



Bushbury Lane Academy



Google Classroom: A student's guide (1 tutorial)

<https://www.youtube.com/watch?v=qSxNLaWm74g>

Set up and joining

- classroom.google.com OR download the app on a tablet
- Once staff have set up their classes, each class will have a code. Children can either be supplied with the code to allow them to join the relevant classes, or staff can invite children to join.

Dialogue between staff and children

- The **stream tab**, within the classroom, allows for a dialogue to take place between children and staff. Posting **class comments** enables staff to communicate with children, but also for children to see comments posted by their friends within the class.
- The **stream** is also where staff can post announcements, provide information or give further explanation linked to learning, or linked to events happening within the school community.
- Encourage children to have a routine of checking the **stream** when first entering the classroom.

Finding activities and tasks to be completed

- Tasks/activities that have been set for completion, can be found within the **classwork tab**.
- Due dates for task completion can be found listed on the left hand side of the **stream tab**.
- Encourage the children to check 3 places when entering the classroom:
 - **stream tab**, for new information and posts
 - **classwork tab** for tasks/activities that have been set
 - left-hand side of the stream tab for **due dates of tasks set**

Assignments and questions

- Staff can set **assignments** (activities) and **questions**.
- Staff may set **questions** to assess children's understanding of a particular subject, either prior to teaching/tasks being set, or after completing a series of tasks as a review/assessment to inform future learning.
- When the children have answered a question, they select **hand in** and then **submit**, which sends their response to their teacher.
- With questions or assignments, children can **post a class comment** e.g. that they enjoyed completing the task.
- Children can also post comments for just their teacher to read, not the whole class, by selecting the **private comments** option and typing their comment. This might be a



question about the task, which the teacher can then support the children with, by replying with a comment.

Accessing and completing assignments/activities

- Within the **classwork tab**, the children will be able to view their assignments (activities) in the main panel.
- On the left-hand side of the **classwork tab** screen, there will be a list of **topics** (subjects), which the children can select if they wish to see the activities that have been set for a specific **topic/subject**.
- When a child selects a **topic/subject**, they will be able to access the activities which staff have set for them to complete for that subject.
- The children will need to click on an activity to access it. This will enable them to see some instructions for completing the activity, but it is best that they select the **view assignment** button so that these can be seen in full.
- It is important that task **instructions** are read carefully to ensure that the task is being completed correctly. There may be **attachments** available to the children to support them in completing their activity e.g. an information sheet; a multiplication grid, which they will be able to access by selecting the relevant files that are displayed on the screen.
- When activities have been completed, the children will select the **mark as done** button to hand it in to their teacher. At any point, the children can post a **private comment** if they require more help or information for completing an activity.
- Children can select **unsubmit** if they need to add something to an activity, but must remember to hand it in once they have finished making changes.

Creating new documents for completing assignments/activities

- Sometimes teachers may want the children to choose for themselves how to set out an activity, rather than providing them with a template or guide. To do this, the children would be required to create a new document.
- To **create a new document**, the children would select the activity to be completed (as above) and select the **view assignment** option.
- To the right hand side of the screen, they will see a **Your work** box. Within this they would need to select the **+ Add or create** button, followed by the **create a new doc** option.
- This opens a blank document, very similar in appearance to a word document, on which the children can complete their activity. Once it has been completed, they will select the **turn in** option at the top right-hand side of the screen.
- The work will be saved and then the **hand in** option needs to be selected so that the activity is sent to the teacher.

*As far as possible, staff will avoid asking the children to create new documents for completing tasks initially. We will aim to set tasks using Google Slides. These will be documents (like the transition activities, which the children will be able to type straight into without needing to create an additional document.



Completing an assignment by handing in a visual image

- If a practical task has been completed, or a piece of art work, which doesn't involve completing a written task, it is possible to hand in a photograph of the completed activity.
- To **upload a photo**, the children would select the activity to be completed (as above) and select the **view assignment** option.
- To the right hand side of the screen, they will go to the **Your work** box. Within this they would need to select the **+ Add or create** button, followed by the **file attachment** option.
- This will provide a **select files from your device** option, which will allow the children to find the photograph on their device. They will then select the **upload** option for attaching it to their activity.
- Once the image has been uploaded, the **hand in** option needs to be selected.

Keeping track of activities

- The left-hand side of the **stream tab** is where the children will be able to see activities that are still to be completed.
- As the children complete their activities, the list will shorten.
- Once all activities have been completed, it will display a message to say there is no work due to be handed in.

Additional methods of communicating with staff and class members

- Above the comments, within the **stream tab**, there is a **share with my class** option. If this is enabled, the children can post messages, questions or discussion points to their friends within the class. These are comments that the whole class will see. This may be a feature that teachers have chosen to turn off.
- It is possible for the children to email their teachers. If they select the **people tab**, it will display a list of other class members, but also their teachers. If the children select the **envelope icon** next to their teacher's name, they can directly email their teacher
- If the **share with my class option** is turned off, children can still post questions to their friends in the class comments, if they wish to ask other members of the class for help with completing a task.

Courtesy of Sam Beasley (Uplands Junior School)

