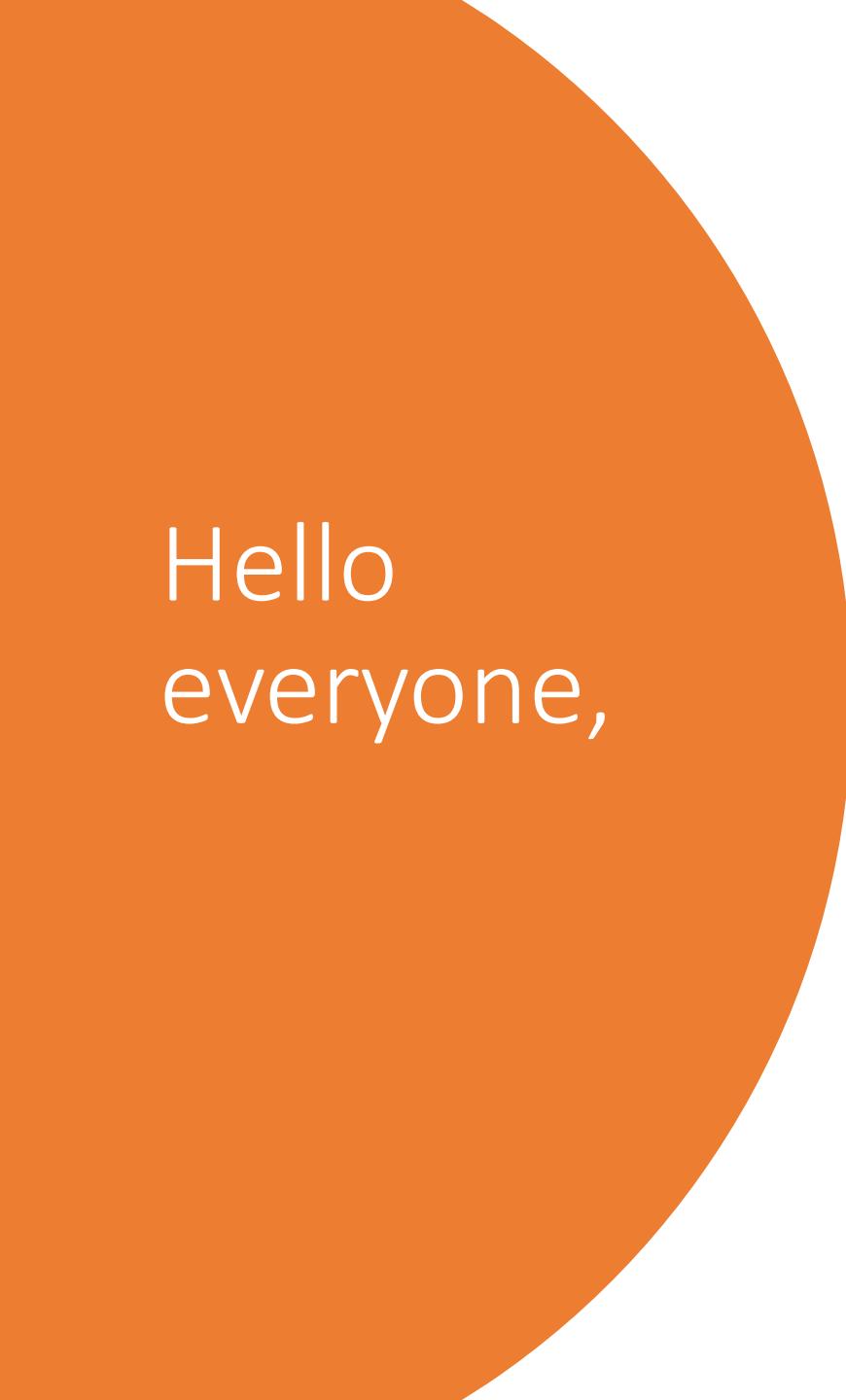


Google Classroom Help Guide

By N.Goodman
Year 3 Teacher
Marlborough Primary School



Google Classroom

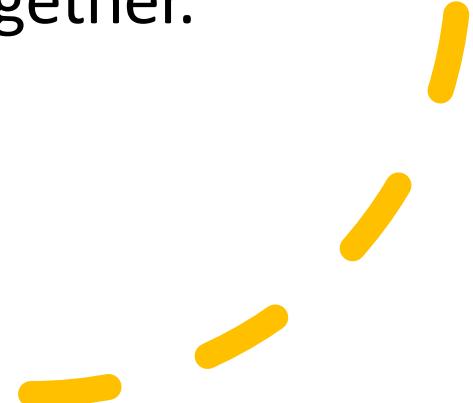
A large orange circle is positioned on the left side of the slide, partially overlapping the white background. It has a smooth, rounded edge.

Hello
everyone,

I have created this step by step guide to help you start using Google Classroom, I have also made a step by step video guide which will demonstrate all the steps in this PowerPoint. If you haven't received the video footage, please contact your child's class teacher who will share it with you.

This is a new piece of technology which the staff are using so please be patient whilst we all learn how to use the system together.

Kind regards
N.Goodman



Contents Page

- **Step 1-** Pages 4-7 – How to sign into Google Classroom
- **Step 2-** Pages 8- 10 How to connect to Google Classroom **(if you haven't connected already most classes have already done this in school)**
- **Step 3-**Pages 11- 19 – Accessing work set by the class teacher
- **Step 4-**Pages 20- 21- Sending public messages to your class teacher and classmates **(Children only)**
- **Step 5-**Pages 22-25- Additional Free Resources

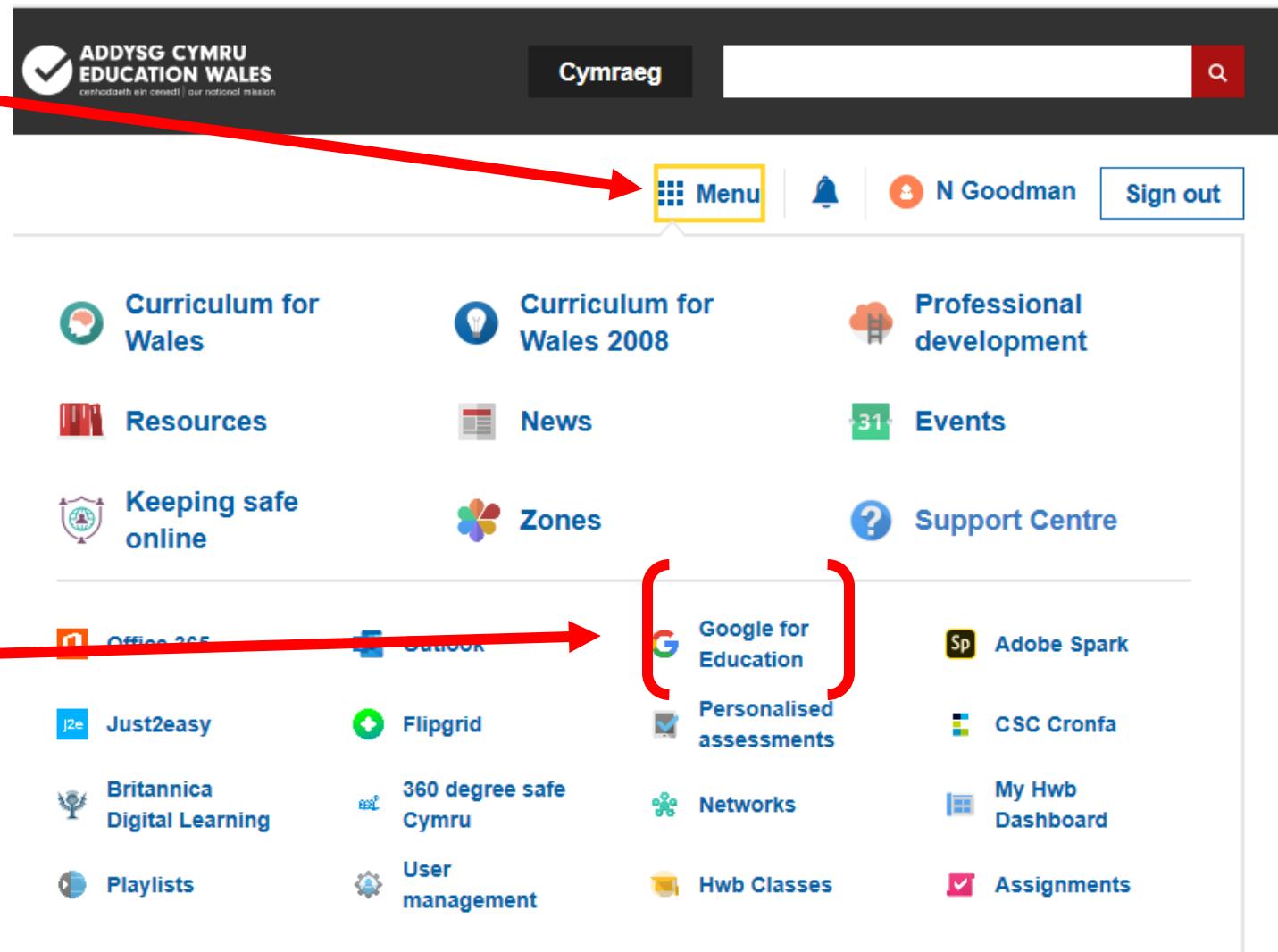


Step 1

Signing into Google Classroom



1. First log into Hwb as you normally would.
2. Next you need to click the menu button next to the square made up of dots.
3. Then click Google for Education.



4.) You will be redirected to the picture on the right.



5.) Simply use your HWB login and password to sign in.

The image shows the Google Sign In interface. At the top right is the "Google" logo and "Sign in" button. Below it is the text "Use your Google Account". A large input field is labeled "Email or phone" and has a blue border. Below the input field is a "Forgot email?" link. Further down is a note: "Not your computer? Use InPrivate windows to sign in." followed by a "Learn more" link. At the bottom left is a "Create account" link, and at the bottom right is a large blue "Next" button.

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use InPrivate windows to sign in.
Learn more

Create account

Next

6.) Now you should have a page which looks like the picture below.
This shows all class's that you are linked to.
Simply click on your class.

The screenshot shows the Google Classroom dashboard. At the top, there is a navigation bar with icons for 'Google Classroom' (with a menu icon), '+', a grid icon, and a purple circle with the letter 'N'. Below the navigation bar, there are two tabs: 'To review' (with a document icon) and 'Calendar' (with a calendar icon). The main content area displays three classroom cards:

- Year 3 and 4 staff**: A blue card featuring a stylized illustration of a smartphone and a pen. The text 'Year 3 and 4 staff' is displayed in white.
- 3C**: A blue card featuring a stylized illustration of a smartphone and a pen. The text '3C' is at the top, followed by 'Marlborough 2020-2021' in white.
- Training Account**: A dark grey card featuring a stylized illustration of three smartphones. The text 'Training Account' is displayed in white, followed by 'Marlborough 2020-2021' in white.

Step 2

How to Connect to our Google Classroom
*(if you haven't already signed up **only**)*



1

First the children need to log into Hwb.

2

Next the children need to click the menu button next to the square made up of dots.

3

Then click Google for Education.

4

Sign in using their Hwb login and username.

+

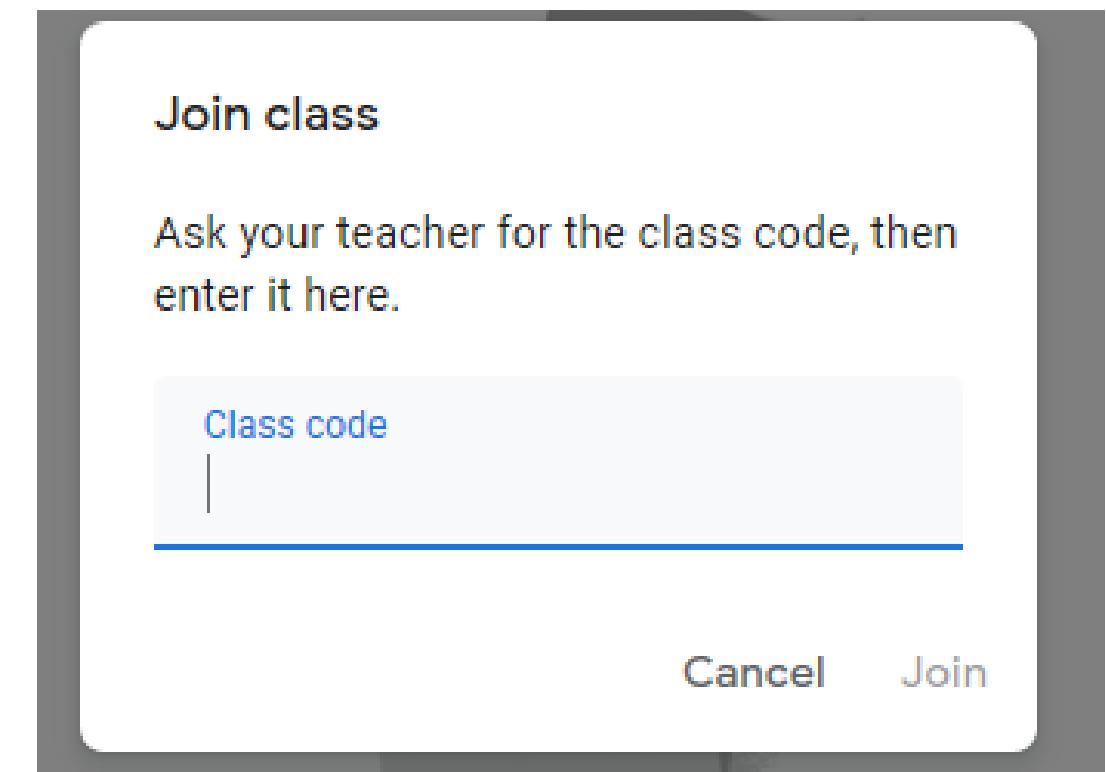
N

5.) Once they have signed in, they need to click the plus button in the top right corner.



7.) Now the children need to click join class and enter the class code which the teacher has given.

8.) Your children should now be connected.



Step 3

Accessing Work set
by the Class Teacher



1.) You should now see a page like this one below, on the left-hand side of the page you will see work which is due in soon, it will tell you what day and time the work is due in.

Training Account
Marlborough 2020-2021

Stream Classwork People Marks

Training Account

Marlborough 2020-2021

Class code ik66mm2

Meet link <https://meet.google.com/lookup/edorhxldk>

 Select theme Upload photo

Upcoming
No work due in soon

 Share something with your class... 

 N Goodman posted a new assignment: Practice Quiz 18:11 

A red arrow points from the text "You should now see a page like this one below, on the left-hand side of the page you will see work which is due in soon, it will tell you what day and time the work is due in." down to the "Upcoming" section of the screenshot. A red bracket groups the "Upcoming" section and the "View all" button.

2.) Now click on Classwork near the top of the page.

Training Account
Marlborough 2020-2021

Stream Classwork People Marks

Training Account
Marlborough 2020-2021

Class code ik66mm2 ::

Meet link <https://meet.google.com/lookup/edorhxilqdk>

Select theme Upload photo

Upcoming

No work due in soon

N Goodman posted a new assignment: Practice Quiz 18:11

Share something with your class...

View all



3.) In this section you will see all work set by your class teacher, as you can see only one activity has been set. Click on your activity to find out more information.

The screenshot shows a digital classroom interface with the following elements:

- Top Bar:** Includes a menu icon (three horizontal lines), the class name "3C", and the year "Marlborough 2020-2021".
- Navigation Tabs:** Stream, Classwork (highlighted in blue), People, Marks.
- Tool Buttons:** Create (blue button with a plus sign), Meet, Google Calendar, Class Drive folder.
- Activity Card:** A card for an activity posted on Friday 16th October at 10:07. It includes a document icon, the date, a comment icon (25), and a three-dot menu icon.

4.) Once you click on the task it should give you more information. You can see there is an attached document, this is a document which you can edit and send to your teacher once you finish your work, click on your document.

Maths

⋮



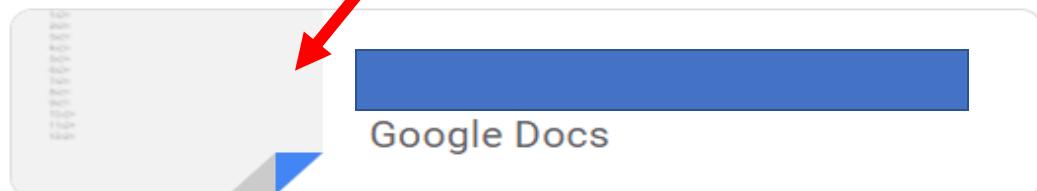
Maths

Due 24 Oct, 03:30

Posted 21:10

Assigned

Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help.



[View assignment](#)

5.) If your class teacher has asked you to create your own document, then simply click on the task and click on the add/create button. This will allow you to create your own word document, powerpoint, excel sheet and other items. Or you can add your own file from your own computer.

Maths

N Goodman • 21:10

Due 24 Oct, 03:30

Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help.

Class comments

Your work

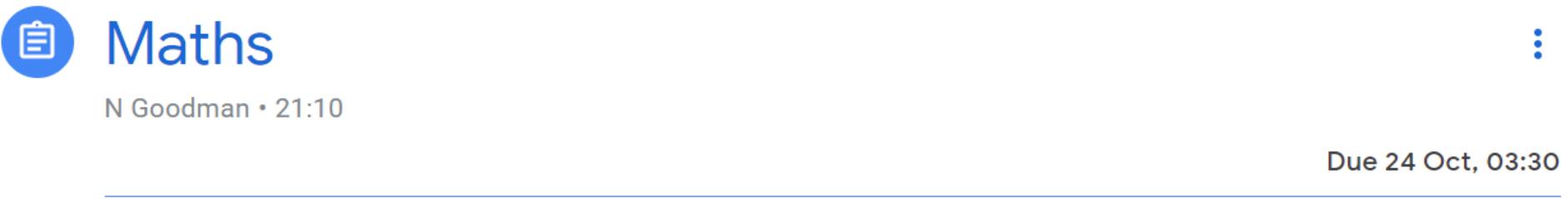
Assigned

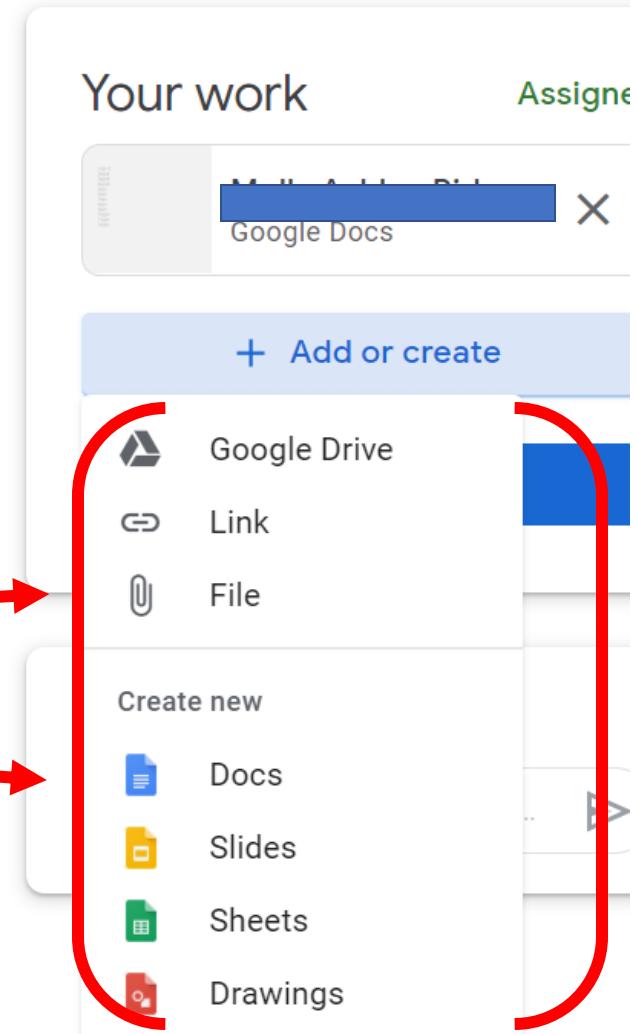
Google Docs

+ Add or create

Hand in

6.) Here you can see the list of new documents you can use to create and to complete your work, or you can add your own work from your own computer by clicking on the file button.

A screenshot of a Maths assignment card. The title is 'Maths' with a blue icon. Below it is 'N Goodman • 21:10'. To the right is a due date 'Due 24 Oct, 03:30'. The main text says: 'Today we are learning practicing our 2 timetables. Complete the attached sheet below using your 2 timetables knowledge to help.' Below this is a 'Class comments' section with a user icon and a placeholder 'Add class comment...'. A large red arrow points from the 'File' button in the floating menu to the 'File' icon in the 'Create new' section of the sidebar.

A floating sidebar with a red border. At the top is 'Your work' and a 'Google Docs' item. Below is a 'Add or create' button. The 'Create new' section contains icons for Google Drive (document), Link (link), File (document with paperclip), Docs (document), Slides (yellow square), Sheets (green document), and Drawings (document with drawing). A red circle highlights the 'File' icon in the 'Create new' section.

7.) Now I have clicked on the document, you can see a child has started to complete the work. Once you finish the work you need to click the turn in button, this is in the top right corner next to the share button.

The screenshot shows a Google Docs document titled "2 xs Timetable". The toolbar at the top includes standard options like Format, Tools, Add-ons, and Help, along with a message icon, TURN IN, and Share buttons. A red arrow points from the "2 xs Timetable" title down to the first multiplication problem, "1x2=2". The document contains the following text:

2 xs Timetable

1x2= 2
2x2=4
3x2=6
4x2=8|
5x2=
6x2=
7x2=
8x2=
9x2=

8.) It will then take you to this page, where you can see your work has been submitted. Your teacher will then mark your work and provide feedback in the private comment section. You can also reply to your teacher in this section. Finally, you can also unsubmit your work if you need to edit it and re-send it.

The image shows a digital interface for a class assignment. At the top left, there's a blue circular icon with a white document symbol, followed by the word "Maths". Below that, the teacher's name "N Goodman" and the submission time "21:10" are displayed. A horizontal line separates this from the assignment details. In the center, the assignment title "Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help." is shown. To the right of the title is a due date "Due 24 Oct, 03:30" and a vertical ellipsis "...". A large red arrow points from the ellipsis down to a "Unsubmit" button. Another red arrow points from the "Unsubmit" button to a "Private comments" section at the bottom right. On the far right, there's a "Handed in" status indicator. The bottom right corner features a red bracket grouping the "Unsubmit" button and the "Private comments" section. The bottom left contains a "Class comments" section with a "Add class comment..." input field and a send button. The bottom right contains a "Private comments" section with a "Add private comment..." input field and a send button.

Maths

N Goodman • 21:10

Today we are learning practicing our 2 timetables, Complete the attached sheet below using your 2 timetables knowledge to help.

Due 24 Oct, 03:30

Your work

Handed in

Google Docs

Unsubmit

Class comments

Add class comment... ▶

Private comments

Add private comment... ▶

Step 4

Sending public messages to your class
teacher and classmates (Children only)



- 1.) Click on the Stream heading.
- 2.) Then simply click this box and type your message you wish to share.
- 3.) Please note everyone in the class will see this message section and it should only be used by the children.

The screenshot shows a Stream page for a class account. At the top, there are tabs for Stream, Classwork, People, and Marks. The Stream tab is selected. The main header reads "Training Account" and "Marlborough 2020-2021". Below the header, there is a "Class code" (ik66mm2) and a "Meet link" (<https://meet.google.com/lookup/edorhxldk>). On the right side, there is a yellow bicycle illustration, a "Select theme" button, and an "Upload photo" button. A red arrow points from the text in step 2 to the message input field. The input field has a placeholder "Share something with your class..." and a user icon. To the right of the input field is a red bracket and a double-headed arrow icon, indicating that the message will be shared with the entire class.

Step 5

Additional Free Google Resources





Training Account

Marlborough 2020-2021

Class code ik66mm2

Meet link <https://meet.google.com/lookup/edorhxldk>



Select theme
Upload photo

To access the Free Additional Resources just simply click on the square made up by dots. This will then show you a variety of different apps to choose from which are explained on the next page.

Account- This is where you can access all your personal settings.

Drive- This is your online storage system where you can store your files and share them with other people just like teams.

Classroom- Is where you set work for your class.

Docs- Is Googles equivalent of Microsoft word.

Sheets- Is Googles equivalent of Microsoft excel but has pre created documents such as registers, attendance sheets, to do lists etc.

Slides- Is Googles equivalent of Microsoft PowerPoint

Meet- Is where you can create & hold meetings over webcam very similar to zoom.



Account



Drive



Classroom



Docs



Sheets



Slides



Calendar



Meet



Sites



Contacts

Groups- Very similar to teams, allows you to link up with other people. However I have been unable to trial this due to being on my own.



Groups



Maps



Vault

Maps- Shortcut to the Google maps page.

Hangouts- This is more of a social place where you can make video calls, phone calls and message. **But you must set up your own details to do this.**



Hangouts



Forms

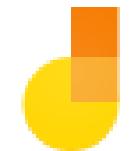


Keep

Forms- Where you can create a variety of different forms such as quiz's etc.

Keep- You can make notes and create reminders for yourself.

Jamboard- You can create music using this app.



Jamboard



Cloud
Search



Earth

Earth- Google Earth is a computer program that renders a 3D representation of Earth based primarily on satellite imagery.



Collections

Collections- You can add webpages to your collections, for example if you find a useful teaching website you regularly use, you can save it in your collections for quick access.