

Google Classroom

Pupil & Parent Guide





Google Classroom

classroom.google.com/sgs



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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).



The
only homework
that can't be eaten by a dog



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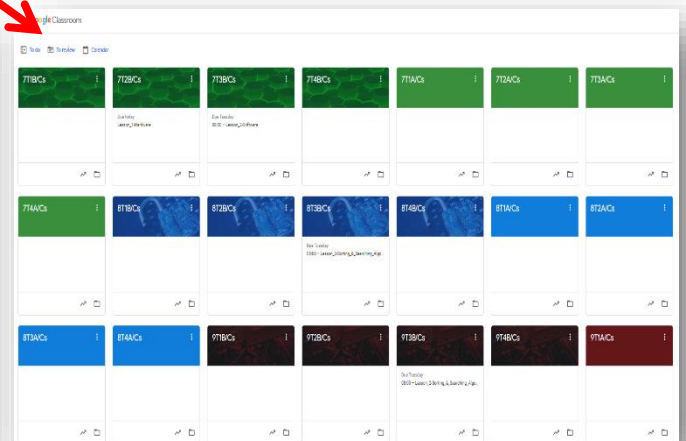
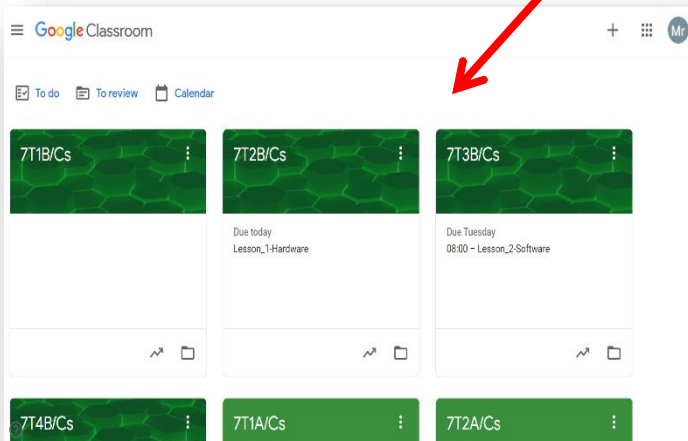
2. Top Tips

- 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 later on.



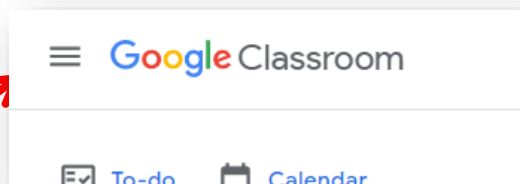
- b. On most applications the default view is 85% or 100% view. You can zoom in/out of an application by holding "Ctrl" at the bottom left corner of your keyboard and with your mouse you can use the scroll to zoom in/out of the application.

- 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.

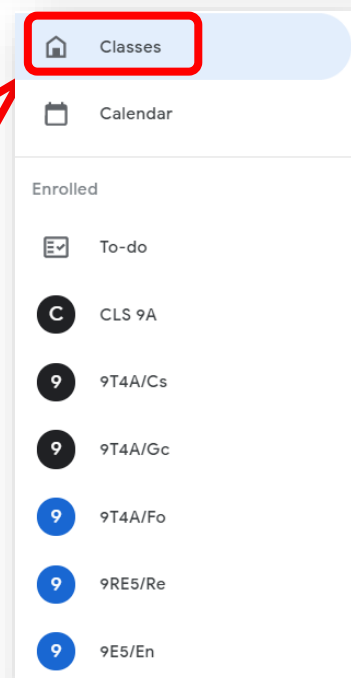


c. Navigation on Google Classroom.

You can click on the burger icon shown below.



- Here you can navigation to any subject or go back to the main "Classes" page shown above.





Google Classroom

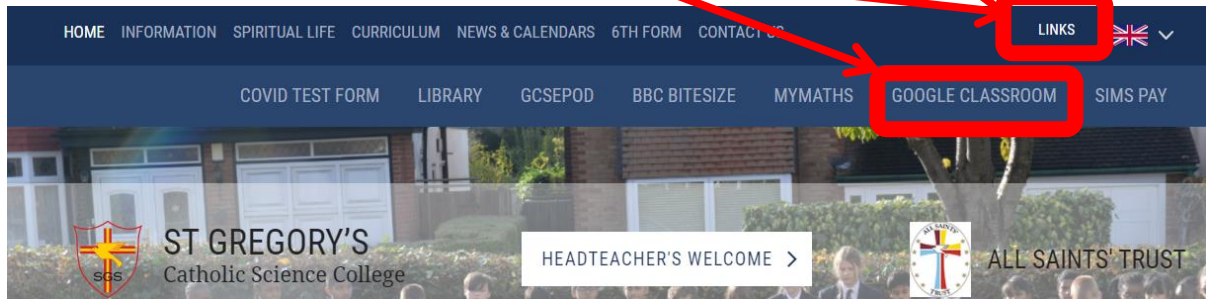
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3. How can I login to Google Classroom?

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



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

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

[Next](#)

English (United Kingdom) ▼ Help Privacy Terms

Google

Welcome

@stgregorys.school ▼

Enter your password

.....

☐ Show password

[Forgot password?](#)

[Next](#)

English (United Kingdom) ▼ Help Privacy Terms

Example:

fern019@stgregorys.school

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



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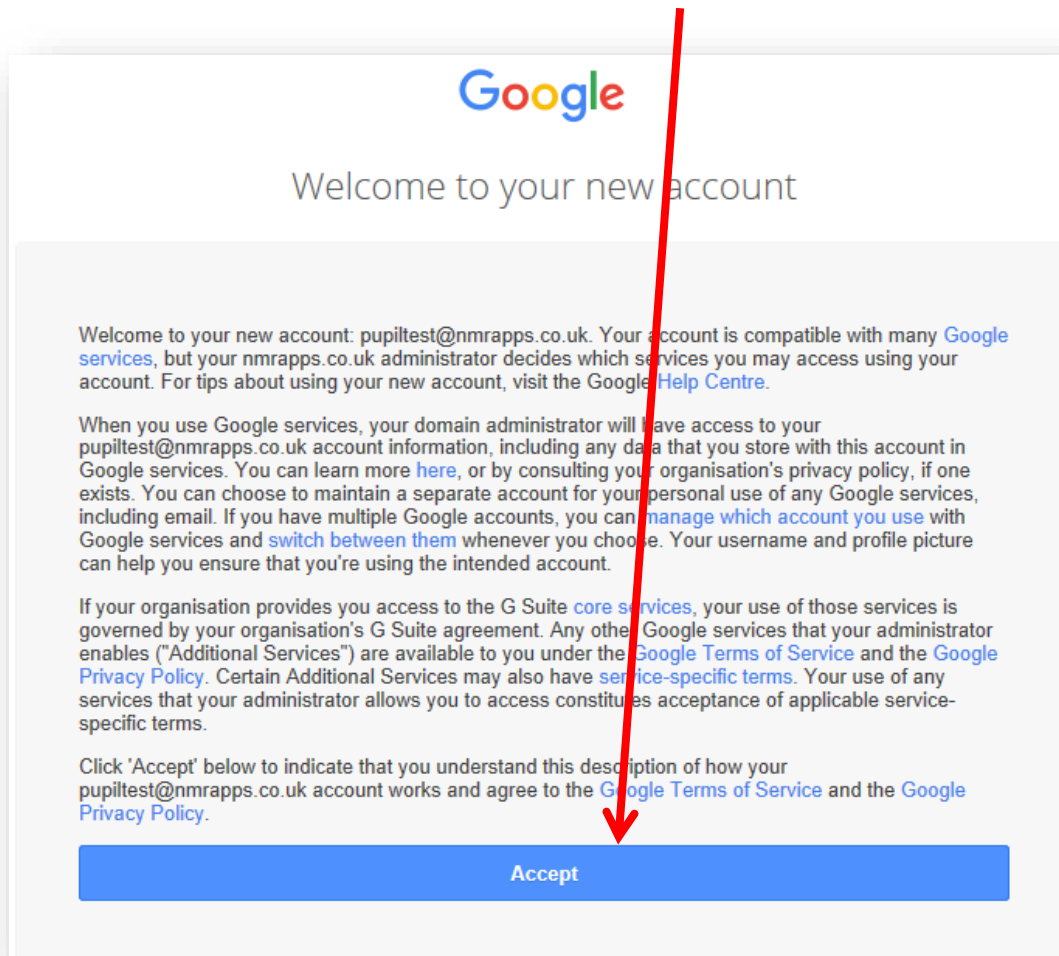
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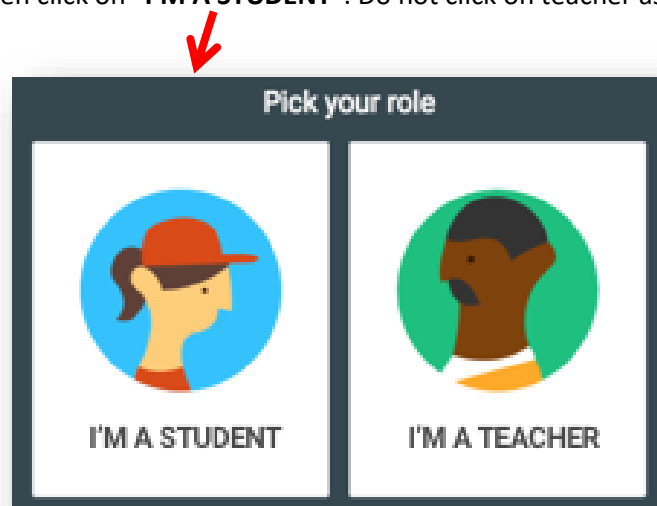
4. Is it your first login to Google Classroom?

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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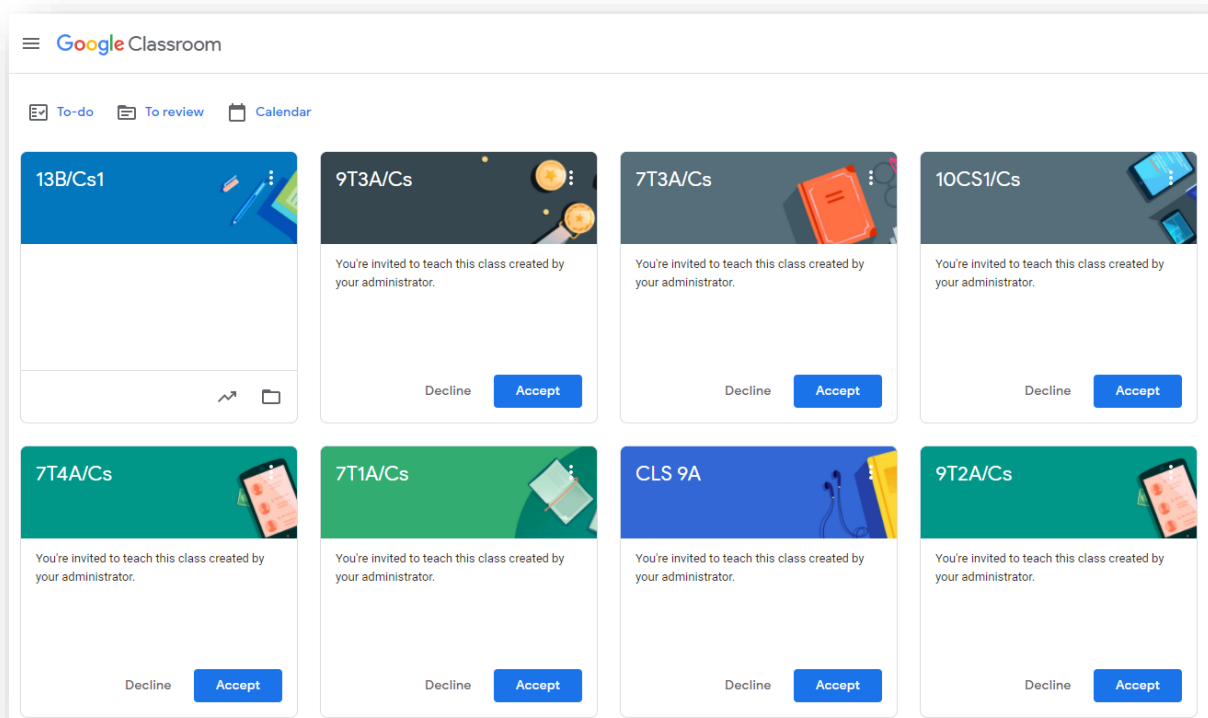


5. Is there a home page on Google Classroom?

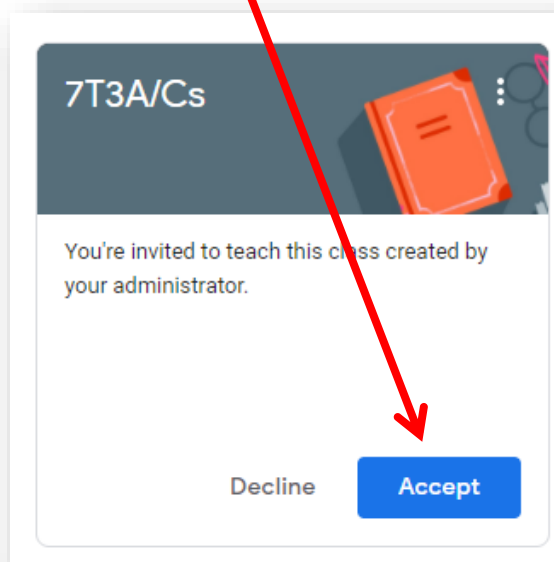
Yes, as soon as you sign in you will be taken to the main classes page shown below.

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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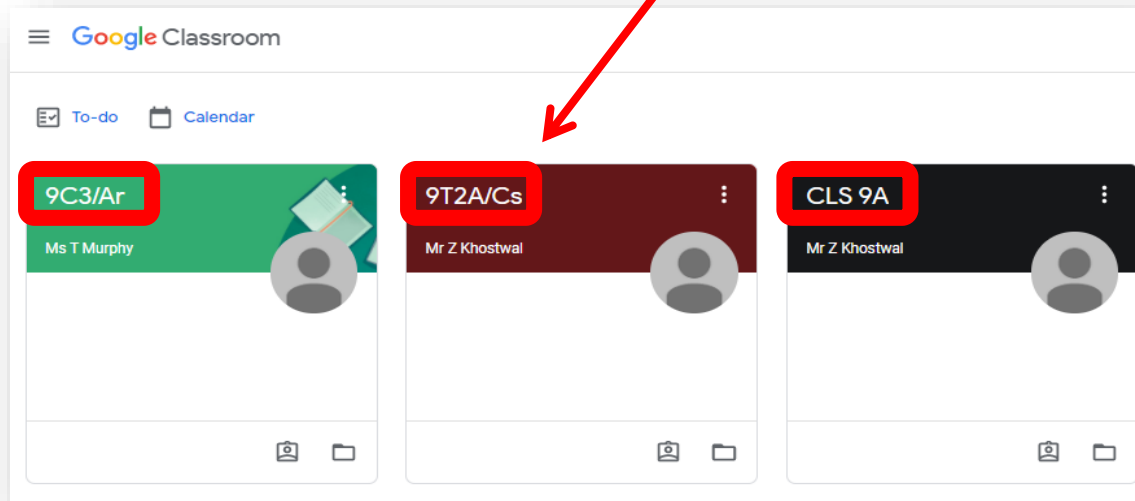
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6. Virtual subject rooms

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

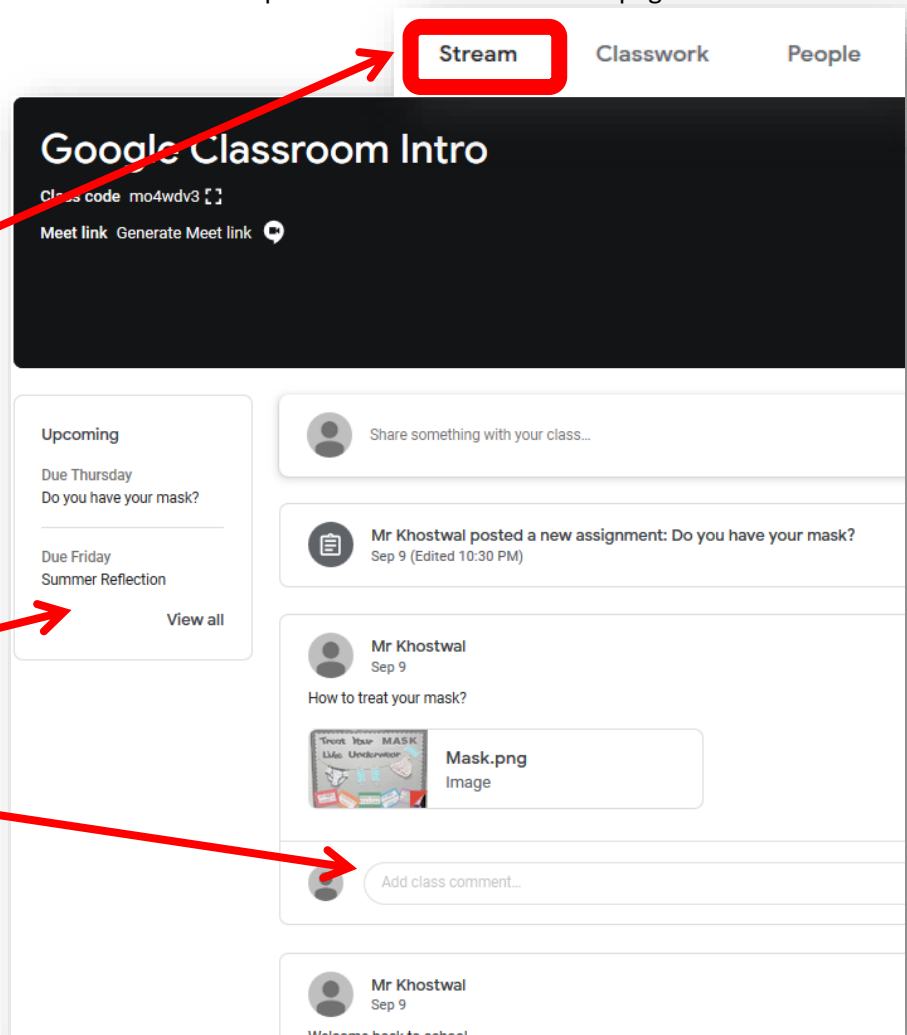


b. Inside every virtual subject classroom in the middle top section there are three sub-pages called:

- **Stream** (the first page shown when you enter)
- **Classwork**
- **People**

c. **Subject Stream Page**

- The stream is like the home page for that subject.
- It gives you an overview of everything.
- You can see all the announcements.
- You can see what tasks are due soon in a special section called "Upcoming".
- If your teacher allows this function you can discuss with classmates with relation to your homework/revision/etc.





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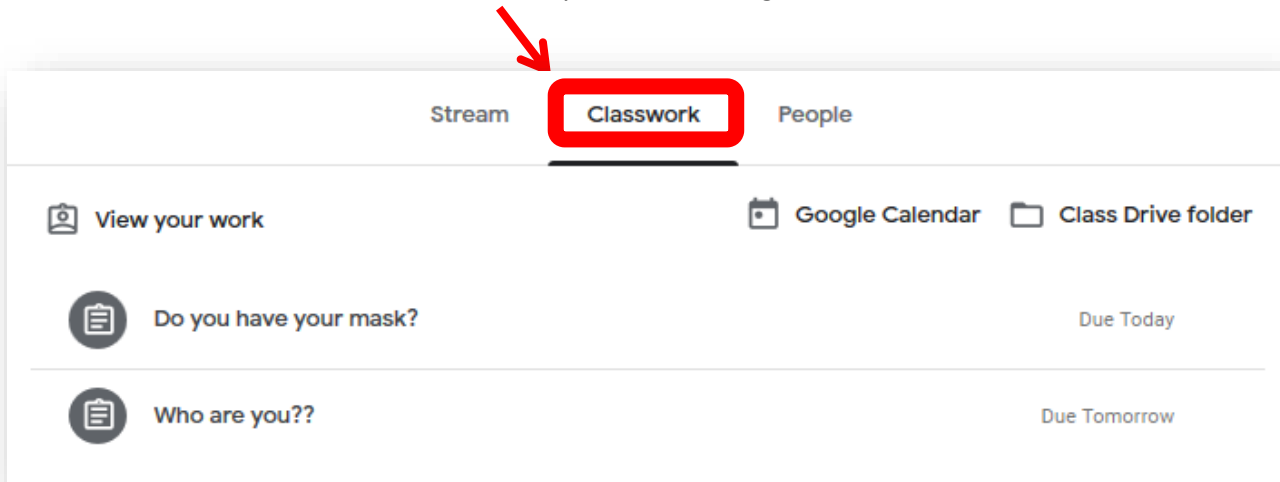
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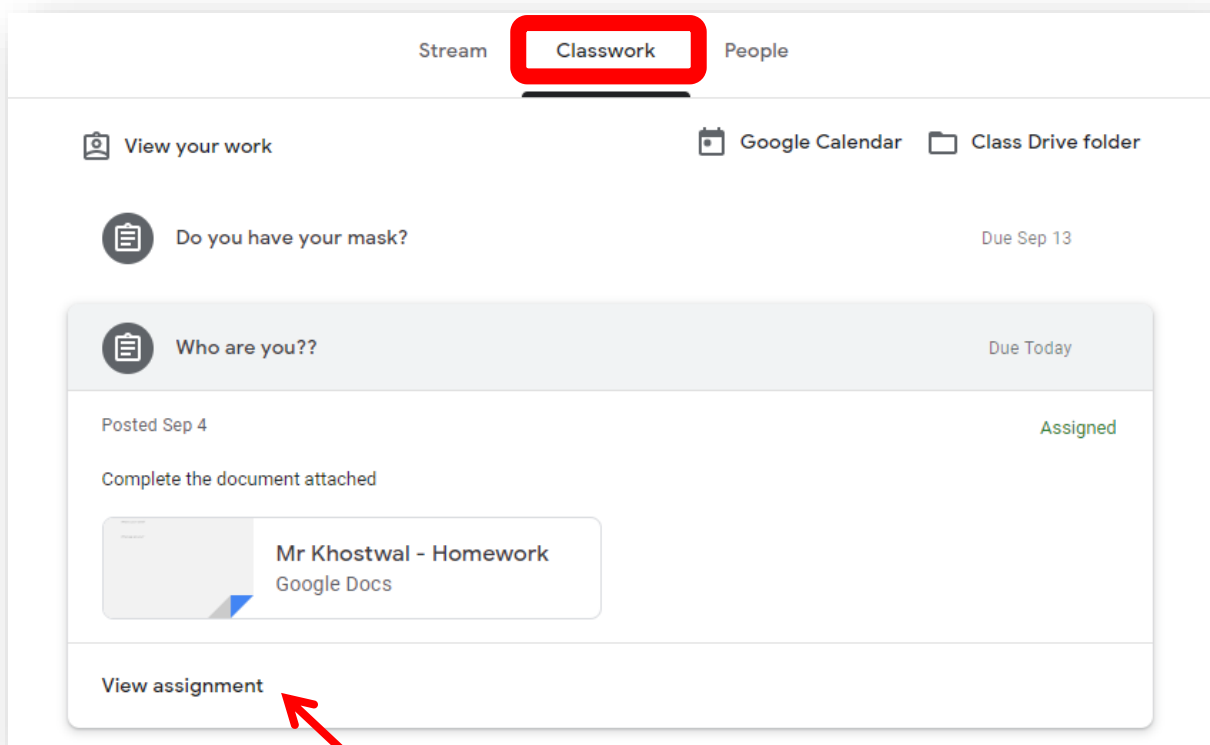


d. Subject Classwork Page

- 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.



- 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.



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



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.

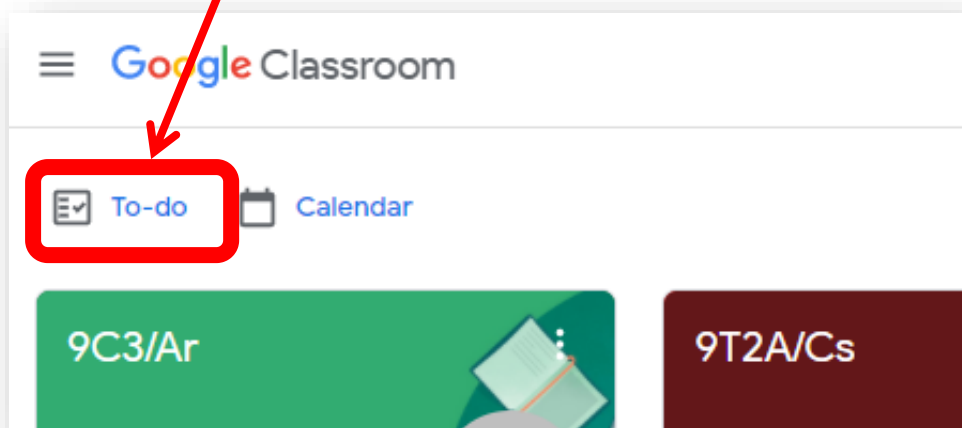
- You can send a message to your teacher for help and support via “Private comments”, remember if you misuse this feature your teacher can disable it.
- You can send a message to your fellow classmates for help and support. Again this can be disabled if misused.

- b. 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.



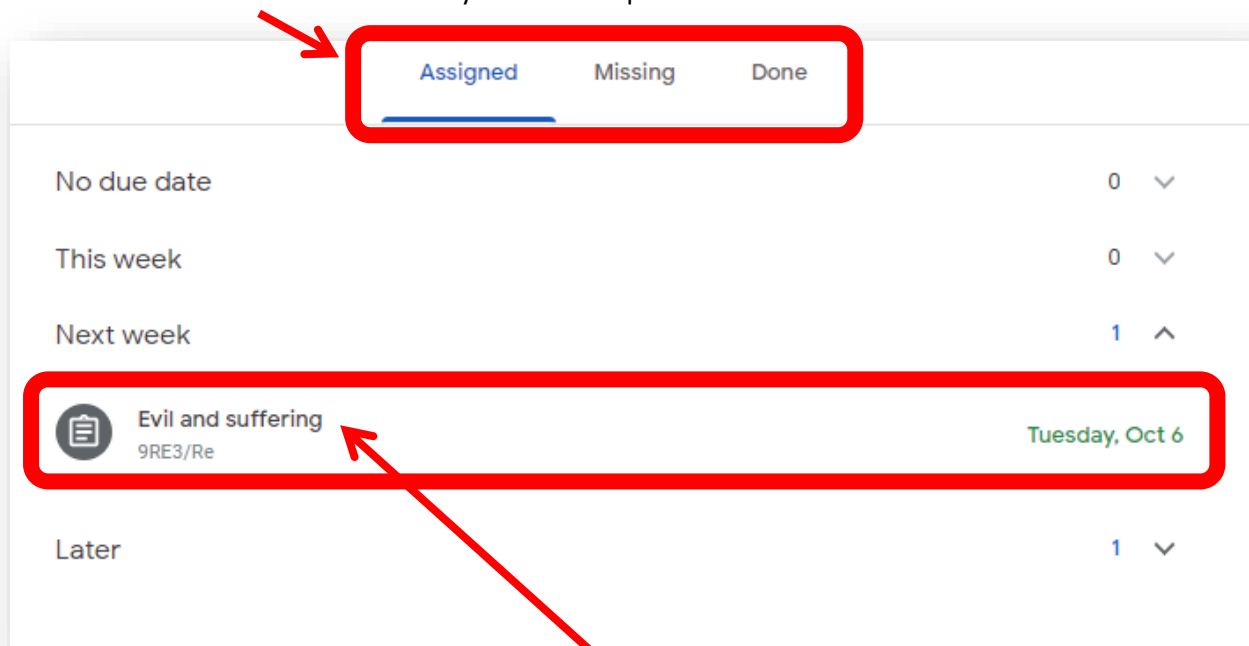
8. Is there a to-do list for homework?

- 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

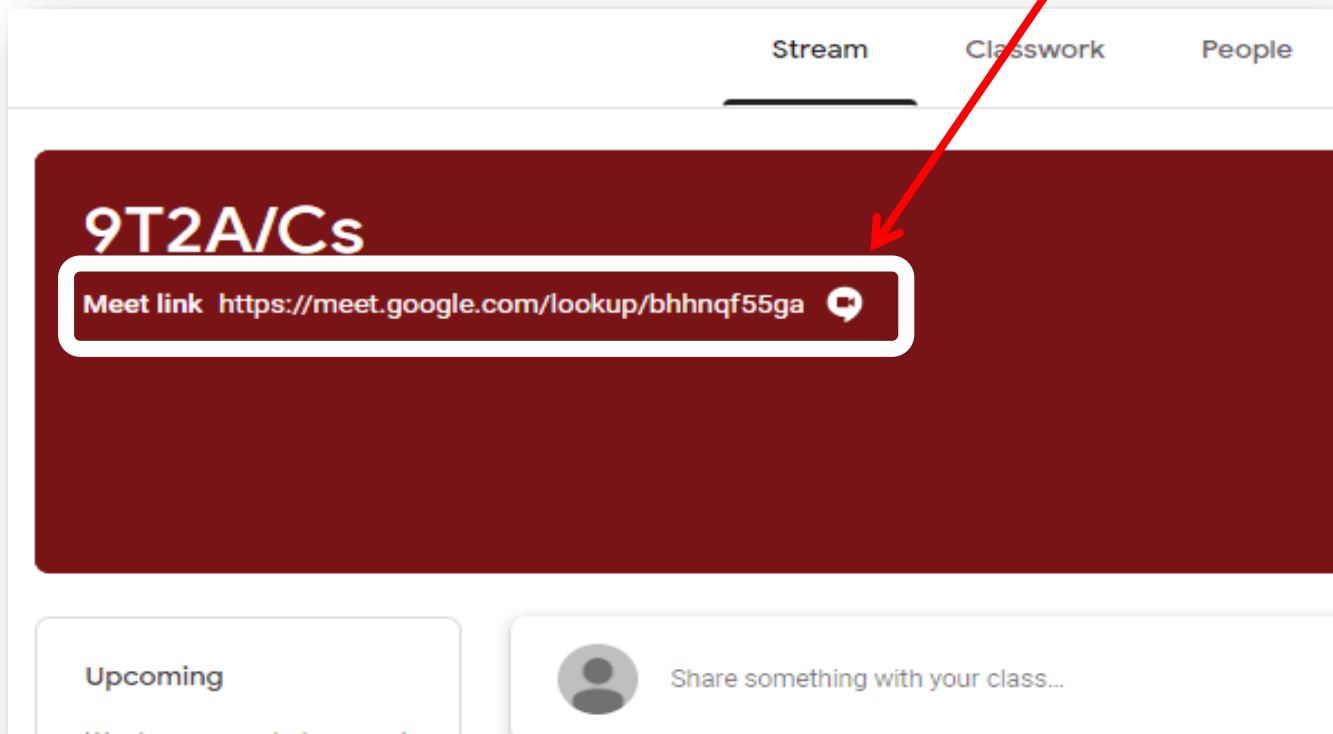


- d. To view the assignment you hover over the title and left click on your mouse. This will then take you into the assignment page.



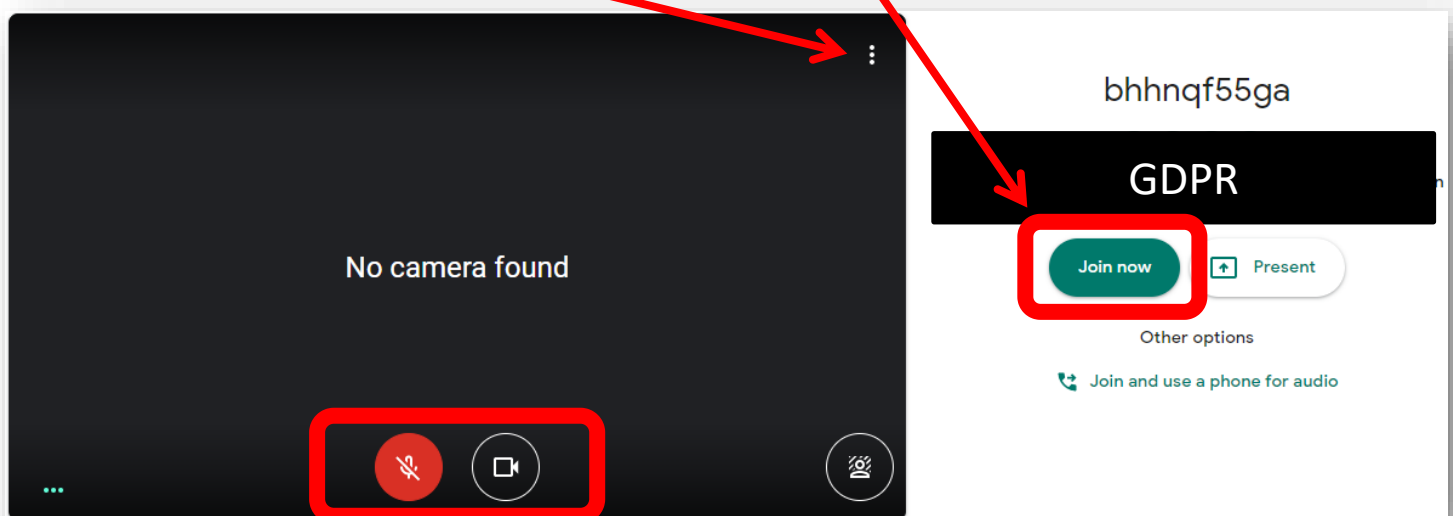
9. Remote LIVE lessons (Google Meet)

- If you are taught remotely from home you must enter your subject classroom.
- 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.



- Before you start you must ensure all settings are correct.
- Then click on “Join now” to start the live lesson.

Setting options shown on next page



Your microphone must be muted and your camera on.



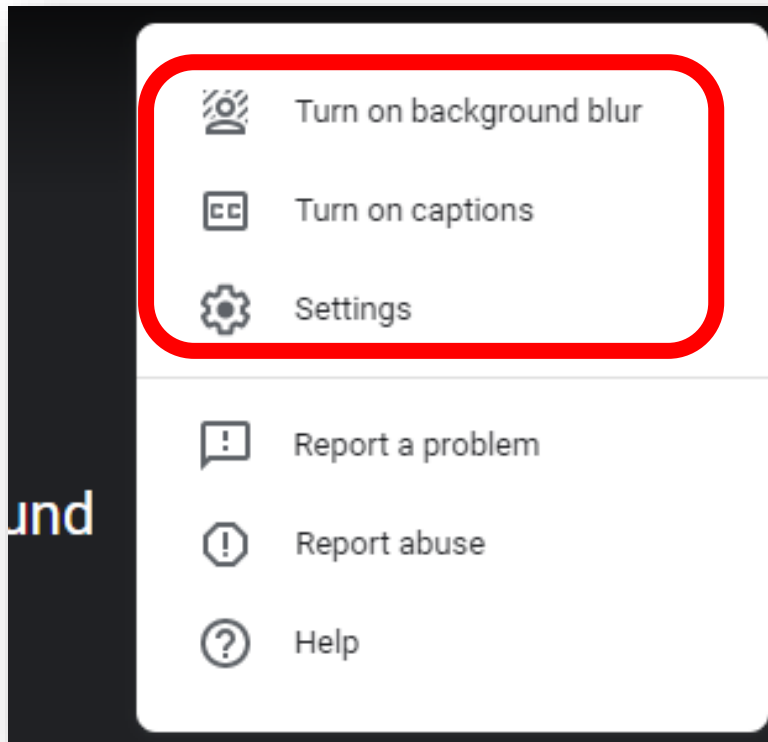
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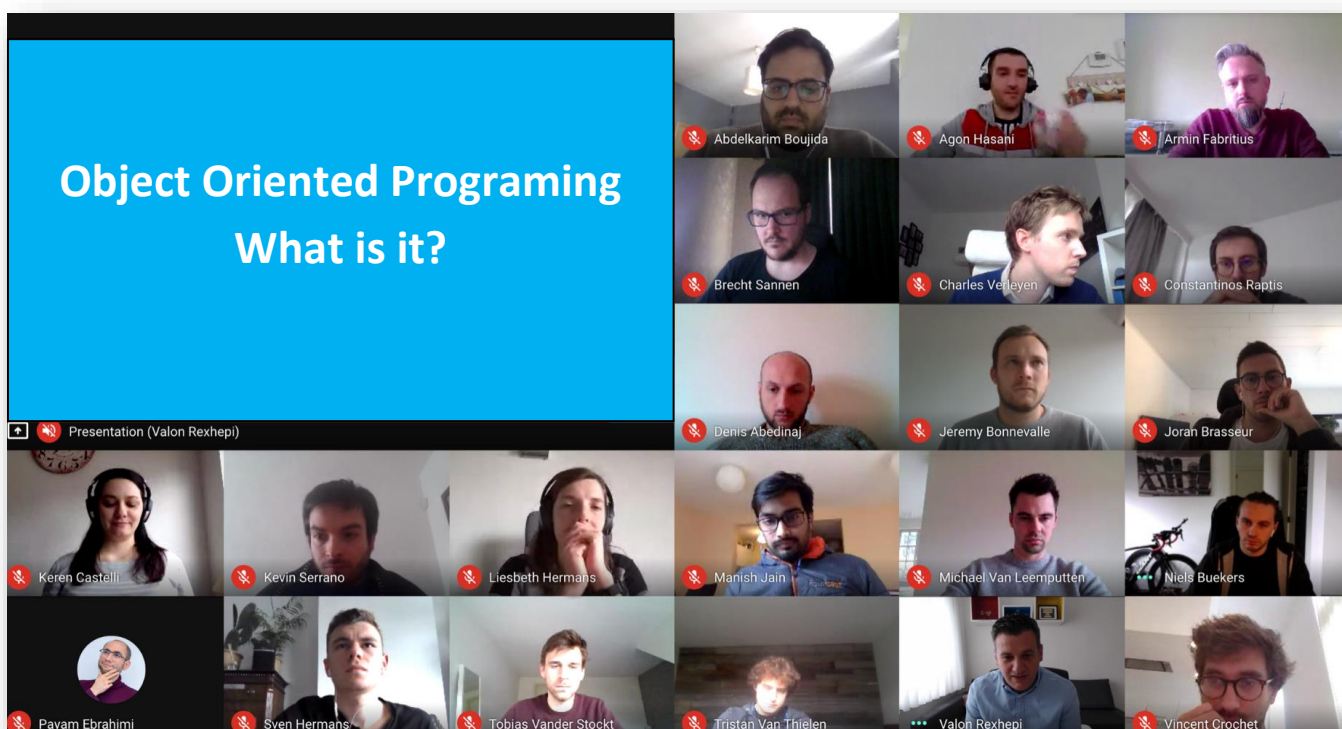


- e. When you click on the three dots for further options (shown on the previous page) you can ensure you have the correct settings before you enter the live lesson.



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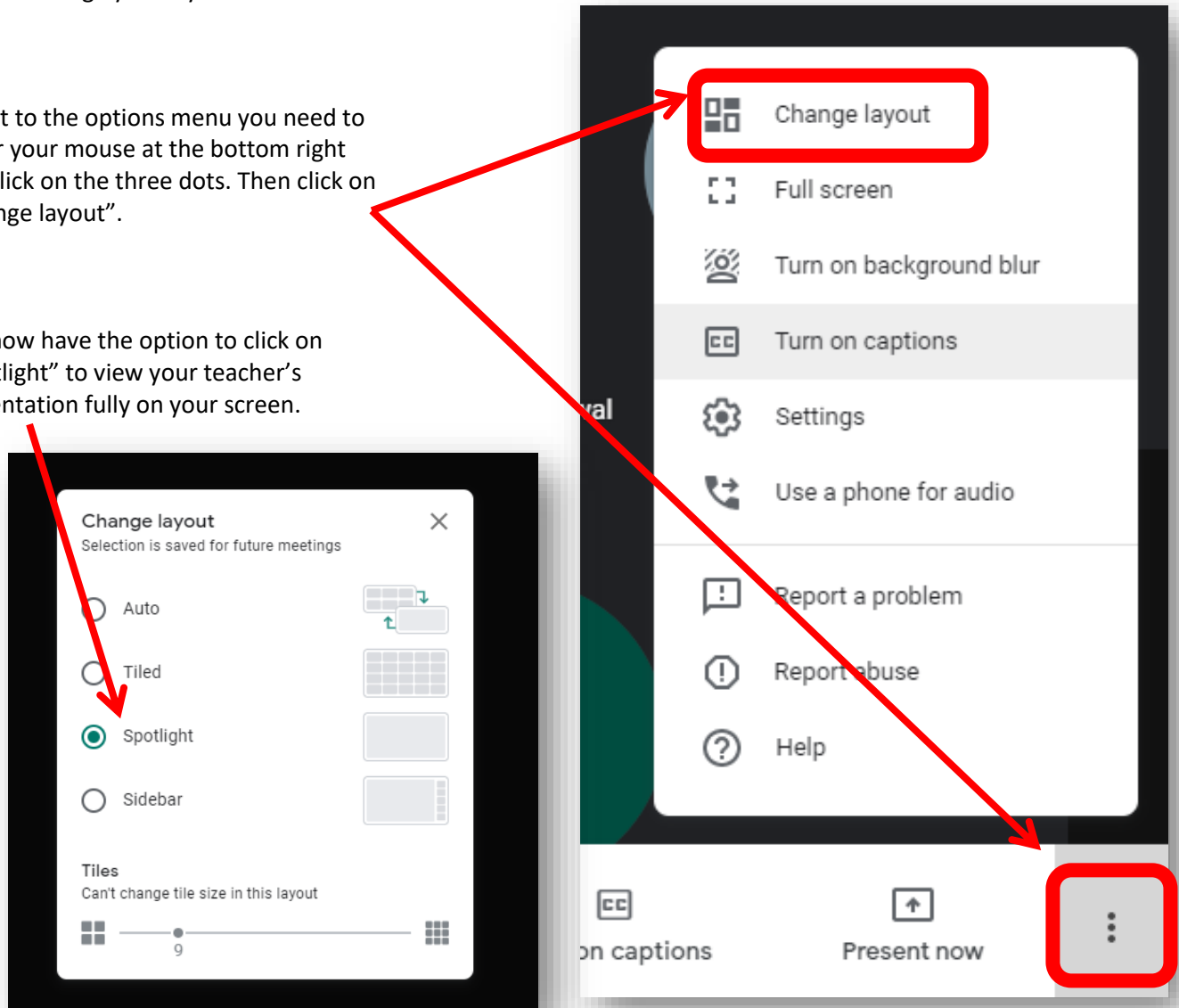
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h. If you cannot see your teacher's presentation clearly due to having many tiles displayed on your screen you can change your layout.

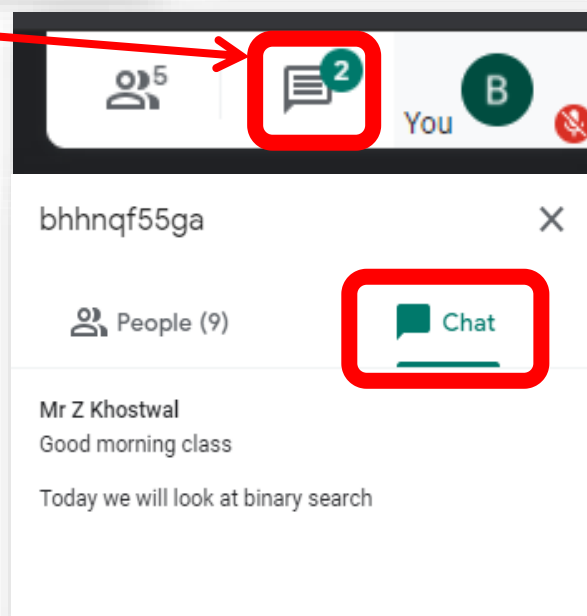
i. To get to the options menu you need to hover your mouse at the bottom right and click on the three dots. Then click on "Change layout".

j. You now have the option to click on "Spotlight" to view your teacher's presentation fully on your screen.



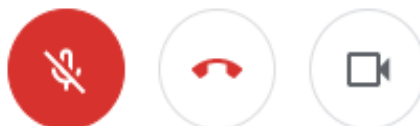
k. Near the top right of your live lesson you have the option to talk when your teacher allows this.

- ✓ 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





- l. 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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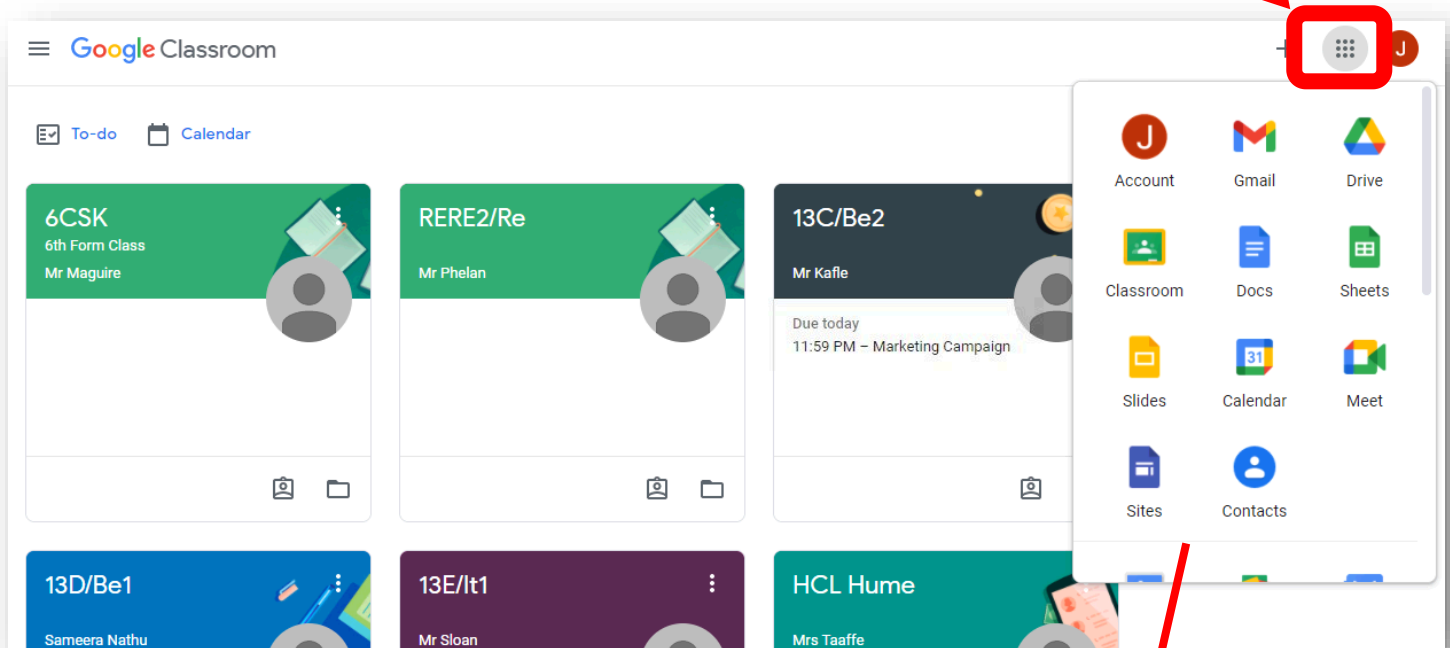
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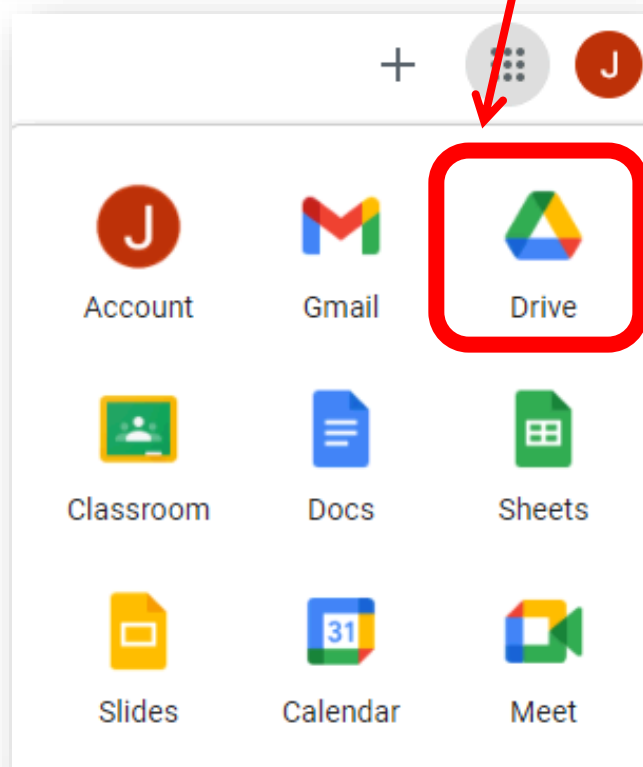


11. How can I gain access to my online storage?

- 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.**



- b. 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.





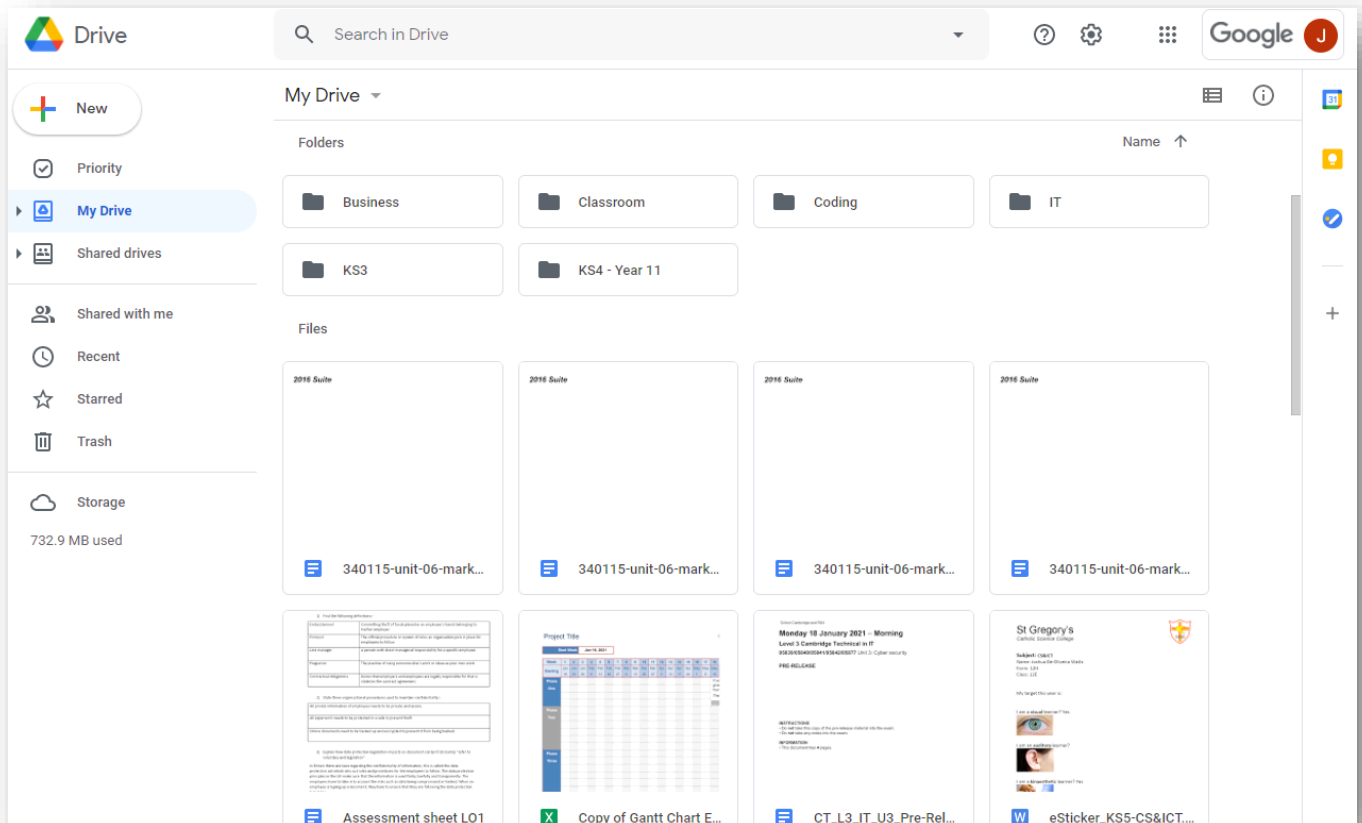
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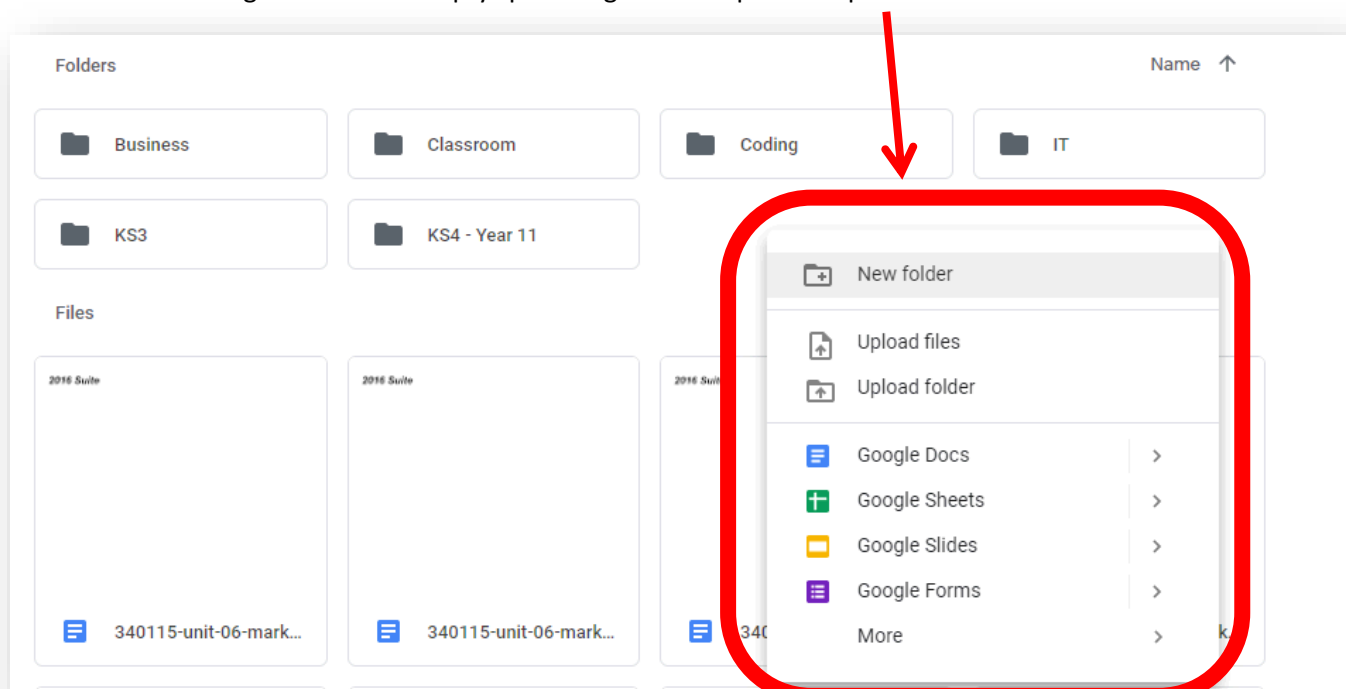
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- d. Below is an overview of Google Drive. Here you can drag and drop files to be stored online, on the cloud. You can access these anywhere around the world as long as you have access to the internet.



- 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





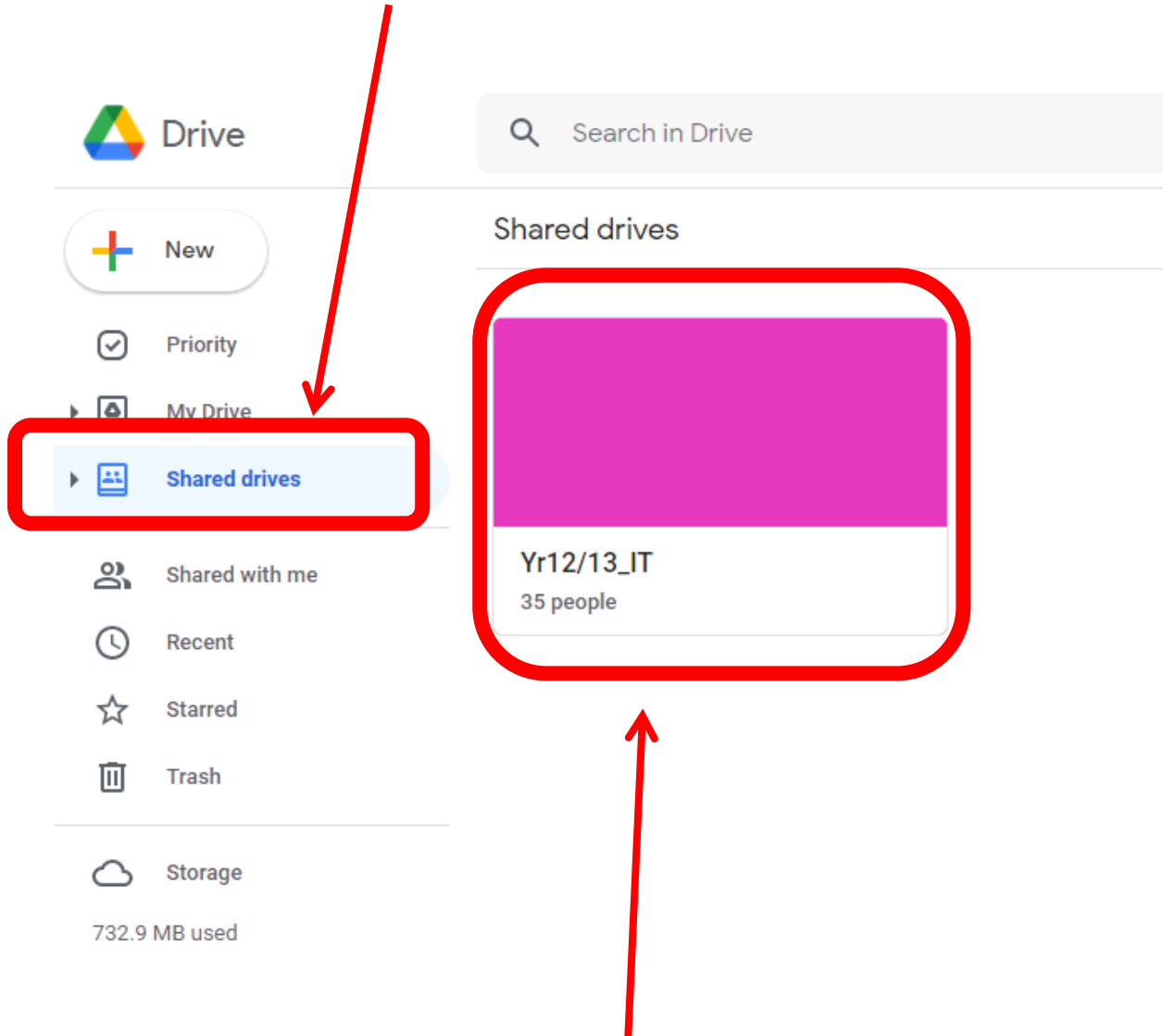
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- f. You teachers might share resources with you. To view what has been shared with you click on the left side "Shared drives". See below:



- 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.

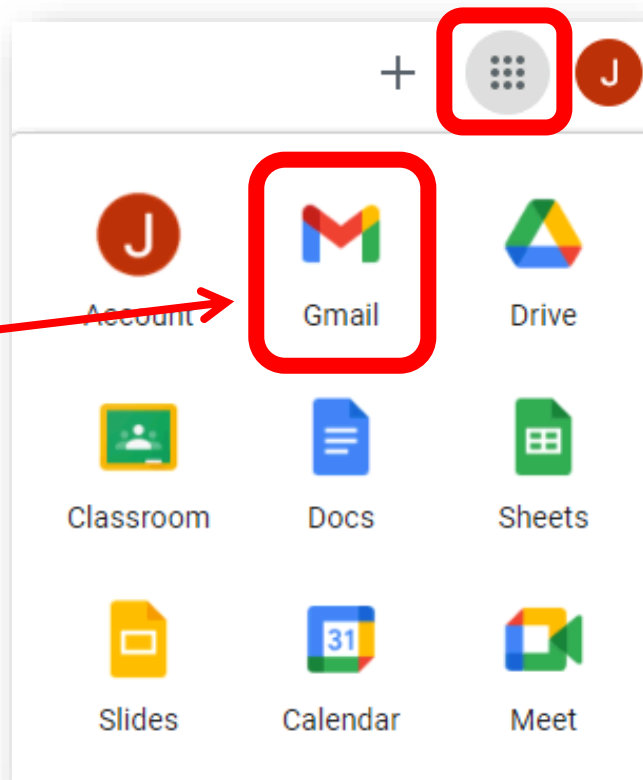


12. Do I have a school email account?

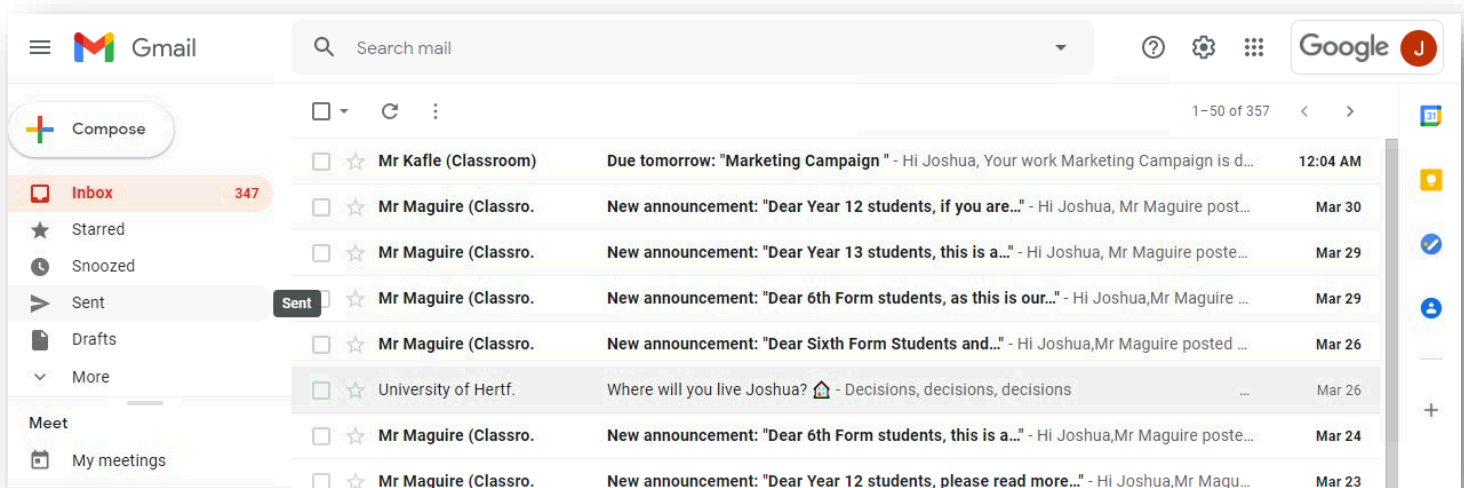
- a. Yes, to gain access to your school email account, Gmail, you need to click on the 9 dots at the top right corner.

- b. From this drop down option you can see all the Google Apps that you have access to.

- c. On the right you can see **Gmail** and this is your school's email account where you will receive all of your notifications.



- 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.



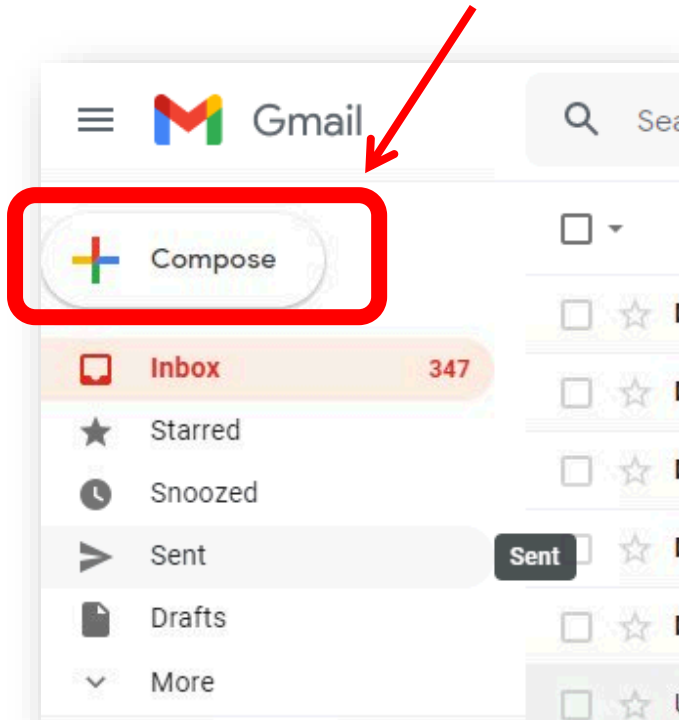


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- e. To write an email you need to click on "Compose" as shown below. After clicking this button you will then get a popup to allow you to write your email.



- f. On the write is what you will get after you click on "Compose". Here you write the email address of the recipient/s, your email's subject and then your message.

- g. You can attach files here

- h. Once ready you click on "Send"

