Google Classroom Pupil Guide

Due to on-going circumstances teachers will be using Google Classroom to supply pupils with a range of materials to engage with whilst working from home. It is important that pupils know how to access these materials, complete assignments, and know how to interact with teachers in case problems arise. This guide has been created to try to make it easy for pupils and parents to navigate Google Classroom and ensure that pupils have access to everything they require.

Video Guide from Ed Tech: https://www.youtube.com/watch?v=G5P7nVbQWJc

N**ote:** the way the video shows how to access Google Classroom will not work for all devices / browsers -see below for accessing through Glow

How pupils access Google Classroom.

The easiest way for pupils to access Google Classroom is through Glow, which can be logged into on any device with an internet connection, simply go to https://glow.rmunify.com/ and pupils can log in there using their Glow log-in.
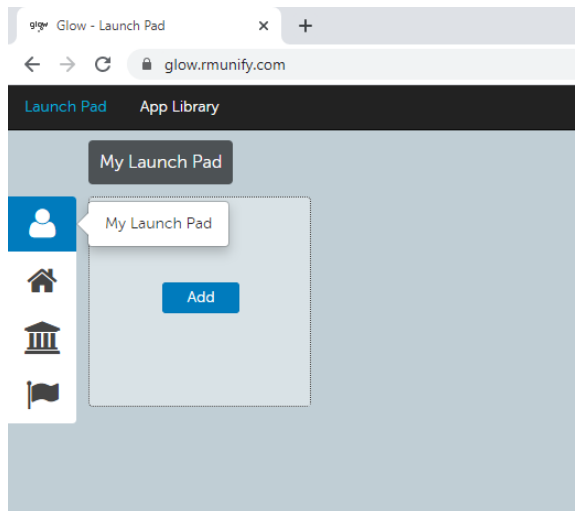
To access Google Classroom pupils should set up the tile on their launch pad, to make accessing it each day as easy as possible.

To do this firstly click on 'My Launch Pad' at the left-hand side then click on the blue Add button.

From there click on 'add from library' which will allow pupils to search through all the apps available on Glow.

At the top right **search for Google Classroom**.

After the search click on the Google Classroom tile and then 'add to my launch pad' – this will add the Google Classroom app launch to pupils launch pad which they will see as soon as they log-in.

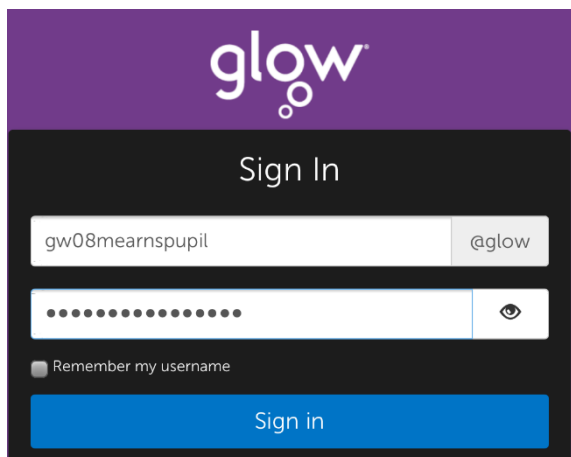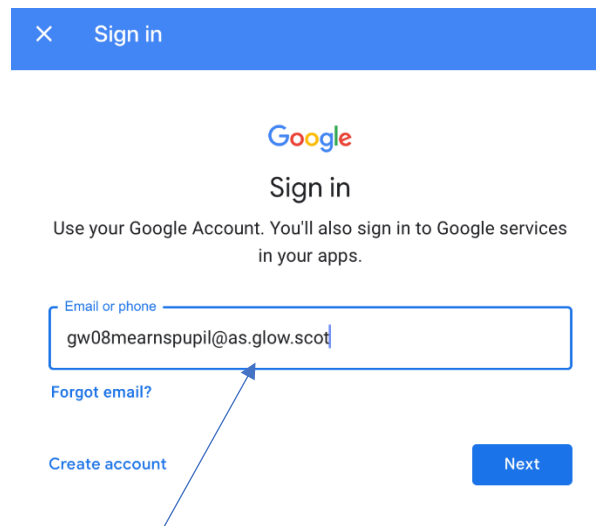To return to the launch pad, click 'Launch Pad' at the top left of the screen.
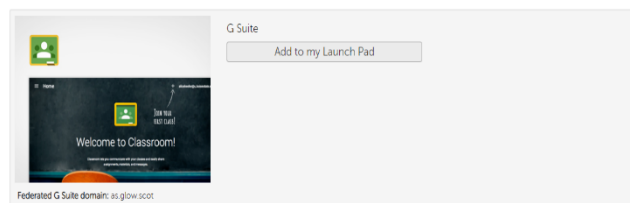
Mobile Phone Application

Google have released a Google Classroom application for Android, Chrome OS and Apple iOS, which can be downloaded for free.

The application allows pupils to communicate with teachers through comments, receive notifications, view all assignments / due dates, class materials and provide answers to questions teachers ask.

Step 1: Download the 'Google Classroom' app from either Apple Store or Google Play Store.

Step 2: Sign in using Google Account, for pupils this will be their glow username followed by **@as.glow.scot** as shown above.

Step 3: This will then prompt pupils to enter their glow username and password, note that you only need to enter the glow username **(not the @as.glow.scot)**

Step 4: Pupils will then be logged in and can see a list of their classes, as shown below.

Pupils can then navigate the app in the same way they would as if it were running on a browser. Pupils can see the class streams by clicking on an individual classroom, this would then allow them to view classwork, answer questions and leave comments.

How pupils join a subjects Classroom

Each pupil will be provided with a code for every subjects Google Classroom, these codes will be sent out for the start of the new academic year. To join a class, pupils should click the '+' button at the top right corner of the screen. (bottom right on app)
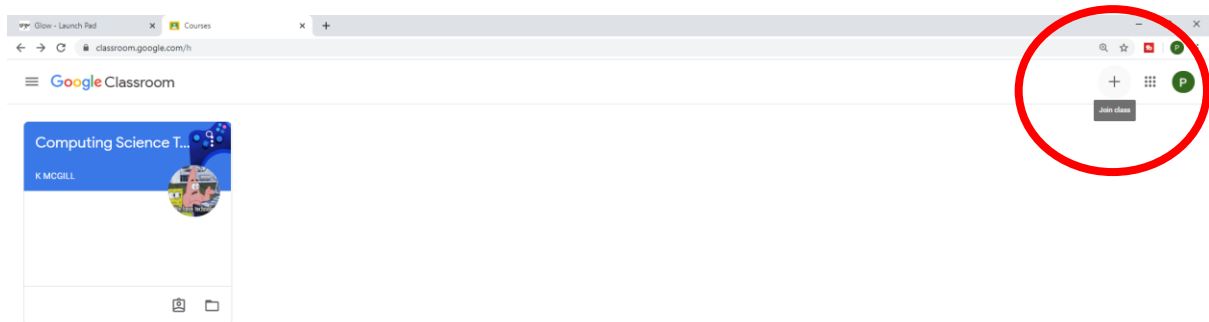

Pupils will then be prompted to enter the code supplied for the subject. Pupils will have to do this **for each subject.** If a pupil does not have a code for a subject they are studying, please contact the school.
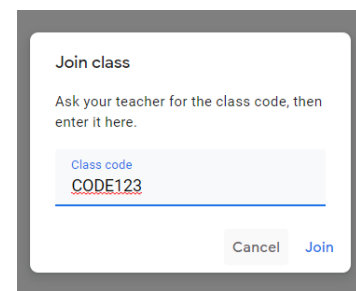
How to interact with Google Classroom

Teachers can post multiple forms of material on Google Classroom including video links, quizzes, assignments, reading materials and simple class announcements. When pupils log-in, so long as they have joined the classroom, they will see a page similar to below but filled with a variety of subjects. Pupils can click on the classroom name to go into each individual classroom, but there are key buttons on this page itself that pupils can use to make things easy.
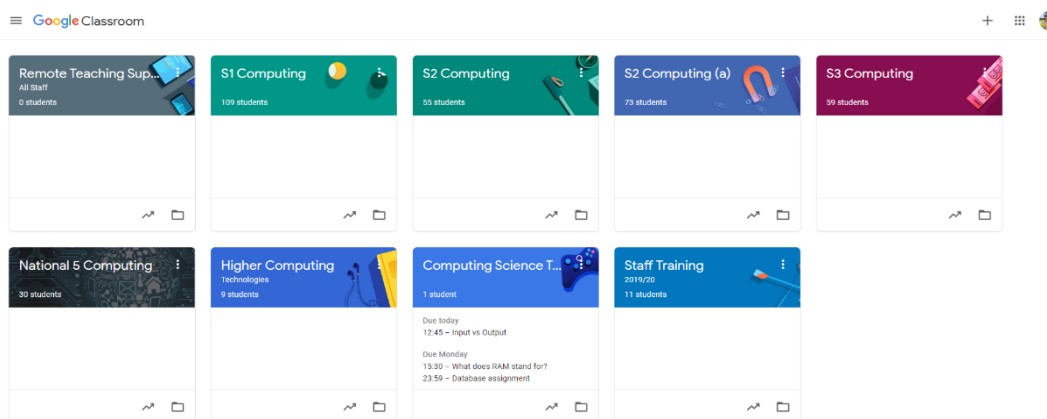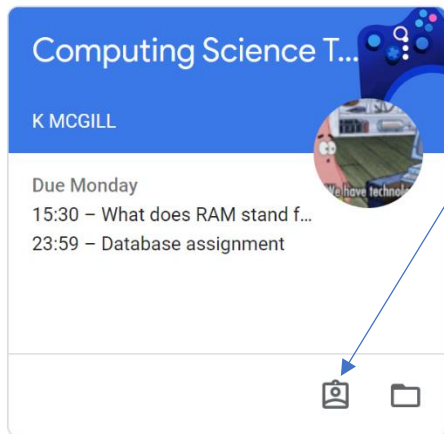
Class tile: For each individual class tile pupils will see upcoming due dates and there will be two buttons at the bottom of the tile, one of which is extremely useful.

This button allows pupils to see all work that has been set for this class. (note – button not on app)

When clicked it opens a screen that allows pupils to see the work teachers have set, allow them to see responses / feedback from teachers, grades given and more information about what's due. **Below is an example of what pupils will see from this button.**

Click on to receive teacher comment

Pupils can then click on these individual assignments to see comments from teachers / grades awarded for pieces of work, such as below for the input vs output example.


Click view details would expand to include more detail about the work and **allow pupils to reply to private comments or resubmit if allowed**.

**How to submit Assignments on Google Classroom**

Teachers will post multiple different forms of work: questions, quizzes and most importantly worksheets / assignments using attached files (using Google Docs). It is important to know **how to access this work, how to save / re-open and how to submit.**

There are two simple ways to access attached files for completion.

Using the button shown above pupils can see all work for the individual class (left screenshot). You can see that some of these have an attached file for pupils to access. Alternatively, work can be seen and accessed from the class stream (right screenshot).
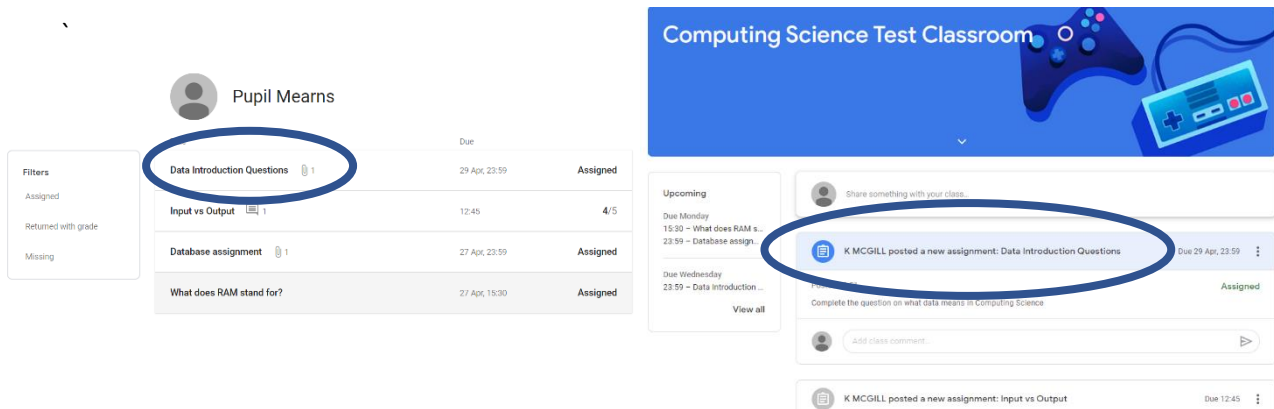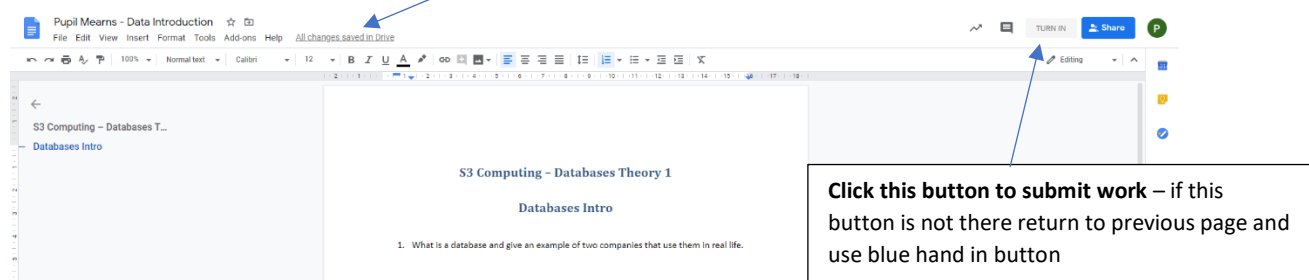

Clicking on either of these will bring up a page dedicated to that assignment, shown below.
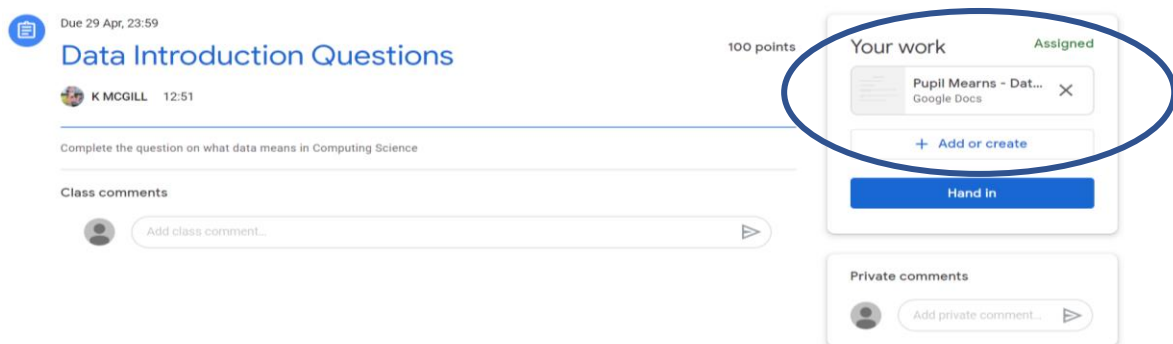
This page allows pupils to comment / ask questions about the piece of work either publicly or privately and allows them to access the attached file for completion. It also allows pupils to submit completed work by clicking the blue hand in button once they have completed the work. By clicking on the attached file (shown by the blue circle), pupils will immediately open a copy of the file for completion.

Will save automatically but check message

Click this button to submit work – if this button is not there return to previous page and use blue hand in button
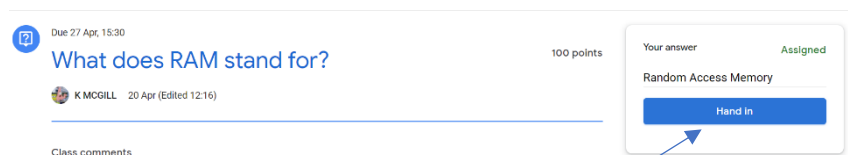
Saving / Returning to work: When working on an assignment using an attached file you can close it anytime you want, just check to make sure 'all changes saved in drive' message appears. You can then close and re-open following the same steps and your changes will still be there so you can complete over a period of time and not worry about saving multiple copies or downloading / uploading as long as it is a Google Docs file you have been given.

Submitting work: When submitting work whether it is a quiz / single question or an assignment you must 'Hand-in' / 'submit' the work to do this ensure that you click on the blue button shown above.
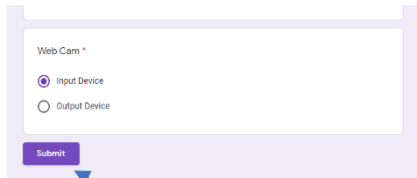
Submit answers at the end of a quiz   Submit answer for individual question

Standard Example of Assignment Using Blank Document

Here is an example of a typical assignment set by a teacher, it has instructions to follow a PowerPoint and a google document attached for pupils to complete.

File for pupil completion

Instructions

Shared link to view resource from teacher – read only and cannot be edited by pupil. Pupil must be logged into glow to view

Pupils would be expected to first click on the resource link which will open a read only file for them to read / watch / listen to depending on the resource.

Pupils will then click on the 'file for pupil completion' and answer the questions / complete the work included in the file, which they will then submit using the hand-in button / steps shown in the submission section of this guide.

Submitting / Uploading your own file. If you wanted to add additional materials that you created you can upload to Google Classroom when completed, however there is a risk that the file is not compatible so **only do this if prompted**. To do this follow these steps:

Step 1: Navigate to the assignment page
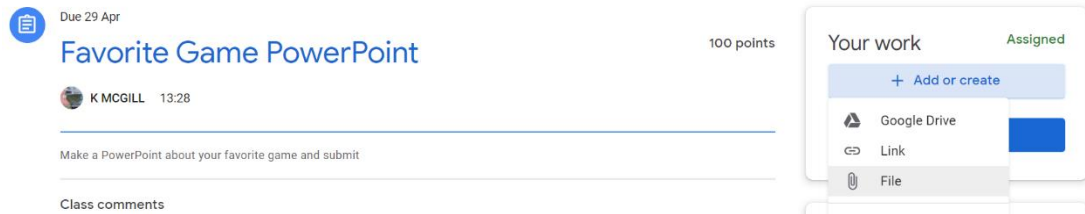
Step 2: At the right-hand side select the 'add or create' button.

Step 3: If attaching a file from your computer / device select 'File'
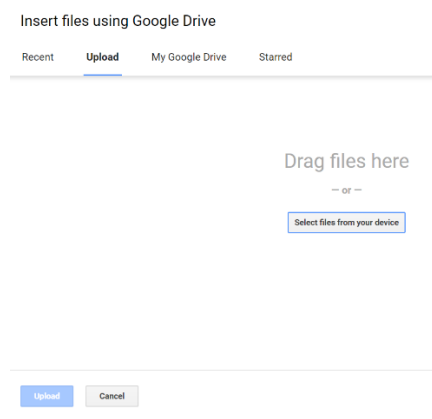
The screen to the left should pop up

Step 4: Choose to select files from your device and then click on upload

Step 5: Make sure you click the blue 'hand in' button after uploading.

How to use Google Classroom Calendar

The Calendar in Google Classroom can be used to see all upcoming due dates for work / assignments set by the class teacher.
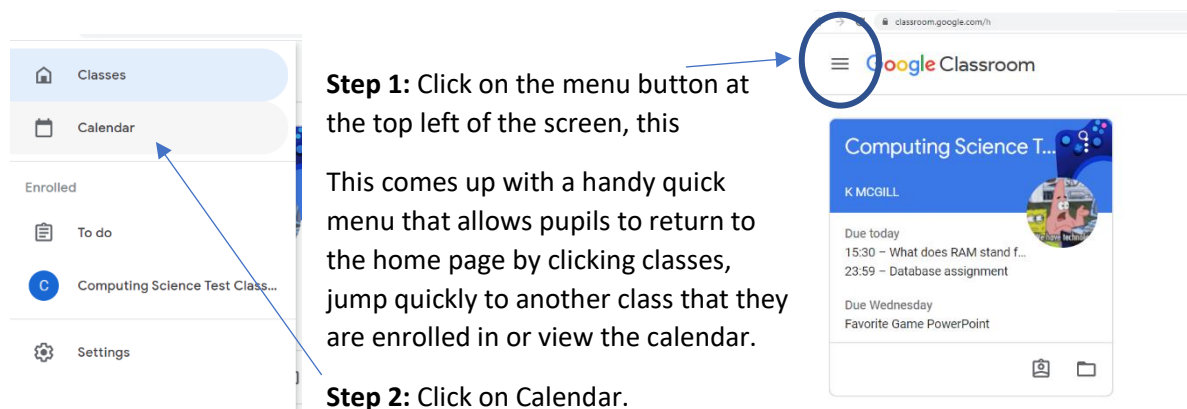

Step 1: Click on the menu button at the top left of the screen, this

This comes up with a handy quick menu that allows pupils to return to the home page by clicking classes, jump quickly to another class that they are enrolled in or view the calendar.

Step 2: Click on Calendar.

This will show all upcoming assignments / questions alongside their due dates. Pupils can switch between viewing all classes or individual classes.
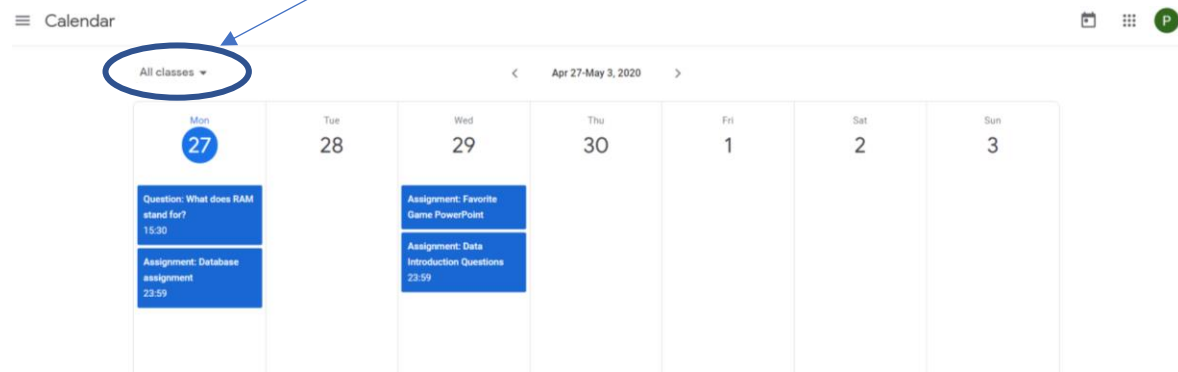
Note: The calendar will not open on mobile / tablets without additional steps. For mobile phones / tablets you will have to download Google Calendar application if not installed as well or open via browser (sign in with google account **@as.glow.scot**). Once the calendar app is installed pupils will have to accept invite to be able to view the calendar from the teacher (through glow email).