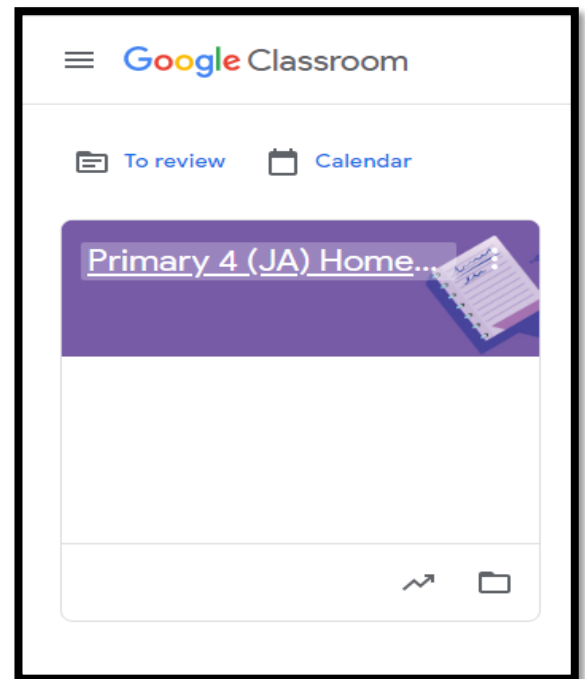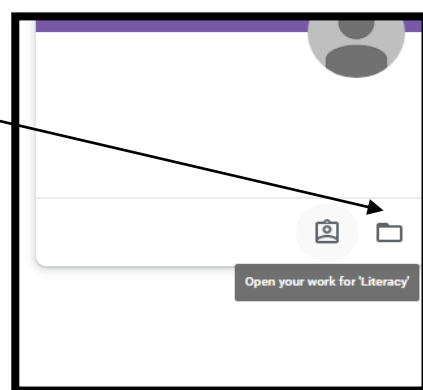## Becoming familiar with Google Classroom

This information guide will help you become familiar with the layout of Google Classroom.

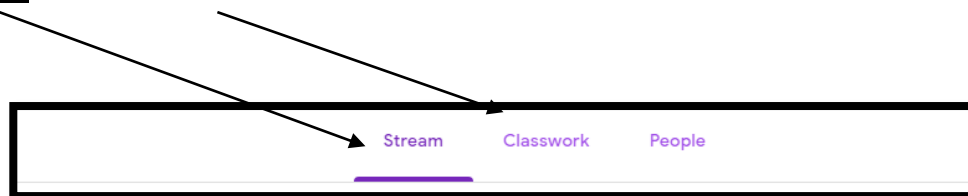When you first enter the classroom, you will see a screen like this.

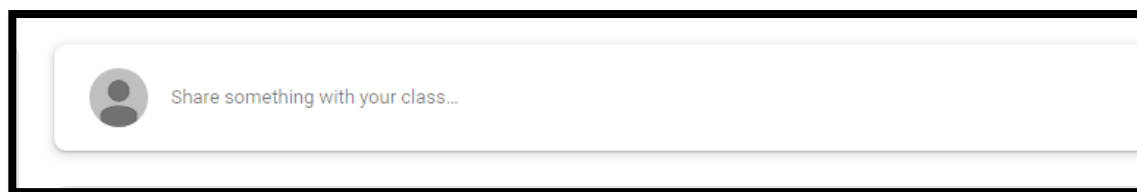To open the classroom, select this icon.

You can select the <u>Stream</u> or <u>Classwork tab</u>.

Stream   Classwork   People

Always check both sections.

The <u>Stream</u> section will take you direct to the work.

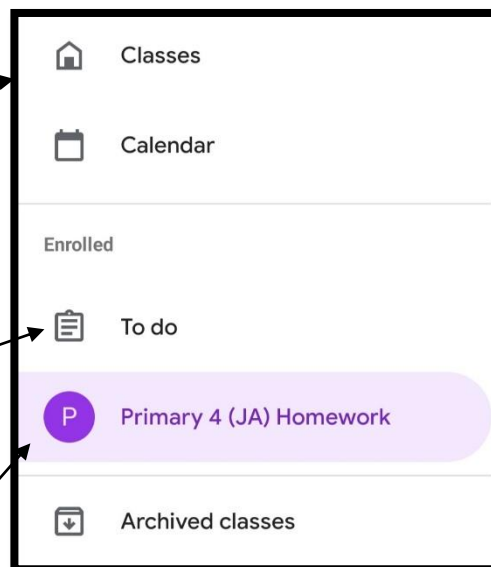If you need to share something with your class always use kind words.

Kind words

Share something with your class…

Home – to view the online classroom

To do - a list of the tasks

This is the online classroom you are enrolled in.

You can select this for easy access.

Classes

Calendar

Enrolled

To do

P   Primary 4 (JA) Homework

Archived classes

In the 'Classwork' section

Each online classroom will differ, this is an example.

Another option to view <u>some</u> of the work given.

Main classroom title

A list of topics within a classroom.

≡ Literacy

View your work

Stream   Classwork   People

📅 Google Calendar   📁 Class Drive folder

All topics

Grammar

Reading

Grammar

📋 Monday 20th April - Grammar lesson availa...   No due date

Reading

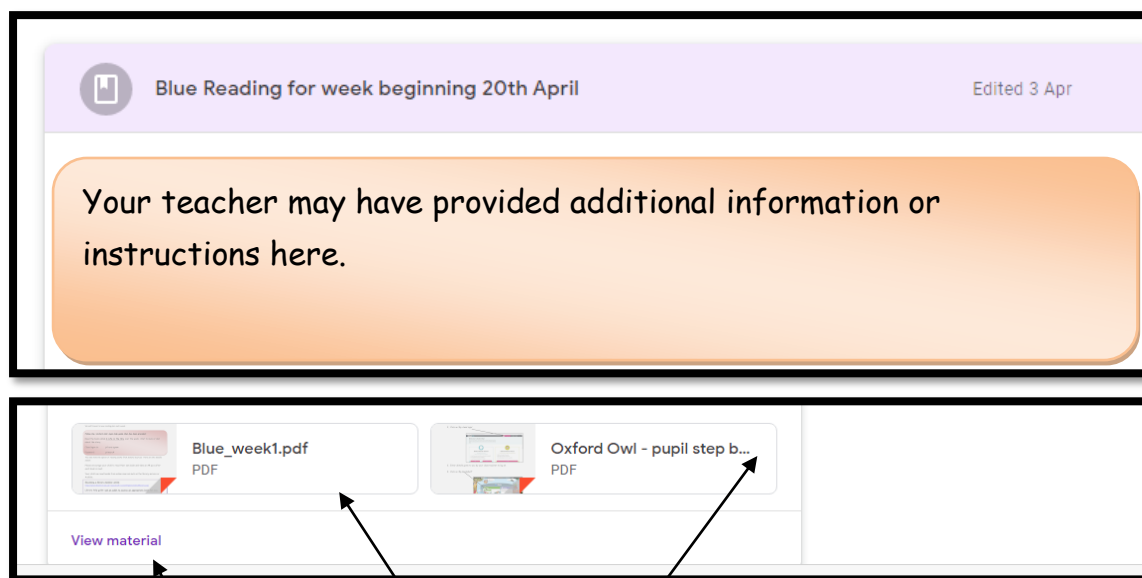📋 W/B 20th April Reading material is available ...   No due date

Select any of the work areas to view a homework activity.

When you select the work, you will have a choice of either; view material or view assignment.

The images included are only examples.

(a) View Material Option

Blue Reading for week beginning 20th April   Edited 3 Apr

Your teacher may have provided additional information or instructions here.

Blue_week1.pdf
PDF

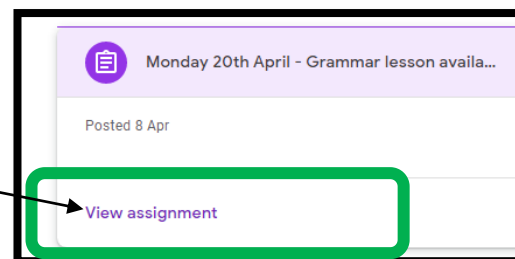Oxford Owl - pupil step b...
PDF

View material

Select **view material**

You can select the files that are attached and double click to view the content.

(B) View Assignment Option
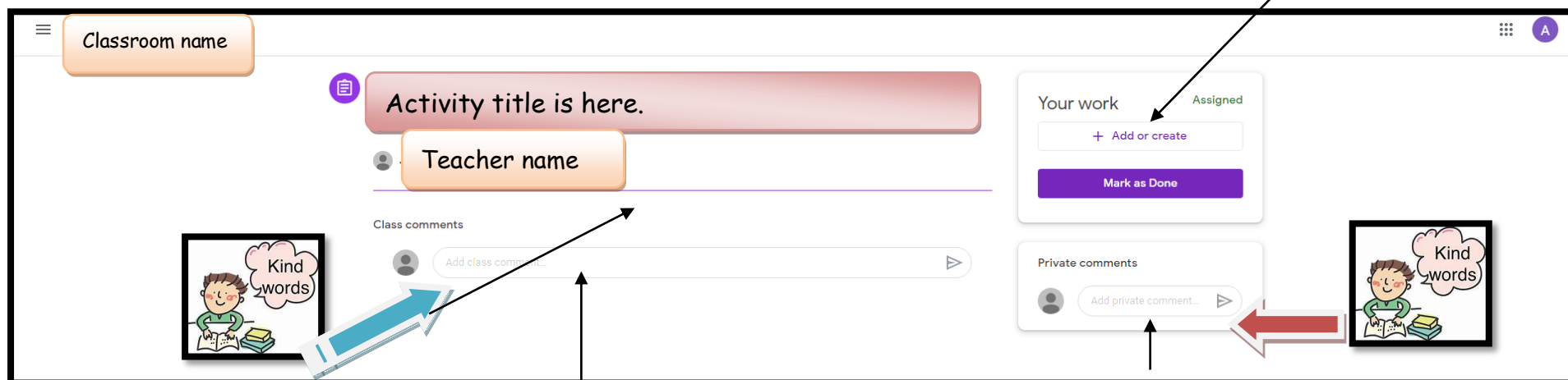
If you have the option to 'view assignment', select this area -

Monday 20th April - Grammar lesson availa...

Posted 8 Apr

View assignment

You will see a screen like this:

Select add or create to attach any work for the teacher to view or mark.

Classroom name

Activity title is here.

Teacher name

Your work   Assigned

+ Add or create

Mark as Done

Class comments

Add class comment...

Kind words

Private comments

Add private comment...

Kind words

Class comments can be viewed by the teacher and everyone in the class. Comments made should be relevant to your learning.
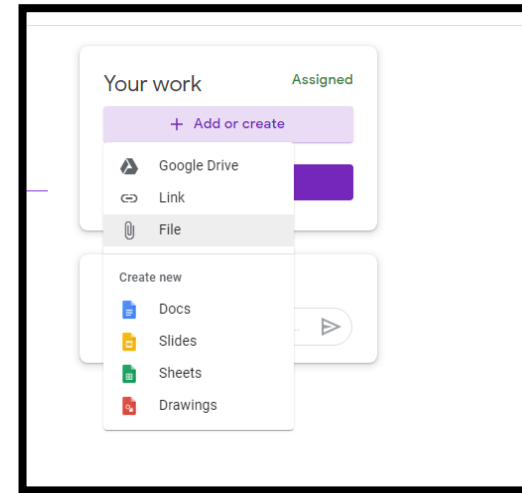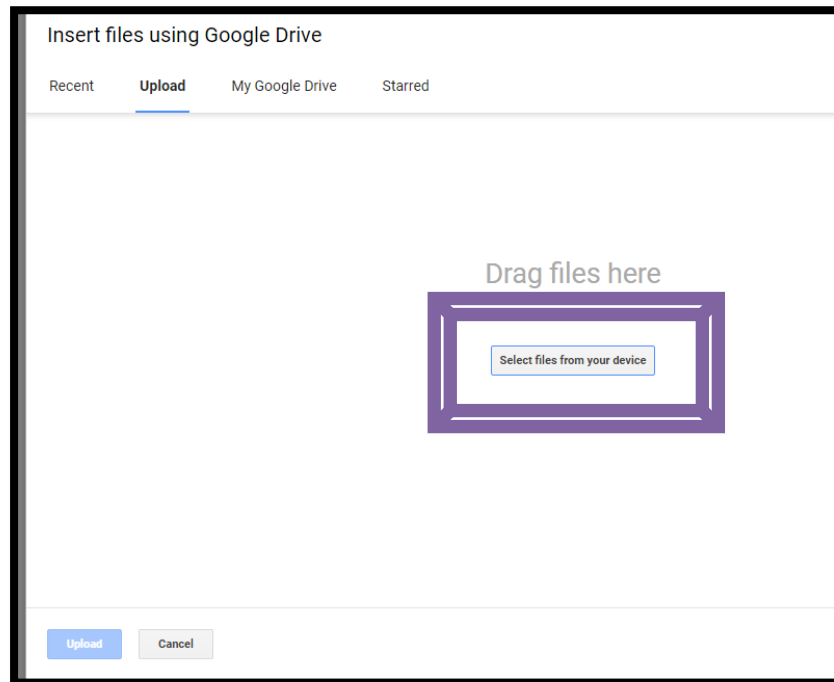
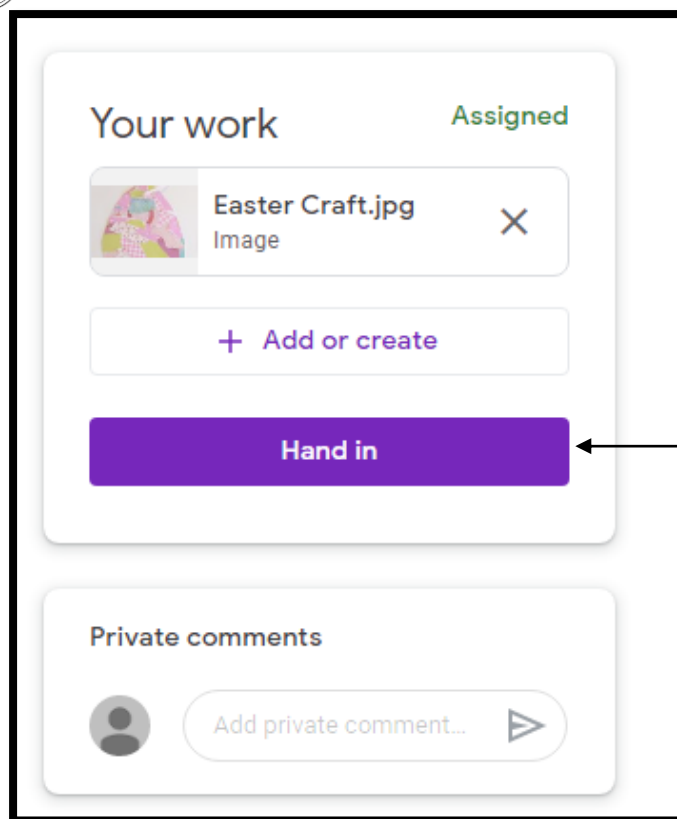Private comments can **only** be viewed by the teacher.

Adding work in the **view assignment** area -

Select the location of your file or image.

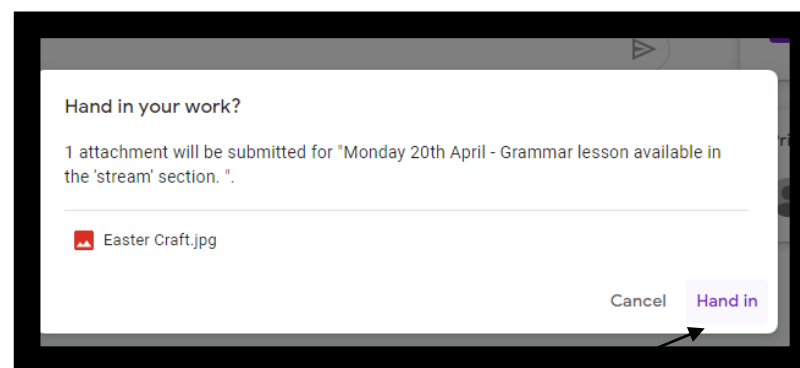The picture here shows how to attach a file.

Click on - Select the files from your device, find your saved image or file, select it, click on open and then choose upload.

Your image or file will appear to view and then select <u>hand in</u>.

(an example)

Select <u>hand in</u> again.

When work is submitted the class teacher will have the opportunity to provide you with an individual comment. This comment will not be viewed by other class members. If you are using a tablet or phone to submit tasks you will have the option to take a photograph, only of the completed work, and then attach it. However, if using a laptop or desktop the work needs to be saved first before the file can be attached.

We hope all our boys and girls have an enjoyable experience in using Google Classroom! To help make the experience enjoyable for everyone we must always remember our <u>Google Classroom rules!</u>