

Google Classroom – A Pupil and Parent Guide

The information below explains how to use Google Classroom from devices at home.

Google for Education is a cloud based service provided for all children and teachers in education through the Hwb website. It includes access to a range of apps, similar to those found in Microsoft Office, that can be used on any PC, laptop, tablet or smartphone. It also includes file storage, in the form of Google Drive, as well as a learning platform – Google Classroom.

What is Google Classroom?

Google classroom is a school focused service that allows pupils to interact with their teachers within classroom groups.

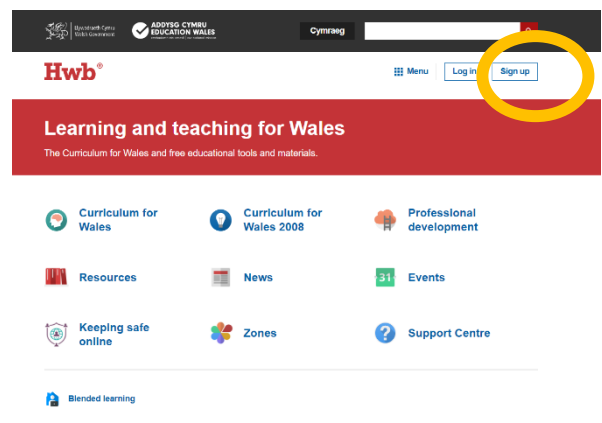
As a pupil, you will be able to see all of your classes and view assignments that have been set for you by your teachers. You can complete and submit work for the teacher to mark through Google Classroom and the teacher can also leave feedback on your work for you to read.

How to access Google Classroom on a Web Browser (Microsoft Edge, Google Chrome, Firefox etc)

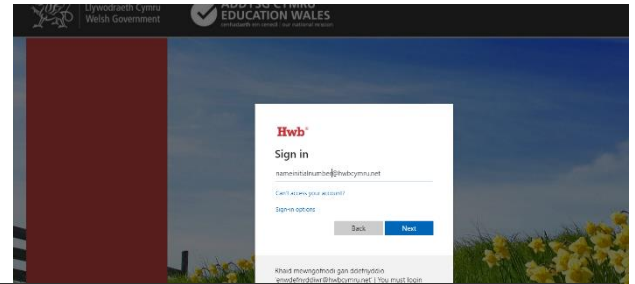
1. Go to the Hwb website -

<https://hwb.gov.wales/> and click the sign in button.

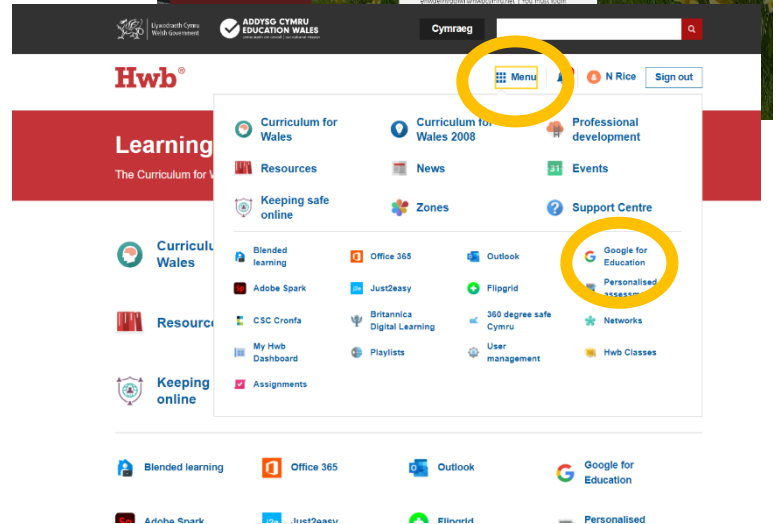
Note: Hwb is not compatible with older versions of Internet Explorer.



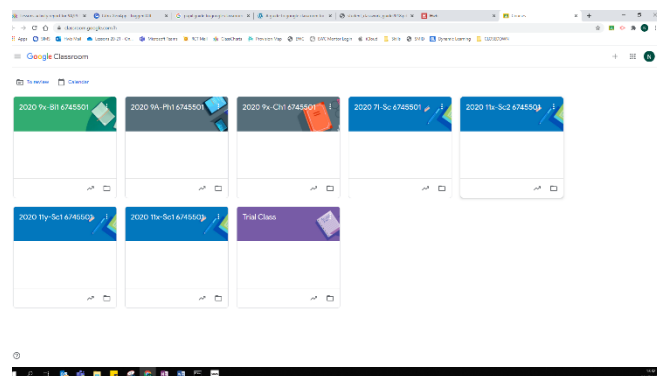
2. Log in using your Hwb details which can be found on the covering letter.



3. Once you are logged in, click on the Menu at the top of the screen and click on 'Google for Education'.



4. This will take you to Google Classroom page, where you will be able to see all of your classes. If you are asked for an e-mail address please enter your Hwb e-mail address/username.



5. Alternatively you can navigate straight to <https://classroom.google.com/> and use your Hwb login details to sign straight into Google.

Accessing Google Apps and Classroom on smartphone/tablet apps

You can use this method when you want to access Classroom through an app on your mobile device.

If you are using an Android device, to access your school Google account you can add it into your phone:

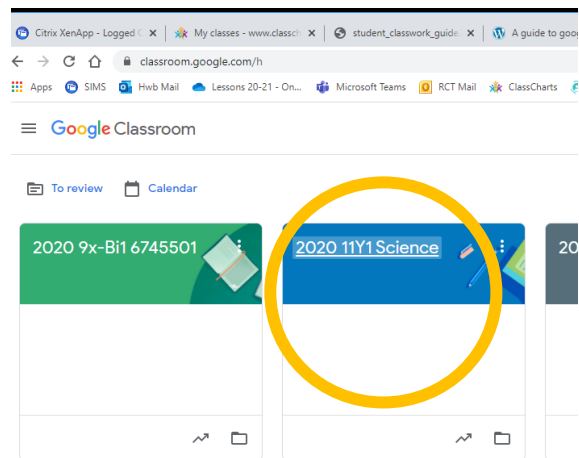
- Open settings -> Accounts -> Add Account -> Google.
- Enter your Hwb email address and your password and accept the agreement.
- Now open a Google App.

If you are using an iOS powered device, you will need to install any Google App (free) before you can login. We recommend starting with Google Classroom.

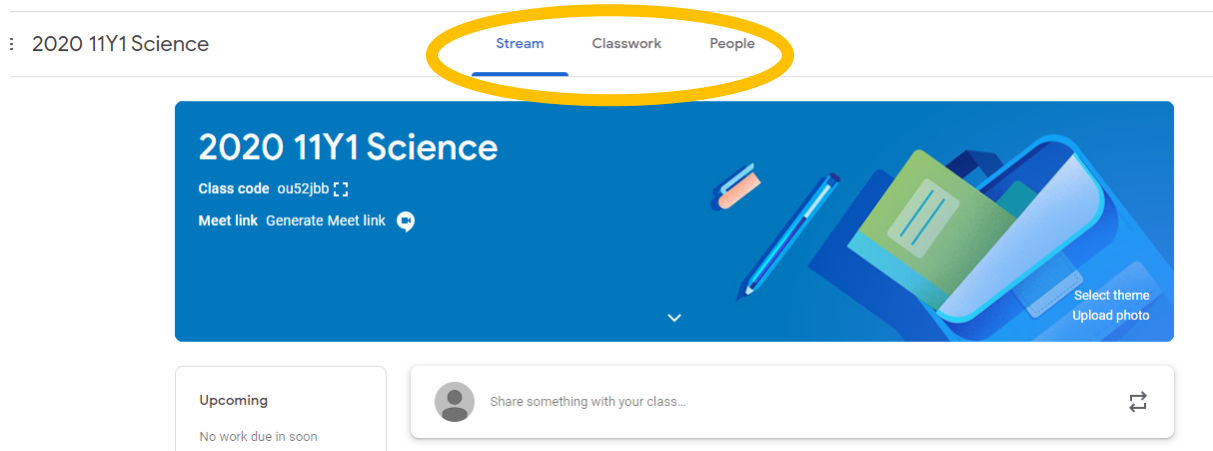
- Open Google Classroom once downloaded and installed on your device.
- You will be requested to login. Enter your Hwb email address and your password.
- You will now see your classes. You may be requested to install further apps on your device (ie. Google Docs, Google Sheets) when you try and open files.

How to view tasks set by a teacher

- Log into Google Classroom
- Click on the class that you wish to view



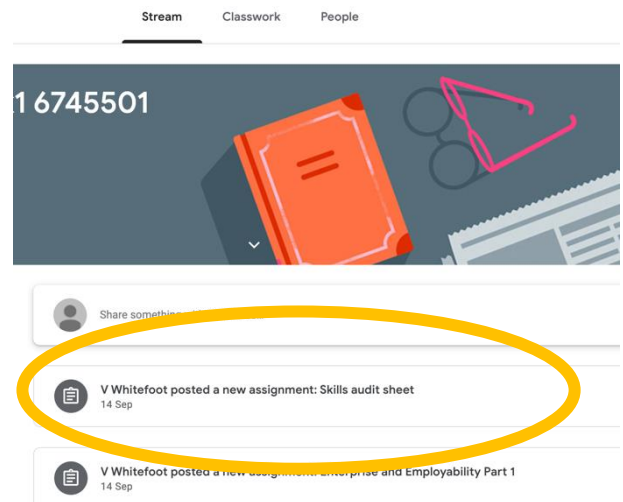
Having clicked on the appropriate classroom, you will be in a 'Google Classroom'. Here, you will have 3 tabs in front of you; "Stream", "Classwork" and "People".



The stream page

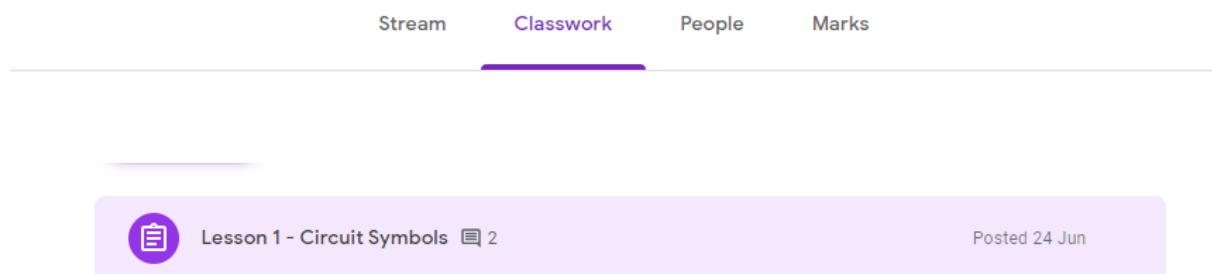
The stream works similarly to a social network feed page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Each post will be associated with the subject that you are learning with that particular teacher.

When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what you have to do and possibly associated resources, videos and/or links if useful. It will also have a due date for when the work needs to be completed. Once you have clicked into an assignment you can then need to complete and submit your work, this can be found below in the 'Completing and Submitting work' section.



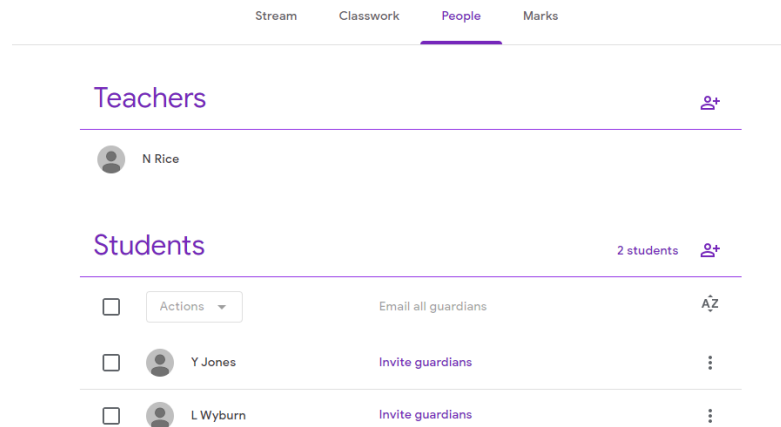
The classwork page

The classwork page is where you will find a very clear and easy list of all your current set assignments with their due date very visible to see.



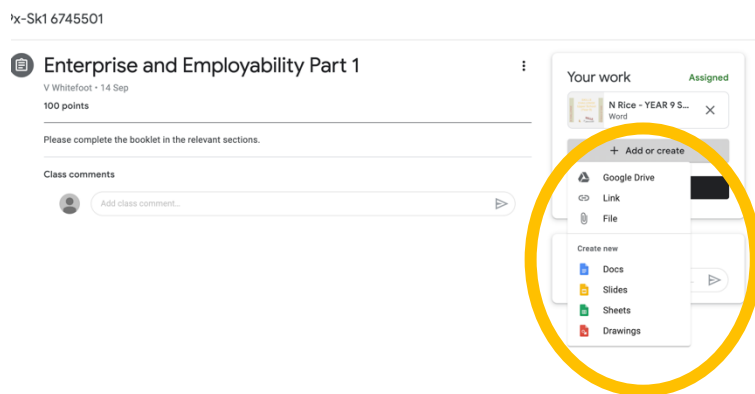
The people page

The people page is where you will find who your teacher is of this class and your classmates, from here you can message your teacher (or teachers) if you have any questions.



Completing a set assignment

To start completing work within a set assignment you will need to click on the name of the assignment. Followed by “+Add or Create”. A drop-down menu will appear. Select the correct item, depending on how you would like to do the assignment.



Google Drive

If you have already created your work using Google Docs, Slides or Sheets, then by selecting this you can find and attach the work directly from your Google Drive.

File

Choose this if you need to upload a file saved on your device.

If you select this option, you will need to re-upload the work if you make any changes to the original file.

Create new

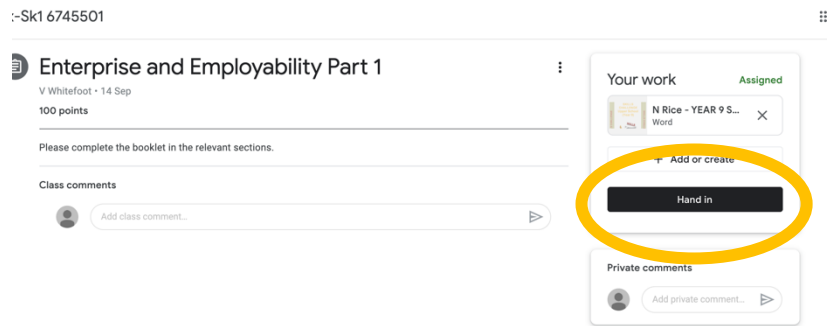
If you haven't started the work yet, and you want to create a new document from the "Create" section, then simply click on the type of file you need and then you can start working. The file will open in a separate tab and will save automatically until closed.

You are able to go back to this document to work on it as many times as you wish before submitting it, from your original assignment or Google Drive.

After choosing and uploading your document, it will appear in a white box above the “+Add or Create” button. The “Mark as Done” button will change to “Hand in”.

Submitting a completed assignment

After you have completed your work or are happy with the document(s) you have uploaded, simply press the “Hand In button at the top of the page.



How to keep yourself safe using Google Classroom

The school’s expectations in terms of behaviour and conduct will remain in place when using Google Classroom. If you follow these guidelines below you will be doing all the right things to keep yourself safe.

- Google Classroom is a great resource to have. Keep it positive. Do not upload anything that could offend or upset someone else or that would go against our behaviour expectations.
- You have the ability to email your teachers. Please consider whether your message is necessary and only use this function for genuine reasons. Think carefully about how you address your teachers in an email; it is a formal type of communication like a letter, not a text message.
- If you come across anything on Google Classroom that concerns you, please let a member of staff at school know as soon as possible.

We ask all pupils to think carefully before you upload something to Google Classroom. If you do not follow this guidance and behave in an unacceptable way, the school has the right to remove you from Google Classroom, meaning you would no longer have access to this valuable resource