

Google Classroom Tutorial

For Homework in Years 4, 5 and 6

Introduction

Welcome to the Google Classroom guide. This tutorial will show you how to:

- Log in to you Google account;
- Navigate through the Google Classroom website;
- Submit work;
- Unsubmit work.

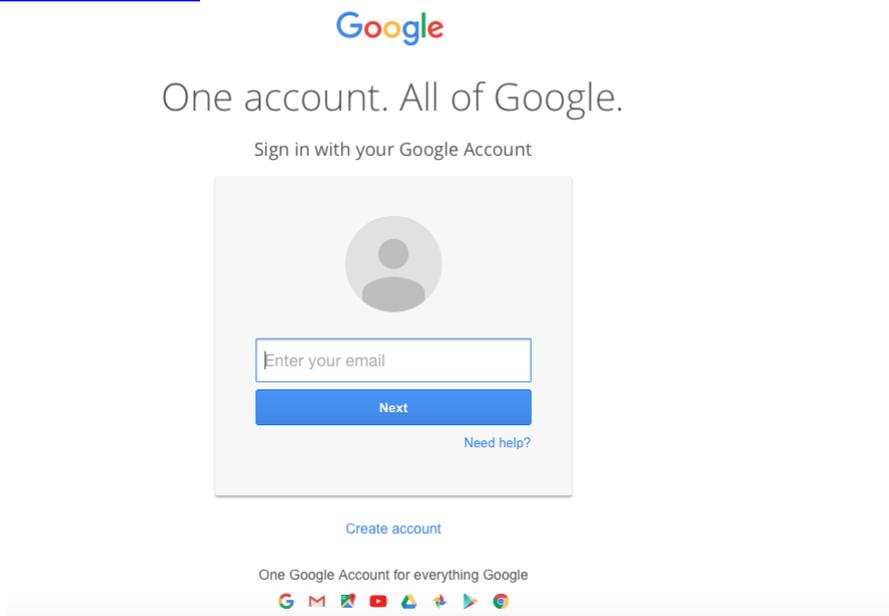
In this tutorial, 'homework' is called 'work' as the explanation in this guide is for submitting any type of work.

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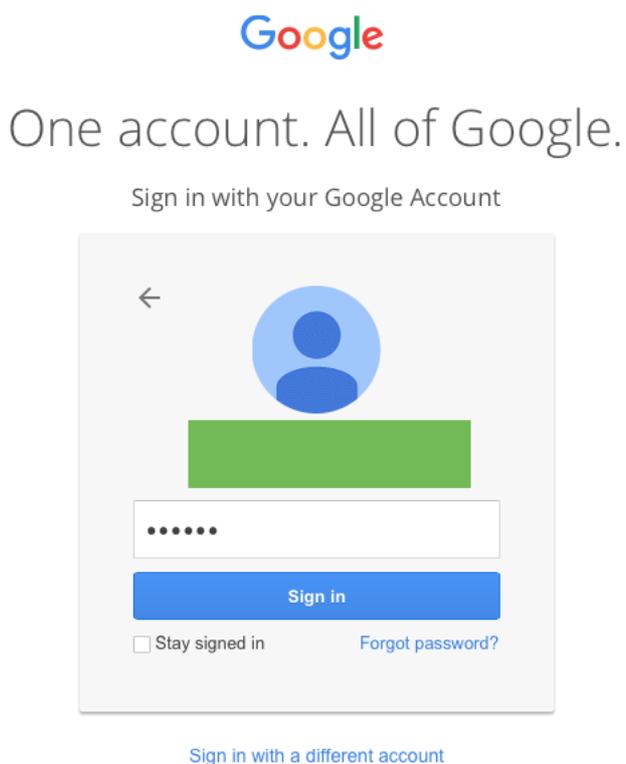
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Logging in to Google classroom.

1. Go to classroom.google.com



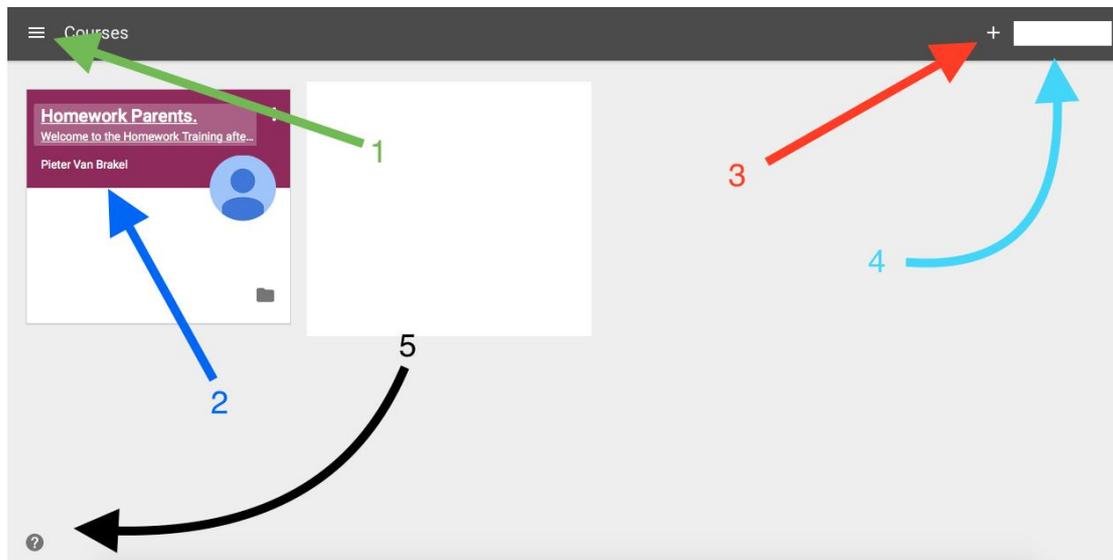
2. Enter your school email address (your first name and first letter of your surname followed by @pcps.uk, e.g. John Smith JohnS@pcps.uk).



3. Enter your password. If the computer you are using is a personal computer, you can tick 'Stay signed in' to enable automatic login for future use. If the computer is a public computer, leave the box un-ticked.

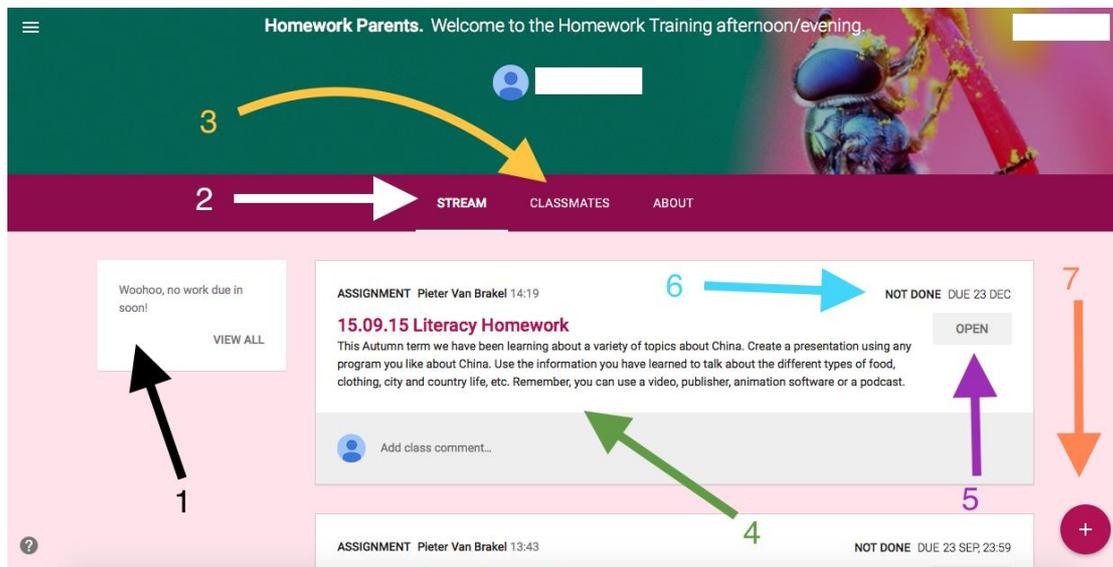
Navigating through Google Classroom.

1. When you are logged on, you will see the following screen. The amount of 'courses' (subjects) will vary, depending how many your teacher has sent you. For homework, you only need to look at the 'Homework' courses.



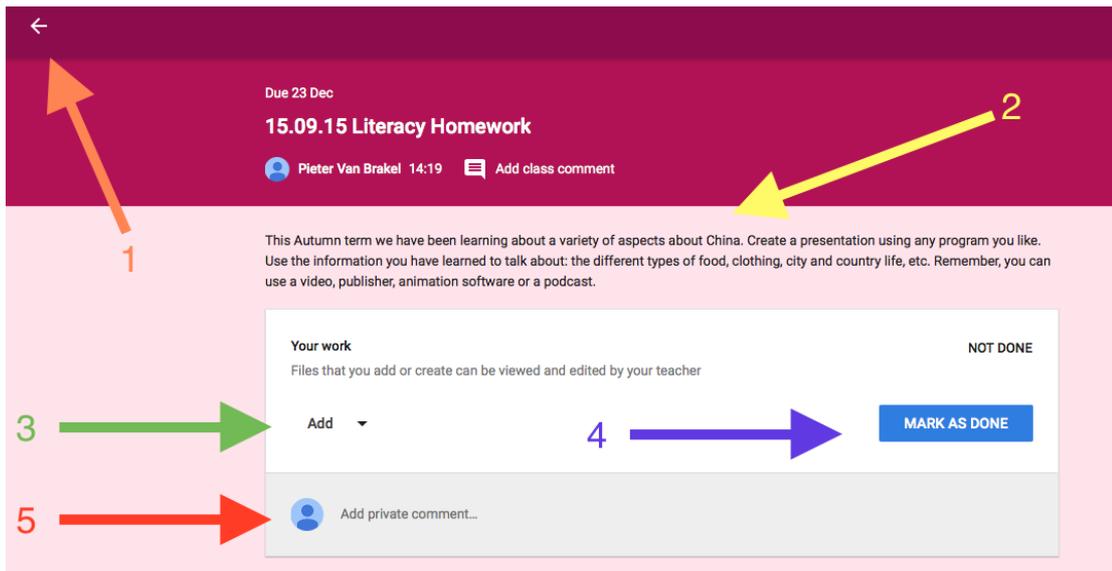
1. Navigation Panel;
2. The 'Course cards';
3. To join a new class;
4. To log off;
5. Google help.

2. Click on the course you'll need to submit work, called 'Homework.' You will see the following screen:



1. Upcoming tasks;
2. Overview of all homework tasks, past, present, future, and comment stream;
3. Overview of who is in your class.
4. Homework task as explained by the teacher;
5. Open the task;
6. Status and due date of the task;
7. Create a comment.

4. Click on the task you need to complete. You will see the following screen:



1. Navigate back;
2. Read the task;
3. Add your work, e.g. create a document, upload a file, etc.
4. Submit your work to your teacher (you can unsubmit your work to make changes up to the due date).
5. Add in comments, visible to the teacher/head teacher/other pupils.

For some pieces of homework, the teacher will specify which app or program you should use to complete the task, e.g. Google Docs. For other tasks, you may be asked to choose an appropriate way of presenting your work.

Google Apps you can use include:

- Google Docs (similar to Microsoft Word, for word processing)
- Google Slides (similar to Microsoft Powerpoint, for slideshow presentations)
- Google Sheets (similar to Microsoft Excel, for spreadsheets)

Remember that Google Apps save automatically – there is no ‘Save As’ function.

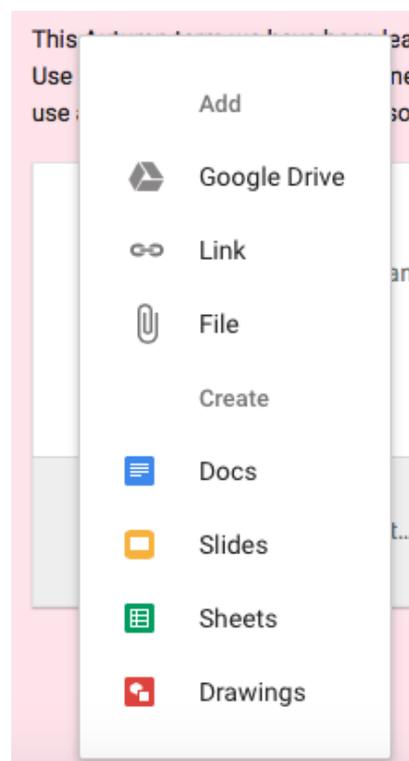
You could also use other programs you have on your computer, save them on your computer and then upload the file to submit your homework.

Submitting work.

1. To submit work, navigate to your task.

The screenshot shows a homework submission interface. At the top, a dark red header contains the text 'Due 23 Dec' and '15.09.15 Literacy Homework'. Below this, a user profile for 'Pieter Van Brakel' is shown with the timestamp '15 Sep, 14:19' and a button to 'Add class comment'. The main content area has a light pink background and contains the instruction: 'This Autumn term we have been learning about a variety of aspects about China. Create a presentation using any program you like. Use the information you have learned to talk about: the different types of food, clothing, city and country life, etc. Remember, you can use a video, publisher, animation software or a podcast.' Below the instruction is a white box titled 'Your work' with the status 'NOT DONE' in the top right corner. Inside this box, it says 'Files that you add or create can be viewed and edited by your teacher'. There is an 'Add' button with a dropdown arrow and a blue 'MARK AS DONE' button. At the bottom of the white box is a grey bar with a user icon and the text 'Add private comment...'.

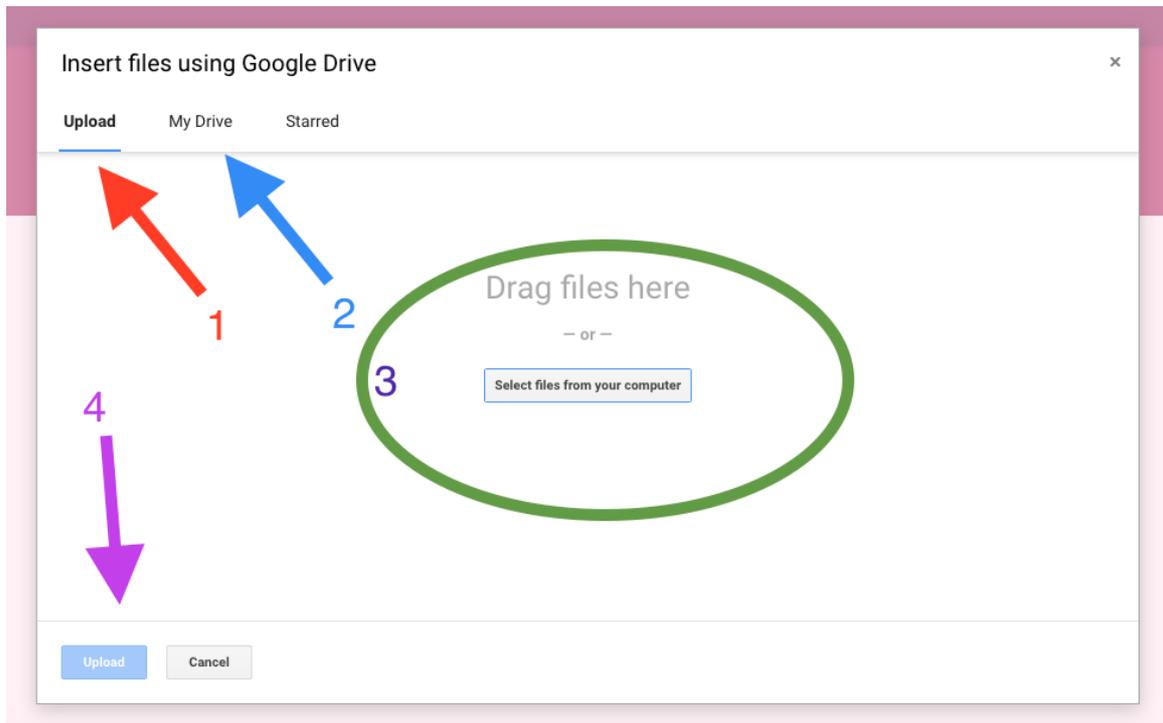
2. To attach files before submitting your work, click on 'add'. The following options will appear:



3. Your choice depends on whether your teacher has explained which program to use or whether your teacher has given you a choice of which program to use. If you want to use a program, which is not in the list but installed on your computer, click on:



4. The following screen will appear:



1. To upload files of your computer;
2. To select files which are already stored on the Google Drive;
3. To drag a file from your computer into this area to upload, or select a file from your computer by clicking on 'Select files from your computer';

5. Once files are selected, click on 'upload' to upload the file(s), a status bar will appear and you will be brought back to the assignment screen.

Due 23 Dec

15.09.15 Literacy Homework

Pieter Van Brakel 15 Sep, 14:19 Add class comment

This Autumn term we have been learning about a variety of aspects about China. Create a presentation using any program you like. Use the information you have learned to talk about: the different types of food, clothing, city and country life, etc. Remember, you can use a video, publisher, animation software or a podcast.

Your work NOT DONE

Files that you add or create can be viewed and edited by your teacher

test.docx
Word

Add

HAND IN

Add private comment...

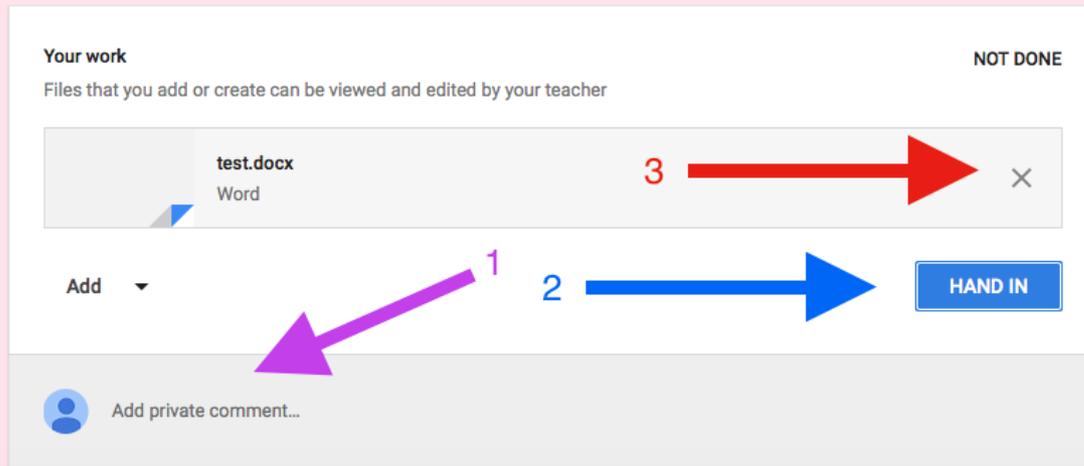
File has been added.

Due 23 Dec

15.09.15 Literacy Homework

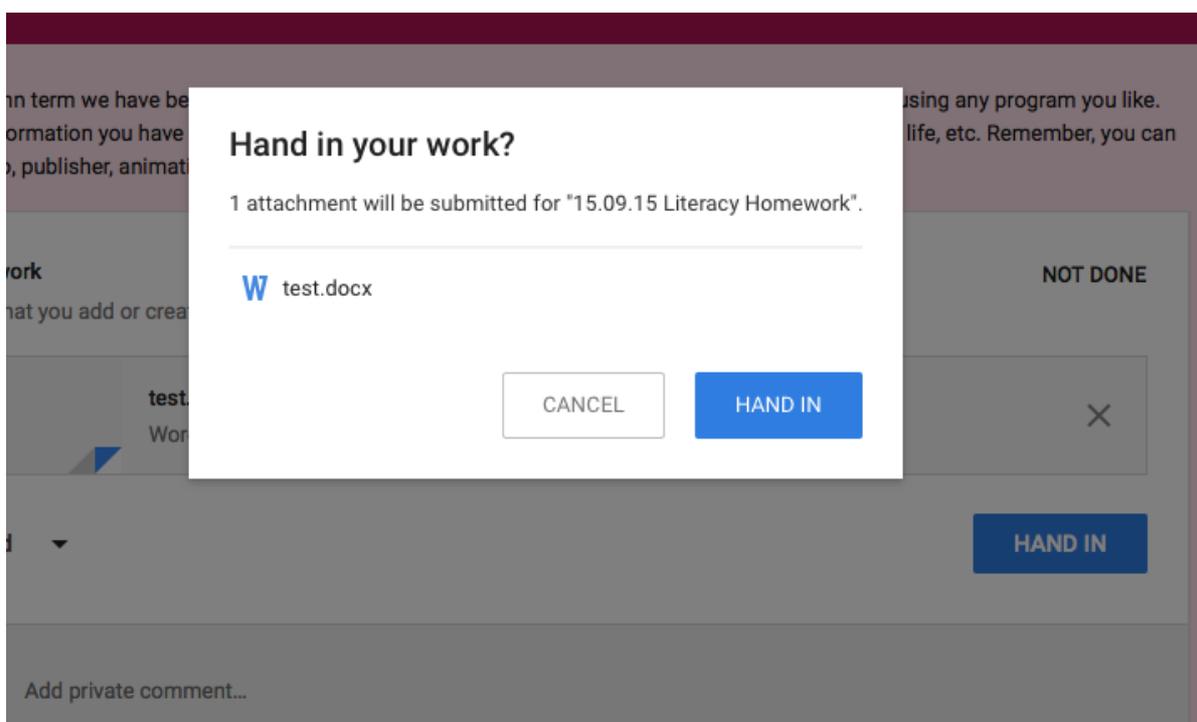
Pieter Van Brakel 15 Sep, 14:19 Add class comment

This Autumn term we have been learning about a variety of aspects about China. Create a presentation using any program you like. Use the information you have learned to talk about: the different types of food, clothing, city and country life, etc. Remember, you can use a video, publisher, animation software or a podcast.



1. Before handing in the work, you have the ability to add a comment about the work.
2. Click on 'hand in' to submit the work.
3. If you have chosen the wrong file by accident, click on the 'X' to remove the file and upload a different one.

6. Click on 'hand in' to submit the work.
7. A confirmation screen will appear:



8. Click on 'Hand in' to confirm or click on 'Cancel' to cancel.
9. A confirmation will appear at the bottom left hand of the screen (1) and the 'Not Done' sign will change into 'Done' (2).

This Autumn term we have been learning about a variety of aspects about China. Create a presentation using any program you like. Use the information you have learned to talk about: the different types of food, clothing, city and country life, etc. Remember, you can use a video, publisher, animation software or a podcast.

Your work 2  DONE

Files that you add or create can be viewed and edited by your teacher

test.docx
Word 1

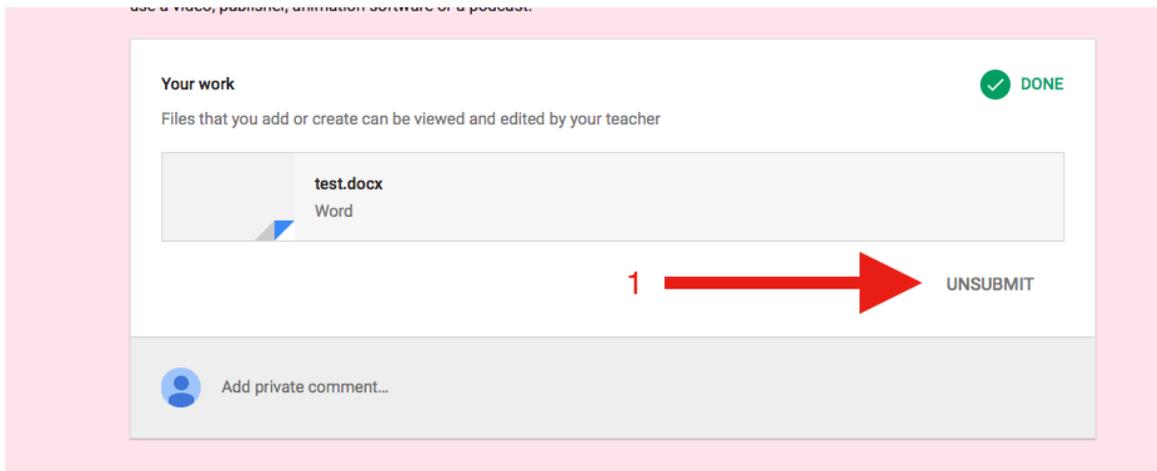
UNSUBMIT

 Add private comment...

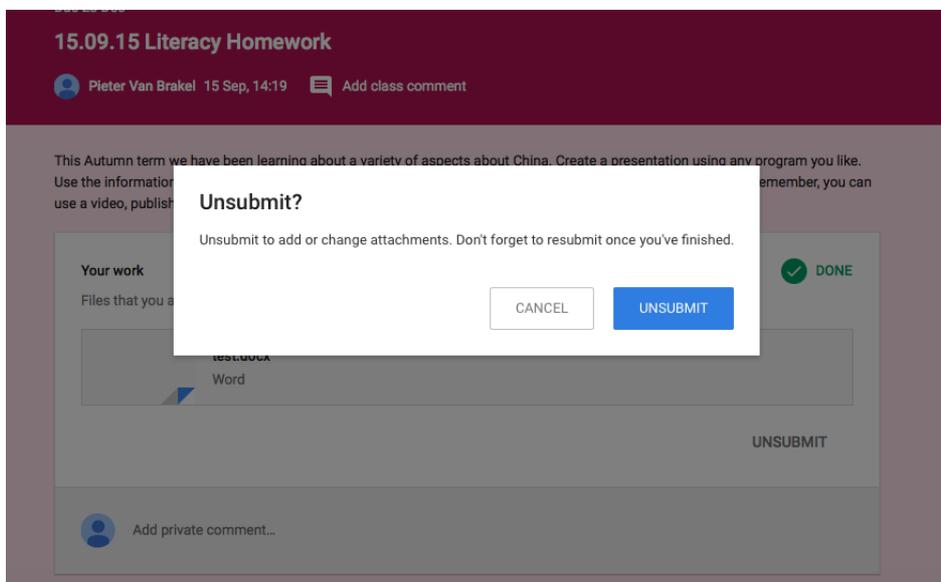
 Your assignment has been handed in

Unsubmit work.

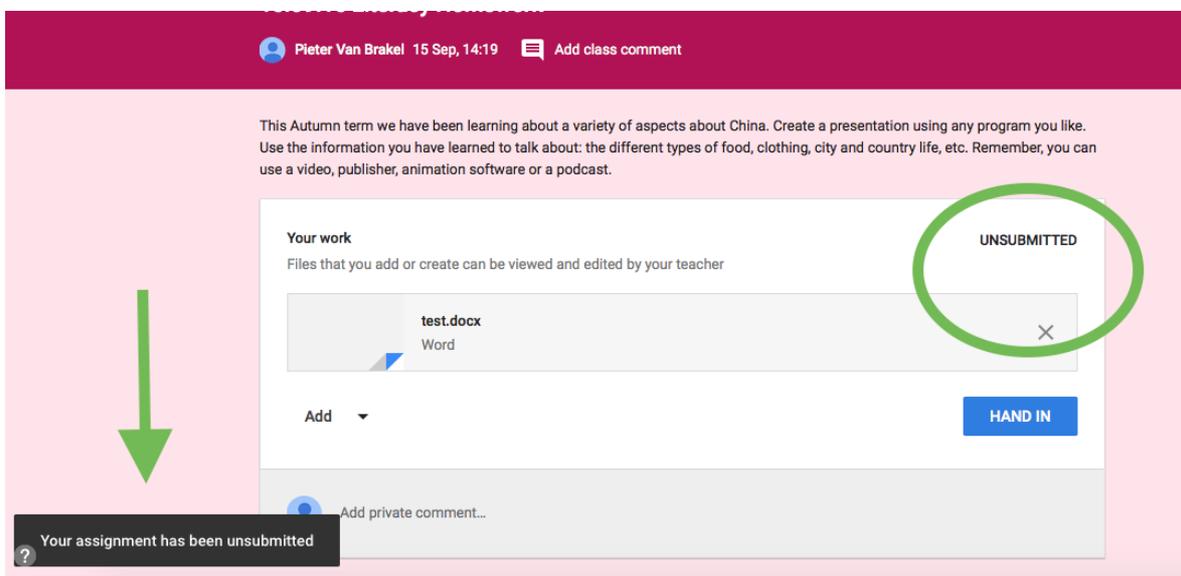
1. Navigate to the task.
2. To unsubmit work, click on 'unsubmit' (1)



3. Click on 'unsubmit' to confirm.



4. A confirmation will appear at the bottom left hand of the screen (1) and the 'Done' sign will change back into 'Unsubmitted' (2).



Final notes.

Remember, when using a public computer, always log off by clicking on your username (top right corner of the screen) and on 'sign out'.

Google keeps its layout universal, which means the software will look the same and can be used on any computer as long as there is access to the Internet.

For safety reasons, comments made by teachers, students or parents in the comments stream are visible to members of the school. Individual feedback comments will be added to the bottom of your work by the teacher.