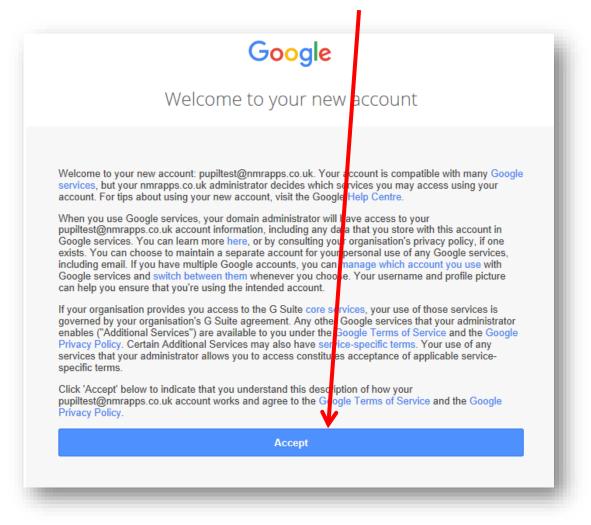
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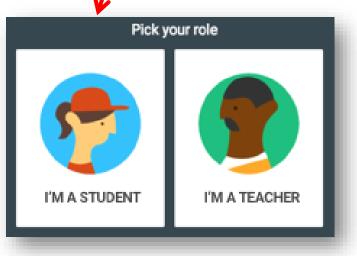
### 4. Is it your first login to Google Classroom?

Like in school everything you do is tracked so is Google Classroom logged and tracked. You must ensure you use all tools responsibly.

a. After you have read the terms you must click on "Accept"



**b.** You must then click on "**I'M A STUDENT**". Do not click on teacher as your account will be blocked!



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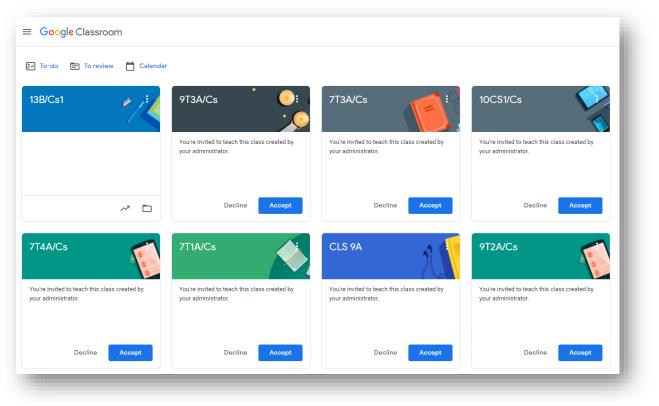


### 5. Is there a home page on Google Classroom?

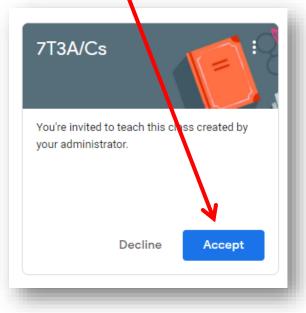
Yes, as soon as you sign in you will be taken to the main classes page shown below.

Your enrolled classes appear in square tiles. You can think of these tiles like your virtual classroom Each square tile (virtual classroom) represents a subject. The subject codes displayed are the same as your timetable.

**a.** If you wish you can rearrange the tiles by a left click of your mouse and hold, then drag to position.



b. You must "Accept" the invitation sent to you to join a class otherwise you will have no access to online resources.





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### 6. Virtual subject rooms

**a.** To enter a virtual subject classroom you must left click on the subject code as shown below.

≡ Google Classroom		
🖅 To-do 📋 Calendar	K	
9C3/Ar	9T2A/Cs :	CLS 9A :
<u>ا</u>		<u>ف</u>

- **b.** Inside every virtual subject classroom in the middle top section there are three sub-pages called:
- Stream (the first page shown Stream Classwork People when you enter) Classwork People Goode Classroom Intro Class code mo4wdv3 [] Meet link Generate Meet link 💌 c. Subject Stream Page • The stream is like the home page for that subject. • It gives you an overview Upcoming Share something with your class.. of everything. Due Thursday You can see all the • Do you have your mask? announcements. Mr Khostwal posted a new assignment: Do you have your mask? Due Friday Sep 9 (Edited 10:30 PM) You can see what tasks • Summer Reflection are due soon in a special View all section called Mr Khostwal Sep 9 "Upcoming". How to treat your mask? If your teacher allows this function you can Mask.png discuss with classmates Image with relation to your homework/revision/etc. Mr Khostwal Sep 9 Welcome back to school

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### d. Subject Classwork Page

- On this page you can see all the assignments you have been set.
- This can be classwork, homework, a test, a quiz and many other tasks that your teacher may set you.
- You can see the due date and if you click the assignment it will reveal further information.

Stream	People
View your work	💼 Google Calendar 📋 Class Drive folder
Do you have your mask?	Due Today
Who are you??	Due Tomorrow

- After you click on an assignment it reveals further information, see below.
- We can see when this task was set, when it is due and the task description with a Google Doc to complete.

] View your work	💼 Google Calendar 🛅 Class Drive folder
Do you have your mask?	Due Sep 13
Who are you??	Due Today
Posted Sep 4	Assigned
Complete the document attached	
Mr Khostwal - Homework Google Docs	
View assignment	

• To view the task you need to click on "View assignment".

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# ses

### 7. How do I view homework?

- **a.** In the "View assignment" section (explained on the previous page) it gives you all the details to complete the task your teacher has set you.
  - > You can view your work at the top right or add/create additional files.
  - > Once you have checked everything you can click on "Turn in" to submit your work.

<b>(</b>	Who are you??       :         Padhraic Sloan • Sep 4       Due Today         100 points       Due Today         Complete the document attached       Class comments	Your	WORK Mr Khostwal - Google Docs + Add or cre Turn in	×
	<ul> <li>Add class comment</li> <li>You can send a message to your teacher for help and s comments", remember if you misuse this feature your</li> <li>You can send a message to your fellow classmates for can be disabled if misused.</li> </ul>	upport via teacher o	an disable it.	
	PRE5/Re			# •
	"It is easier to observe Ramadan in a Muslim country than it is in the UK" Evaluate this statement. (12 marks) Ms A Awaleh · Sep 22 (Edited Sep 25) 12 points Dur	e Sep 29		Missing dd or create rrk as done
	Make sure to include for and against paragraphs as well as a conclusion. you need to write up at least a page and a half. If you have any issues make sure to email me. Take care and stay safe, Miss Awaleh	/	Private comme	nts rivate comment

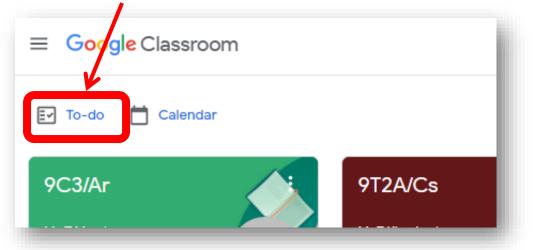
If your teacher does not want you to hand in work online but in your books, you still need to click on "Mark as done". This allows you to know you have completed the homework and for your teacher too.



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### 8. Is there a to-do list for homework?

**a.** Yes, near the top left you can see the to-do option on the main page. See page 3 on how to navigate on Google Classroom.



- **b.** When you click on this you will be taken to all the assignments (homework) that has been set for you.
- c. On the to-do page you have three sub-pages:
  - Assigned work that you still have time to do
  - Missing work that you have missed and must complete
  - Done work that you have completed

<b>Z</b>	Assigned	Missing	Done		
No due date					0 ~
This week				1	0 ~
Next week					1 ^
Evil and suffering 9RE3/Re				Tuesday	, Oct 6
Later	$\overline{\ }$				1 🗸
					_

**d.** To view the assignment you hover over the title and left click on your mouse. This will then take you into the assignment page.

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### 9. Remote LIVE lessons (Google Meet)

- **a.** If you are taught remotely from home you must enter your subject classroom.
- **b.** After you enter your subject classroom on the stream page you can see a "**Meet link**", click on this link to start the live lesson.

	Stream	Classwork	People
9T2A/Cs			
Meet link https://meet.google.com/lookup	/bhhnqf55ga 😦		
Upcoming	Share something with	your class	
<ul> <li>c. Before you start you must ensure all sett</li> <li>d. Then click on "Join now" to start the live</li> <li>etting options shown on next page</li> </ul>			
		bhhnqf	55ga
		bhhnqfs GDPF	
No camera found			8
No camera found		GDPF Join now	Present
No camera found		GDPF Join now	Present

Your microphone must be muted and your camera on.



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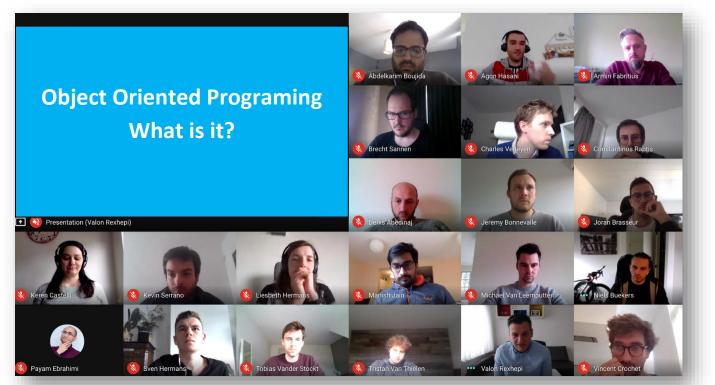


e. When you click on the three dots for further options (shown on the previous page) you can ensure you have the correct settings before you enter the live lesson.

			≻	(
		Turn on background blur		i
	cc	Turn on captions		l
	<b>1</b>	Settings		۱ ۱
			≻	•
	Ŀ	Report a problem		ä
und	!	Report abuse	L	
	?	Help		

- Google meet has a feature to blur out your background so that no one or anything personal is shown on the camera but yourself. Click "Turn on background blur". Note some devices may not have this option.
- "Turn on captions" (subtitles) to read what is being said by your teacher or fellow classmates.
- "Settings" click here to test your audio and camera settings if they do not appear.

- f. Once entering the live lesson you will see tiles with fellow classmates on.
- **g.** Below is an example where all the cameras are on and microphones muted along with a slide shared by the teacher.

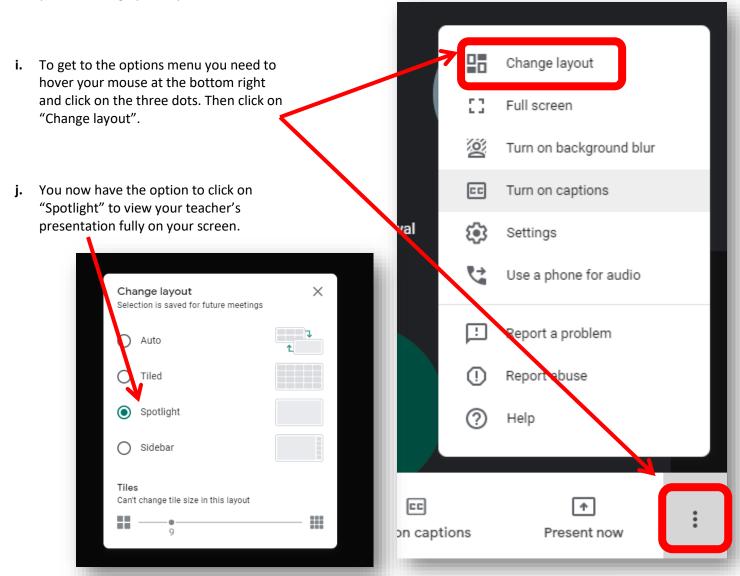




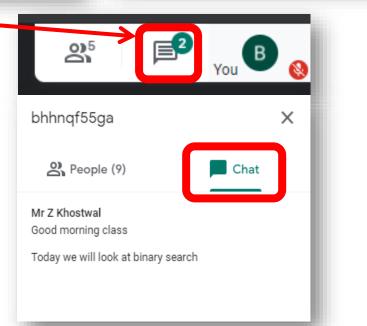
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**h.** If you cannot see your teacher's presentation clearly due to having many tiles displayed on your screen you can change your layout.



- k. Near the top right of your live lesson you have the option to talk when your teacher allows this.
  - ✓ Here you can write a question you have about the work
  - ✓ Answer the question your teacher has asked you
  - Inform your teacher you are present when they take the register
  - ✓ Discuss a question with fellow classmates if allowed by teacher
  - ✓ Anything else your teacher has specified

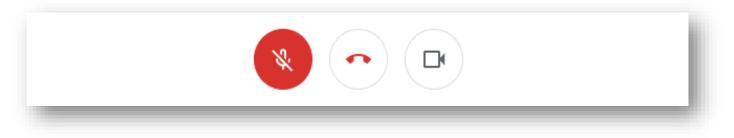






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- I. Only once your teacher has dismissed you can end the live lesson by clicking on the end call icon shown below (middle icon).
- m. Remember you need to hover over at the bottom of your screen for this to be revealed.



# **10. Live lesson RULES**

- 1. Pupils must wear their full school uniform.
- 2. Under no circumstances can pupils record the lesson, a part of the lesson, or take screenshots.
- 3. Pupils' cameras must be on at all times.
- 4. Pupils' microphones must be muted unless told by teacher in charge.
- 5. Pupils contribute to lessons through the chat function.
- 6.All personal data such as photos, certificates, addresses should be out of shot of the pupils' camera – YOU MUST still turn on background blur function shown on page 12.

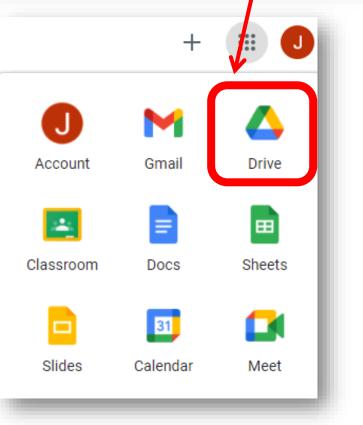
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### 11. How can I gain access to my online storage?

- a. To gain access to your online storage, Google Drive, you need to click on the 9 dots at the top right corner.
  - REMEMBER USB memory sticks do not work in school, they have been disabled for security reasons.

≡ Google Classroo	m							
E To-do ⊟ Calendar		RERE2/Re		13C/Be2	6	J Account	Gmail	Drive
6th Form Class Mr Maguire		REREZ/RE		Mr Kafle Due today		Classroom	Docs	Sheets
				11:59 PM – Marketing Campaign		Slides	31 Calendar	Meet
			ē 🗅	Ę	<u>أ</u>	Sites	Contacts	
13D/Be1 Sameera Nathu		13E/lt1 Mr Sloan	:	HCL Hume	N.		-	_

- From this drop down option you can see all the Google Apps that you have access to.
- c. On the right you can see "Drive" this is your online storage known as Google Drive. This is where you go to back up your work or transfer your files from home to school or vice versa.





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**d.** Below is an overview of Google Drive. Here you can drag and drop files to be stored online, on the cloud. You can access these anywhere around the world as long as you have access to the internet.

$\bigtriangleup$	Drive	Q Search in Drive		•	0 🏟 🏢	Google	J
+	New	My Drive 👻				≣ ()	31
Ø	Priority	Folders			Name 个		
•	My Drive	Business	Classroom	Coding	п		0
•	Shared drives	кsз	KS4 - Year 11				_
50	Shared with me	Files					+
© ☆	Recent	2016 Suite	2016 Suite	2016 Suite	2016 Suite		
Ū	Trash						
$\bigcirc$	Storage						
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		Assessment sheet LO1	X Copy of Gantt Chart E	CT_L3_IT_U3_Pre-Rel	eSticker_KS5-CS&ICT		

**e.** You can organise your Google Drive by creating folders for each subject, year, etc. You need to right-click in an empty space to get the drop down options shown below

Folders				Name 个
Business	Classroom	Codin	g V	IT
KS3	KS4 - Year 11		n New felder	
Files			New folder	
Theo			Upload files	
2016 Suite	2016 Suite	2016 Suit	▲ Upload folder	
			🗧 Google Docs	>
			Google Sheets	>
			Google Slides	>
			Google Forms	>
∃ 340115-unit-06-mark	🚍 340115-unit-06-mark	340	More	> k

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**f.** You teachers might share resources with you. To view what has been shared with you click on the left side "Shared drives". See below:

🛆 Driv	ve	<b>Q</b> Search in Drive
New		Shared drives
Prior	ity	
My D	rive	
) 📇 Share	ed drives	
Share	ed with me	Yr12/13_IT 35 people
C Rece	nt	
🛣 Starr	ed	<b>^</b>
<b>II</b> Trash	h	
Stora	age	
732.9 MB us	ed	
<ul> <li>▶ ➡ Share</li> <li>▲ Share</li> <li>▲ Share</li> <li>▲ Share</li> <li>▲ Share</li> <li>▲ Stare</li> <li>➡ Trash</li> <li>▲ Store</li> </ul>	ed drives ed with me ent ed h	

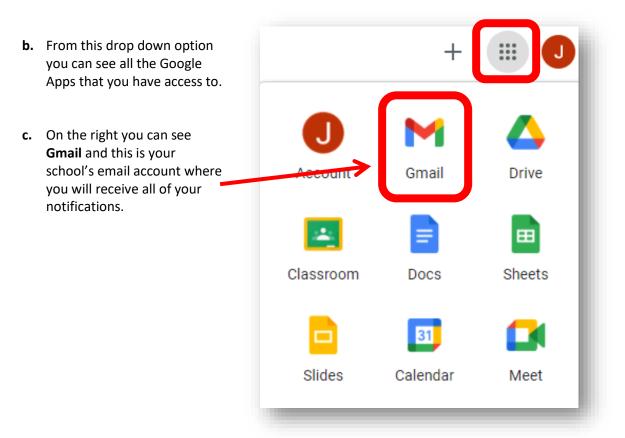
**g.** In the above example there is only one folder shared for pupils in years 12 and 13 CS. To view the content you will need to double left-click on the folder.



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### 12. Do I have a school email account?

**a.** Yes, to gain access to your school email account, Gmail, you need to click on the 9 dots at the top right corner.



**d.** Below is an overview of your Gmail account. Here you can see all of your emails that you have received and most of these will be reminders to complete work set on Google Classroom or a reply to your question from your subject teachers.

= M	Gmail		Q	Se	earch mail	- ⑦ ‡ III	Google	J
+ Compose			Ŧ	G :	1-50 of 357	< >	E	
			☆	Mr Kafle (Classroom)	Due tomorrow: "Marketing Campaign " - Hi Joshua, Your work Marketing Campaign is d	12:04 AM	١.,	
Inbo	x i	347		*	Mr Maguire (Classro.	New announcement: "Dear Year 12 students, if you are" - Hi Joshua, Mr Maguire post	Mar 30	
\star Starr	ed		-		Mr Maguire (Classro.	New announcement: "Dear Year 13 students, this is a" - Hi Joshua, Mr Maquire poste	Mar 29	
C Snoc	zed			X	Mi Maguile (Classio.	New announcement. Dear fear is students, this is a Hi Joshua, Mr Magure poste	Mar 29	
► Sent		E	Sent	\$	Mr Maguire (Classro.	New announcement: "Dear 6th Form students, as this is our" - Hi Joshua,Mr Maguire	Mar 29	
Draft	s			\$	Mr Maguire (Classro.	New announcement: "Dear Sixth Form Students and" - Hi Joshua, Mr Maguire posted	Mar 26	
✓ More				☆	University of Hertf.	Where will you live Joshua? 🏠 - Decisions, decisions, decisions	Mar 26	
Meet My meetings			Å	Mr Maguire (Classro.	New announcement: "Dear 6th Form students, this is a" - Hi Joshua,Mr Maguire poste	Mar 24		
			4	Mr Maguire (Classro.	New announcement: "Dear Year 12 students, please read more" - Hi Joshua,Mr Magu	Mar 23		





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**e.** To write an email you need to click on "Compose" as shown below. After clicking this button you will then get a popup to allow you to write your email.

