



Google Classroom: A Beginner's Guide



What is Google Classroom?

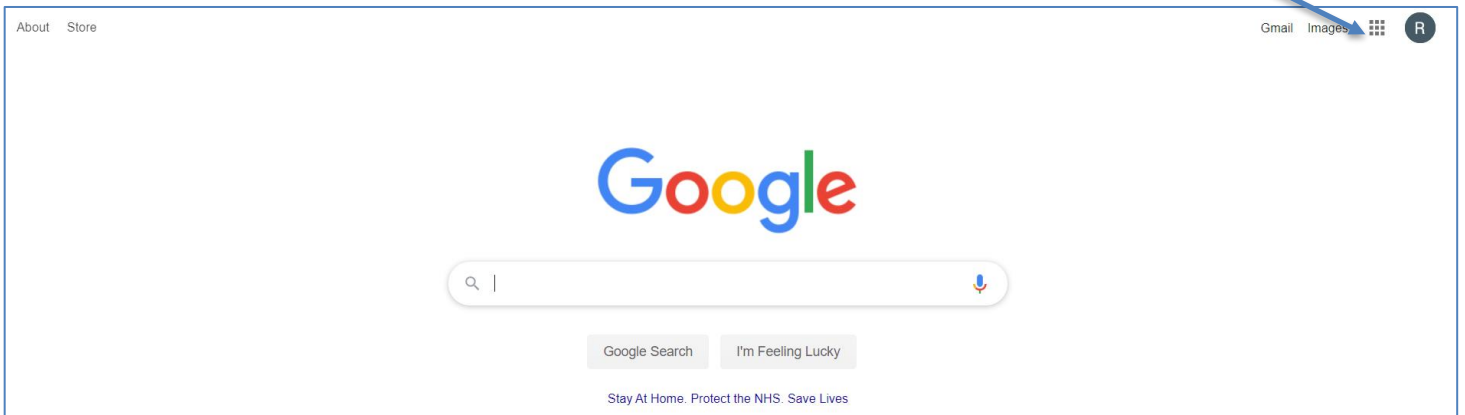
Google Classroom is a free and easy online tool for teachers to set work and for pupils to complete the work that has been set. Pupils can then submit their completed work using Google Classroom. It also allows for quick and easy communication between teachers and pupils.

How do I access Google Classroom?

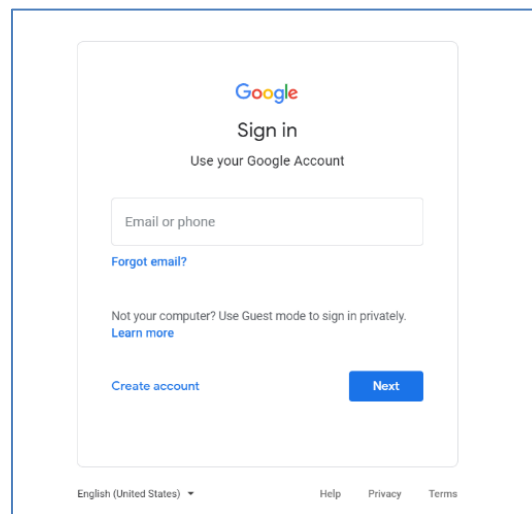
The classroom can be accessed via most devices which are connected to the internet (e.g. PCs, MACs, Chromebooks, iPads and mobile phones).

Follow this link: <https://classroom.google.com/>

Or, you can click the nine circles in the top right of any Google page and then click the Google Classroom button.



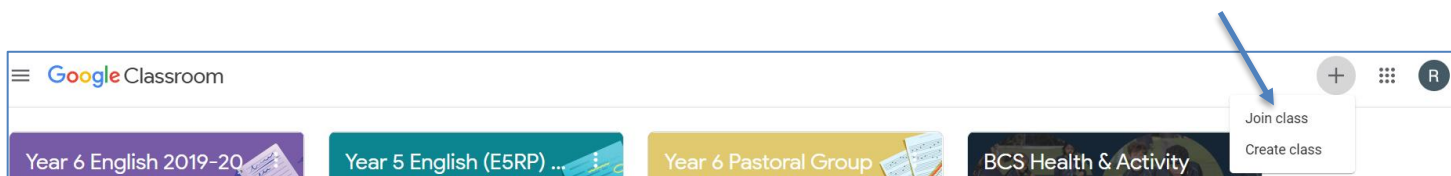
Log on using your Blue Coat School email address and password. This has been sent to you.



How do I join my class' Google Classroom?

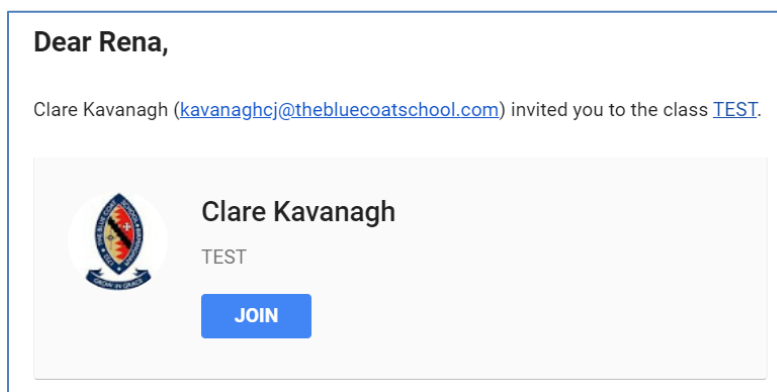
Each teacher sets up their classroom(s) online. The classroom can be accessed two ways: 1) through a classroom code, or 2) if your teacher sends you an email inviting you to the classroom.

1) To join a Google Classroom using a code, click on the cross in the grey circle in the top right corner.



Then click 'Join class' and enter the code which has been sent to you. These can be found on the Parent Portal.

2) If your teacher emails you using your BCS email account inviting you to the Google Classroom, you will receive a notification like this and you click JOIN:

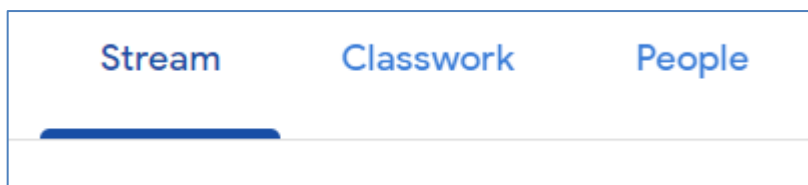


You only need to go through this process once. Once you have joined a classroom, you remain part of it for the rest of the academic year. Depending on your year group and how many different teachers you have, you may be expected to join multiple Google Classrooms.

You should now have entered the Google Classroom and should be able to see the work which has been set for you.

What does a Google Classroom look like?

There are three main areas in each Google Classroom:



Stream works similarly to a social networking page. The most recent post will be at the top and the oldest at the bottom. You can scroll up and down to see all the posts. Please do not use this as a place to chat with your classmates, but you can post purposeful questions: remember this is a learning platform.

How do I see the work which has been set for me?

You can see the work which has been set either in Stream or Classwork.

When your teacher posts an assignment, it will contain a set of Google Slides with a video and audio recordings of your teacher giving you clear instructions for each lesson. You will see the Learning Objective, the Success Criteria and possibly some additional instructions for you to follow. It will also have a date stating when the work needs to be completed by. Please ignore the 100 points, this is a function that cannot be disabled.

The screenshot shows the 'SLT - Online Learning' interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area displays an assignment titled 'L.O. To use colons and semicolons.' with a due date of 'Due Tomorrow, 09:00'. The assignment was posted on 25 Mar (edited 25 Mar) and is marked as 'Assigned'. The success criteria are listed as follows:

- I can identify colons and semicolons in text.
- I can use colons and semicolons in a complicated list.
- I can use colons for explanation.
- I can use semicolons to join two independent but related clauses.

The challenge is listed as follows:

- Include a relative clause.
- Include parenthesis.

Below the criteria, there is a link to 'View assignment' and a thumbnail for a 'GC lesson for SLT - colon...'.

How do I complete the work which has been set for me?

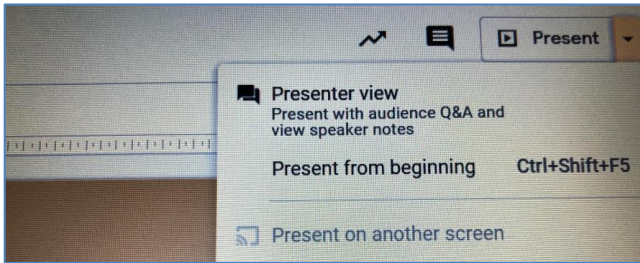
You will be guided by your teacher as to whether you need to complete the work online or offline in another way. Usually, your teacher will create a Google Doc on which you need to record your answers. Sometimes, you may need to download a PDF or create a document of your own, perhaps using Google Slides or a video. You may need to take a photograph and upload your work, please [click here](#) to see how to do this. Your teacher will be online during your timetabled lessons to give you written feedback or to answer your questions on Google Meet. At the start of the lesson, your teacher will post a new link to join Google Meet and you will see this at the top of the Stream on Google Classroom. You can join Google Meet if you need help. Please refer to the Google Meet Expected Behaviour Guide on page 8 of the BCS Distance Learning Programme booklet.

The screenshot shows the 'Pilot Pupil Google Classroom' interface. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Marks'. The 'Stream' tab is selected. Below the tabs, there is a banner for 'Pilot Pupil Google Classroom' with the class code 'g6ban5j' and a Meet link 'https://meet.google.com/lookup/bufgwcxku'. Below the banner, there is a section for 'Upcoming' which shows 'No work due in soon'. There is also a section for 'Share something with your class...' with a plus icon and a share icon.

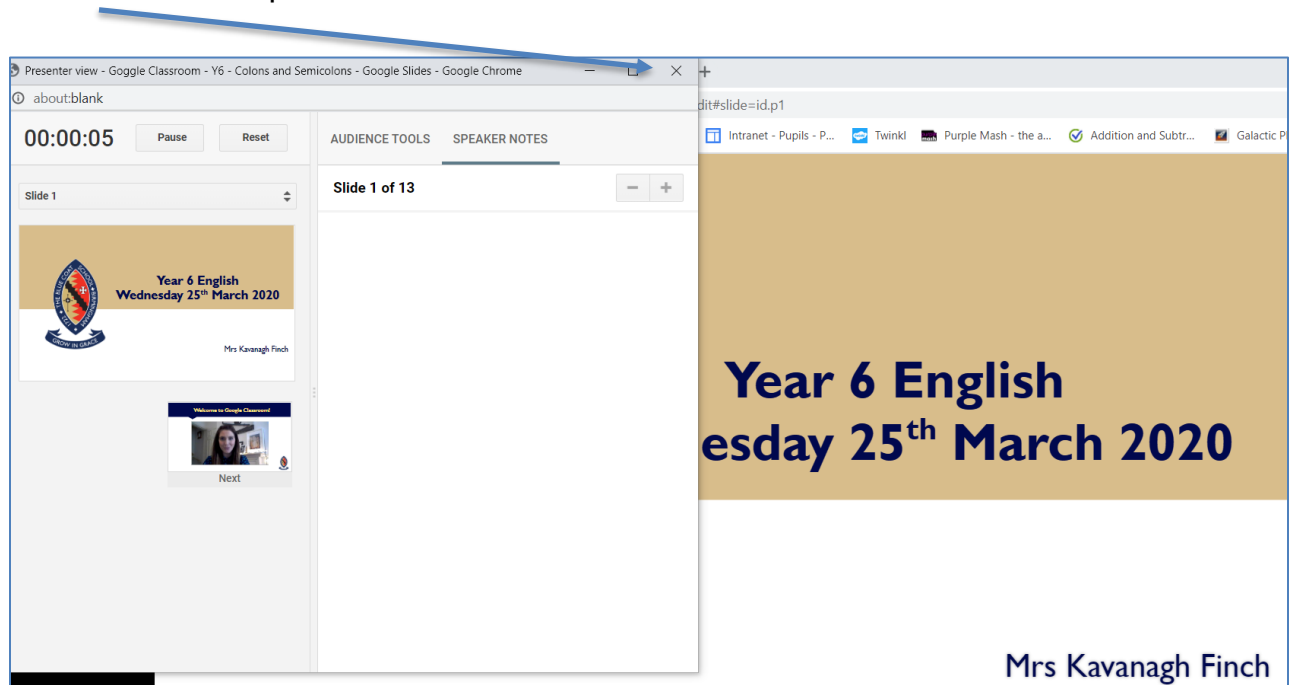
Can I work from the Google Slides and a Google Doc at the same time?

Yes, when you open Google Slides click the dropdown menu next to present and follow these simple steps:

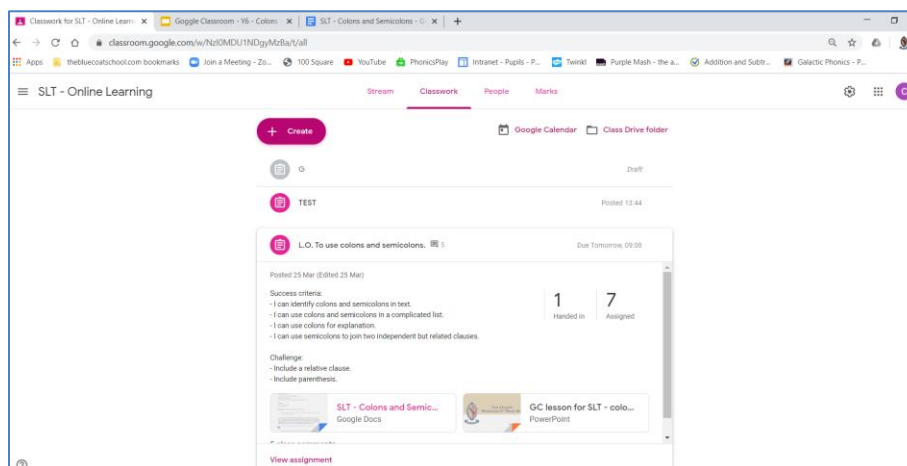
1. Use 'Presenter view'



2. Click the x to close the presenter view screen

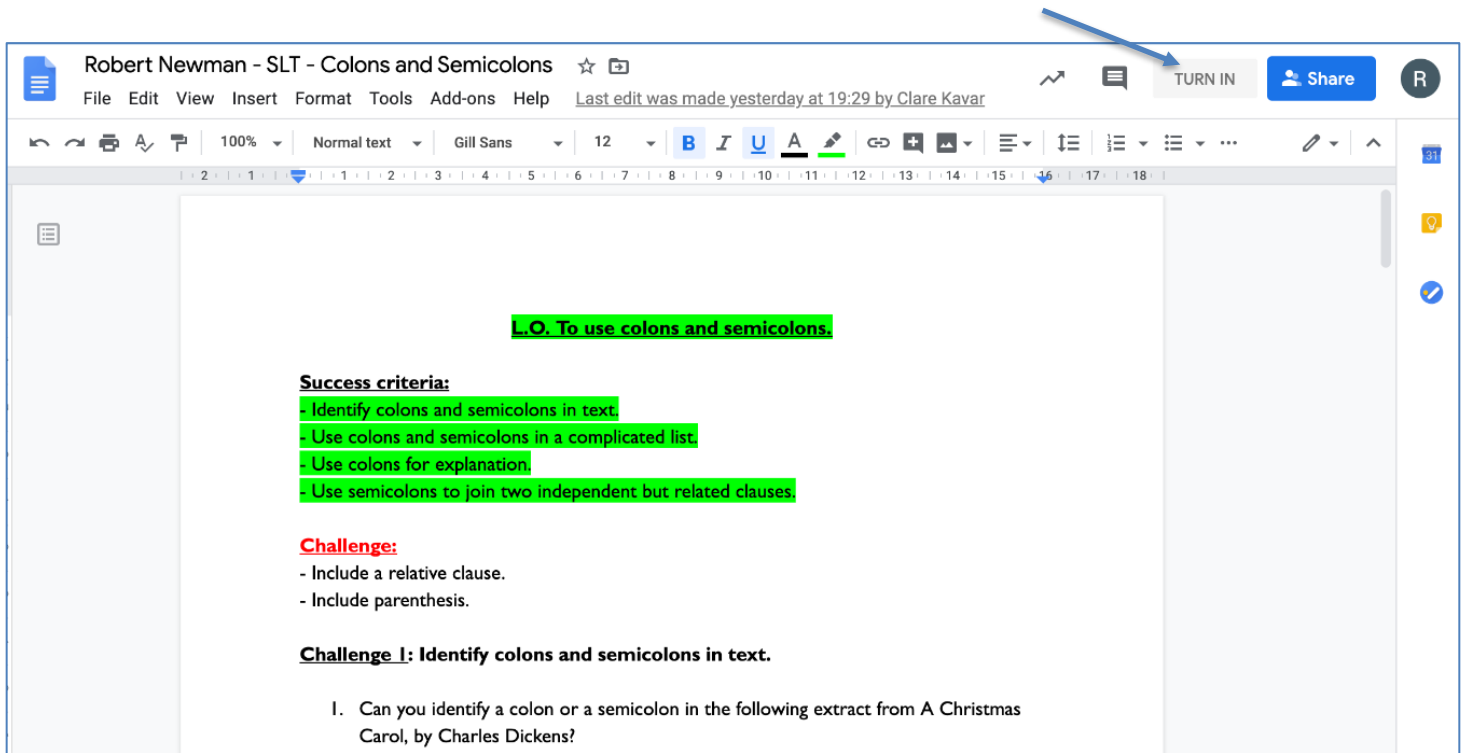


3. Go back to Google Classroom and open the Google Doc and you will see the Google Slides and the Google Doc open in two separate windows; you can easily tab between the two windows



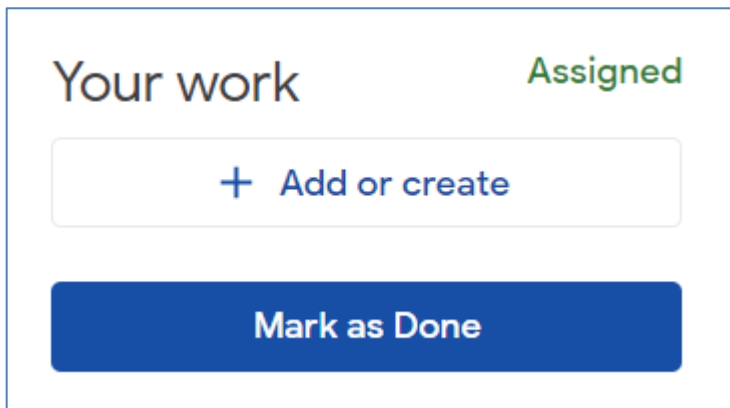
How do I submit the online work I have completed?

The only people who can see the work you complete are you and your teacher. Please remember to 'turn in' or 'submit' your work. Ensure you are happy with the final version before you 'turn in' your work because you will not be able to edit your document afterwards.



How do I submit the offline work I have completed?

If you have completed the work offline, you can upload your work (perhaps a photo or a video) by clicking on the 'Add or create button'. Then mark your work as done, so that your teacher knows the assignment was completed by the deadline. Alternatively, please check Mr Hill's video by [clicking here](#).




The only people who can see the work you have completed are you and your teacher. Please remember to press the 'Mark as Done' button!

How do I see feedback from my teacher?

Your teacher is able to read your work and will then give you feedback online. Only you and your teacher can see this feedback.

L.O. To use colons and semicolons.

100 points


 Clare Kavanagh 25 Mar (Edited 25 Mar)

Success criteria:

- I can identify colons and semicolons in text.
- I can use colons and semicolons in a complicated list.
- I can use colons for explanation.
- I can use semicolons to join two independent but related clauses.



Challenge:


- Include a relative clause.
- Include parenthesis.

 GC lesson for SLT - colons a... PowerPoint

Your work


Assigned

 Robert Newman - ... Google Docs 

 Add or create

Hand in


1 private comment


 Clare Kavanagh 25 Mar
Great effort, Robbie! I was very impressed with your use of vocabulary: 'stealth-like'.

What should I do if I don't understand the task I have been asked to complete?

You can send a private comment to your teacher. Only you and your teacher will see this. Your teacher will then respond. Alternatively, you can speak to your teacher during the lesson on Google Meet.


Private comments




Add private comment... 

You can also post a class comment, which everyone in your Google Classroom will see. The responses will also be seen by everyone (including your teacher) so make sure what you post is sensible!

Class comments



Add class comment... 

What else is useful to know?

It is recommended to have the following apps when accessing and submitting work on Google Classroom: Google Docs, Google Sheets and Google Slides. These are free to download but children must use their school login details (as opposed to other Google accounts).

There are lots of useful videos online to show you how Google Classroom works. Here are a couple below:

<https://www.youtube.com/watch?v=awmgsegm710>

<https://www.youtube.com/watch?v=xfgqtCi7hdo>

Who do I contact if I cannot access Google Classroom?

Please contact: ictsupport@thebluecoatschool.com

Please note that children need to use their Blue Coat email account and not another Google account or email.

Who do I contact if I do not understand the work set for me on Google Classroom?

Please contact your teacher.