

We have chosen to use Google Classroom as our primary tool to deliver home learning to our junior children and to provide an online meeting space for our infant children. We have chosen it because:

- It is easy to use and accessible from all devices
- It enables effective communication and sharing
- It speeds up the process of issuing and returning work
- It enables effective feedback
- There is no need for paper
- It provides a clean and user-friendly interface
- It has a easy to use and effective commenting system
- It is for everyone.

For an introduction on why we have decided to use Google Classroom feel free to watch this video - [https://www.youtube.com/watch?v=3jAYn3ZrihM&feature=emb\\_logo](https://www.youtube.com/watch?v=3jAYn3ZrihM&feature=emb_logo) .

### Google Apps

Google Classroom is just one of a number of online apps that Google host and that we will be using over this period of remote education. All of the Google software is accessible online so you do not need to download it to a device, although using a chrome browser is generally required, but this can be downloaded as a free app on most devices with an internet connection.

The main parts we will be using are:



**Google Classroom** where you child will find their lesson activities, be able to join live lessons, submit their work and interact with their teacher.



**Google Docs**, which is Google's version of the Microsoft Word software and is structured in much the same way.



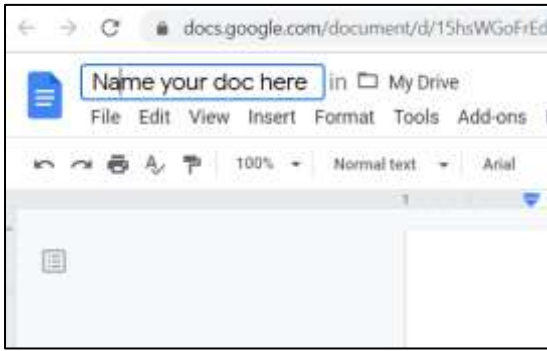
**Google Slides**, which is Google's version of the Microsoft PowerPoint software and is structured in much the same way.



**Google Meets**, this is similar to Zoom or Microsoft Teams and will be used for the live lessons and meets with your child, their class and their teacher.



**Google Drive**, which is the cloud server where all of your children's work will be stored. Only their work will be saved into their Google Drive and it work much like a normal hard drive. If you are working on paper, or uploading photo or documents, they will be uploaded to the Google Drive as they are added to assignments in Google Classroom. There will be more information on using the Google Drive later in this document.



Each time you open a new one of these pieces of software (online apps), they will open a new tab in your internet browser and when you have finished working on any document (Docs, Slides etc) they will automatically save into your Google Drive with the name you have given them.



When you have signed in, all of the apps can be accessed at any time by using the 9 dots icon at the top right-hand side of the webpage.

## **Signing into Google Classroom**

We have already set up your child with a Google account, which will enable them to sign in to their Classroom and use all of the other Google apps (see above). The username and password will be emailed to you and you will need this to sign in daily.

In order to sign into Google Classroom you can follow this link - <https://classroom.google.com/>. Use your email address as the username and then enter your password.

When you have signed in, you will see this screen.



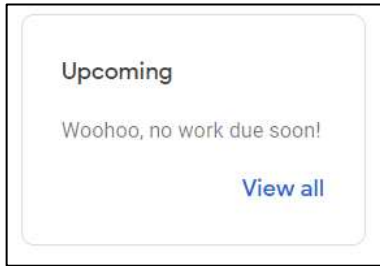
The letter in the top right of the screen will show the first initial of your child and it indicates that they are logged in. To enter the classroom, just click on the name of the class.

Your next screen will look like this.



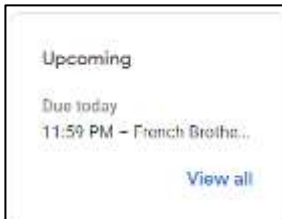
You begin by looking at the 'Stream' page. This is similar to the newsfeed on Facebook or Twitter and will show you any posts that the class teacher has put on. This is the section where the teacher will list the activities for the day and be available to answer questions

at set times of the day. We ask that children do not post their own announcements in this section but if they have any questions, they can add them to comments on the teacher's announcements or put comments on their work as they hand it in.



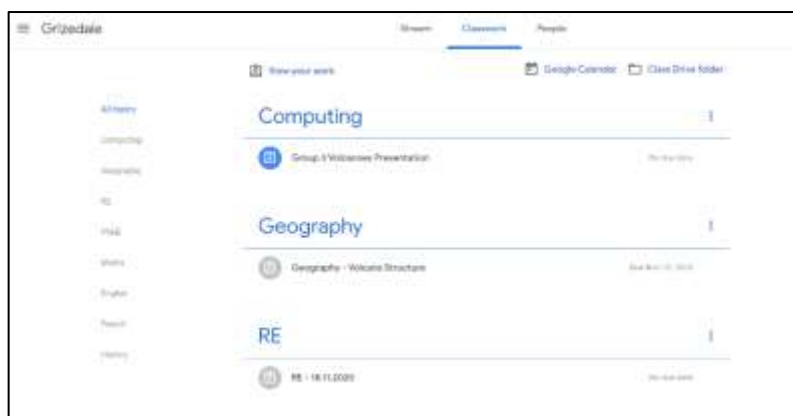
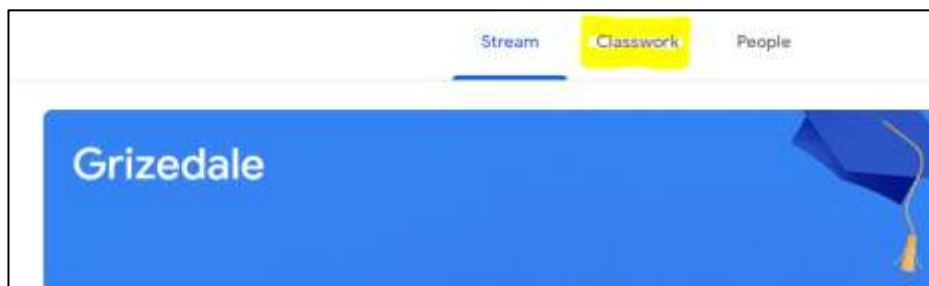
On the Stream page, you should also be able to see a list of the upcoming work that will be due in on that day.

## **Accessing Assignments**



As detailed in the previous section, work that is due in soon will be displayed in the 'Upcoming' section of the Stream page of the Classroom. If you click on the link there, it will open up the assignment with the instructions and any documents that you may need.

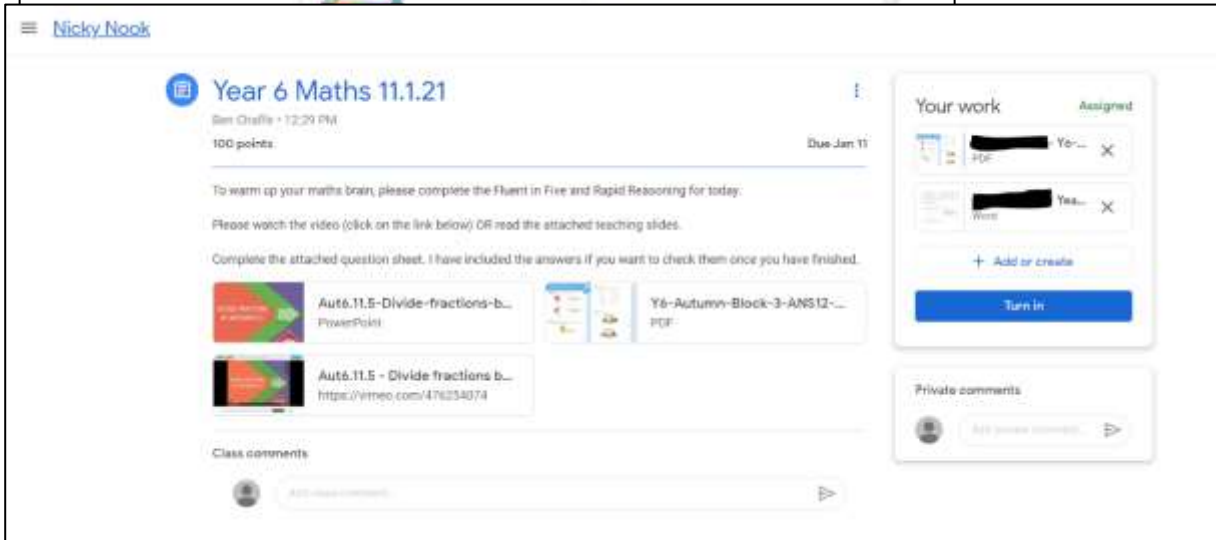
Alternatively, if you wish to view all of the work that has been organised by subject, you can click on the 'Classwork' tab at the top of the classroom page.



From here you will be able to view all of the work that has been assigned and completed by your child. This section is arranged in subjects and will look like the image below.



To open an assignment, simply click on its name and then the basic outline will be shown along with any attachments.



To see the assignment in more detail, click on view assignment and you will see the following screen.

Here, you can click on any of the attachments, which will then open in new tabs, and complete the set work. If the work is on a Google Doc or Slide then when you have finished, you can simply close the doc (as it automatically saves), go back to the assignment page (above) and hand it in using the 'Turn in' button.

The option is also there to send a private comment to your teacher about your understanding of the work or any questions you may have. Please do not add to the class comments unless you are instructed to do so.

## Using Kami for a PDF

If you are opening a pdf which you want to edit online, you need to select open with Kami from the 'Open with' drop down menu or the button in the top right of the page. This will open it in a piece of software that allows you to write directly onto the pdf so should mean you do not need to print.



Within Kami, you can add text boxes for writing and use various different drawing tools.

Once you have completed the work, you need to download the file using the icon in the top right-hand corner. And then select the option to download with all annotations.



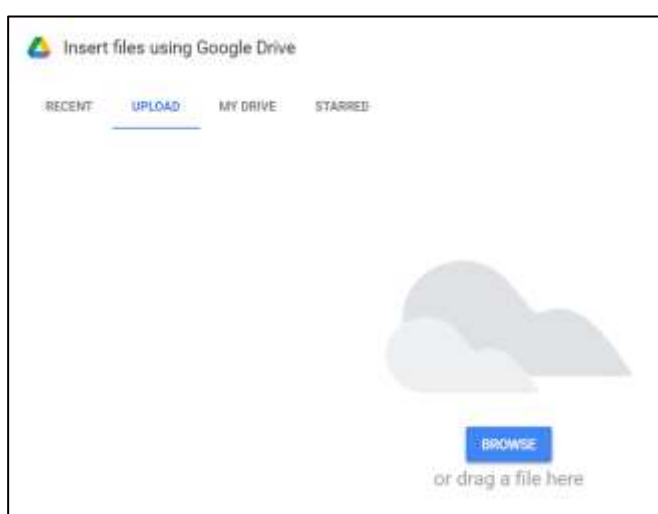
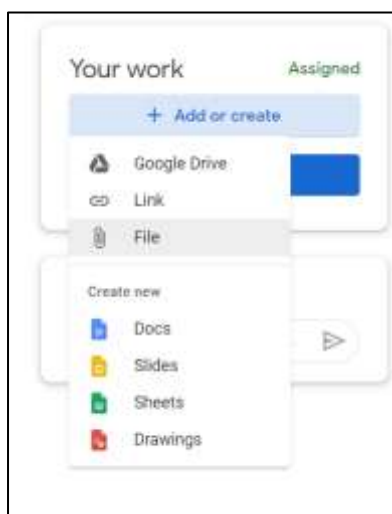
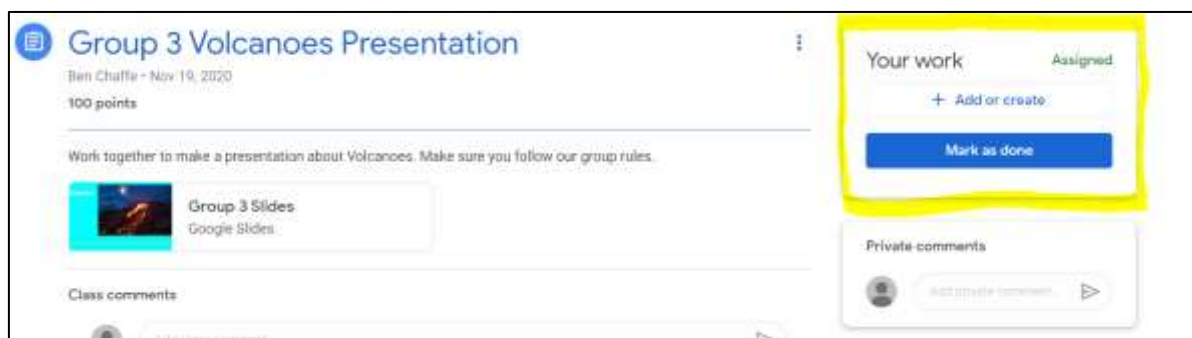
This will let you save your work to your computer. At this point it will be possible to add it to the assignment and hand it in (details of how to do this are below).

## **Adding Files or Photo Evidence**

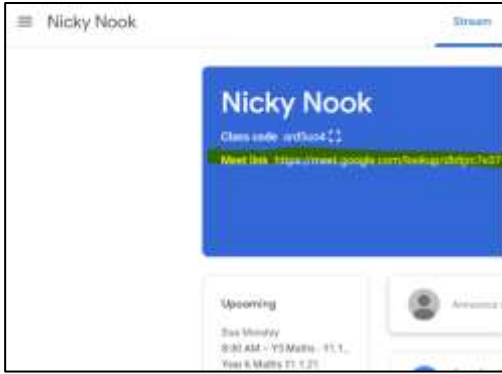
Please see this video to show you how to add a file or photo to your assignments - <https://www.youtube.com/watch?v=FMTW-pw9vk>.

In short, in the assignment page there is an option to add or create in the box to the right. Once clicked, if you select file, then select browse, you should be able to locate the file from your device and upload it. If this is proving difficult, you can upload the file to the Google Drive through the app (using the 9 dots to open the Google Drive in a new tab). Once it is in the Google Drive, it can be selected and added through the assignment page (using the 'Add or create' button).

Pdfs save to your computer through Kami can be uploaded or added in this way.

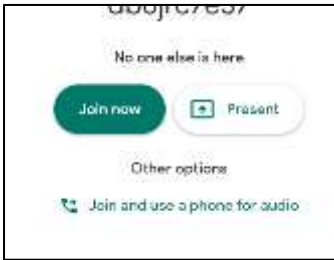


This useful video will also help if you come across any difficulties - [https://www.youtube.com/watch?v=o4JeCTfhvnl&feature=emb\\_logo](https://www.youtube.com/watch?v=o4JeCTfhvnl&feature=emb_logo)

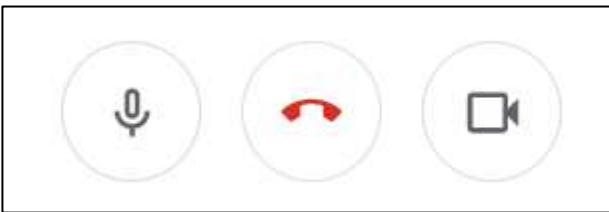


### Joining a live lesson

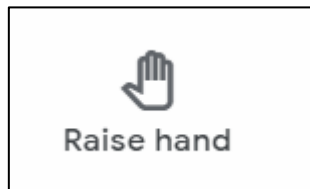
It is our aim to be providing some live lessons throughout the remote learning period and to do this we will be using Google Meets, which can be accessed from the Stream page of the Google Classroom. There will be a link which can simply be clicked on and will launch the video Meet.



The Meets link will not be visible until the teacher enables it just before their live lesson. Once the link has been clicked, a new tab will open which has a picture of your video on one side and an option to join on the other. Select the option to join and it will take you into the video meet.



When you join the meeting, you can say hello to your teacher and class but then please put yourself on mute using the microphone symbol. If you have not consented to being recorded during the lesson (this will only be used to allow other children to view the lesson if they could not attend at the time it was live and the teacher will indicate when they intend to start recording) then also please turn off your camera using the camera symbol.



During the lesson, your teacher will share their screen at times and you will be able to see the lesson presentation as part of your screen. This will be just like looking at the interactive white board at school. If you have something you want to say then you can press on the icon to raise your hand.



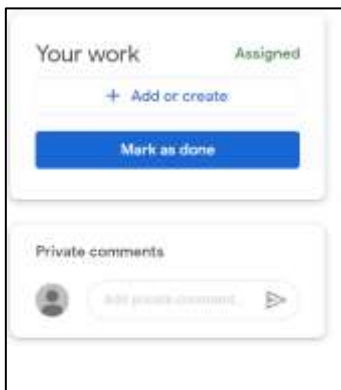
Your teacher will then be able to see that you have something to say and may ask you to unmute yourself to answer (done in the same way as when you muted). Alternatively, you may be able to post a comment to the teacher in the chat section but these comments are only to be made to the teacher, not to other pupils (as the pupil agreement states).

Remember to lower your hand when you have been answered or no longer wish to ask a question or give an answer.

At the end of the lesson, your teacher will tell you that it is time to leave and complete your activities. At this point you can unmute yourself to say goodbye to everyone. You can then leave the session by hanging up using the red phone receiver icon. Once you have left, you can close that tab on the internet.

If you were not able to join the lesson live, your teacher will attach a recording of the lesson to the assignment in the classwork page (where you would open any activity sheets). This will then be possible to view at a time which is more convenient to you.

## **Responding to Comments**



Once your child has completed their task and handed it in, the class teacher will have the chance to mark the work and give some feedback. Any comment that they have made will appear in the private comment section of the assignment.

If required, you can then unsubmit the work, complete your corrections and then resubmit it again when complete.