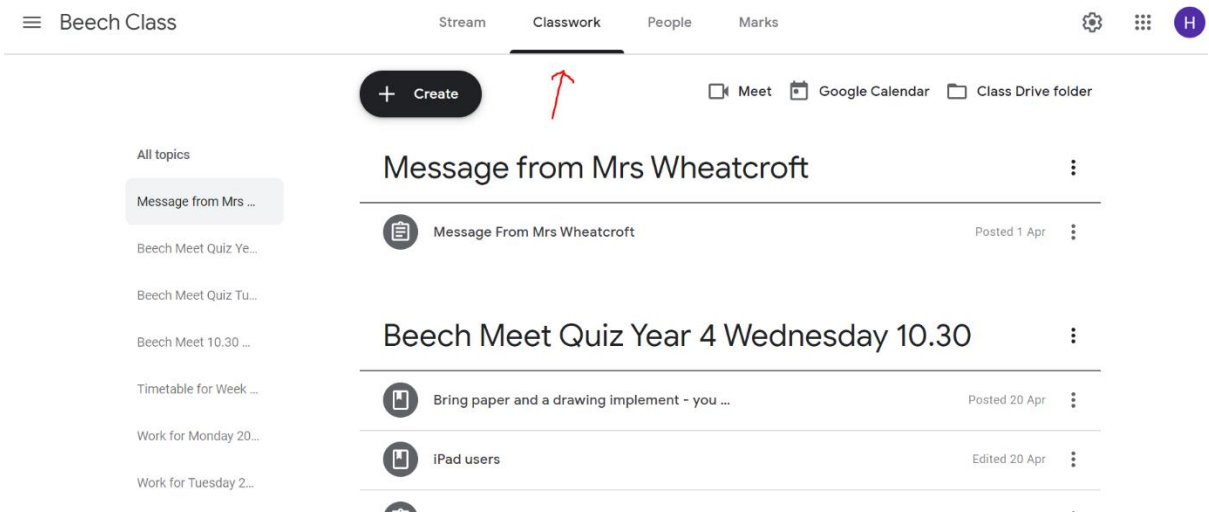
Google Classroom Instructions for Students and Parents

When accessing your Google Classroom, always look at the 'classwork' tab. This is where your work is set by your teacher.



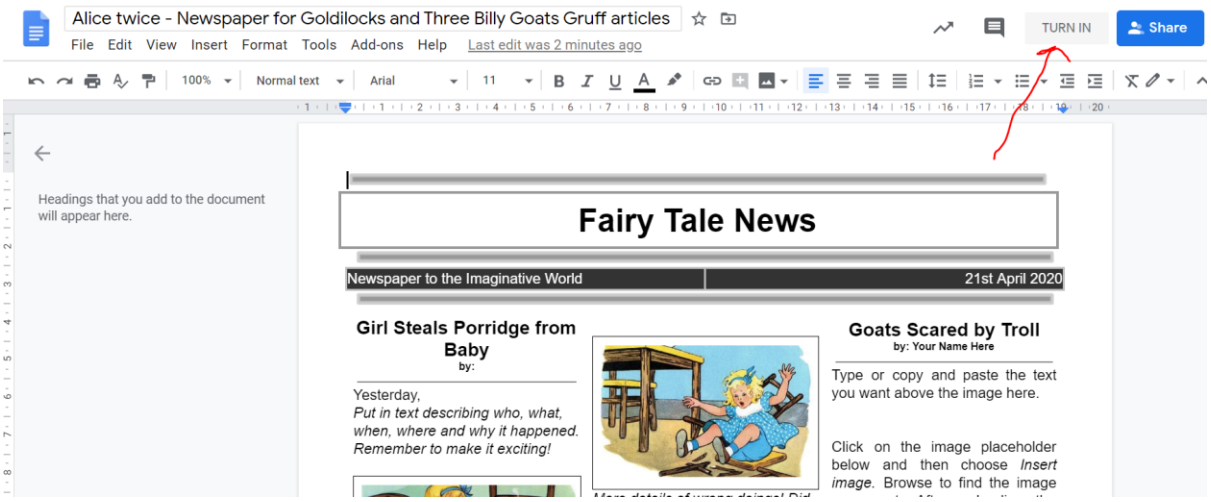
Under classwork you will see a variety of tasks for the week. Tasks will be labelled in different ways in different classrooms, but should be clearly labelled with the date.

Handing in 'Google Documents' Files

There are increasingly more google documents that can be electronically filled in and handed in to teachers. These are the Google version of a package like Microsoft Word.

Google Documents assigned by your teacher and will have a 'turn in' button in the top right, shown below by an arrow.

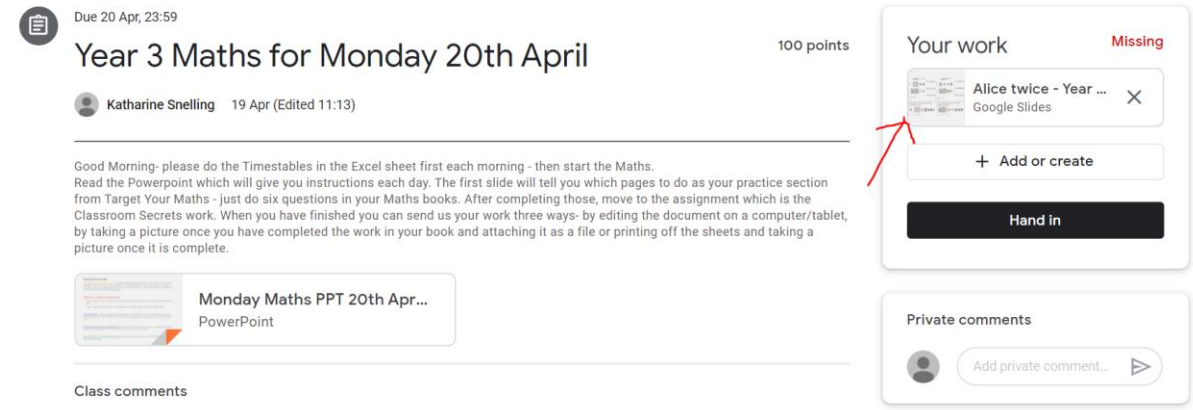
Once you have turned in, teachers can mark and send back comments to you.



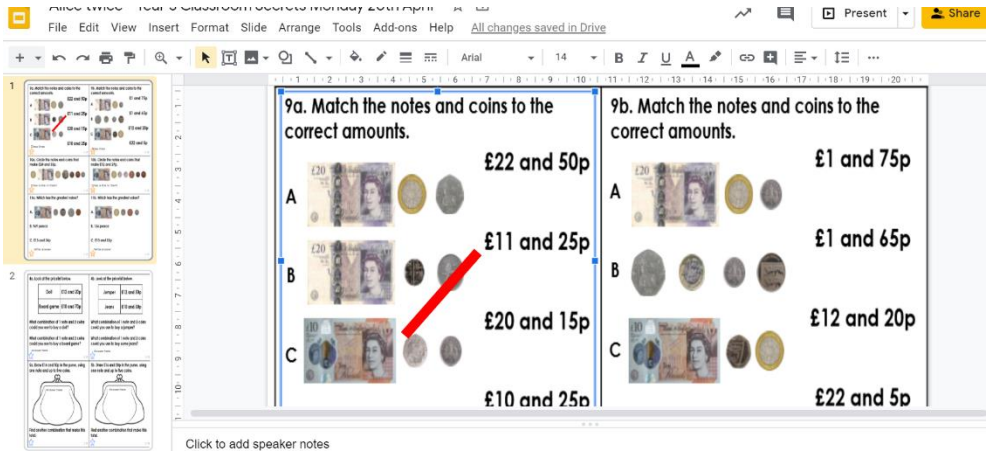
Handing in other google files (Google Slides and Google Sheets)

Your teacher may have set another kind of google document that you can work into – this could be a 'Google slides' or 'Google sheets' and these respectively, work in a very similar way to Microsoft PowerPoint or Microsoft Excel. You should be able to type into these and then hand them in. Here is how:

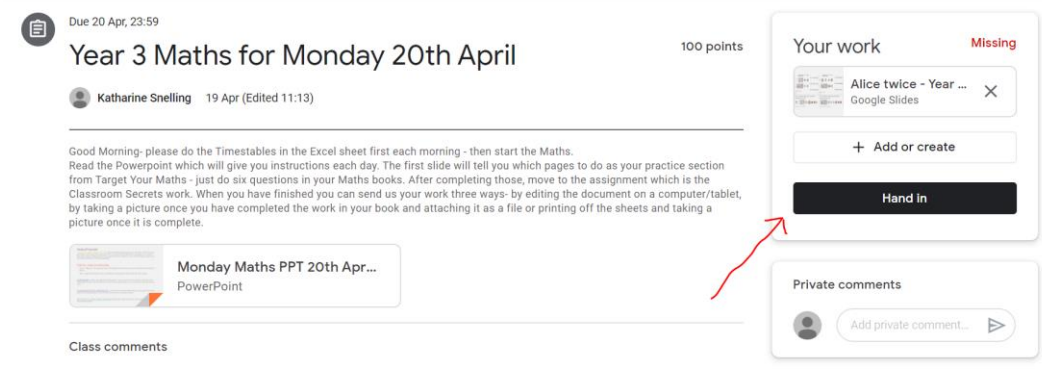
Open the google file form the assignment:



Type into the document or follow the instructions indicated (here Mrs Snelling has asked children to draw lines on the first question, which has been completed in red). This will automatically save changes as you go.



When you have finished go back to assignment page and simply press the hand in button. This will hand in your document , with all of the changes you made, to your teacher.



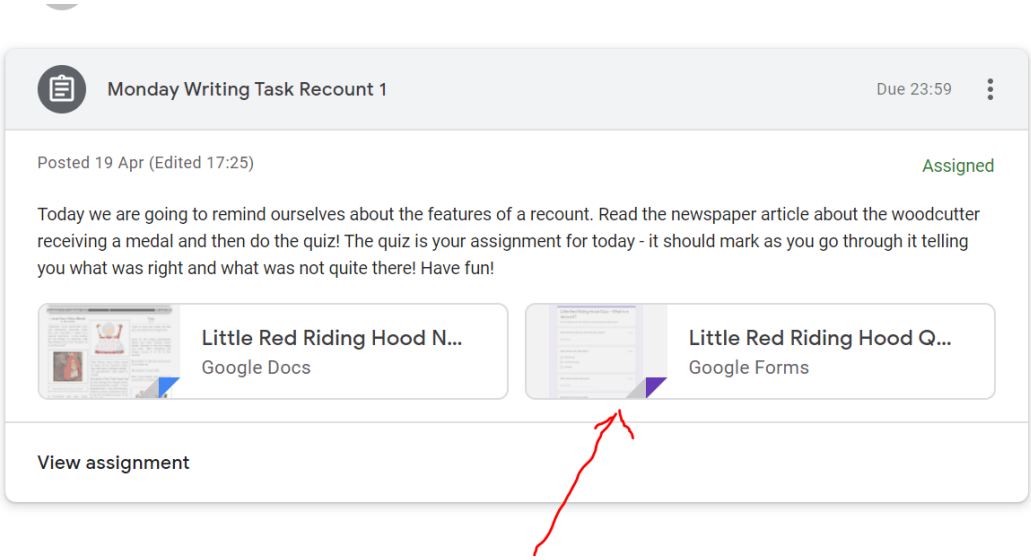
It works in exactly the same way for google sheets. Just open, type in then go back to the assignment and press the ‘turn in’ button.

Documents that can’t be handed in

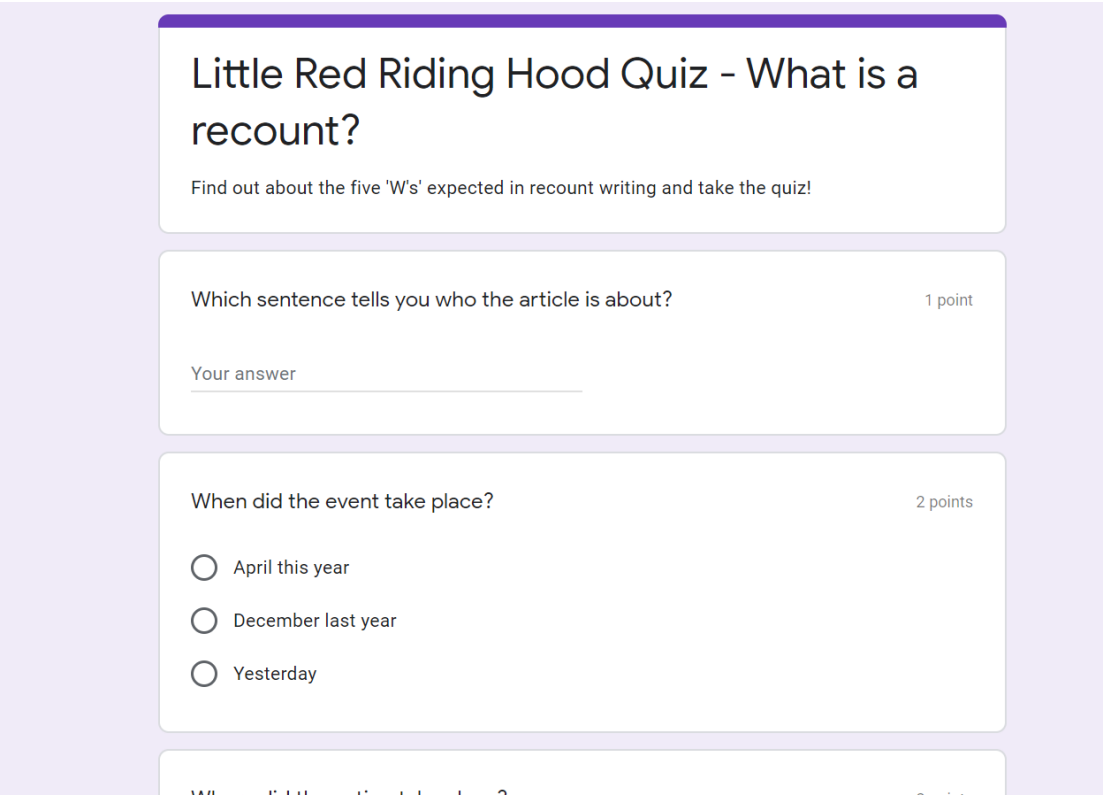
Some documents can’t be handed in and you can either view them on screen or print them and if they require answers you can work onto paper. These will be pdfs or word documents mostly as Google doesn’t support these being directly typed into.

Quizzes

If you have been set a quiz by your classteacher it will show like this as a google form:

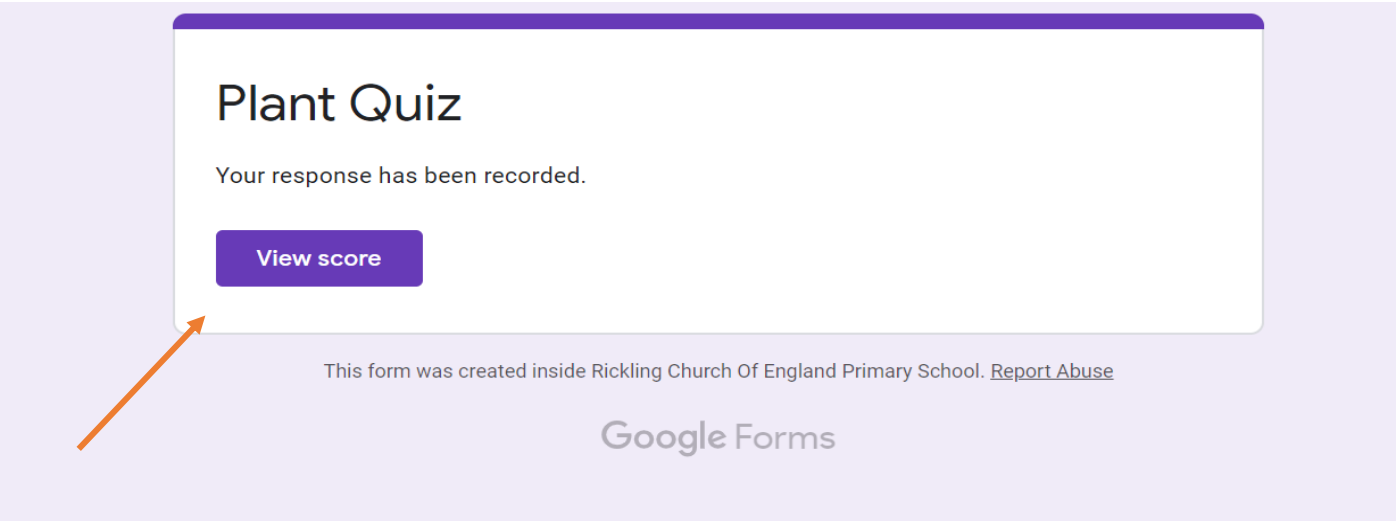


When you open this, it will take you to a page where you can type in the answers.

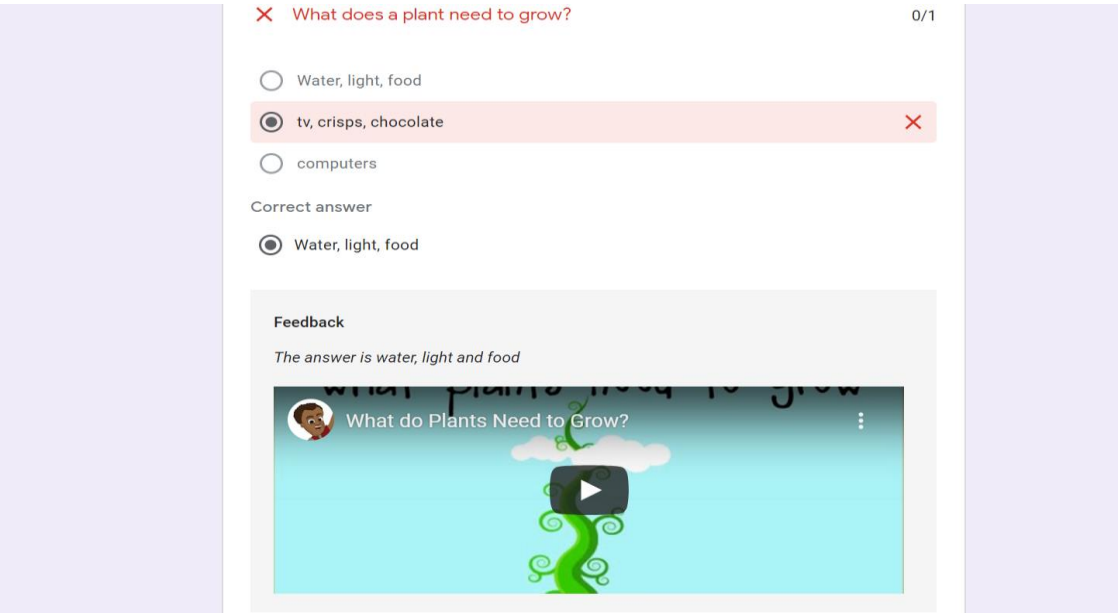


You can then press submit at the bottom and the answers will go to your teacher.

For some quizzes it will allow you to view your score once you've submitted:



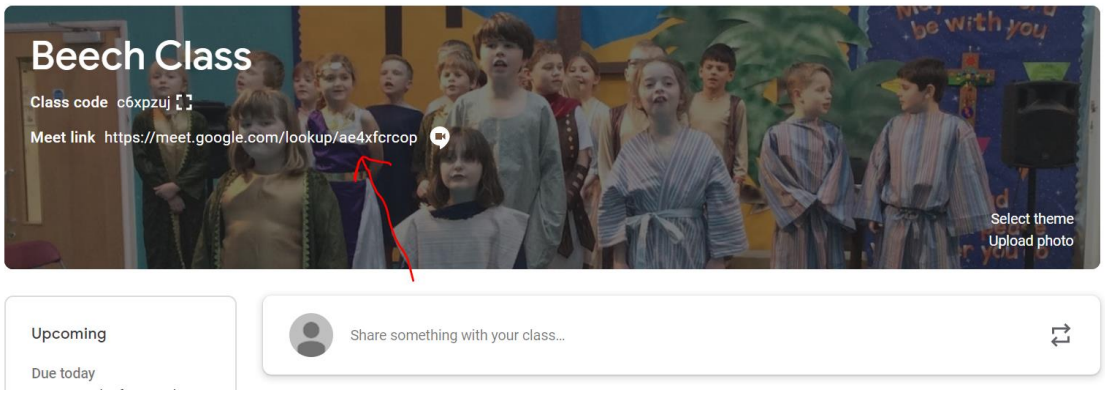
This will bring you to a page where your teacher may have uploaded some additional resources to help you if you go the answers wrong, like this You Tube clip below.



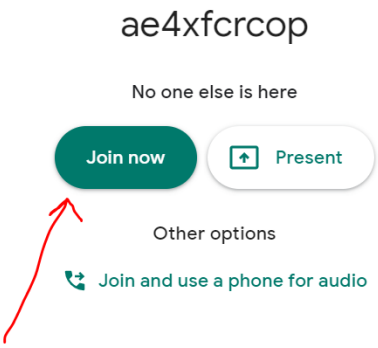
Google Hangouts

Your teacher may schedule a google hangout. This is a video call and you should be able to hangout and see your whole class, or year group.

At the time and date your teacher has told you (via email to parents) you should click on this button in your classroom header.



It will open up the camera and then you just need to press join:



Not all classrooms have this function enabled yet and your teacher will contact you when this has been done.

Any technical questions, contact me at head@rickling.net and I will resolve them for you as quickly as I can. The feedback I've had so far from parents has allowed us to make big improvements to the Google Classroom experience.

You can also leave a message, as many of you have been doing on individual assignments if you can't open/attach them and your child's class teacher will get straight back to you.

Any content questions please direct them to your child's class teacher on the class email account as I know they are checking them regularly.

Mrs Wheatcroft, April 2020