

Google Classroom

Video tutorials for parents and children

How to understand Google Classroom: a guide for parents

<https://www.youtube.com/watch?v=hhti35tLcAY>

- how to access Google Classroom and join a class
- iPad access and processes demonstrated for each stage also (the relevant apps e.g. Classroom, Docs, need to be installed first)
- the **stream**, **classwork** and **people** tabs
- where to find the **to do** list, so that all assignments to be completed can be viewed
- the **done** tab
- how to **select and view** an assignment
- how children would **post class and private comments**
- how to **complete an assignment** task when a Google doc file is attached for the children to complete
- two ways of **handing in** a completed task
- the **unsubmit** process
- how children can **add or create a document** to be handed in e.g. a photograph of a task that isn't in written form

Student guide to Google Classroom

<https://www.youtube.com/watch?v=qSxNLaWm74g>

- how to access Google Classroom via code or via invitation and clicking join
- the **stream** tab: how children respond to a comment in the stream posted by staff; how children check due dates for upcoming assignments;
- the **classwork** tab: how to respond to, and hand in, a **question** that teachers have asked; how to **add a class or private comment** in response to a task set; the layout of **topics** on the left hand side of the classwork screen; how to **view assignments** and the importance of reading the instructions; how to mark a task, in Google Slides, as done and how to hand it in; how to **unsubmit** and work on the task again; how to **create a new Google Doc** to complete an assignment, complete the task and hand it in; how to **add a photo** for completing a task;
- how to communicate with classmates in the stream, using the **'Share with your class'** feature to post a comment or question; how this feature may be turned off by teachers;
- the **people** tab: how to email a teacher;

Google Classroom Help Centre

<https://support.google.com/edu/classroom/?hl=en-GB#topic=6020277>

Quick reference guides

https://www.customguide.com/quick-reference?utm_source=qr&utm_medium=pdf&utm_campaign=qr-ref

Here you will find a Google Classroom quick reference guide, along with guides for many other apps within G Suite, including Google Slides, which we will be using to set tasks for the children (such as the transition activities).