

Google Classroom Guide for Pupils and Parents



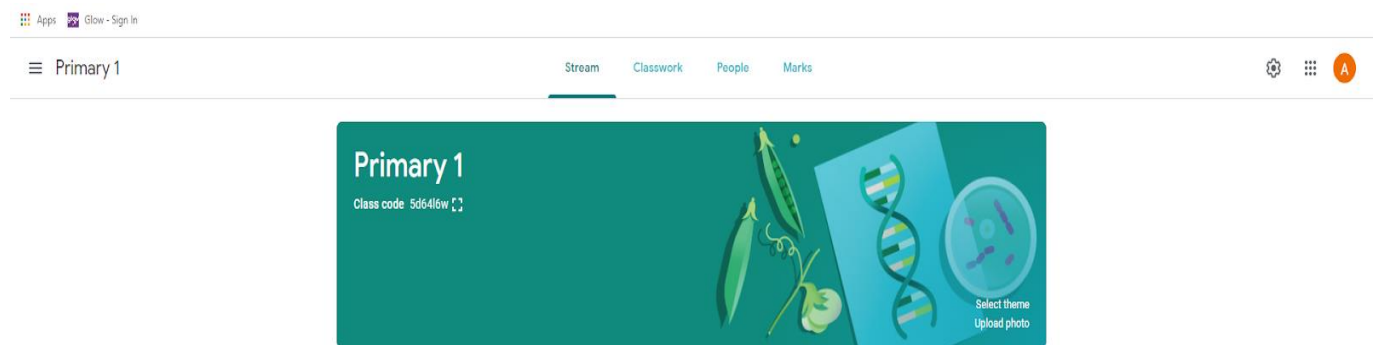
What is Google Classroom?

Google classroom is a cloud based classroom that allows pupils to interact with the teacher.

As a pupil you can view assignments set by your teacher. You are then able to complete and submit work for the teacher to mark, the teacher can also leave feedback for you to read.

How to view tasks set by a teacher

To view tasks set, select the class that you wish to view. When you click this will take you to the correct classroom. There will be three tabs at the top of the page; Stream, Classwork and People.



Stream

The stream works like a social network page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. When a teacher posts an assignment, it will contain the name of the task, a description of what you have to do and possibly other resources. It may also have a due date for when the work needs to be completed.

Classwork

The classwork page is where you will find a very clear and easy list of all your current set assignments, if they have a due date you will see it here.

People

The people page is where you will find a list of your teacher and the other pupils in the class.

Completing an Assignment

To start completing work, you need to click on the name of the assignment. If there is an existing document for you to complete, it will open, and you can start to type by clicking on the page. If the teacher has attached a Word document, there may be a box at the top which says open with Docs. If you click on the page you should then be able to type on the document.

If you need to create your own document, then a box should appear which has

+ Add or create When you click on this a drop-down menu will appear.

Google Drive If you have already created or started your work, then by selecting this you can attach the work directly from your Google Drive.

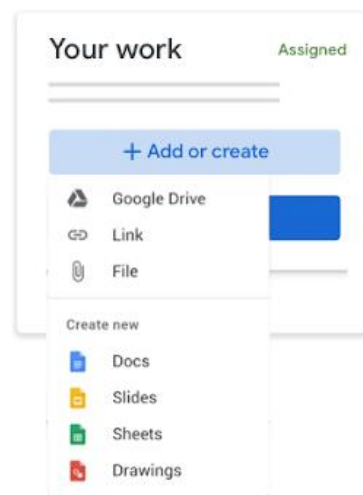
File

This will allow you to upload a file from your device.

Create new

If you have chosen to create a new document from the Create section, then click on the icon and then you can start working.

Docs is for written tasks, Slides will create a slide show, Sheets is a spreadsheet and Drawings will allow you to draw.



The file will open in a separate tab and will save automatically until closed. Don't forget to add a title by clicking on Untitled document at the top left and typing your title. This is important for finding your document later to hand in.

You can go back to your document to work on it as many times as you wish before submitting it. You do this by going to the assessment and selecting Google Drive. After choosing your document it will appear in a white box above the **+ Add or create** button. The **Mark as done** button will change to **Hand in**.

Submitting a completed assignment

After you have completed your work and are happy with the document or documents you have uploaded, simple click the **Hand in** button.

Behaviour in Google Classroom

Classroom expectations of behaviour remain in place when using Google Classroom. It is a great resource to have. Keep it positive, do not post or upload anything that could

upset someone else. Remember that your class teacher, DHT and HT can see what you are posting. You may be given Pilmuir Points for your work or showing the School Values of Pilmuir – Respect, Support, Teamwork, Responsible, Kind and Fun. Keep track of your Pilmuir Points in the back of your jotter.