

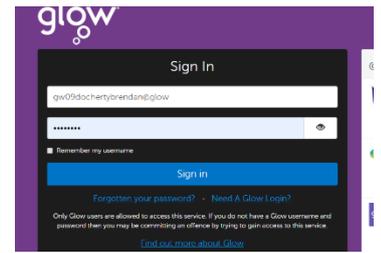
Google Classroom Guide (to accompany powerpoint)

Logging into Google Classroom

Slide 1:

Open up the internet (Google chrome will work best for using Google Classrooms) and log into Glow.

Your child will do this with their username and password. Each username will begin with 'gw' followed by the year they started school e.g. '19' and then their second name followed by their first name, followed by '@glow.sch.uk'. Example:
gw16campbelljohn@glow.sch.uk



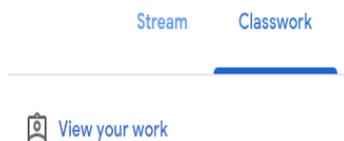
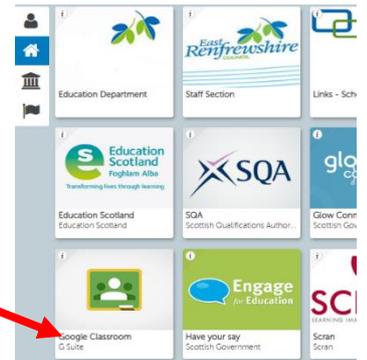
Open up the Launchpad and look for the **Google Classroom** tile.

The Class Stream

Slide 2:

Along the top of the Google Classroom page, you will see a heading called '**Stream**'. This is where you will see every post that either your teacher or your classmates post.

There is another heading called '**Classwork**'. In the Classwork tab, you will be able to see all of the different assignments that your teacher has posted by clicking '**View your work**'.



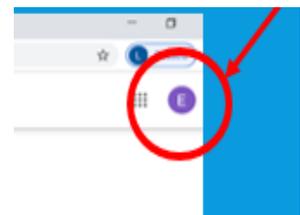
Viewing your Work

Slide 3:

To check that you are properly logged into Glow, look at the top right hand corner of the screen.

If you are logged in correctly, it will have the initial of your first name.

If you do not have the correct initial, you will need to log in with your Glow email account.

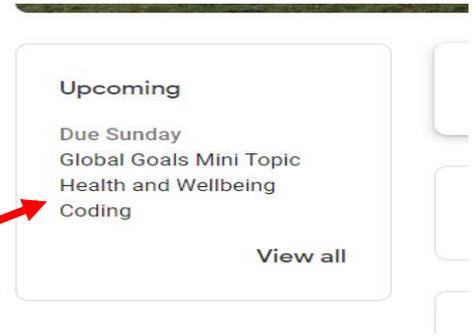


Each assignment will have a heading. Teachers will make the heading either the subject area e.g. 'Literacy, Numeracy, HWB' or 'Week beginning' and each piece of work will be posted underneath. If the assignment has a due date, this will be recorded beside it on the right hand side.



Slide 4:

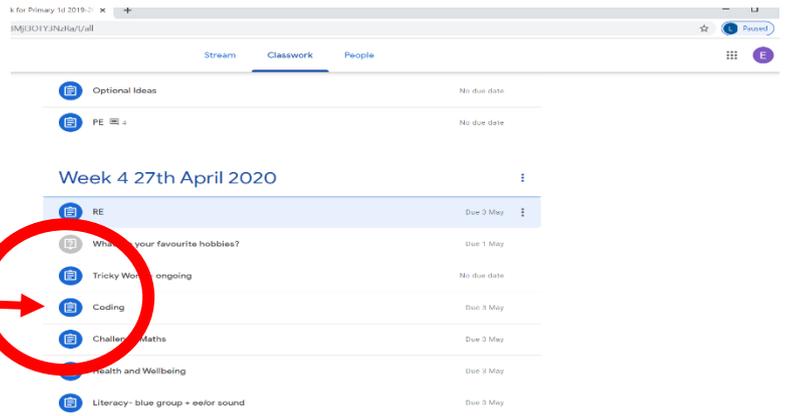
On the 'Stream' there is also a box which will show you when an assignment is due soon.



Slide 5:

Assignments will go grey once you have handed them in.

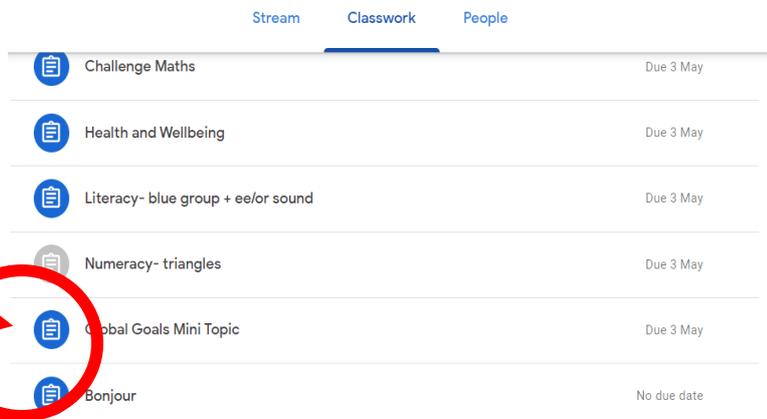
They will stay blue if you have still to do them.



Viewing Feedback left from your Teacher

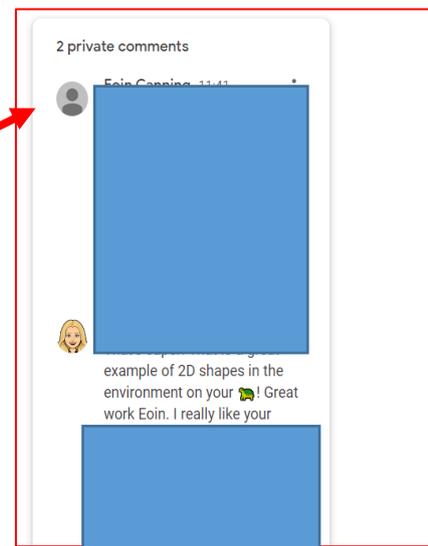
Slide 6:

If you click on an assignment you have already handed in.



Then click the button that says 'view assignment'.

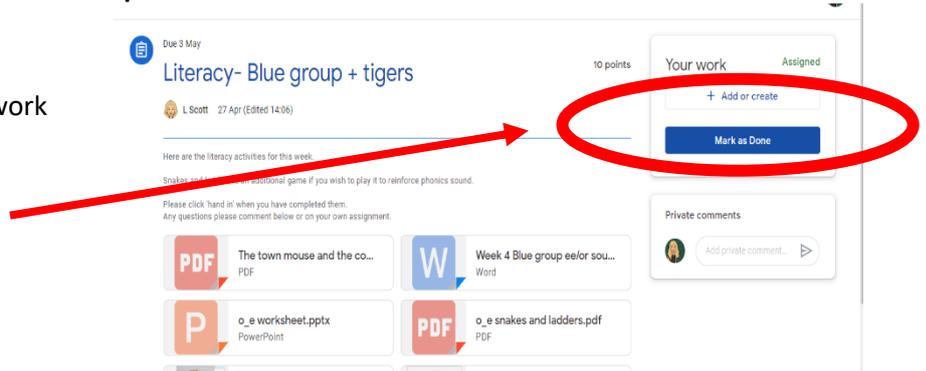
If the teacher has written back to your work there will be 'private comments'.



Marking your Work as Complete

Slide 7:

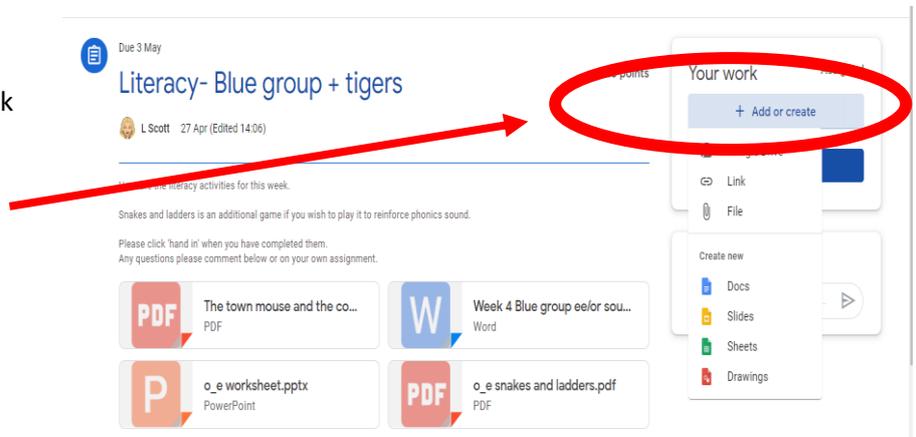
When you have completed your work click on **'Mark as done'**.



Submitting a Piece of Completed Work to your Teacher

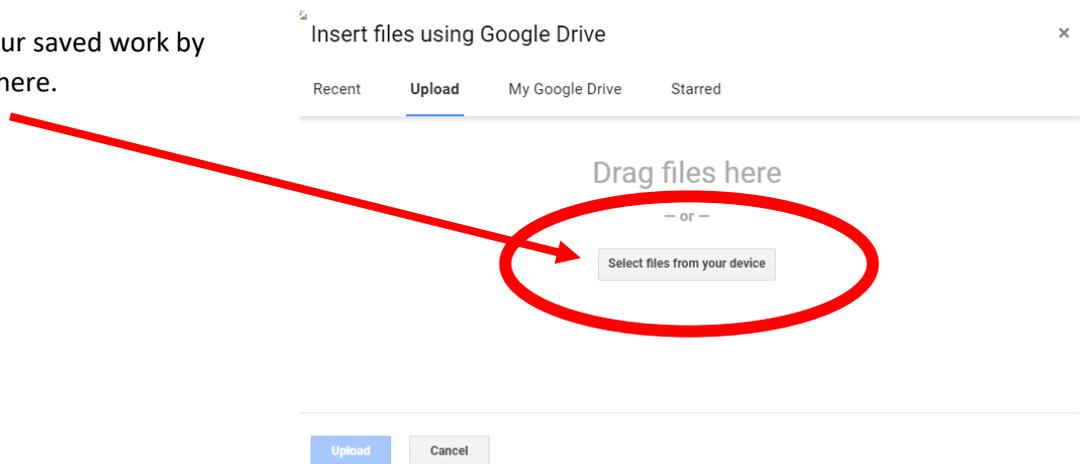
Slide 8:

If you would like your teacher to see the work you have done, you can click on **'Add or create'**.



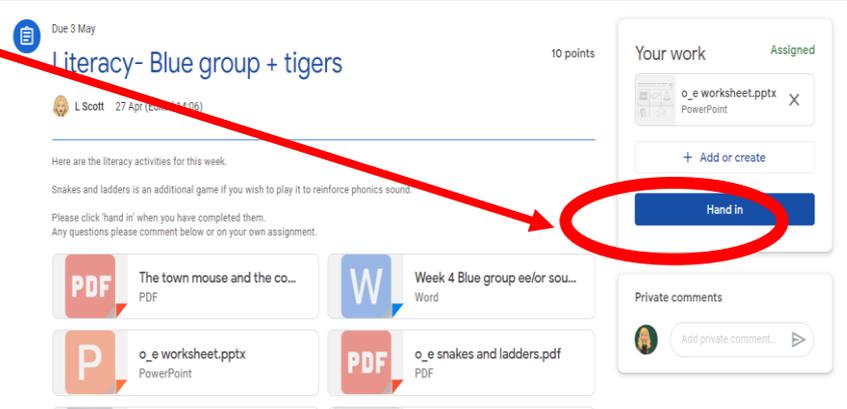
Slide 9:

You can click on your saved work by **selecting** your file here.



Slide 10:

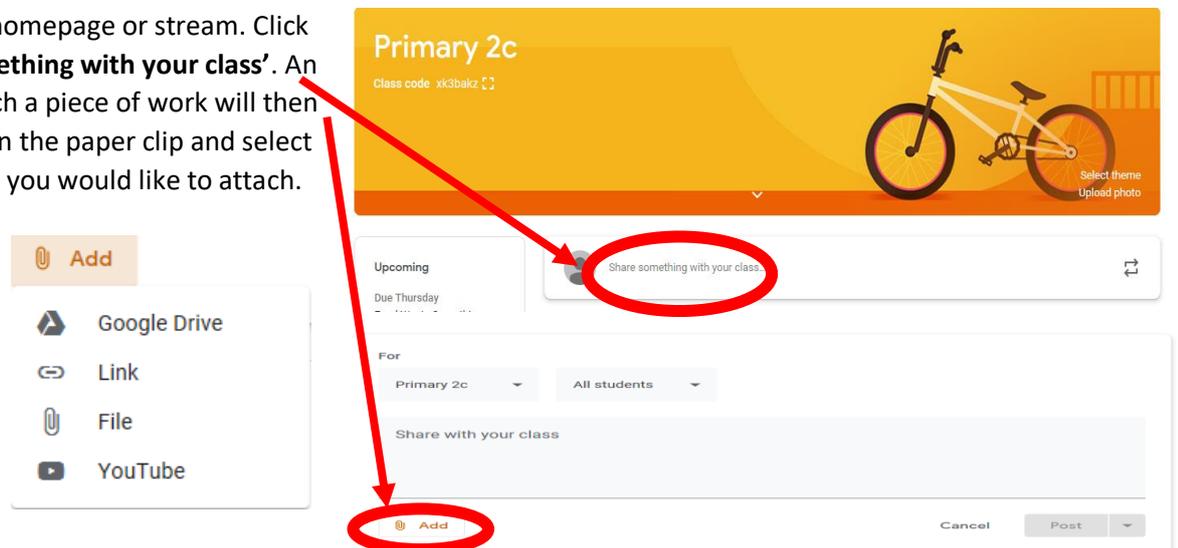
When you click 'hand in' your teacher will be able to see your work.



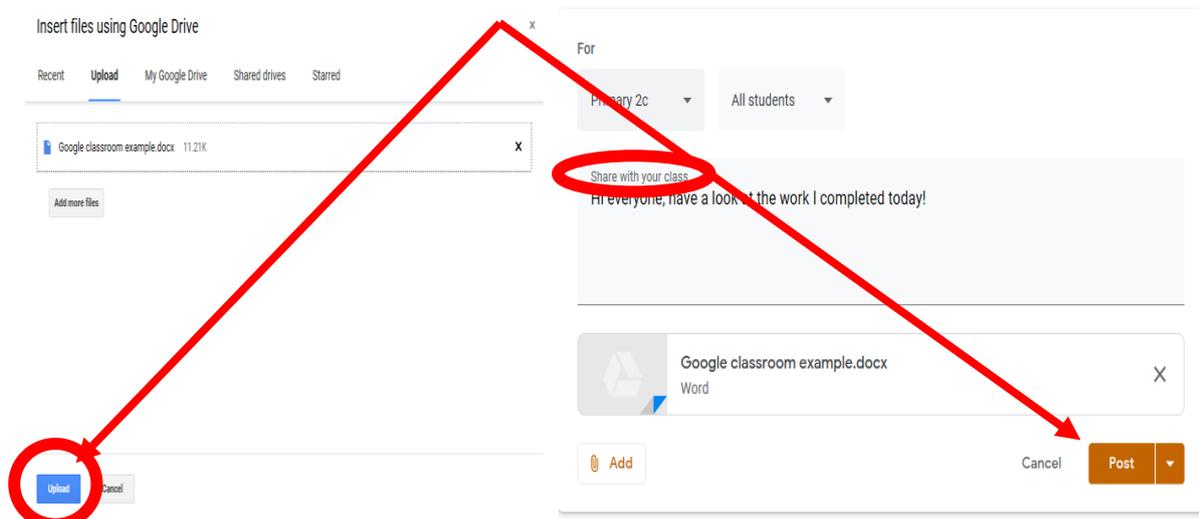
Sharing Something with your Class or Asking a Question

Slide 11:

Start on your homepage or stream. Click on 'share something with your class'. An option to attach a piece of work will then appear, click on the paper clip and select the type of file you would like to attach.



Slide 12: To upload your file or document to the stream, click the **upload** button on the bottom left hand corner. You can also add a message in the 'share with your class section' before clocking post. This will post your message and document on to your class stream.



Completing a Quiz Assignment

Slide 13:

First, check that you have **Google Forms** downloaded on your device. Click on the task you want to complete, then click on the quiz that it attached to the task. If the quiz is multiple choice, click on the correct answer. If the quiz requires a written answer, try to be as accurate as possible (E.g. if you are required to type a full sentence – remember your capital letter and full stop. Use a capital letter for proper nouns, such as names, places and days/months). Click the **Submit** button when you have finished your quiz. You can also click the **View Score** button to review your answers.

The screenshot shows a Google Classroom assignment titled "Spelling Check-up () 24.4.20". The instructions include: "Read your spelling word list in your jotter.", "Close your jotter.", "Complete each sentence using a word from this week's spelling list.", and "*Remember - only use a capital letter for the month of the year!". A "Blank Quiz" button is circled in red. Below the instructions, there are three multiple-choice questions: "11 minus 8" (options: 4, 19, 3), "8 is 5 less than" (options: 13, 3, 10), and "8 plus 6" (options: 14, 2, 12). To the right, a "Blank Quiz" form is shown with four questions: "1. A lamb is a ___ sheep.", "2. Would you like juice ___ water?", "3. I feel ___ when the sun is shining.", and "4. ___ is the month after July.". A "Submit" button is circled in red at the bottom of the quiz area.

The Weekly Learning Log/Evaluation – P1-3

Slide 14:

The “Weekly Learning Log/Evaluation” will be added to your Google Classroom page so that you can let your teacher know what tasks you have completed for the week, and how you found them. After you click on the learning log, enter your name and click on the **Next** button. The next page in the learning log contains a traffic light system for you to complete for each task (to let your teacher know how you found them). If, for whatever reason, you haven’t completed a task then you can choose the fourth option on the page. **This will be based on Literacy, Numeracy and Health and Wellbeing tasks.**

The screenshot shows the "P1-3 MASTER TEMPLATE - Weekly Learning Log" form. It includes a "Name" field circled in red and a "Next" button. To the right, there is a "Have a Go Writing Task" section with four options: "Confident" (green circle), "OK" (orange circle), "Difficult" (red circle), and "Did not complete" (grey circle).

Slide 15:

The next page in the learning log is a chance for you to select the other tasks, across the curriculum, that you have completed. If you didn't manage to complete an activity, leave the box blank. You will also be able to type in your favourite activity of the week, into the box at the bottom.

Broad General Education

Just tick off all of the activities that you managed this week! At the end there will be a chance for you to tell us how you found them!

4. RE

Showing Love to My Family

STEM

Coding - Ordering Instructions

Lava Lamp Experiment

6. Expressive Arts

Play for the NHS

9. What was your favourite activity from this week? *

Long-answer text

Slide 16:

The next page gives you the opportunity to traffic light how well you found working from home that week. The final 2 questions enable you to explain your traffic light choices and provide more information about your home learning experiences.

How did you find learning from home this week?

Confident

OK

Difficult

Did not complete

Tell your teacher why you gave yourself this score.

Long-answer text

If you would like to add anything else about your home learning type it in this box.

Long-answer text

The Weekly Learning Log/Evaluation – P6/7

You will still be asked to evaluate your learning in Literacy, Numeracy, Health and Wellbeing and the other curricular areas, however, the questions on the learning log for Primary 6 and 7 look a little different.

You are asked to rate how you found each task that you completed on scale of 1 to 5, with 1 being very difficult and 5 being very easy. There is an option to select 'Didn't complete' if you didn't manage to do a task that week.

⋮

1. On a scale of 1- 5, with 1 being very difficult and 5 being very easy, please rate how you found *
each of your Literacy tasks this week.

	Didn't compl...	1 (very diffic...	2	3	4	5 (very easy)
Comprehens...	<input type="radio"/>					
Spelling 'sion...	<input type="radio"/>					
Grammar: O...	<input type="radio"/>					
Writing: Tha...	<input type="radio"/>					
Reading- Act...	<input type="radio"/>					

At the end of the learning log, you will also be asked to type in your favourite activity of the week and, using a scale of 1 to 10, indicate how well you found working from home that week. The final question asks you to explain why you gave yourself the score you did for working at home that week.

7. On a scale of 1-10, how did you find learning at home this week? *

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>									

8. Please explain why you have given yourself this score for the week. *

Long-answer text
