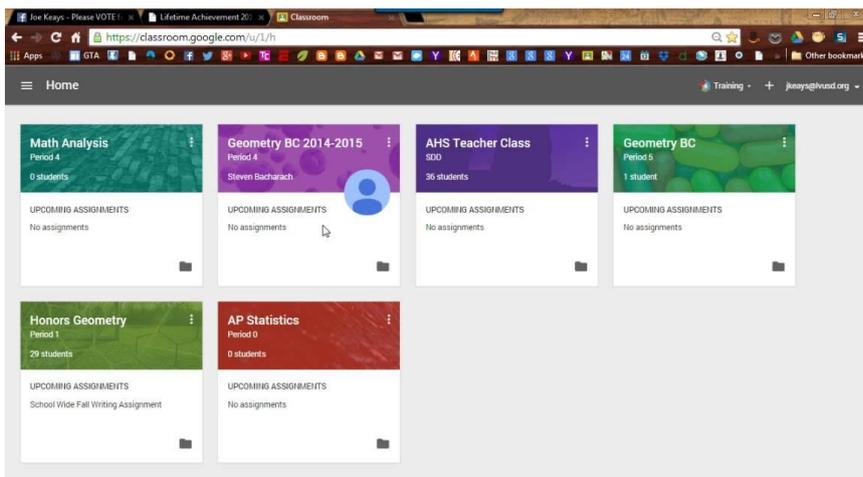## What is Google Classroom?

Google Classroom is an online resource designed to assist students in their learning, within the classroom and from home. Teachers can use Google Classroom to send announcements, share resources such as course notes, PowerPoints, diagrams or videos, as well as setting and marking assignments. Students can use it to access, complete and submit work from home. Parents are also able to use some of the features of Google Classroom to support their children and monitor their home study. It is a free resource that can be accessed from any device connected to the internet, including laptops, desktop computers, Chromebooks, tablets or mobile phones.
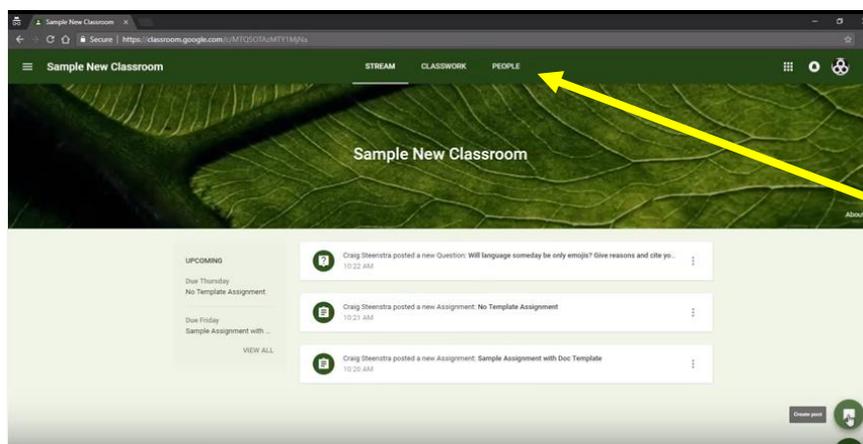
Accessing Google Classroom

To access Google Classroom, go to: **classroom.google.com**. Students will need to sign in using their College email address and password.

If students are accessing Google Classroom from a mobile device, they may find it easier to download the app to make best use of the tool. In this instance, students would still log in using their College email address and password.

Once they have logged in, students will see the class overview page. This page will show them all the classes they have been invited to join or are currently a member of, with a short summary of the assignments that have been set. Clicking on a class will open it.

Students will then see the dashboard for that individual class with three separate pages: Stream, Classwork and People.

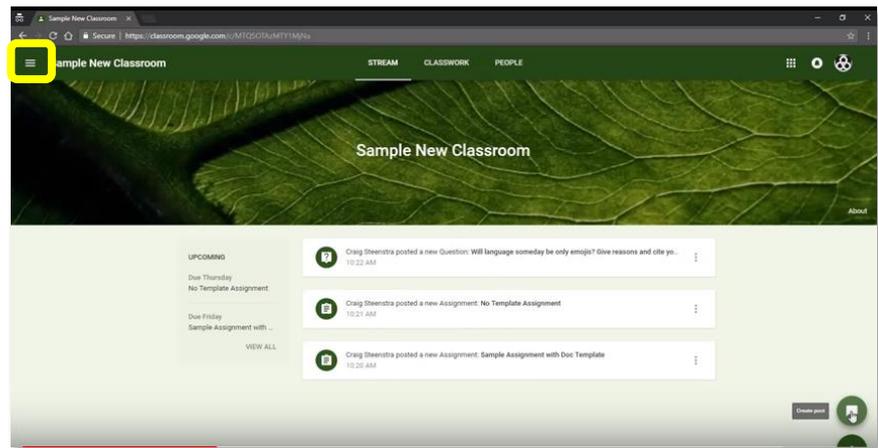**Stream** is similar to a news feed on social media. It shows a list of posts made to the classroom by students and teachers. This includes announcements, questions and assignments. Students should post any questions here if they feel the class might be able to help

them, or they have a question or comment others might need to see. Students should be aware that if they post in the stream, *every* member of that class will see it. <u>We expect all students to communicate responsibly at all times</u>.

Classwork is where teachers will post assignments and materials to support students complete them. They may be organised by category and students will be able to view these on the left hand side. This is the page students should use to track and access the assignments as teachers set them.

People is simply a list of the students and teachers who are members of that class.

The menu icon in the top left corner will take you back to the main menu where you can select another class.

Submitting Assignments

To view the details of an assignment, students should click on 'Classwork' within one of their classes and click on the assignment that has been set. This will open up a box with more information about the task. Some assignments may be set with attachments that the students will need to support them in the completion of the task. These can be opened by clicking on them. The easiest way to complete a task is to edit the opened document and, when you are finished, click on the **HAND IN** button.

If students are unable to edit or create documents on their device that can be submitted directly to the Classroom, or if students prefer to work by hand, they should complete the work in the usual class exercise book and take a photograph of the work. This can then be submitted to the teacher by clicking on the ADD or CREATE buttons from the assignment.

In some circumstances, such as for speaking task in MFL, it might be appropriate for students to attach audio recordings. If their mobile device is capable of producing them, these can be attached by following the instructions for attaching images.

When students open an assignment, they will also see a 'Comments' bar at the bottom. This allows students to ask the teacher questions about the assignment that the rest of the class will not see.

Feedback

When you click on HAND IN, the work is sent to your teacher. They will add comments and feedback to the work. Once they have completed this, you can view marked assignments by opening them as before.

The following website contains additional support with using Google Classroom for students and parents/guardians: https://support.google.com/edu/classroom/

If you run into difficulties using Google Classroom, please email ictsupport@thespirescollege.com (for technical difficulties) or your class teacher (if the issue is linked to the submission of work).