

Google Classroom
for Online Learning:
Guidance for Pupils

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1. When do I need to use Google Classroom?

If you are absent from school because of the coronavirus pandemic, you should log in to Google Classroom to take the register and see what work you need to complete, if you are feeling well.

2. Your Google login

To log in to google:



- 1) Go to google.com (or any other google website).
- 2) Click 'sign in' in the top-right corner. If you are already signed in to a Google account on that computer, click the initial instead.
- 3) If you are logging in for the first time, enter your username and password. If you have logged in before, select your **school** Google account.



Username = your school ID username@asap.org.uk (the username is made up of your first name, surname initial, first letter of your month of birth and day of birth number)

e.g. HannahHM21@asap.org.uk

Password = the password you use to log on to school computers

Remember – you have all logged into the computers at school. This username and password is the same for Google!

- 4) Whenever you are using Google for anything related to school, check that you are logged in to your **school** Google account.

If you are logged in to a personal Google account, you won't be able to access any school work or the register.

Google has a habit of switching between accounts so if something doesn't work, check that you are logged in to the right account first!

3. Taking the Online Morning Register

When do I need to take the Online Morning Register (OMR)?

You need to take the Online Morning Register each morning before 9am. This allows your Heads of Year and Student Support Officers to check that you are ready for the days learning. Students not completing the OMR will be contacted on the same day by the HoY to check why it hasn't been done.

How do I take the OMR?

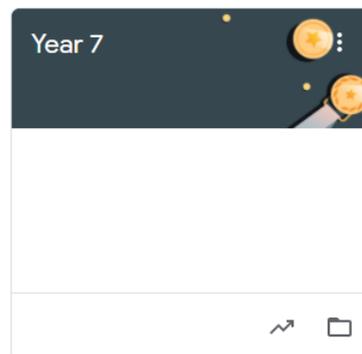
Go to your classes in Google Classroom.

Open the class 'Year x'

At the top of the Class Stream, you will see a message about the OMR with a Google Form attached.

Click the form to open it.

Fill in your details and submit the form when done.

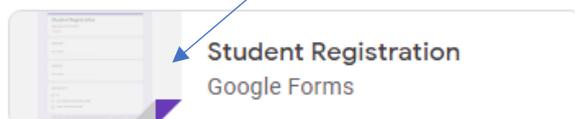


Tom Wood
16:29

Below is the Online Morning Register. Click on the form and fill it in.

You need to take OMR before 9 am on any day where you are absent for reasons related to the COVID-19 pandemic.

If you are absent for any other reason, you should not complete this register - please follow the normal absence procedure and have a parent ring the school.

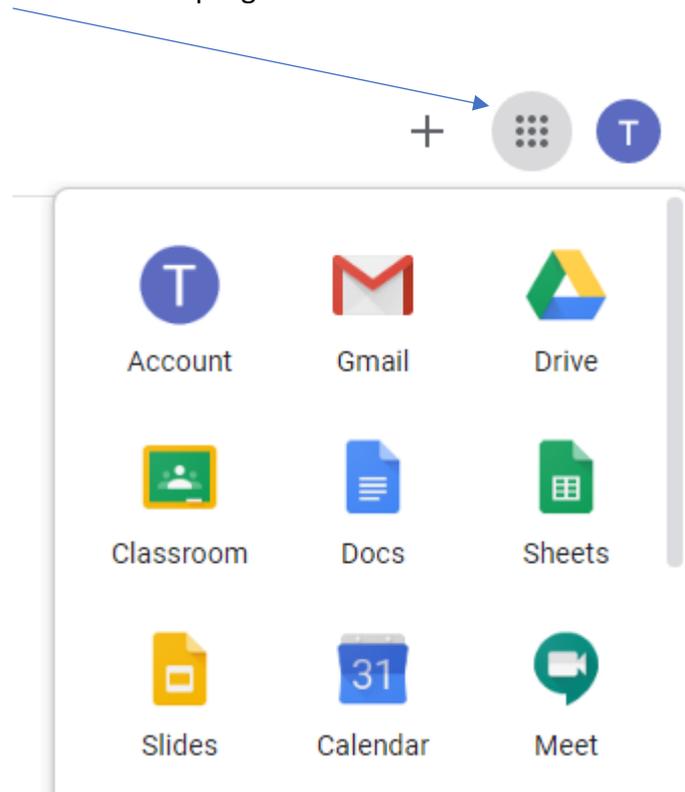


Logging in to your school Google account gives you access to different apps. The important ones you will need to know about for remote work are summarised below.

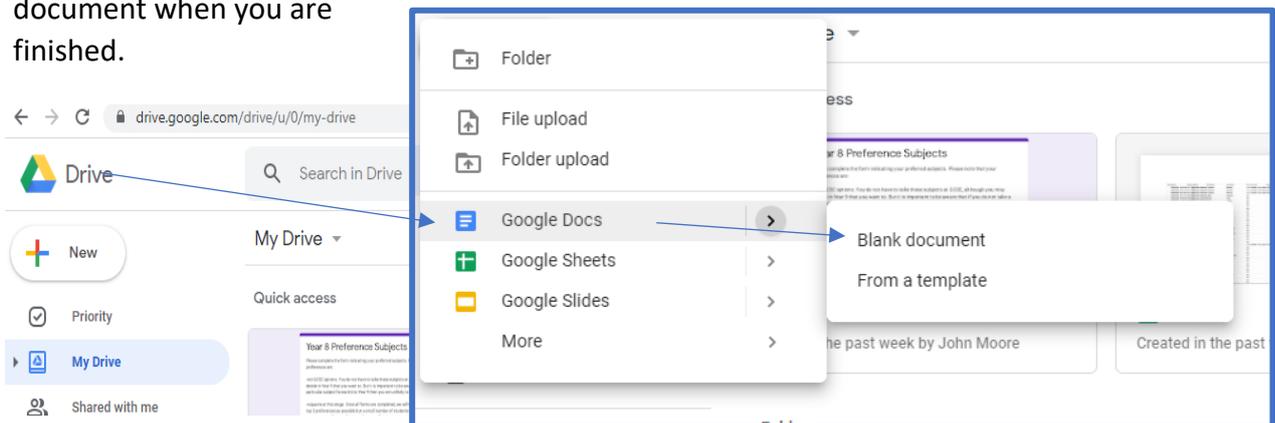
After you have logged, click the app launcher in the top-right corner of the screen:

A. Drive is an online storage area. Any work which you do in Google (e.g. on a Google Doc) will be saved here. It is useful as you can access your saved work on any device.

C. Docs is Google's equivalent of word. It's completely free to use and your work is saved automatically in Google Drive as you type. This is useful because you can work on a document from any device without installing any other software – you just need to log in to Google.



If you want to create your own new Google Doc, click the big 'New' button in Google and select Docs. Work saves automatically, so just close the document when you are finished.



5. Google Classroom – logging in

This is where you can find and submit any remote work set by your teachers.

To access your classes, either click on the 'Classroom' app in Google or go to classroom.google.com.

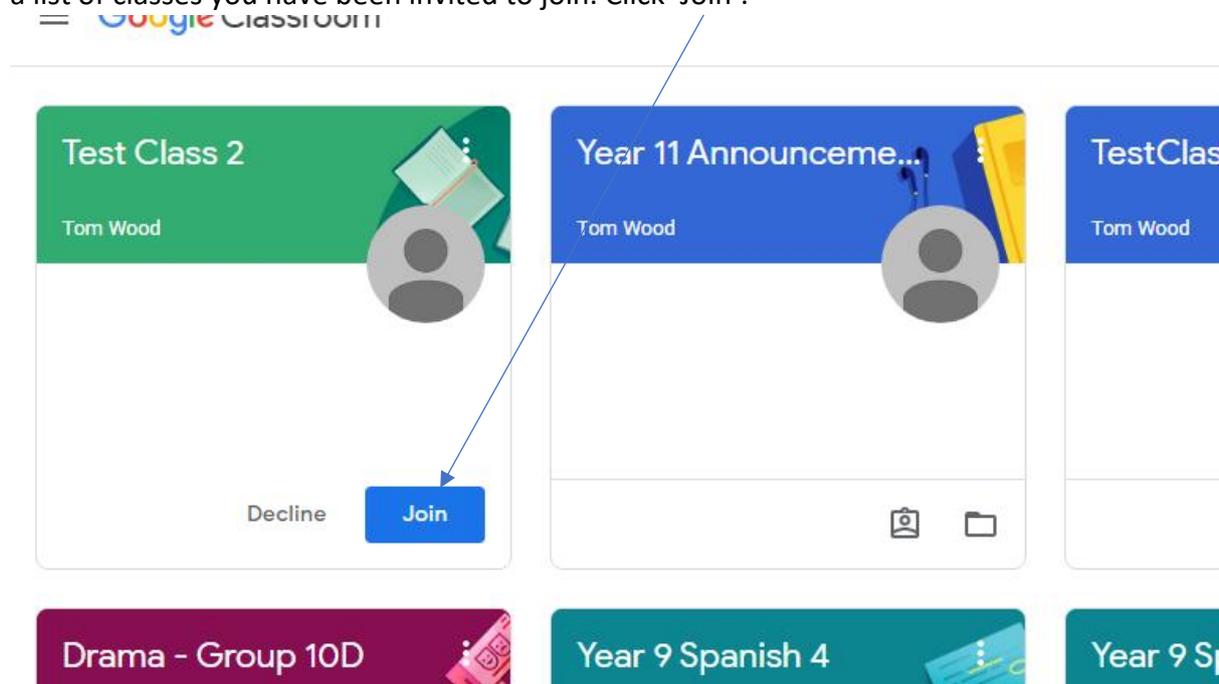
You will need to be logged in to your school Google account to see your classes.

When you log in for the first time, you will need to select your role. Select 'I am a student':



5A. Joining a class

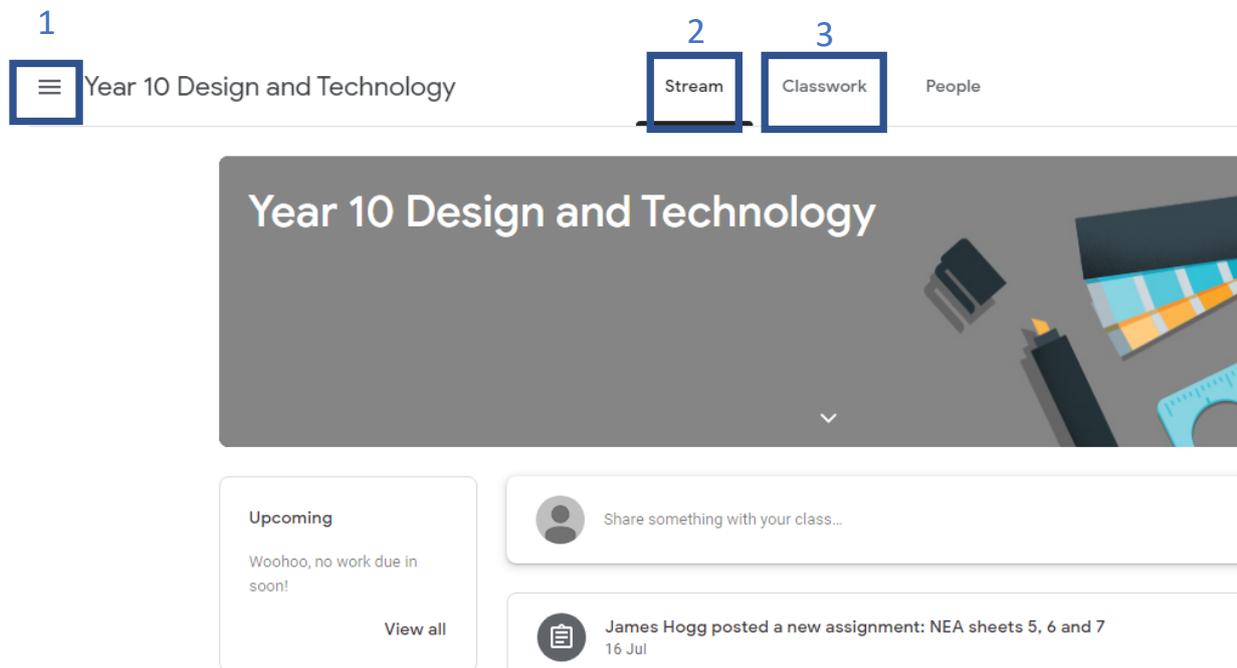
Your teachers should already have added you to your classes. When you log in, you will see a list of classes you have been invited to join. Click 'Join':



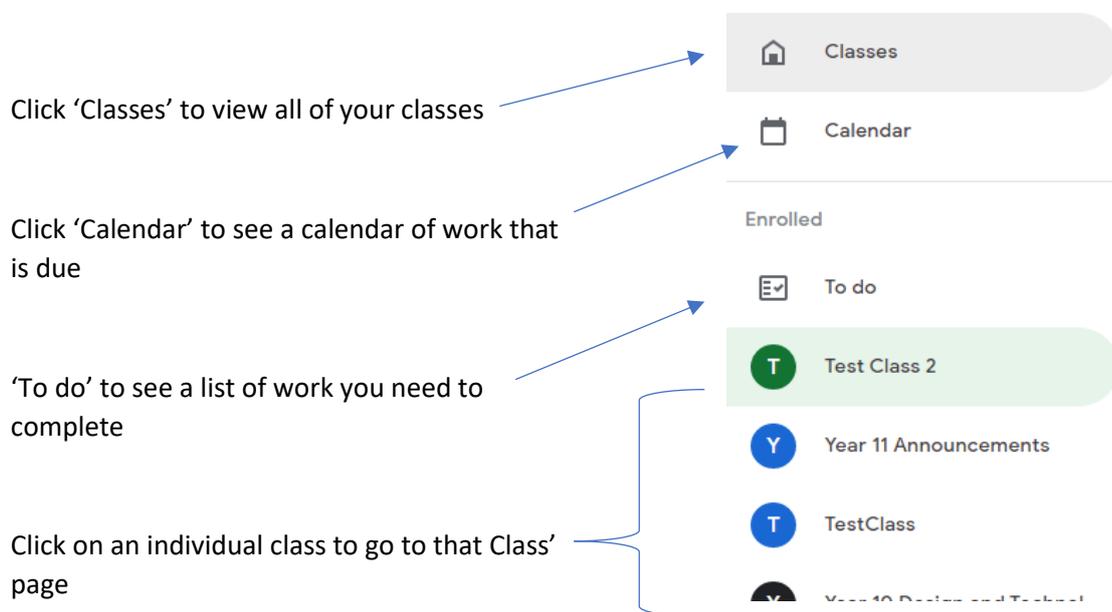
If a class seems to be missing, contact the relevant teacher who will help you.

5B. The Class Page – overview

Click on an individual class to view its page.



1 = Access the **Main Menu** by clicking the three lines. Here you can:

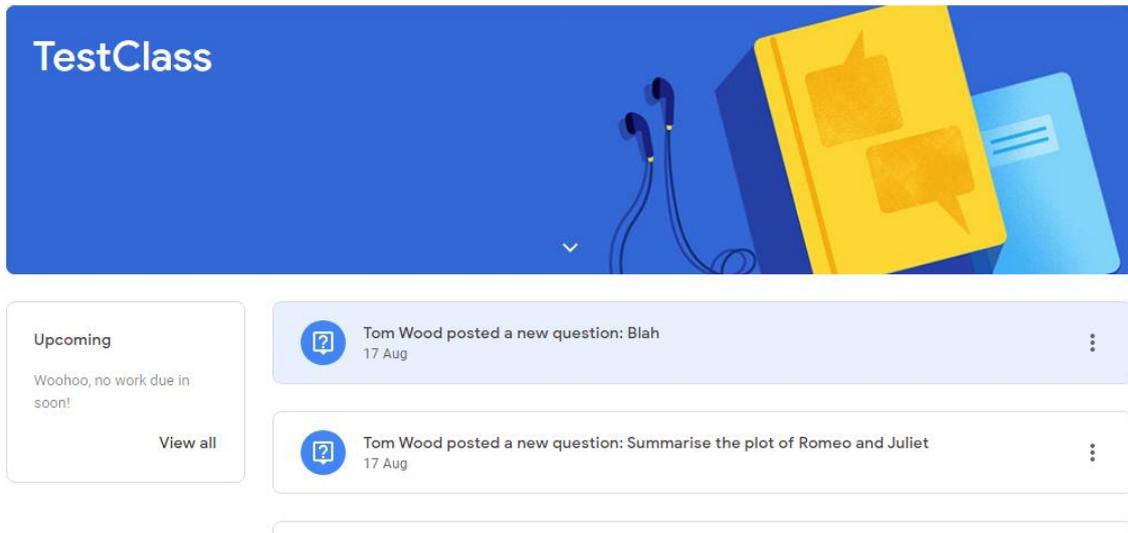


2 = The class **Stream** where you can see the latest messages from and work set by your teacher

3 = The **Classwork** page where you can get more detail about your work, view any attachments and submit your completed work

5C. The Class Page – Stream

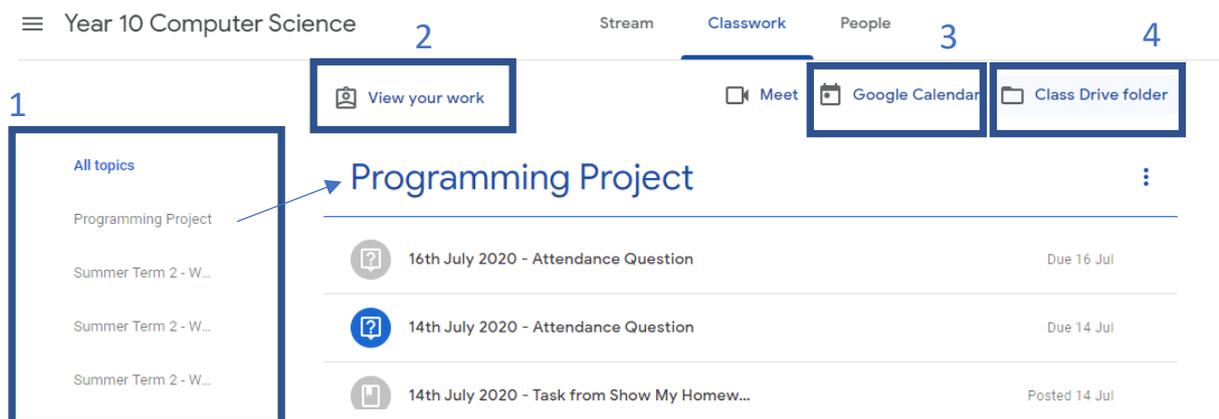
When you click on a class, the first thing you will see is its Stream.



Here you will find updates about the work your teacher has set and any announcements they have made.

5D. The Class Page - Classwork

Probably the most important tab – **click on this to view the details of your classwork, download any worksheets or resources and submit work.**



1 = List of topics. Your teachers might organise work into different topics. These might be different units of the course, or the week the work was set. Click on a topic to see the work for that topic. It will appear on the right. Click on a piece of work to see more detail.

2 = Click here to see a summary of all the work you have been set and whether you handed it in, on time, late, or not at all.

3 = Click here to see a calendar for that class—when work is due

4 = Click here to see the Google Drive for that class. All the worksheets and other resources that have been posted for that class will be in here.

5F How to view a piece of classwork ('Assignment')

Click once on a piece of work (an 'assignment') in your classwork list. You will see a **summary** of the work you need to complete. Click '**view assignment**' at the bottom to see more detail and **submit** work.

The screenshot shows a Google Classroom assignment card. At the top, the title 'Lesson 19: Theme 2 (Local, national, internat...' is boxed with a blue border and labeled '1'. To its right, the due date 'Due 3 Jul' is boxed and labeled '2'. Below the title, the posting date 'Posted 30 Jun' is boxed and labeled '3'. To the right of the date, the status 'Missing' is boxed and labeled '4'. The main body of the card contains three numbered instructions, with the entire instruction area boxed and labeled '5'. At the bottom of the card, there are two attachment cards: 'Year 10 and 11 Spanish | ...' with a link to a Quizlet page, and 'Y11 Knowledge Map - H... Word'. This attachment area is boxed and labeled '6'. At the very bottom of the card is a blue button labeled 'View assignment'.

1 = Title of the work

2 = Date it's due

3 = Date it was set

4 = status of the work. "Assigned" = you need to complete it. "Handed in" = you submitted work on Google Classroom. "Missing" = you didn't submit anything on Google Classroom

5 = Instructions

6 = Attachments such as knowledge maps, links to websites, booklets, worksheets

7 = Click '**view assignment**' to see more detail and submit work

6 How to Submit Work

Click 'view assignment' to see more detail about a piece of classwork and submit it.

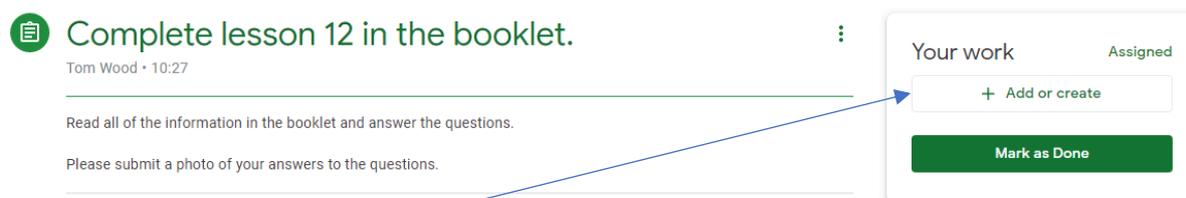
Read the instructions on a piece of work carefully to see how your teacher wants you to submit a piece of work. Teachers may set work in different ways depending on the lesson.

They might:

- a) Ask you to complete handwritten work in a booklet or exercise book
- b) Ask you to complete work electronically by typing on a Google Doc

6A How to submit evidence of hand-written work (e.g. in booklets or exercise books)

Sometimes, your teacher might ask you to complete written work in a booklet or exercise book which you have taken home. Look at this example:



In the 'Your Work' box, there is no attachment for you to type on because the teacher wants you to hand-write your answers.

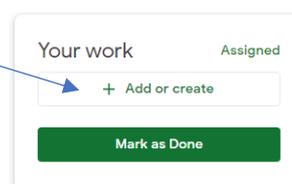
A teacher may ask you to submit a photo of the work you have done.

If you have a mobile phone or tablet, it is easier to use the **Google Classroom mobile app** to do this. Download this for free on your device's App store and follow these instructions:

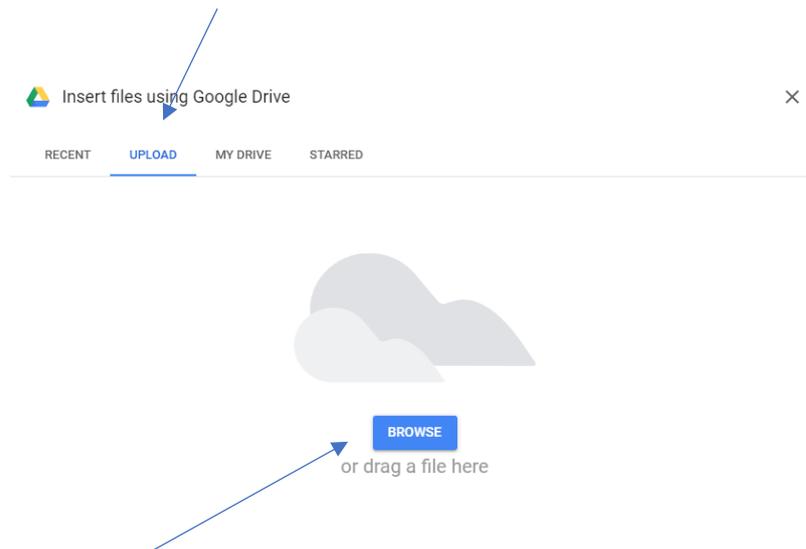
- 1) Find the class in the main menu, go to the classwork page and click on the correct assignment.
- 2) Click the upward arrow in the 'Your Work' box at the bottom of the screen
- 3) Click 'add attachment'
- 4) Click 'Take a Photo' and take a photo of your work with your camera
- 5) Click 'Hand in'

If you can't download the mobile app, you will need to transfer the photo to your computer. Save your photos in a clearly labelled folder (e.g. "Photos of work") and make sure it has a clear name (e.g. "English Booklet Lesson 12 21.9.20). Then, take the following steps on Google Classroom:

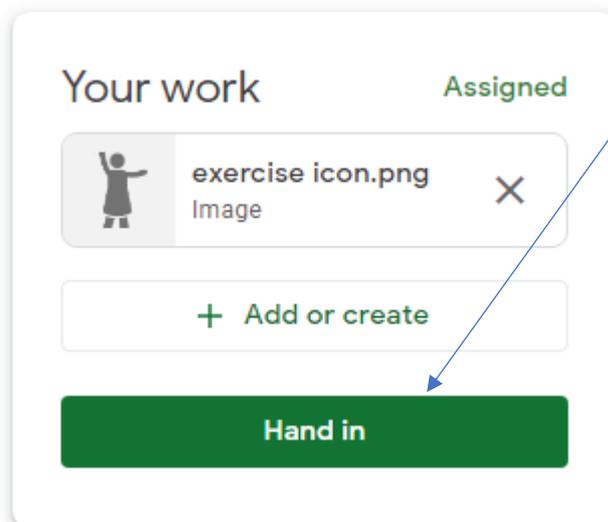
- 1) On the assignment, click '+Add or Create'



- 2) Click 'File'
- 3) A window will pop up called 'Insert files using Google Drive' (see below)
- 4) Click the 'upload' tab



- 5) Browse to find the file of the photo of the work, or drag the file into the box.
- 6) This will take you back to the assignment page. Click 'Hand In':



6B How to complete a piece of work on a Google Doc and submit it

Sometimes, your teacher will attach a question or worksheet on a Google Doc for you to type on and submit. Look at this example from Spanish:

Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)

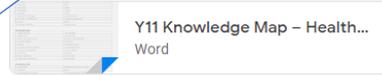
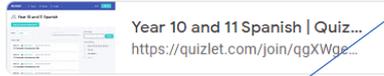
Adam Brown · 30 Jun

Due 3 Jul

1. Go to Quizlet and click on Vocabulary **32a**. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.

2. Complete the "Healthy living 3" sheet. This should take approximately 50 minutes.

3. Complete Vocab test 32a (separate assignment). This should take approximately 10 minutes.



Your work Missing

Testing Student - ...
Google Docs
✕

+ Add or create

Hand in

Private comments

▶

The 'Your Work' box contains the Google Doc which your teacher wants you to write on and submit. Simply click on the Google Doc.

Your work Missing

Testing Student - ...
Google Docs
✕

+ Add or create

Hand in

This will open up the Google Doc in a new window. Type your answers onto the Doc:

Objetivo: to be able to discuss healthy lifestyles

1. Match up the vocabulary.

1. (no) me parece N	A. harmful
2. daña los pulmones	B. it stains your teeth yellow
3. el mal aliento	C. to smoke cigarettes
4. mancha los dientes de amarillo	D. to get addicted
5. perjudicial	E. to take hard drugs
6. la capacidad para tomar decisiones	F. it makes you feel more grown up
7. te hace sentir bien	G. a strong physical dependence

It will save automatically as you type.

Once you are finished, you can close the browser window. The Doc will be saved in your Google Drive.

Back on the assignment screen, when you are ready click 'Hand in'.

Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)
Adam Brown • 30 Jun
Due 3 Jul

1. Go to Quizlet and click on Vocabulary **32a**. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.
2. Complete the "Healthy living 3" sheet. This should take approximately 50 minutes.
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Attachments:
- Year 10 and 11 Spanish | Quiz...
- Y11 Knowledge Map – Health... Word
- Pearson Sign In

Your work Missing
Testing Student - ... Google Docs
+ Add or create
Hand in

Private comments
Add private comment...

If your teacher has asked you to complete a Google Form Quiz you will see it in the attachments. Simply click the link to open the quiz in a new window. Work through the questions until you reach the end and submit the form.

Little words quiz 1
Adam Brown • 16 Jul
21 points
Due 7 Sep

Attachment:
Little words quiz 1 Google Forms

Your work Assigned
+ Add or create
Mark as Done

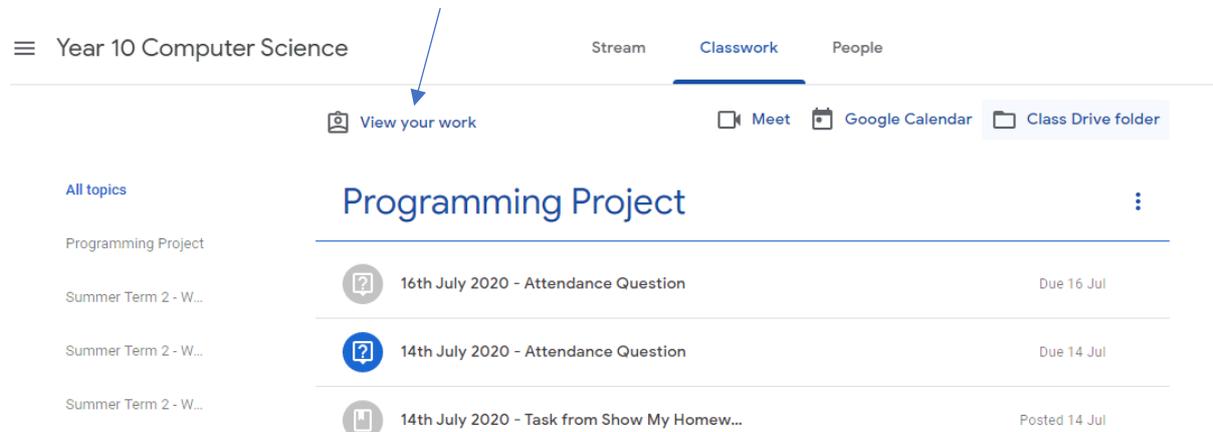
6C What if my teacher hasn't asked for work to be submitted?

Sometimes your teacher might not want you to submit anything for an assignment. To keep your records up to date, you should mark the piece of work as completed. Simply click "mark as done" in the "Your work" box on the assignment screen:

Your work Assigned
+ Add or create
Mark as Done

7. How can I see a piece of work my teacher has marked?

If your teacher has said they will mark a piece of work, you will get a notification in Gmail once they have returned it. Find the document by going to the Classwork tab (see above) for that class and click on 'View your work':



Find the correct assignment and click on 'view assignment':

The screenshot shows the 'Creative Writing' assignment page. The page includes the assignment title, due date, and instructions. A 'Your work' section shows a submitted Google Doc. A 'Resubmit' button is highlighted with a blue box and labeled '2'. A 'Class comments' section shows five private comments from students and the teacher, with a 'Resubmit' button highlighted with a blue box and labeled '3'.

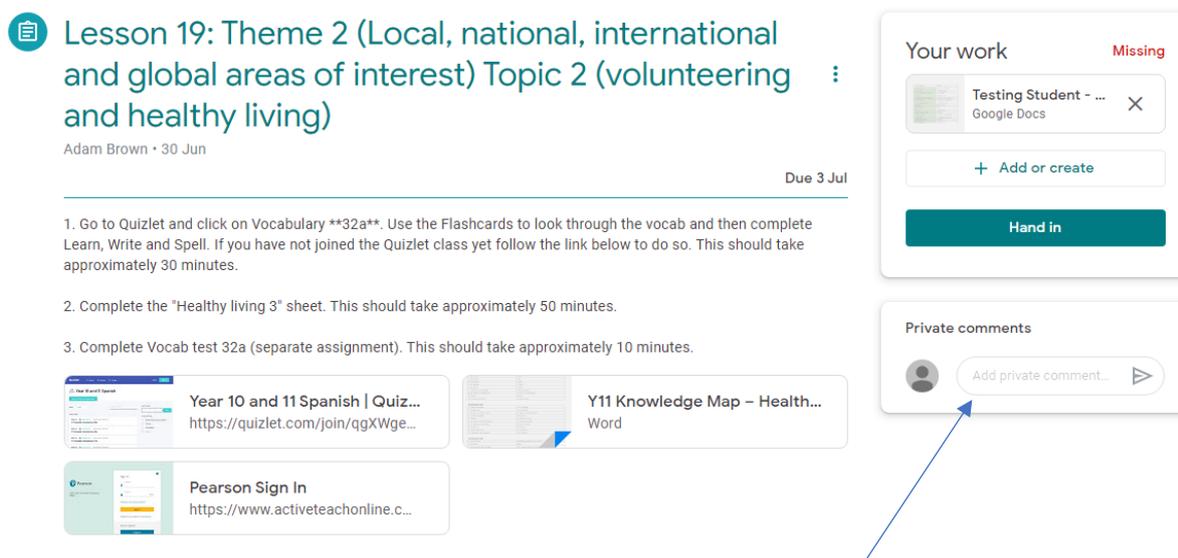
1 = if you submitted a Google doc as part of the homework, click on it to open it and see if your teachers have left comments on it

2 = your teacher may leave general comments about the work here. You can respond or ask questions.

3 = your teacher might ask you to resubmit your work after making some corrections. You might choose to do this yourself! (Ask your teacher if they wouldn't mind looking at your corrections)

8. How to communicate with your teacher

If you want to ask your teacher a question about a specific piece of work, you can do this on the assignment page:



Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)
Adam Brown • 30 Jun Due 3 Jul

1. Go to Quizlet and click on Vocabulary **32a**. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.
2. Complete the "Healthy living 3" sheet. This should take approximately 50 minutes.
3. Complete Vocab test 32a (separate assignment). This should take approximately 10 minutes.

[Year 10 and 11 Spanish | Quizlet](https://quizlet.com/join/qgXWge...)
[Pearson Sign In](https://www.activeteachonline.c...)
Y11 Knowledge Map – Health... Word

Your work Missing

Testing Student - ... Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

Write a comment in 'private comment' under the 'Your work' box.

How Should I Behave Online During a 'Live' Lesson?

As part of our remote teaching, teachers may invite you to take part in a 'live' lesson online using Google Meet.

They will share a link with you in Google classroom to access the meeting.

When you take part in a 'live' lesson, you must **conduct yourselves appropriately at all times, in the same way you would in a real classroom.**

The online code of conduct is as follows. Pupils who don't follow it may face sanctions in the

When taking part in an online lesson I agree to:

Before and after the lesson

-keep my login details and password safe and never share them with anyone else

During the lesson, at all times

-conduct myself appropriately and follow my teachers instructions, in the same way I would in a real classroom

-be polite and show respect to my teacher and fellow students by never doing, or helping someone else to do, anything which could make them feel uncomfortable, threatened or unsafe, or disrupt the lesson in any way

-to the meeting being recorded, for everyone's safety

-leave my camera switched on and facing me so that my teacher can communicate with me

-mute or unmute my microphone if asked to so that I can communicate with my teacher

-never share my screen unless directed to by the teacher

-never display an inappropriate or offence profile picture

-dress appropriately for the meeting. I won't wear pyjamas, anything revealing or anything with an offensive image or slogan

-take part in the meeting in a public part of the house. I won't take part in the meeting in my or another bedroom.

-report any inappropriate behaviour I see or hear to a member of staff

-work hard and be nice

At the start of the lesson

-have my camera switched on and respond clearly to the register so my teacher knows I am in the lesson

-mute my microphone once I've responded to the register

At the end of the lesson

-leave the lesson immediately when asked to by my teacher