"Let your light shine before others"

Matthew 5 v 16

PARENTS' GUIDE TO
GOOGLE CLASSROOM

- Your child was provided with a secure G Suite account and a password that is unique to them

If you have not received this or require a password reset then please contact the school:
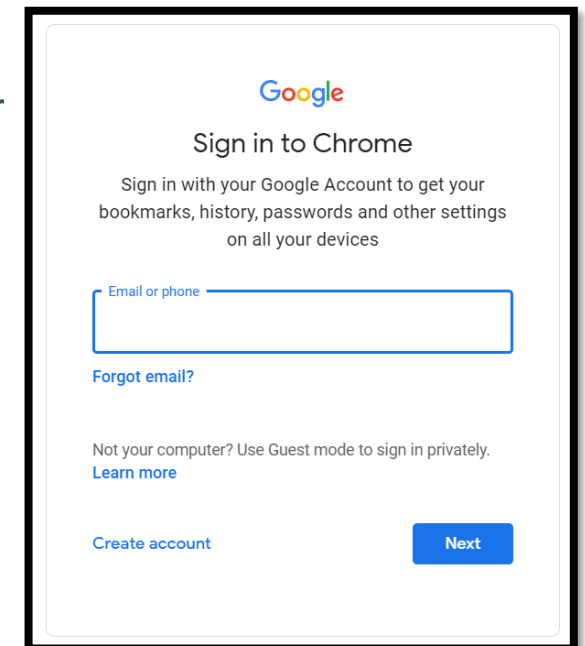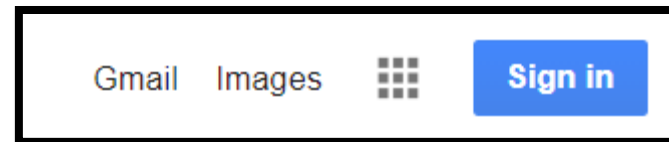
selwoodacademy@educ.somerset.gov.uk

- Click on the Google Chrome Browser icon.

If you don't have Google Chrome, you can download it for free at: www.google.com/chrome/
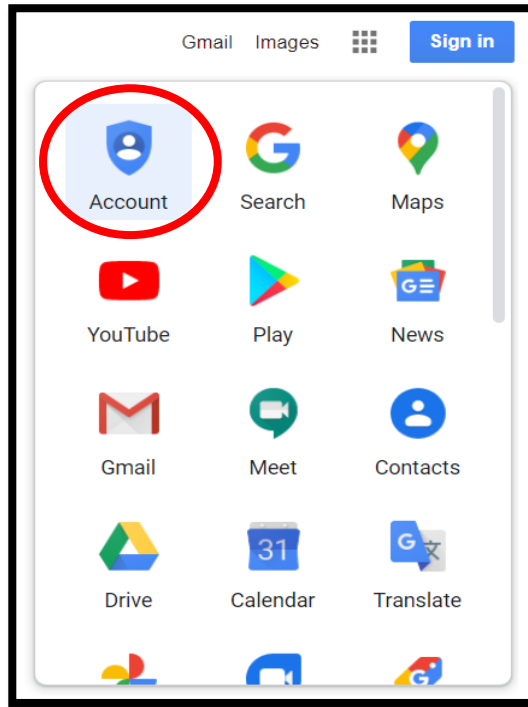
- Visit www.Google.com and sign using the icon in the upper-right hand corner

Gmail   Images   Sign in

Getting Started

1

Google
Sign in to Chrome

Sign in with your Google Account to get your
bookmarks, history, passwords and other settings
on all your devices

Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

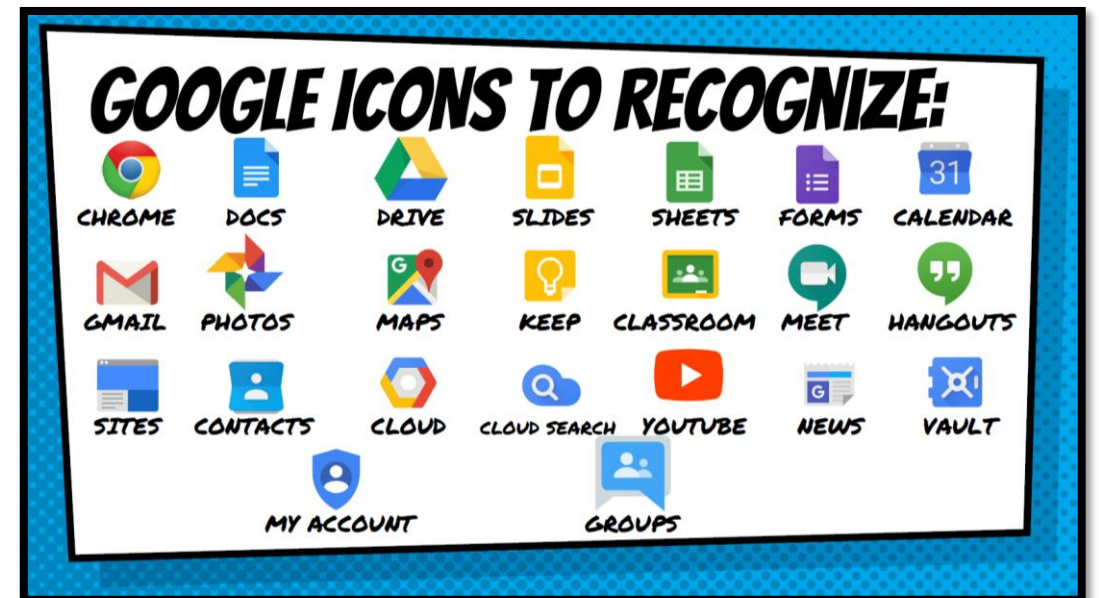Create account   Next

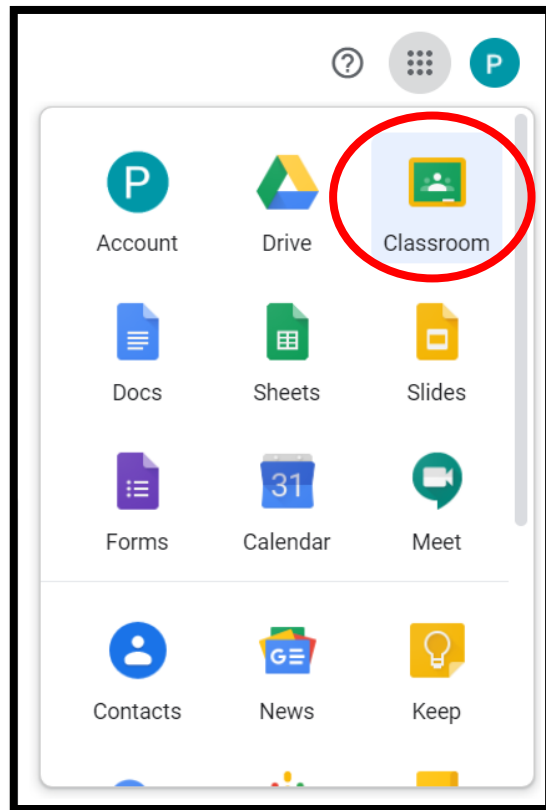You can see your child's account details by clicking on the 9 dots
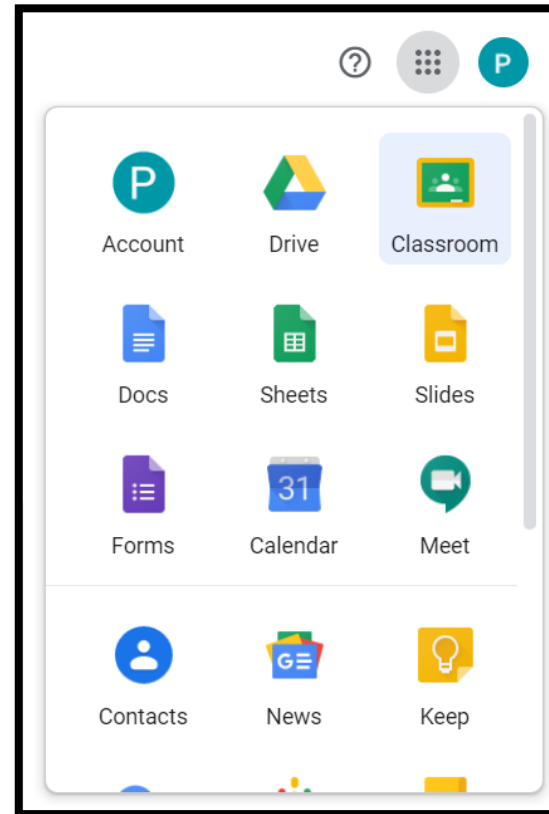
The Google Apps menu shows you all of the apps your child can use.

Getting Started

2

Select Classroom from the menu
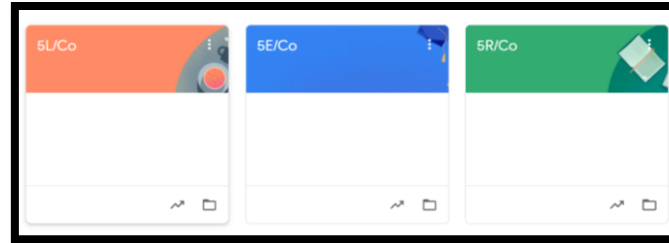
Click on the class. There is a class for each subject your child is taught in school
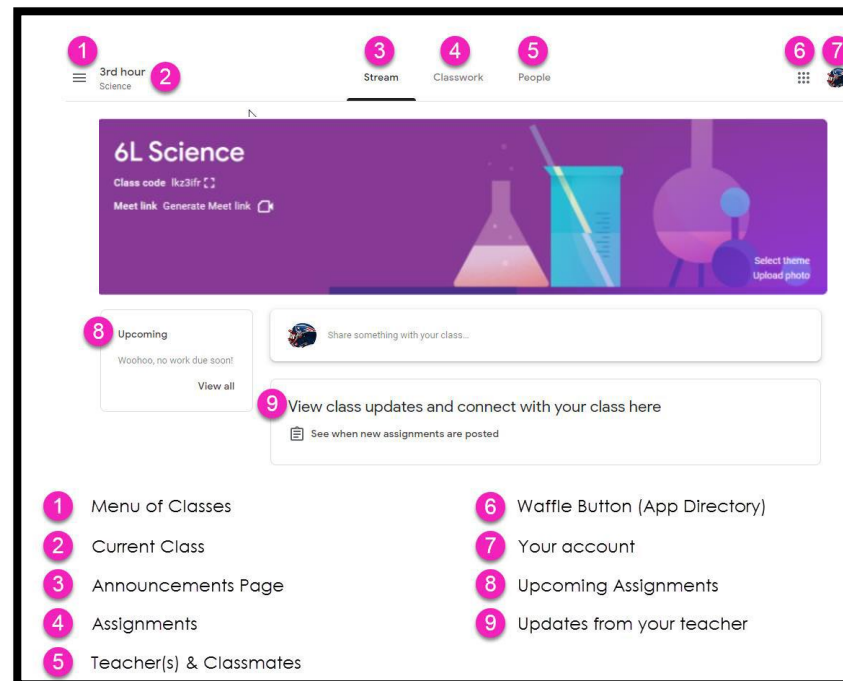
This is the homepage for the class. All announcements, content and assignments can be accessed from here

Using Classroom

3

1 Menu of Classes
2 Current Class
3 Announcements Page
4 Assignments
5 Teacher(s) & Classmates

6 Waffle Button (App Directory)
7 Your account
8 Upcoming Assignments
9 Updates from your teacher
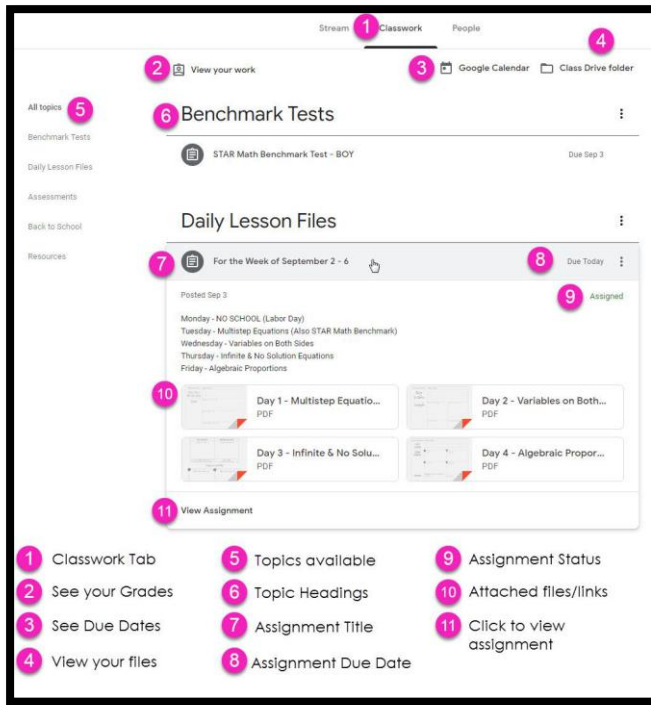
Classwork tab:

This is where all the work can be found

Completing work:

- Go to the Classwork tab
- Click on 'view assignment'

Completing work:

Submit work here

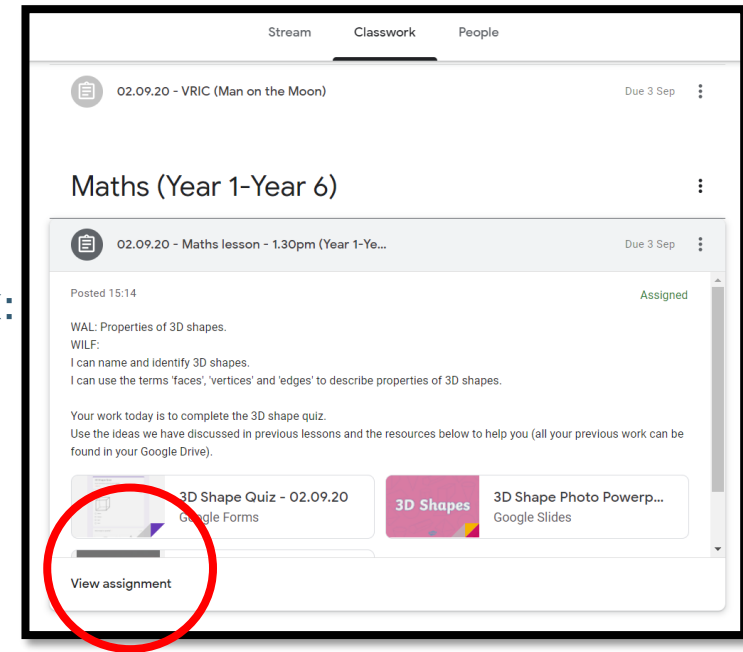You can create your own document by clicking on **+ add or create**

Some work may be a quiz made in Google Forms. Simply click the link and 'submit' your answers
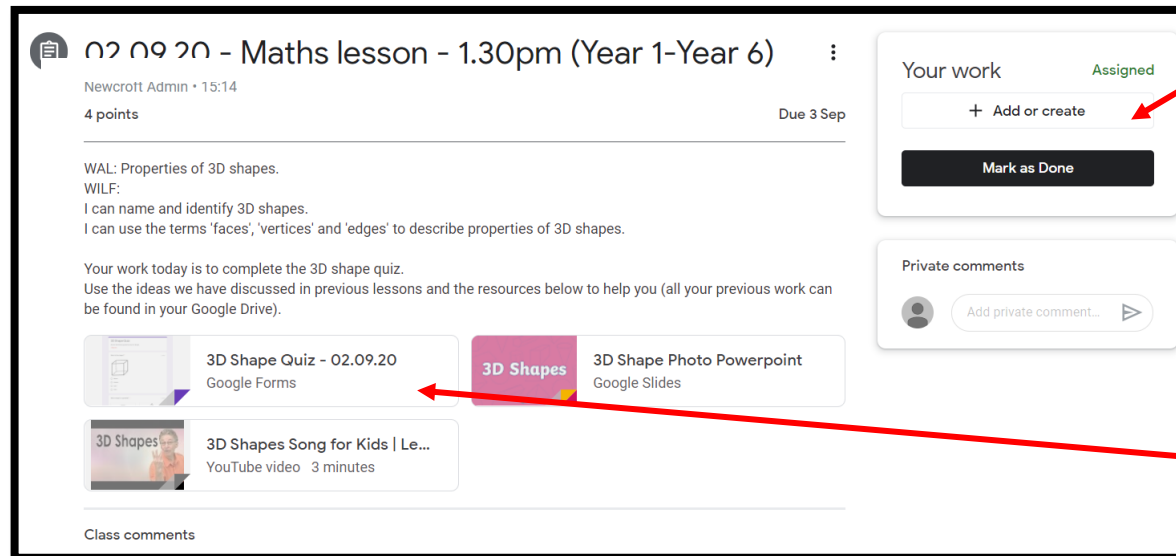
Using Classroom

4

Go to Google Calendar

Click on the lesson in the calendar and select **Join with Google Meet**

This will show any live lessons that have been scheduled

Live lessons are offered by teachers if/when this is beneficial to learning.

Teachers may also provide pre-recorded videos.

Live Lessons

5

Mute/unmute   leave   Hide or show video

Expectations of Pupils and Parents

For pupils:

- You should only contact staff through Google Classroom
- As with ICT use in school, users of Google Classroom and the Google Suite Apps must follow the schools Acceptable Use Policy (AUP).
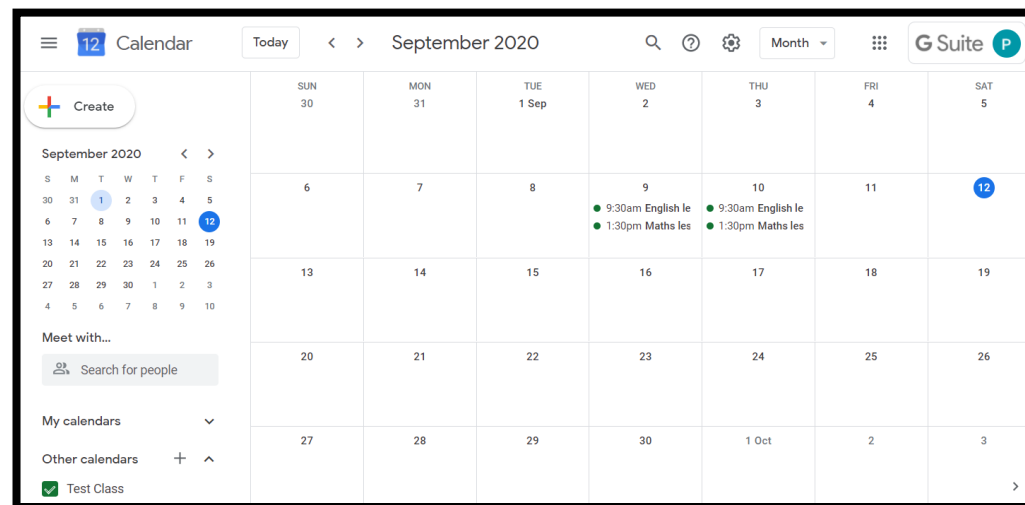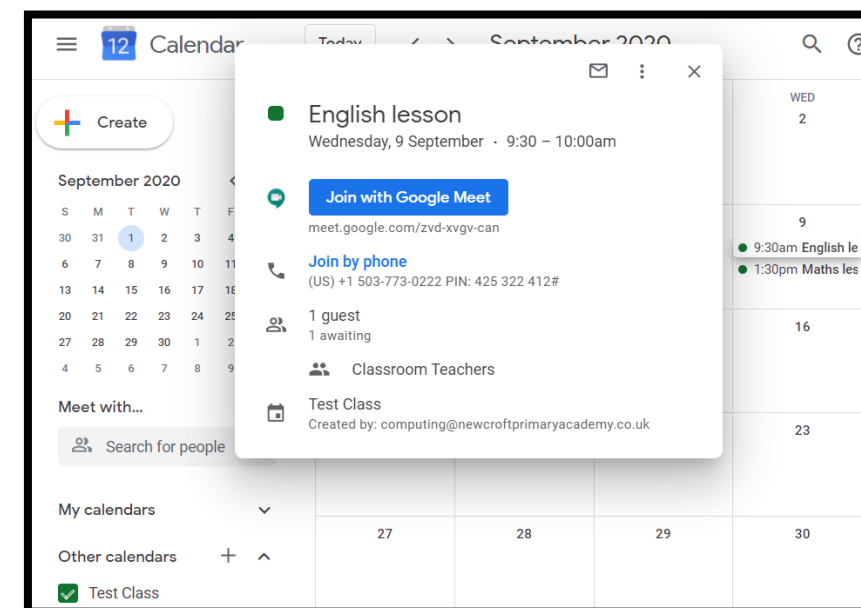- Your G Suite account is not private and is monitored by the school. For this reason, you must not upload or share inappropriate, harmful or illegal content
- When using G Suite, pupils must behave appropriately at all times.
- Follow-up tasks will be in Google Classroom – you can ask questions of your teacher there

Live Lessons:

- find a quiet space
- use headphones if you can
- place your device so the camera doesn't show too much of your home (to protect your privacy)
- behave in the lesson as you would be expected to in school
- be kind and considerate of others
- The microphone should be switched off unless otherwise instructed- for example if the teacher asks a question. Then the microphone only should be switched on.
- You do not need to have the camera on. This is optional.
- You can ask to speak, using the hands-up icon.
- You should always be suitably dressed for the lesson – no pyjamas.
- If you are taking part in the lesson, make sure you are in a family space rather than your own bedroom.
- Your family must be made aware when you are taking part in an online lesson.
- The teacher can mute you and can remove you from the class stream/Meet session (and future sessions) if it is felt that your behaviour is not appropriate.
- All live sessions are recorded. You must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then you may be blocked from future sessions. All concerns will be reported using the usual behaviour management procedures in school.

For parents:

- Help your child find the best place to work (if possible, not a bedroom)
- Be on hand, if you can, to help if needed
- Parents should not get involved in the lessons, but please talk to your child about them afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school weekly.

PS4

1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:
Classroom: manage teaching and learning Google for Education - link below'
https://edu.google.com/products/classroom
8. Select *Go to Classroom*. Then log in using student email and password.

XBOX

1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type in a search for Google Classroom
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.

Google Apps are available on any internet connected device

Android   iPhone   Tablet   Desktop