



Woodley Primary School
Together we care, inspire and achieve

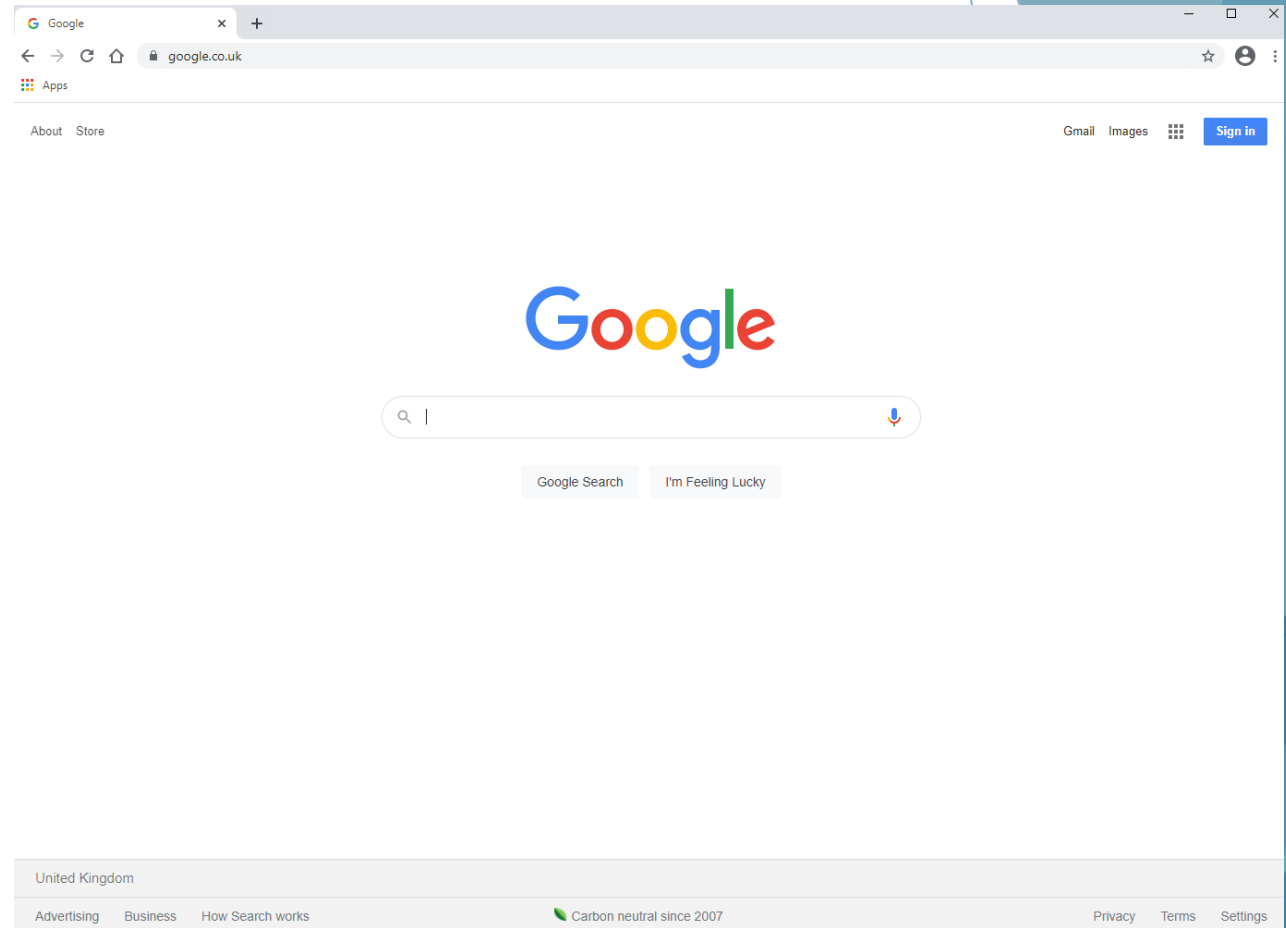
A guide to Google Classroom

Accessing Google Classroom

Step 1

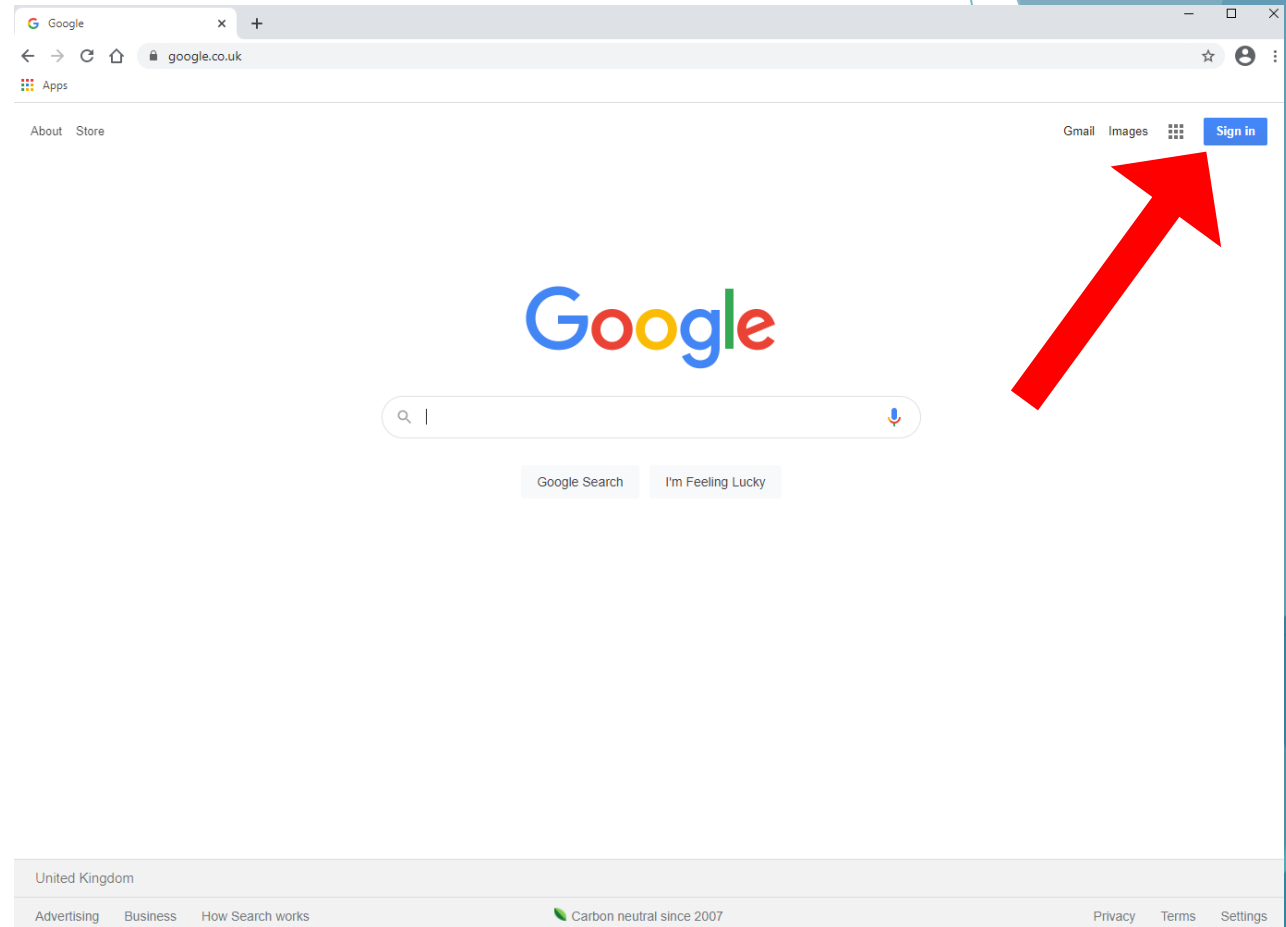
- Open your internet browser.

NB: Google Classroom works best on Google Chrome but it will work on any internet browser and on any device which allows access to an internet browser (i.e. smart phone, tablet, desktop computer, laptop, ChromeBook, Xbox and PlayStation).



Step 2

► Click on 'sign in'.



Step 3

- ▶ Type in your child's Google Account email address and click 'Next'.

NB: The email address is case sensitive.

(A member of staff from school will have been in touch with you to check you have your child's Google Account details.)

Google

Sign in

Use your Google Account

Email or phone

15WoodleyP@woodley-pri.stockport.sch.uk

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Next

English (United States) ▼

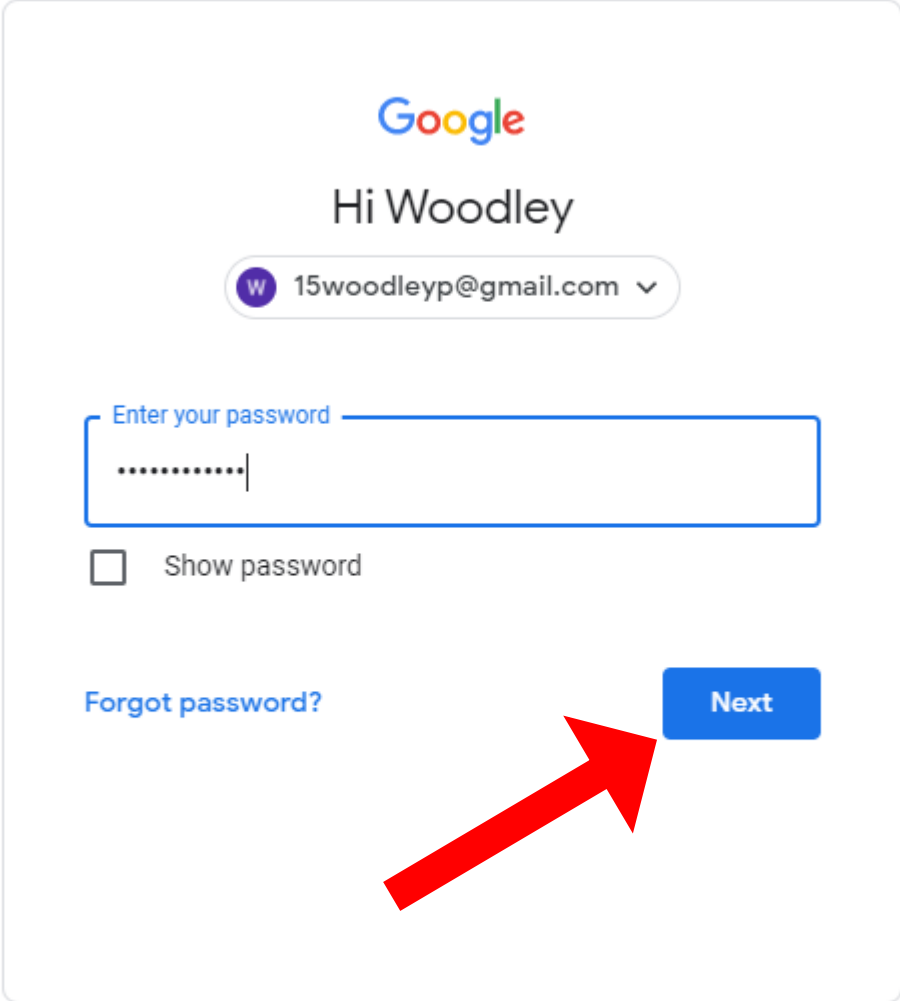
[Help](#) [Privacy](#) [Terms](#)

Step 4

- ▶ Type in your child's Google Account password and click 'Next'.

NB: The password is case sensitive.

(A member of staff from school will have been in touch with you to check you have your child's Google Account details.)



The screenshot shows the Google account login interface for a child. At the top is the Google logo. Below it, the text "Hi Woodley" is displayed. Underneath is a dropdown menu showing a profile icon with the letter 'W' and the email address "15woodleyp@gmail.com". Below this is a password entry field with the placeholder text "Enter your password" and a series of dots representing the password. To the left of the password field is a checkbox labeled "Show password". Below the password field is a link that says "Forgot password?". To the right of the password field is a blue button labeled "Next". A large red arrow points from the bottom left towards the "Next" button.

English (United States) ▼

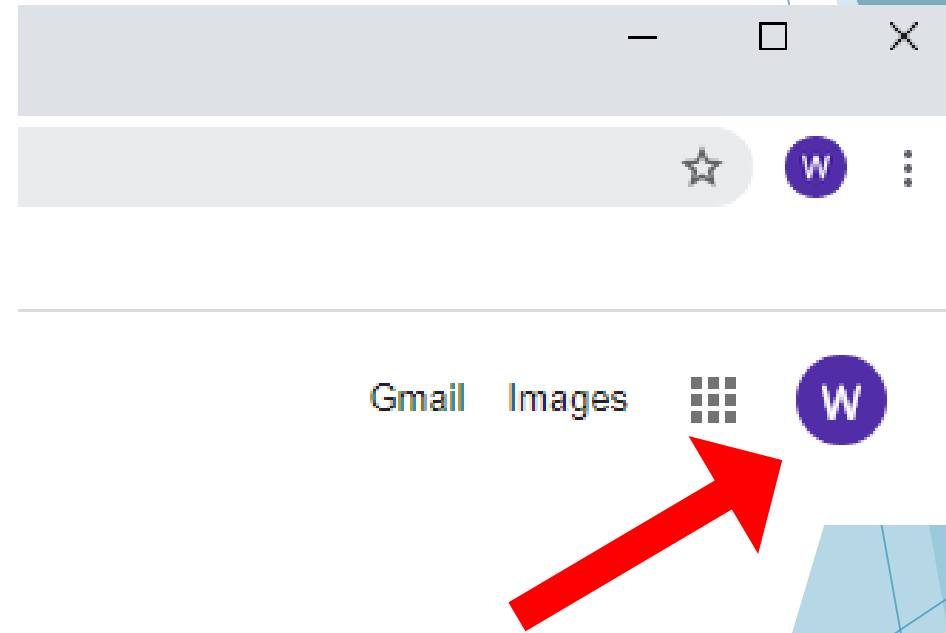
Help

Privacy

Terms

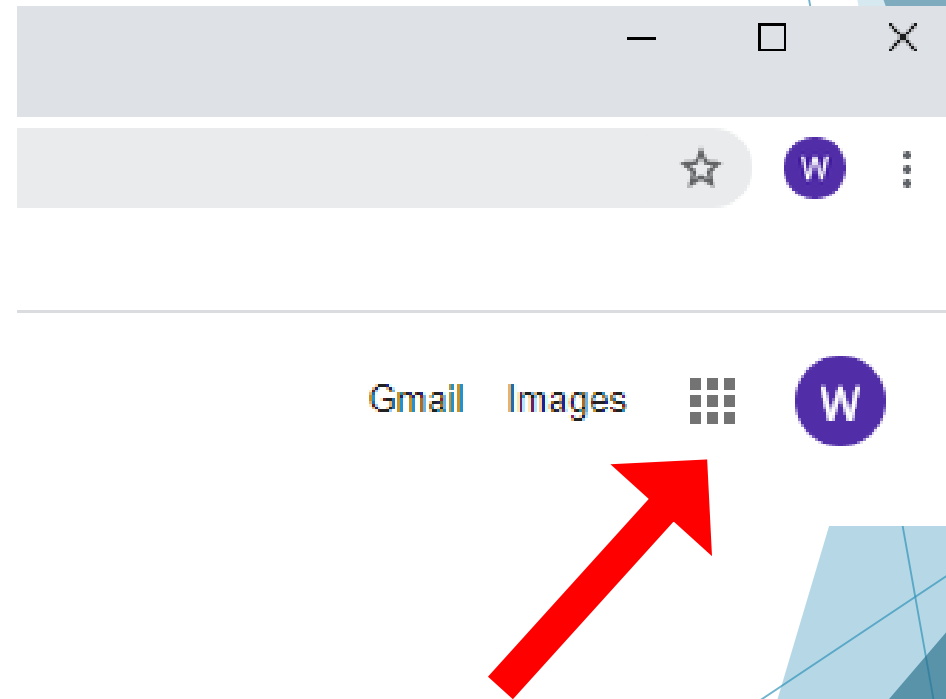
Step 5

- ▶ Now you should see that you are logged into Google and your initial should appear in the top right corner of the page.



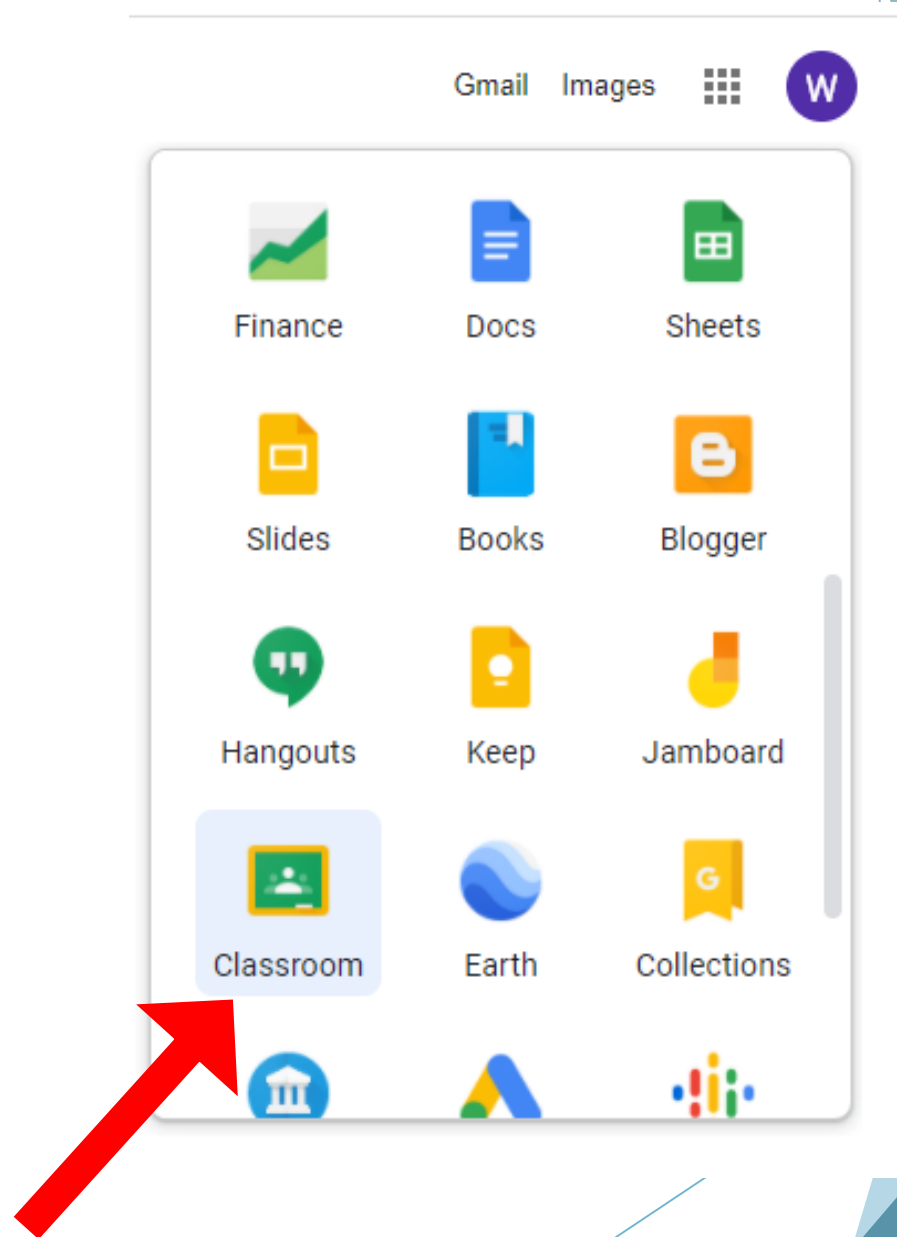
Step 6

► Click on the 9 dots.



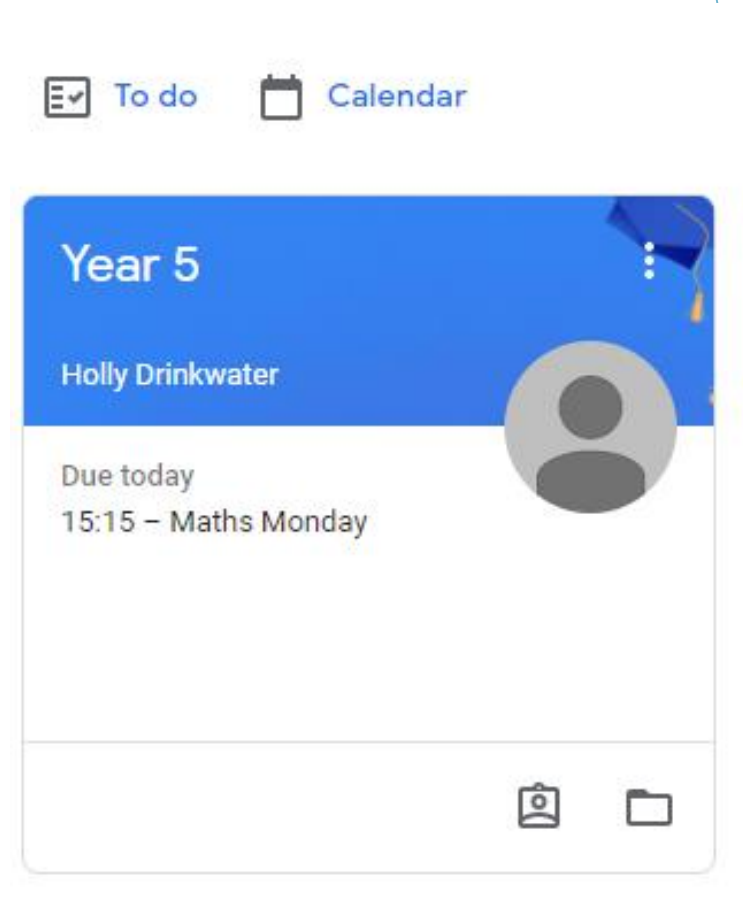
Step 7

- ▶ Scroll down until you see 'Classroom'. Then click on the 'Classroom' icon.



Step 8

- ▶ Click on your child's Classroom to enter.



Step 9

≡ Year 5

Stream

Classwork

People

- ▶ You are now in the Classroom.

Year 5



Upcoming

Due today
15:15 – Maths Monday

[View all](#)



Announce something to your class



Holly Drinkwater posted a new assignment: Maths Monday
11:12



Holly Drinkwater posted a new assignment: 5C Planets
8 Oct 2020 (Edited 15 Oct 2020)



Holly Drinkwater posted a new assignment: 5D Planets
8 Oct 2020 (Edited 15 Oct 2020)



Finding your way around

≡ Year 5

Stream

Classwork

People

Year 5

Upcoming

Due today
15:15 – Maths Monday

[View all](#)



Announce something to your class



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Holly Drinkwater posted a new assignment: 5D Planets
8 Oct 2020 (Edited 15 Oct 2020)



Upcoming

Work which is due soon will appear here. Clicking on the work will take you to the assignment.

Finding your way around

The Stream

The 'Stream' shows you all the announcements which have been made. This will include all assignments which have been set, both previous and current, as well as any further announcements which your teacher may have made. The 'Stream' is visible to **EVERYONE** who has access to the Classroom (staff and pupils). So anything you write on here can be seen by all.

≡ Year 5

Stream

Classwork

People

Year 5

Upcoming

Due today
15:15 – Maths Monday

[View all](#)



Announce something to your class



Holly Drinkwater posted a new assignment: Maths Monday
11:12



Holly Drinkwater posted a new assignment: 5C Planets
8 Oct 2020 (Edited 15 Oct 2020)



Holly Drinkwater posted a new assignment: 5D Planets
8 Oct 2020 (Edited 15 Oct 2020)



Finding your way around

The screenshot shows the Google Classroom interface for a Year 5 class. 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 is divided into two sections: 'Work done in school' and 'Maths'. The 'Work done in school' section lists four assignments: '5C Planets' (Due 15 Oct 2020), '5D Planets' (Due 15 Oct 2020), '5D - Chrome Book Lesson 1' (No due date), and '5C - Chrome Book Lesson 1' (No due date). The 'Maths' section lists one assignment: 'Maths Monday' (Due 15:15). A purple arrow points from the 'Classwork' tab to the 'Work done in school' section. A green arrow points from the 'Maths' section to the 'Maths Monday' assignment.

Year 5

Stream Classwork People

View your work

Google Calendar Class Drive folder

All topics

Work done in school

Maths

Work done in school

5C Planets	Due 15 Oct 2020
5D Planets	Due 15 Oct 2020
5D - Chrome Book Lesson 1	No due date
5C - Chrome Book Lesson 1	No due date

Maths

Maths Monday	Due 15:15
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Classwork

The 'Classwork' tab shows you all the work which has been set, both past and previous along with due dates.

The work set for home learning will appear under the date the work is assigned.

Accessing an assignment


≡ Year 5

Stream

Classwork

People

 View your work

 Google Calendar

 Class Drive folder

All topics

Work done in school

Maths

Work done in school



5C Planets

Due 15 Oct 2020



5D Planets

Due 15 Oct 2020



5D - Chrome Book Lesson 1

No due date



5C - Chrome Book Lesson 1

No due date

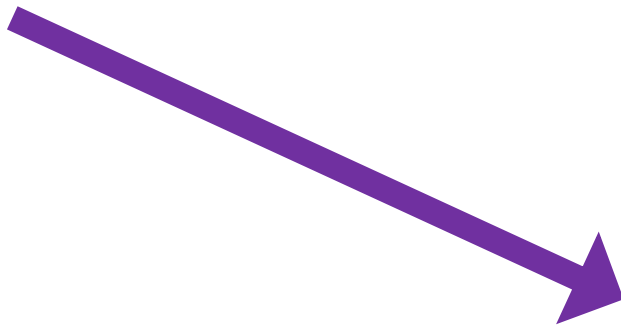
Maths



Maths Monday

Due 15:15

Click on the assignment you wish to open. This can be accessed via the 'classwork' tab, the 'stream', or under the 'upcoming' on the home page.

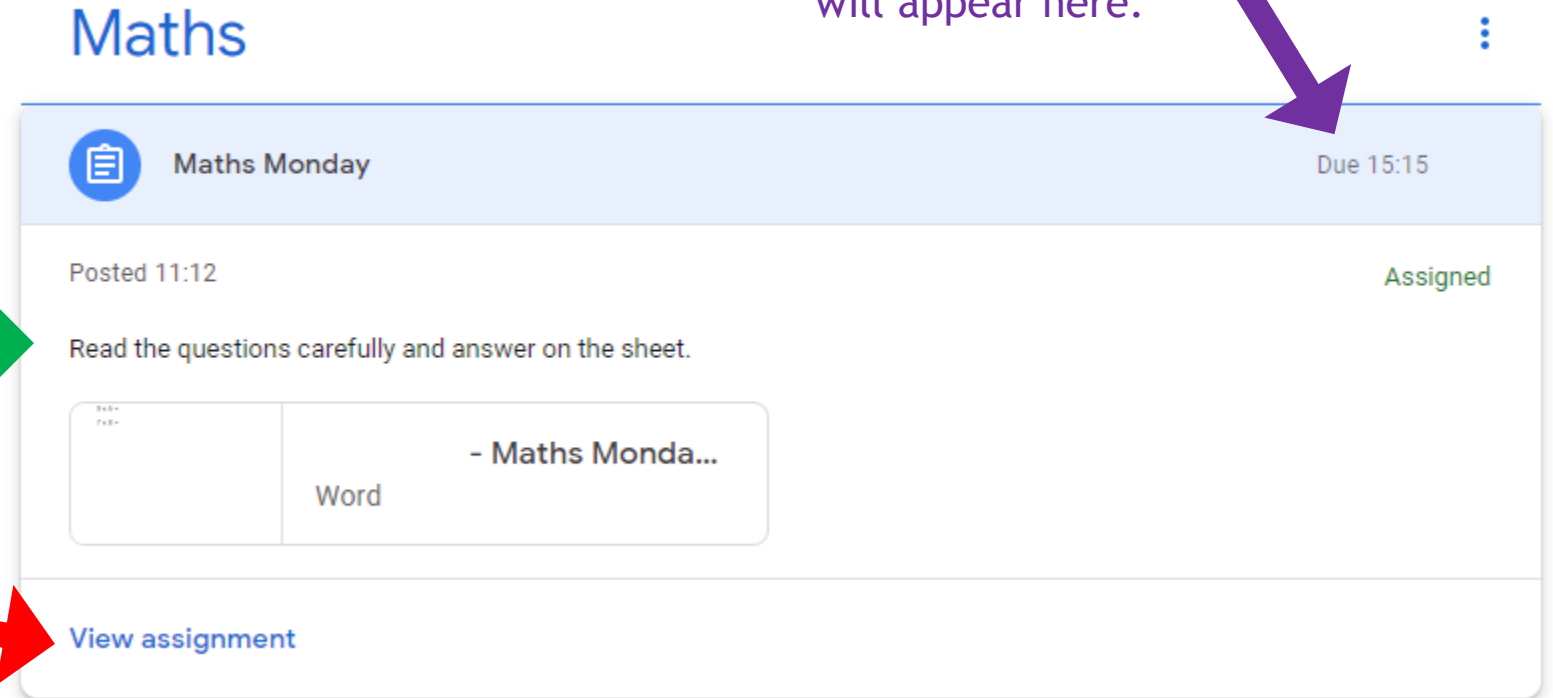


Accessing an assignment

When the assignment is due to be handed in will appear here.

Details of the assignment will appear.

This includes the instructions for the task and a link to the assignment.



The screenshot shows a 'Maths Monday' assignment card. At the top, the title 'Maths' is in blue. Below it, the card header has a clipboard icon, the title 'Maths Monday', and the due time 'Due 15:15'. The main content area shows 'Posted 11:12' and the instruction 'Read the questions carefully and answer on the sheet.' Below this is a box with a 'Word' document icon and the text '- Maths Monda...'. At the bottom of the card is a blue link that says 'View assignment'. Three arrows point to specific parts: a purple arrow points to the 'Due 15:15' text, a green arrow points to the instruction text, and a red arrow points to the 'View assignment' link.

Maths

Maths Monday

Due 15:15

Posted 11:12

Assigned

Read the questions carefully and answer on the sheet.

Word

- Maths Monda...

[View assignment](#)

Click on 'view assignment'.

Accessing an assignment

When the assignment is due to be handed in will appear here.

The screenshot shows a Google Classroom assignment page. At the top left, there is a blue circular icon with a clipboard, followed by the title 'Maths Monday' and the text 'Holly Drinkwater • 11:12'. Below this is a horizontal line, followed by the instruction 'Read the questions carefully and answer on the sheet.' and another horizontal line. Underneath is the 'Class comments' section, which includes a user profile icon and a text input field with the placeholder 'Add class comment...' and a send button (a right-pointing triangle). To the right of the main content area, there is a vertical sidebar. At the top of this sidebar is a section titled 'Your work' with the status 'Assigned' in green. Below this title is a table with two columns: a file icon column and a name column. The first row shows a document icon, the text 'Word', and '- Maths...' with a close button (an 'X'). Below the table is a button with a plus sign and the text 'Add or create'. At the bottom of this section is a large blue button labeled 'Hand in'. Below the 'Your work' section is another section titled 'Private comments'. It contains a user profile icon and a text input field with the placeholder 'Add private comment...' and a send button (a right-pointing triangle). A purple arrow points from the text 'When the assignment is due to be handed in will appear here.' to the 'Due 15:15' text, which is located to the right of the main content area. A red arrow points from the bottom left text block to the 'Private comments' section.

Maths Monday
Holly Drinkwater • 11:12

Due 15:15

Read the questions carefully and answer on the sheet.

Class comments

Add class comment...

Your work Assigned

Word - Maths... X

+ Add or create

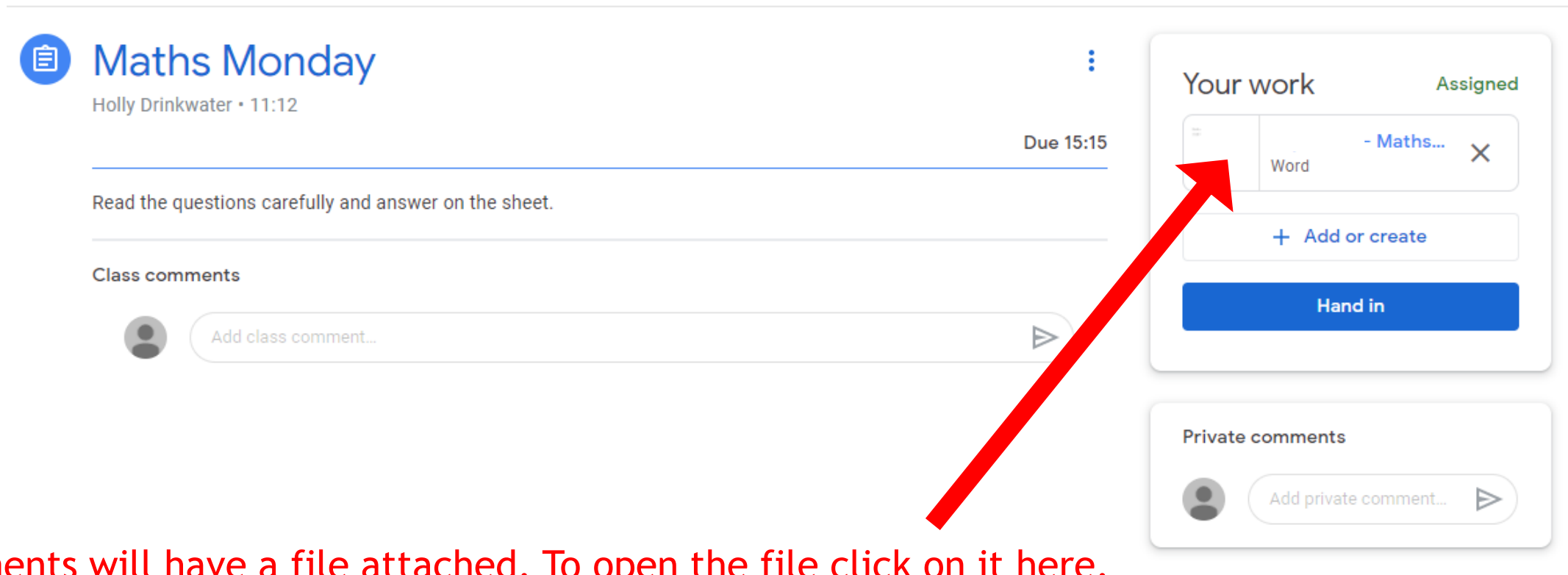
Hand in

Private comments

Add private comment...

Here, you can communicate privately with your class teacher. If you need help, you can send them a private message and only the staff in charge of your Google Classroom will be able to read it (unlike The Stream, which is visible to everyone in your classroom).

Accessing an assignment



The screenshot shows a digital assignment interface. On the left, the assignment is titled 'Maths Monday' by 'Holly Drinkwater' at '11:12'. It has a due time of 'Due 15:15'. The instructions say 'Read the questions carefully and answer on the sheet.' Below this is a 'Class comments' section with a text input field and a submit button. On the right, there's a 'Your work' section labeled 'Assigned'. It contains a file attachment 'Word - Maths...' with a close button. Below the attachment is a '+ Add or create' button and a blue 'Hand in' button. At the bottom right is a 'Private comments' section with another text input field and submit button. A large red arrow points from the bottom left towards the file attachment in the 'Your work' section.

Maths Monday

Holly Drinkwater • 11:12

Due 15:15

Read the questions carefully and answer on the sheet.

Class comments

Add class comment...

Your work Assigned

Word - Maths...

+ Add or create

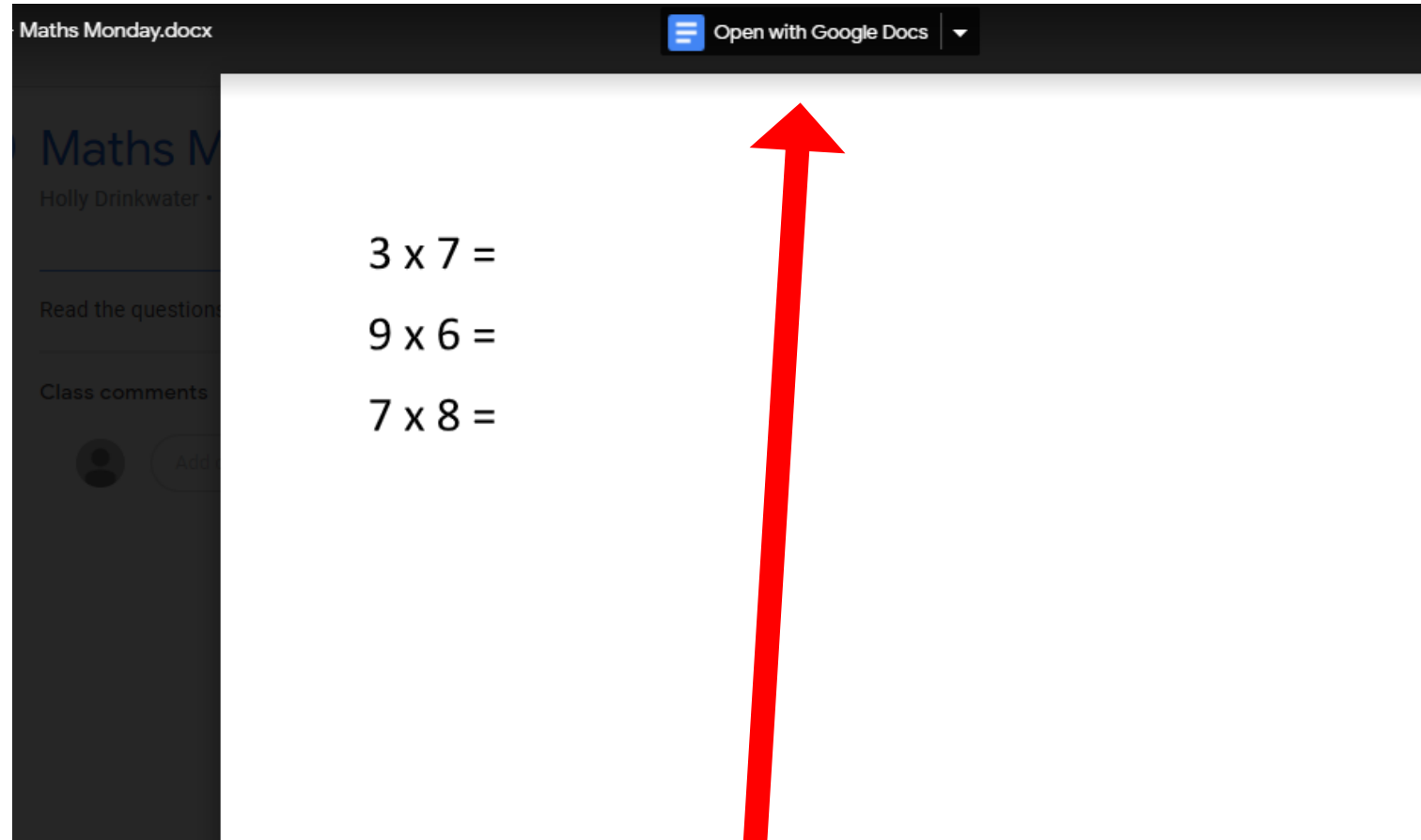
Hand in

Private comments

Add private comment...

Some assignments will have a file attached. To open the file click on it here.

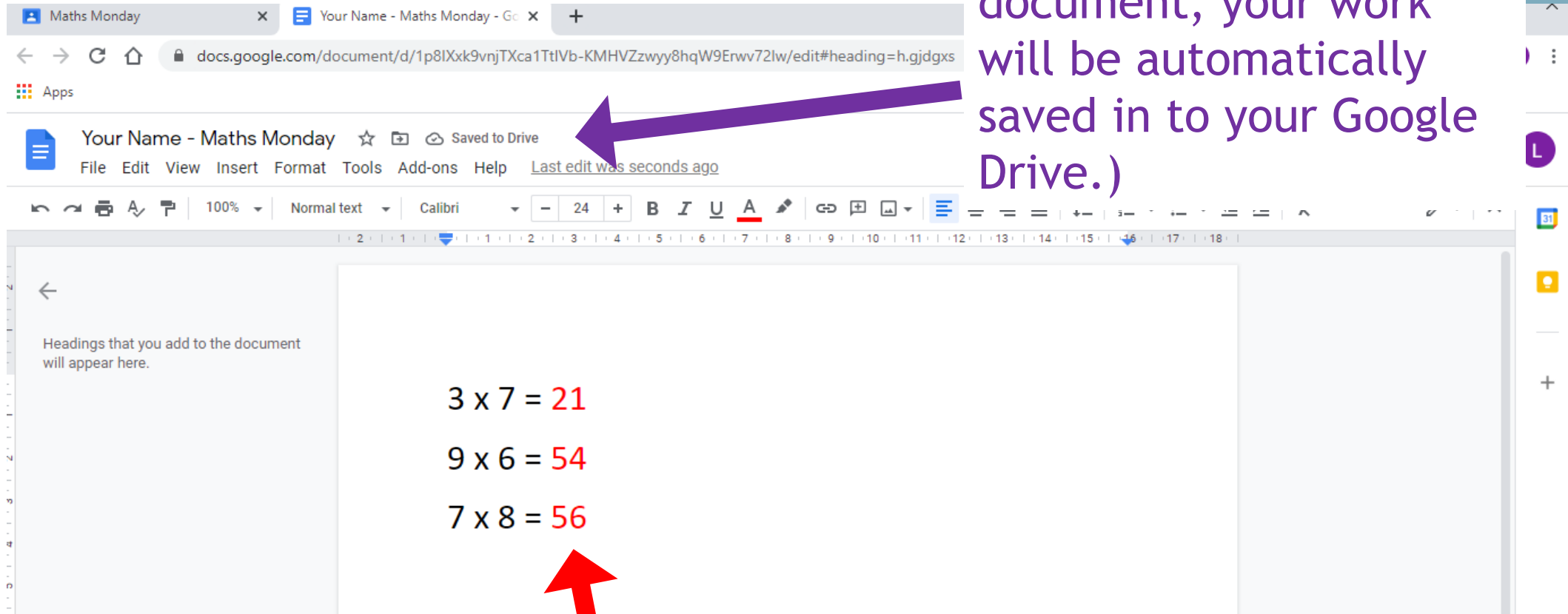
Accessing an assignment



Click 'open with Google Docs'.

Accessing an assignment

(Every time you edit the document, your work will be automatically saved in to your Google Drive.)



The screenshot shows a Google Docs interface. The browser tabs at the top include 'Maths Monday' and 'Your Name - Maths Monday - Google Docs'. The address bar shows the document URL: docs.google.com/document/d/1p8IXk9vnjTXca1TtIVb-KMHVZzwy8hqW9Erwv72lw/edit#heading=h.gjdgxs. The document title is 'Your Name - Maths Monday' and it is 'Saved to Drive'. The menu bar includes File, Edit, View, Insert, Format, Tools, Add-ons, and Help. The toolbar shows various editing tools like undo, redo, bold, italic, underline, and text color. The document content area on the left has a heading section with the text 'Headings that you add to the document will appear here.' Below this, there are three multiplication problems: $3 \times 7 = 21$, $9 \times 6 = 54$, and $7 \times 8 = 56$. A purple arrow points from the text '(Every time you edit the document, your work will be automatically saved in to your Google Drive.)' to the 'Saved to Drive' status. A red arrow points from the text 'You can now type directly onto the document.' to the multiplication problems.

Maths Monday

Your Name - Maths Monday - Google Docs

docs.google.com/document/d/1p8IXk9vnjTXca1TtIVb-KMHVZzwy8hqW9Erwv72lw/edit#heading=h.gjdgxs

Apps

Your Name - Maths Monday

File Edit View Insert Format Tools Add-ons Help

Last edit was seconds ago

100% Normal text Calibri

Headings that you add to the document will appear here.

$3 \times 7 = 21$

$9 \times 6 = 54$

$7 \times 8 = 56$

You can now type directly onto the document.

Handing in an assignment

Once the work has been completed, it will need to be handed in to the class teacher. The way that this is done will depend on the format of the work which is being handed in. The next few slides will show you how to hand in work when:

- Method 1 - The teacher has attached a Google (Doc, Form, Slides etc) template to the assignment
- Method 2 - The teacher has attached a Microsoft (Word Powerpoint etc) template to the assignment
- Method 3 - You are attaching your own file to the assignment (such as your own Google Doc, Microsoft Word, Powerpoint)
- Method 4 - You are attaching a photo

Method 1 - Handing in an assignment

when the work assigned has been created by your teacher using a Google attachment



Demo Google Docs Assignment

Holly Drinkwater • 12:52



Due 15:15

Completed

Class cc



This assignment has been attached by the teacher as Google Doc so is a Google attachment.

Your work Assigned

Google Docs

...

×

+

 Add or create

Hand in

Private comments

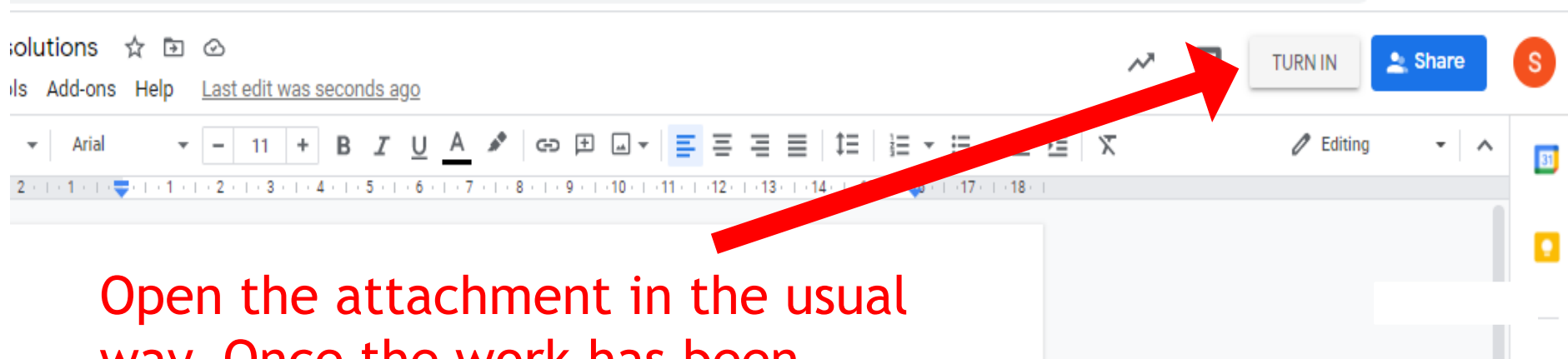
Add private comment...

▶

Don't forget you can add private comments to your teacher to let them know how you found the task.

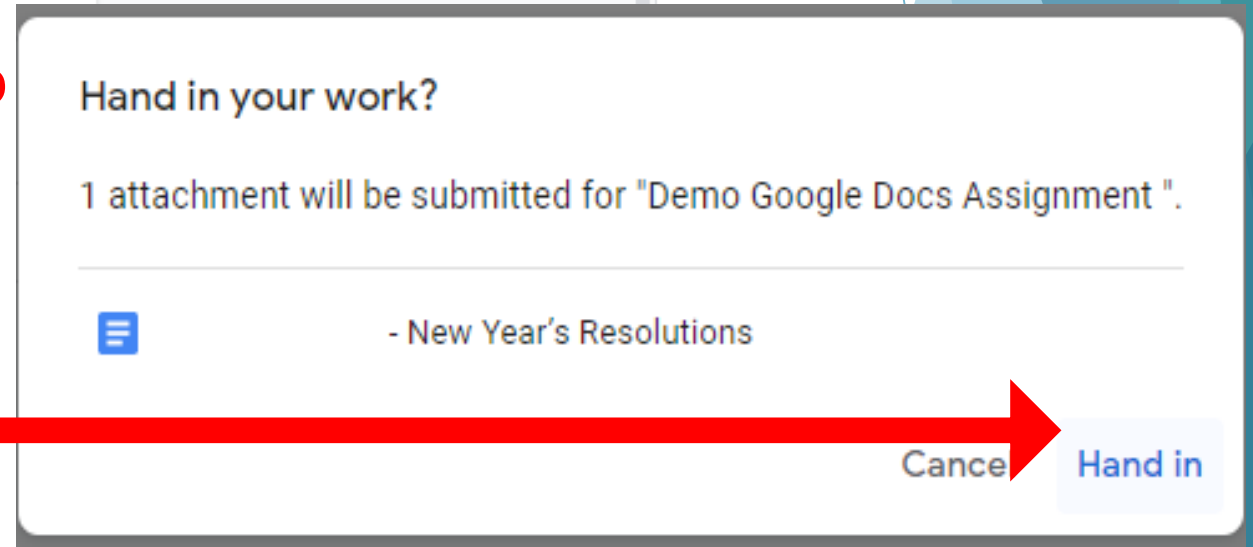
Method 1 - Handing in an assignment

when the work assigned has been created by your teacher using a Google attachment



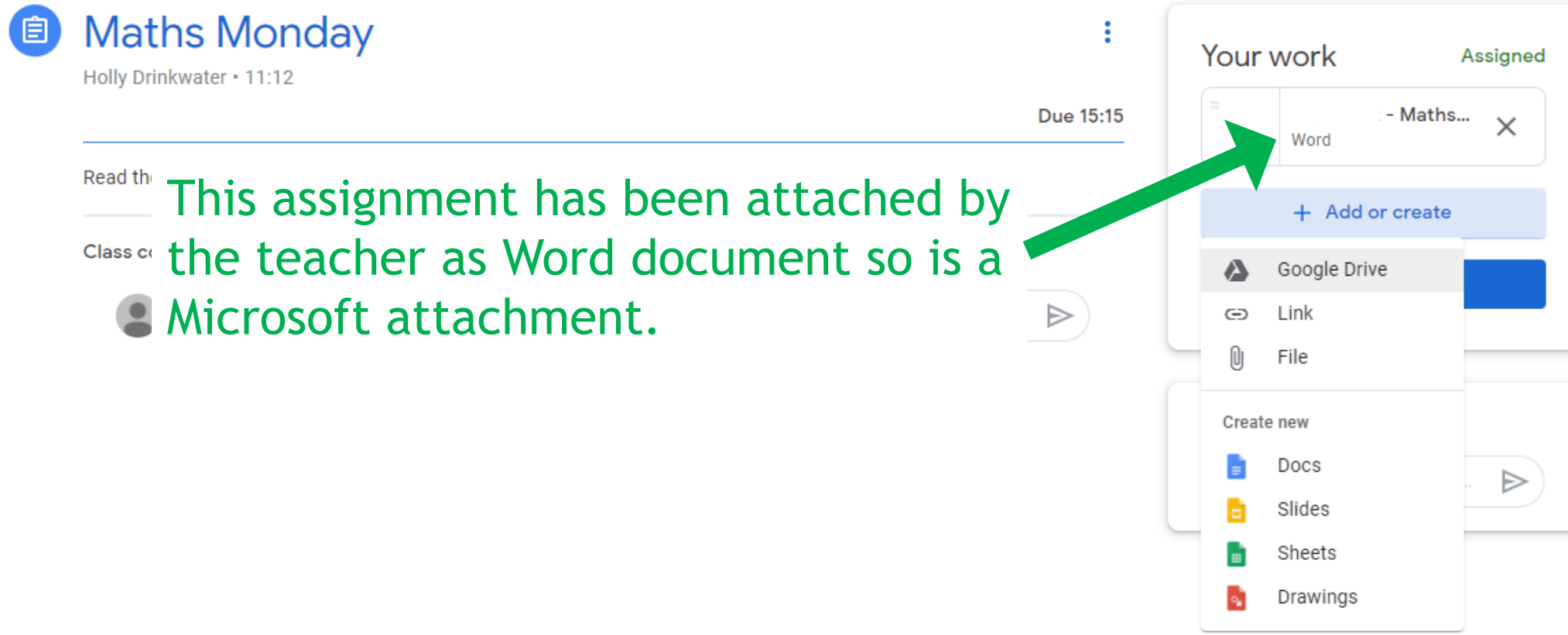
Open the attachment in the usual way. Once the work has been completed, click 'Turn in' in the top right corner.

Then on the pop up window, click 'hand in'.



Method 2 - Handing in an assignment

when the work assigned has been created by your teacher using a Microsoft attachment



The screenshot shows a Google Classroom assignment titled "Maths Monday" by Holly Drinkwater, due at 15:15. The assignment is marked as "Assigned". A green text overlay states: "This assignment has been attached by the teacher as Word document so is a Microsoft attachment." A green arrow points from this text to the "Word" document icon in the "Your work" section. The "Your work" section also includes a "+ Add or create" button and a dropdown menu with options: "Google Drive", "Link", "File", "Create new", "Docs", "Slides", "Sheets", and "Drawings".

Maths Monday
Holly Drinkwater • 11:12

Due 15:15

Read this assignment

Class created by

This assignment has been attached by the teacher as Word document so is a Microsoft attachment.

Your work Assigned

Word - Maths... X

+ Add or create

Google Drive

Link

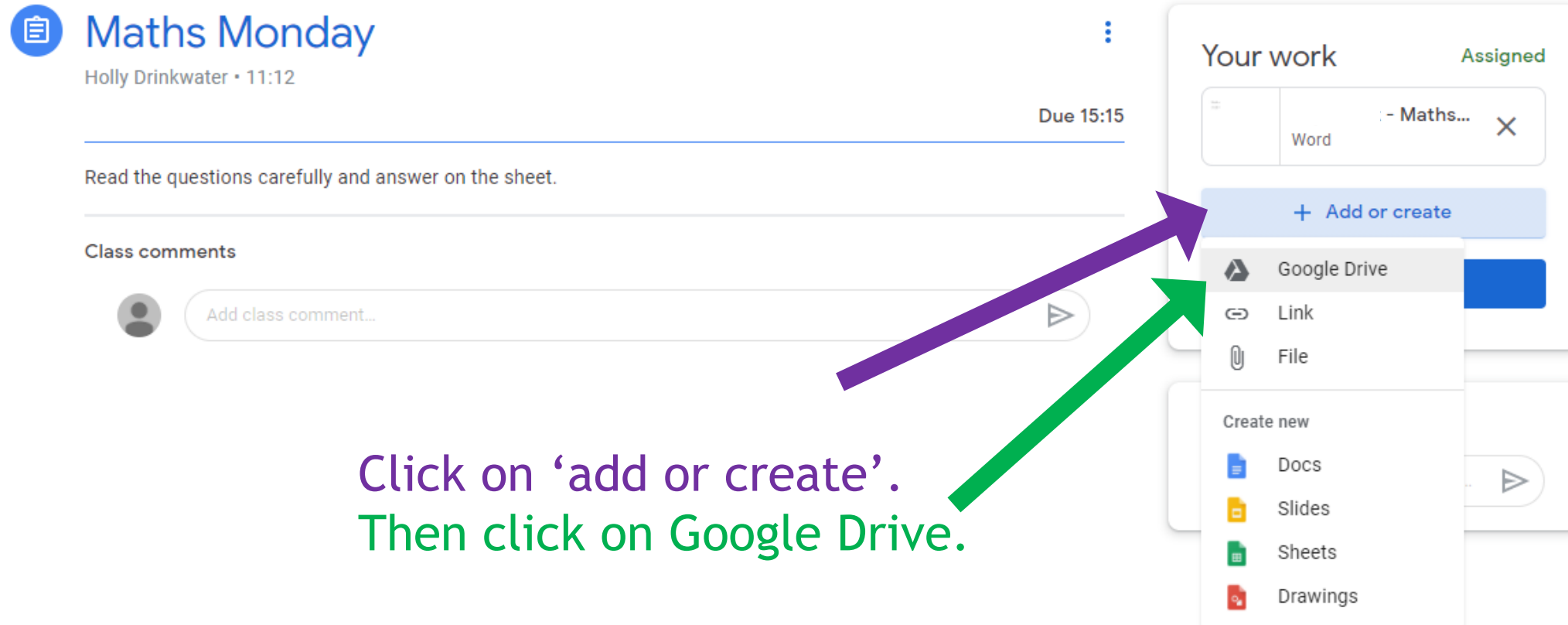
File

Create new

- Docs
- Slides
- Sheets
- Drawings

Method 2 - Handing in an assignment

when the work assigned has been created by your teacher using a Microsoft attachment



The screenshot shows a digital assignment interface. At the top left, there's a blue circular icon with a document symbol, followed by the title 'Maths Monday' in blue. Below the title, it says 'Holly Drinkwater • 11:12'. To the right, there's a vertical ellipsis menu icon. Further right, it says 'Due 15:15'. Below this, a horizontal line separates the header from the main content area. The main content area has the text 'Read the questions carefully and answer on the sheet.' Below this, there's a section titled 'Class comments' with a user profile icon and a text input field labeled 'Add class comment...'. On the right side, a panel titled 'Your work' is open. It has a green 'Assigned' label. Inside the panel, there's a table with one row showing a document icon, the text 'Word', and '- Maths...' with a close button. Below the table is a blue button with a plus sign and the text '+ Add or create'. A dropdown menu is open from this button, showing options: 'Google Drive' (with a triangle icon), 'Link' (with a chain icon), and 'File' (with a paperclip icon). Below these is a section titled 'Create new' with four options: 'Docs' (blue document icon), 'Slides' (orange presentation icon), 'Sheets' (green spreadsheet icon), and 'Drawings' (red drawing icon). Two arrows point to the interface: a purple arrow points to the '+ Add or create' button, and a green arrow points to the 'Google Drive' option in the dropdown menu.

Maths Monday

Holly Drinkwater • 11:12

Due 15:15

Read the questions carefully and answer on the sheet.

Class comments

Add class comment...

Your work Assigned

Word - Maths...

+ Add or create

- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings

Click on 'add or create'.
Then click on Google Drive.

Method 2 - Handing in an assignment

when the work assigned has been created by your teacher using a Microsoft attachment

Insert files using Google Drive

Search in Drive

RECENT UPLOAD MY DRIVE STARRED

Recent

Today

Find and select the file you want to hand in.

3 x 7 = 21
9 x 6 = 54
7 x 8 = 56

Your Name - Maths ...

Then click 'insert'.

1 selected

INSERT

Method 2 - Handing in an assignment

when the work assigned has been created by your teacher using a Microsoft attachment

The screenshot shows a classroom assignment interface. At the top, it says "Read the questions carefully and answer on the sheet." Below this is a "Class comments" section with a user icon and a text input field labeled "Add class comment...". To the right, there's a sidebar for "Monday.docx" with a "Make a copy" link, a list of attachments including "Your Name - Math... Google Docs", and a "+ Add or create" button. A prominent blue "Hand in" button is visible. A central pop-up window titled "Hand in your work?" displays "1 attachment will be submitted for 'Maths Monday'." and lists "Your Name - Maths Monday" with a document icon. At the bottom of the pop-up are "Cancel" and "Hand in" buttons. A "Private comments" section at the bottom right includes a user icon and a text input field labeled "Add private comment..." with a send icon.

1. Click the blue 'hand in' button.

2. Then on the pop up window, click 'hand in'.

3. Don't forget you can add private comments to your teacher to let them know how you found the task.

Method 3 - Handing in an assignment when you are attaching your own file

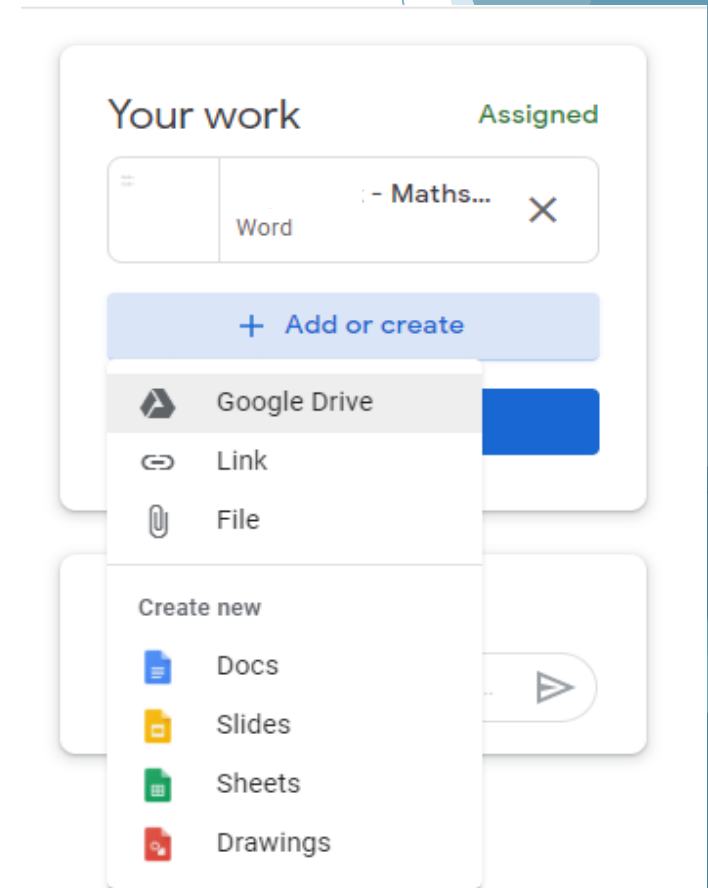
At times, you may wish to create your own document to complete your assignment. For example, if a template is not provided by your teacher, or you are asked to choose how to present your work.

You can create a Google file (such as Docs, Forms, Slides, Sheets) by clicking on 'add or create' when you have the assignment open. Google files automatically save to your Drive as you edit the document. Once you have finished your work using a Google file, you can submit it in the same way as shown in Method 1.

Method 3 - Handing in an assignment when you are attaching your own file

You can also create files using other software such as Microsoft Word, Powerpoint etc. but must be sure to save your work to your device as this will not save automatically.

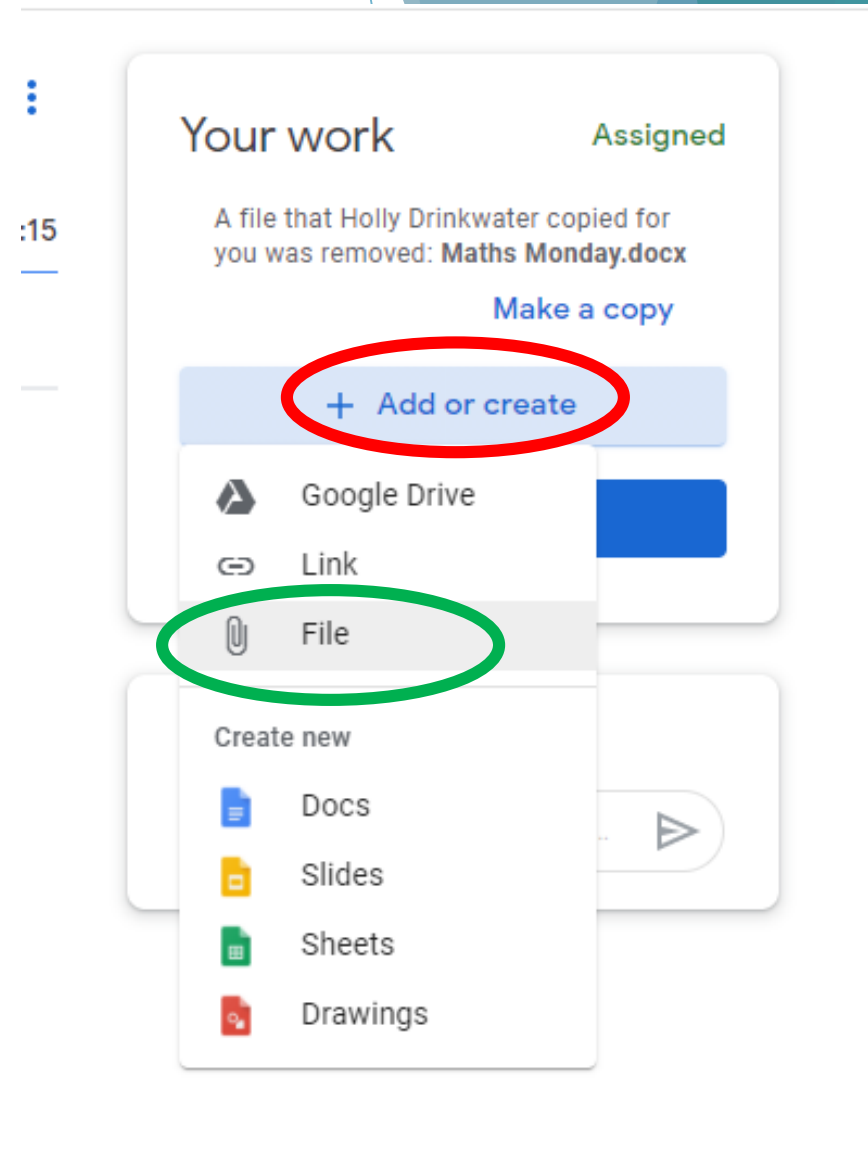
Once you have finished your work using a file format different to Google, you can submit it to your teacher in the same way as shown in Method 2. (If the file has not been saved to Google Drive, you will be able to locate it by either clicking 'add and create' then 'file'.



Method 4 - Handing in an assignment when you are attaching a photo

At times, you may wish to take a photo of some of your learning and send the photo in to show your teacher. For example, a photograph of your written learning, something you have drawn or created etc.

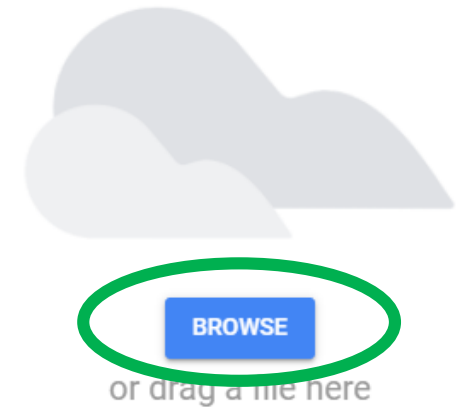
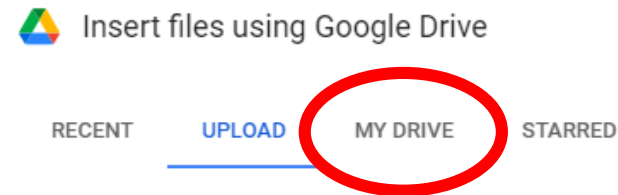
To do this, when handing in your assignment, click on '**add or create**', then '**file**'.



Method 4 - Handing in an assignment when you are attaching a photo

Click on '**Browse**' to locate the file from your device, or '**Drive**' if you have previously saved it to your Google Drive.

Locate the file, select it and click 'open'.



Note - if a child realises they have submitted their work to their teacher before finishing it, they can click 'unsubmit', edit the work and then hand it back in. This applies to work handed in in any format.

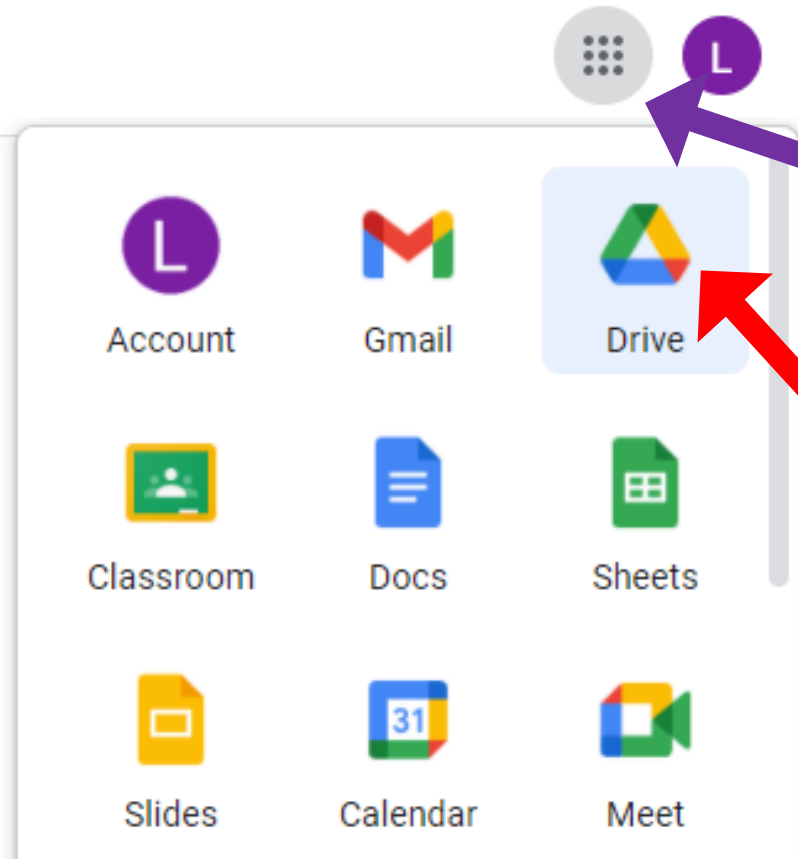
Working on a draft

NB: don't hand work in to your teacher until it is completed.

If you haven't finished a piece of work but wish to continue working on it at a later date, you can do so by accessing it via Google Drive or via the assignment.

Remember, every time you edit a document on Google Docs, your work saves automatically to Google Drive.

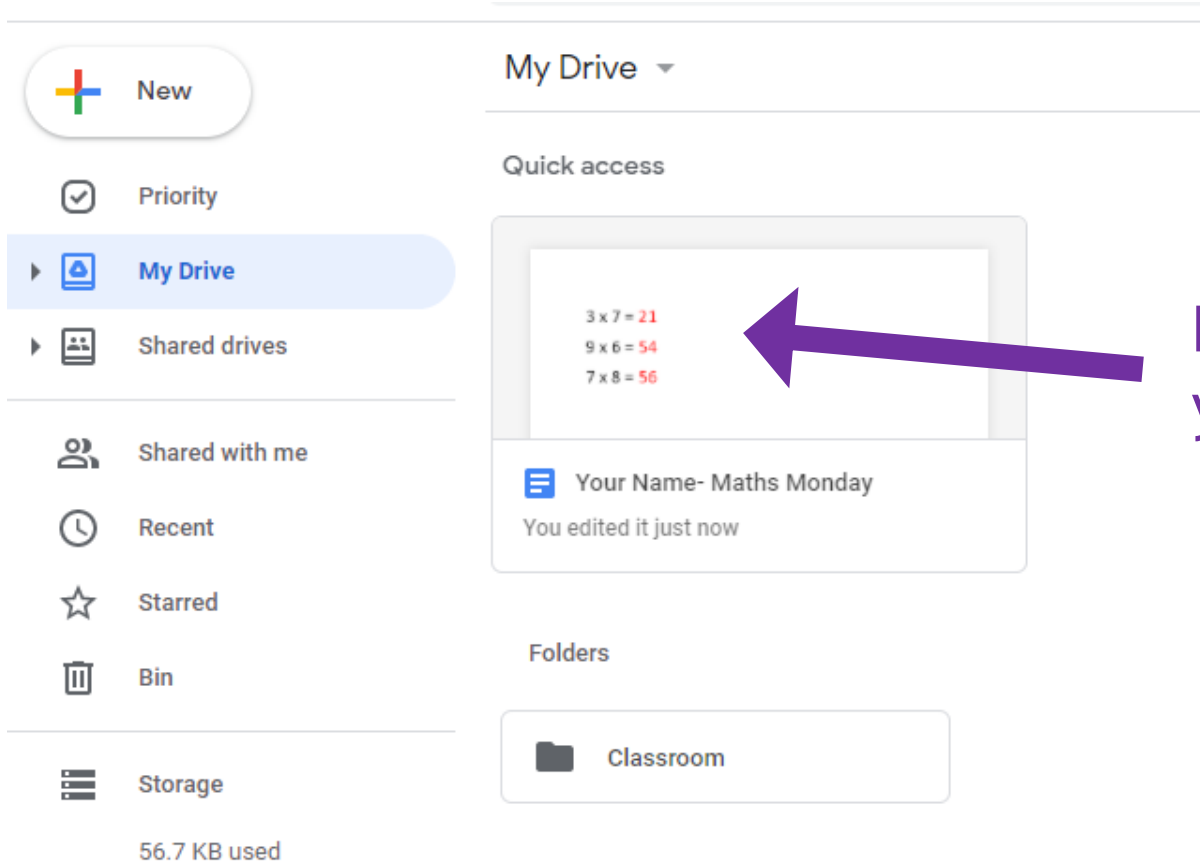
If the draft work does not appear when you click on the assignment attachment



To reopen a draft, click back on the 9 dots in the top right corner.

Then click 'Drive'.

Working on a draft



Find and open the file
you wish to edit.

Don't forget to hand your work in once you have finished it (as previously shown).

Responding to feedback from your teacher

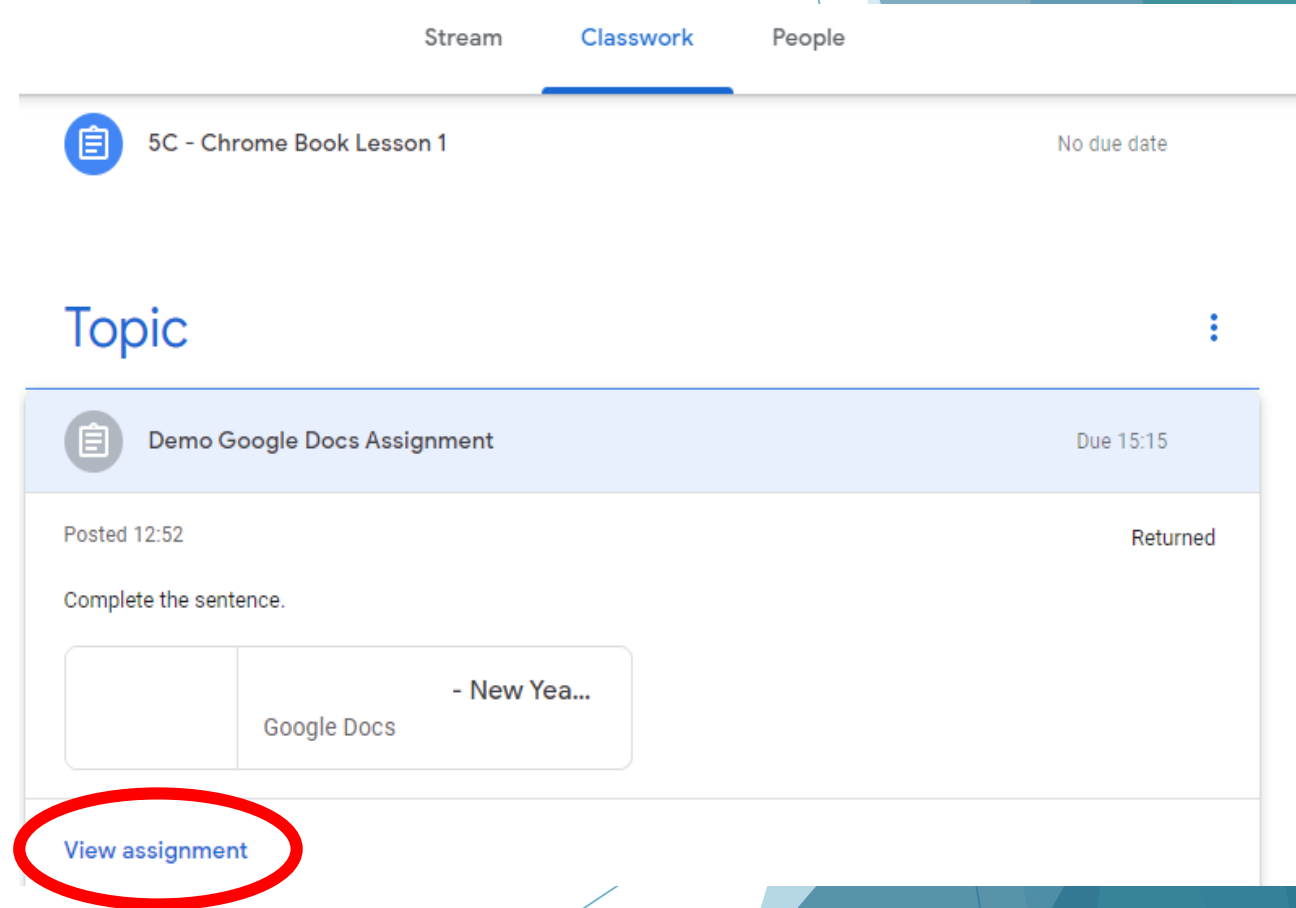
After you have handed your work in, your teacher will review it and provide feedback. You will want to read your teacher's comments and at times, you may need to respond to some of the feedback (just like in school).

On the 'classwork' tab, click on a past assignment to see if your teacher has reviewed your work yet. If they have, it will say '**returned**' in the top right corner.

The screenshot displays the Google Classroom interface. At the top, there are three tabs: 'Stream', 'Classwork' (which is selected and highlighted with a blue underline), and 'People'. Below the tabs, the main content area shows a list of assignments. The first assignment is '5C - Chrome Book Lesson 1' with a 'No due date'. Below this is a section titled 'Topic' with a vertical ellipsis menu icon. Under the 'Topic' section, there is an assignment card for 'Demo Google Docs Assignment' with a due date of 'Due 15:15'. The card includes the text 'Posted 12:52' and 'Complete the sentence.' Below this text is a Google Docs document thumbnail titled '- New Yea...'. In the top right corner of the assignment card, the word 'Returned' is written in a red circle. At the bottom of the card, there is a blue link that says 'View assignment'.

Responding to feedback from your teacher

To see your teacher's comments, click
'view assignment'.



The screenshot displays the Google Classroom interface. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected. Below the tabs, the class name '5C - Chrome Book Lesson 1' is shown, along with a 'No due date' status. The main section is titled 'Topic' and contains a list of assignments. The first assignment is 'Demo Google Docs Assignment', which is highlighted with a light blue background. It shows a 'Posted 12:52' timestamp and a 'Returned' status. The assignment description is 'Complete the sentence.' Below this, there is a preview of a Google Docs document with the text '- New Yea...' and 'Google Docs'. At the bottom of the assignment card, there is a blue link labeled 'View assignment', which is circled in red.

Stream Classwork People

5C - Chrome Book Lesson 1 No due date

Topic

Demo Google Docs Assignment Due 15:15

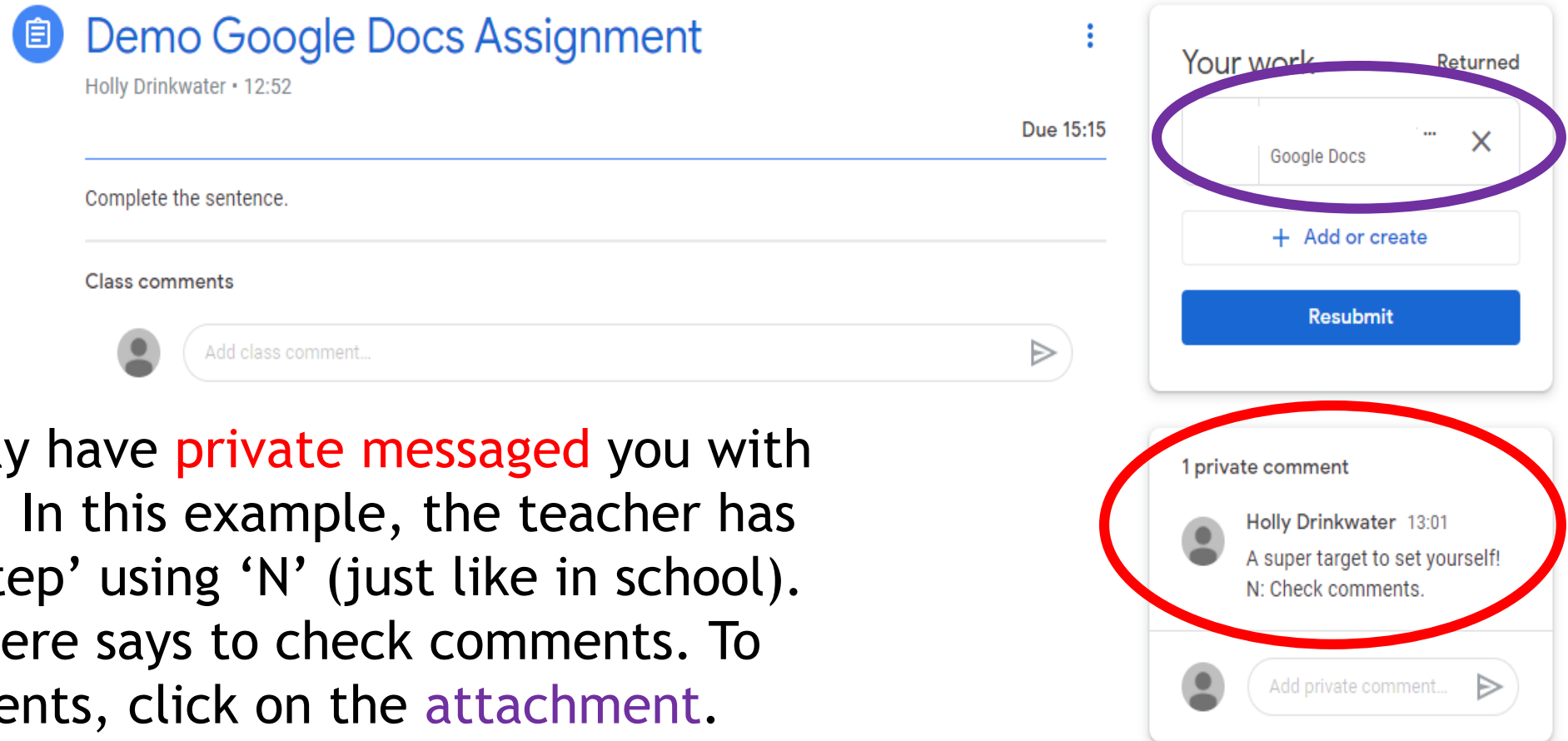
Posted 12:52 Returned

Complete the sentence.

- New Yea...
Google Docs

[View assignment](#)

Responding to feedback from your teacher



The screenshot displays a Google Docs assignment titled "Demo Google Docs Assignment" by Holly Drinkwater, due at 15:15. The assignment prompt is "Complete the sentence." Below this is a "Class comments" section with a text input field and a submit button. To the right, a sidebar shows "Your work" with a list of attachments, including "Google Docs", which is circled in purple. Below the attachments is a "Resubmit" button. Further down, a "1 private comment" section is circled in red, showing a comment from Holly Drinkwater at 13:01: "A super target to set yourself! N: Check comments." Below the comment is another text input field for private comments.

Assignment Details:

- Title: Demo Google Docs Assignment
- Teacher: Holly Drinkwater • 12:52
- Due: 15:15
- Prompt: Complete the sentence.

Class comments:

Add class comment...

Attachments:

- Google Docs

Private comment:

1 private comment

Holly Drinkwater 13:01
A super target to set yourself!
N: Check comments.

Add private comment...

The teacher may have **private messaged** you with some feedback. In this example, the teacher has given a 'Next Step' using 'N' (just like in school). The next step here says to check comments. To view the comments, click on the **attachment**.


Responding to feedback from your teacher

My New Year's resolution is...to **improove** my handwriting

improve ✕ ⓘ ⋮


Any highlighted work has a comment attached to it. Comments appear down the right hand side of the page. Here, the teacher has used the school's usual marking code to provide feedback about spellings and punctuation.

(sp = spelling error, p = punctuation error)

 Holly Drinkwater
12:59 Today ✓ ⋮

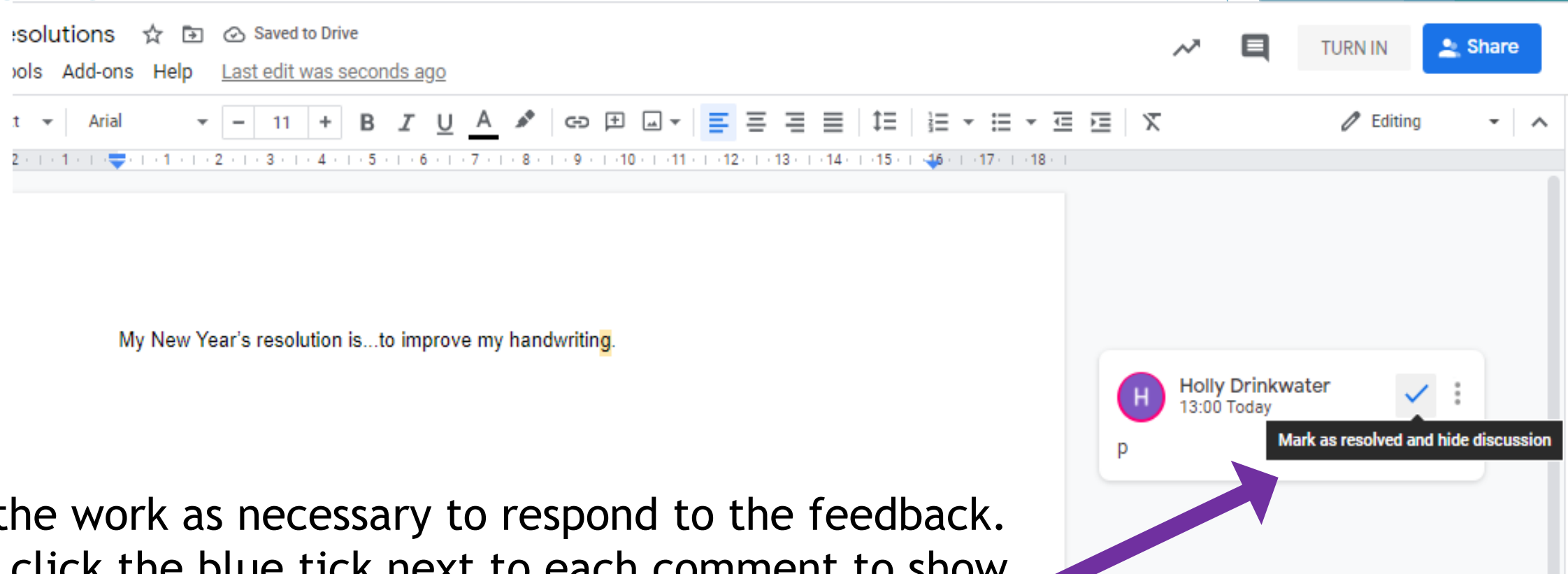
sp.

Reply or add others with @

 Holly Drinkwater
13:00 Today ✓ ⋮

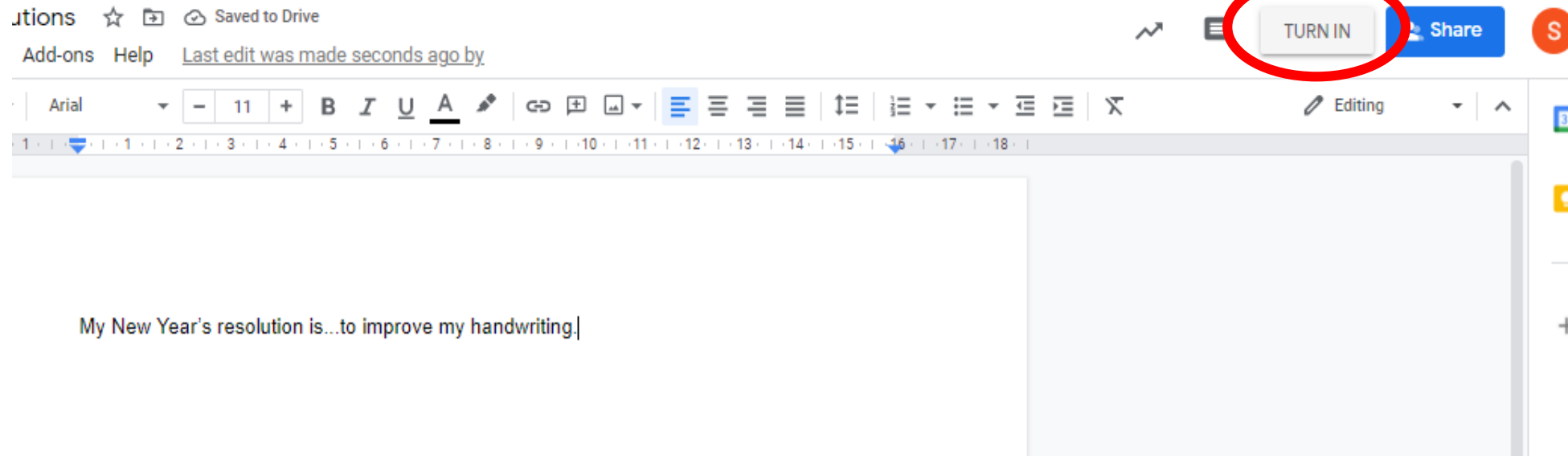
p

Responding to feedback from your teacher

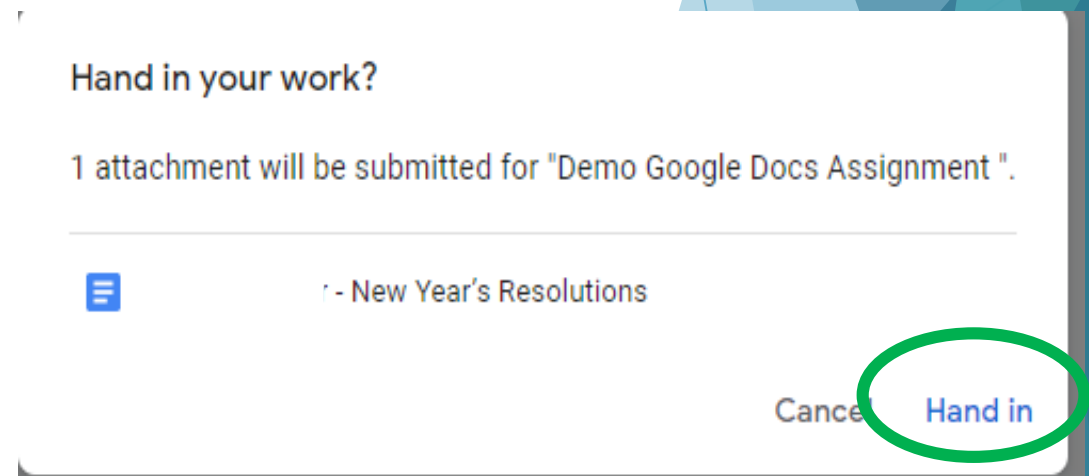


Edit the work as necessary to respond to the feedback. Then click the blue tick next to each comment to show your teacher that you have corrected the errors (mark as resolved).

Responding to feedback from your teacher



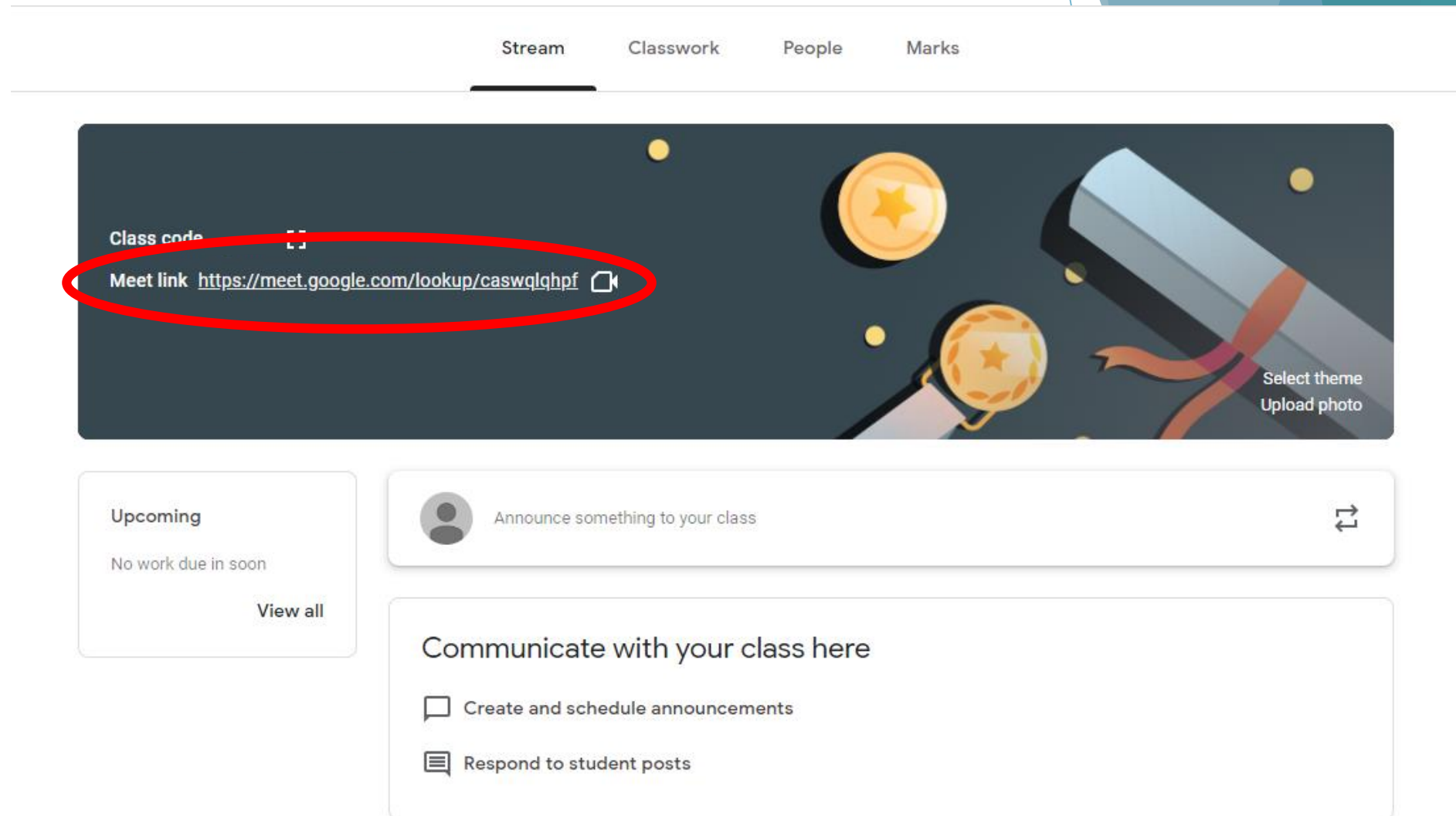
You must then send your work back to your teacher so that they can see how you have improved your work. To do this, click on **‘Turn in’** and then on the pop up window, click **‘Hand in’**.



How to join a Google Meet

At the time of your arranged meeting, click on the **Meet Link** at the top left of your Google Classroom Stream.

This link will only be visible at the time the meeting has been arranged for and will change each day so cannot be copied and pasted.



Accessing Google Classroom via a games console

Access the internet browser on the Xbox or PlayStation and log in as usual.

This is easier with a keyboard plugged into the USB port, but not essential.

HOW TO ACCESS GOGGLE CLASSROOM FROM AN XBOX AND PS4



1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:
Classroom: manage teaching and learning Google for Education - link below'
<https://edu.google.com/products/classroom>
8. Select *Go to Classroom*. Then log in using student email and password.



1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type in a search for Google Classroom
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.

