



# Williamwood High School

## Online Digital Learning



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# Useful Apps for Learning

## Google Classroom

Google Classroom is an online learning platform that provides a teacher/student friendly way to manage classroom documents, complete assignments and provide easy access to resources such as websites, documents, instructional videos and notes.



## Google Docs

Google Docs is like Microsoft Word where you can take notes and complete essays and worksheets. You can also collaborate with your friends on projects and receive feedback from your teacher.



Downloading this app makes it easier for you to access Google Doc work posted on Google Classroom.

## Google Drive

This app allows you to access files saved to cloud storage on any device. A great way to be able to work both at school and at home.



All file formats are supported including Microsoft applications.

## Google Slides

Google Slides is like Microsoft PowerPoint where you can create slides and present.



You can also collaborate with your friends on projects and receive feedback from your teacher.

Downloading this app makes it easier for you to access Google Slides work posted on Google Classroom.

## Google Calendar

This app allows you to organise your work and syncs directly with your Google Classroom so that you can view work that has been posted by your teacher



These apps will require you to use the following username ([glowusername@er.glow.scot](mailto:glowusername@er.glow.scot))

Glow is Scotland's nationally available digital learning network.

Glow is not just one place or platform, instead it offers a username and password that gives access to a number of different web services.

Glow is restricted to learners and educators to ensure that it is a safe online environment. Your child will have a unique Glow username and password in order to access Glow.

Your Glow username is the same one you had at primary school. They all follow the same format: -



#### Your Glow Username, Email and Password

Your teacher will give you a copy of your Glow Username, email address and password.

You should take a note of your username as this is what you will use to log in with.



#### Logging into Glow

Open a web browser and Search for Glow Login.

Locate the following website:

<https://glow.rmunify.com/>

Enter the username and password that your teacher gave you.

You will be asked to change your password the first time you login.



## Google Classroom

### An introduction to Google Classroom

Google Classroom, is a communication and collaboration application. It is a virtual classroom.

Google Classroom allows members of a team (pupils from a class and their teacher) to communicate and share resources with one another over a secure platform. Pupils complete assignments using Google Classroom and also work collaboratively with other pupils in their class.

### Google Classroom Phone App

Google Classroom has an app for both Android and iOS that you can download to your smartphone or tablet.



### Google Classroom

Instant. Paperless. Easy.

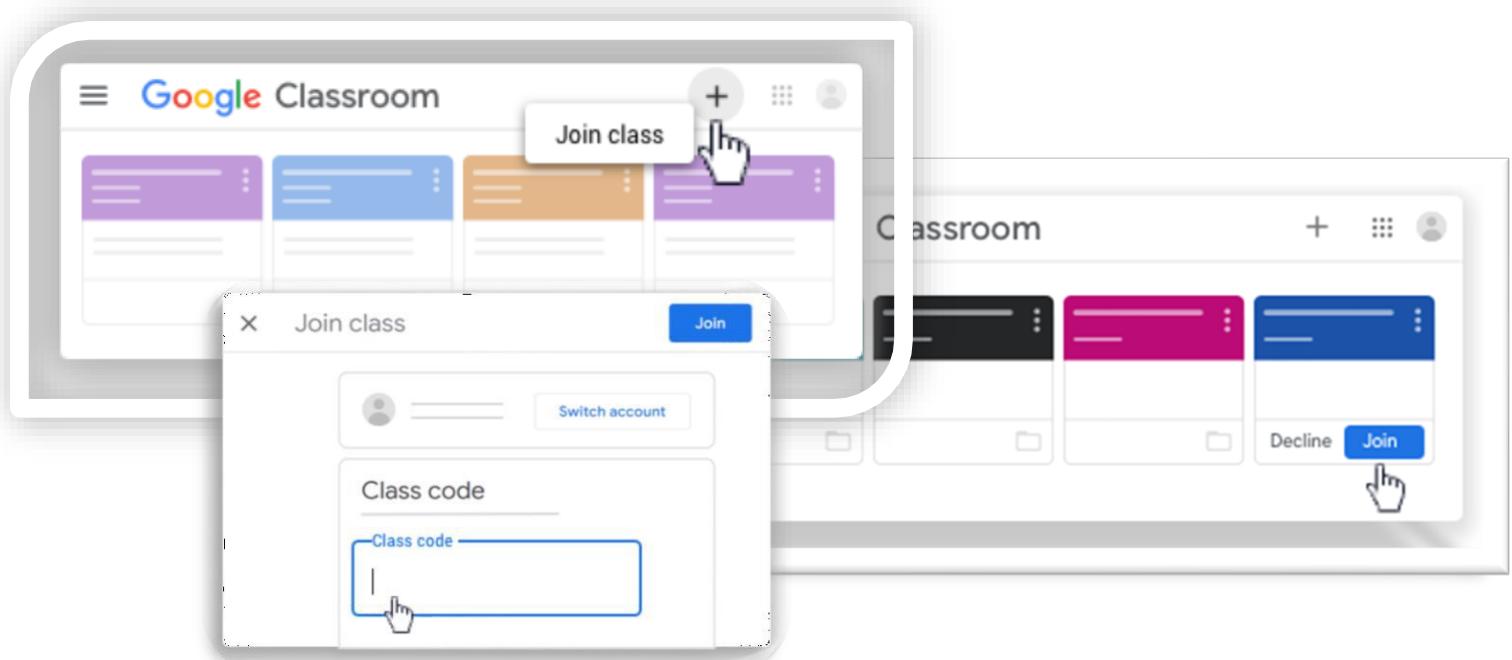
Google LLC

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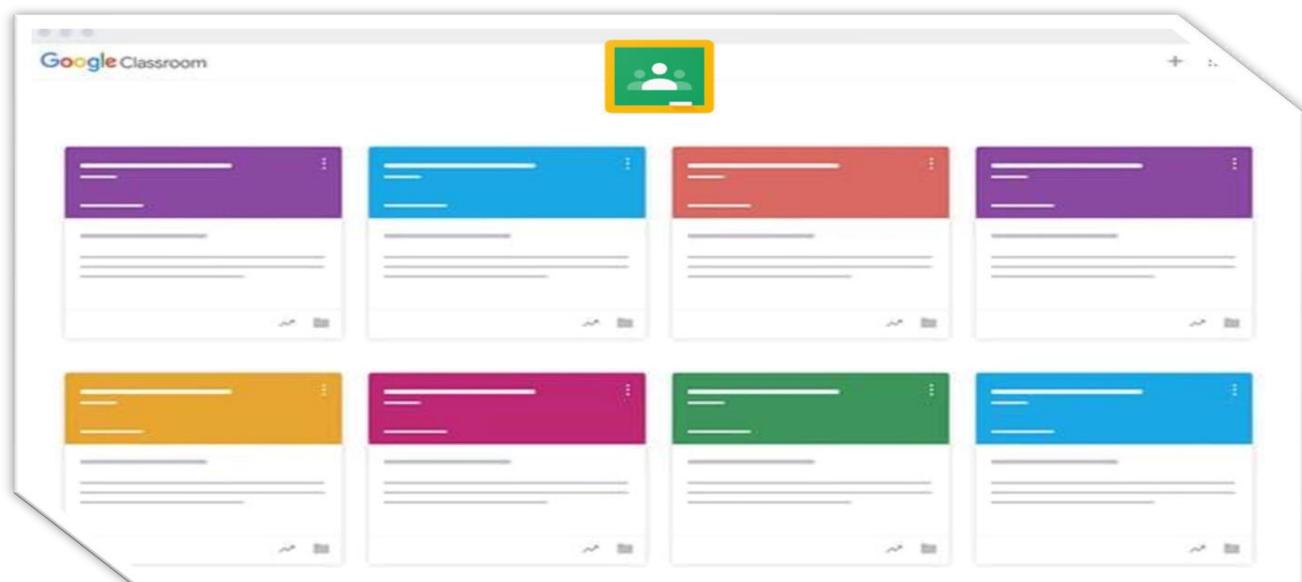
## Joining a Google Classroom

Your teacher will add you to a Google Classroom, or they may give you a join code or link. Within Google Classroom you may be part of several different Classrooms. Each Classroom has its own dedicated space for collaborating and sharing resources where only people who have been added to that classroom can access.

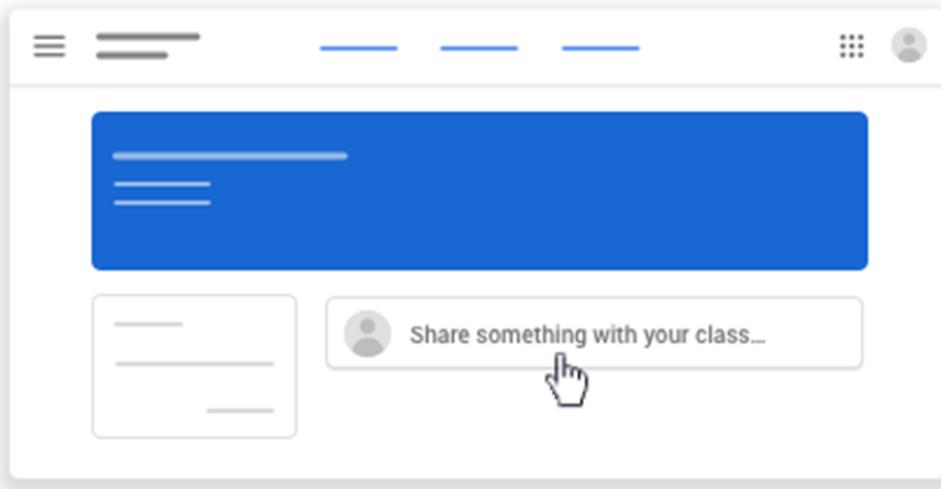


Google Classroom will display all of the classes that you have joined. Click on any class to enter or click in the upper left corner to see a list of classes and switch between.

## Posting Comments



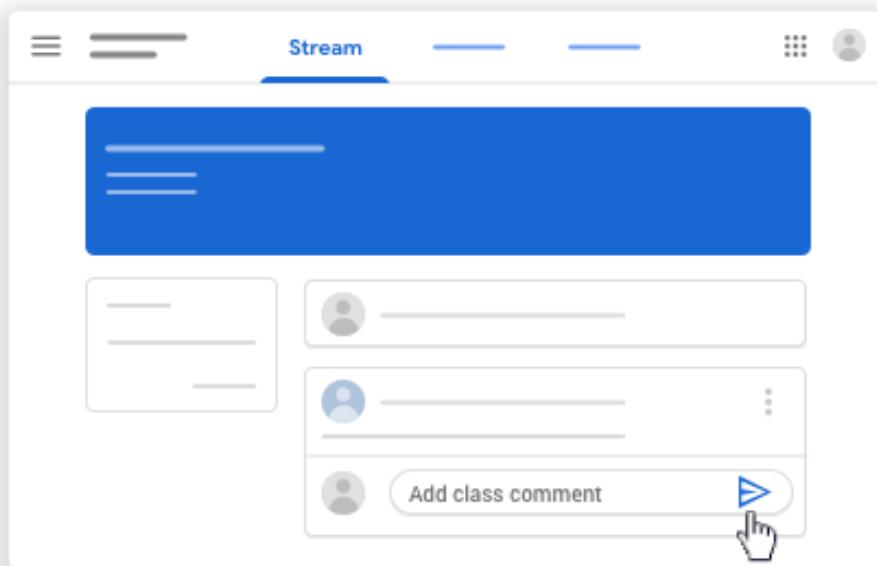
In your Google Classroom, you can post comments in the stream.



The stream section within Google Classroom will allow pupils and teachers to communicate with one another within a secure page.

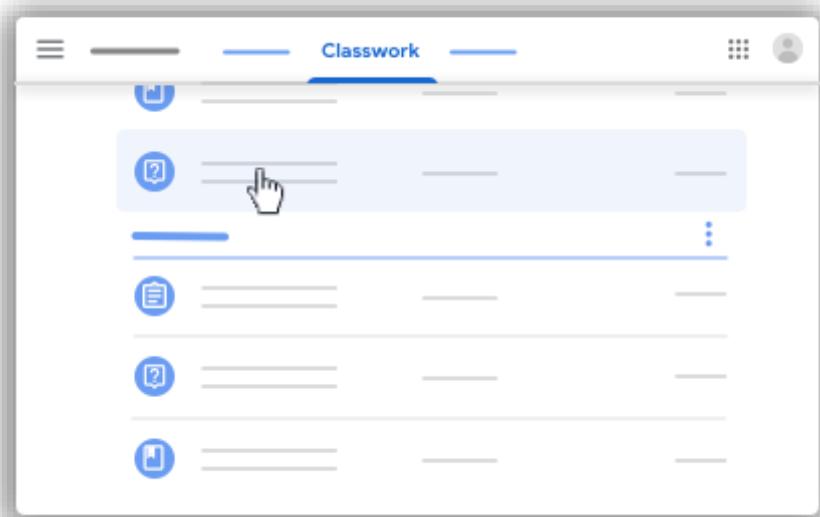
To write a message, simply type into the 'comment box' at the top of the page then finish your message by clicking 'Post'. Your message will then be added to the 'Stream' for all members to see.

If your teacher has posted a question or challenge within this section then we suggest you click on 'add class comment' just below their message to answer rather than typing a new comment on the 'Stream'. This will allow all comments relating to a particular topic to stay in the one place.



## Accessing Files

For home learning it is important that the class teacher has a secure place to share all necessary files with their class. These can be accessed by clicking on the 2<sup>nd</sup> tab along at the top of the page called 'Classwork'.



Once you click on the Classwork Tab, you should be able to see the assignments, materials and topics posted and uploaded by the class teacher.

A screenshot of the Google Classroom Stream tab. The top navigation bar shows 'S4 National 5 PE (2020/21)' and 'All Classes'. The 'Classwork' tab is highlighted. Below the bar are buttons for '+ Create', 'Meet', 'Google Calendar', and 'Class Drive folder'. The main area shows a list of posts and topics. On the left, there is a sidebar with 'All topics' and several topic cards: 'Help' (with a red 'sos' icon), 'January Lessons' (with a blue document icon), 'January Homework...' (with a blue document icon), 'January Practical' (with a blue document icon), 'Formal Homework...' (with a blue document icon), 'Video Lessons - ...' (with a blue video camera icon), 'Video Lessons - ...' (with a blue video camera icon), 'Video Lessons - ...' (with a blue video camera icon), 'Course Booklets' (with a blue document icon), 'Help Videos' (with a blue video camera icon), and 'Extra Revision' (with a blue document icon). The main list includes: 'Help' (sos icon, posted 25 Nov 2020), 'Supported Study Timetable' (blue document icon, posted 25 Nov 2020), 'January Lessons' (blue document icon, NEW, posted 25 Nov 2020, note: 'Students can only see topics with published posts'), 'January Homework' (blue document icon, posted 25 Nov 2020, note: 'Scheduled for 11 Jan, 09:00'), and 'January Practical' (blue person icon, posted 25 Nov 2020, note: 'Students can only see topics with published posts'). Each post or topic has a three-dot menu icon to its right.

## Classwork Tab

This is where you can access content set by the teacher. This is the best way of accessing the content set rather than having to worry about searching the stream.

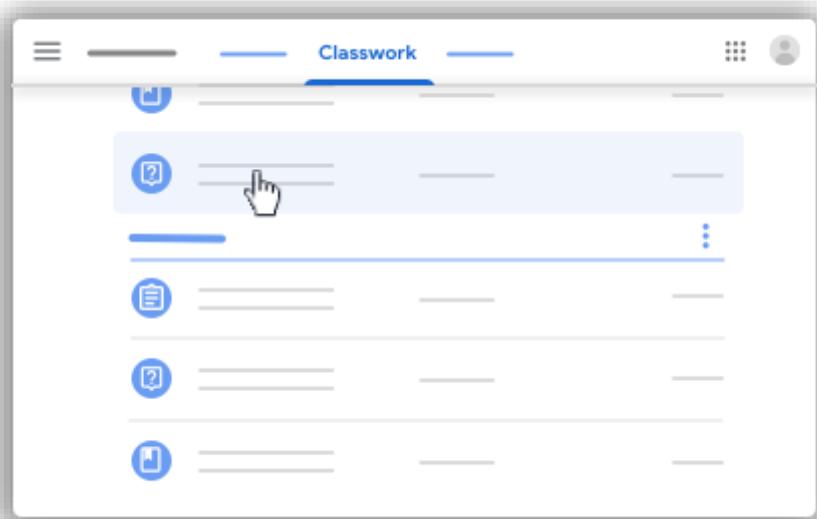
Within the 'Classwork' Tab, pupils can see all of their assignments. When you click on an assignment, you will see the following information:

### Due Date

- Task Description and Details (if applicable)
- Resources Needed
- Status of the Assignment

From this page, pupils will be able to hand in tasks once they are completed as well as add files, create slides shows, images, video, or audio recordings to be submitted.

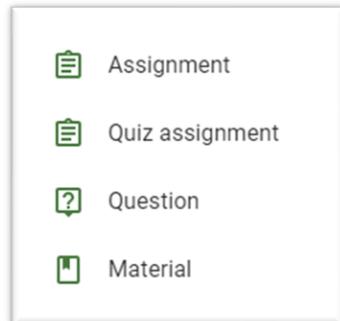
Classwork will be added regularly and may have a due date for completion. Teachers will be able to see your progress and support you where necessary and can add comments directly to your work or by private comment.



## Tasks and Assignments

Tasks (Assignments) for pupils to complete will be posted on the Google Classroom page. If you miss any, do not worry! They remain in the Google Classroom page to be accessed.

Assignments in Google Classroom are paperless versions of traditional assignments that students would receive through a hand-out. The clipboard icon in the upper left corner indicates that the post is an assignment for students to complete.



When a pupil clicks on an assignment, it will take them to the task that they must complete and submit electronically.

There may also be links to other resources that will help students complete those assignments. Teachers may grade these assignments and return with a score and/or comment via the classroom.

Assignment Due Date!

Pupil work linked. Click on the document title to launch in a new tab and edit.

Add files to the assignment or create a blank Google Doc, Sheets, Slides or Drawing with the pupils' name on it and add to the assignment.

Pupil can add comment that is visible to the whole class

Students hand in work or 'mark as done' if there are not any linked documents. When students submit work, ownership of the document is transferred to the teacher.

If you are having difficulties with a piece of work, you can post a comment using the private message function at the right hand side of the screen to message the teacher.

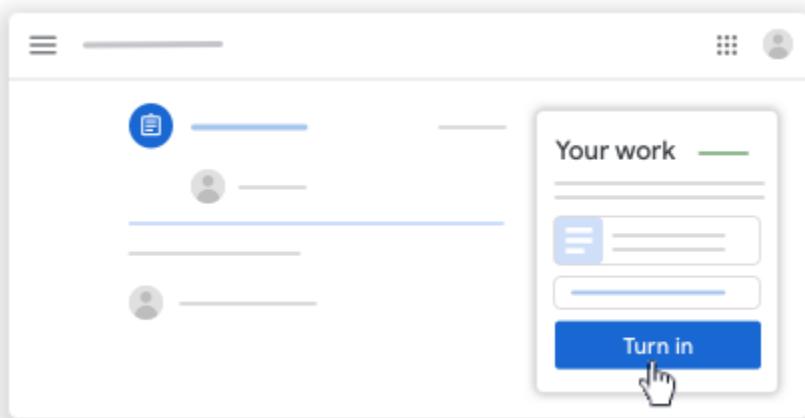


The screenshot shows a digital assignment titled "#001 The Battle of Gettysburg Digital Story". The assignment is created by Kasey Bell on Sep 2, 2019, and edited on Mar 24. It is worth 100 points and is due on Mar 26. The instructions ask students to use a digital tool of their choice to create a digital story retelling the Battle of Gettysburg. The interface includes a "Class comments" section with a red box and a "Student Class Comment" arrow pointing to the "Add class comment..." input field. It also includes a "Private comments" section with a red box and a "Student Private Comment" arrow pointing to the "Add private comment..." input field. A "Your work" section shows a submission titled "Civil War Digital Story - ... YouTube video 19 minutes" with a "Turned in" status and a "Unsubmit" button. There are also two private comments from "Student One" and "Kasey Bell".

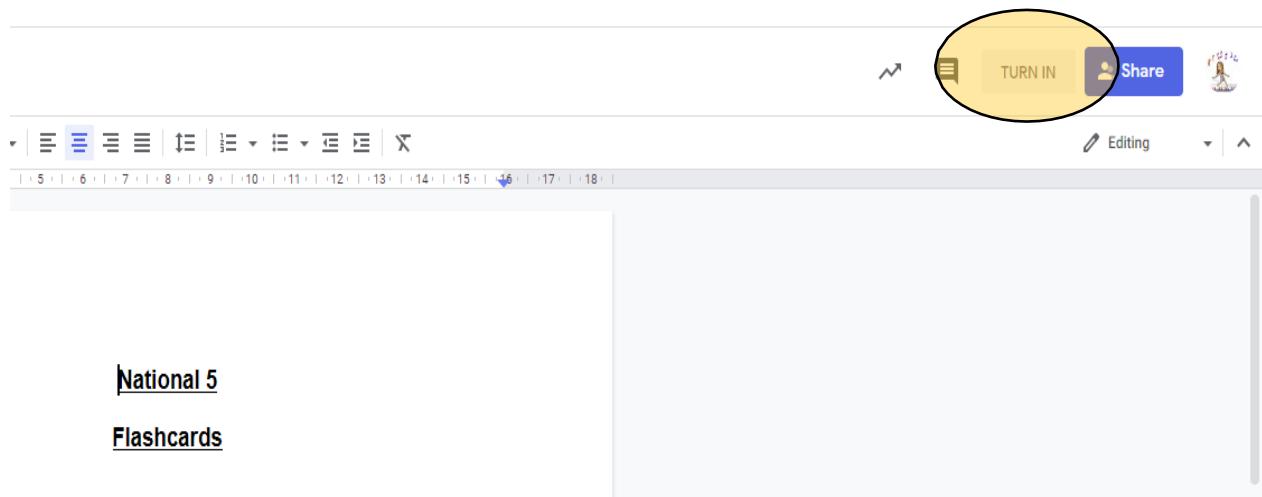
Please note that some teachers have over 180 pupils each across the six year groups so may not be able to respond immediately. Teachers will get notifications of private and class comments that are added and will respond appropriately.

### Submitting Assignments

When a pupil opens an assignment, there will be a 'turn in' or 'hand in' button at the side of the post.

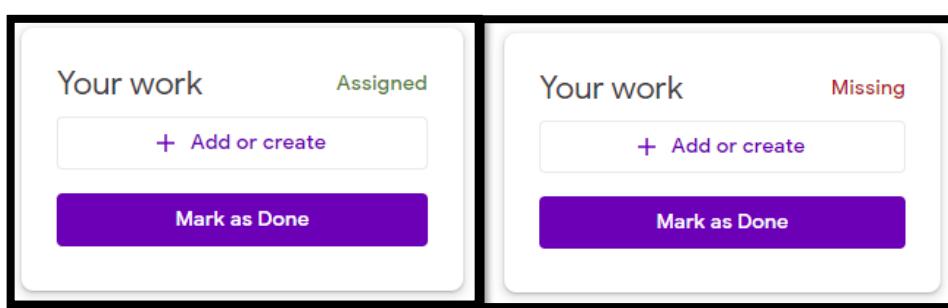
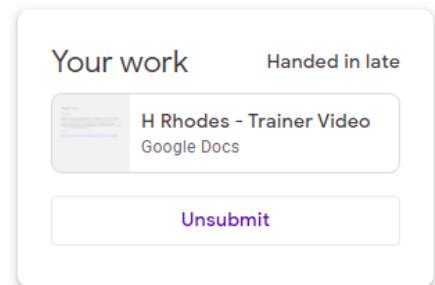


In addition, if the assignment is a Google doc, slide or sheet, pupils will find the same button at the top of the assignment document.



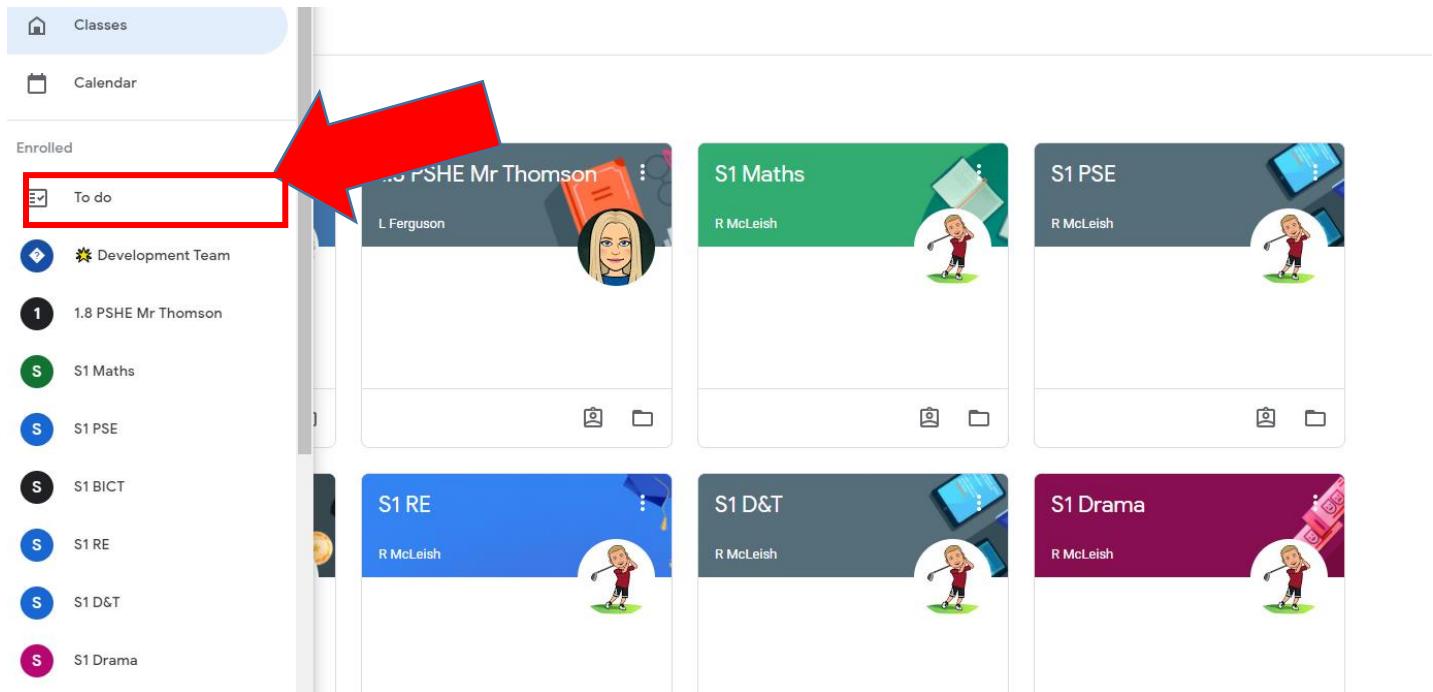
In the top right-hand corner of the assignment post there will be a status message telling you if the assignment is:

- 'Assigned' (still to be completed)
- 'Missing'
- 'Done'
- 'Handed in Late'



## 'To do list'

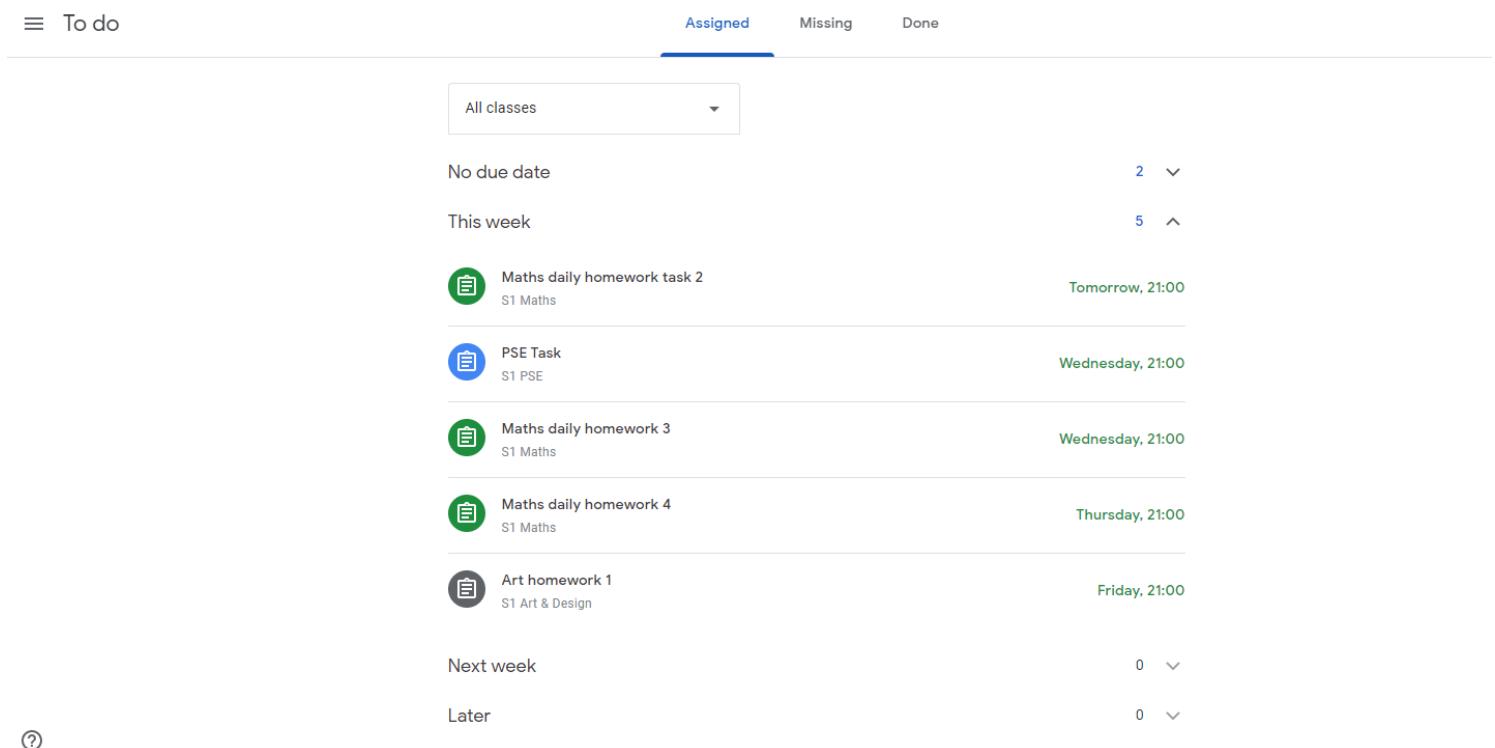
You can quickly see all your upcoming work and work that is now overdue by accessing your 'To do list' on Google Classroom.



The screenshot shows the Google Classroom 'To do' list. At the top, there are tabs for 'Classes' and 'Calendar'. Below these, a sidebar lists 'Enrolled' classes: 1.8 PSHE Mr Thomson, Development Team, S1 Maths, S1 PSE, S1 BICT, S1 RE, S1 D&T, and S1 Drama. The 'To do' tab is highlighted with a red box and a red arrow points to it from the left. The main area displays a grid of assignments for the current week. The assignments are: PSHE Mr Thomson (L Ferguson), S1 Maths (R McLeish), S1 PSE (R McLeish), S1 RE (R McLeish), S1 D&T (R McLeish), and S1 Drama (R McLeish). Each assignment card includes a small profile picture of a student and a download icon.

There are three tabs at the top of your 'To do list': Assigned, Missing & Done.

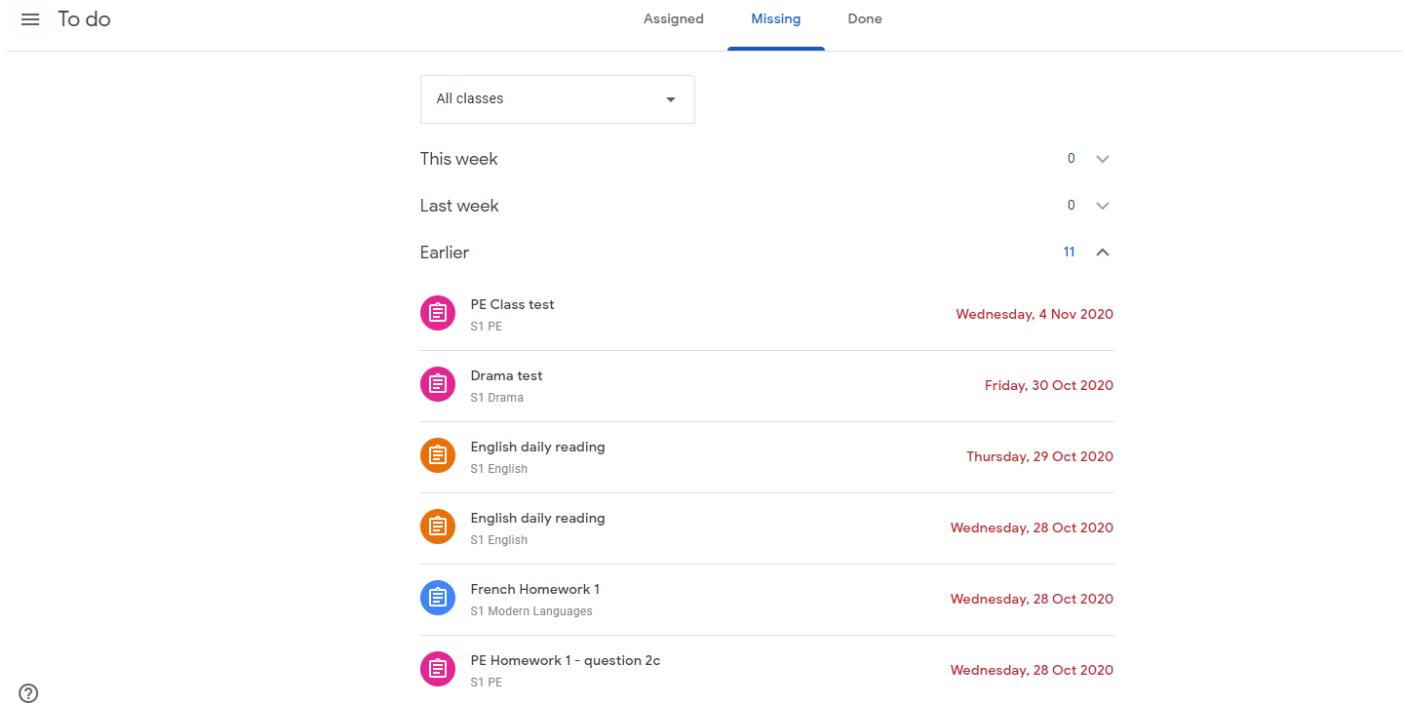
The 'assigned' tab allows you to see all the work that is currently assigned and not past the due date for submission.



The screenshot shows the 'Assigned' tab selected in the 'To do' list. The interface includes a sidebar with 'To do' and a navigation bar with tabs for 'Assigned', 'Missing', and 'Done'. A dropdown menu shows 'All classes'. The main area is divided into sections: 'No due date' (2 items), 'This week' (5 items), and 'Next week' (0 items). The 'Later' section is also shown with 0 items. Each assignment card includes a file icon, the assignment name, the class, and the due date.

Section	Assignment	Class	Due Date
This week	Maths daily homework task 2	S1 Maths	Tomorrow, 21:00
	PSE Task	S1 PSE	Wednesday, 21:00
	Maths daily homework 3	S1 Maths	Wednesday, 21:00
	Maths daily homework 4	S1 Maths	Thursday, 21:00
	Art homework 1	S1 Art & Design	Friday, 21:00
Next week		0	
Later		0	

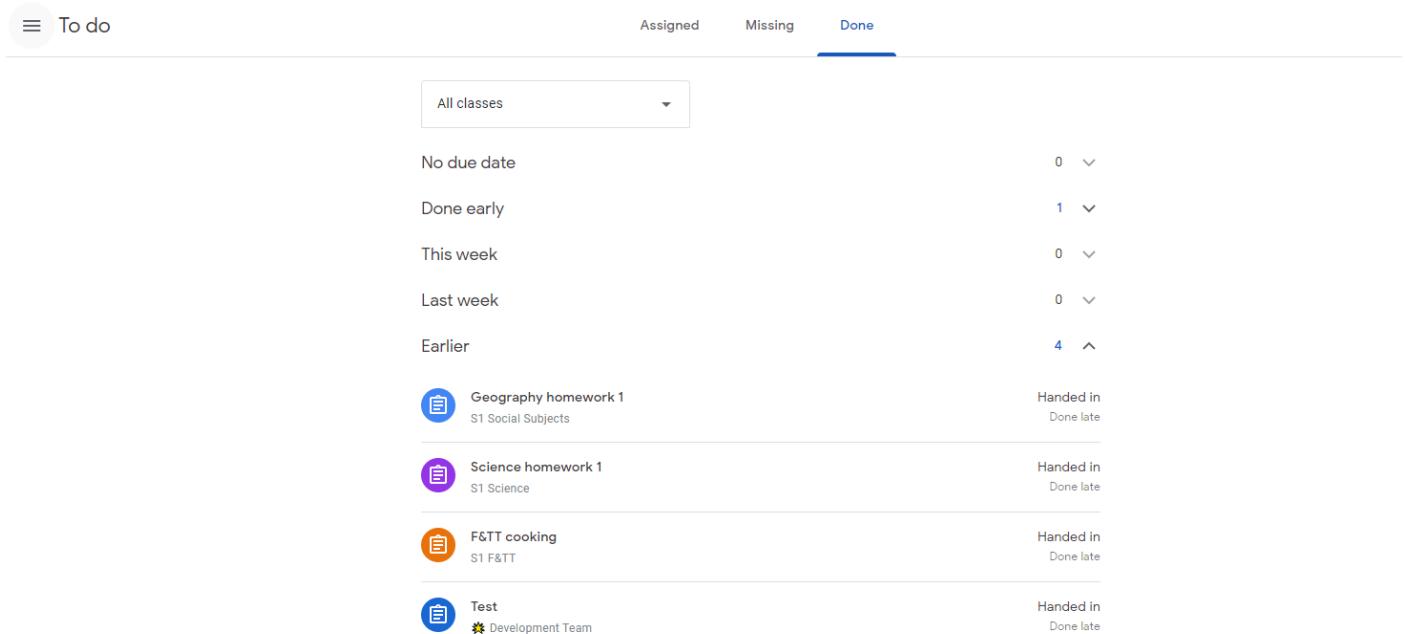
The ‘Missing’ tab allows you to see any work that has not been completed and is now past the due date for completion.



The screenshot shows the 'Missing' tab selected in a 'To do' section. The interface includes a dropdown for 'All classes', a search bar, and three tabs: 'Assigned', 'Missing' (selected), and 'Done'. Below these are filters for time periods: 'This week', 'Last week', and 'Earlier'. The main list displays six missing assignments with their details and due dates:

Assignment	Subject	Due Date
PE Class test	S1 PE	Wednesday, 4 Nov 2020
Drama test	S1 Drama	Friday, 30 Oct 2020
English daily reading	S1 English	Thursday, 29 Oct 2020
English daily reading	S1 English	Wednesday, 28 Oct 2020
French Homework 1	S1 Modern Languages	Wednesday, 28 Oct 2020
PE Homework 1 - question 2c	S1 PE	Wednesday, 28 Oct 2020

The ‘Done’ tab allows you to see any work that you have completed and submitted to your class teacher.



The screenshot shows the 'Done' tab selected in a 'To do' section. The interface includes a dropdown for 'All classes', a search bar, and three tabs: 'Assigned', 'Missing' (selected), and 'Done' (selected). Below these are filters for time periods: 'No due date', 'Done early', 'This week', 'Last week', and 'Earlier'. The main list displays four completed assignments with their details and status:

Assignment	Subject	Status
Geography homework 1	S1 Social Subjects	Handed in Done late
Science homework 1	S1 Science	Handed in Done late
F&TT cooking	S1 F&TT	Handed in Done late
Test	Development Team	Handed in Done late

## Help videos

We have created a number of videos to help with Online learning which can be viewed below:

How to download and login to Google Classroom:

<https://www.youtube.com/watch?v=C1uEyxQ96oM>

How to access work on Google Docs and submit work

<https://www.youtube.com/watch?v=MAal0HL0arg>

Accessing your 'To do list' on a desktop

<https://www.youtube.com/watch?v=65PkZop1hCk>

Accessing your 'To do list' on a mobile device

<https://www.youtube.com/watch?v=ELrpPuzfhqU>

If you have any question regarding online learning then please email the school office:

[SchoolMail@williamwood.e-renfrew.sch.uk](mailto:SchoolMail@williamwood.e-renfrew.sch.uk)

