

Google Classroom for Students & Parents

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01 Introduction

Google Classroom is an online tool accessed through a computer, a tablet or a smart phone that enables students and/or parents take part in lessons and in online learning.

Google Classroom is not a replacement for face-to-face learning, but it does help you stay organised and on top of work - and the remote learning features of Google Classroom lend themselves well to situations where the teacher and student cannot be face-to-face.

What does Google Classroom look like?

Google Classroom can be accessed in three ways. The method you choose should best fit your available devices.

1. Using a web browser on a computer, preferably a laptop
2. Using the Google Classroom app on a tablet computer
3. Using the Google Classroom app on a SmartPhone

This is an example of what Google Classroom for Class 7 looks like using the web browser on a computer:

The same class looks slightly different in the Google Classroom app on a tablet computer. This is the same class but using the app on a tablet:

And finally the same class on the app on a SmartPhone:

02 How do I get started with Google Classroom?

To begin using Google Classroom you will need a logon. This is normally sent to you when you join the school but if you don't have it please contact your teacher and they will send it to you.

First, decide on the access method that will work best for you. That could be on a laptop computer using a web browser or using the Google Classroom app on a SmartPhone or tablet.

You can download Google Classroom for Android devices [here](#)

Google Classroom for Apple devices can be found [here](#)

To use Google Classroom in a web browser on a computer, go to <https://classroom.google.com>

Once you have installed the app (Or opened a web browser and gone to <https://classroom.google.com>) you will be asked to Sign In. Use the Steiner School-issued username and password you were given.

Enter the email address you were given and click [Next]

Type in the password you were given and click [Next]. You will then be logged in and presented with your Class List. This list all the classes you have joined or or have been invited to join. For most of us, this will be just one class like this;



If the class has a "Join Class" button on it that means you have been invited to join a class but have not joined it yet. Click on [Join Class] and confirm that you want to join. Once that is completed you have joined the class.

 To do  Calendar

Class 07 (G)

Tom Parker


Due tomorrow

Duolingo

Was ist los mit Dir?

Due Tuesday

English 15.01.21



03 Using Google Classroom with a web browser

This is the Google Classroom site as seen using a web browser

- Your Account. This is how you sign out of an account when you have finished working, add an additional account if there is more than one person using the device and then switch between accounts
- The Main Menu button is called a Hamburger as it looks like a burger patty between two slices of bread. The Main Menu button enables you to:
 - Switch between classes if you are a member of more than one class
 - See your Class Calendar to view events and due dates
 - See your To Do list, a really helpful list of any outstanding or upcoming assignments
 - Change your Settings
- Class Name identifies which class you are in at the moment
- The Stream Tab is the first tab you see when you enter the class. It lists all the events in the class starting with the newest at the top. Events include new assignments, messages from the teacher, announcements and more
- The Google Meet link is an important link. Each class has its own dedicated, private video conferencing (A bit like Zoom) to enable teachers and students to see and hear each other for lessons and meetings. Clicking on the link will open a new tab where you can check your camera, speakers and microphone is working correctly before you join the meeting. If you wish to use the Google Meet function it is important to have a computer with a camera, microphone and speakers. With this in mind, a Laptop comes with all these devices built-in whereas a desktop PC generally has to have them added.
- The Classwork tab lists all the topics in the class as well as the work being done. More on this below
- The final tab is the People tab, which lists the teachers and students in the class and enables you to email them

The Classwork Tab

This tab is central to working with Google Classroom and enables you to receive assignments, work on them and then submit them for marking. It also helps you keep on top of any outstanding assignments.

Important Note

If you are accessing Google Classroom from a computer it is not straightforward to submit videos and pictures for assignments as the computer does not have a camera readily available. The picture or video evidence should be captured with a phone or tablet and then emailed to the student's account. The student can then go to their email (

<https://mail.google.com>) and download the images and videos ready to attach to the assignment.

The Tablet and SmartPhone apps make use of the built-in camera and so makes it much easier to submit work.

A useful link is the View your work link on the top-left. Clicking this presents you with a list of all your assignments together with their current status. This enables you to easily keep on top of your assignments to ensure you don't miss anything.

The link to the private video conferencing system is presented here again and is simply called "Meet". The class calendar is also available from this page as is a private, dedicated Google Drive for storing and accessing class files.

How to access an assignment

To open an assignment, simply click on it in the Classwork tab. The assignment will expand to give you more information about the work together with any supporting information:

In this example, you can see the instructions to read The Necklace.pdf together with some supporting slides. Underneath the instructions is Class comments, where you can publicly comment and discuss the assignment.

To the right is the "Your work" panel which contains a link to a dedicated document for you to complete your work. It also says the status of the assignment (In this case Missing, meaning it has not been submitted yet). Click on the document to open it and complete the work.

Underneath that is a "Private comments" panel. You can use this to ask questions and make comments that only the teacher will see and be able to respond to.

How to submit (Or 'Turn In') your work

Once you have completed an assignment and edited your private document, you can submit it (Or 'Turn it in'). To do this, click on the [TURN IN] button on the top right, next to the [Share] button.

You will be asked to confirm you want to hand the work in. Click on [Hand In] to complete the assignment.

If there was no dedicated document attached to the assignment the teacher should leave instructions on how to submit the work. It may be a photo of a drawing, some text in a document, a video or other type of tile. These can be added in the "Your work" panel by clicking on [+ Add or create] to attach a file or create a new one

04 Using the Google Classroom app

This is the Google Classroom site as seen using the app on a tablet

The app on a tablet is almost identical to the app on a smartphone, the same features and options are available but may be in different locations due to the size and shape difference in screens

- The Main Menu button is called a Hamburger as it looks like a burger patty between two slices of bread. The Main Menu button enables you to:
 - Switch between classes if you are a member of more than one class
 - See your Class Calendar to view events and due dates
 - See your To Do list, a really helpful list of any outstanding or upcoming assignments
 - Change your Settings
- Class Name identifies which class you are in at the moment
- The Stream Tab is the first tab you see when you enter the class. It lists all the events in the class starting with the newest at the top. Events include new assignments, messages from the teacher, announcements and more
- The Google Meet link is an important link. Each class has its own dedicated, private video conferencing (A bit like Zoom) to enable teachers and students to see and hear each other for lessons and meetings. Clicking on the link will open a new tab where you can check your camera, speakers and microphone is working correctly before you join the meeting. If you wish to use the Google Meet function it is important to have a computer with a camera, microphone and speakers. With this in mind, a Laptop comes with all these devices built-in whereas a desktop PC generally has to have them added.
- The Classwork tab lists all the topics in the class as well as the work being done. More on this below
- The final tab is the People tab, which lists the teachers and students in the class and enables you to email them

Important note about adding or switching between accounts

The Google Classroom app is able to accommodate multiple accounts so that two or more students can use the same device. Students simply add their account to the app and then switch between accounts as necessary

The Classwork Tab

This tab is central to working with Google Classroom and enables you to receive assignments, work on them and then submit them for marking. It also helps you keep on top of any outstanding assignments.

A useful link is the To Do option off the Main Menu (aka "The Hamburger") Clicking this presents you with a list of all your outstanding assignments. This enables you to easily keep on top of your assignments to ensure you don't miss anything. To see your Missing and Completed work click on the "Missing" and "Done" tabs.

The link to the private video conferencing system is presented here again and is an icon of a camera. The class calendar is also available from this page as is a private, dedicated Google Drive for storing and accessing class files.

How to access an assignment

To open an assignment, simply click on it in the Classwork tab. The assignment will expand to give you more information about the work together with any supporting information:

In this example, you can see the instructions to read The Necklace.pdf together with some supporting slides. Underneath the instructions is Class comments, where you can publicly comment and discuss the assignment.

Click on the Attachment which tells you what to do and then open it in google docs. This will enable you to edit the document and add any text or images you need to complete the assignment.

At the bottom of the screen is the "Your work" panel which tells you the status of the assignment (In this case Missing, meaning it has not been submitted yet). Click on the document to open it and complete the work. Underneath that is a "Private comments" panel. You can use this to ask questions and make comments that only the teacher will see and be able to respond to.

How to submit (Or 'Turn In') your work

Once you have completed an assignment and edited your document, you can submit it (Or 'Turn it in'). To do this, click on the Your Work section at the bottom and add any documents that you need to. When you click on [Add attachment] you will see a range of options including adding a file from Google Drive, a file or a photo from the camera. This last option is a great way to submit artwork or videos - take the picture/video and then attach it from the library.

When you are ready click on [Mark as Done] and the work will be submitted for marking