

# Google Classroom – Parent’s Guide

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# How to access Google Classroom

## Logging in

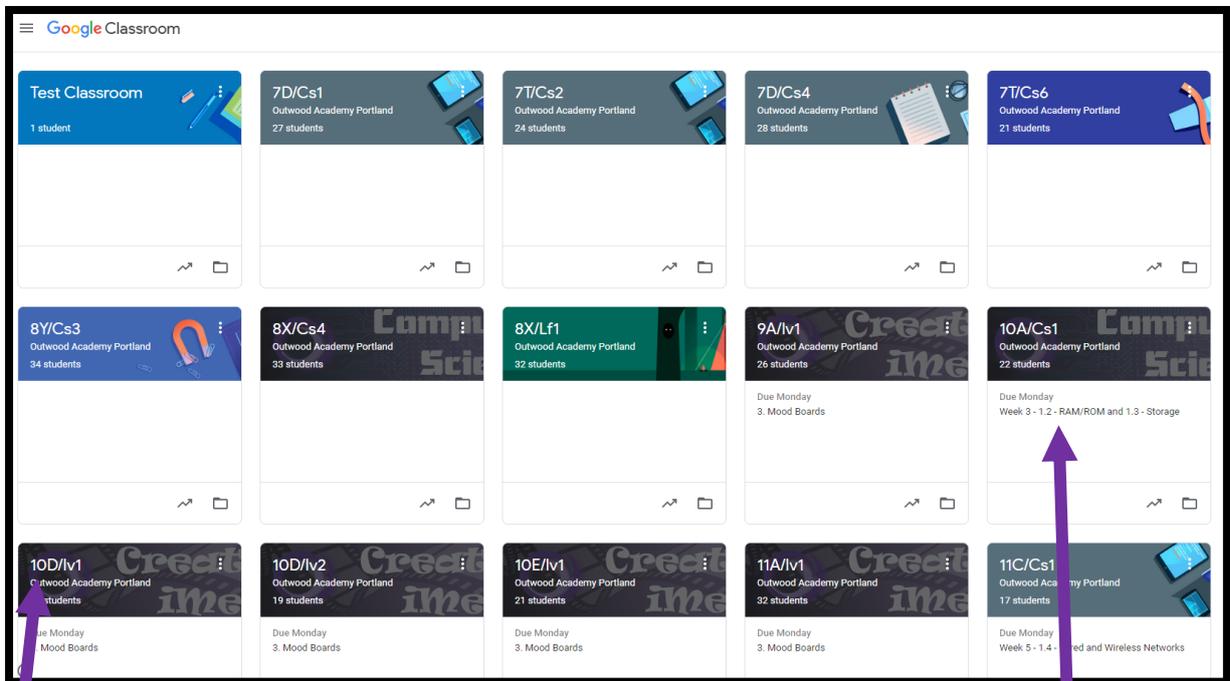
Go to <https://classroom.google.com/> and log in with the student's school Google account. They may know this as their "S number" @student.outwood.com

For example: [s12345@student.outwood.com](mailto:s12345@student.outwood.com)

Their password has been set by themselves and is the same one they use in school. All students in KS3 use their Google accounts every week in Computer Science as well as many other subjects. Many KS4 classes are now using their Google accounts for coursework in school.

## Selecting a class

When the student first logs into Google Classroom they will be able to see all their classes.



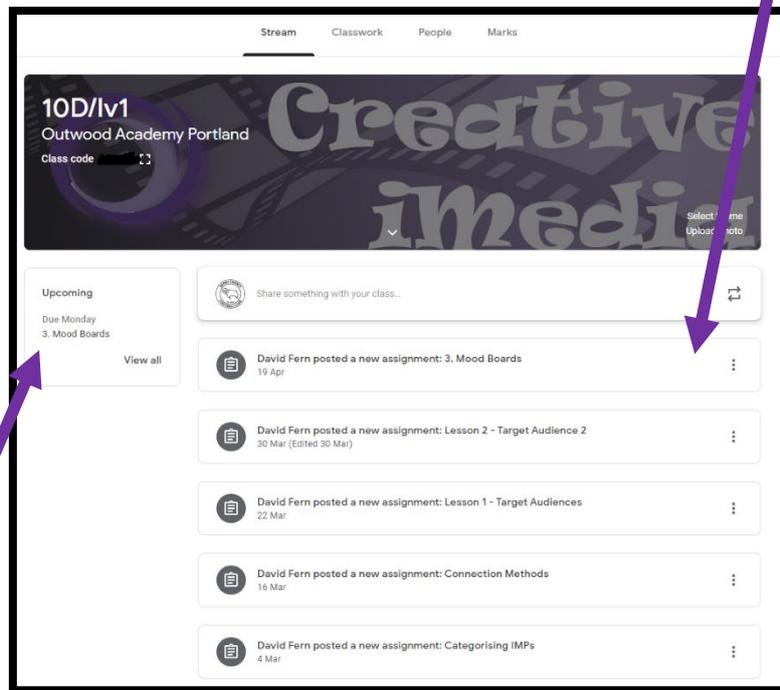
Click on the name of the class that you would like to inspect.

You can quickly see any work that is due (if a deadline has been set) in the white section under the names of the classes.

## Navigating around the classroom

### Stream page

The first view you will be greeted with is the class “stream”. This can be thought of like a social media timeline, where the most recent work or post appears at the top of the selection.

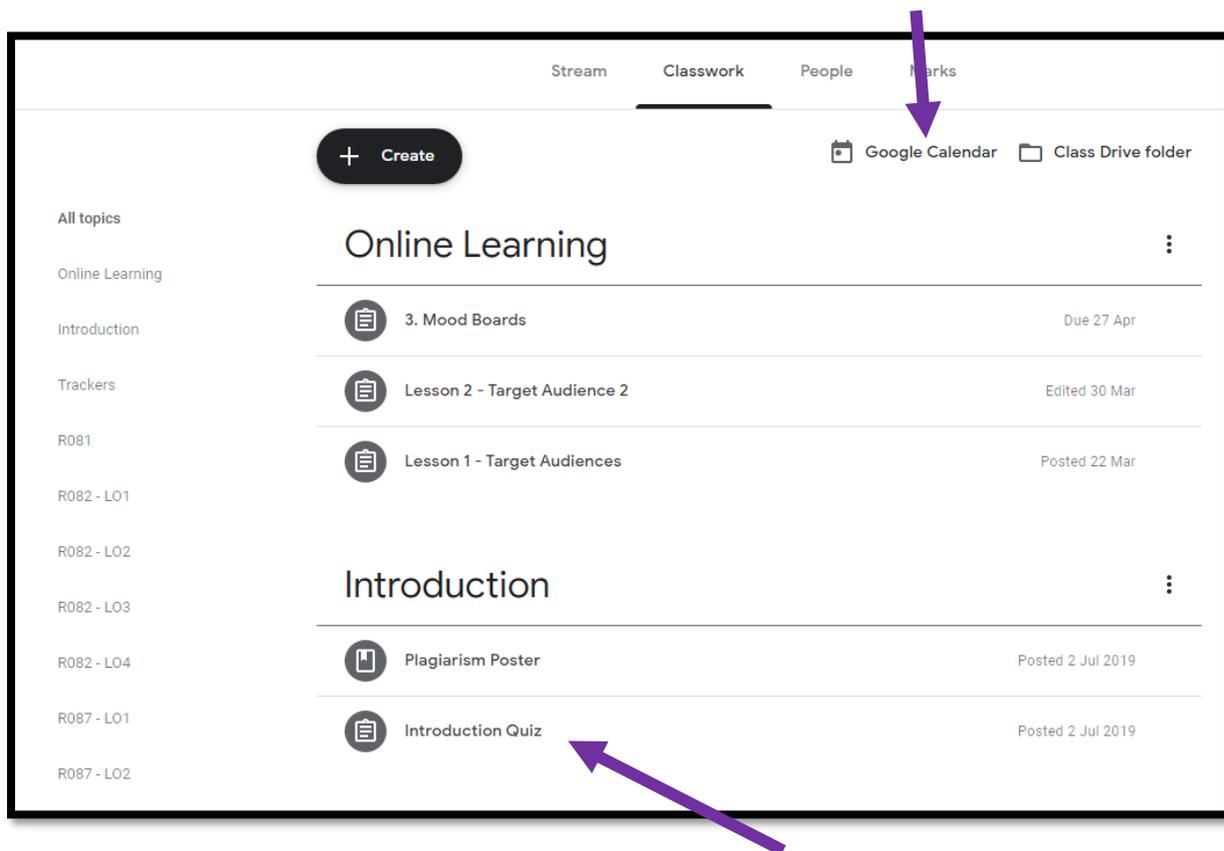


If the teacher has set a completion date for any task you will see this on the left hand side of the page.

## Classwork page

An alternative view that can be used is the “Classwork” tab which can be found along the top of the classroom. This view has all the work ever set on the classroom split into different “topics”.

If the teacher has set an assignment deadline date, this can be seen on a Google Calendar by clicking the link near the top of the page.



The screenshot displays the 'Classwork' tab of a classroom interface. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Marks'. Below these, there is a '+ Create' button and links for 'Google Calendar' and 'Class Drive folder'. The main content is organized into two sections: 'Online Learning' and 'Introduction'. Under 'Online Learning', there are three assignments: '3. Mood Boards' (Due 27 Apr), 'Lesson 2 - Target Audience 2' (Edited 30 Mar), and 'Lesson 1 - Target Audiences' (Posted 22 Mar). Under 'Introduction', there are two assignments: 'Plagiarism Poster' (Posted 2 Jul 2019) and 'Introduction Quiz' (Posted 2 Jul 2019). A purple arrow points to the 'Google Calendar' link, and another purple arrow points to the 'Introduction Quiz' assignment.

Whichever way you have accessed the work, all assignments will look the same. Click on the name of the assignment you would like to inspect, and you will be greeted by the “instructions” page.

## Work and comments

### Viewing and completing work

The instructions page may give advice on how to complete the assignment that has been set. It also gives you the links to view and complete the work. Click on any of the links that are on the screen to open the work.

The screenshot shows a lesson interface for 'Lesson 1 - Target Audiences' due on April 24. The page includes a header with the teacher's name 'David Fern' and a timestamp '10:29 PM'. Below the header, there is an instruction: 'Please go through the attached R081 Theory slideshow, then complete all other attached work. When complete, press hand-in.' The main content area features two attached files: 'R081. Target Audiences Theo...' (Google Slides) and 'Google Forms'. A 'Class comments' section is visible with a text input field and a submit button. On the right side, there is a 'Your work' panel titled 'Assigned' which lists three items: 'David Fern - R081...' (Google Slides), 'David Fern - Targe...' (Google Slides), and 'David Fern - Exam...' (Google Docs). Below the list are buttons for '+ Add or create' and 'Turn in'. At the bottom of the right panel is a 'Private comments' section with a text input field and a submit button. Purple arrows point from a central point to the instruction text, the two attached files, the 'Add or create' button, and the 'Turn in' button.

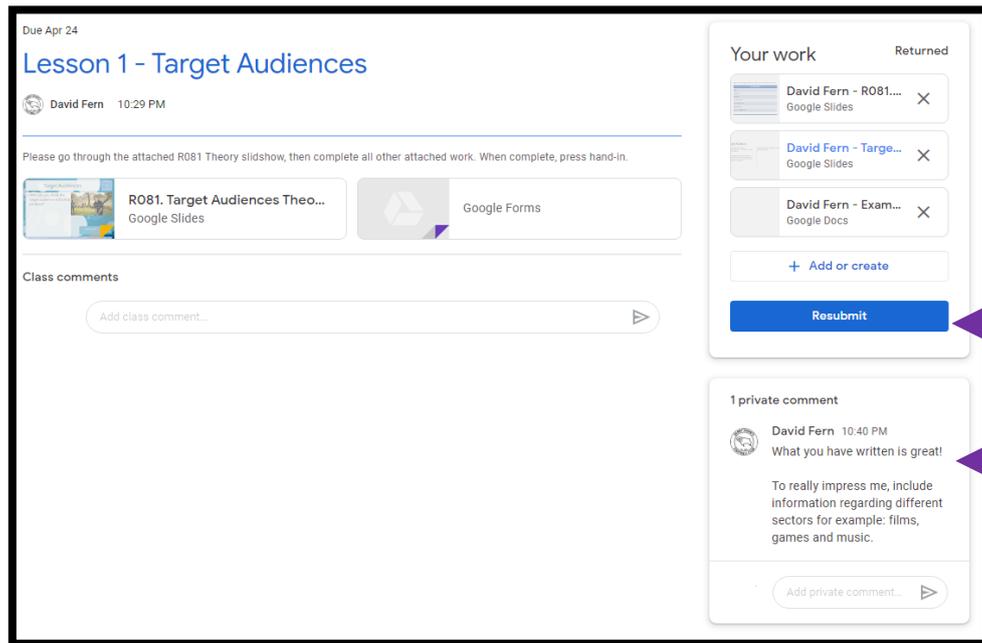
Students also have the option of creating their own slideshows and documents in addition to the ones which have been set. As well as importing any files they wish to share with the teacher, these can be found under “Add or Create”.

It is important students click the “Turn in” button when they have completed their work, otherwise this will not notify the teacher that the work is ready for marking.

## Viewing comments and resubmission

You may find that the teacher will leave feedback regarding the work. If this is the case the work will be “returned” to the student along with comments, these can be found under the “Private Comments” section on the work page or embedded into the original file as a “suggestion”.

Take these comments into account, implement them into the work and then “Resubmit” the work using the button.

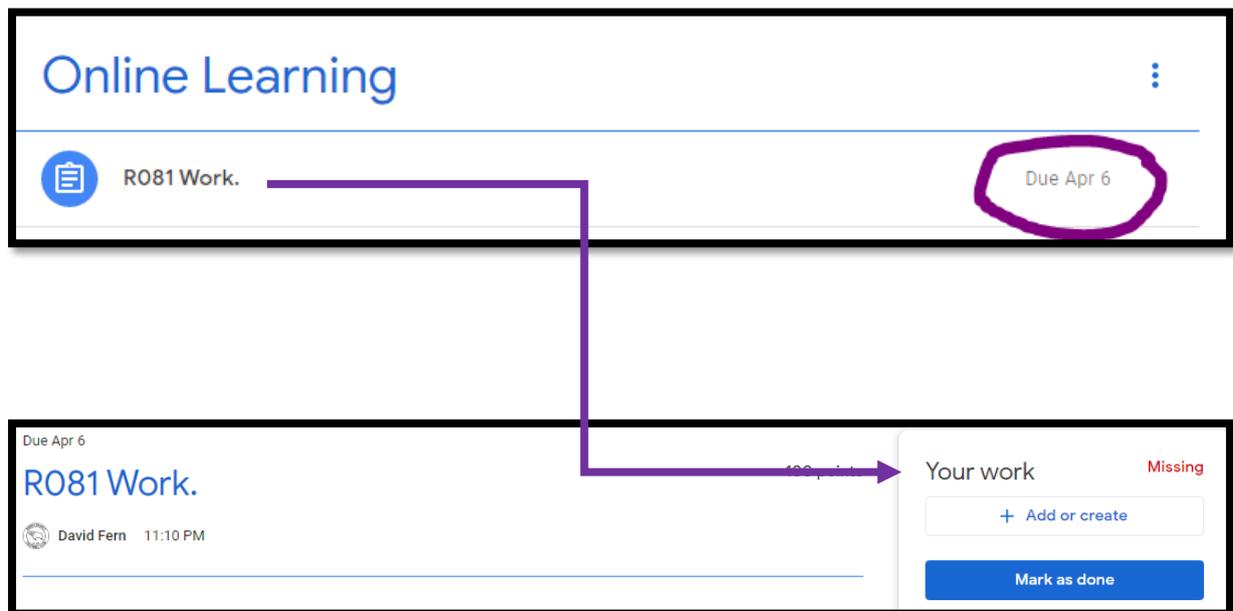


The screenshot shows a student's work page for "Lesson 1 - Target Audiences". At the top, it says "Due Apr 24" and "David Fern 10:29 PM". Below the title, there is a message: "Please go through the attached R081 Theory slideshow, then complete all other attached work. When complete, press hand-in." There are two attached files: "R081. Target Audiences Theo... Google Slides" and "Google Forms". Below this is a "Class comments" section with a text input field "Add class comment..." and a submit button. On the right side, there is a "Your work" section with a "Returned" status. It lists three items: "David Fern - R081... Google Slides", "David Fern - Targe... Google Slides", and "David Fern - Exam... Google Docs". Below the list is a "+ Add or create" button and a blue "Resubmit" button. At the bottom of the right panel, there is a "1 private comment" section. The comment is from "David Fern 10:40 PM" and says "What you have written is great!". Below the comment is a note: "To really impress me, include information regarding different sectors for example: films, games and music." and an "Add private comment..." input field.

Different teachers may use other ways to provide feedback to students. Make sure to regularly check the “[stream](#)” page to see any feedback a teacher may have given on there.

## Late work

Google classroom makes it easy to see what work has not been submitted or submitted late. If a deadline has been set and the student has not pressed “Turn in” before this deadline has passed, a red “Missing Work” label will be visible in the “Instruction” view.



### Please Note

Some students may try and circumvent this by handing in a blank document before the deadline.

Google does not automatically flag these blank documents, but teachers will in a private comment on the task.