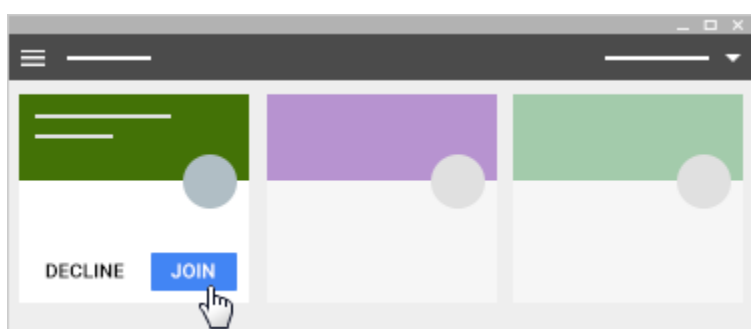


Google Classroom – Parent/Pupil User Guide

- i. Joining Google Classroom
- ii. The Class Stream
- iii. Viewing and Completing Classwork
- iv. Submitting Work

i. Joining Google Classroom

1. Go to classroom.google.com. Login with your **school** Google email and password.
2. In the class stream, click **Join**.



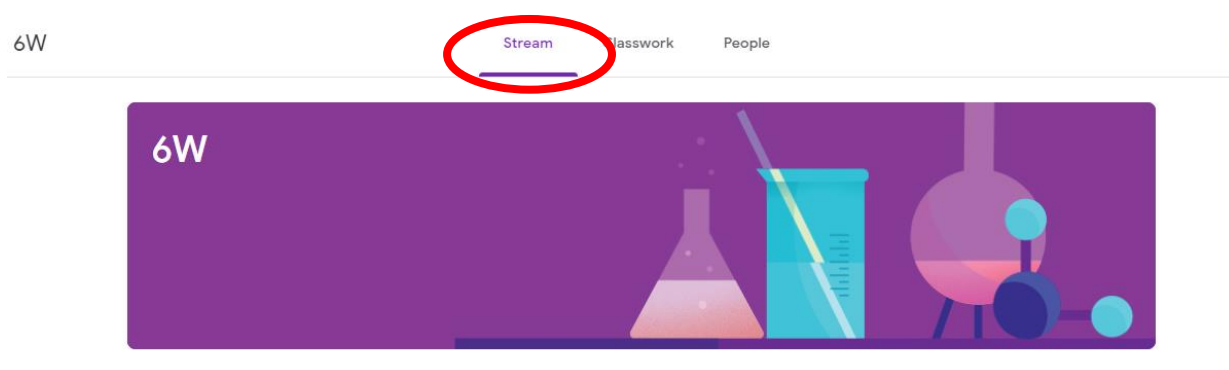
Please contact your child's class teacher if you have misplaced the login details.

ii. The Class Stream

1. Within your classroom, you can use the 'Stream'.

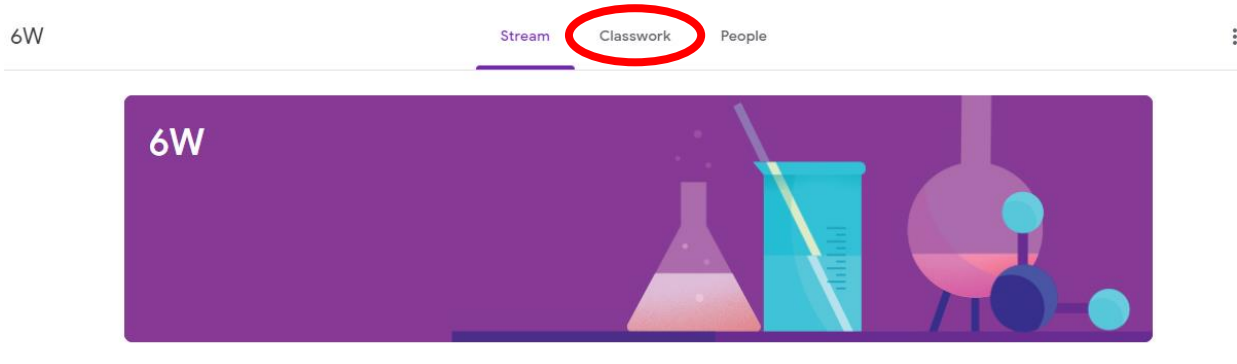
This is where your teacher will post messages, Google Meet codes or feedback to the class. Pupils can 'comment' on posts which can be seen by your teacher and other pupils.

Here you will also see notifications of any new work which gets posted in the Classwork area.



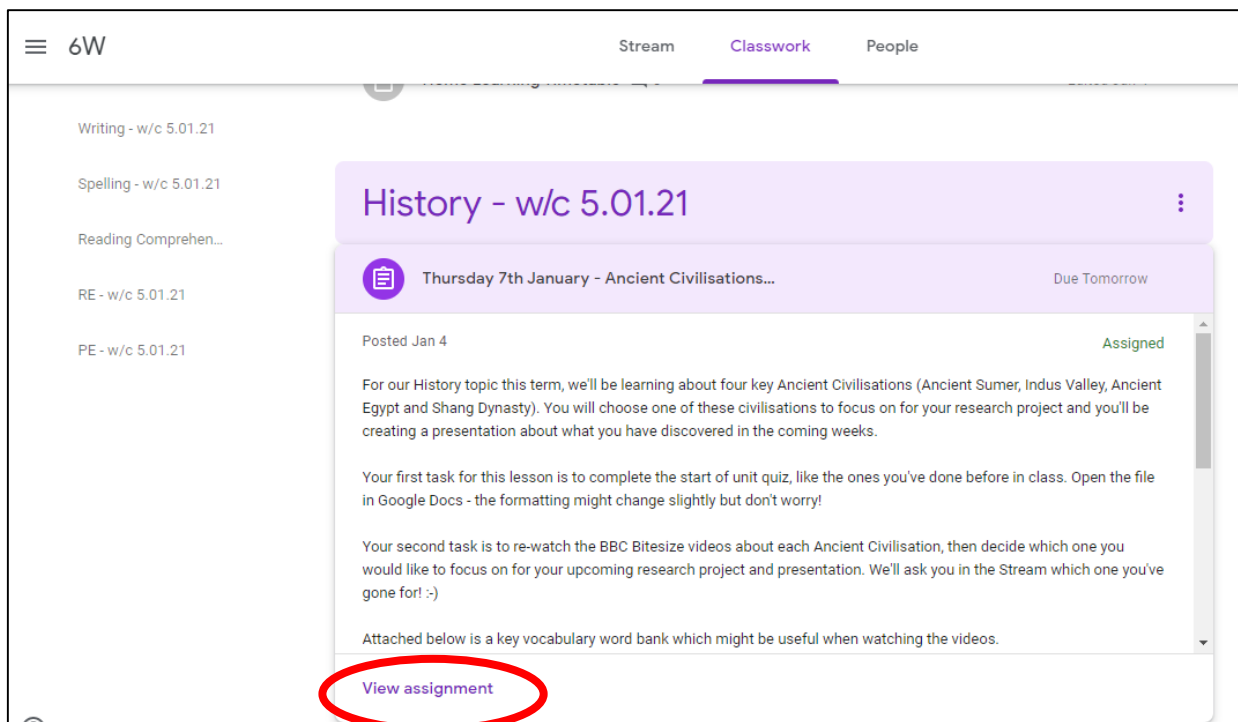
iii. **To view and complete work that has been set by your teacher**

1. Go to classroom.google.com, login with your details then click on your class.
2. Click on 'Classwork' at the top of the page.



Here you can find the subject and assignment(s) for your lessons.

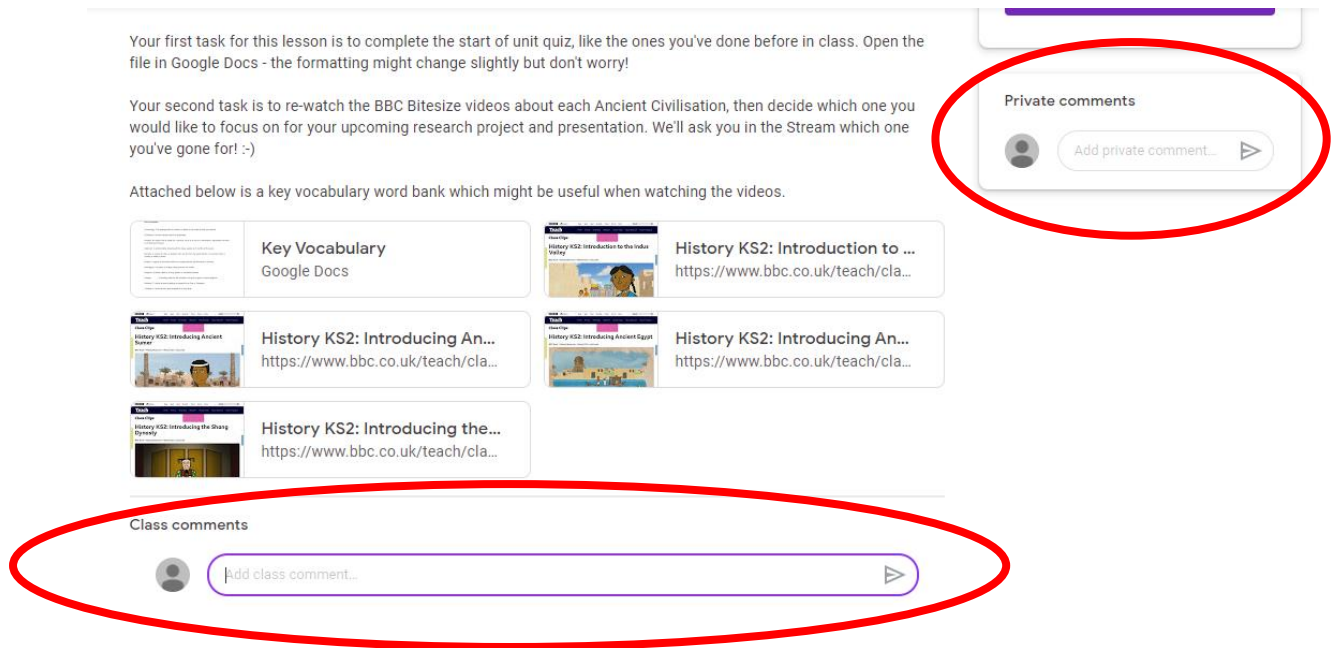
3. Click on the assignment you wish to open then again on 'View assignment'



4. You should now be able to see all the assignment instructions and attachments for the lesson. **Please read all lesson instructions very carefully.**

At the bottom, there is an option to add a 'class comment' if you had a question for example, which your teacher and other pupils can see.

OR to the right, you can add a 'private comment' which only your teacher can see. Remember to check back to see your teacher's response.



5. If the worksheet you need to complete in the attachments is a PDF document, click on the document and follow this YouTube tutorial for how to write on the PDF in Google Classroom:

<https://www.youtube.com/watch?app=desktop&v=bRmJb6n9xm8&safe=true>

6. For some assignments you might have a Google Doc to complete which is near the top on the right under 'Your work'. Here you can also 'Add or create' a Google Doc or Slides etc.



Thursday 7th January - Ancient Civilisations - Lesson 1

Hannah Warsap • Jan 4

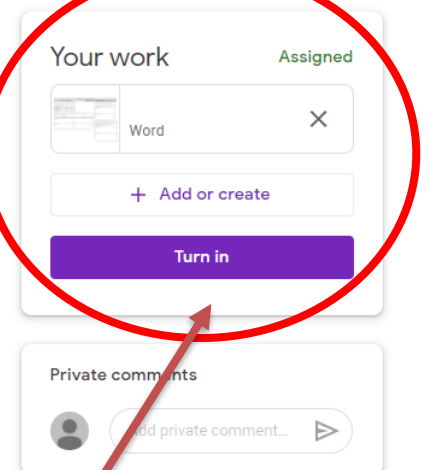
Due Tomorrow

For our History topic this term, we'll be learning about four key Ancient Civilisations (Ancient Sumer, Indus Valley, Ancient Egypt and Shang Dynasty). You will choose one of these civilisations to focus on for your research project and you'll be creating a presentation about what you have discovered in the coming weeks.

Your first task for this lesson is to complete the start of unit quiz, like the ones you've done before in class. Open the file in Google Docs - the formatting might change slightly but don't worry!

Your second task is to re-watch the BBC Bitesize videos about each Ancient Civilisation, then decide which one you would like to focus on for your upcoming research project and presentation. We'll ask you in the Stream which one you've gone for! :-)

Attached below is a key vocabulary word bank which might be useful when watching the videos.



7. Once you have completed your assignment(s), click the 'Turn in' button below 'Your work' to submit it to your teacher.

If you are having technical difficulties with typing or attaching your work, just complete it by hand in your exercise book. You can show your teacher during the Google Meet at the end of the day.

iv. **To submit work that has been assigned to you by your teacher**

How you submit an assignment depends on whether or not you have anything to attach. There are 2 options:

- **Turn in**—If you are asked to attach anything to the assignment, follow the steps to turn in an assignment. **If you are having technical difficulties attaching anything, do not worry! Just mark the assignment and you can show your teacher your work during the Google Meet feedback session at the end of the day.**
- **Mark done**—If you are not adding any attachment to the assignment, mark the assignment as 'done'.

You can edit an assignment after submitting it. However, any assignment turned in or marked 'done' after the due date is marked as late.

For further support, please visit: <https://support.google.com/edu/classroom>

