



Woodley Primary School

Together we care, inspire and achieve

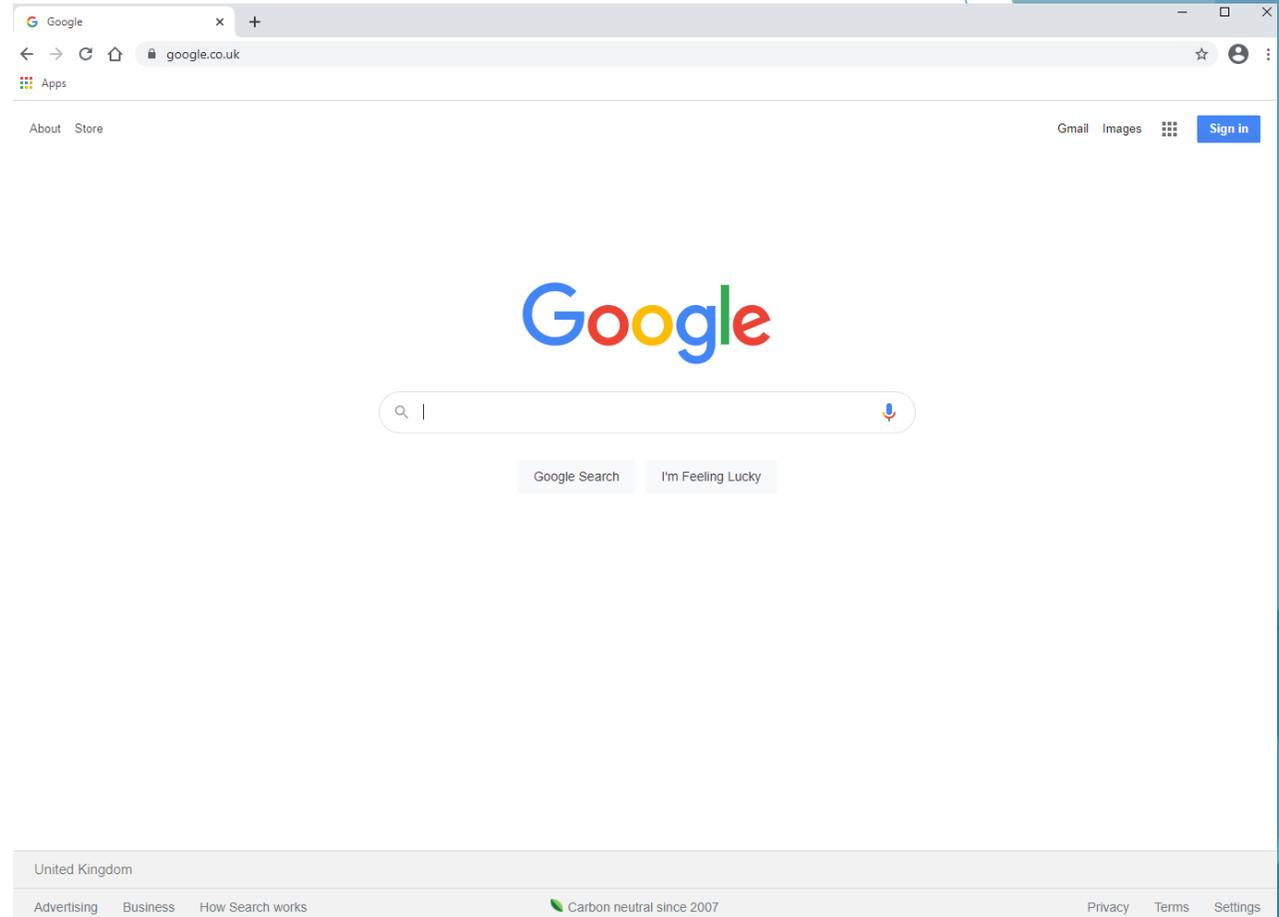
A guide to Google Classroom

Accessing Google Classroom

Step 1

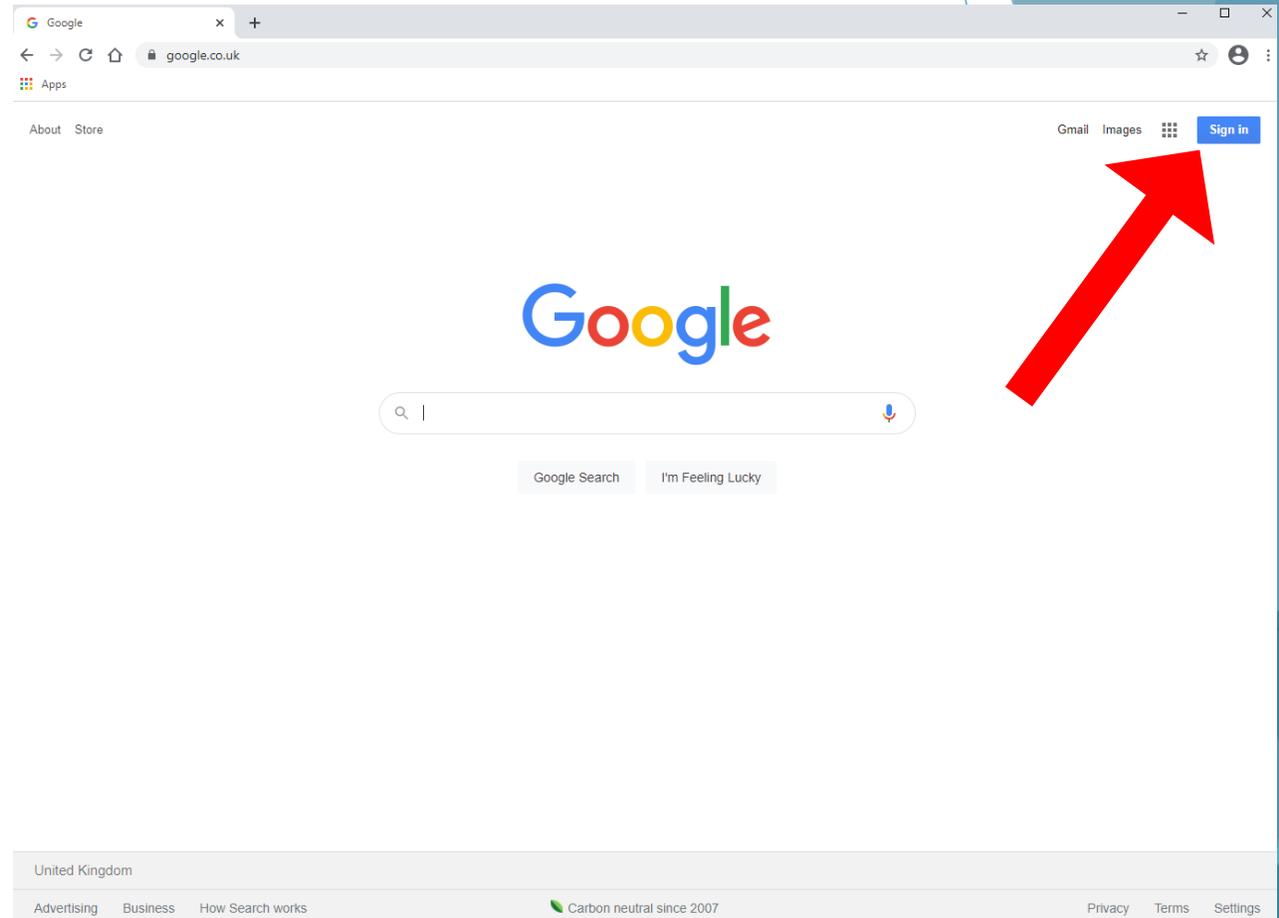
- ▶ Open your internet browser.

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'.

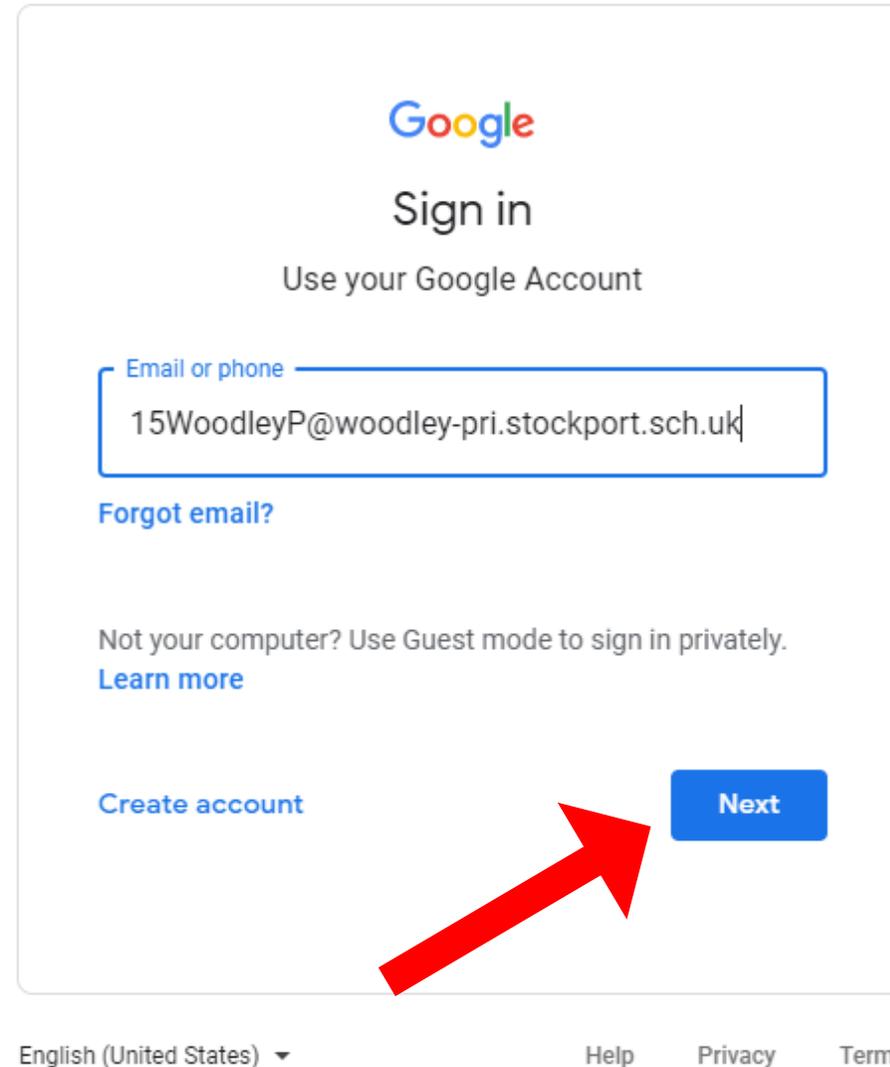


Step 3

- ▶ 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.)



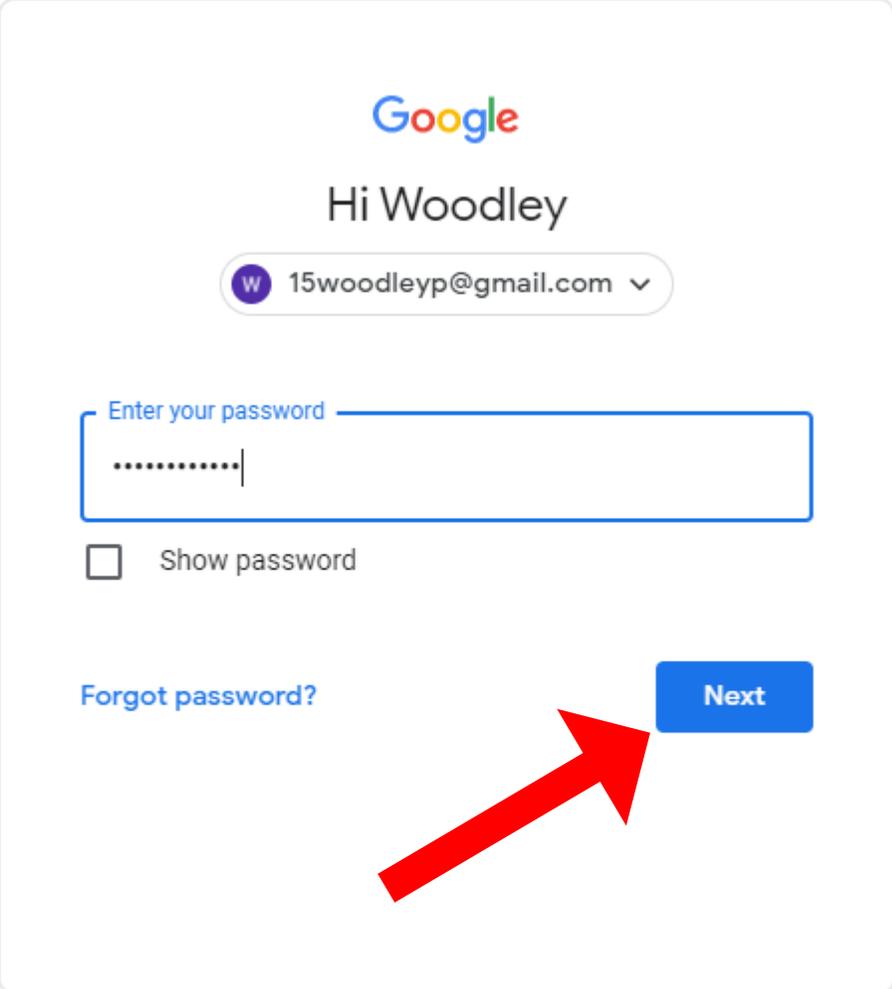
The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and the text "15WoodleyP@woodley-pri.stockport.sch.uk" entered. To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". A large red arrow points from the bottom right towards the "Next" button. At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "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. At the top is the Google logo. Below it, the text "Hi Woodley" is displayed. A dropdown menu shows the email address "15woodleyp@gmail.com" with a small "W" icon. Below the email is a password input field with the placeholder text "Enter your password" and a blue border. The password is masked with dots. 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) ▾

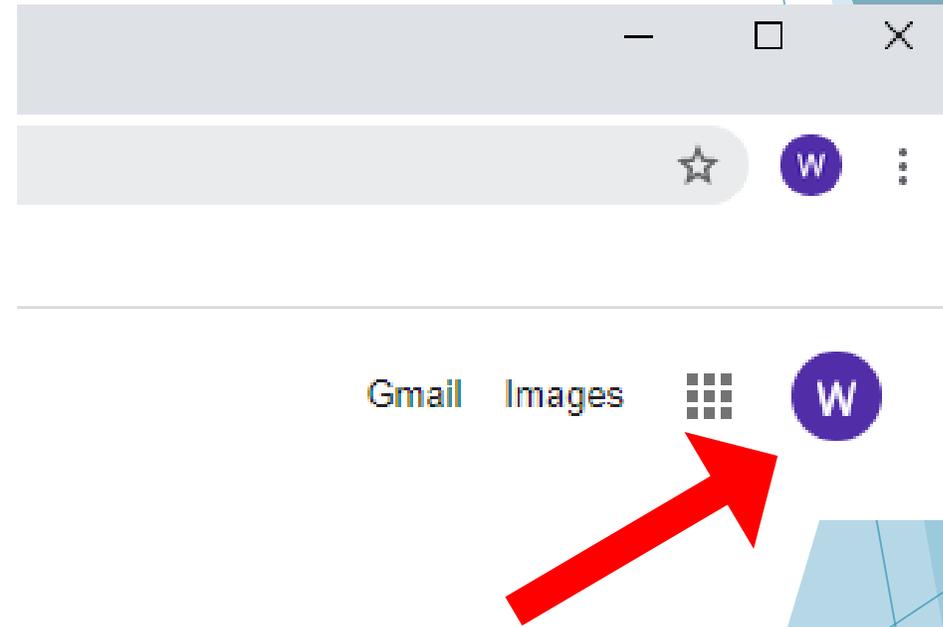
[Help](#)

[Privacy](#)

[Terms](#)

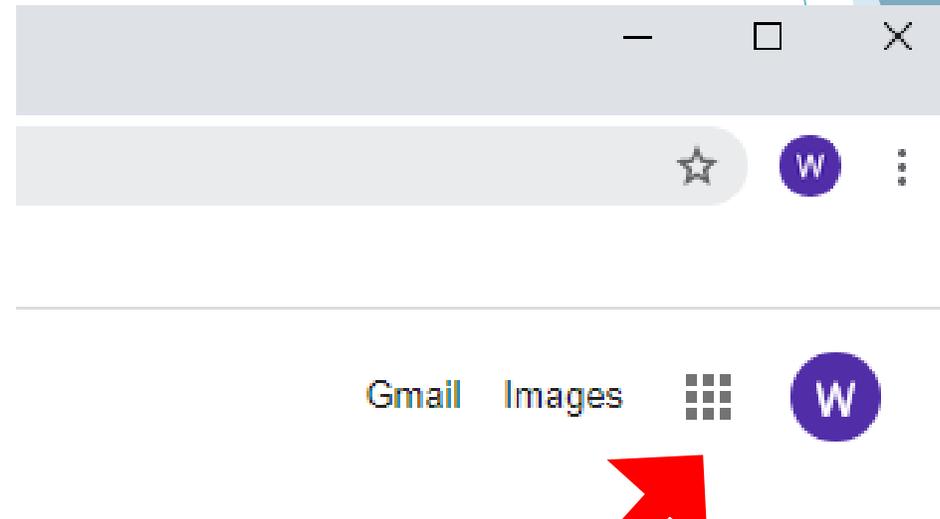
Step 5

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



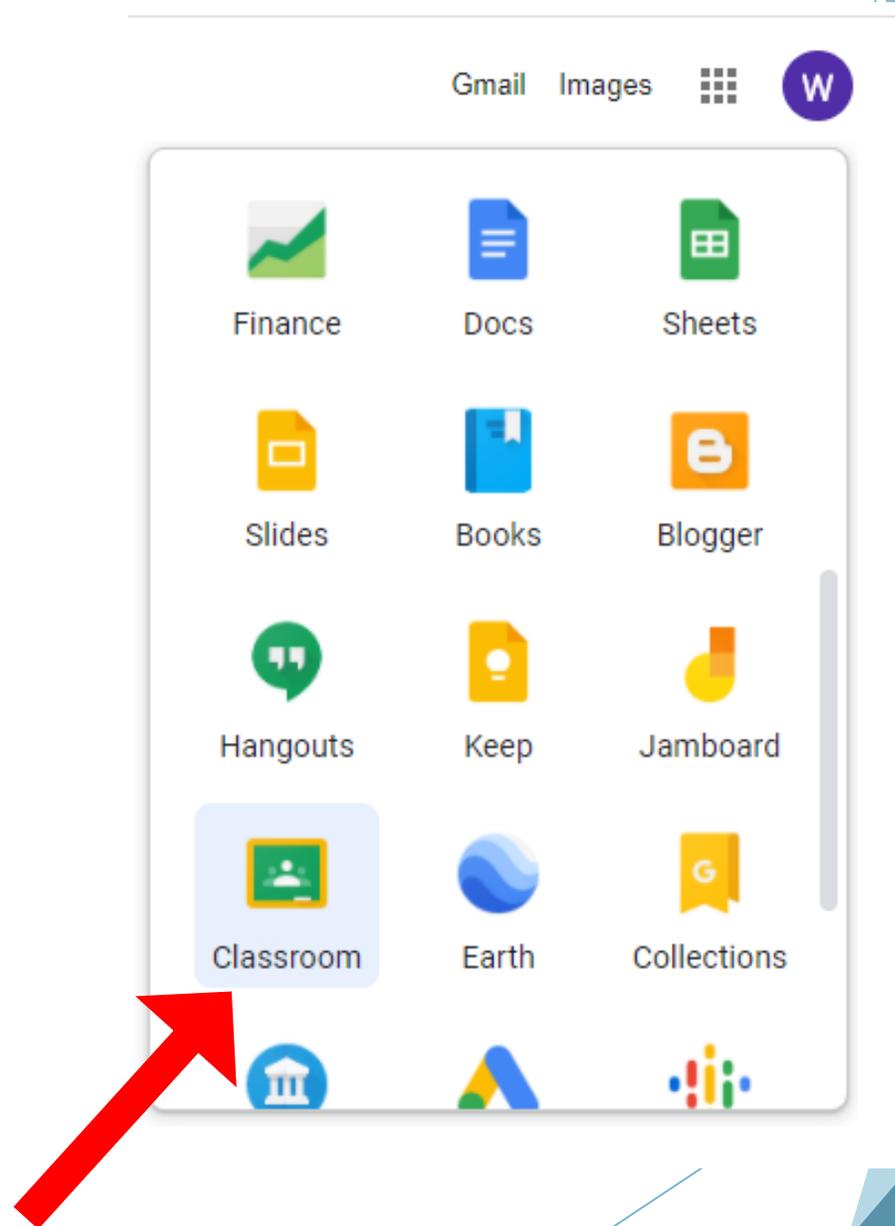
Step 6

- ▶ Click on the 9 dots.



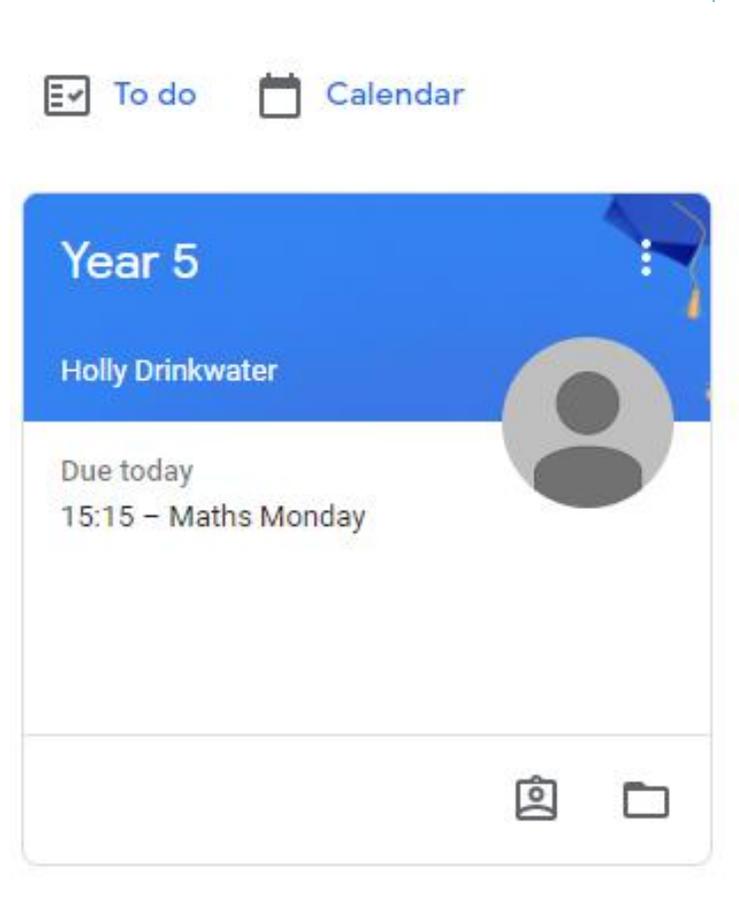
Step 7

- ▶ 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



Upcoming

Due today
15:15 – Maths Monday

[View all](#)



Announce something to your class



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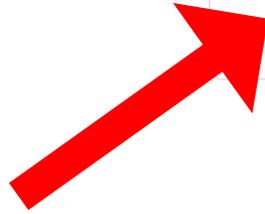


Holly Drinkwater posted a new assignment: 5D Planets
8 Oct 2020 (Edited 15 Oct 2020)



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

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

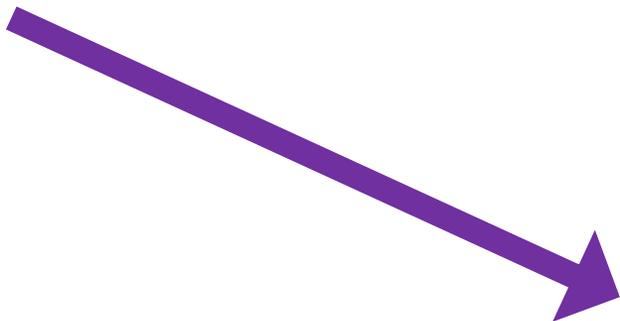
Maths



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.

Maths

Maths Monday Due 15:15

Posted 11:12 Assigned

Read the questions carefully and answer on the sheet.

- Maths Monda...

Word

[View assignment](#)

Click on 'view assignment'.

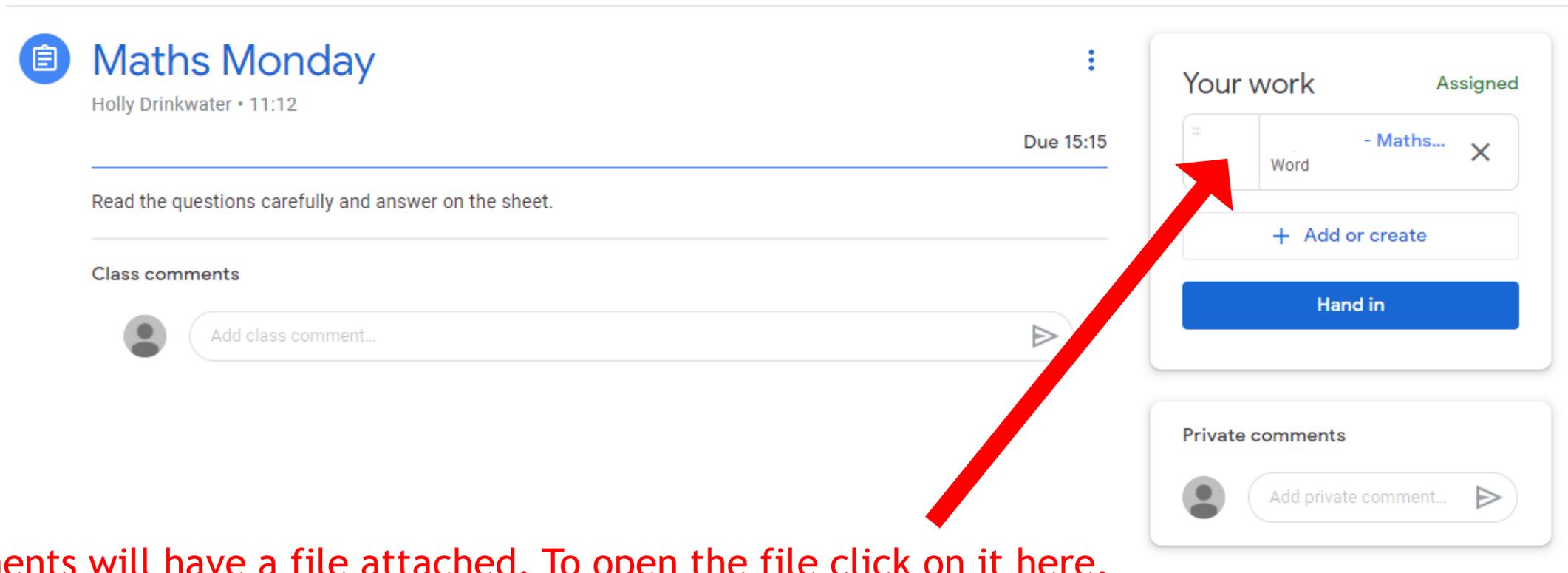
Accessing an assignment

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

The screenshot shows a Google Classroom assignment interface. At the top left, there is a clipboard icon, the title 'Maths Monday', and the teacher's name 'Holly Drinkwater' with a timestamp '11:12'. On the right side, there is a vertical ellipsis menu icon and a 'Due 15:15' label. Below the title, there is a horizontal line and the instruction 'Read the questions carefully and answer on the sheet.' Underneath that is a 'Class comments' section with a text input field 'Add class comment...' and a send button. On the right side, there is a 'Your work' section with the status 'Assigned'. It contains a list of work items, currently showing 'Word' with a sub-item '- Maths...' and a close button. Below the list is a '+ Add or create' button and a blue 'Hand in' button. At the bottom right, there is a 'Private comments' section with a text input field 'Add private comment...' and a send button. A purple arrow points from the text above to the vertical ellipsis menu icon. A red arrow points from the text below to the 'Private comments' section.

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).

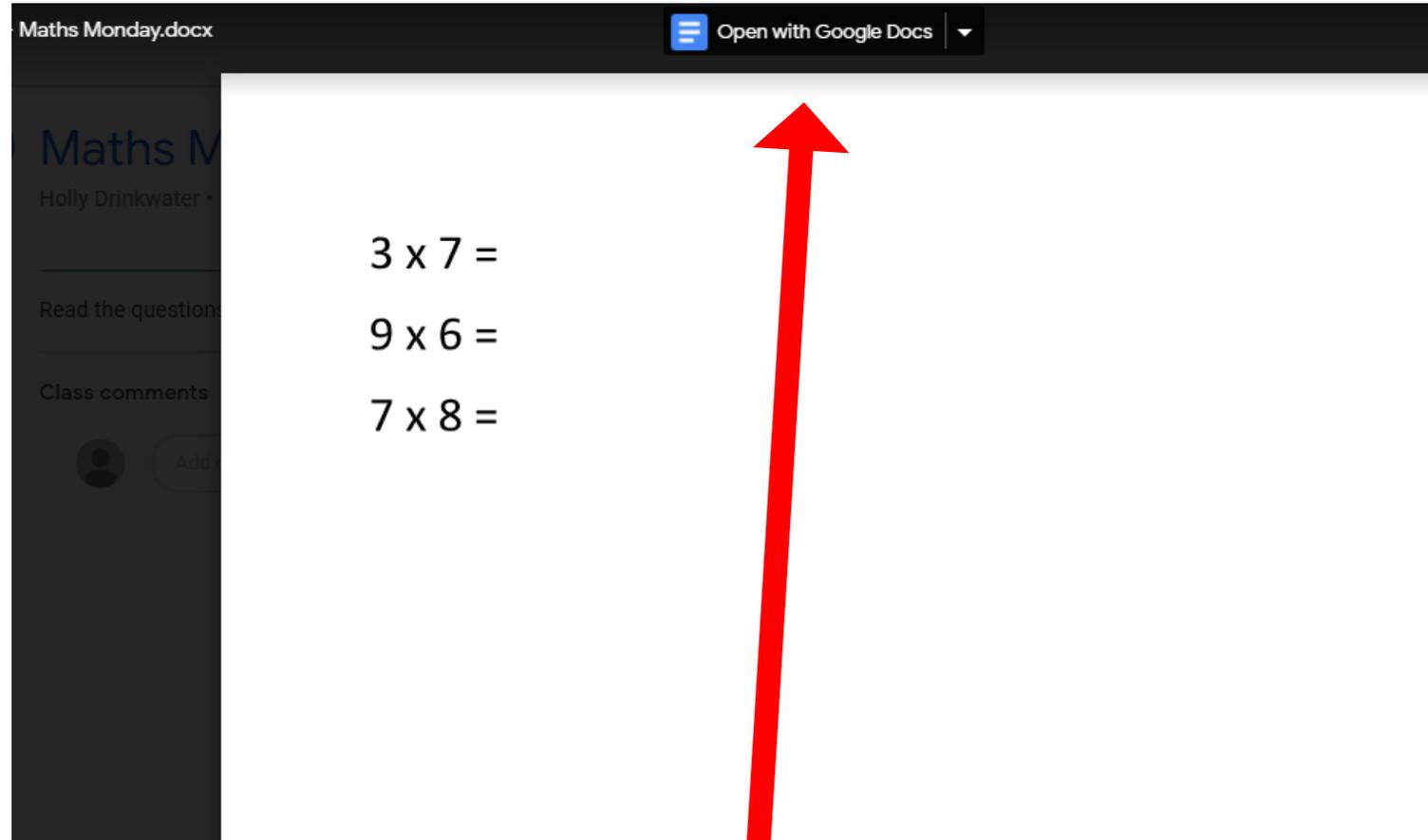
Accessing an assignment



The screenshot shows a Blackboard assignment page. At the top left, there is a clipboard icon followed by the title "Maths Monday" and the creator "Holly Drinkwater • 11:12". A vertical ellipsis menu is on the right. Below the title, the due date "Due 15:15" is displayed. The main instruction reads "Read the questions carefully and answer on the sheet." Underneath is a "Class comments" section with a text input field "Add class comment..." and a submit button. On the right side, there is a "Your work" panel with a sub-header "Assigned". It contains a file attachment card for a "Word" document named "- Maths...". A red arrow points from the bottom of the page to the file icon in this card. Below the attachment card is a "+ Add or create" button and a blue "Hand in" button. At the bottom of the right panel is a "Private comments" section with a text input field "Add private comment..." and a submit button.

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

Accessing an assignment



Maths Monday.docx

Open with Google Docs

Maths M
Holly Drinkwater

Read the question

Class comments

3 x 7 =

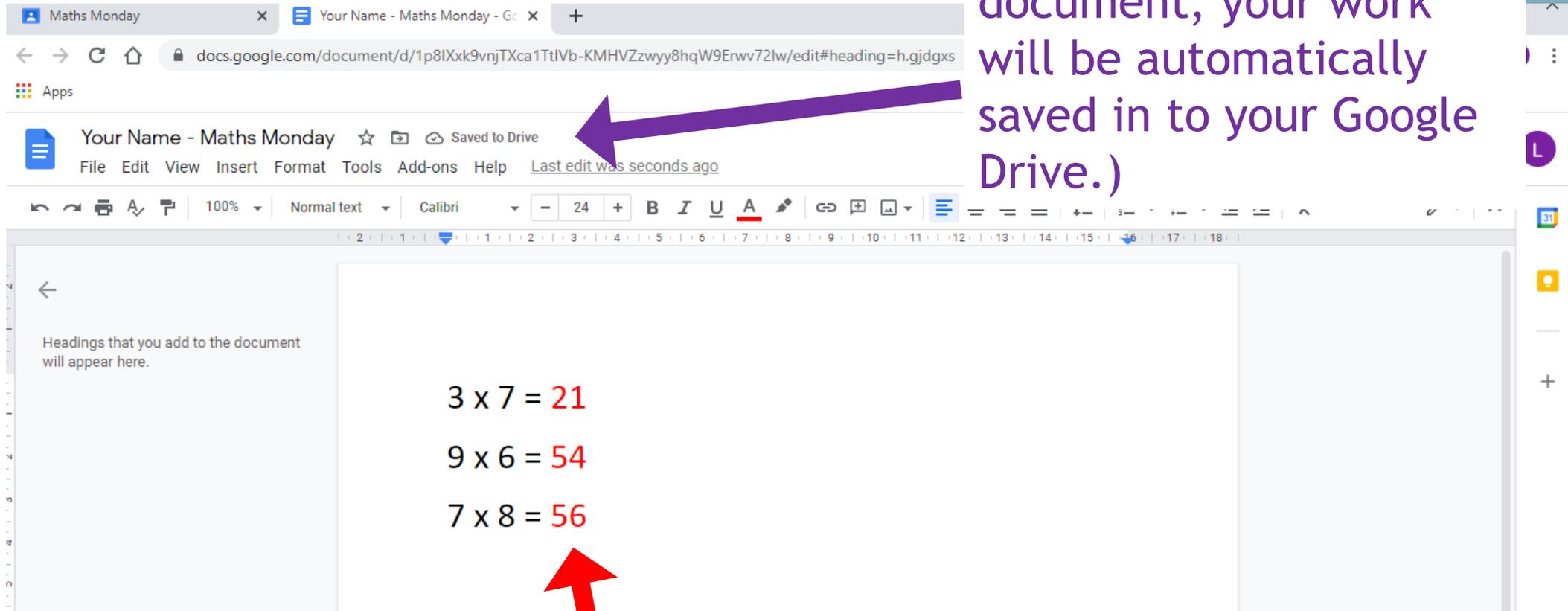
9 x 6 =

7 x 8 =

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-KMHVZzwy8hqW9Erw72lw/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 contains three multiplication problems: $3 \times 7 = 21$, $9 \times 6 = 54$, and $7 \times 8 = 56$. A purple arrow points from the text on the right to the 'Saved to Drive' status. A red arrow points from the text at the bottom to the number '56' in the third equation.

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

Completing progress bar

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

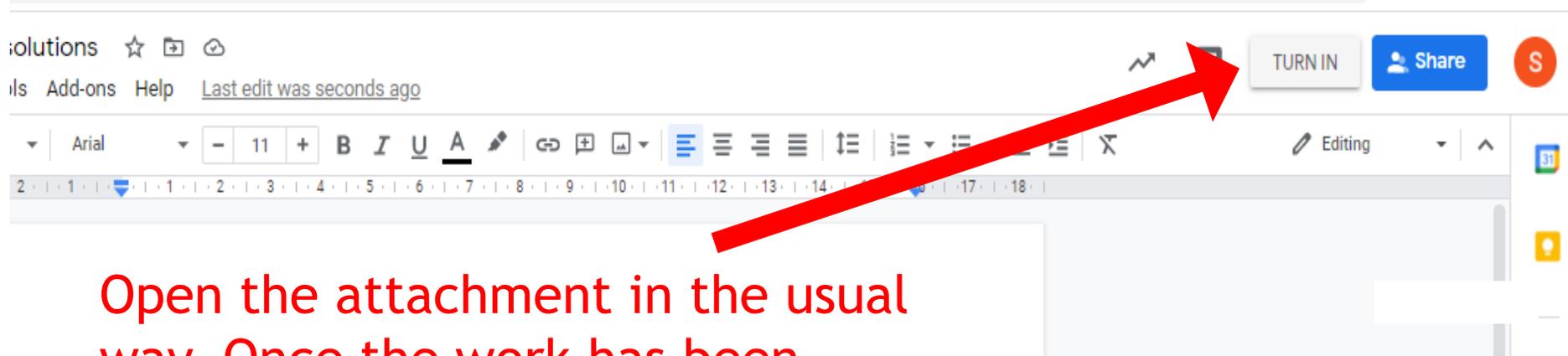
Private comments

 Add private comment... 

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

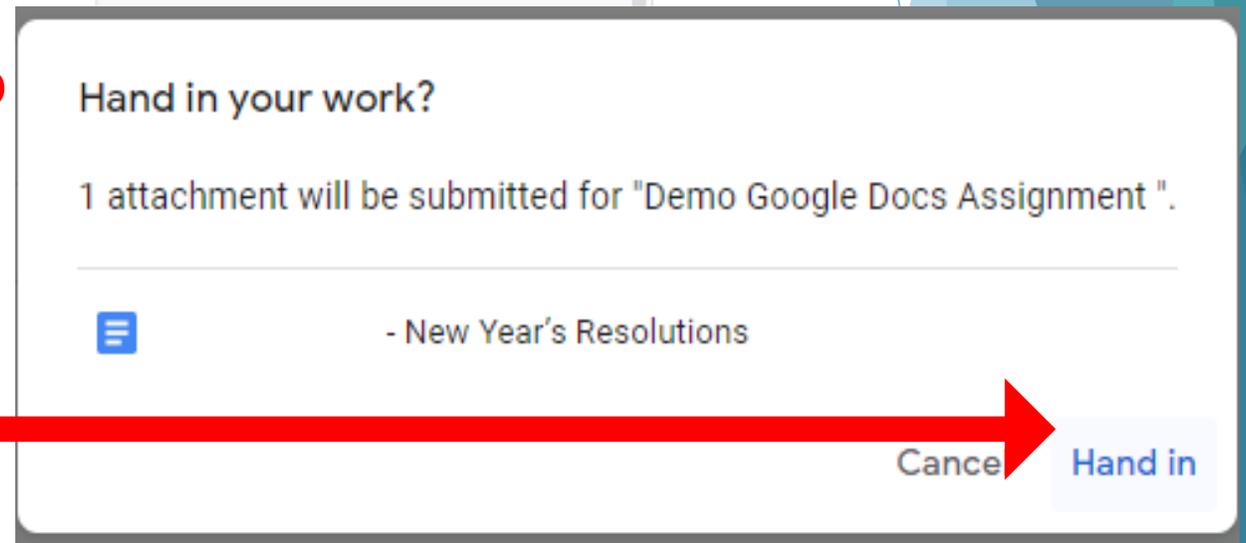
Method 1 - Handing in an assignment

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



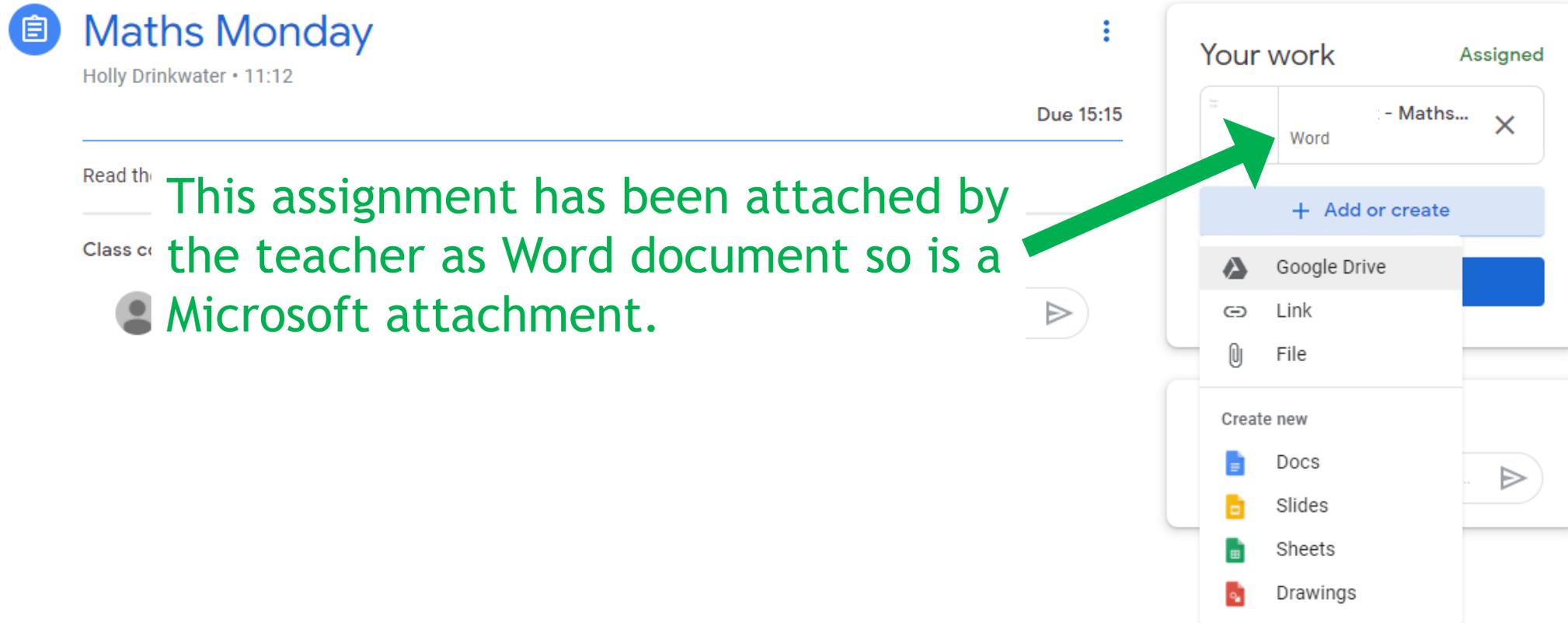
Open the attachment in the usual way. Once the work has been completed, click 'Turn in' in the top right corner.

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 Blackboard assignment page. At the top left, there is a blue circular icon with a document symbol, followed by the text 'Maths Monday' and 'Holly Drinkwater • 11:12'. To the right of this is a vertical ellipsis menu icon. Below the assignment title, there is a horizontal line and the text 'Due 15:15'. On the left side, there are labels 'Read th' and 'Class cr' next to a profile icon. A green text box with an arrow pointing to the 'Word' attachment in the submission panel contains the text: 'This assignment has been attached by the teacher as Word document so is a Microsoft attachment.' The 'Your work' submission panel is open, showing a list of attachments. The first attachment is a Word document titled '- Maths...' with a 'Word' icon and a close button. Below it is a blue button labeled '+ Add or create'. Underneath that is a dropdown menu with options: 'Google Drive', 'Link', and 'File'. At the bottom of the panel is a 'Create new' section with icons and labels for 'Docs', 'Slides', 'Sheets', and 'Drawings'.

Maths Monday
Holly Drinkwater • 11:12

Due 15:15

Read th

Class cr

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

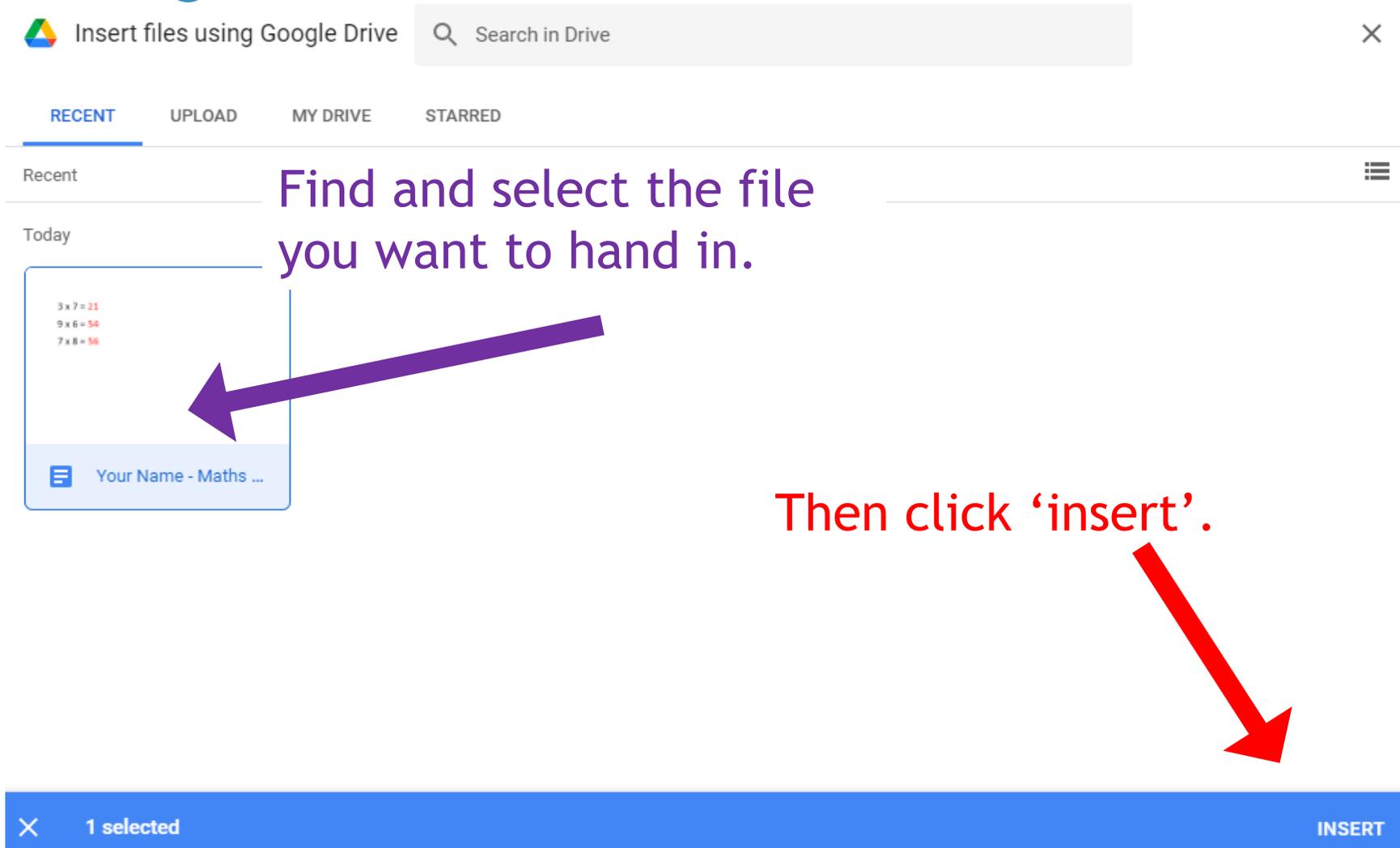
Method 2 - Handing in an assignment

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

The screenshot shows a Blackboard assignment interface. At the top left, there is a blue circular icon with a document symbol, followed by the title "Maths Monday" and the instructor's name "Holly Drinkwater • 11:12". To the right of the title is a vertical ellipsis menu icon. Below the title, the due date "Due 15:15" is displayed. The main content area contains the instruction "Read the questions carefully and answer on the sheet." Below this is a "Class comments" section with a user profile icon and a text input field labeled "Add class comment...". On the right side, a "Your work" panel is open, showing the status "Assigned". Inside this panel, there is a table with one row: a small icon, the text "Word", and a button labeled "- Maths..." with a close icon. Below the table is a blue button labeled "+ Add or create". A dropdown menu is open from this button, listing "Google Drive", "Link", and "File". Underneath, there is a "Create new" section with icons and labels for "Docs", "Slides", "Sheets", and "Drawings". A purple arrow points from the text below to the "+ Add or create" button, and a green arrow points from the text below to the "Google Drive" option in the dropdown menu.

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



The screenshot shows the Google Drive interface for inserting files. At the top, there is a search bar labeled "Search in Drive". Below it are tabs for "RECENT", "UPLOAD", "MY DRIVE", and "STARRED". The "RECENT" tab is active, showing a list of files. A file titled "Your Name - Maths ..." is selected, and a purple arrow points to it. The file's content is visible in a preview window, showing three multiplication problems: $3 \times 7 = 21$, $9 \times 6 = 54$, and $7 \times 8 = 56$. A red arrow points to the "INSERT" button at the bottom right of the interface. The bottom status bar shows "1 selected" and "INSERT".

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.

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 user interface for submitting an assignment. At the top, there is a prompt: "Read the questions carefully and answer on the sheet." Below this is a "Class comments" section with a text input field labeled "Add class comment...". A central dialog box titled "Hand in your work?" is displayed, containing the text "1 attachment will be submitted for 'Maths Monday'." and a list item "Your Name - Maths Monday" with a document icon. At the bottom of the dialog are "Cancel" and "Hand in" buttons. To the right, a "Monday.docx" attachment card is visible, featuring a "Make a copy" link, a list item "Your Name - Math... Google Docs" with a close icon, a "+ Add or create" button, and a prominent blue "Hand in" button. Below the attachment card is a "Private comments" section with a text input field labeled "Add private comment..." and a send icon. Three callout boxes provide instructions: a purple box above the "Hand in" button, a red box to the left of the dialog box, and a black box below the "Private comments" section. Arrows point from these boxes to the corresponding UI elements.

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

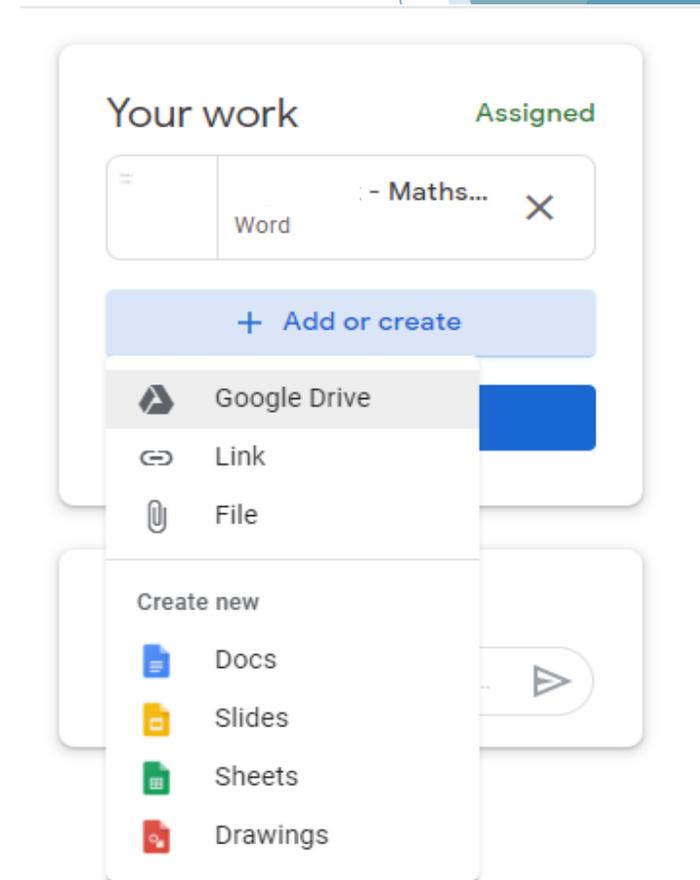
At times, you may wish to create your own document to complete your assignment. For example, if a template is not provided by your teacher, or you are asked to choose how to present your work.

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.

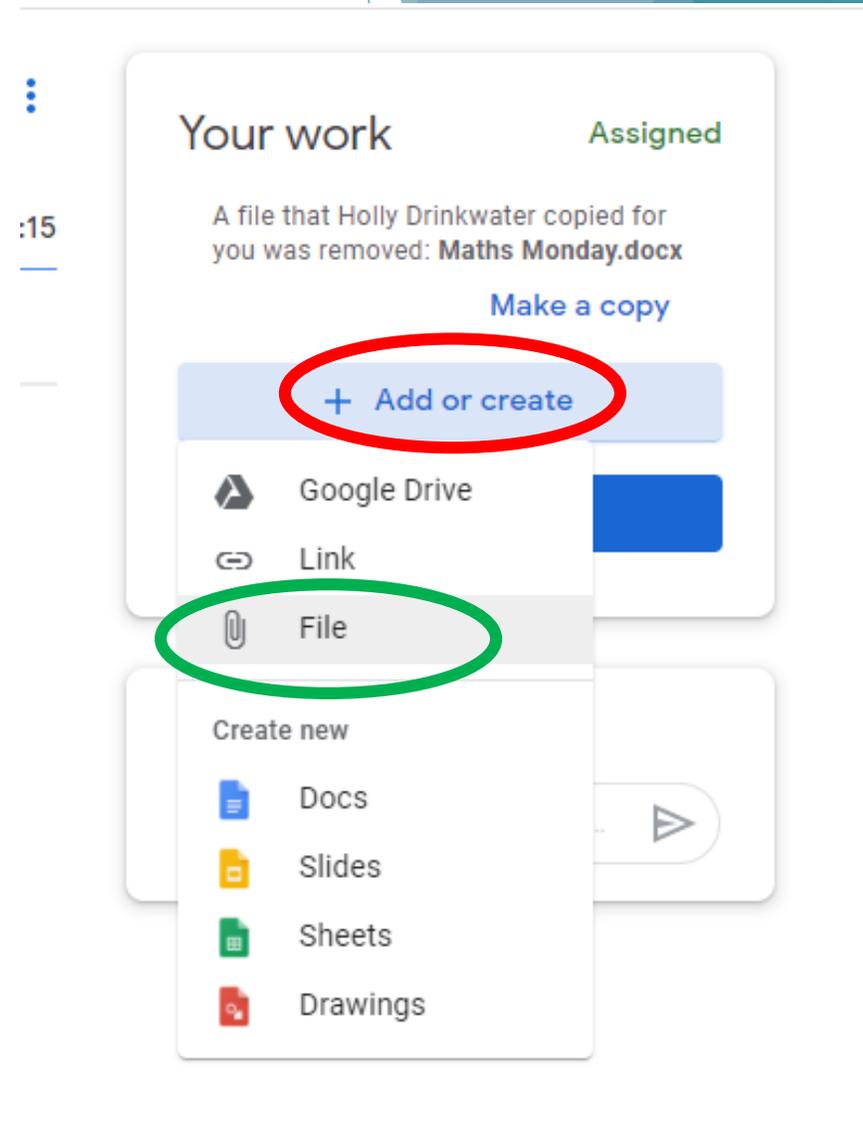
Once you have finished your work using a file format different to Google, you can submit it to your teacher in the same way as shown in Method 2. (If the file has not been saved to Google Drive, you will be able to locate it by either clicking 'add and create' then 'file'.



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.

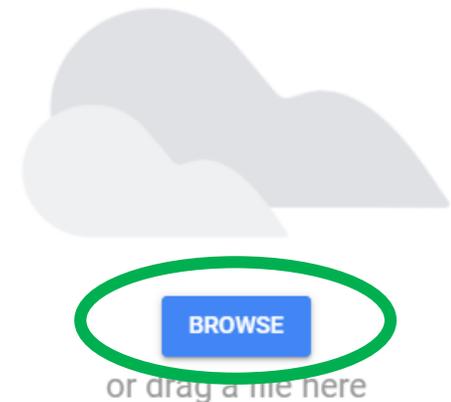
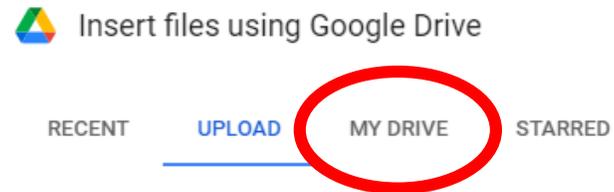
To do this, when handing in your assignment, click on **'add or create'**, then **'file'**.



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.

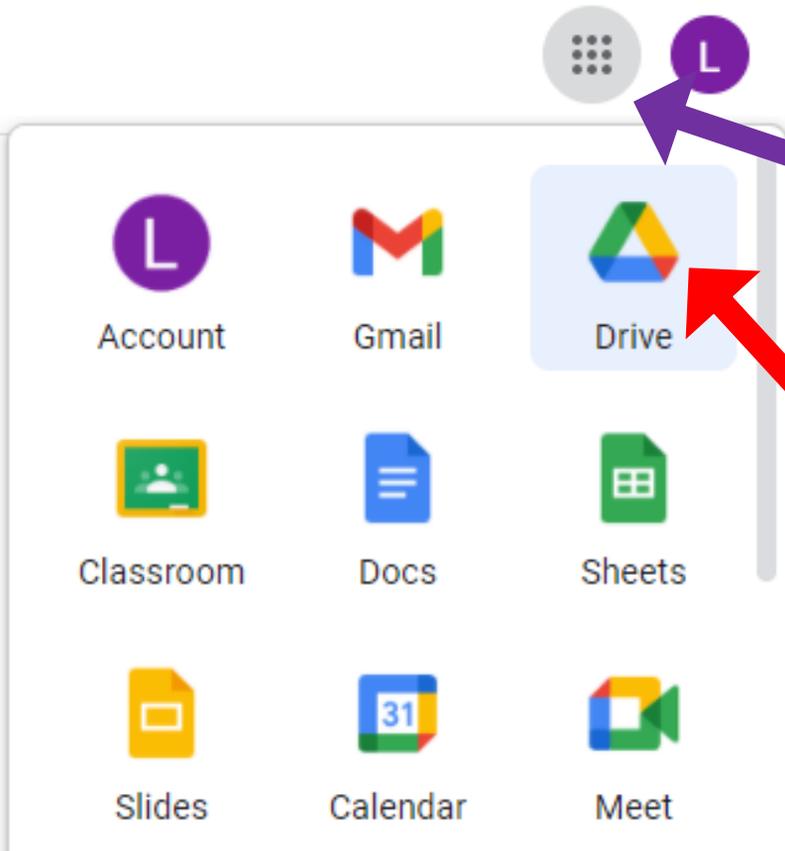
Working on a draft

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.

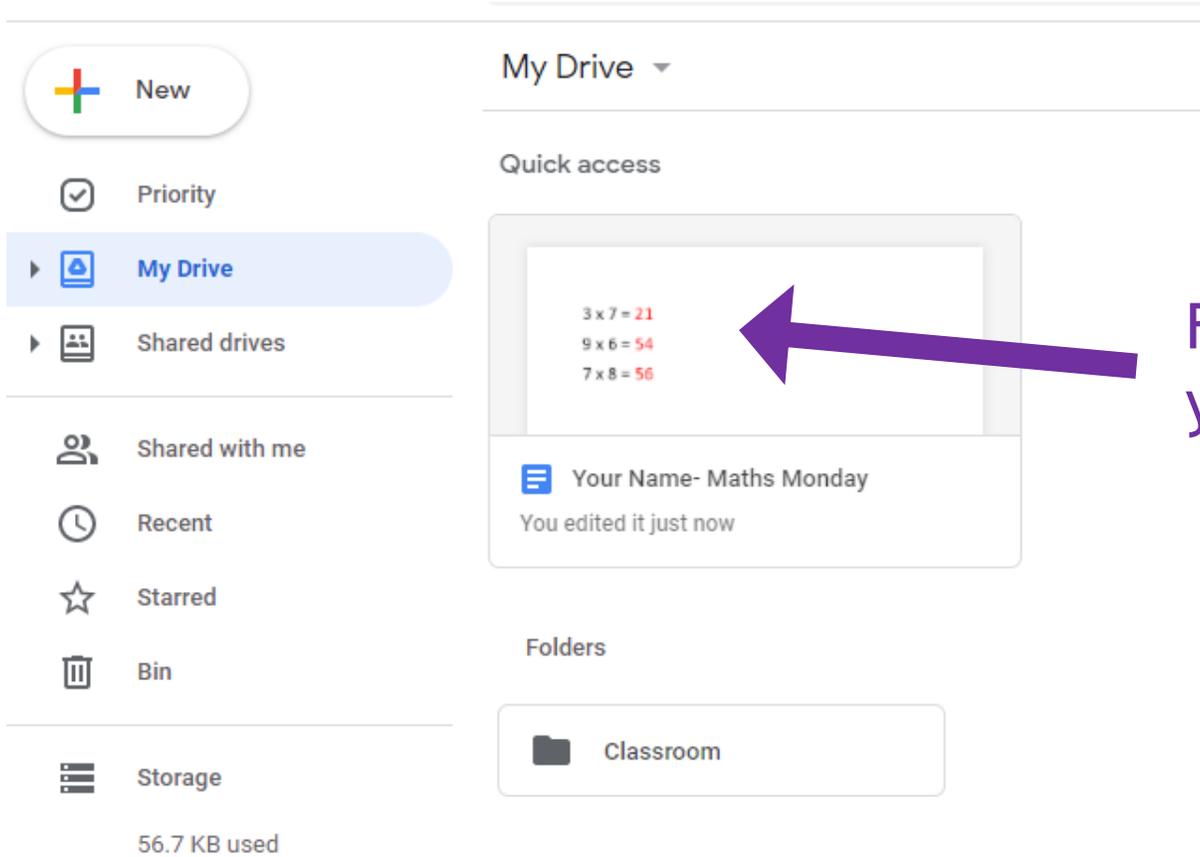
If the draft work does not appear when you click on the assignment attachment



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

Then click 'Drive'.

Working on a draft



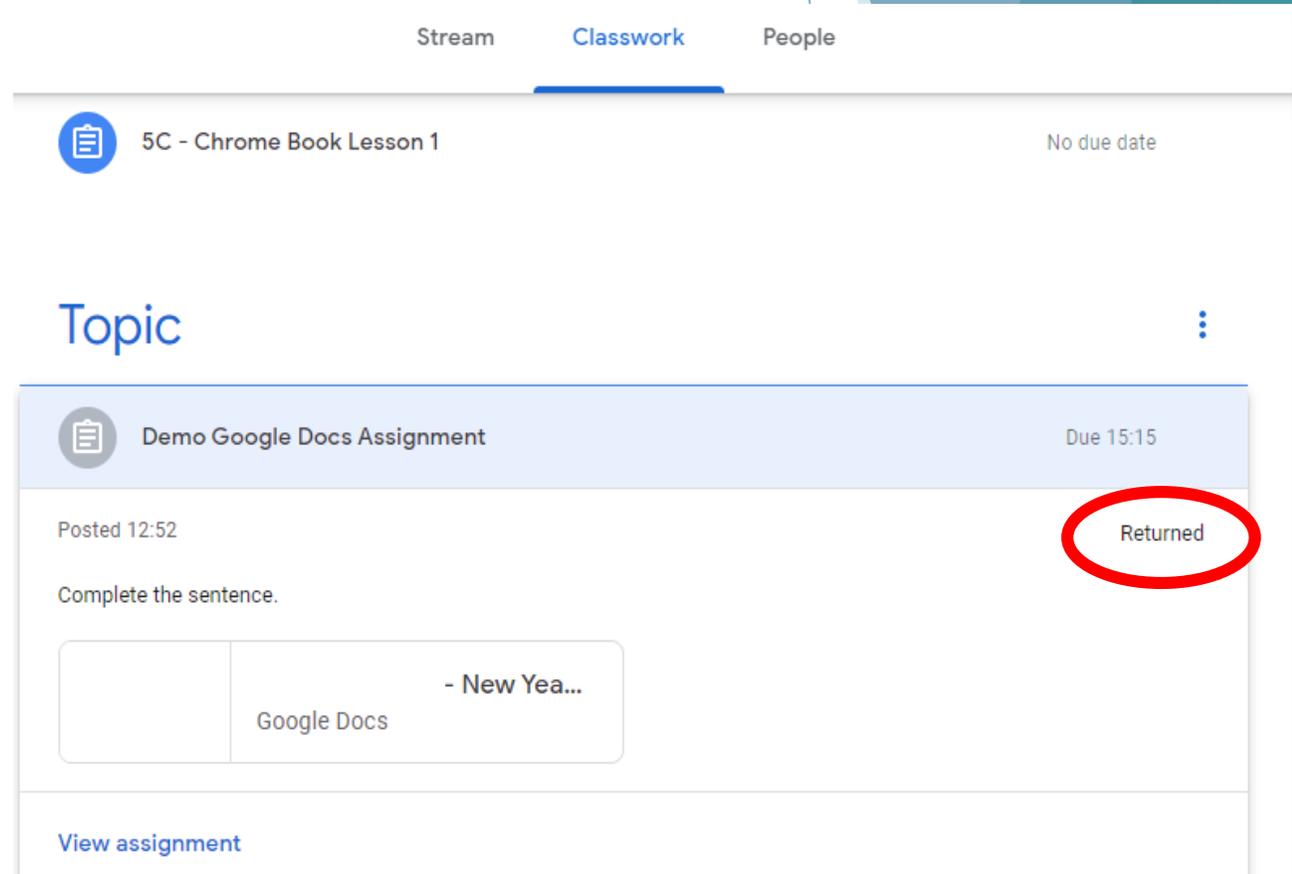
Find and open the file you wish to edit.

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 shows a user interface for a classwork assignment. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected. Below the tabs, there is a header for the assignment: '5C - Chrome Book Lesson 1' with a 'No due date' indicator. The main content area is titled 'Topic' and contains a specific assignment card. The card header is 'Demo Google Docs Assignment' with a 'Due 15:15' indicator. The card body shows 'Posted 12:52' and the instruction 'Complete the sentence.' Below this is a text input field containing '- New Yea...' and a 'Google Docs' button. In the top right corner of the card, the word 'Returned' is displayed in red text and is circled in red. At the bottom of the card, there is a 'View assignment' link.

Responding to feedback from your teacher

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

The screenshot shows a Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below these, the current assignment is identified as '5C - Chrome Book Lesson 1' with a 'No due date'. A 'Topic' section is visible. The main assignment card is titled 'Demo Google Docs Assignment' and is 'Due 15:15'. It shows it was 'Posted 12:52' and is 'Returned'. The assignment content includes the instruction 'Complete the sentence.' followed by a text input field containing '- New Yea...' and a 'Google Docs' button. At the bottom of the assignment card, the 'View assignment' link is highlighted with a red circle.

Responding to feedback from your teacher

Demo Google Docs Assignment
Holly Drinkwater • 12:52

Due 15:15

Complete the sentence.

Class comments

Add class comment...

Your work Returned

Google Docs

+ Add or create

Resubmit

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**.

1 private comment

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

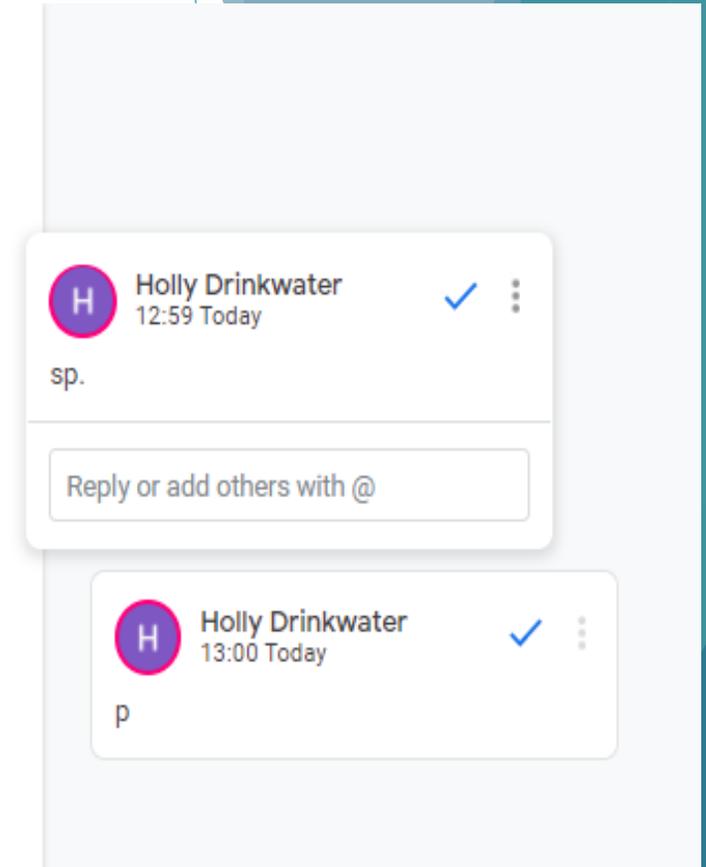
Add private comment...

Responding to feedback from your teacher

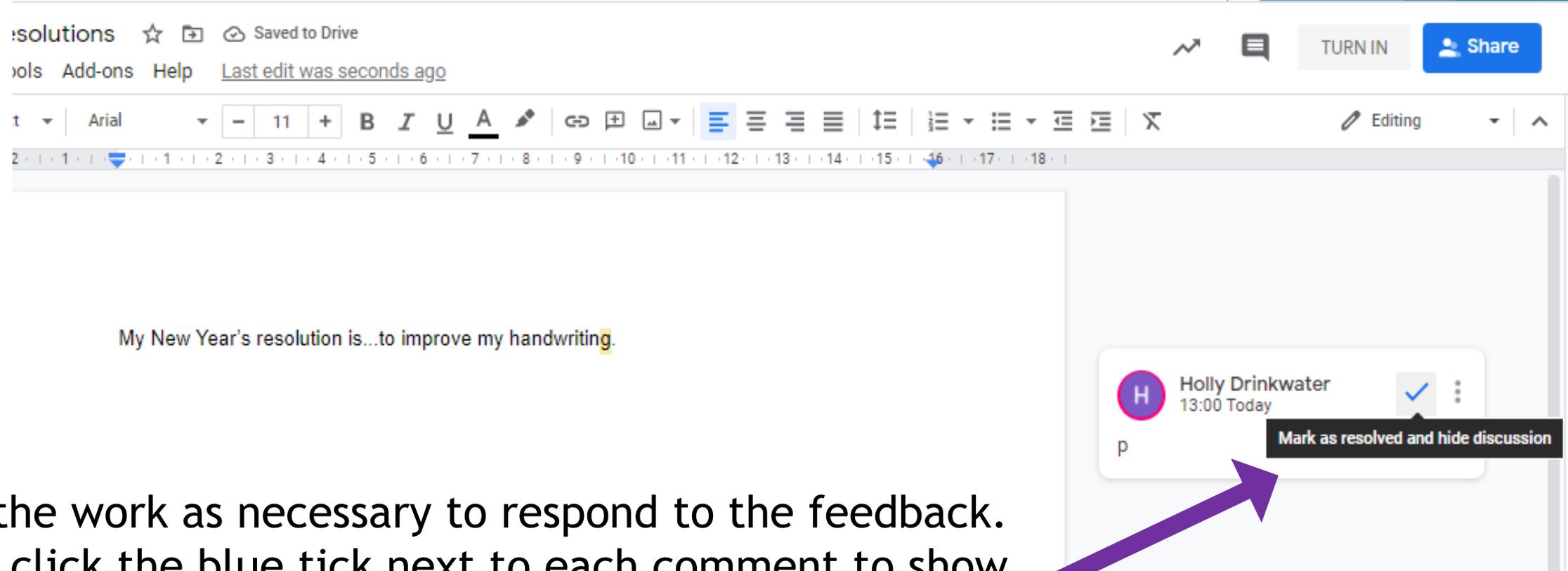
My New Year's resolution is...to improve my handwriting

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)



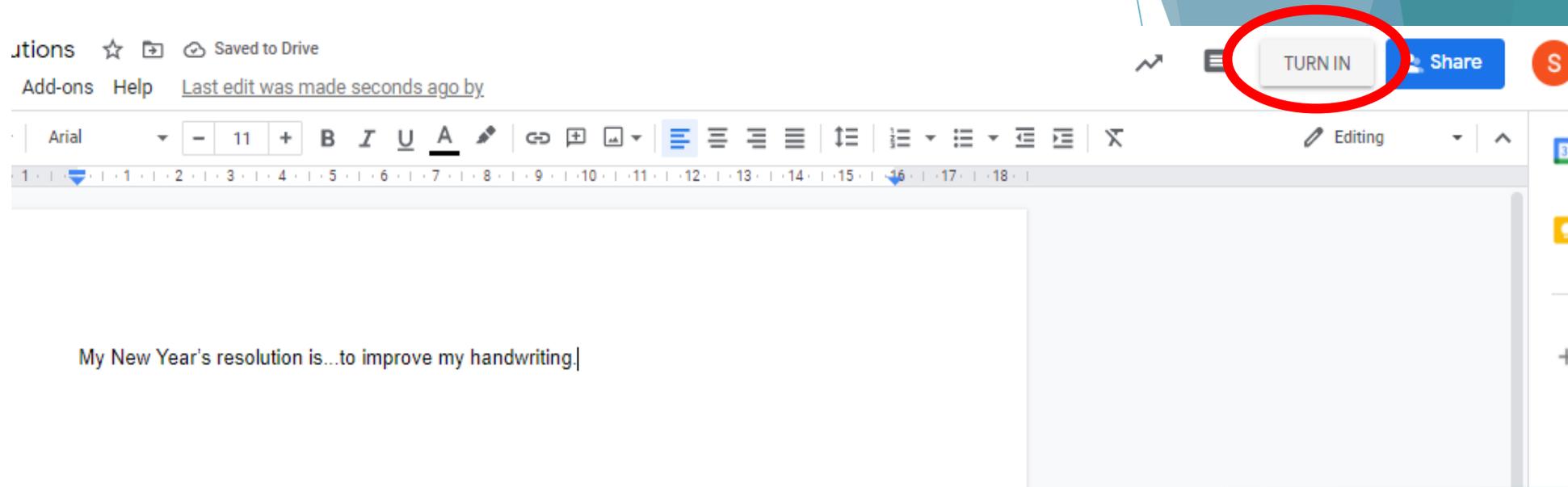
Responding to feedback from your teacher



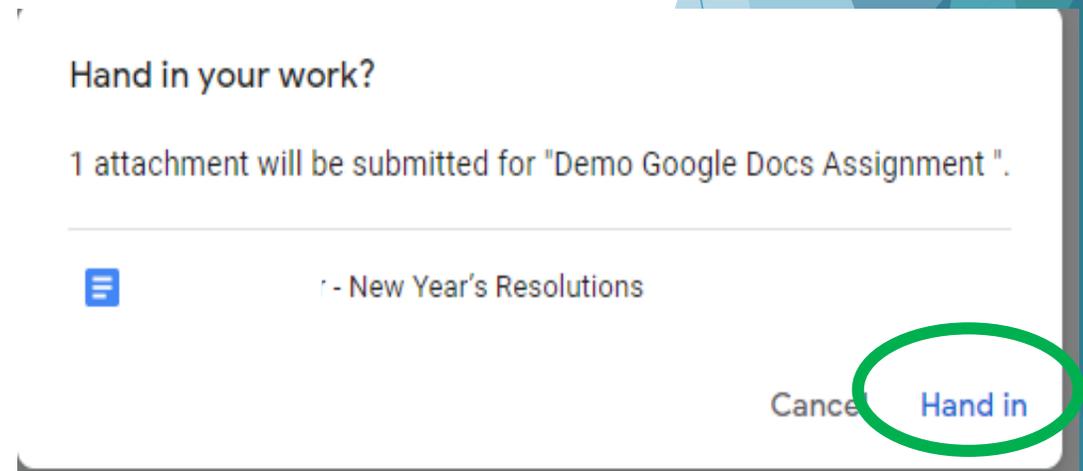
The screenshot shows a Google Docs document titled "Resolutions" with a "TURN IN" button and a "Share" button. The document content is "My New Year's resolution is...to improve my handwriting." A comment from "Holly Drinkwater" at "13:00 Today" is visible, with a blue checkmark icon next to it. A purple arrow points to the checkmark icon, and a tooltip above it says "Mark as resolved and hide discussion".

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



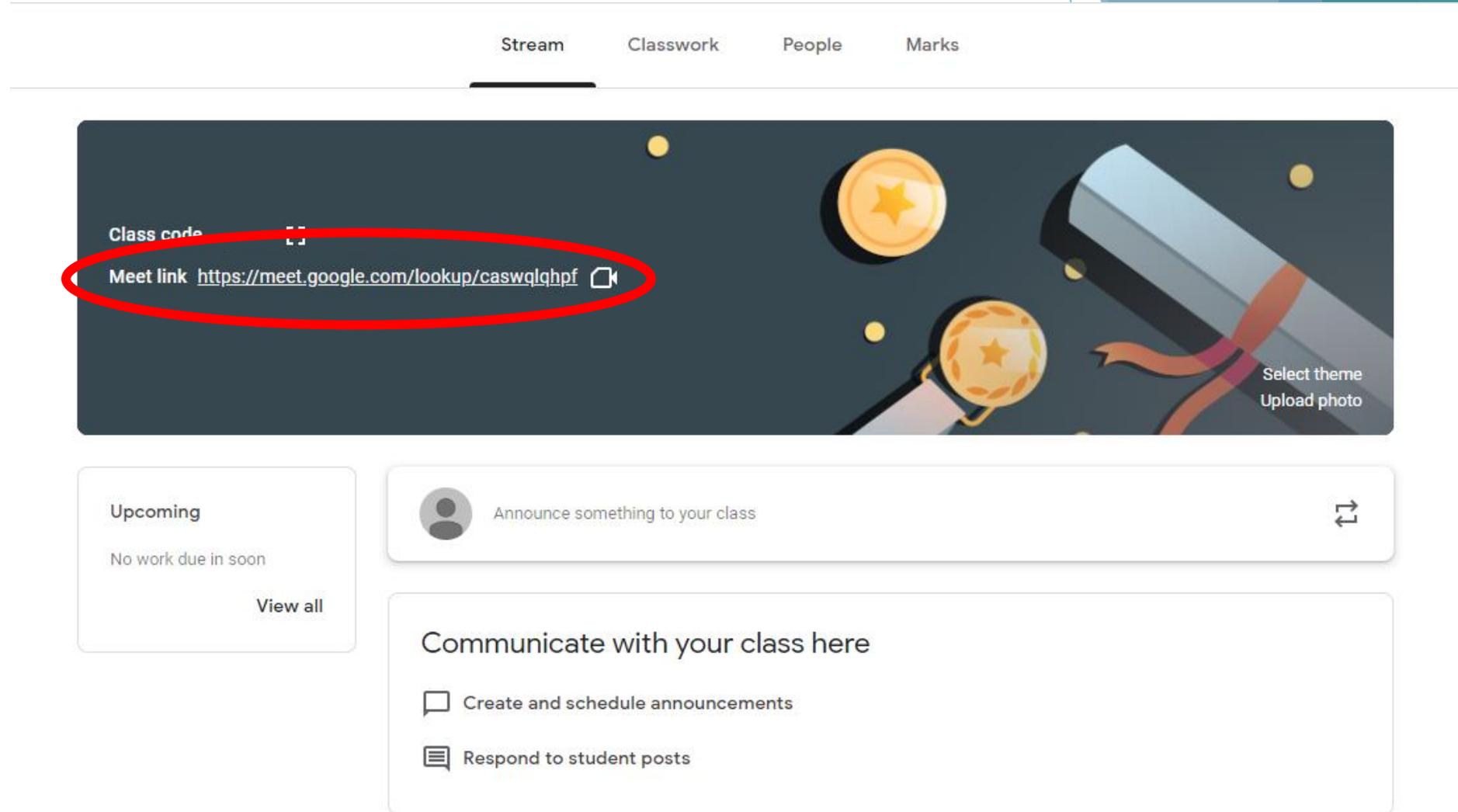
You must then send your work back to your teacher so that they can see how you have improved your work. To do this, click on **'Turn in'** and then on the pop up window, click **'Hand in'**.



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.



The screenshot shows the top navigation bar of a Google Classroom Stream with tabs for "Stream", "Classwork", "People", and "Marks". Below the navigation bar is a dark-themed banner with a background illustration of a hand holding a magnifying glass over a gold coin, with other coins and a rolled-up diploma nearby. On the left side of the banner, the "Class code" is partially visible, and the "Meet link" is displayed as <https://meet.google.com/lookup/caswqlqhpf>. This link is circled in red. To the right of the link are icons for "Select theme" and "Upload photo". Below the banner, there is a section for "Upcoming" with the text "No work due in soon" and a "View all" button. To the right of this is a box for "Announce something to your class" with a refresh icon. At the bottom, there is a section titled "Communicate with your class here" with two options: "Create and schedule announcements" and "Respond to student posts".

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.

