Google Classroom

PUPIL/STUDENT and PARENT GUIDE

Getting Started with Google Classroom

at Rawlins Academy

October 2020

Act wisely and make the most of every opportunity

Getting Started with Google Classroom at Rawlins Academy – Pupils/Students

At Rawlins, we recognise the need to make online learning simple and easy to access. We have therefore invested in setting up a Google Classroom approach for everyone in school.

An external company has set up ALL the classes for each pupil and teacher centrally, and Rawlins Staff are now developing their expertise in how to make best use of this brand new platform, to help you access your work easily and maximise your learning at home.

We view the Rawlins Academy Google Classroom Platform as an extension of Rawlins Academy. We therefore expect all pupils/students conduct to reflect our in school expectations and values, including ambitious engagement in learning and respectful interactions and language with one another at all times. In addition, all pupil/student activity will be monitored with staff logging the level of engagement in learning activities.

We know every individual in our community will initially be learning how best to use this platform. We hope that, as the platform is quite simple and intuitive, very quickly pupils/students and staff at Rawlins Academy will benefit from this investment in online technology, both to overcome the short term implications of the pandemic, but also to impact learning progress in the long term too.

Pupil/Student Logging in for the first time

To get to your set up classes, all you need to do is Login to G-Suite and then open Google Classroom.

1. Go to www.classroom.google.com *(1b. If you arrive at a page with no classes it means you are already signed in with a personal google account. Click the blue text in the middle of the page "Try another account").*
2. Click "**Use another account**" and/or sign in using your **school email and password***

* Contact webmaster@rawlinsacademy.org.uk for support with any login issues.
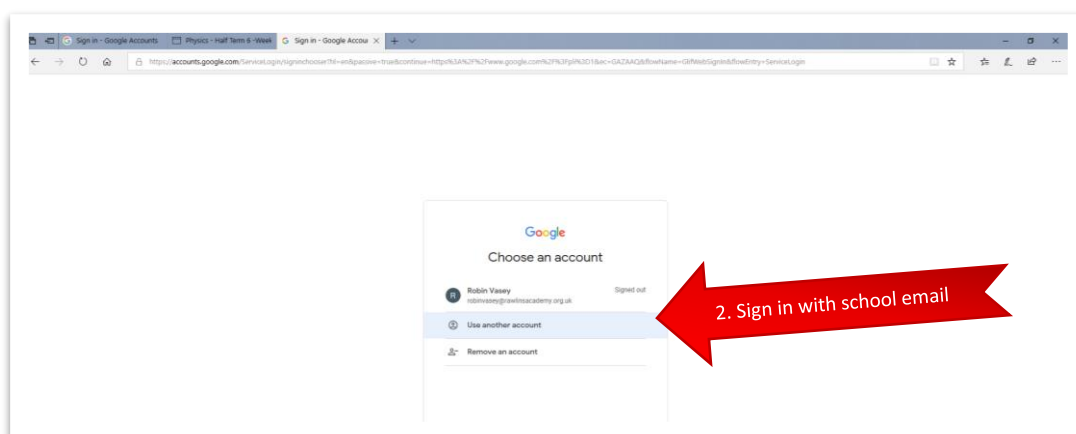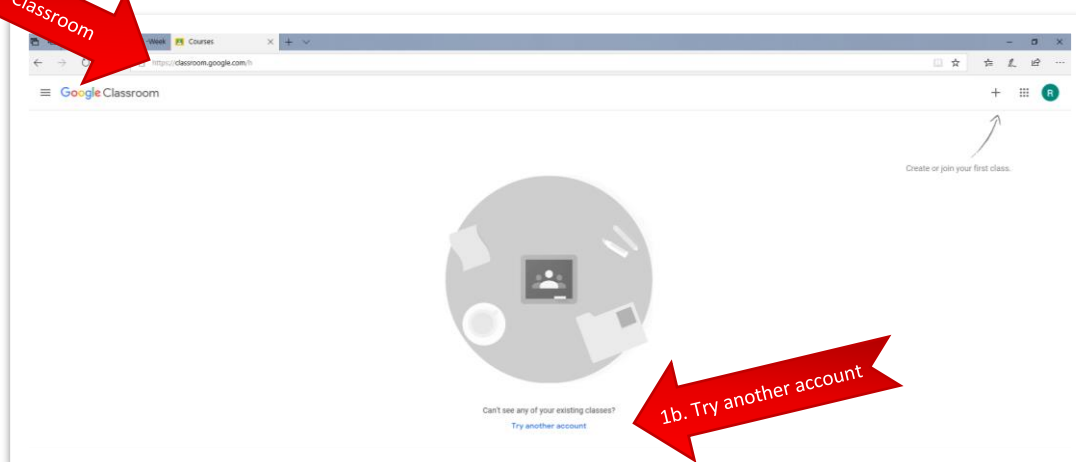
Your **Google Classroom Home** should then show classrooms for each subject (see below).
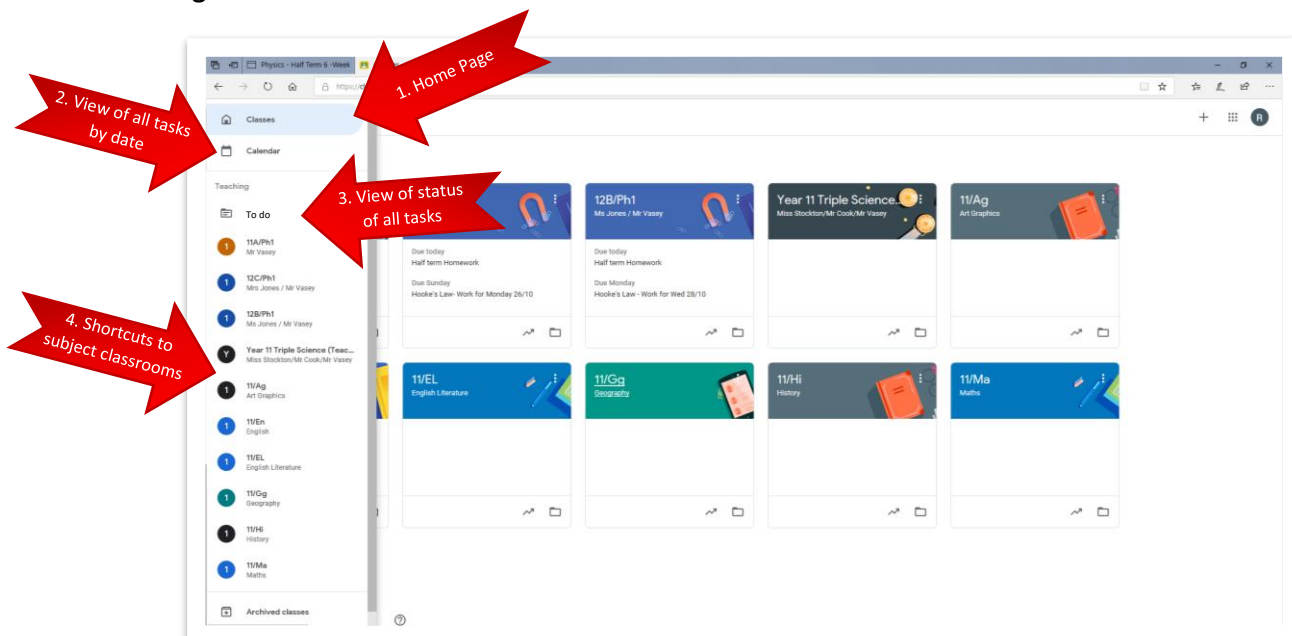
Google Classroom Home screen
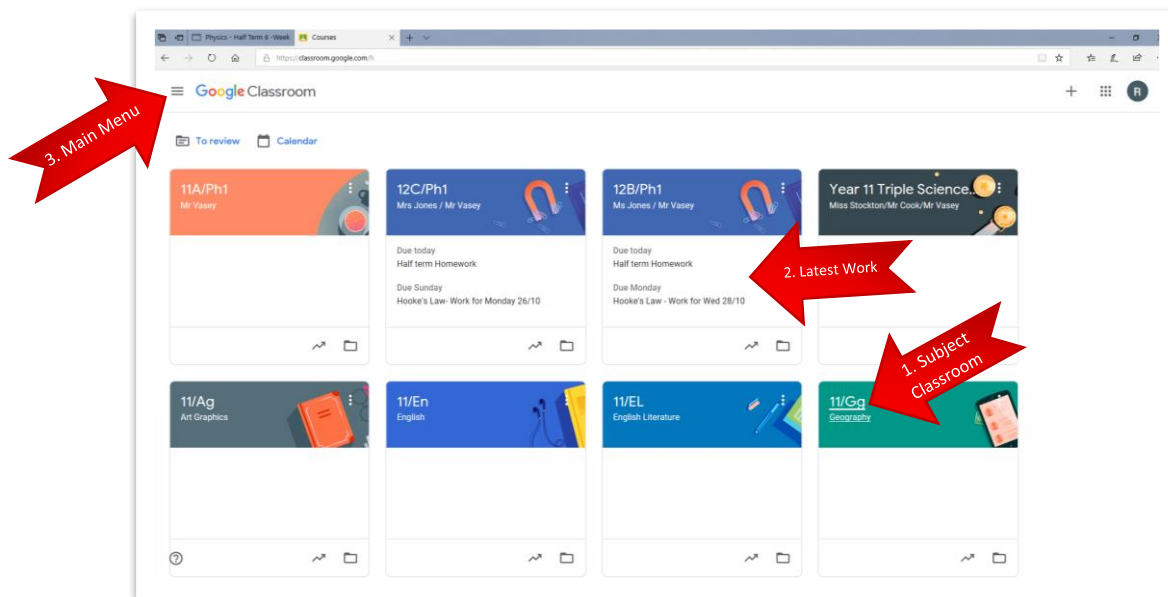
Key features:

1. Each one of these classes can be clicked on to view inside the classroom for that subject.
2. The classes briefly highlight the most recent assignments set and these can be clicked on to navigate straight to this work
3. In the top left, the "3 lines icon" is the link to the main menu.

**Google Classroom - Main Menu**

Key features:

Clicking on the '3 lines icon' (main menu)

1. "Classes" – brings you back to the previous screen
2. "Calendar" – VERY USEFUL: Takes you to a calendar view which allows you to see all assignments due, day-by-day for all your subjects in one place.
3. "To do" – brings up a list of all your assignments set in all subjects and when they are due, done, missing (late), or have no due date.

4. And below this is a link for each of your subject classes

Subject Classrooms

To open a class, simply click on the timetable name in the header or main menu.
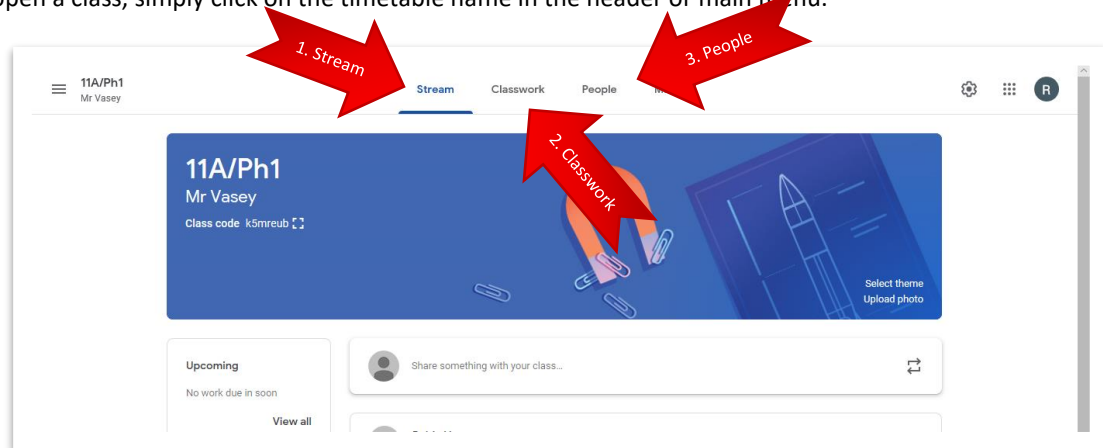
Key features:

Once opened the subject classroom has three main tabs at the top.

1. "Stream" – the first page when you open your subject classroom… think of this like a social media feed, such as Facebook or Twitter. The most recent posts will appear at the top and will move down as further things are posted by your teacher.
2. "Classwork" – MOST IMPORTANT: Takes you to the Classwork resources and tasks view, which allows you to see all the assignments organised as per your teachers decision on the best way to share the materials and tasks with you.
3. "People" – brings up a list of your Teachers, allowing you to email them directly if needs be, by clicking on the mail icon.

Stream Page
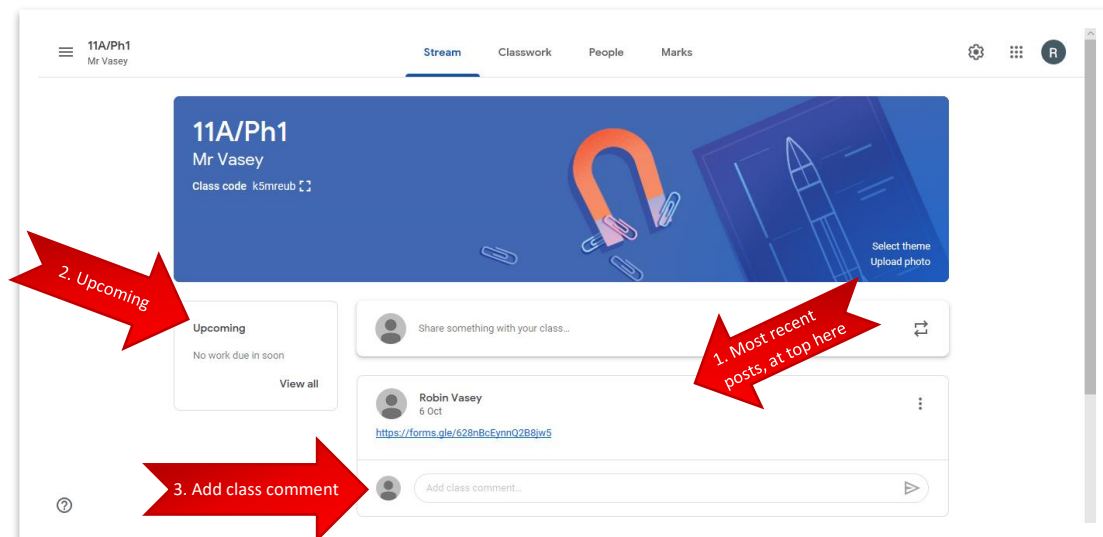
Key features:

1. Posts and Assignments – These are shown in the middle of the page, newest at the top. These can be clicked on to read more, but you should click on "view details" to respond to the assignments and submit your work/answers.
2. "Upcoming" – This gives you a quick view of work soon to be submitted just for this subject. (Click on "View all" to see all the work for this subject, and due dates or missing (late) work. You can also use the tabs at the top of the page to see what assignments/learning tasks are already done and submitted.

3. "Add Class Comment…" – In some subject classes, staff may allow you to comment on their posts in the classroom. If this is the case then any comments will be visible to ALL the pupils/students in the class.

Remember this is a Rawlins Classroom, even if it is online.

At Rawlins, we believe all comments to one another should be appropriate and supportive, linked to the learning, and not deemed offensive or disrespectful, in any way. "Banter" will always be assumed to be online bullying and will never be deemed acceptable.

In addition, to our usual in school rewards and sanctions, Teachers have the ability to mute any individuals, stopping them from contributing to class discussions in google classroom. If this is the case, you will know as you will not be able to click in the class comments box, but will still be able to contact the teacher via the "Private Comments" on the assignment page or "People" Tab.

Classwork Page
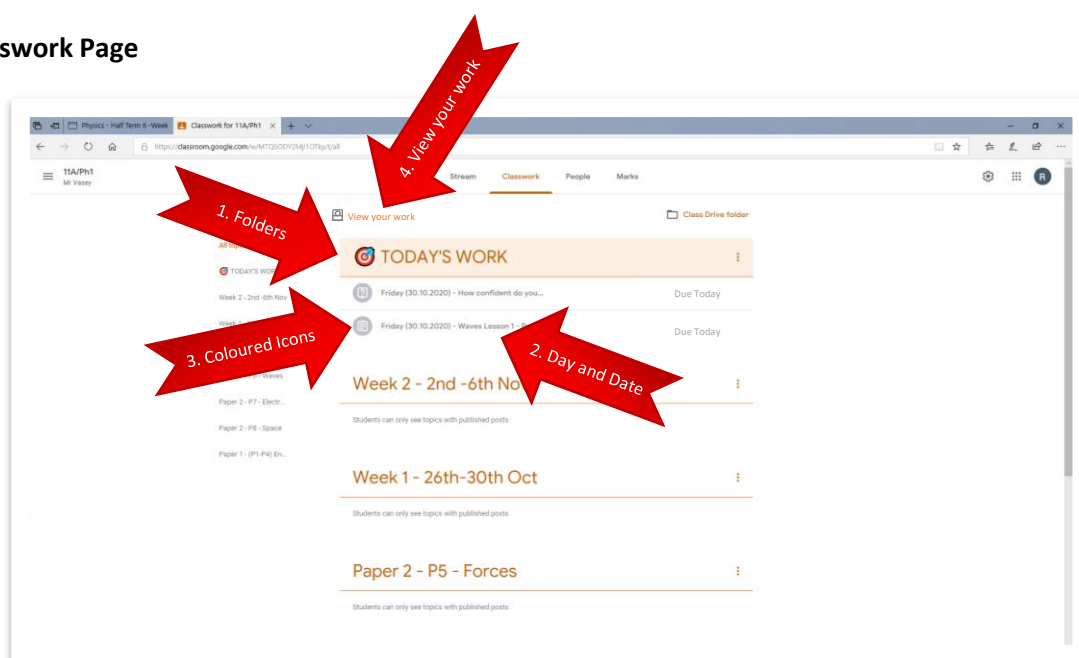
Key features:

Once opened the classwork page should have **topic folders** to help you easily navigate the resources your teacher has shared with you.

1. Depending on how the staff member for you subject has designed it these topic folders may be named and organised by:
   - Week
   - Subject Unit/Project
   - Type of Resource

Some staff may even have created a "**Today's Work**" section to make it even easier for you to find the resources.

   2. However to ensure you can always find the work, whether for today or for a missed lesson or to do revision, at Rawlins Academy we have decided to always include the **Day and Date** in the Title of the Assignment.

e.g.
   - Monday (26/10/2020): Properties of Waves
   - Monday (26/10/2020): Properties of Waves (Extension - Aiming for Grade 7-9)
   - Tuesday (27/10/2020): Wave Calculations
   - Thursday (29/10/2020): Electromagnetic Spectrum

3. Icons for assignments, questions and quizzes change colour.
   - Icons with a brightly coloured icon, still require you to submit work
   - Icons that are grey in colour do not require you to submit work or show you have already submitted the work for that assignment, question, or quiz.

4. View your work – The "view your work" link at the top will bring up all the assignments in a list overview page, showing all the work that needs completing for this subject with the most urgent at the top. (Using the tab at the top you can see work that is done).

Viewing an Assignment
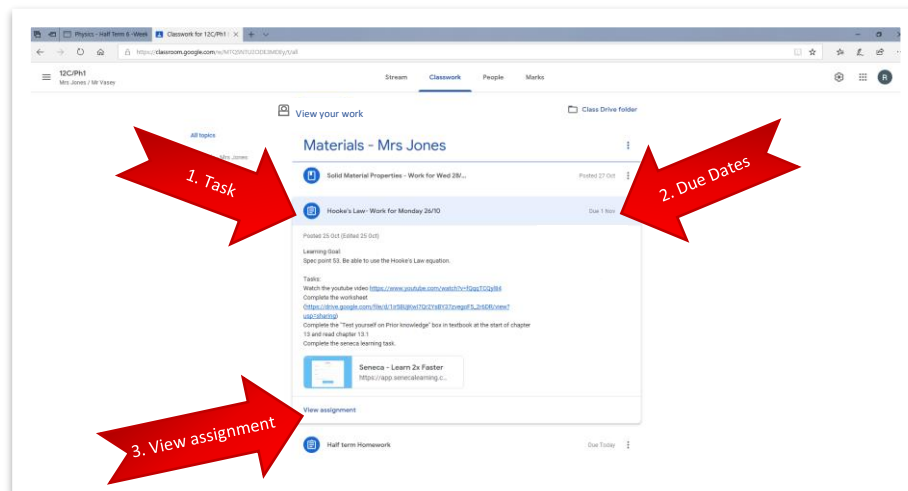
Key features:

1. Task - Once you have found the Task you wish to complete, you simply need to click on the name, to make the details of the task drop down.
2. Due Dates - The due dates are shown on the right hand side of the tasks.
3. View Assignment - You must click on "View Assignment" to see the full details, and open the page, which allows you submit your answer or email the teacher with a question directly. (Note: if this is a Question task, it will say "View Question.")

Submitting your answers for an Assignment/Question

There are several different things you can do to submitting an assignment. Therefore, best way for you to see how to do this is to watch this short tutorial video.

You Tube: Submitting an Assignment in Google Classroom (4min56)

https://www.youtube.com/watch?v=o4JeCTfhvnI
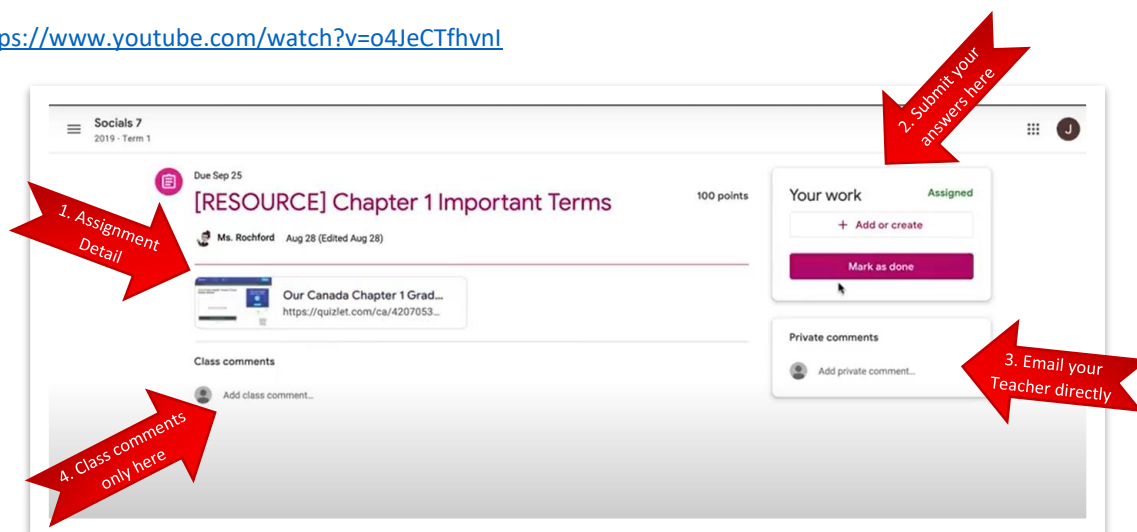
The key features of the Assignment Submitting page

1. Assignment Detail - Detail of the Tasks to be completed
2. Your Work - Your answer or submitted work goes in the right hand section titled "Your Work" (watch the YouTube video for the different ways you might be asked to do this - https://www.youtube.com/watch?v=o4JeCTfhvnI)

Remember, access of Google Docs to create answers through google classroom, will mean the documents **automatically save** and use the correct naming system for you, but you do need to make sure you click "**Turn In**" to hand in your answers to the teacher for marking, once complete.

Once you have submitted your answer(s), the Teacher will be able to see and mark your work, however this will mean you will no longer be able to edit the work*. Once marking is complete, if written feedback is provided with the work a **small flag** will appear next to the title of the assignment.

*Note: If after submitting you later realise you have forgotten something in your work (provided it is still **before the due date/time**) you have the option to "unsubmit" your work (The "Turn In" button changes to "unsubmit") This option will then allow you to update or make any corrections, before turning in the work again.

3. Private comments - If you need help from the teacher, you can ask them directly by using the "Private comments" section below the "Your Work" section

4. Add Class Comments… Caution: a COMMON ERROR – If your teacher has allowed you to add class comments, a common error that pupils/students make initially is that they post their answer in the Add class comments… section, which obviously sends this to the whole class, but these will not then count as submitted work.

Google Classroom

Congratulations and Good Luck

Congratulations, you should now have enough knowledge to be able to start making use of all the features in Google Classroom to maximise your learning.

However, we are aware both pupils/students and Staff, are learning how to use Google Classroom over the next few days and weeks and therefore if you need any further support, please contact:

For login issues: webmaster@rawlinsacademy.org.uk
For remote work/lesson specific issues: Your subject teacher (Use the assignment page "Private Comment...")

Please use enquiries@rawlinsacademy.org.uk, ensuring in the subject of your email you include:
Your Childs Name and Year group, and
-   Subject name: if the enquiry is for the Learning Manager/Director of Learning for that subject/faculty
-   ICT Access/Medical/Pastoral: if the enquiry is for the Head of Year
-   SLT: if the enquiry is for something else

I will be asking for feedback from pupils/students and parents over the coming weeks, to continue to review and refine our Remote Learning plans and use of Google Classroom, as a school over time, so please do collate any thoughts in preparation for that opportunity.

Thank you all in advance and Good luck.
Kind Regards

Mr Vasey
Vice Principal

Further Guidance on Google Classroom
There are 100s of further guidance videos for pupils/students and parents to view, which can be found by searching for "Google Classroom Tutorials for Students/Parents" on YouTube.