



St Catherine's Guide to Google Classroom

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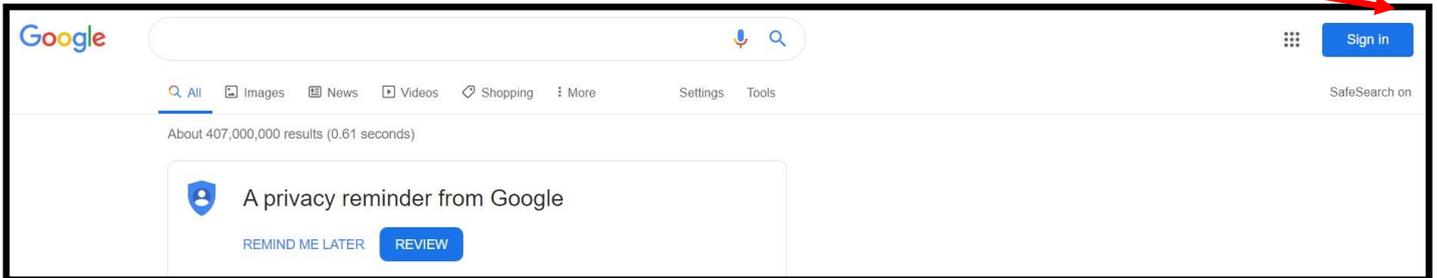
Part 7: Attending a Google Meets Session

Part 8: Google Meets Sessions

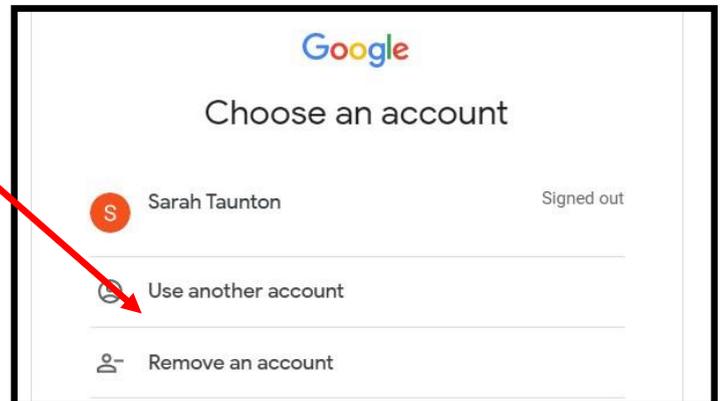
Part 1: Logging into Google Classroom



- 1) Once on the internet, go onto Google. It is best to use **Google Chrome**.
- 2) In the top right of the screen, you will see a blue box that says **'Sign in'**, click it



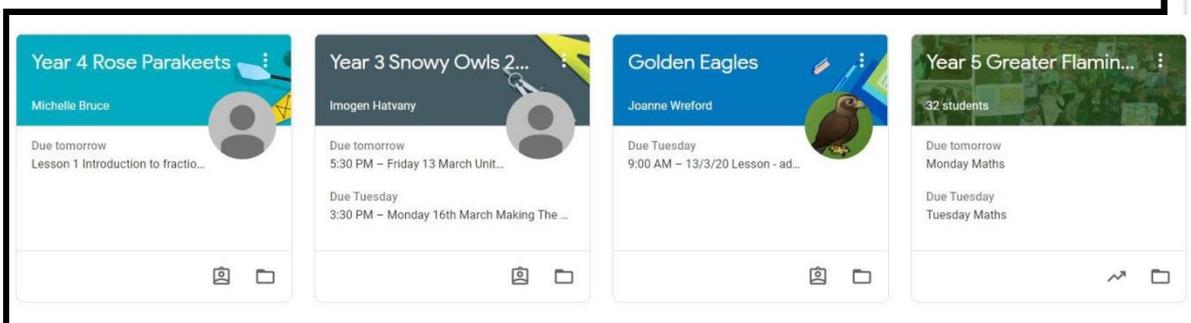
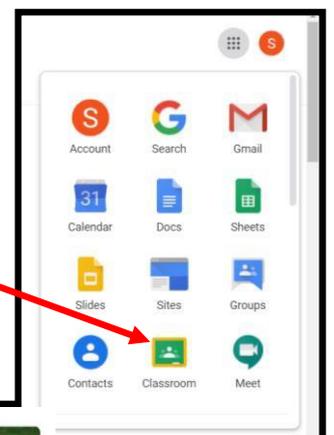
- 3) If you are logging into Google for the first time with your **new username and password**, you will need to select **'use another account'**.



- 4) You will then be required to add your **Google username and password**, which can be found **on your pupil card**, in your Home Learning Wallet. **Type it exactly as it is written.**
- 5) Once you have successfully logged in, you will be taken back to the **Google home screen**. In the top right corner of the screen, you should see a **circle with the first letter of your name** in it and a **square made up of 9 dots**.
- 6) It looks like this.



- 7) To access your Google Classroom, you need to **click on the 9 dots**.
- 8) Next, scroll down and click on the **Google Classroom icon**.
- 9) You will be then be taken to your **Google Classroom homepage**.
- 10) All you need to do now, is click on your **classroom image**.



Part 2: The Stream Page

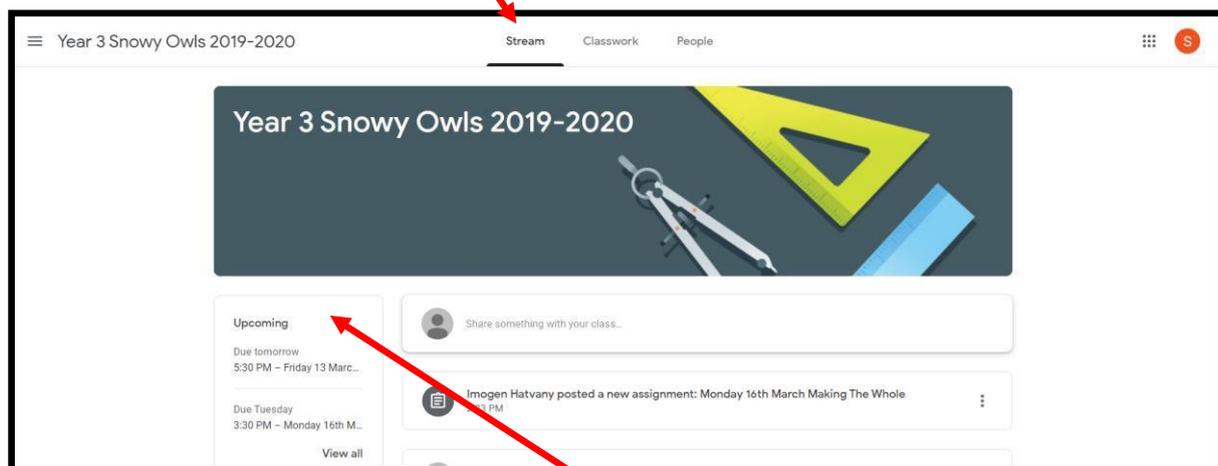
The '**Stream Page**' is one of three pages that you will be able to use in Google Classroom. When you enter your virtual classroom, the '**Stream Page**' will automatically open up.

The '**Stream Page**' is where you can:

- ✓ View comments that you teacher has posted
- ✓ Reply to your teachers posts
- ✓ Post your own comments and material – if your teacher has turned this function on
- ✓ See what exciting work has been posted for the day

Once you are in your virtual classroom, you will notice at the top of the screen there are three headings '**Stream**', 'Classwork' and 'People'.

In the image below, the word '**Stream**' is underlined – this tell you, that you are on the '**Stream Page**'.



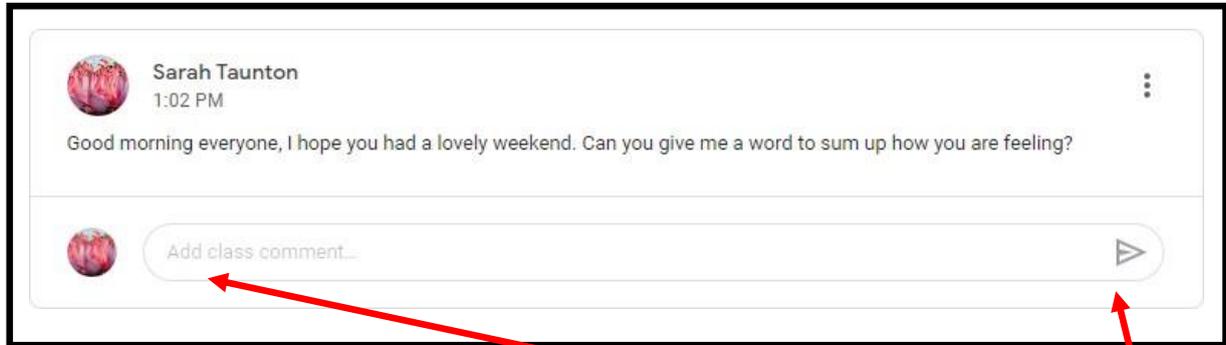
On the left of the screen, under the word '**Upcoming**', all the upcoming work is detailed.

In the example we can see one piece is due tomorrow.

Part 3: Responding to my teacher's comments and posting a comment

On the **'Stream Page'**, your teacher can communicate with you by posting comments.

In the example below, this teacher has posted a comment to her class.



To respond to Miss Taunton's post, you would type your reply in the **'Add class comment'** box and then press the arrow button.

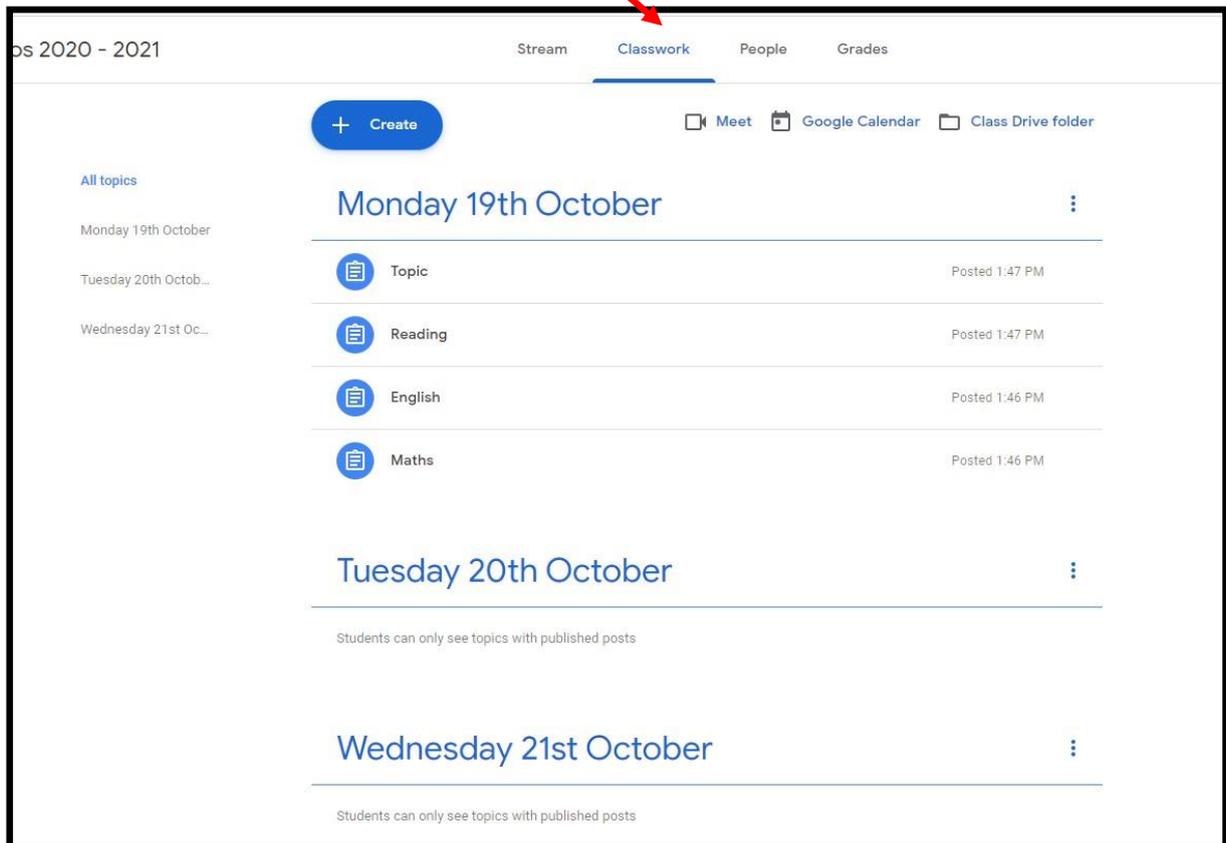
When posting comments please remember that they appear in the whole class stream and can be seen by the whole class.

Part 4: The Classwork Page

The '**Classwork Page**' is one of three pages that you will be able to use in Google Classroom.

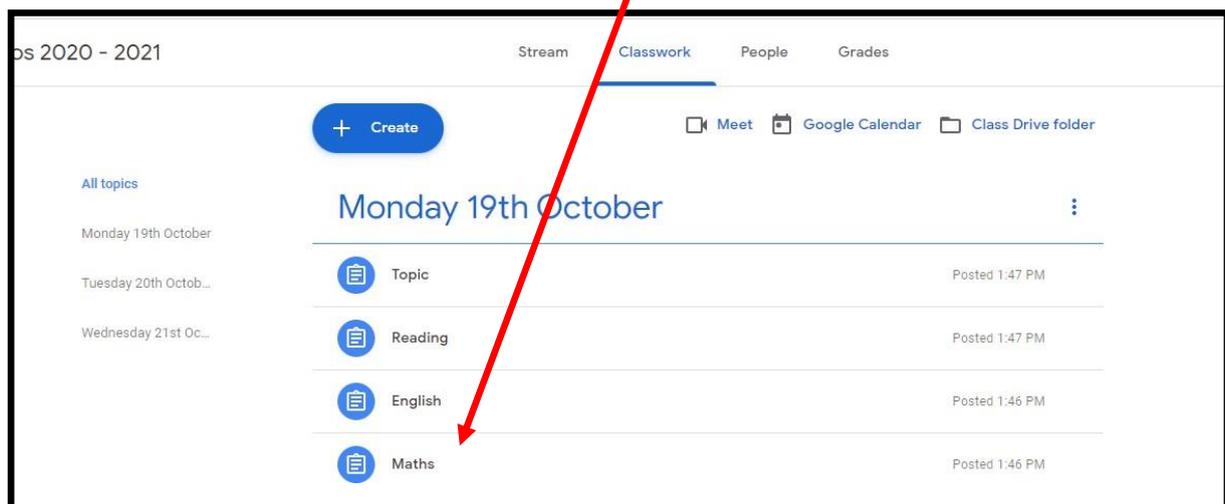
The '**Classwork Page**' is where you can open lessons that have been created by your class teacher.

To access the '**Classwork Page**', click on the '**Classwork**' tab at the top of the screen



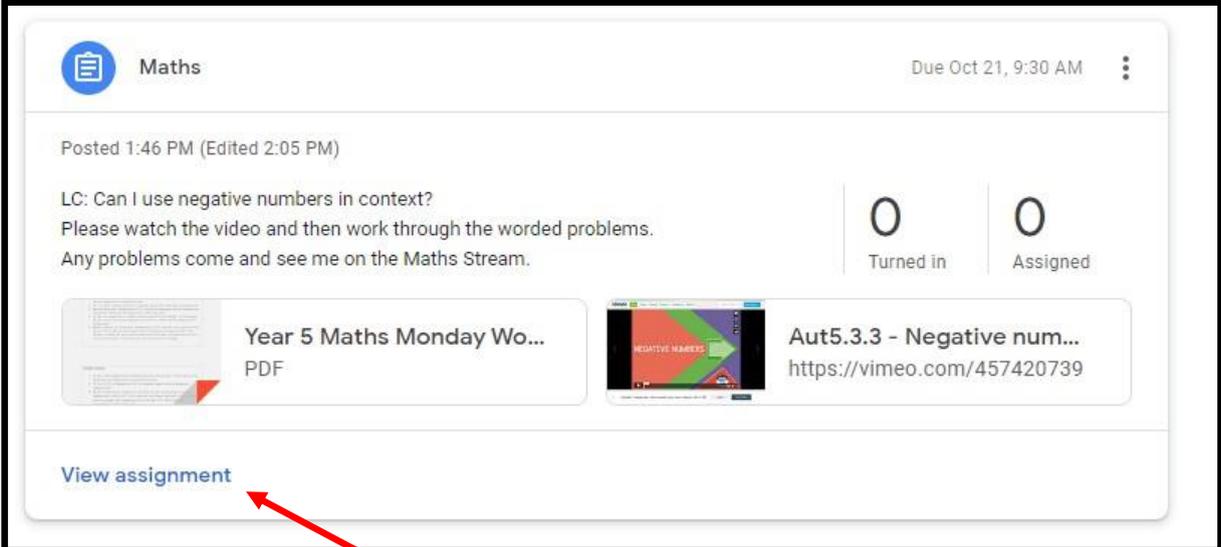
The lessons have been arranged into days, so you are able to easily see what lessons you have to complete for that day.

To access a particular lesson you need to click on the lesson title. So if you wanted to open the maths lesson for Monday 19th October you would click on '**Maths**' heading.



Once you have clicked on **'Maths'**, the following window will open up and you will be able to see the maths lesson in more detail including:

- ✓ Learning Challenge
- ✓ Instructions from your teacher
- ✓ Uploads/ attachments which will include the work, lesson input and resources to help you
- ✓ When it is due



Maths Due Oct 21, 9:30 AM

Posted 1:46 PM (Edited 2:05 PM)

LC: Can I use negative numbers in context?
Please watch the video and then work through the worded problems.
Any problems come and see me on the Maths Stream.

0 Turned in | 0 Assigned

Year 5 Maths Monday Wo... PDF

Aut5.3.3 - Negative num...
<https://vimeo.com/457420739>

[View assignment](#)

Next you need to click on the **'View assignment'** to open up the lesson in more detail.

Part 5: Accessing and Completing Lessons

If you have followed the steps above and have clicked on **'View Assignment'**, to open up your lesson, then you will see the following page.

On the page you can see

- ✓ Learning Challenge
- ✓ Instructions from your teacher
- ✓ Uploads/ attachments which will include the word, lesson input and resources to help you
- ✓ When it is due
- ✓ Class comments

The screenshot shows a Maths assignment page. At the top left, it says 'Maths' and 'Sarah Taunton • 1:46 PM (Edited 2:05 PM)'. Below that, it says '100 points' and 'Due Oct 21, 9:30 AM'. The learning challenge is 'LC: Can I use negative numbers in context? Please watch the video and then work through the worded problems. Any problems come and see me on the Maths Stream.' There are two attachments: a PDF 'Year 5 Maths Monday Work....' and a video 'Aut5.3.3 - Negative number...'. On the right side, there is a 'Your work' section with 'Assigned' status, a '+ Add or create' button, and a 'Mark as done' button. Below that is a 'Private comments' section with an 'Add private comment...' button. At the bottom left, there is a 'Class comments' section with an 'Add class comment...' button. Red arrows point to the 'Add class comment...' and 'Add private comment...' buttons.

This is different from viewing the lesson in the **'Classwork page'**, as you are able to write a class comment to your teacher or friends. So if you need help you can write your question in there and then a teacher will respond and help you. A class comment can be seen by all.

You are also able to write a private comment to just your teacher – a private comment cannot be seen by anyone else.

For every piece of work you have done, even if it is in your Home Learning book, you will need to click the **'Mark as done'** button to let your teacher know you have completed the work set.

This screenshot is identical to the one above, but a red arrow points to the 'Mark as done' button in the 'Your work' section.

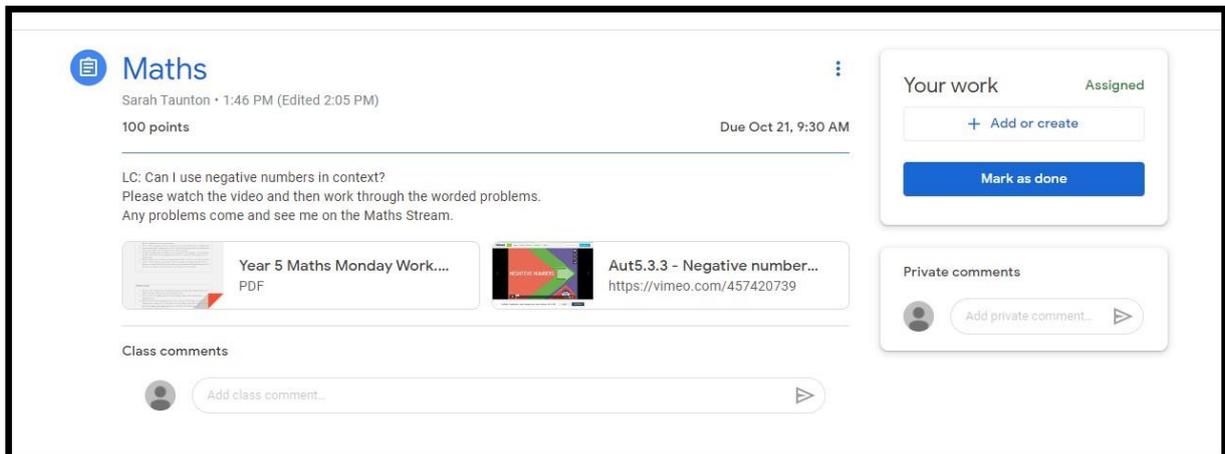
When you return to school we will be checking your Home Learning books and making sure the work you have said you have completed is in there.

Part 6: Attaching Electronic Work Completed in Google Docs and Slides

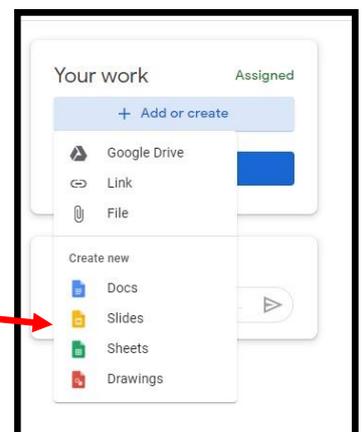
Some lessons may require you to use Google Slides or Google Docs to create a piece of electronic work. You are then able to attach this piece of work and **mark it 'as done'** so your teacher can review it and give you feedback.

To do this follow the step by step instructions below

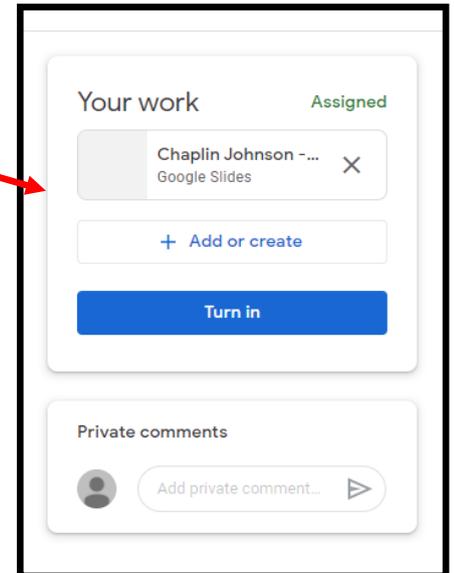
- 1) When you are in an individual lesson click on the **'Add or Create'** tab



- 2) Click on either **'Docs'** or **'Slides'** depending on if you want to create a word document or slide presentation

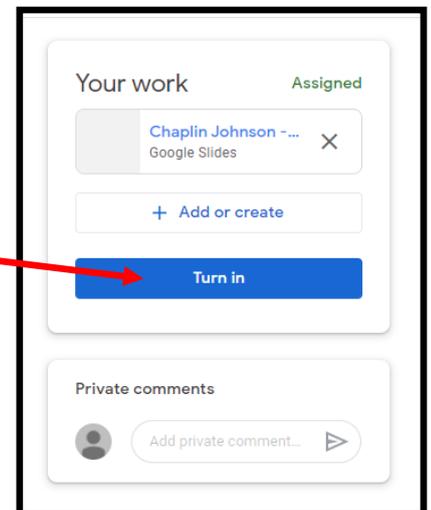


- 3) Google will then create a Google Doc or Google Presentation for you – it will be shown under the 'Your Work tab'. It will contain your name and then the name of the lesson.

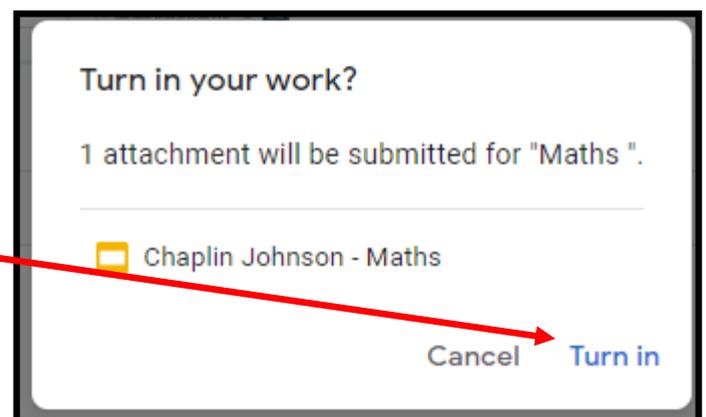


- 4) To open up your Google Doc or Google Slide Presentation for that lesson, you need to click on it. It will open up a blank Google Doc or Google Slide Presentation for you to complete your work in.

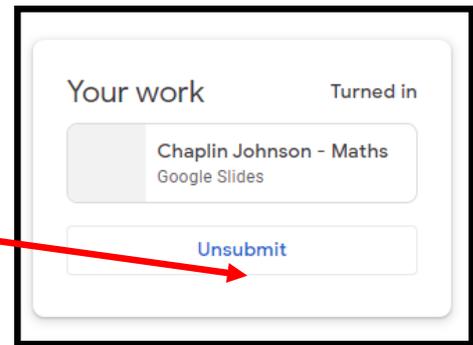
- 5) When you have finished your work and you are ready to submit it, return back to the Google Classroom page and that lesson and then click the 'Turn in' button.



- 6) Google Classroom will ask you if you want to 'Turn in' your work with the attachment. Click 'Turn in' – when you are ready



- 7) When your work has been submitted and ready for marking the blue **'Turn in'** button, will turn grey and will read **'Unsubmit'**



- 8) If you suddenly realise that you did not finish your work, or left something out – just click the **'Unsubmit'** button and you can carry on working on your document or presentation.

Once you have submitted your work, your teacher will be able to view it and provide you with feedback. What **you did well** and maybe a **next step**.

Very few lessons will require you to submit electronic work.



Part 8: Google Meet Session

Google Meet sessions are when your class and teacher will come together and have a live session. You will be able to see and hear your class teacher and your friends.

Every week your class will have a timetabled Google Meet session – you can see when yours is by looking at your class' timetable on your Google Classroom page

Your Google Meet session will be at the same time on those days.

To access your Google Meet session click on the link in in the **'Stream'**.

You will then put in the **'Google Meet'** waiting room. Your teacher will know you are in there and will let you in for the start of the session.

For all other expectations around your expected behaviour and conduct see below:

When we use Google Meets during lesson time, the following behaviour expectations must be understood and followed by all.

Child: To keep everyone safe, I will:

- Ask an adult if I need help to attend a Google Meets session. We hope that children in older years can do this independently.
- Make sure my adult stays in earshot of my Google Meet session.
- Make sure I am in a central area of the house, and not in my bedroom.
- Follow the school expectations for behaviour and be kind to everyone on the call.
- Make sure that I am on time for all Google Meet session. If I am 5 minutes late to a Google Meet session, I know that I will not be able to join.
- Only write comments that relate to my work and not use the chat function to chat with my friends.
- Raise my hand to let the class teacher know that I would like to share something, so that they can unmute me or ask me to share.
- Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen. There is no expectation to say anything during the call if I don't get picked.
- Ensure anything that I say or share (e.g. pictures) is appropriate
- Not share any photos of other people, even if they are in my family
- Understand that if my behaviour is not acceptable my class teacher may remove me from that Google Meet session. I will not be able to re-join the call once it has been ended.
- Tell an adult if I am upset or concerned about anything that I have seen or heard online
- Use my first name, which will appear on the screen next to my video link – I will not use a silly or made up name.
- Ensure that I am dressed in sensible clothing.
- Understand that I am not to eat food whilst on a Google Meets session as this is a time for learning.
- Understand that Google Meets is not an opportunity to show my class my pets.