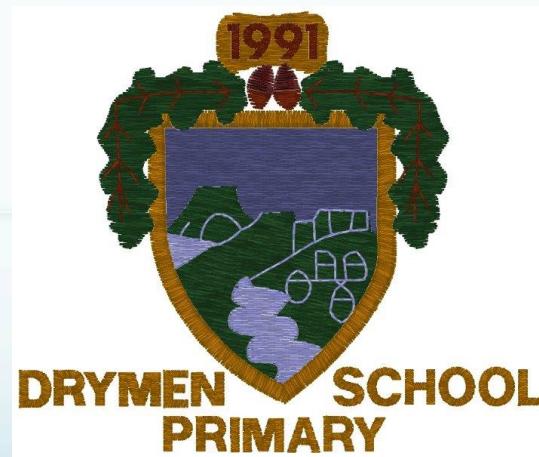


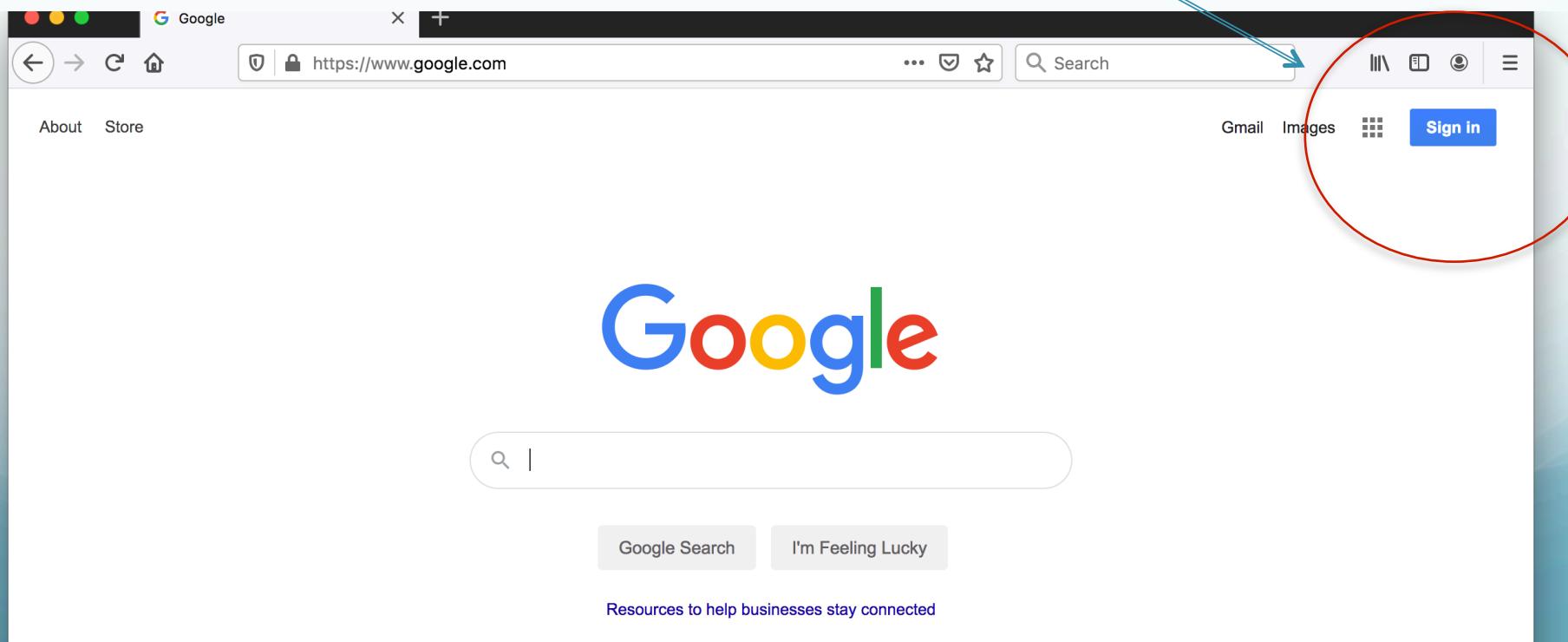
# Drymen Primary Google Classroom Guide



# Logging in to Google Classrooms

- Option 1

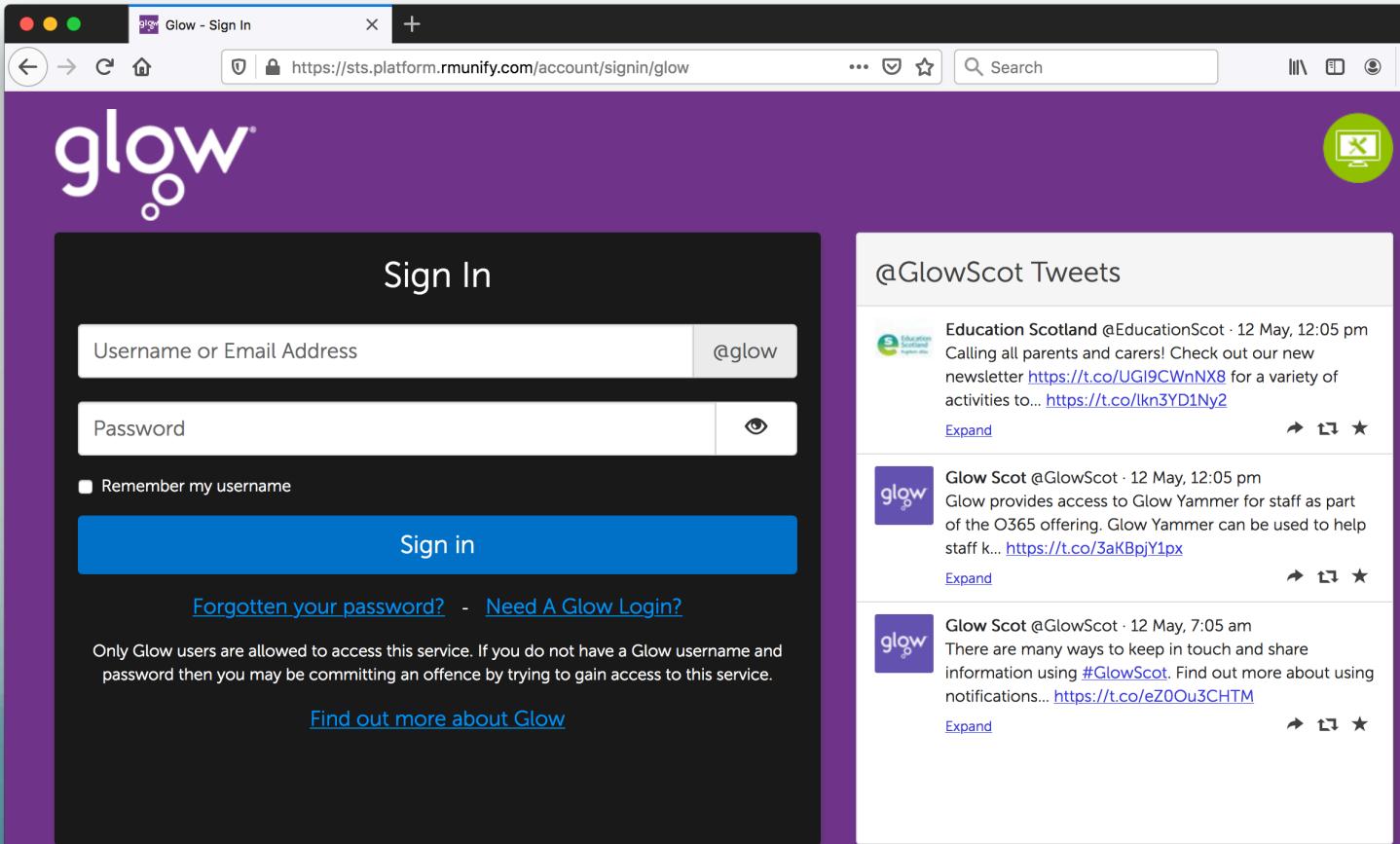
Google homepage and select the sign in option in the top left corner



# Logging in to Google Classrooms

- Option 2

Glow home page and login using your GLOW details.

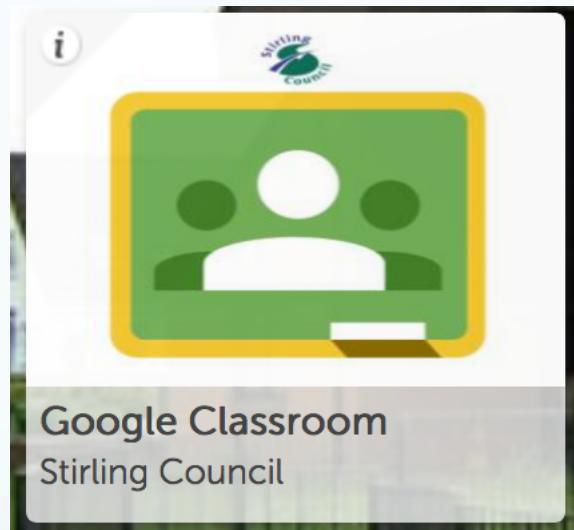


The screenshot shows a web browser window with the following details:

- Title Bar:** Shows the tab is titled "Glow - Sign In" and the URL is "https://sts.platform.rmunify.com/account/signin/glow".
- Left Side (Glow Sign In Page):**
  - Header:** "Sign In" in white text on a black background.
  - Input Fields:** "Username or Email Address" and "Password".
  - Checkboxes:** "Remember my username".
  - Buttons:** "Sign in" (blue) and "Forgot your password? - Need A Glow Login?" (links in blue).
  - Text:** "Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service." and "Find out more about Glow".
- Right Side (Sidebar):**
  - Header:** "@GlowScot Tweets" in a light gray box.
  - First Tweet:** Education Scotland @EducationScot · 12 May, 12:05 pm. Text: "Calling all parents and carers! Check out our new newsletter <https://t.co/UGI9CWnNX8> for a variety of activities to... <https://t.co/lkn3YD1Ny2>".
    - Buttons:** "Expand", "Reply", "Retweet", "Star".
  - Second Tweet:** Glow Scot @GlowScot · 12 May, 12:05 pm. Text: "Glow provides access to Glow Yammer for staff as part of the O365 offering. Glow Yammer can be used to help staff k... <https://t.co/3aKBpjY1px>".
    - Buttons:** "Expand", "Reply", "Retweet", "Star".
  - Third Tweet:** Glow Scot @GlowScot · 12 May, 7:05 am. Text: "There are many ways to keep in touch and share information using #GlowScot. Find out more about using notifications... <https://t.co/eZ0Ou3CHTM>".
    - Buttons:** "Expand", "Reply", "Retweet", "Star".

# Logging in to Google Classrooms

- Once logged in to glow select the Google Classroom Tile



- You may need to search in the search bar if it isn't immediately showing

# The main page

The screenshot shows the Google Classroom main page for a classroom named "Helen's classroom". The page features a top navigation bar with "Stream" (highlighted in blue), "Classwork", and "People". Below the navigation is a large blue header box containing the classroom name and a "Share something with your class..." input field. The main content area includes an "Upcoming" section with a "View all" button, and a feed of posts. One post by Helen Gorman is visible, showing an assignment titled "Demonstration of make a copy for everyone" posted on 27 Mar. Two large, semi-transparent blue arrows are overlaid on the page: one pointing to the classroom name with the text "Name of Classroom", and another pointing to the "Stream" tab with the text "The Stream".

Google classroom demo  
Helen's classroom

Stream Classwork People

Google classroom demo  
Helen's classroom

Name of Classroom

The Stream

Upcoming

Woohoo, no work due in soon!

View all

Share something with your class...

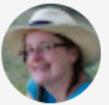
Helen Gorman posted a new assignment: Demonstration of make a copy for everyone  
27 Mar

# The Stream

- This section is where work posted from teachers will appear, where pupils can post a general comment or ask a question. This is visible to **all pupils and teachers** of the classroom.

# Posting a comment in the Stream

At the top of the stream there is a box similar to this



Share something with your class...

Once selected the box changes to this

Share with your class

 Add

Cancel

Post

# Posting a comment in the Stream

Share with your class

 Add

Cancel

Post

*There is a range of upload options in here*

*Once you are ready to post, Click here and it will appear in the stream*

# The main page

Google classroom demo  
Helen's classroom

Stream Classwork People

Classwork

Google classroom demo  
Helen's classroom

Upcoming

Woohoo, no work due in soon!

View all

Share something with your class...

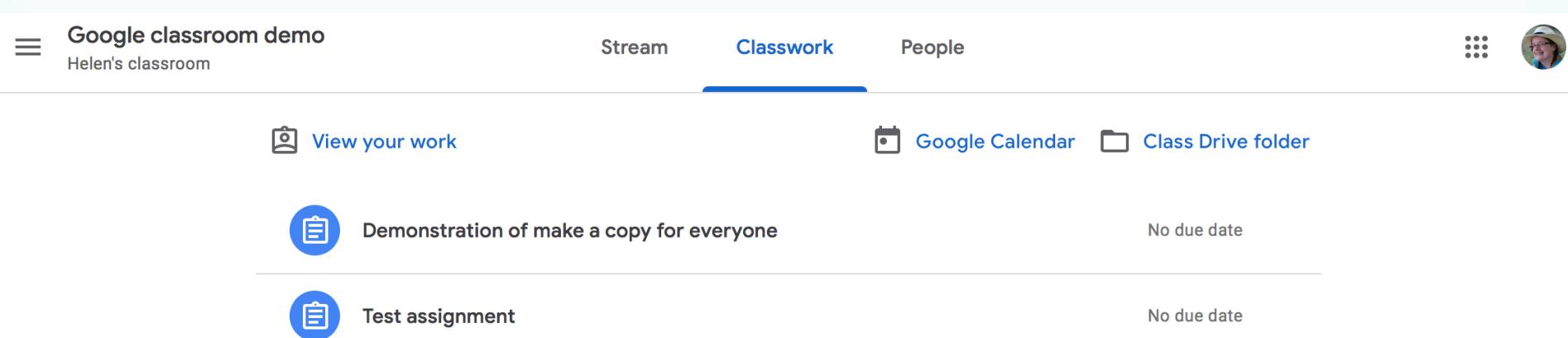
Helen Gorman posted a new assignment: Demonstration of make a copy for everyone  
27 Mar

# Classwork

- This section is where classwork will all show.
- Not all classwork has deadline so reminders will not always show. Best to check in the Classwork tab!

# Classwork

- This section will look slightly different for each classroom depending on the class your child is in.
- The work may categorized by curricular area



The screenshot shows the Google Classroom interface. At the top, there is a navigation bar with the class name "Google classroom demo" (Helen's classroom), a "Stream" tab, the "Classwork" tab (which is highlighted with a blue underline), and a "People" tab. On the far right of the navigation bar are three icons: a grid icon, a user profile picture, and a more options icon.

Below the navigation bar, there are three main buttons: "View your work" (with a camera icon), "Google Calendar" (with a calendar icon), and "Class Drive folder" (with a folder icon).

Under these buttons, there are two classwork items listed:

- Demonstration of make a copy for everyone** (with a clipboard icon) - No due date
- Test assignment** (with a clipboard icon) - No due date

# Classwork

- Select the work you wish to see the instructions and /or resources for.

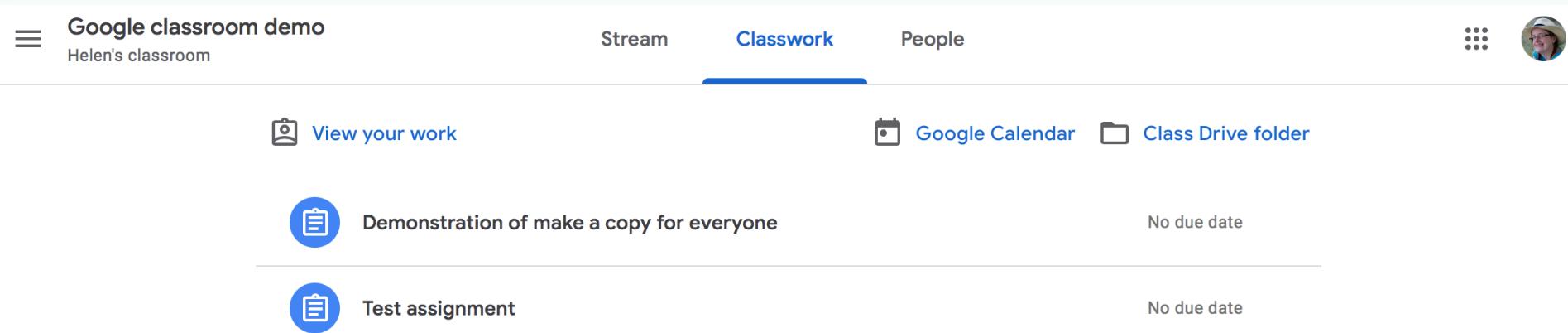
Google classroom demo  
Helen's classroom

Stream Classwork People

View your work Google Calendar Class Drive folder

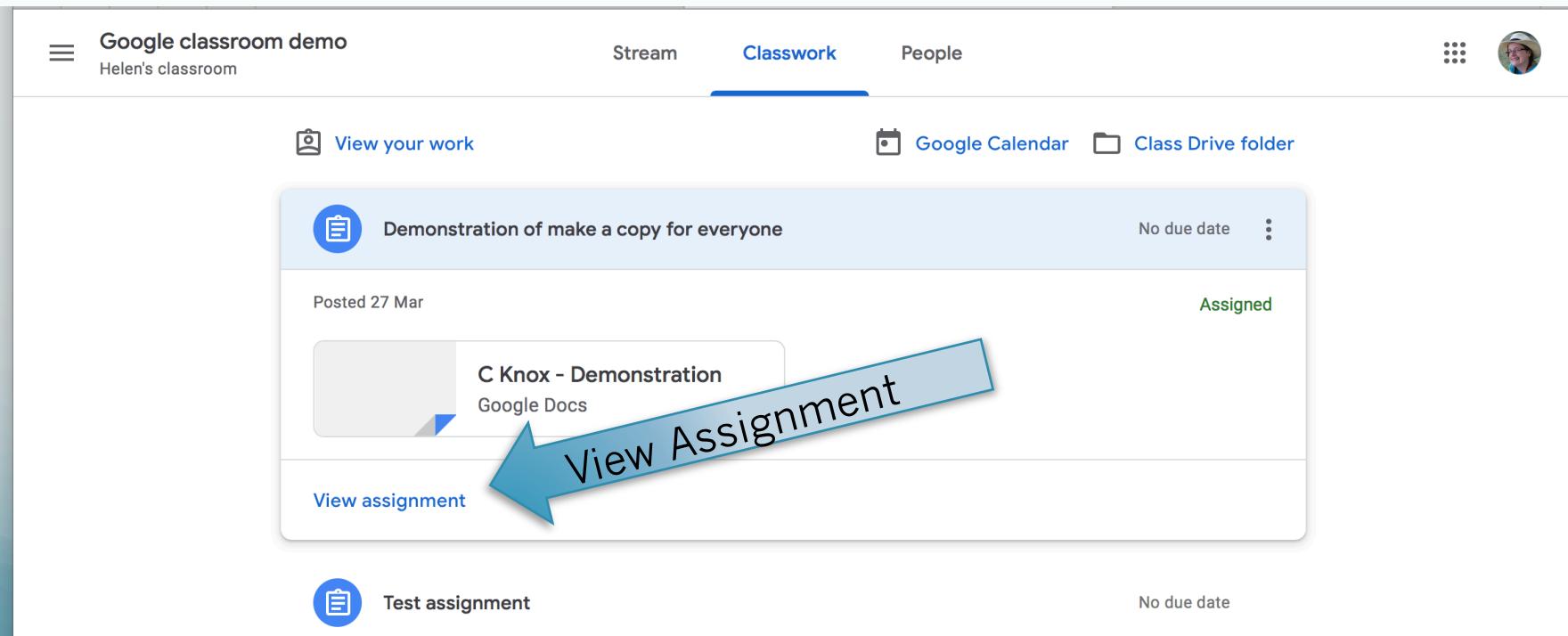
Demonstration of make a copy for everyone No due date

Test assignment No due date



# Classwork

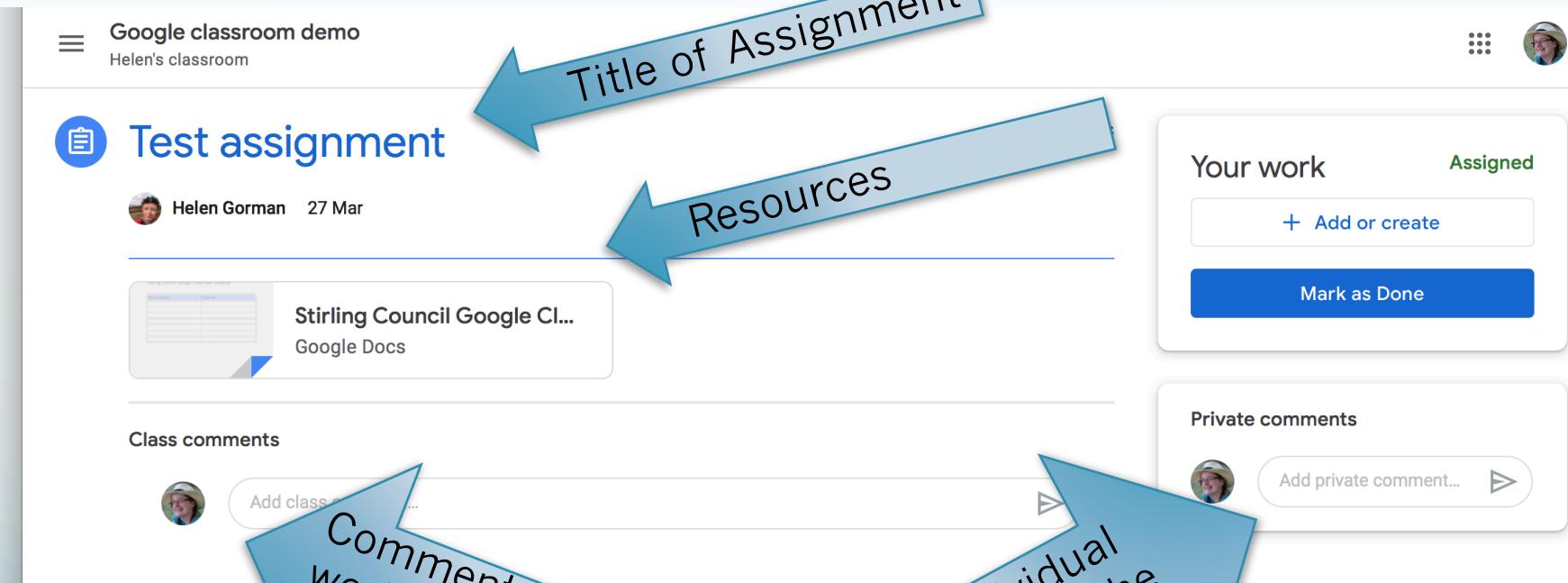
- It will be open up to show the following screen click on “View Assignment”



The screenshot shows the Google Classroom interface with the following elements:

- Header:** Google classroom demo (Helen's classroom), Stream, Classwork (highlighted in blue), People, and a user profile icon.
- Top navigation:** View your work, Google Calendar, Class Drive folder.
- Assignment Card:** Demonstration of make a copy for everyone (Posted 27 Mar, Assigned, No due date). The card contains a thumbnail for "C Knox - Demonstration Google Docs" and a "View assignment" button.
- Callout:** A large blue arrow points from the text "View Assignment" in the center of the slide towards the "View assignment" button on the assignment card.
- Bottom:** Test assignment (No due date).

# Classwork



Google classroom demo  
Helen's classroom

Test assignment

Helen Gorman 27 Mar

Stirling Council Google Cl...  
Google Docs

Class comments

Add class comment...

Private comments

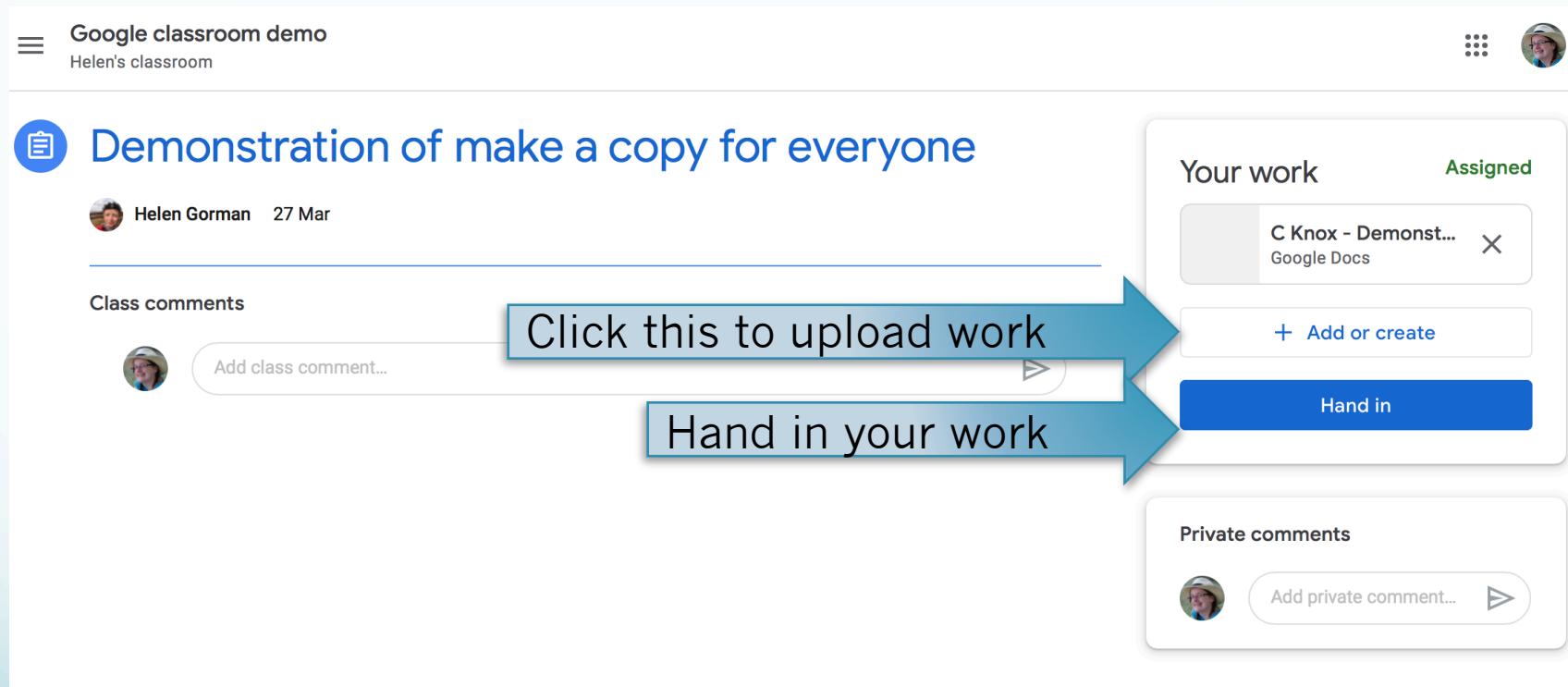
Add private comment... ➤

Google Classroom interface showing a test assignment. The assignment title is "Test assignment" and it was created by Helen Gorman on 27 Mar. It includes a resource from "Stirling Council Google Cl..." (Google Docs). The interface shows "Your work" and "Assigned" sections, and "Private comments" with an "Add private comment..." button. Annotations with blue arrows point to the "Title of Assignment" (pointing to the assignment title), "Resources" (pointing to the Google Docs link), "Comments on the work for all pupils to see" (pointing to the "Add class comment..." button), and "Have an individual question to ask the teacher? Type here." (pointing to the "Add private comment..." button).

Comments on the work for all pupils to see

Have an individual question to ask the teacher? Type here.

# Classwork



Google classroom demo  
Helen's classroom

**Demonstration of make a copy for everyone**

Helen Gorman 27 Mar

Class comments

Add class comment... ➤

Click this to upload work

Hand in your work

Hand in

Your work Assigned

C Knox - Demonst... Google Docs X

+ Add or create

Private comments

Add private comment... ➤

N.B. If you have a task which has no physical work to upload you can still click Hand In to acknowledge that you have completed the task.

# Classwork

- Some file types are not recognised by the Google Classroom and staff will be unable to open them. If this happens we will let you know.
- If you are using a Mac based device please note you will need to save your file as a .pdf or .docx before uploading as .pages isn't recognised.

# Classwork

- Teachers are able to provide feedback privately on pupils work via the private comment on each task.
- To see if you have feedback you go back into your task to check.
- Our staff will reply when they can however please be mindful this is new, some are working in the Hubs and have other commitments.

# The main page

Google classroom demo  
Helen's classroom

Stream Classwork People

Google classroom demo  
Helen's classroom

Upcoming  
Woohoo, no work due in soon!  
View all

Share something with your class...

Helen Gorman posted a new assignment: Demonstration of make a copy for everyone  
27 Mar

People

# People

- This section has a list of your class and the teachers that can see in your classroom.
- There is no way to connect directly to each other on this page.

# Final Suggestions

- Ask questions! Email the school with “Google Classroom Query” in the title and Mrs Knox will work on getting an answer to it and back to you.
- You can’t break the Google Classroom!