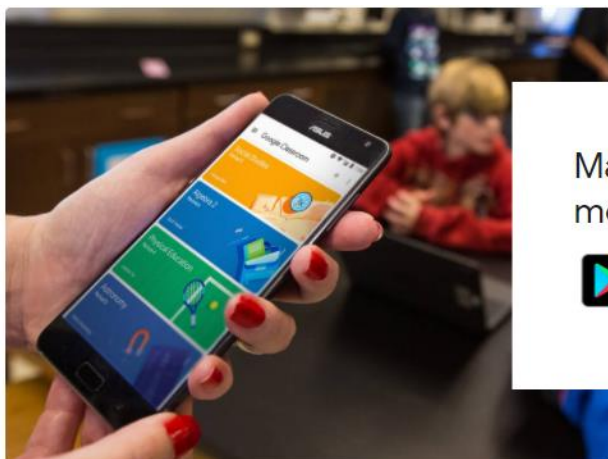


Dear Parents/Carers,

Chisenhale are now using Google Classroom to set learning for your children while their year group bubble is closed. Google Classroom should work on any laptop, tablet or modern smartphone. In order that you can support your children with their Google Classroom learning, we have created this parent's guide.

There is a Google Classroom app for both Android and iPhone users. The functions work better via the apps – you can receive direct notifications when a new assignment has been added and when someone has replied to a comment.



Manage Classroom on the go with the mobile app



The Stream Page

The “Stream” page acts as the homepage for the class. From here, you can navigate to your child’s learning.

THE STREAM PAGE

The “Stream” page is the class homepage.

The “Classwork” page is where your child’s learning assignments will be.

The “People” page is where your child can see the names of teachers and children in the class.

This is the class banner.

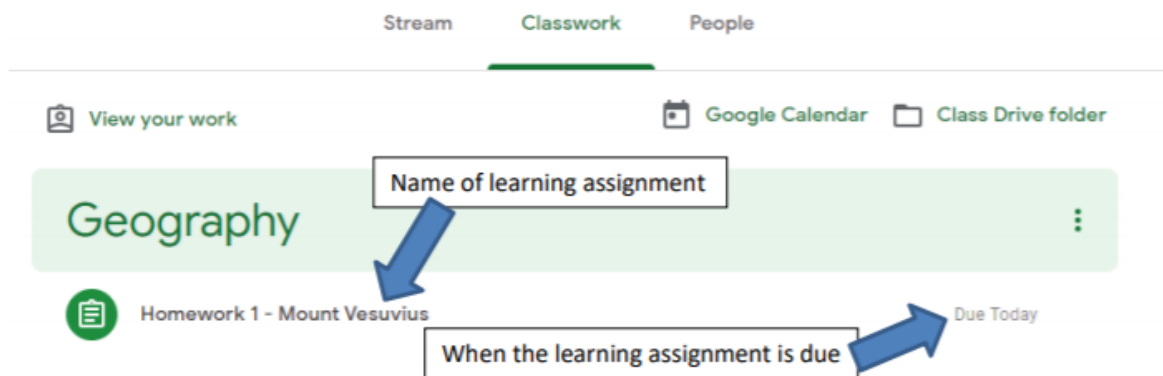
This is where you can write on the message board.

Learning assignments appear here.

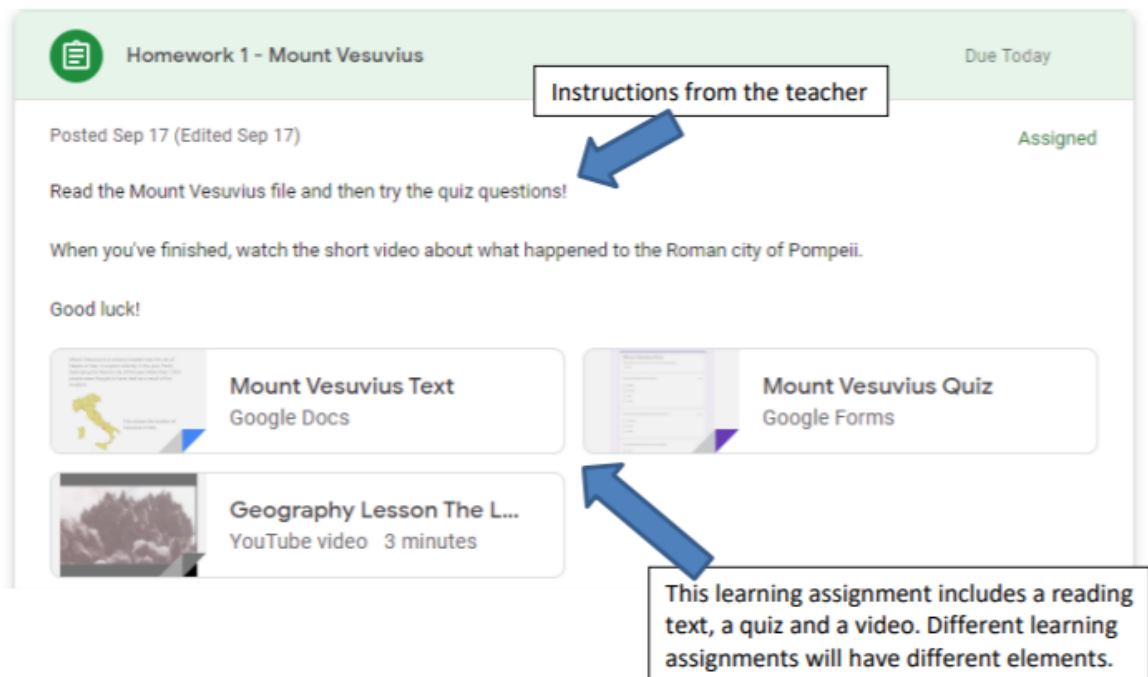
This is the message board. Teachers can write to their students here and in some classes, students can also write on the message board.

The Classwork Page

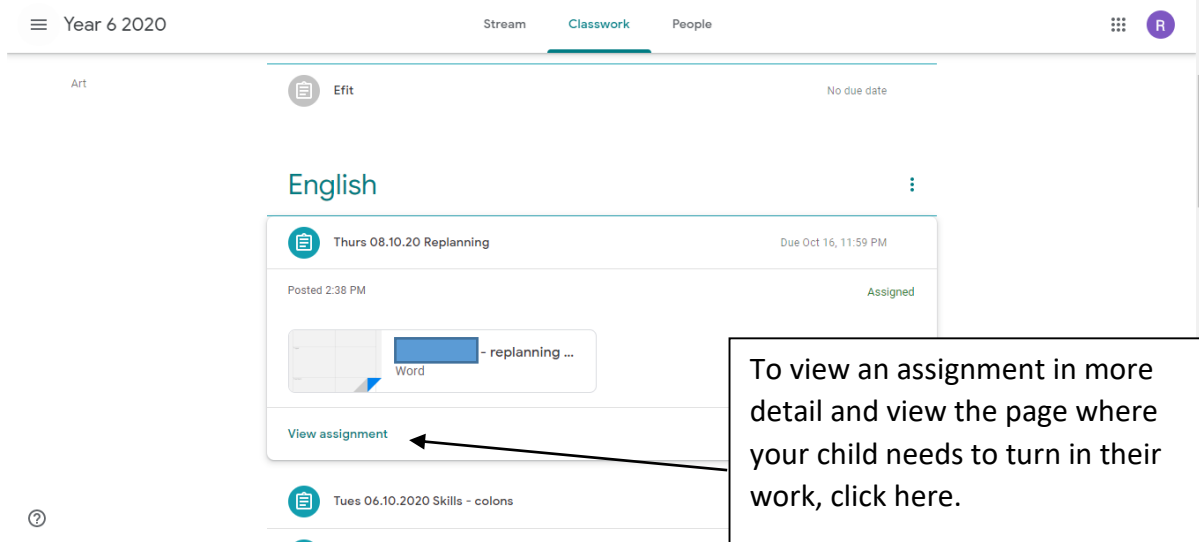
Click on the “Classwork” tab at the top of the Steam page. It will bring you to the Classwork page, which shows all the learning assignments that your child has been set.



In the example above, there is just one listed: “Homework 1 – Mount Vesuvius”. It also says when the learning assignment is due. To open the learning assignment, simply click on its name, in this case “Homework 1 – Mount Vesuvius”. It should open up to show the learning assignment in more detail:

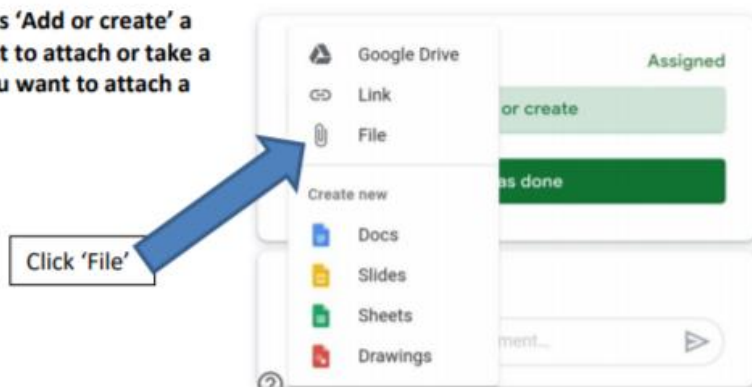


If the homework does not require your child to upload anything, they must click on the “Mark as done” button to show that the work has been completed. If you are required to upload something – here are the steps:

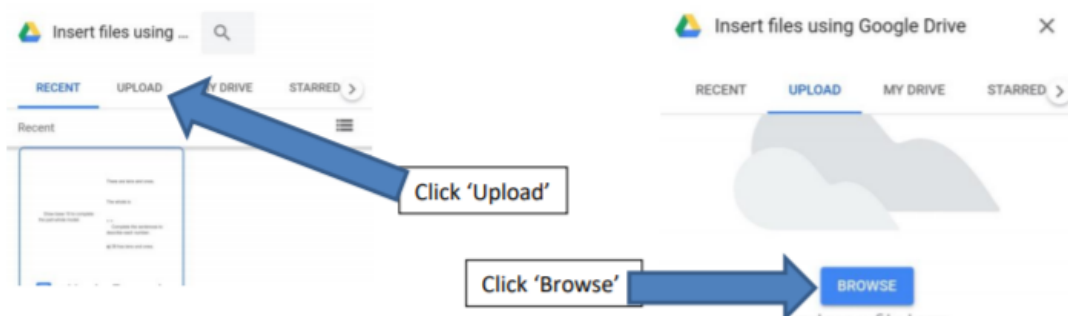


They may have to write in a document, or create something at home and attach it as a photo or a file. To do this, they have to click on the “Add or create” button and upload their learning in this way.

– Once your child clicks ‘Add or create’ a menu will appear. If you want to attach or take a photo of the learning or if you want to attach a document, click ‘File’.

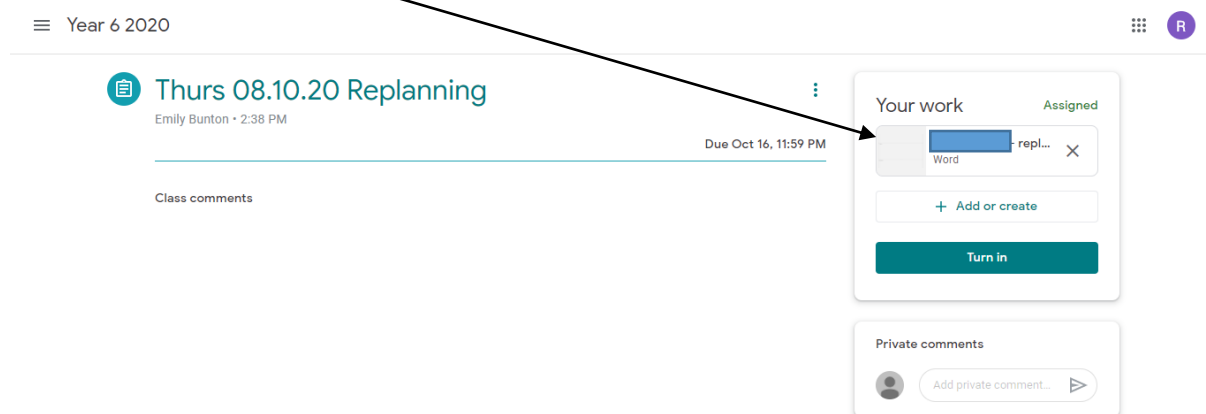


Click ‘Upload’ and ‘Browse’

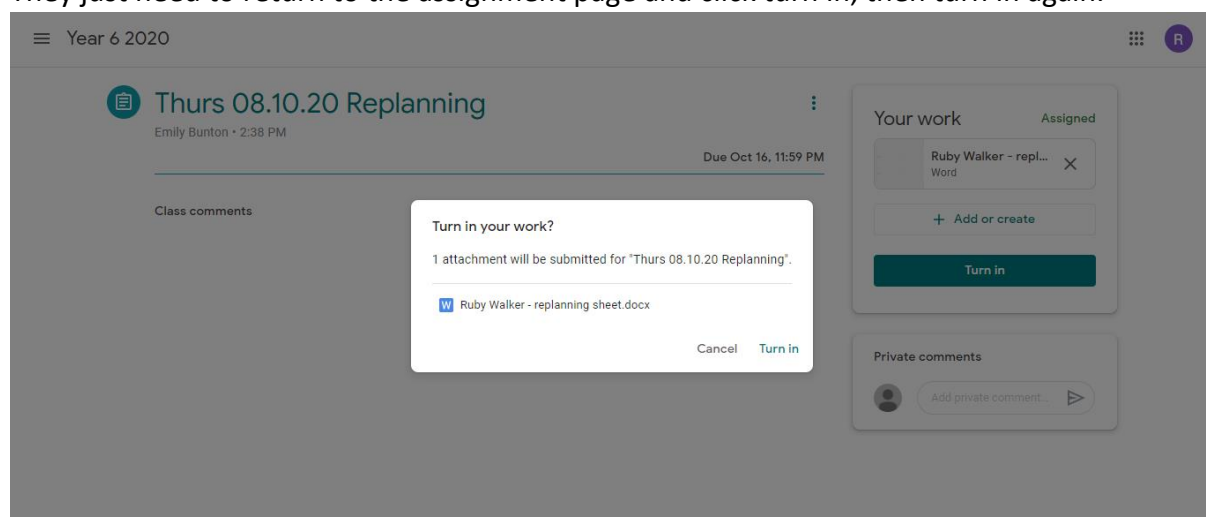


From there, you can attach the file from your computer – whether that be a photo or a document.

Or, sometimes your child will have a document provided by the teacher where they can record their response, such as their answers to a set of questions. This will be shown as their own copy here



To edit that document, click on it and your child will edit it as they need to. When they are finished, their piece will already be saved. With Google Docs, the document saves as you go. They just need to return to the assignment page and click turn in, then turn in again.



Google Meet – Video Conferencing on Google Classroom

If a year group is working from home, teachers have a daily Google Meet session with them. This will be once a day at the same time every day. A Meet may be to register the children, check in with the children, give them feedback on their learning, and explain the tasks for the day ahead or to read a story.

Step 1 - To join the Meet, either click the Meet link under the class name or click the link in the Stream message board.

The screenshot shows the 'Test Class' page with tabs for 'Stream', 'Classwork', and 'People'. The 'Stream' tab is active, displaying a message board. At the top of the page, the class name 'Test Class' is displayed with a 'Meet link' and the URL <https://meet.google.com/lookup/d6jlifn2so>. A blue arrow points to this link with a callout box stating: 'This is the class Meet link. It will always be here at the top of the Stream page.' Below this, a message from 'Nilima Begum' at 2:05 PM says: 'Hi everyone, click this link at half 9 Meet link <https://meet.google.com/lookup/d6jlifn2so>'. A blue arrow points to this message with a callout box stating: 'The teacher will often advertise the link in the Stream message board and put the link to the meet here as well.'

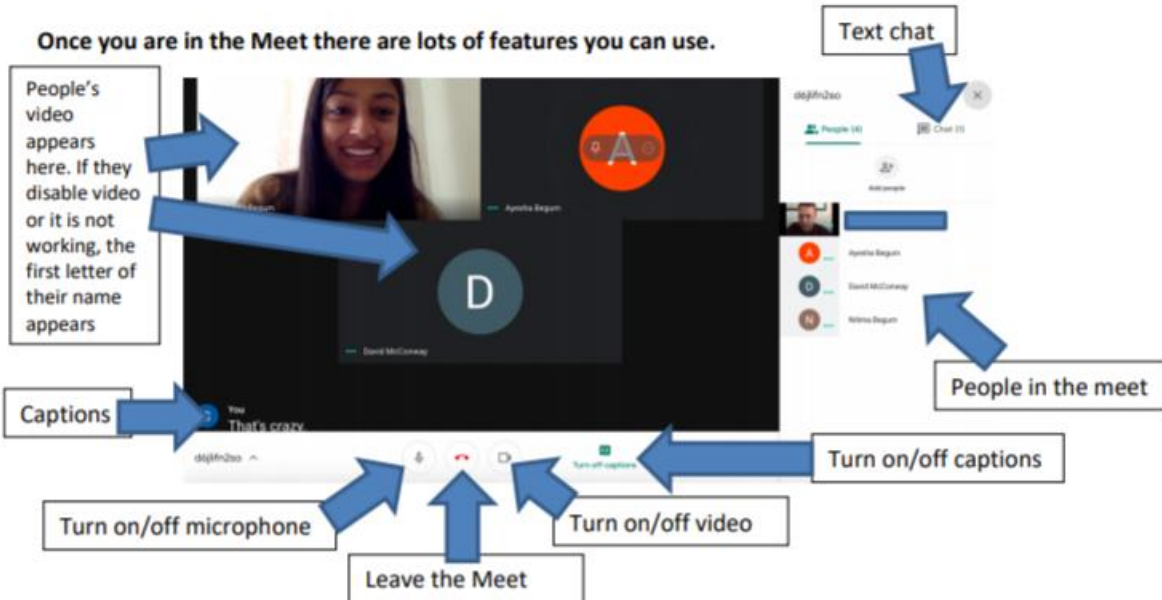
Step 2 – Taking part in the Meet

When you click on the Meet link, you will be taken to a screen like below. Click allow on any boxes asking you to access microphones and video. If your device does not have the Google Meets software, you may have to download it. Some devices do not allow you to use microphone or video, but you should still be able to see your teacher and classmates in the meet even if they can't see and/or hear you, so it is still worth joining the meet.

Click "Join now" to join the Meet.

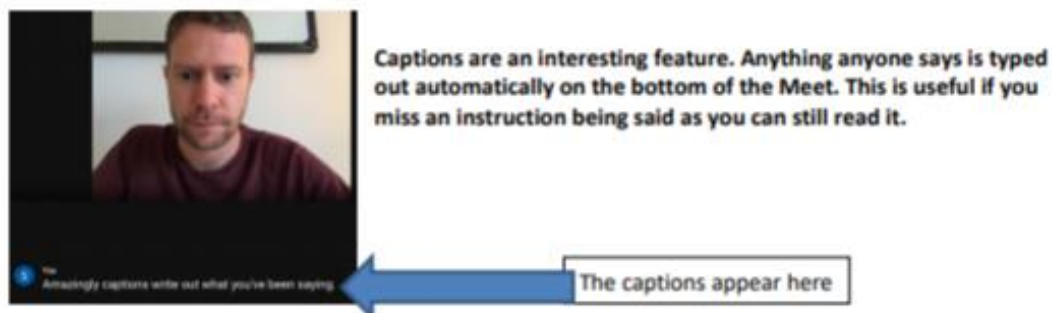
The screenshot shows the Google Meet join interface. At the top, a system message asks: 'Will you allow meet.google.com to use your microphone?'. Below this, it shows 'Microphone to share: MacBook Pro Microphone' and an 'Allow' button. A blue arrow points to the 'Allow' button with a callout box: 'Click "Allow" on messages asking to access your microphone and video'. The main screen displays the Meet code 'd6jlifn2so' and the text 'No one else is here'. Below the code, there is a 'Join now' button and a 'Present' button. A blue arrow points to the 'Join now' button with a callout box: 'Click "Join now" to join the meet.' The screen also shows 'Camera is starting' and 'Other options' with a sub-option 'and use a phone for audio'.

Once you are in the Meet there are lots of features you can use.



The Text Chat Feature

If your microphone is not working on your device, you can still use the Text Chat feature to write a message to your teacher and classmates. Click on the "Chat" icon in the top right of the Meet page. This should give you a drop-down chat box that you can type things into.



Good luck with using the "Meets" Video Conferencing on Google Classroom. If you are having technical issues with your microphone or video, your child should still watch the Meet. If you are having difficulty with any aspect of Google Classroom, email the school office.