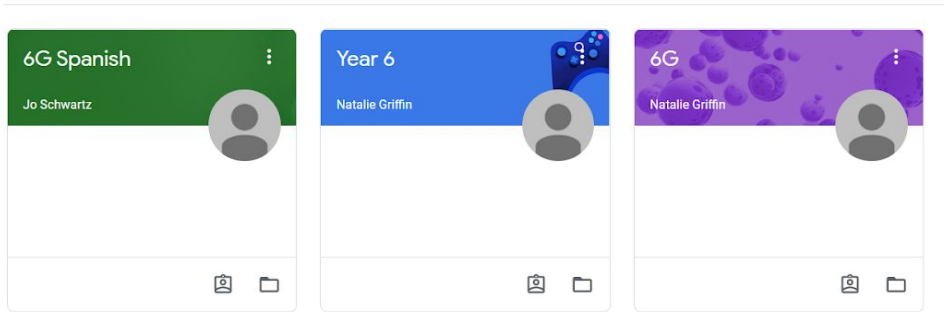


Parent and Child Guide to using Google Classroom

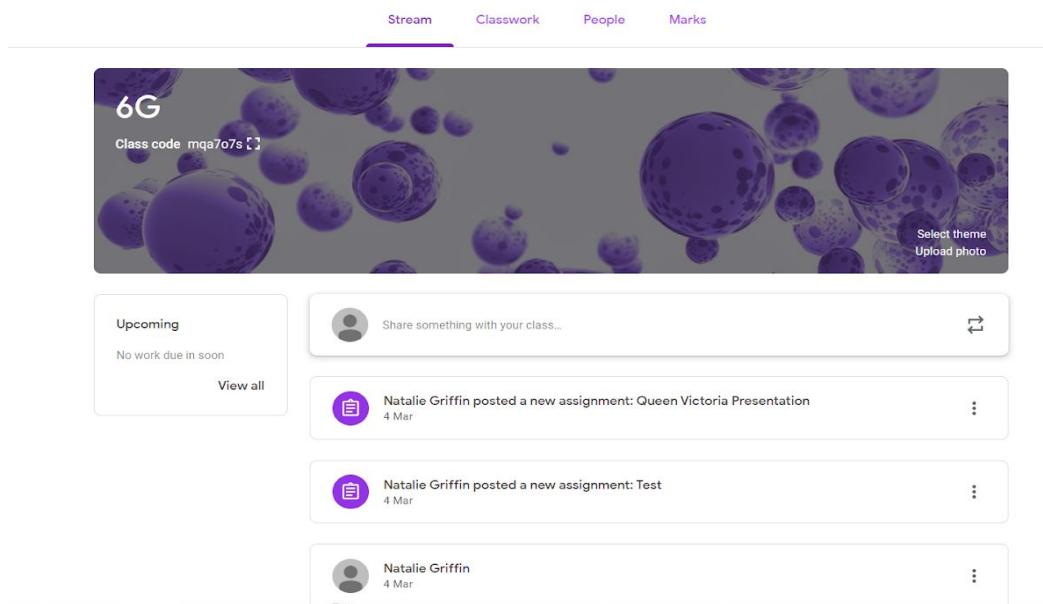
Step 1:

Please ensure that you sign out of any personal Google accounts. Go to the school website <https://www.wgprep.co.uk/> and click on 'Pupils' and then on 'Google Classroom'. Your child should now login. This will open up all the available classes that your child has joined such as the example below. If Google Classroom asks for a class code and you cannot see any classes displayed then you may still be signed in as someone else.



Step 2:

Click onto the class that you wish to use and it will open onto the 'stream'. This is where teachers can post announcements, links, song words etc. It will also say if an assignment has been set.



Step 3

You can either click on 'Classwork' to view all available assignments or click on a specific assignment straight from the 'Stream'

Step 4

Once you have click on an assignment it will look a bit like the image below with the title, instructions and any other resources that the teacher has uploaded or links they may have provided. The image below shows a basic assignment with just the title and an instruction of what to do.

The screenshot shows an assignment interface. On the left, there is a purple icon of a document and the title 'Queen Victoria Presentation' in purple. To the right of the title, it says '100 points'. Below the title, the instructor's name 'Natalie Griffin' and the date '4 Mar (Edited 10:25)' are shown. The main instruction reads 'Create a powerpoint all about Queen Victoria.' Below this is a section for 'Class comments' with a profile picture of a dog and a text input field 'Add class comment...'. On the right side, there are two panels. The top panel is titled 'Your work' and has a status 'Assigned'. It contains a '+ Add or create' button and a 'Mark as Done' button. The bottom panel is titled 'Private comments' and has a profile picture of a dog and a text input field 'Add private comment...'.

You can then click on 'Add or Create' which brings up a menu of how you can complete the task.

The screenshot shows a vertical menu with the following options: 'Google Drive' (with a drive icon), 'Link' (with a link icon), and 'File' (with a file icon). Below these is a section titled 'Create new' with four options: 'Docs' (with a blue document icon), 'Slides' (with a yellow presentation icon), 'Sheets' (with a green spreadsheet icon), and 'Drawings' (with a red drawing icon).

Google Drive- You can upload a document or picture already created in your drive.

Link- You can add a website link that you have found.

File- You can upload a file that is saved on your computer.

Docs- Create a document similar to MS Word.

Slides- Create a document similar to MS PowerPoint

Sheets- Create a document similar to MS Excel.

Drawings- Create a drawing or diagram.

You can use multiple options to complete an assignment e.g. complete a word document but also upload a photo or do a drawing to go with it.

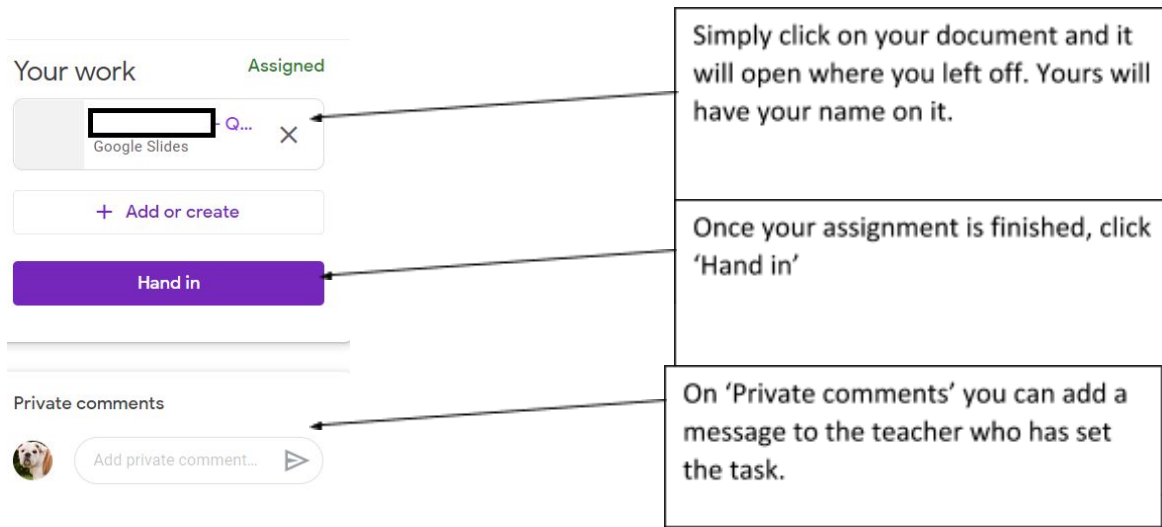
If you accidentally click the wrong option, you can simply click the X next to it to delete and then select a new one.

Step 5

If you select one of the 'Create new' options, it will create a new document and name it for you. Click on it and this will open in a new tab where you can start editing. Once you have finished, close your document. It will auto save and you will be back to the previous tab with the assignment instructions on Google Classroom.

Step 6

If you are not finished, you can come back and carry on with the assignment at a later date.



The image shows a screenshot of the 'Your work' section in Google Classroom. The section is titled 'Your work' and has a green 'Assigned' status. Below the title, there is a card for a Google Slides document. A callout box points to this card with the text: 'Simply click on your document and it will open where you left off. Yours will have your name on it.' Below the document card is a '+ Add or create' button. A callout box points to the 'Hand in' button with the text: 'Once your assignment is finished, click 'Hand in''. Below the 'Hand in' button is a 'Private comments' section. A callout box points to the 'Add private comment...' button with the text: 'On 'Private comments' you can add a message to the teacher who has set the task.'

Step 7

When your teacher views your finished assignment, they have the option to make suggestions and provide comments. They might click 'Return' which will allow you to make changes to your work. You can also 'unsubmit' your work from your end which will allow you to make changes and then 'Hand in' again.

Things to remember:

To login, your child needs their school computer/ chromebook username and they need to remember to add the extra email part. This is autocomplete for them at school on the chromebooks so they may forget. It follows the format:

username@students.wgprep.co.uk

Your child may have multiple classrooms that they need to check e.g. Year 6 but also Year 6 French. If they have a general year group one e.g. Year 6, there may be multiple teachers on there setting work for the whole year group. Your child should check each classroom that they belong to.