Lakeside Primary School

Parent Guide to Google Classroom

What is Google Classroom?

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

What is G Suite for Education?

G Suite for Education is a set of Google apps: Docs (like word), Sheets (like excel), Slides (like PowerPoint), Drive (like a hard drive), Classroom, Calendar, and more designed to support children with their learning. It is a suite of tools that can help increase opportunities for critical thinking, communication, collaboration and creativity.
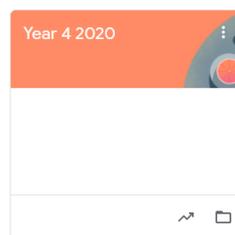G Suite for Education tools are: **free**, **ad-free**, **reliable** and **secure**.
These tools are already used by millions of pupils in schools around the world. There is no cost to use this service, but the best thing is that these tools are relevant to pupils, easy to use, and open doors to many new ways to learn.

Accessing Google Classroom

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com.They should sign in using their **@lakeside.staffs.sch.uk** email address that they have been given by their teacher.

Once pupils have logged in, they will see the class overview page. From here they can see all of the classes they are registered with. They can then click the year group and a summary of any work due. Clicking on a class will open that Classroom.

| Stream | Classwork | People | Grades |

Year 4 2020

- The Stream is where children can see any new posts from their teacher
- Classwork is where they will be able to view any learning that has been posted
- People is where they will be able to see which adults are in their class
- Grades will show any scores children received, but we will not be using that feature at this time

Accessing resources

If pupils are accessing Google classroom from a mobile device, they should download the appropriate Google Apps to make best use of the shared resources. The most useful Google apps are: Classroom, Calendar, Docs and Drive. When home learning is set online, it can be submitted directly within Google Classroom online without needing to be printed.

There are two ways to open the home learning:
1)
- In the **class stream**, click on the **learning title**. This will take you to a new page.
- Again, click on the **learning title** to open the document.
- Complete home learning.
- Note if working on Google docs, slides or sheets, learning will automatically save.

2)

- Click on the **classwork button** at the top of the page
- Go to the relevant **folder**
- Click on the **learning title**
- Click **view assignment**
- Click on the **learning title again**
- Note if working on Google docs, slides or sheets, learning will automatically save.

The simplest way to complete the home learning online is to open the attachment and complete your assignment in the document. However, not all home learning will be complete this way, so please read the description carefully.

- If your child is working online, when they have finished, click on the **MARK AS DONE or TURN IN** button. You can even add your own attachments to your submission, such as

photos, audio clips, videos. An explanation is available by clicking the relevant hyperlink below.

- Once the home learning has been marked by the teacher, you can see feedback and any comments made by the teacher by opening the home learning task as before.

For a step-by-step guide to submitting learning, please visit one of the links below. Alternatively, these guides are available on the school website under **Parents > Remote Learning.**

Desktop:

https://support.google.com/edu/classroom/answer/6020285?co=GENIE.Platform%3DDesktop&hl=en

Android:
https://support.google.com/edu/classroom/answer/6020285?co=GENIE.Platform%3DAndroid&hl=en&oco=1

IOS (iPhone or iPad)
https://support.google.com/edu/classroom/answer/6020285?co=GENIE.Platform%3DiOS&hl=en&oco=1

Safety Features/ Safeguarding online

Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.