



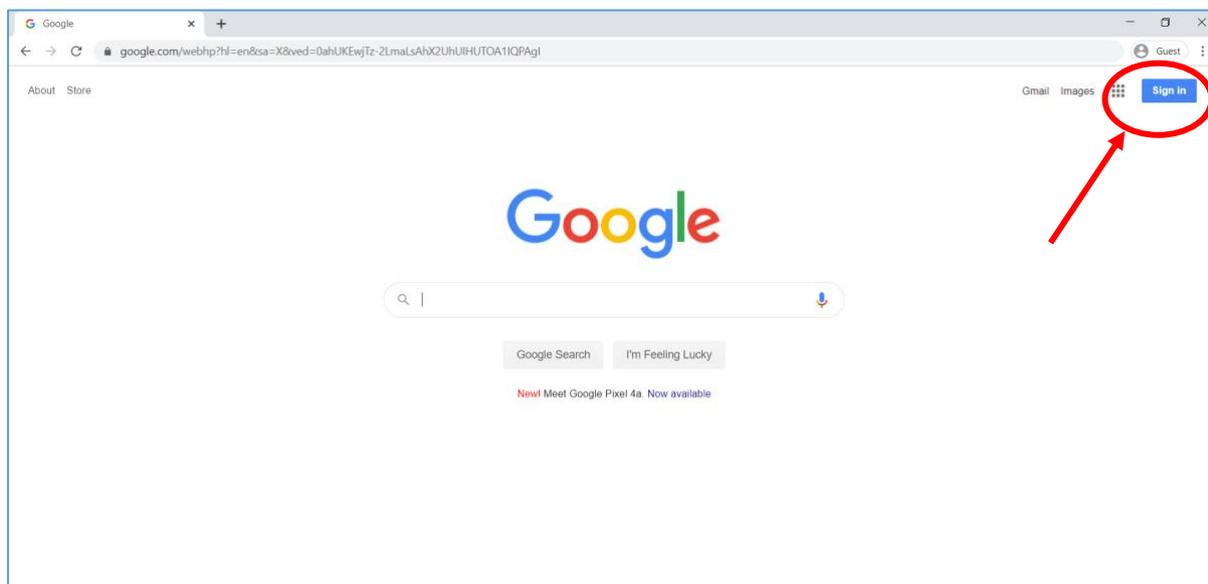
Google Classroom How-To Guide

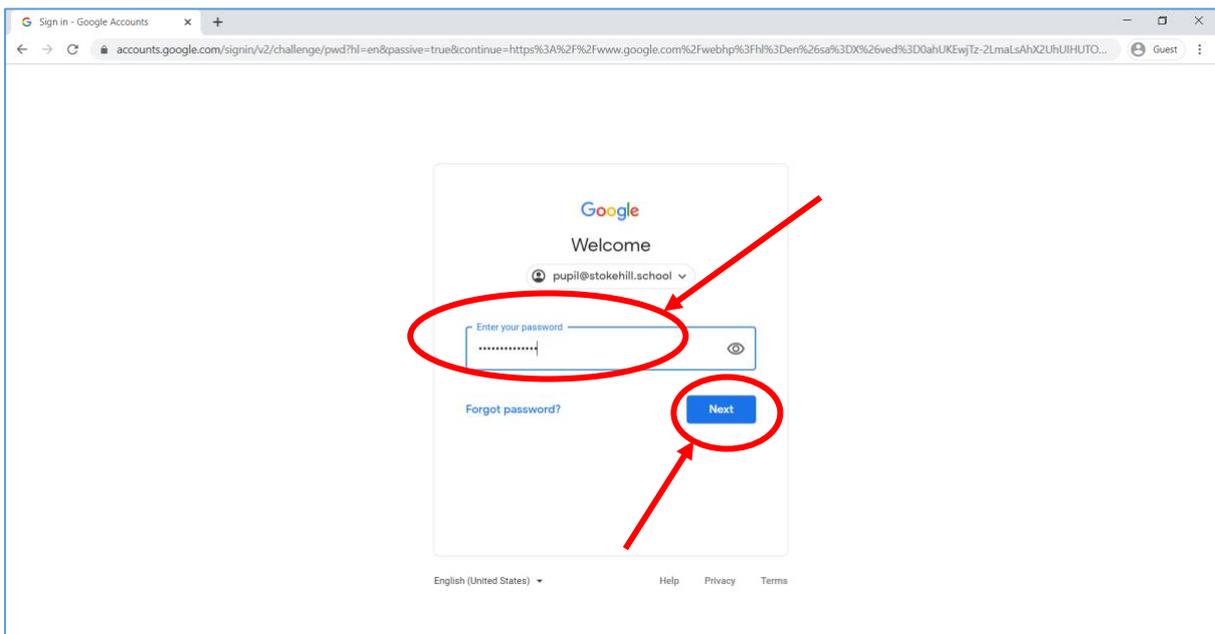
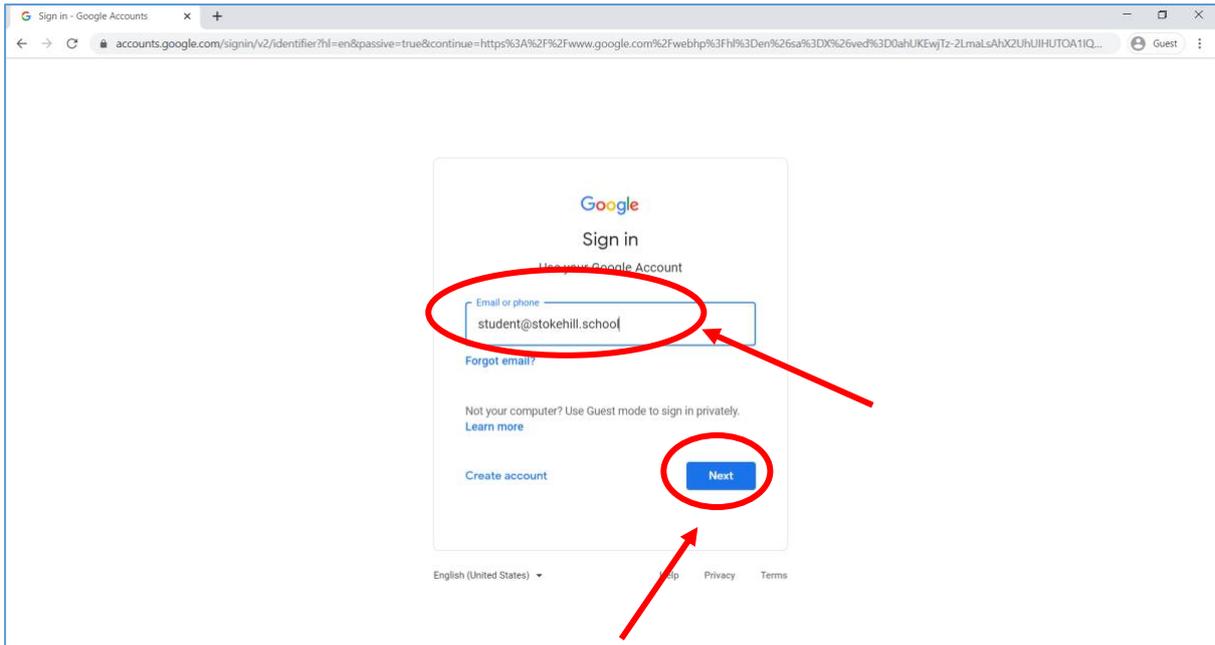
A note to parents and carers - although this guide addresses children directly, and children have had opportunities to use Google Classroom at school, they will probably need some support with using the software at home. Please support your child as much as possible. It shouldn't be a difficult system to use, and it gets much easier the more you use it. Most of it is self-explanatory, and children can figure most of it out by exploring and poking around; it's pretty much impossible to break anything or mess anything up. But, it should not be a stressful experience; if you run into any difficulties, please get in touch with the school, and we'll do whatever we can to help.

On a computer

First, you need to sign in to Google using your @stokehill.school account. You should know what your user name is – it's the one you always use at school. It will be your first name followed by a full stop, and then the first initial of your last name followed by the year you started the junior school (Y3-20, Y4-19, Y5-18, Y6-17). For example, Joe Bloggs in Year 3 would be joe.b20@stokehill.school.

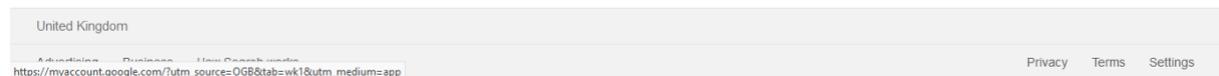
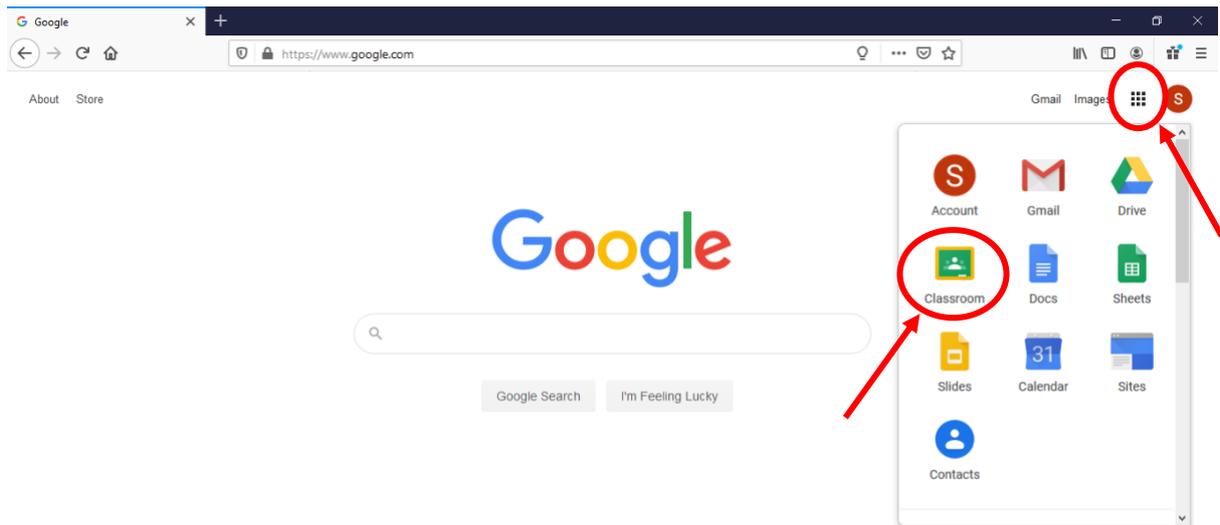
So, go to google.com and click sign in. You can do this in any browser. Here I'm using Google Chrome:



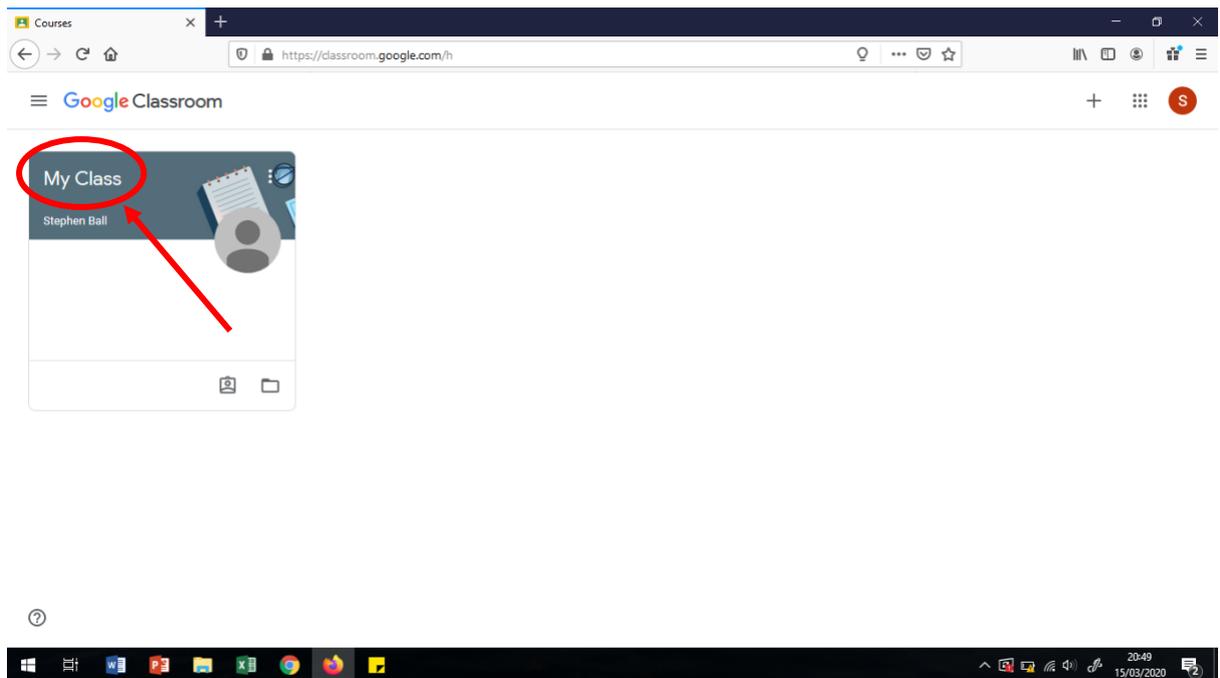


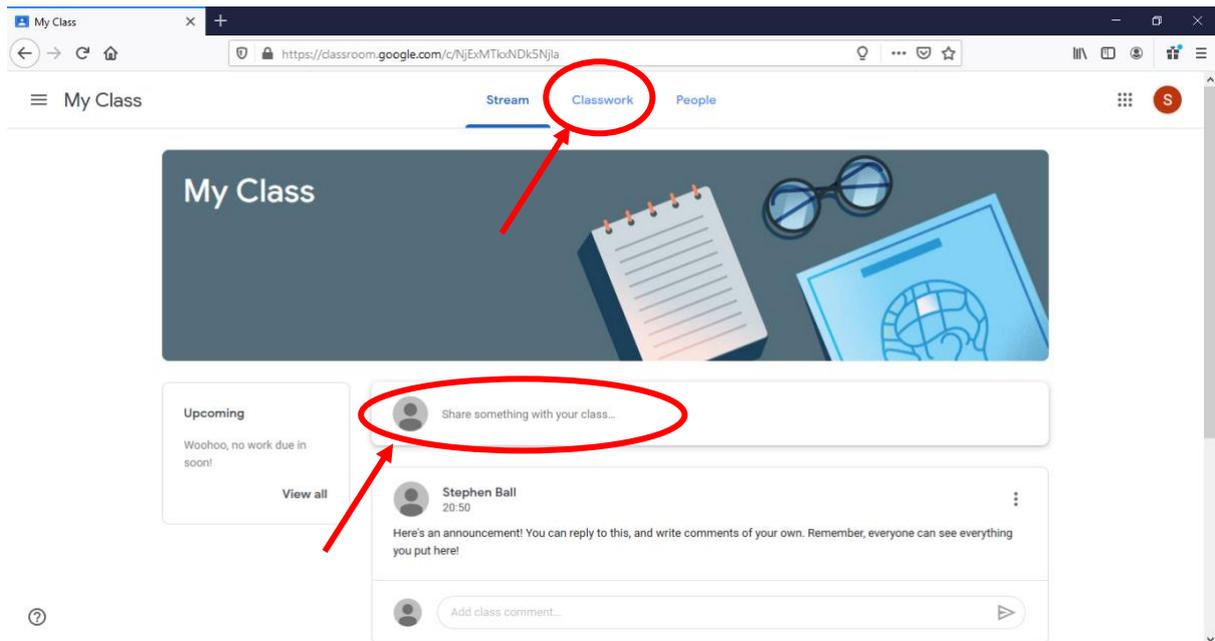
You'll be taken back to Google's homepage, but you're now signed in. There's a grid of apps in the top right. This has lots of apps, including:

- Google Docs, the word processor
- Google Drive, where all of your work is saved
- Google Classroom, where teachers will post work and resources



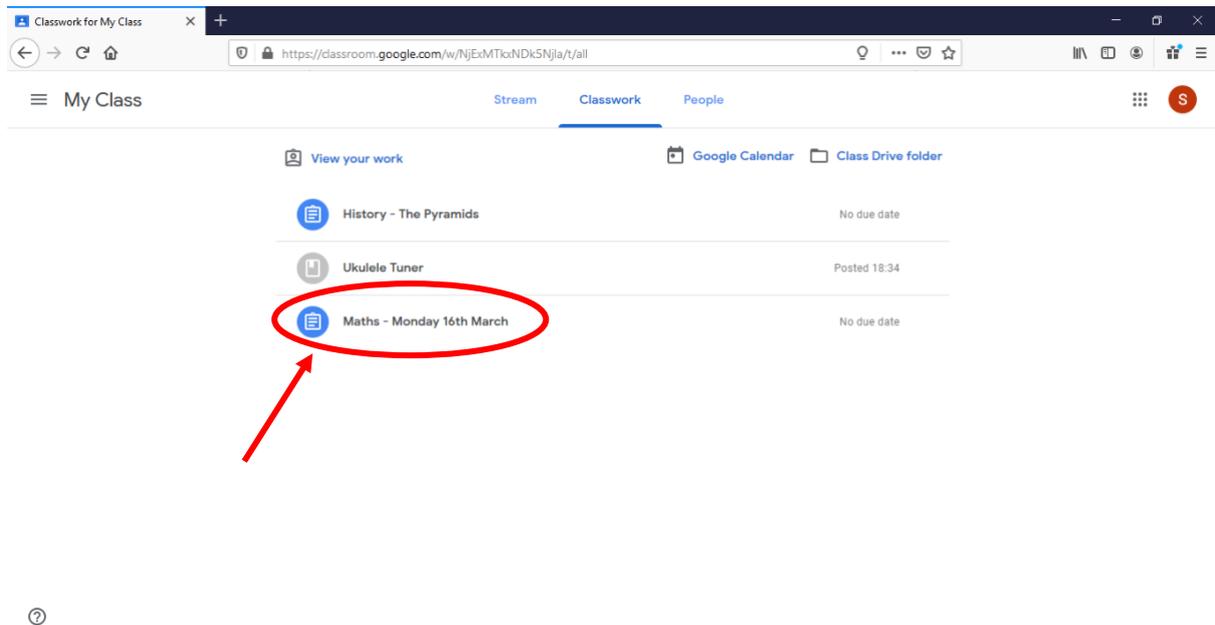
Click the Google Classroom app to see your classes. You should already have joined your class, so click the link to it.





In the classroom's main page, you can see the "Stream" which is a **public** area to post messages. Please remember that **everyone** in the class can see what is posted here – as a rule of thumb, please don't add anything you wouldn't be happy to put up on the wall of a real classroom.

You can also see announcements of upcoming work, and links to the classwork area.



By clicking on an assignment, you can see the instructions, and you can click "view assignment". Teachers might put work for you to do in your exercise books:



My Class

Stream Classwork People

View your work Google Calendar Class Drive folder

History - The Pyramids No due date

Ukulele Tuner Posted 18:34

Maths - Monday 16th March No due date

Posted 18:29 (Edited 19:12) **Assigned**

Today, please practise your five times table using the questions below. Please do these in your exercise book.

Maths - Monday 16th Mar...
Google Docs

View assignment



My Class

Maths - Monday 16th March

Stephen Ball 18:29 (Edited 19:12)

Today, please practise your five times table using the questions below. Please do these in your exercise book.

Maths - Monday 16th March ...
Google Docs

Class comments

Add class comment...

Your work **Assigned**

+ Add or create

Mark as Done

Private comments

Add private comment...





Maths - Monday 16th March - 5x table

File Edit View Tools Help

Request edit access Share

Headings that you add to the document will appear here.

- $5 \times 10 =$
- $2 \times 5 =$
- $11 \times 5 =$
- $5 \times ? = 30$
- $? \times 4 = 20$
- $5 \times 1 =$
- $5 \times 12 =$
- $8 \times 5 =$

Or they might add resources such as apps or links to websites you might find useful

Classwork for My Class

Stream Classwork People

View your work Google Calendar Class Drive folder

History - The Pyramids No due date

Ukulele Tuner Posted 18:34

Here's a tuner you can use to tune your ukulele at home. Play each string and turn the machine heads to get yours to sound the same as the notes on the app.

Tune Your Ukulele Online ...
<https://ukutuner.com/>

View material

Maths - Monday 16th March No due date

?

Finally, they might add work that you can do on a computer, so there will be a document attached that you can *edit*. Open this and do your work.



View your work Google Calendar Class Drive folder

History - The Pyramids No due date

Posted 19:10 Assigned

Complete the sheet below with your ideas about what it was like inside a pyramid.

 Student Unknown - Histo...
Google Docs

[View assignment](#)

Ukulele Tuner Posted 18:34

Maths - Monday 16th March No due date

https://classroom.google.com/c/NjExMTkoNDk5Njla/a/NjExMjExNzZM3Nzla/details

History - The Pyramids

Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

Your work Assigned

 Student Unknown ...
Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

?



History - The Pyramids Student Unknown - History - Monday 16th March - Pyramids

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

Monday 16th March 2020

Inside an Egyptian Pyramid

Write about what the different parts of the Pyramid were like inside. What were they for? What would you find there?

I think...
Here's my work that I'm writing! I hope my teacher thinks it's excellent!

When your work is finished, you can hand it in. Remember, your work is saved in your Google Drive as you go along; you don't need to do anything



History - The Pyramids

Student Unknown - History

https://classroom.google.com/c/NjExMTkxNDk5Njla/a/NjExMjExNzM3Nzla/details

My Class

History - The Pyramids

Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

Your work Assigned

Student Unknown ... Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

History - The Pyramids

Student Unknown - History

https://classroom.google.com/c/NjExMTkxNDk5Njla/a/NjExMjExNzM3Nzla/details

My Class

History - The Pyramids

Stephen Ball 19:10

Complete the sheet below with your ideas about what it was like inside a pyramid.

Class comments

Add class comment...

Hand in your work?

1 attachment will be submitted for "History - The Pyramids".

Student Unknown - History - Monday 16th March - Pyramids

Cancel **Hand in**

Your work Assigned

Student Unknown ... Google Docs

+ Add or create

Hand in

Private comments

Add private comment...



The screenshot shows a Google Classroom interface. At the top, there's a browser window with the URL <https://classroom.google.com/c/NjExMTkoNDk5Njla/a/NjExMjExNzM3Nzla/details>. Below the browser, the page title is "History - The Pyramids" and the teacher is "Stephen Ball". The assignment instruction is "Complete the sheet below with your ideas about what it was like inside a pyramid." There is a "Class comments" section with an input field. On the right, the "Your work" sidebar shows an assigned task "Student Unknown ..." with a "Hand in" button and a circled "+ Add or create" button. Below it is a "Private comments" section.



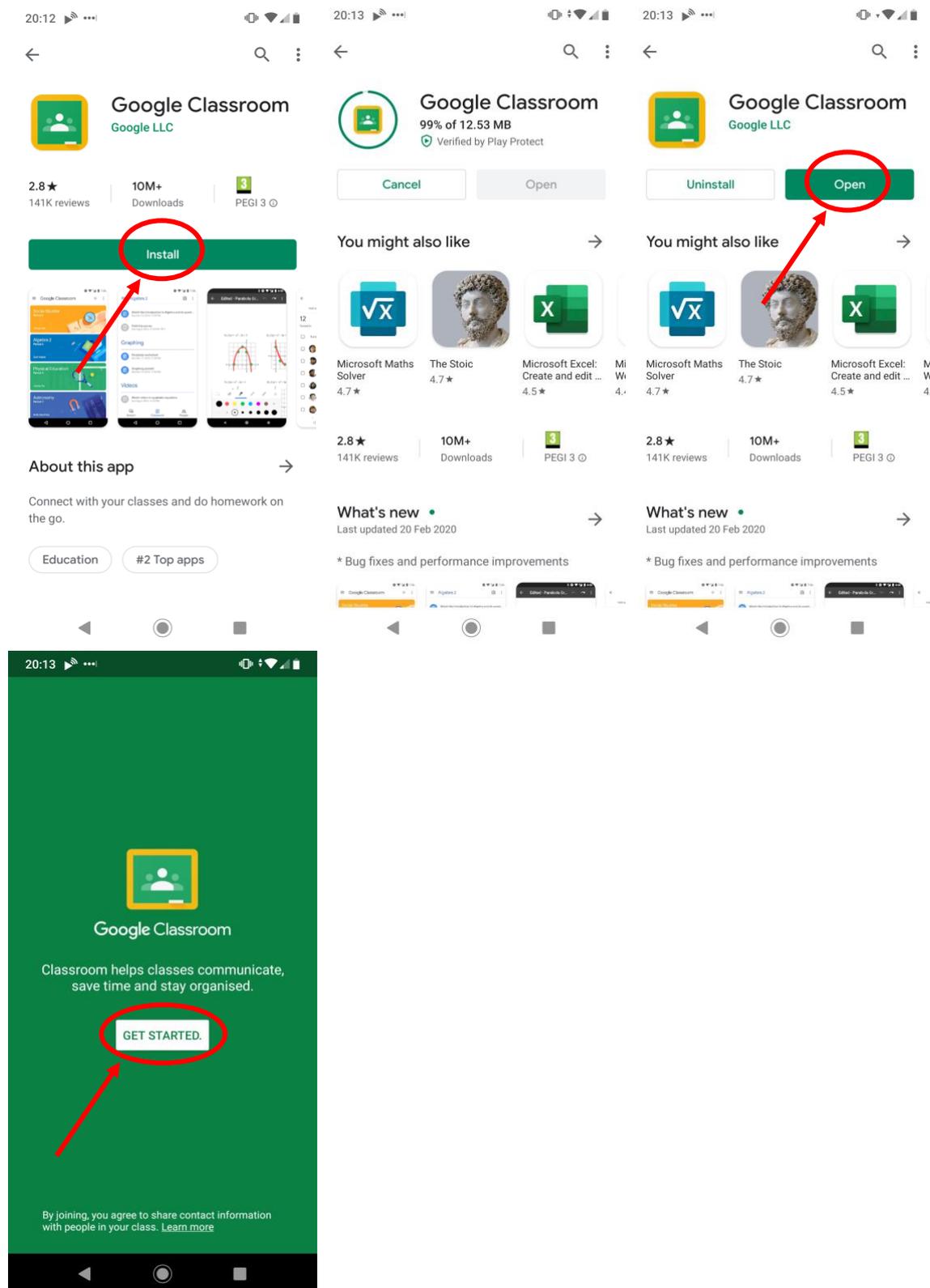
You can use also use the Add or create button to create a new google document, or upload a photo of any work you have done offline.

Hopefully this helps! You should be practising all this in class soon so if there's any problems, you can get them sorted.



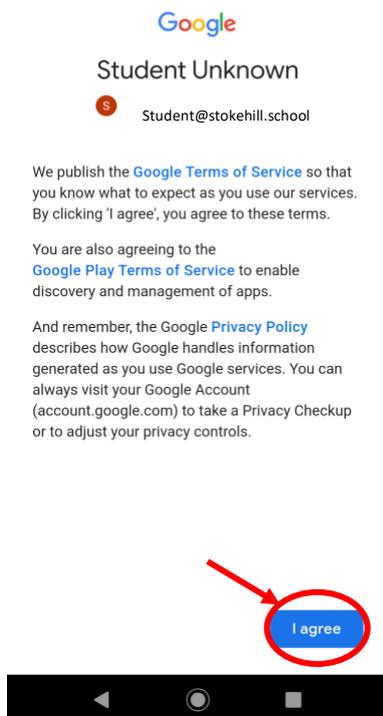
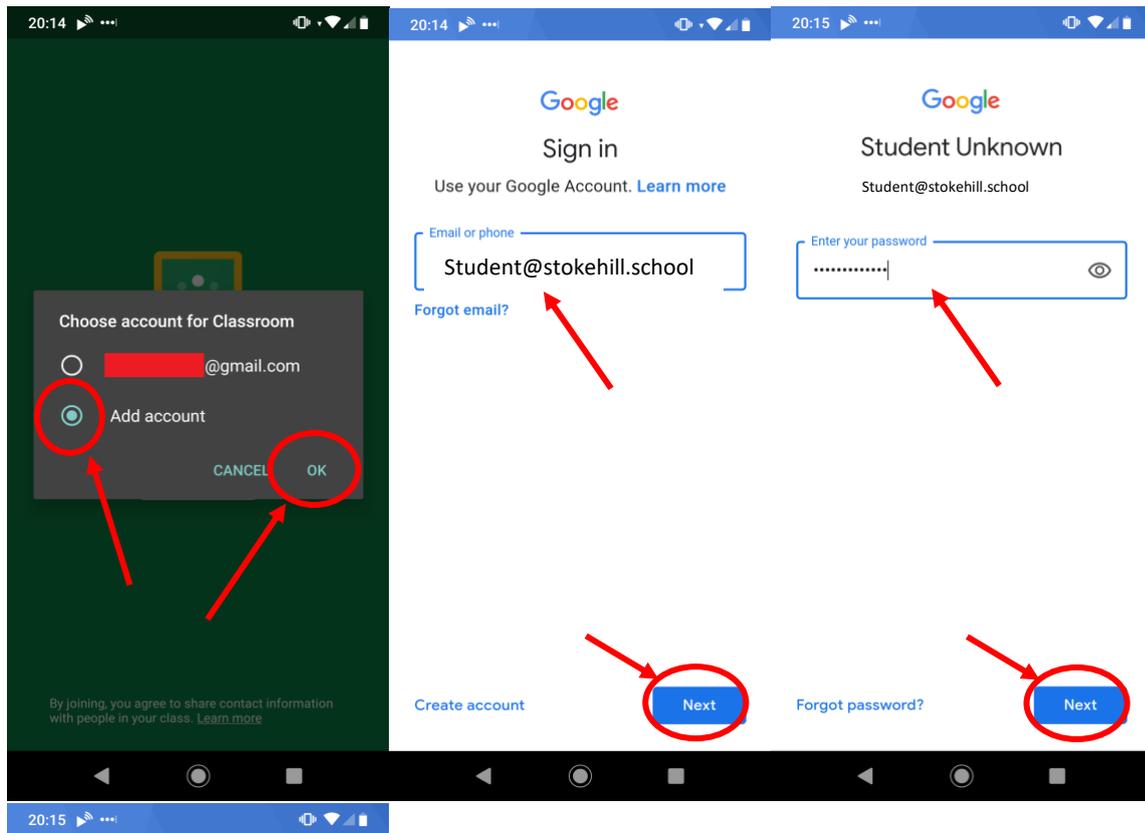
On a Phone or Tablet

It is impossible for us to test Google Classroom on all the devices you might have at home. But it works well on an Android phone and an iPad, so most devices should be fine. First, download the Google Classroom app from the App Store.



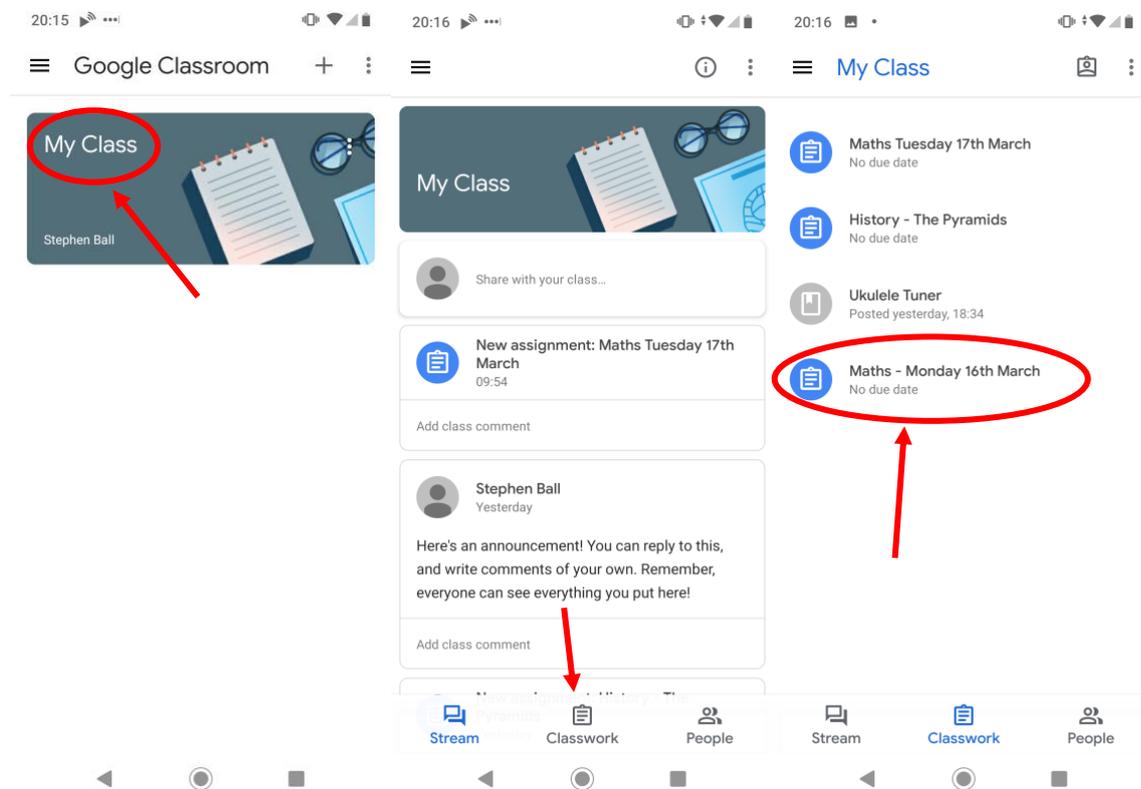


Then you'll be asked to choose an account. You'll need to click "add an account", and add your @decoyschool.co.uk account.

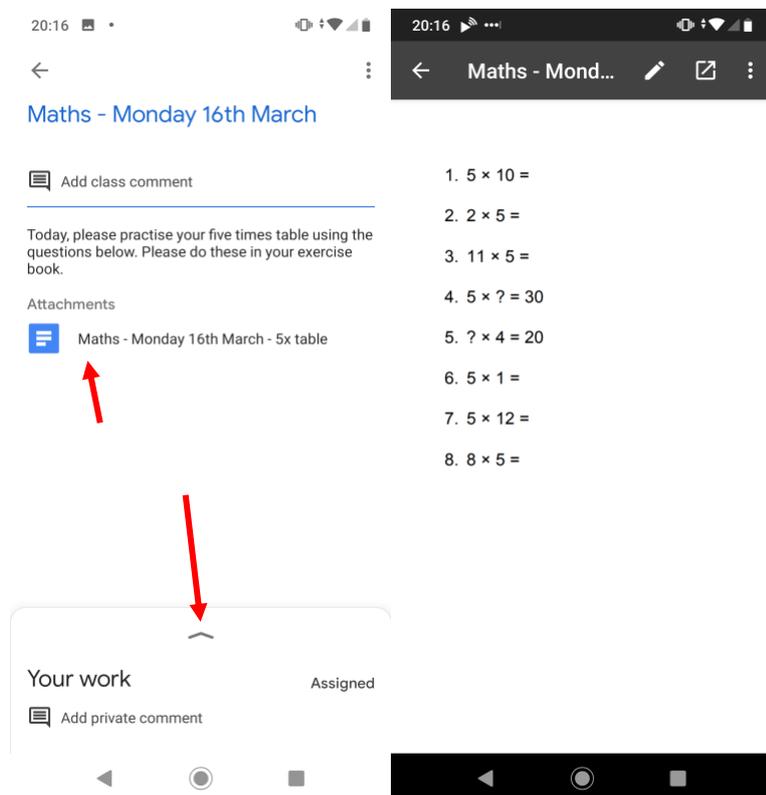




Now, you can go to your class, and you can see the activities and resources your teacher has posted. It's very similar to using it on a desktop computer.



At the bottom, you can see your work for each assignment. It's a bit fiddly to try writing your work on a phone, but you can see the instructions and worksheets, and use these to help you write your work in your workbook.



1. $5 \times 10 =$
2. $2 \times 5 =$
3. $11 \times 5 =$
4. $5 \times ? = 30$
5. $? \times 4 = 20$
6. $5 \times 1 =$
7. $5 \times 12 =$
8. $8 \times 5 =$



Finally, you can use the menu on the left side to add accounts and choose which account is being used, so siblings can be signed in on the same device.

