Accessing Google Classroom for Remote Learning

We have been using Google Classroom for a number of years for various purposes, and are in a position to deploy the software's use for remote learning during the current school closure situation. This document will provide information on how to access the system and offer guidance on related matters.

What is Google Classroom

It is part of the online suite of applications that Google provides to schools that is tied into our secure cloud-based storage and software that are used by staff and pupils day-to-day. It is highly integrated into Google Drive, something the children use from Y3 onwards in many areas of school life.

Accessing Google Classroom

It can be accessed via any web browser using the URL http://classroom.google.com

There are also iOS/Android apps that are dedicated to Classroom you can find these on the relevant stores.

If not already logged in, the browser/apps will prompt for a username and password. All of the accounts used by the children fall under the domain **grindlefordprimaryschool.co.uk**. Their usernames are their first names (there are some exceptions due to duplicates, these should be known by the children). The passwords are known by the children, they use them to sign into the Chromebooks at school.

Example:

The login for Billy Sharp would be billy@grindlefordprimaryschool.co.uk

It is recommended that they use the Chrome browser on a Windows or Mac desktop/laptop and sign into it using this school account. This will allow access to all of their Google-related items without the need to sign in each time. Chrome allows multiple profiles to exist, so using a shared computer does not need to be an issue. If you are installing Chrome for the first time, it will ask you to log in and link the data. For an existing installation, you just need to click on the profile image at the top right, and select **Add** at the bottom of the list of profiles available.

If you have a Chromebook then you are able to log into it using the school account and it should then appear exactly as it does at school.

The iOS/Android apps are OK, but you may need to install additional apps to support certain document types and the lack of a physical keyboard may be an issue for some.
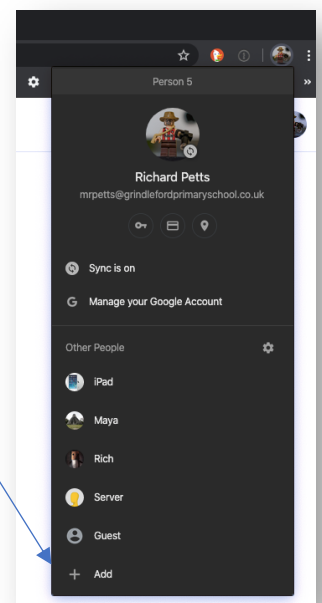
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Google Classroom Environment

Classes 2/3 have nearly all received direct instruction on how to use Classroom, although some may have been absent during the sessions. This will introduce the basics, but detailed information can be found at the Classroom Help Centre:

https://support.google.com/edu/classroom/

As I cannot provide first line support for the use of Classroom, this should always be your first stop if you are not able how to perform a specific task.
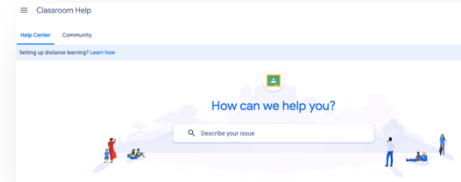
Any work posted by staff will appear in one of three places: **Upcoming**, **Stream** and **Classwork**.

The **Upcoming** section provides quick-links to work due in soon if a deadline has been set.

The **Stream** is a chronological view of set work.

The **Classwork** is the detailed section where work can be viewed per subject.

The work posted can take a few forms:

- Simple questions
- Quizzes
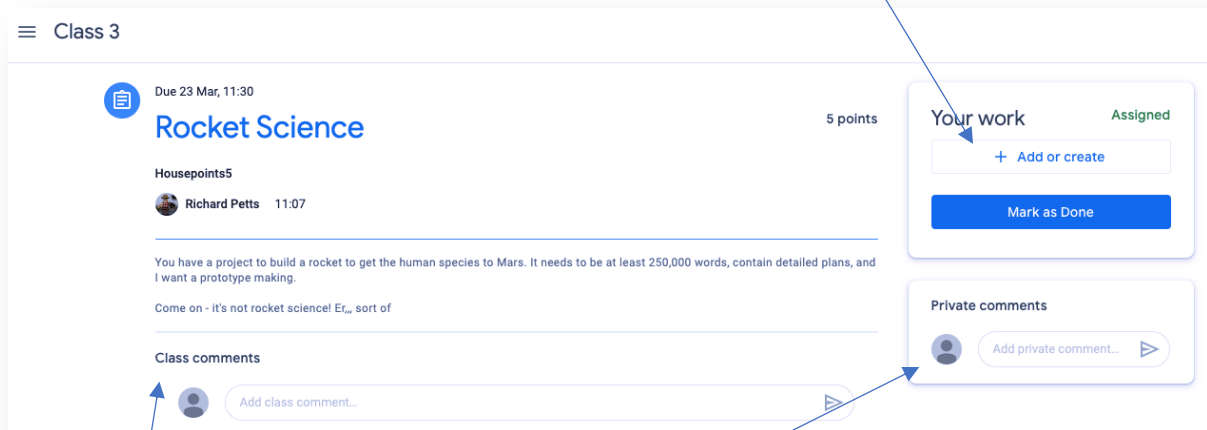- Assignments
- Sharing of links or resources

We can also post general announcements; these will appear on the stream.

All of these can be commented on, and this is envisioned to replace the *'hands up in class'* situation where something is not clear, or there is an additional question on the task. These are all public and should be used only when necessary.

Sometimes templates or other documents will be attached to the assignment – these can include the name of the child so they have a dedicated document to complete for submission. Other supporting documents can be added using the **Add or Create** button for the assignment. Both are in the **Your Work** section.

Class comments are viewable by all, Private comments are only visible to the pupil and the teacher. Both are assignment-specific.

When work is completed, there will be a **Turn In/Hand In** button that will submit it and notify the teacher that is has been completed. It can be marked, feedback provided and then returned to the pupil for their review/action.
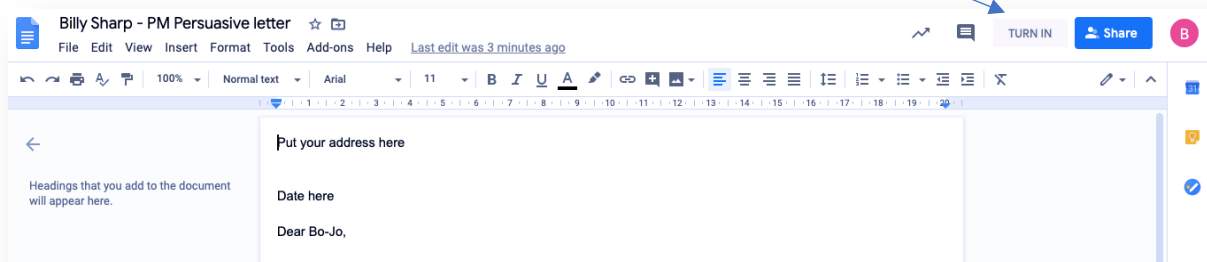
There is the ability to link you as parent to the pupil account so you can oversee the work set and view their progress/attainment with a weekly review. I have never used this feature so am unsure of its worth, but if you are interested let me know and I will link your email to their account.