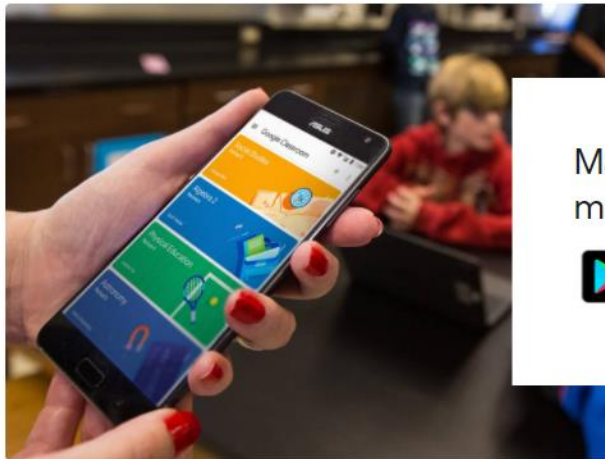


Dear Parents/Carers,

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.



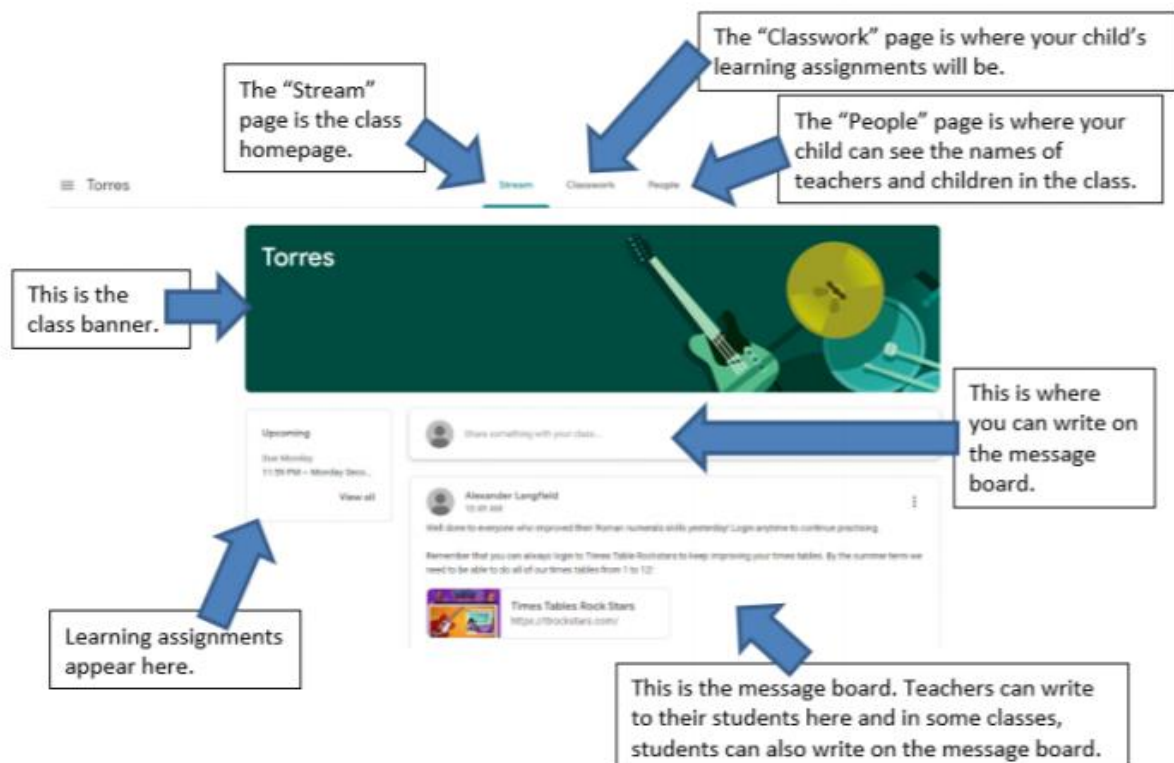
Manage Classroom on the go with the mobile app



## The Stream Page

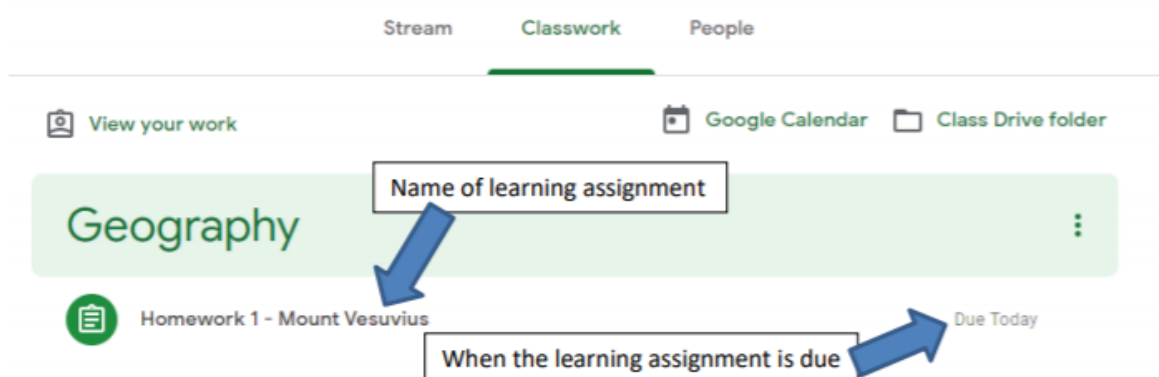
The “Stream” page acts as the homepage for the class. From here, you can navigate to your child’s learning.

### THE STREAM PAGE

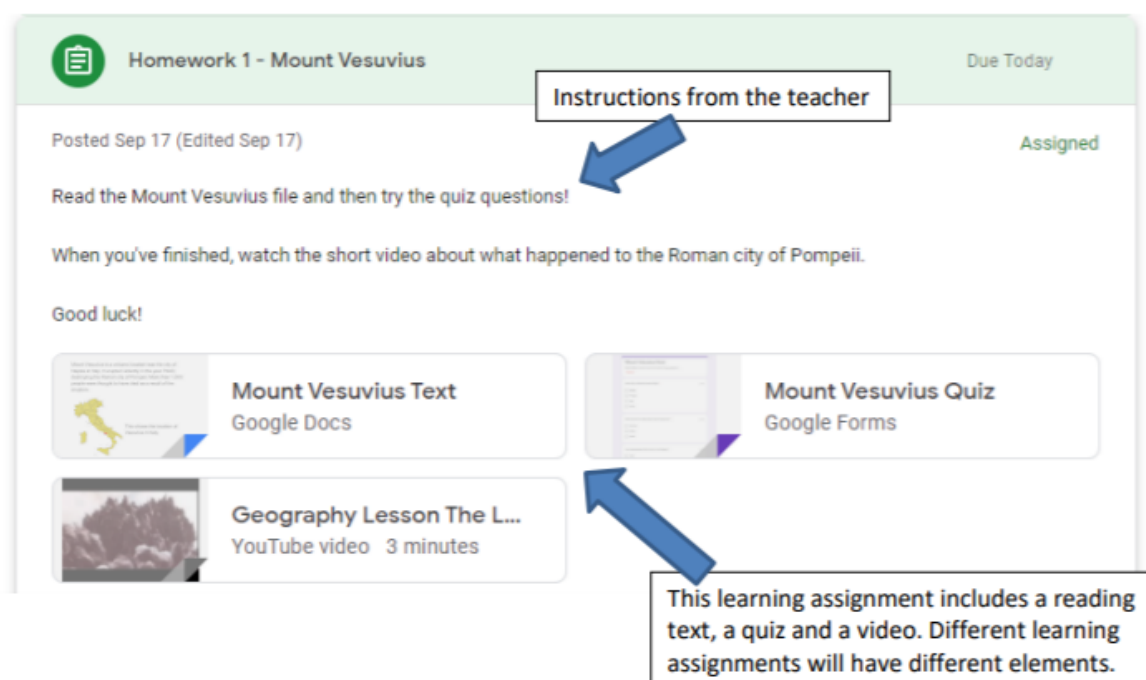


## The Classwork Page

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:

Year 6 2020 Stream **Classwork** People

Art Edit No due date

## English

Thurs 08.10.20 Replanning Due Oct 16, 11:59 PM

Posted 2:38 PM Assigned

Word - replanning ...

[View assignment](#)

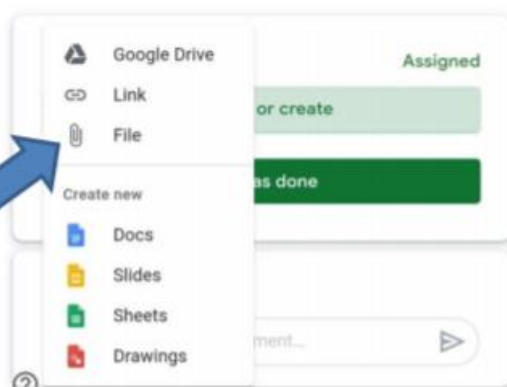
Tues 06.10.2020 Skills - colons

To view an assignment in more detail and view the page where your child needs to turn in their work, click here.

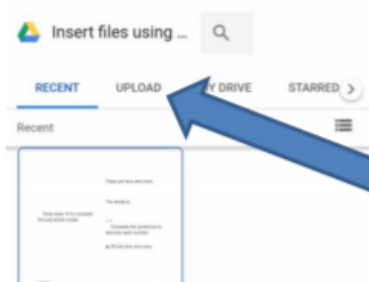
They may have to write in a document, or create something at home and attach it as a photo or a file. To do this, they have to click on the “Add or create” button and upload their learning in this way.

– 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’.

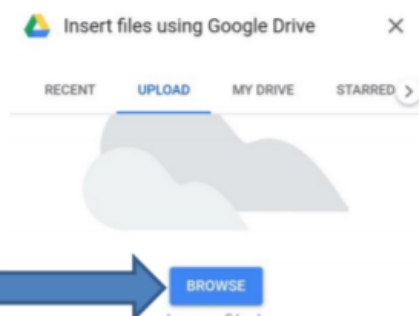
Click ‘File’



Click ‘Upload’ and ‘Browse’



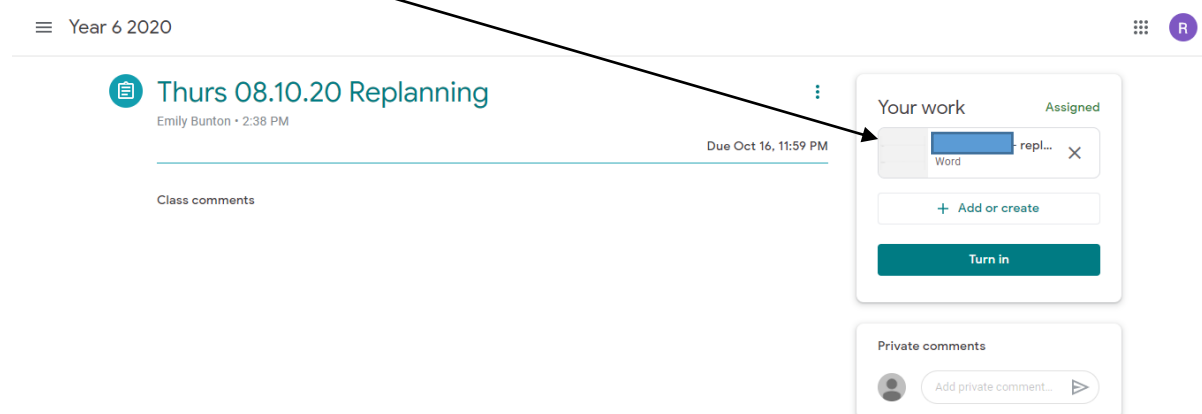
Click ‘Upload’



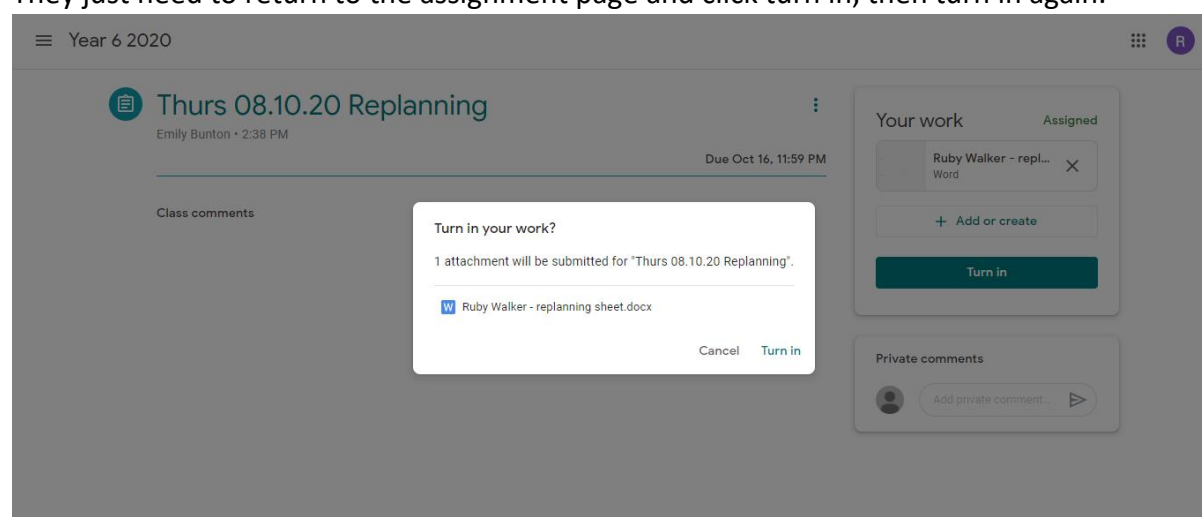
Click ‘Browse’

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' Stream page. At the top, under the 'Stream' tab, there is a banner for 'Test Class' with the Meet link: <https://meet.google.com/lookup/d6jlifn2so>. Below the banner is a message board. 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>'. Blue arrows point from text boxes to the link in the banner and the link in the message.

This is the class Meet link. It will always be here at the top of the Stream page.

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.

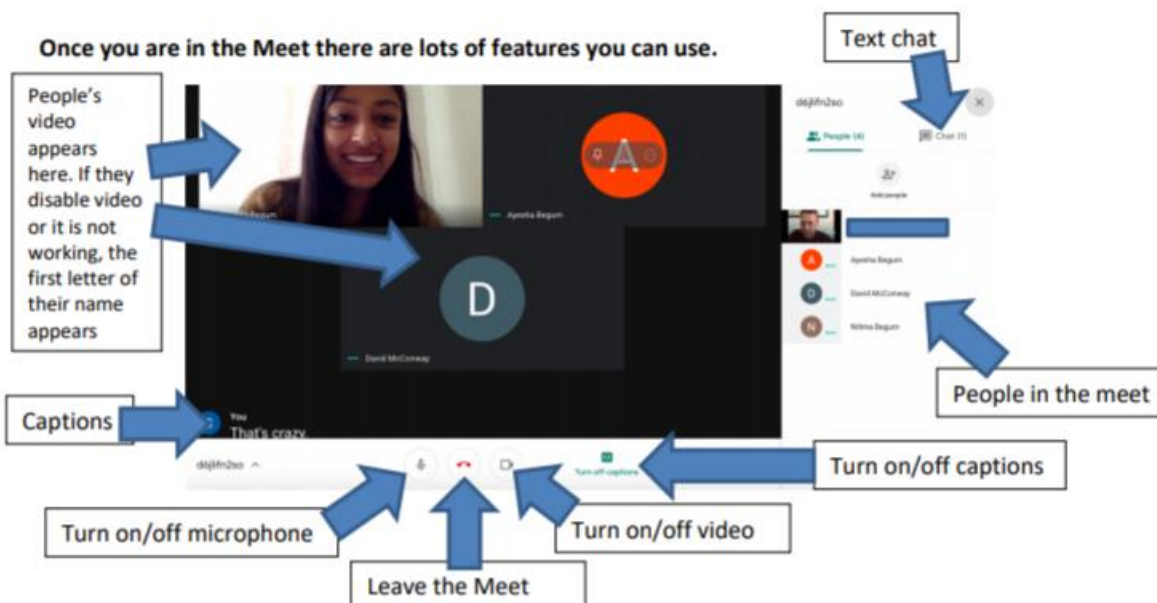
The screenshot shows the Google Meet join interface. At the top, there is a permission prompt: 'Will you allow meet.google.com to use your microphone?'. Below it, 'Microphone to share:' is set to 'MacBook Pro Microphone'. There are 'Don't Allow' and 'Allow' buttons. A blue arrow points from a text box to the 'Allow' button. Below the permission prompt, the Meet code 'd6jlifn2so' is displayed. A text box points to the code with the text 'This is the Meet code'. Below the code, there is a 'Join now' button and a 'Present' button. A blue arrow points from a text box to the 'Join now' button. At the bottom, there is a 'Camera is starting' message and icons for microphone and video. A text box at the bottom right says 'Click "Join now" to join the meet.'

Click "Allow" on messages asking to access your microphone and video

This is the Meet code

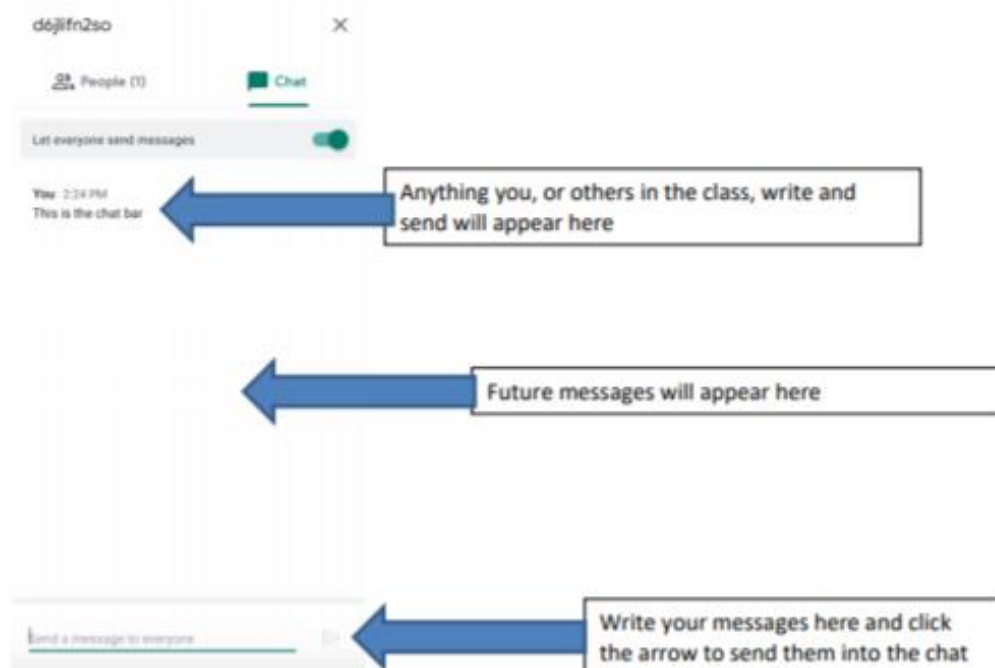
Click "Join now" to join the meet.

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.



Captions are an interesting feature. Anything anyone says is typed out automatically on the bottom of the Meet. This is useful if you miss an instruction being said as you can still read it.

The captions appear here

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.