

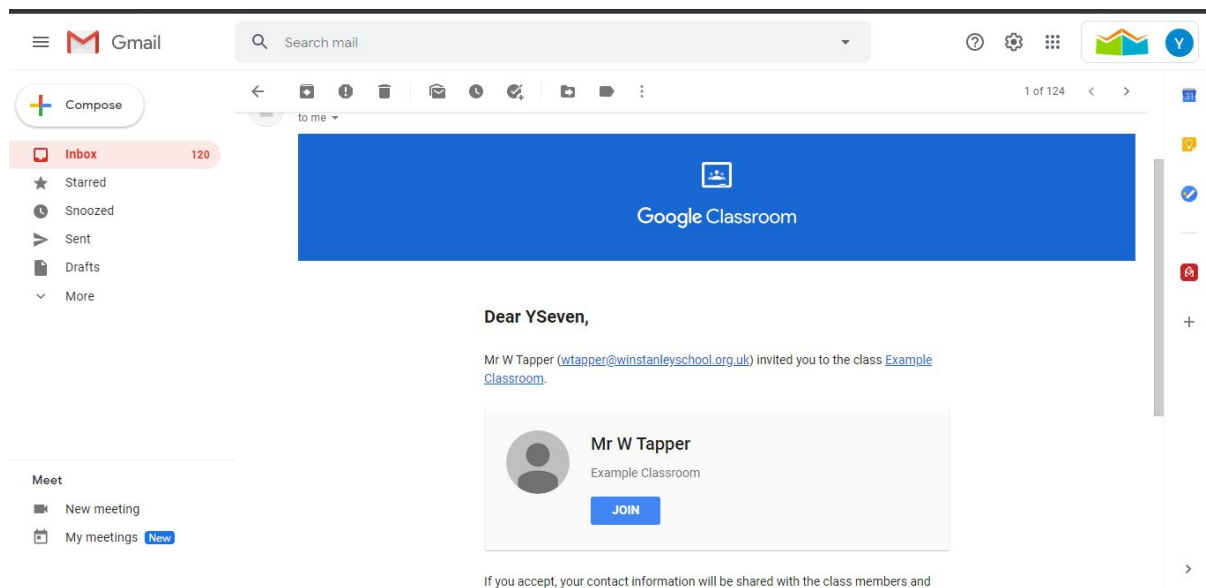
Student Google Classroom Guide

Using google classroom lets you easily access your school work if you are not in school, or to access homework.

Joining a class

Through email

You can join a class in a few different ways, the most common way you will be invited is through an email. Once the teacher has invited you to the classroom, open your school email account through the winstanley website and click on the link the teacher has sent you.



You should see an email like this, clicking join will add you to the classroom.

Through a class code

If there is an issue with using an email to join a classroom, you can use a class code. Each classroom will have its own unique code which the teacher should be able to find for you. To join a classroom this way, click on google classroom at the winstanley website and click the plus sign as shown below.

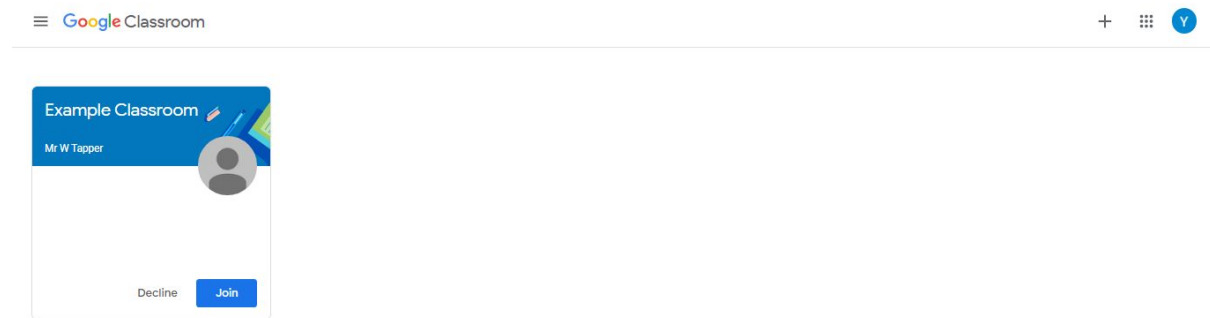


This will open up a new window where you can enter the class code.

Class code
Ask your teacher for the class code, then enter it here.

Accepting invites through the classroom

The final way is to accept the invite through the classroom itself. When you log into the classroom and you have outstanding requests, they should appear on the first screen, like below.



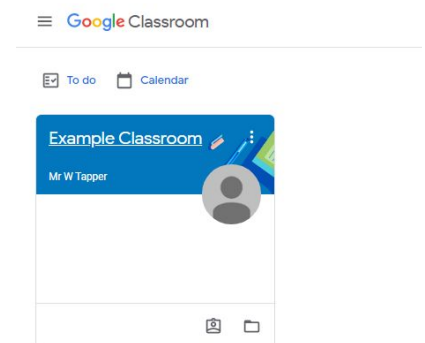
②

Clicking join will add you to the classroom.

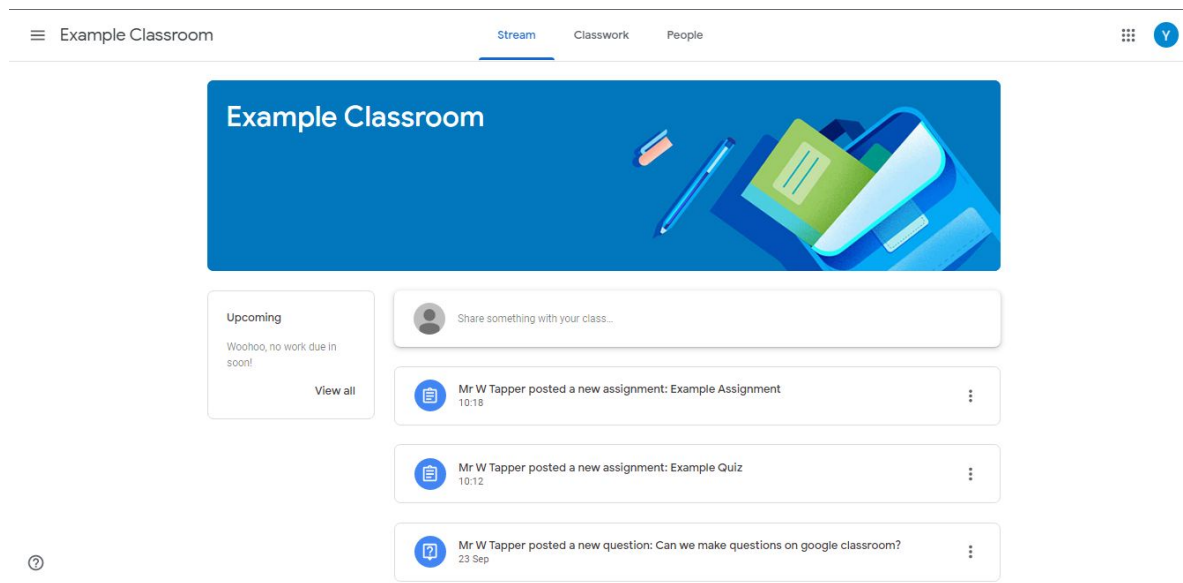
The classroom

Once you have joined the classroom you will be able to view the class by clicking on it at the main screen.

Clicking the class name will take you to the classroom page.



③



The classroom page looks like the above. There are three areas to the classroom: the stream, the classwork and people.

The stream

The stream is an overview of the class up to this point, work and lessons that the teacher uploaded will be in an order where the most recent upload will be at the top. Note that this may not be in the same order as you will be studying as things can be uploaded in advance. As we can see in the example above, the teacher has posted a question, a quiz and an assignment to complete.

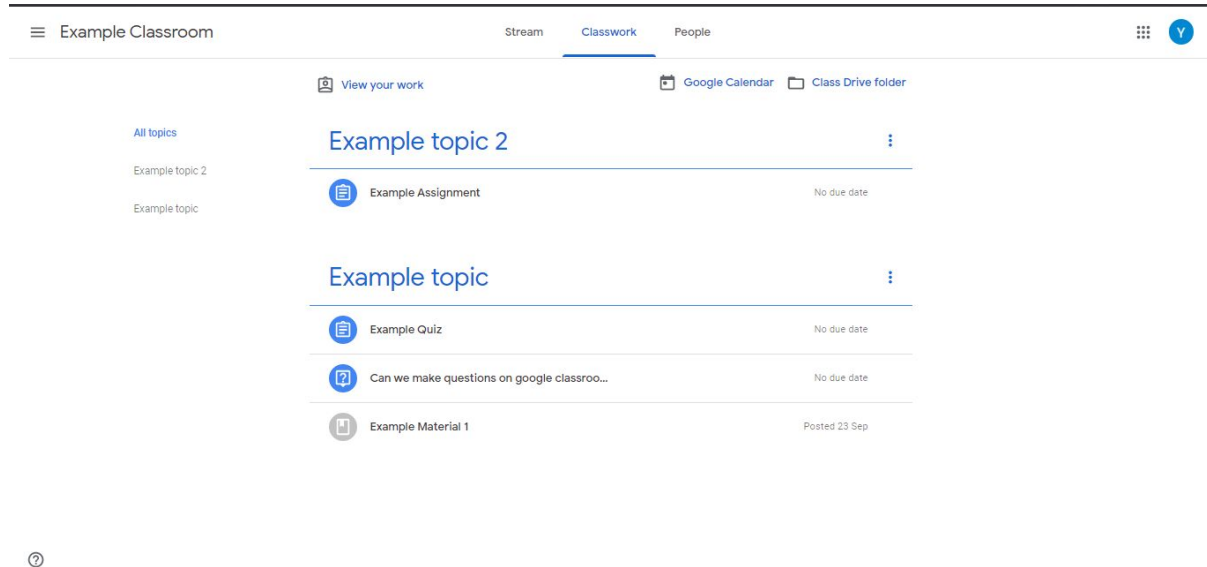
There are a few different things your teacher can post to the stream for you to follow, these are:

- **Announcements:** important information that your teacher wants to share with you, such as work to be completed etc.
- **Material:** this can be thought of as the lesson you would be doing in class, or work that you need to complete. This can have links to powerpoints, documents etc.
- **Question:** an individual question that your teacher asks for you to answer, these are usually either multiple choice or short answer questions. These would not normally be marked.
- **Assignment:** these can be thought of as a collection of questions done on a google form, you will be able to click the link to the form. Assignments can also just be formed of a question the teacher asks and answered through google docs you write yourself.

The final important bit of information on the stream is the small “upcoming” box on the page. This shows any assignments you have that are due soon for you to complete.

Classwork

Classwork is where all the classwork for the subject is. These should be organised into different topics, like below.



As we can see here, we have some material, a question and a quiz in Example topic. And an assignment in topic 2. This helps us keep track of where and what we should be studying at this point.

Material

Similar to the stream, material for a lesson will appear in the relevant topics.

Question

Similar to the stream, questions appear here and can be answered.

Can we make questions on google classroo... No due date

Posted 23 Sep Assigned

Yes

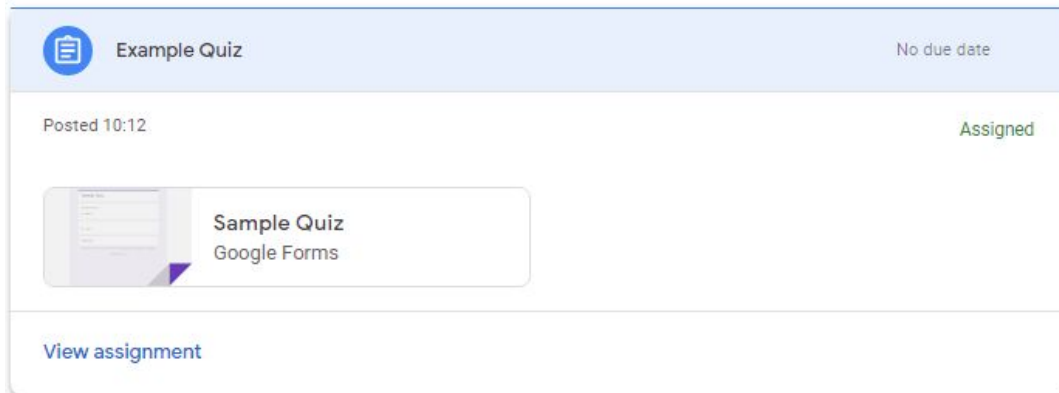
No

Hand in

This is what a question will look like when you click on it. This question is a multiple choice question with a yes or no answer. You select which you think is the correct answer and click “hand in” and it will be handed in. You will then be prompted to check your answer and then you’ll click hand in again to submit.

Quiz Assignment

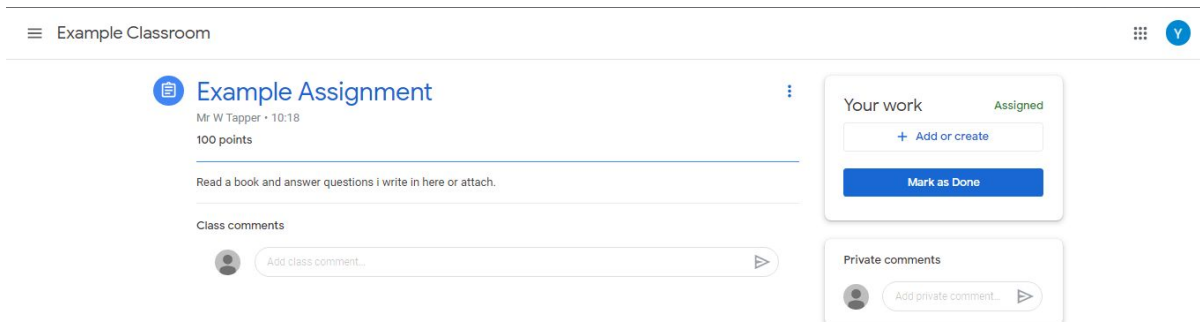
Quiz assignments will also appear here, these can be clicked on and a button to take you to the quiz will appear for you to answer.



The due date for these assignments will be displayed to the right, where “no due date” currently is. Clicking on the quiz will take you to a new page with the quiz title and questions. Complete the quiz as instructed and submit. Once you have completed it you may have the option to view the score, or this may be posted to you at a later date.

Assignment

These types of questions will generally want you to write a long answer and submit it to the classroom with an attachment. These can be graded and may or may not have immediate feedback, similar to a quiz assignment.



This is the assignment page, if you press “add or create” you can upload files from your computer/laptop or your google drive, or you can create a new google doc to answer the assignment. If you select a google doc it will create it for you, you then should click on it and write your answers down. When you are ready to submit, click “hand in” which should appear at the top right of the google doc you are working on.

Once the assignment is uploaded, the teacher will mark the assignment. They will give you a score or grade based on what they wanted to set out, and they can add private comments.

Other features

View your work

There are a few other things you can do in the classroom. Firstly, you can click the link called “view your work” to see everything that you have been assigned, if it has been handed in, if it is late and if you still need to complete it. The score of any assessed piece of work can also be seen here.

Class google drive

You can click the class drive folder button to take you to the google drive for the class, here the teacher can upload different files for you.

Google calendar

This lets you view all work for the classroom in an easy to read calendar format.

People

Here you can see what teachers are in your classroom.

