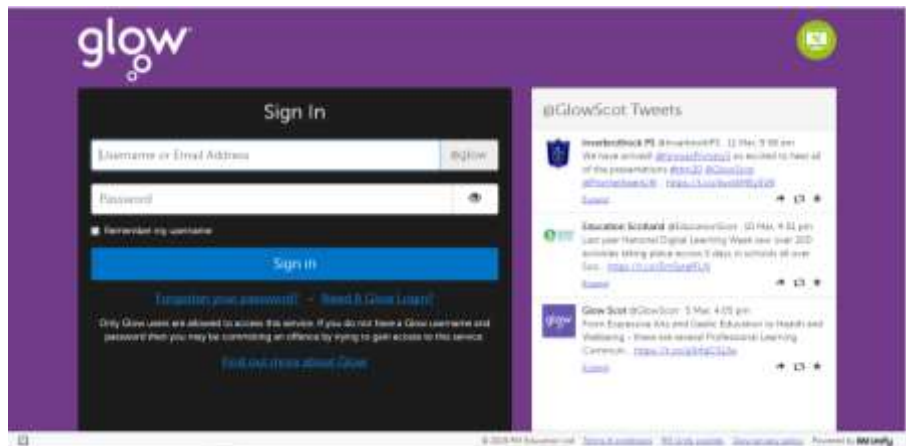




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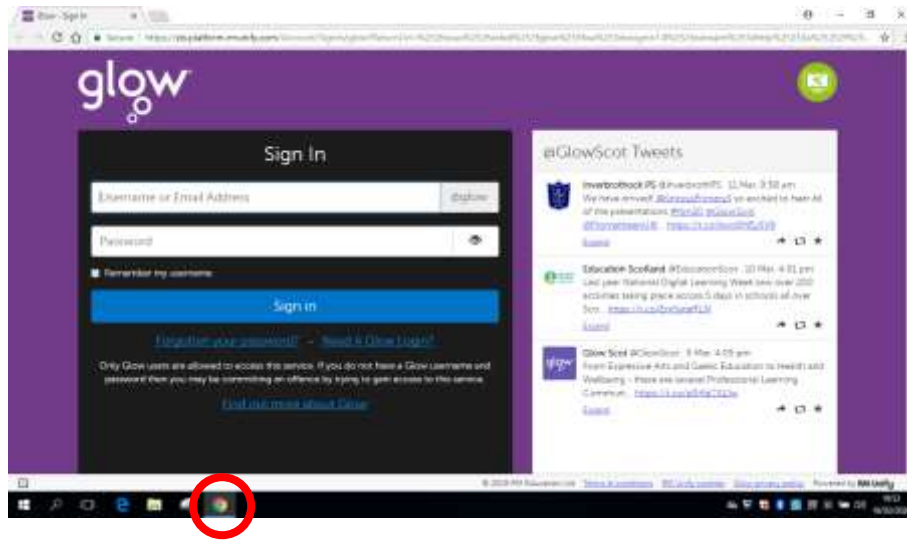
Glow and Google Classroom – Accessing Glow and Google Classroom, Looking for Assignments, Asking Questions and Feedback



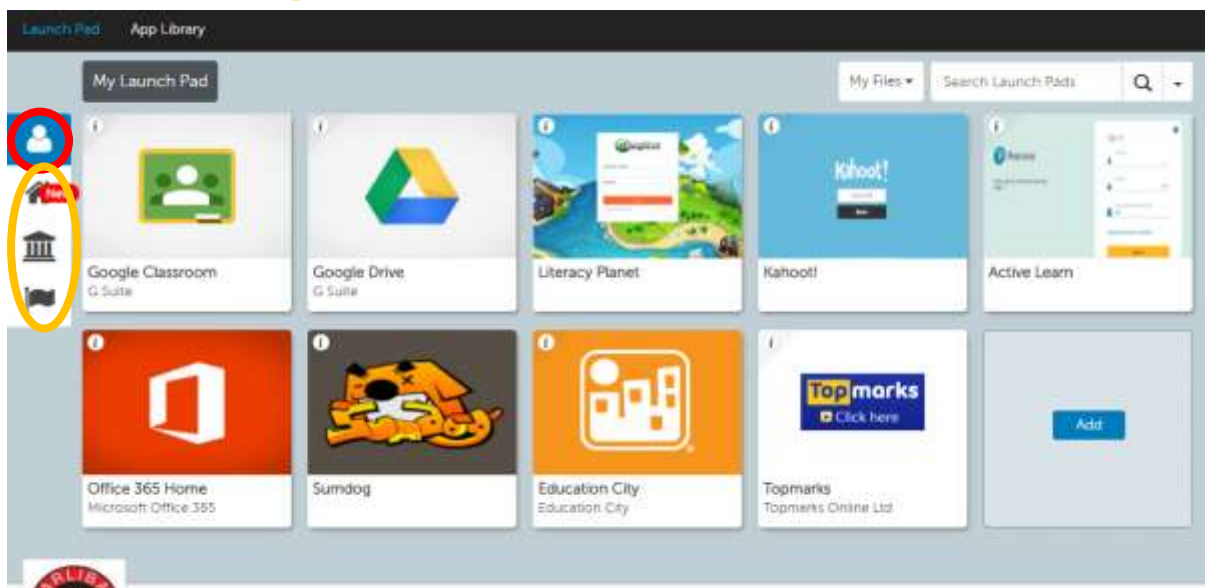
Google
Classroom

Accessing Google Classroom

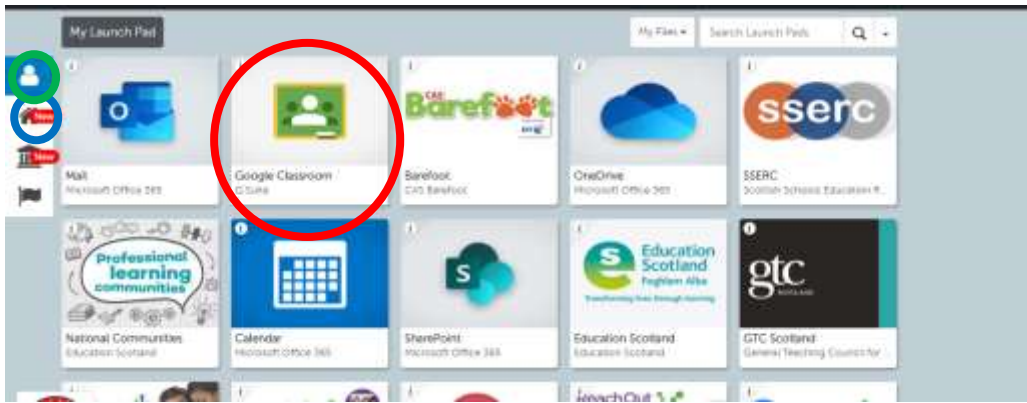
1. Log onto Glow using Google Chrome as a browser.



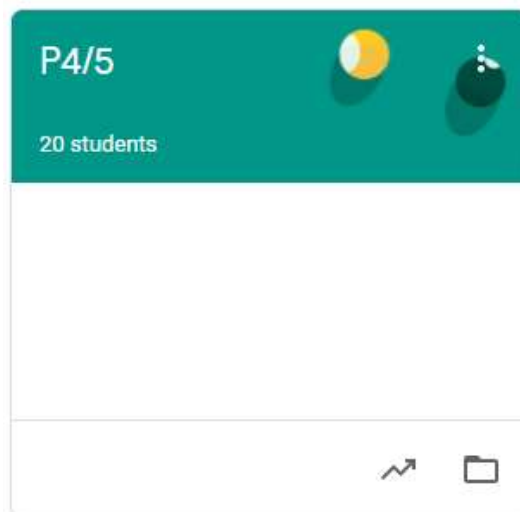
2. The tiles you may be directed to for learning activities have been put on **My Launch Pad** to access easily. You can find other tiles on the other tabs.




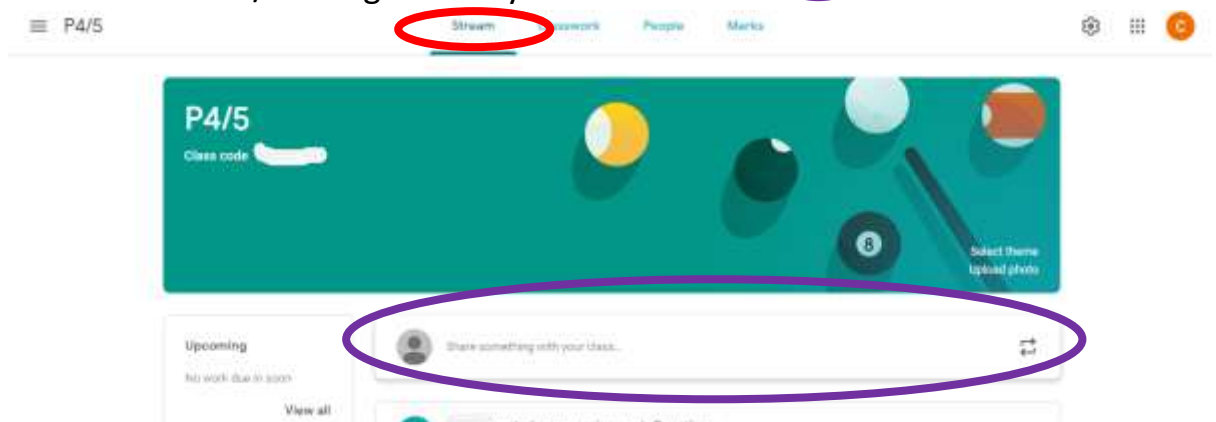
3. Select the **Google Classroom** tile. It will either be in your personal Launchpad (**person**) or the school (**house**).



4. Select the appropriate classroom.

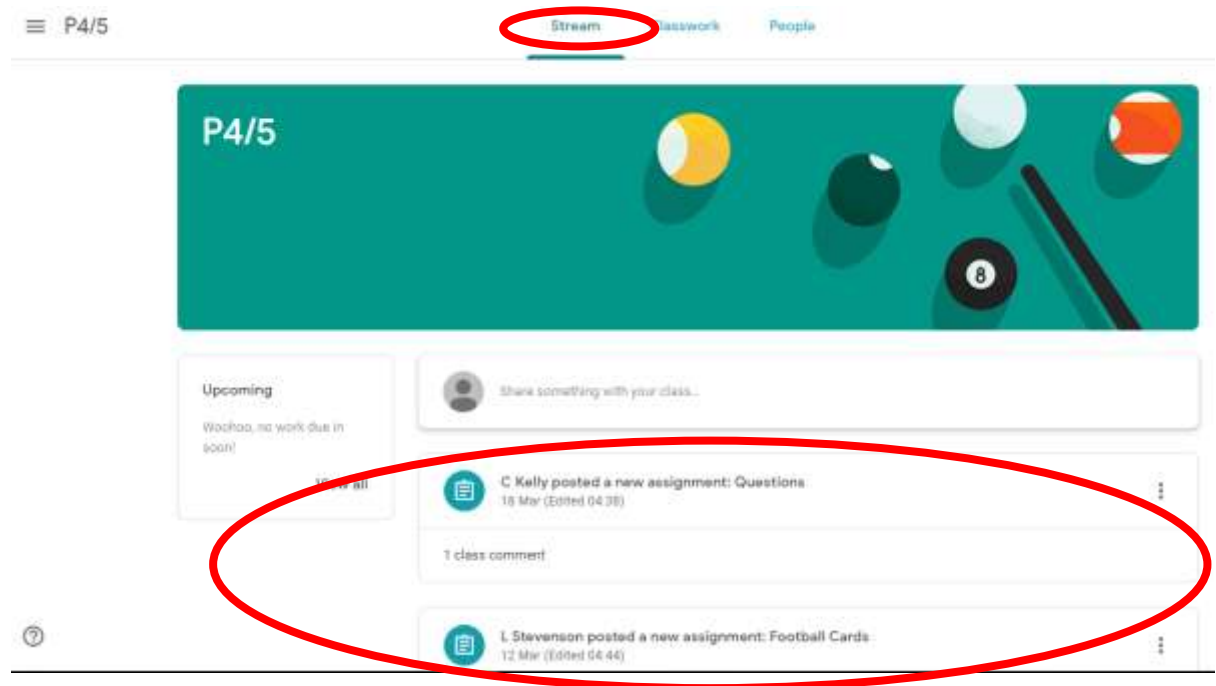


5. The **Stream** is the default homepage in Google Classroom. Any new assignments created will be posted here. You can also see announcements/messages from your teacher here .

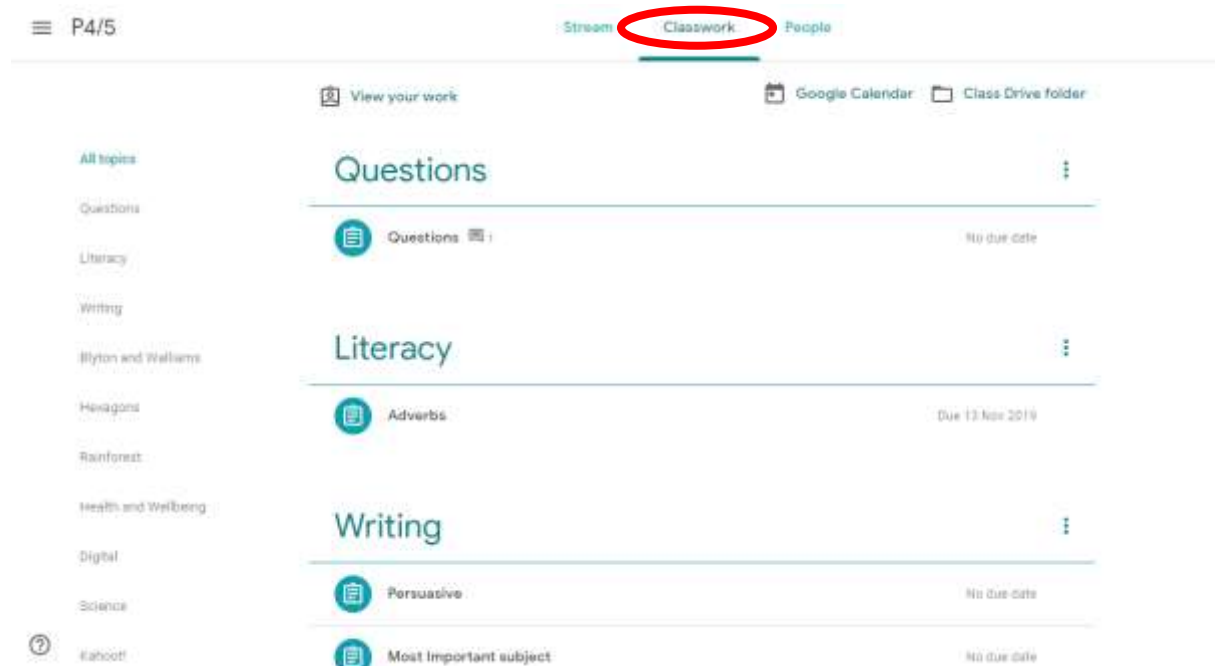





Looking for Assignments

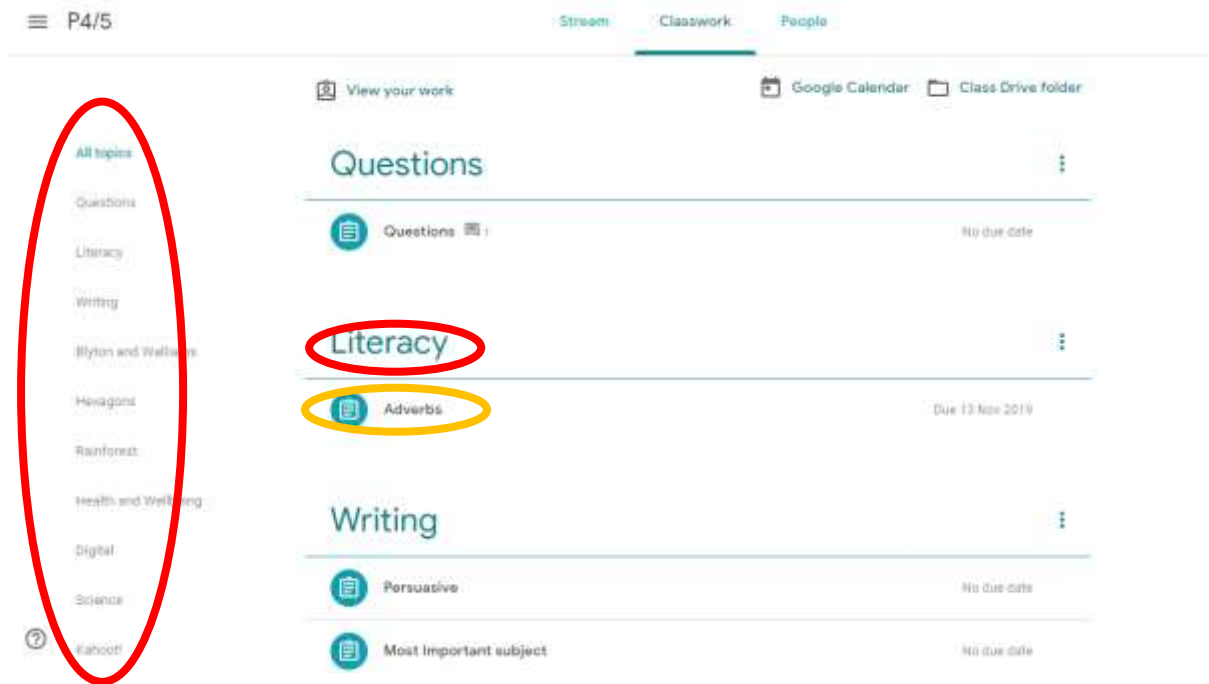
1. Check the **Stream** for any assignment announcements from your teacher.





2. Click on **Classwork** tab at the top of the page.

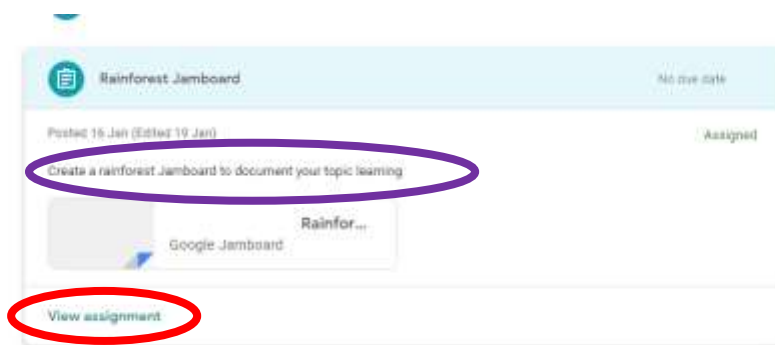


3. Select the **topic** (curricular area) and the **name of the assignment**. This can be done by scrolling down the page to the right topic  or selecting the topic at the left hand-side of the page  and then clicking on the assignment .



The screenshot shows a user interface for a learning management system. On the left is a sidebar with a list of topics: All topics, Questions, Literacy, Writing, Blyton and Watson, Hexagons, Rainforest, Health and Wellbeing, Digital, Science, and Kahoot. A red oval highlights the entire sidebar. The main content area is titled 'Classwork' and shows a list of assignments. The first assignment is 'Questions' with a 'No due date'. The second is 'Literacy' with a 'Due 13 Nov 2019'. A red oval highlights the 'Literacy' title, and a yellow oval highlights the 'Adverbs' assignment under it. Below 'Literacy' is a 'Writing' section with assignments 'Persuasive' and 'Most Important subject', both with 'No due date'.

4. Read the instructions  for the assignment and then click **View Assignment**. .

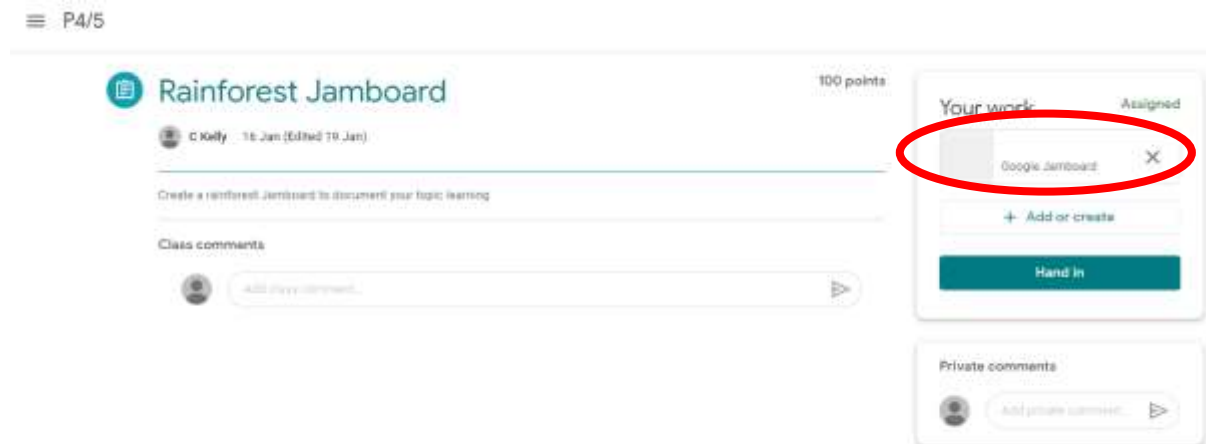


The screenshot shows an assignment card titled 'Rainforest Jamboard' with a 'No due date' and 'Assigned' status. The instructions are 'Create a rainforest Jamboard to document your topic learning', which is circled in purple. Below the instructions is a 'Google Jamboard' link with a 'Rainfor...' label. At the bottom of the card is a 'View assignment' button, circled in red.

5. Step 5 there are different options depending if a Google tool has been provided or if you have the choice to select your own Google tool to work with.

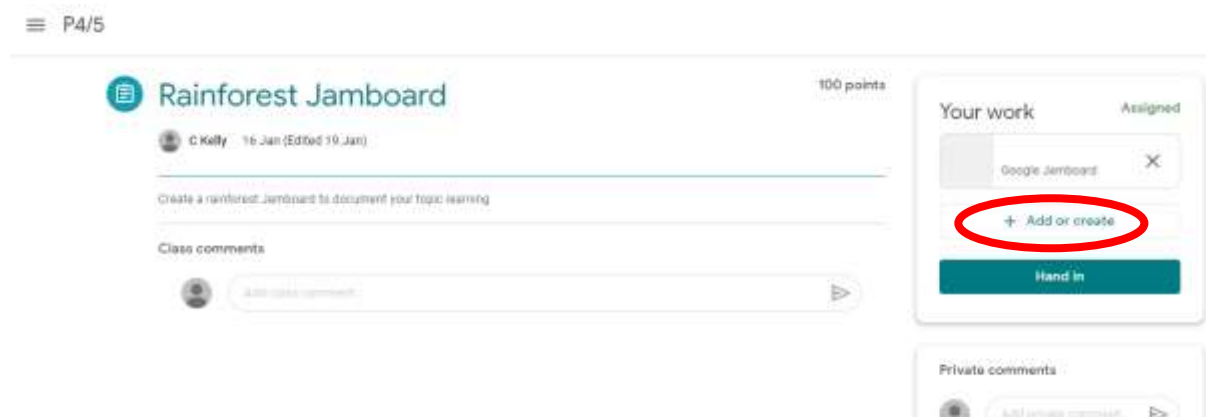
Option 1

- 5.1. If there is a document attached for you to work on. Click on it to open and begin working on it. **REMEMBER** all of your work will automatically save in your **Google Drive**.

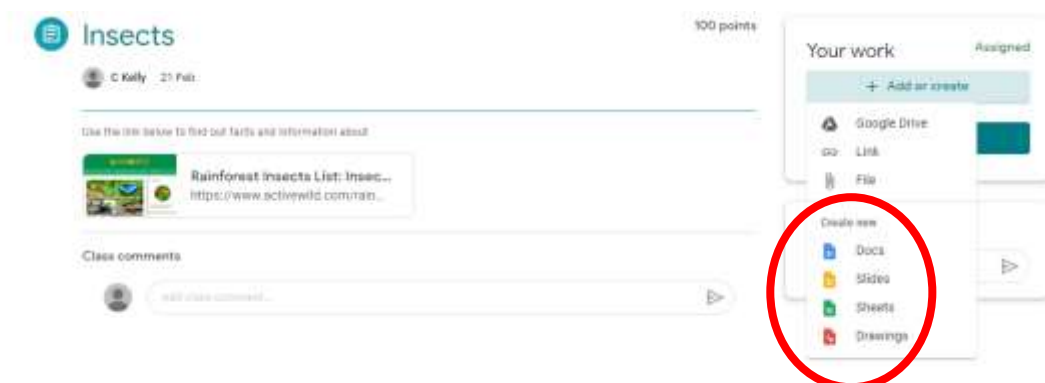


Option 2

- 5.2.1. If there is not a document attached but you wish to work on a Google tool you can select **+ Add or create**.

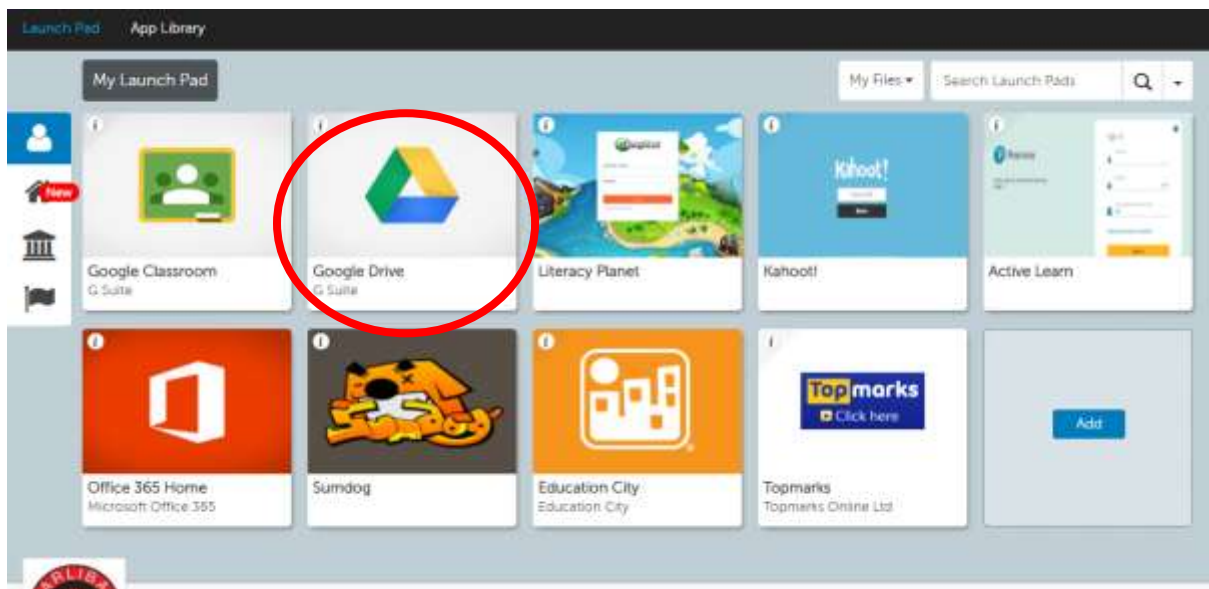


- 5.2.2. Then select a Google tool from **Create new**.

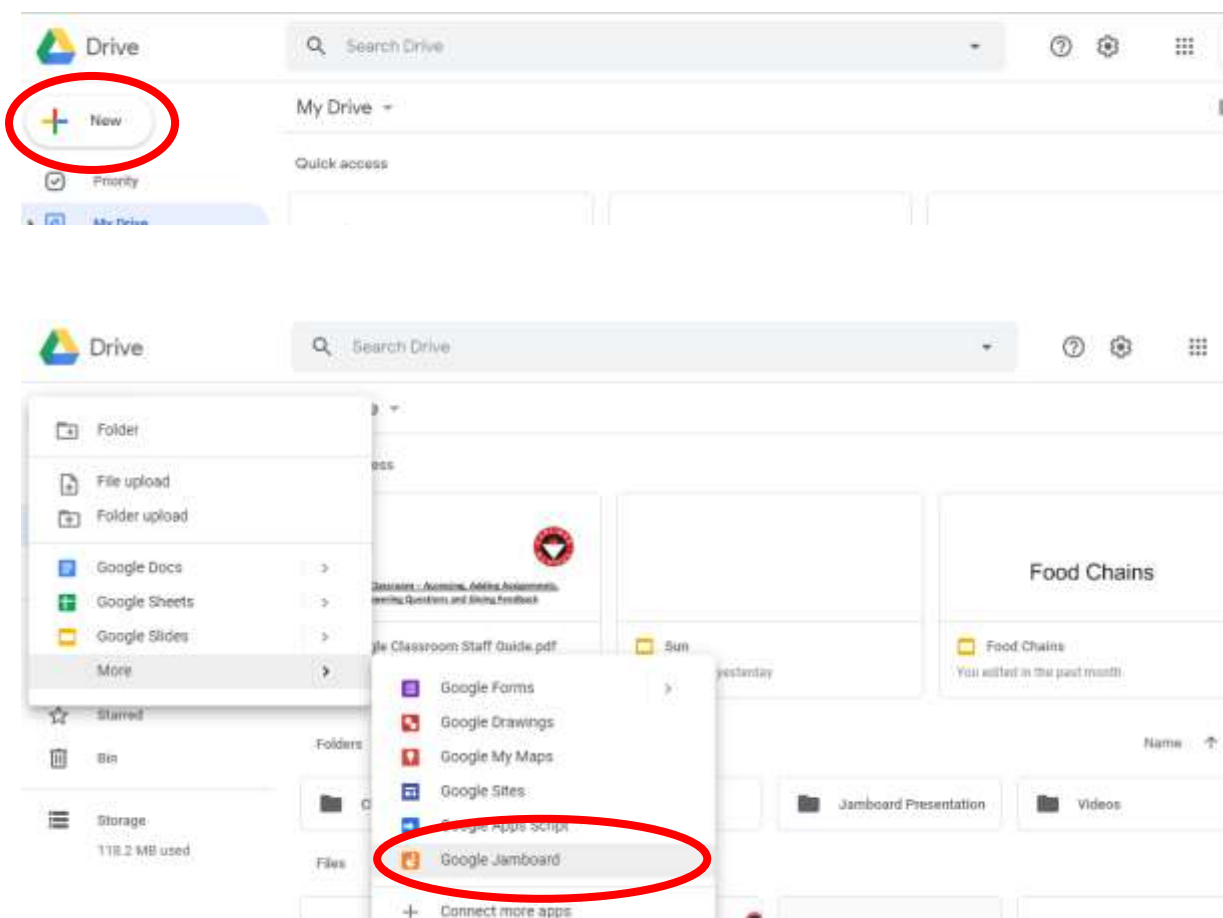


Option 3

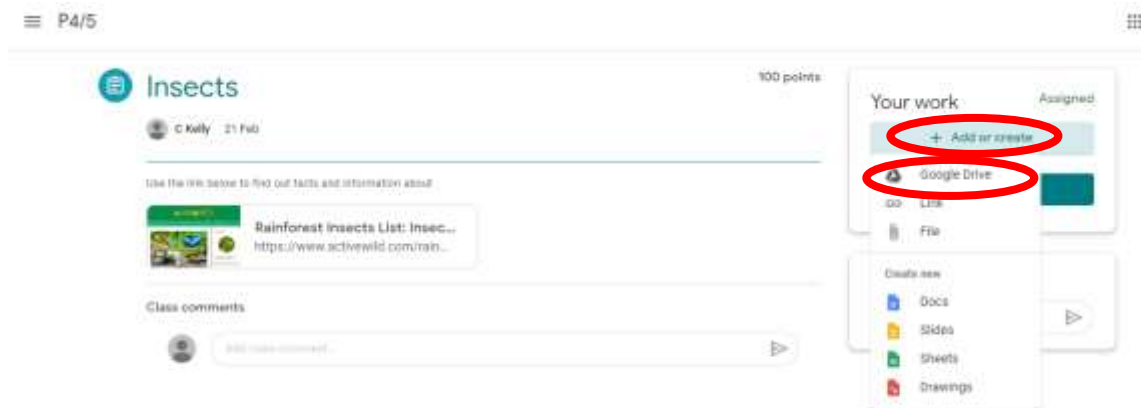
5.3.1. If you want to attach a **Jamboard** you need to first go into **Google Drive** via the **Google Drive** tile on your Glow Launchpad.



5.3.2. Select **+New** and then **Google Jamboard**.



5.3.3. Work on the Jamboard and then upload via **Add or Create** and find it in your Google Drive.

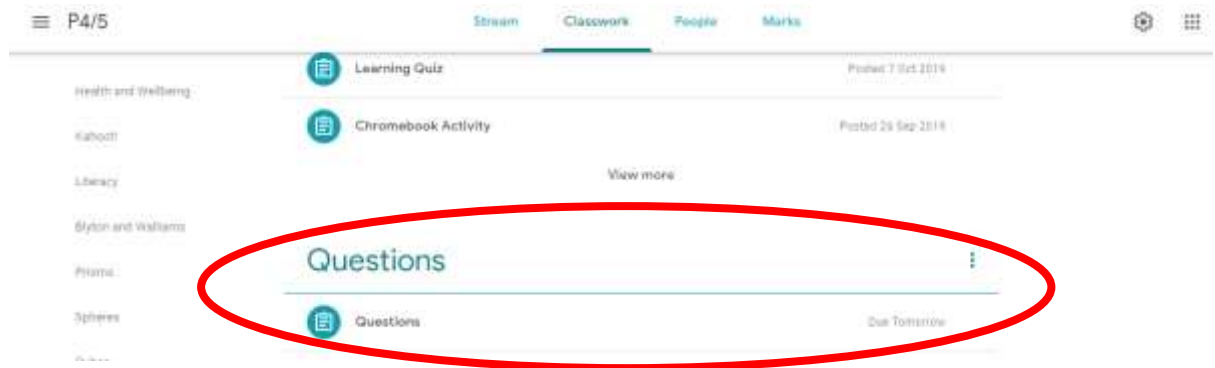


6. Finally, **Hand in** your work to be seen by your teacher and for feedback.

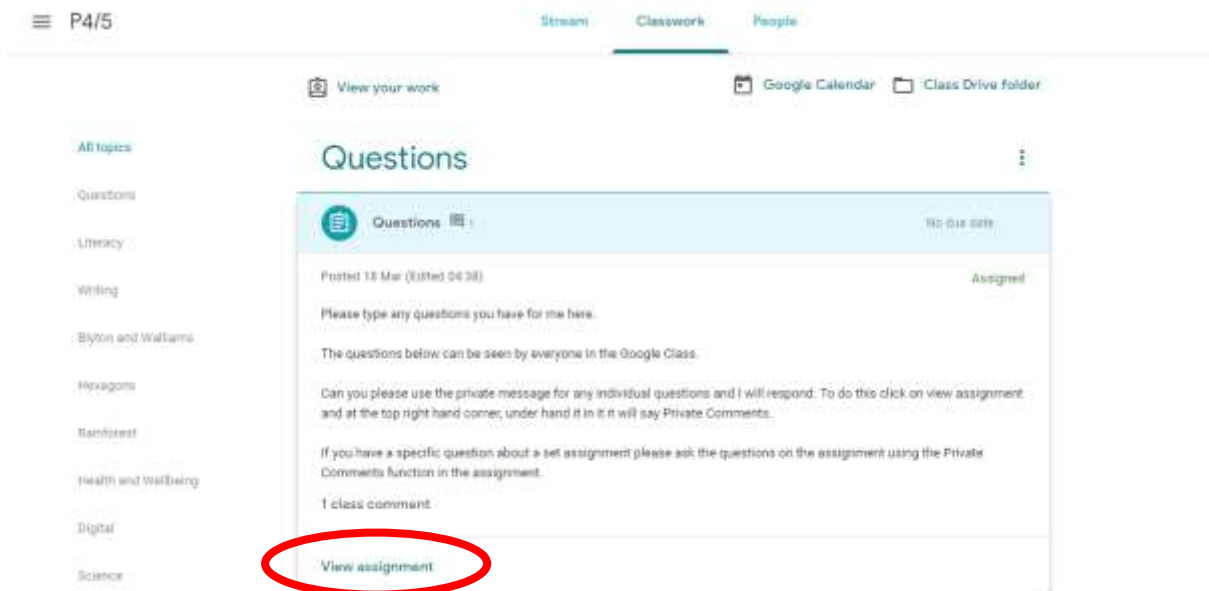


Asking Questions

1. If you have any general questions please comment in the **Questions** assignment.



2. Click on the **Questions** assignment. Then click **View assignment**.



- To ask a question direct to your teacher privately click on the **Private comment** box at the right hand side. This can only be seen by the learner and the teachers on the Google Classroom.

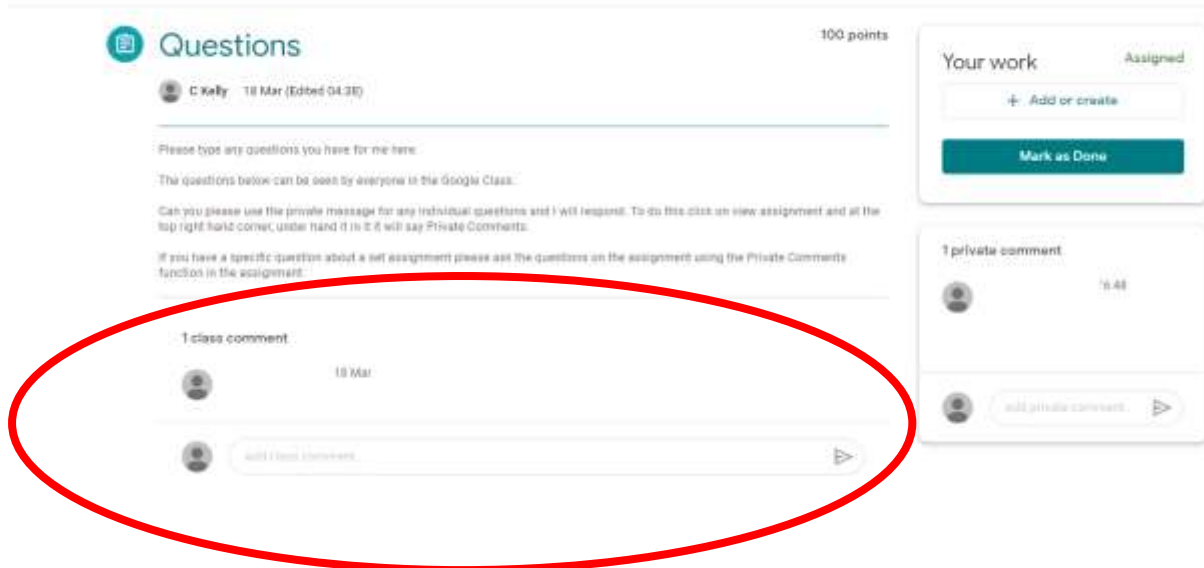
≡ P4/5



The screenshot shows the 'Questions' section of a Google Classroom assignment. The assignment is titled 'Questions' and is worth 100 points. It was created by 'C Kelly' on 18 Mar (Edited 04:38). The main text of the assignment asks students to type any questions they have for the teacher and provides instructions on how to use private messages and private comments. On the right side, there is a 'Your work' section with an 'Assigned' status, a '+ Add or create' button, and a 'Mark as Done' button. Below this, there is a '1 private comment' section, which is circled in red. This section shows a comment from a user with a profile picture and the date '18 Mar'. Below the comment is an 'add private comment' button with a right-pointing arrow.

- If you have a question that would be useful for all of the class to know the answer to please ask your question in the **Class comments** section. This can be seen by all learners and teachers on Google Classroom.

≡ P4/5

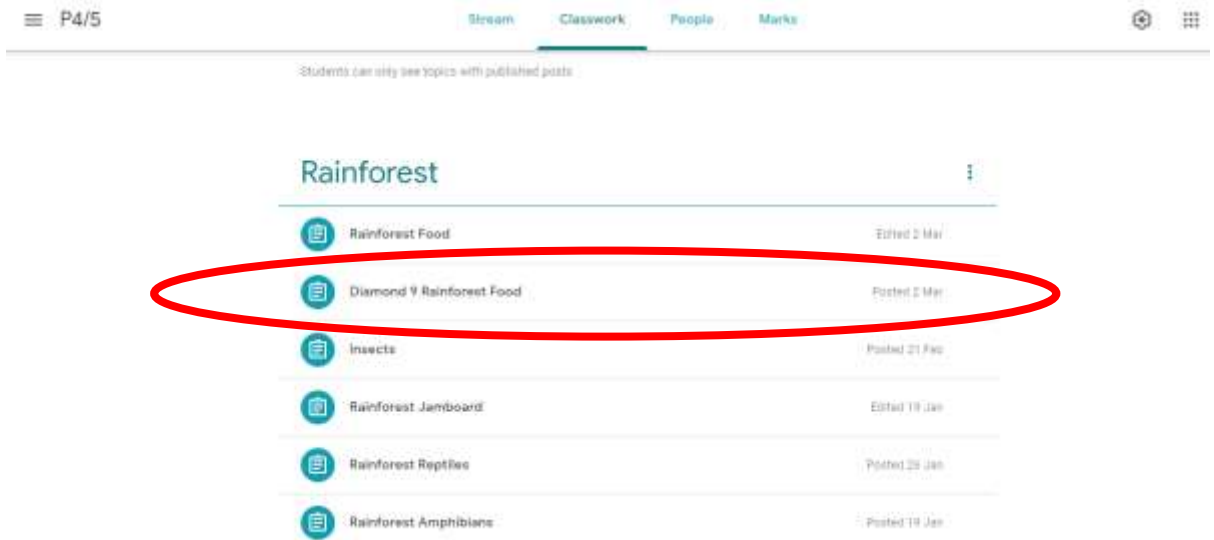


The screenshot shows the 'Questions' section of a Google Classroom assignment, similar to the one above. The main text and right-side 'Your work' section are identical. However, the '1 private comment' section is not circled. Instead, the '1 class comment' section is circled in red. This section shows a comment from a user with a profile picture and the date '18 Mar'. Below the comment is an 'add class comment' button with a right-pointing arrow.

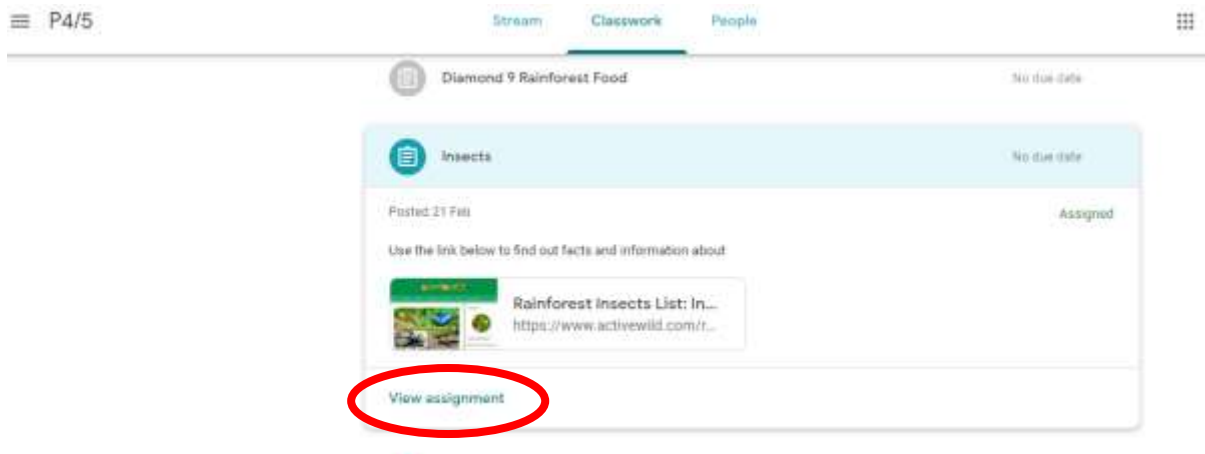
- If you have a question about a specific assignment set on Google Classroom. Please ask your class and private questions on the actual assignment **NOT** in the general questions one.
- Teachers will be checking the comments and will respond as and when they can.

Feedback

1. To see any feedback from an assignment select the appropriate assignment.



2. Then click **View assignment**.



3. You will be able to see any feedback at the right hand side under the **Private comments**. You can also respond to the feedback here.

The screenshot shows a Blackboard assignment page for 'Insects' (100 points) by C Kelly on 21 Feb. The page includes a resource link for 'Rainforest Insects List: Insec...' and a 'Class comments' section. On the right, the 'Your work' section shows a 'Google Jamboard' submission that has been 'Handed in'. Below this, a '1 private comment' is visible, circled in red, with the text: 'C Kelly · 11:43 Well done! A super detailed Jamboard!'. There is also an 'Add private comment...' input field below the comment.

4. . If your teacher has handed back your work for you to update. Please update and then **Hand in** again.

The screenshot shows the same Blackboard assignment page for 'Insects' (100 points) by C Kelly on 21 Feb. The 'Your work' section now shows 'Untitled Jam' (Google Jamboard) with a close button (X) and an 'Add or create' button. A prominent 'Hand in' button is circled in red. Below this, the '1 private comment' section is visible, showing the same feedback from C Kelly: 'Well done! A super detailed Jamboard!'. There is also an 'Add private comment...' input field below the comment.