Milverton Community Primary School and Pre-School

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G Suite Tools

Google Drive: https://www.google.com/intl/en/drive/
Cloud storage for all file types including images, videos and audio files. Students have unlimited storage and can access their files from any device; anywhere they have an internet connection.

Google Classroom: https://edu.google.com/intl/en/products/classroom/
A blended learning platform that integrates Google Suite to allow teaches to assign and collect work from students.
Google Classroom creates a paperless environment and saves time providing a way for teachers and students to easily communicate and stay organised.
Parents can get email summaries about how the work is going in Google Classroom.

Google Slides: https://www.google.com/slides/about/
A Presentation tool that allows students to collaborate on the same presentation and easily add images, videos and graphics to tell a story.
Students can choose from templates or create their own slide format.

Google Docs: https://www.google.co.uk/docs/about/
A Word processing tool that allows students to create and edit text and paragraphs. Students can collaborate on the same document and teachers can easily provide feedback whilst students are working.

Google Calendar: https://www.google.com/calendar/about/
An online calendar that integrates with Google Classroom to help students be aware of assignments and/or appointments.

A Guide to Accessing Google Classroom

Google Classroom (GC) can be accessed from a multitude of devices, so long as it has access to the internet.

1. Open up a web browser. *(This can be Google Chrome, Microsoft Edge, Internet Explorer, Firefox etc.)*
2. Type into your search engine 'Google'
3. In the top right hand corner, you will see a blue button named 'Sign in'. Click on this.
4. Type in your school Google email address in the form:
   firstinitialsurname@milverton.somerset.sch.uk
   This should all be in lower cases with no spaces.
5. Type in your password. *Your password can be found in their reading record.* Now click 'next'.
6. Once you have successfully signed in, you will see your initial in the coloured circle in the right top hand side of the page. Next to this, you will see 9 dots. This is called the 'waffle'. Click on the waffle.

7. Now click the 'Classroom' icon. This will take you to the homepage of Google Classroom.
8. Click on the 'To-do' tab on the top left hand side of the page.
9. Now you can view all upcoming assignments. (*Each task on GC is called an 'assignment'.*)

A Guide To Completing Homework Tasks:
Continuing from the instructions above…

10. All homework tasks will be clearly marked 'HOMEWORK' and have the date set and the due date. Please select the correct homework task.
Please click on: HOMEWORK - W/B Monday X^{th} Due in – Monday X^{th} at 9.00am

11. You will now see a set of instructions explaining your homework task. Read these carefully before starting your homework.

12. You will see a pre-made document (using Google Docs) for you. Click on this and complete your homework tasks.

13. Please note: Google Docs saves all work automatically. After completing your tasks, in the top right hand side of the page there is a button called 'TURN IN'. Click on this.

14. This will take you back to the original assignment page and you need to click on the purple 'Turn in' button. A pop up message will appear (something like this)
Turn in your work?

1 attachment will be submitted for "HOMEWORK - W/B Monday X^{th} Due in – Monday X^{th} at 9.00am".
Click 'Turn in'.

15. You have now completed and submitted your homework. Should you wish to make any changes, you have the option of 'Un-submitting' your work by clicking on the purple 'Un-submit' button. Remember to go back and submit it after editing.