



Hoole St Michael's Guide to
Google Classroom

What is Google Classroom?

Think of Google Classroom (GC)
as your child's digital link to learning.

Teachers use GC to share assignments,
homework, newsletters, and much more
with students AND parents!

Getting Started



Your child was provided with a secure login and password that is unique to them.

Check in your child's reading record for the login and password.

Getting Started



1

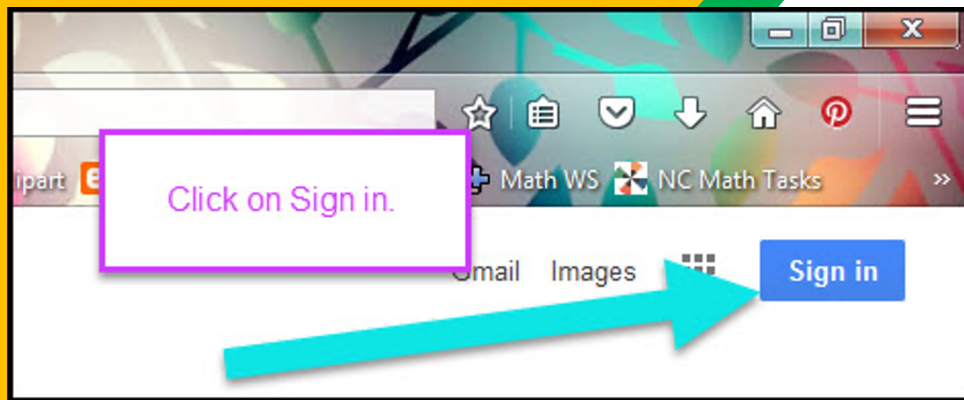
Click on the
[Google Chrome](#)
browser icon.

Getting Started



2 Type www.google.com into your web address bar.

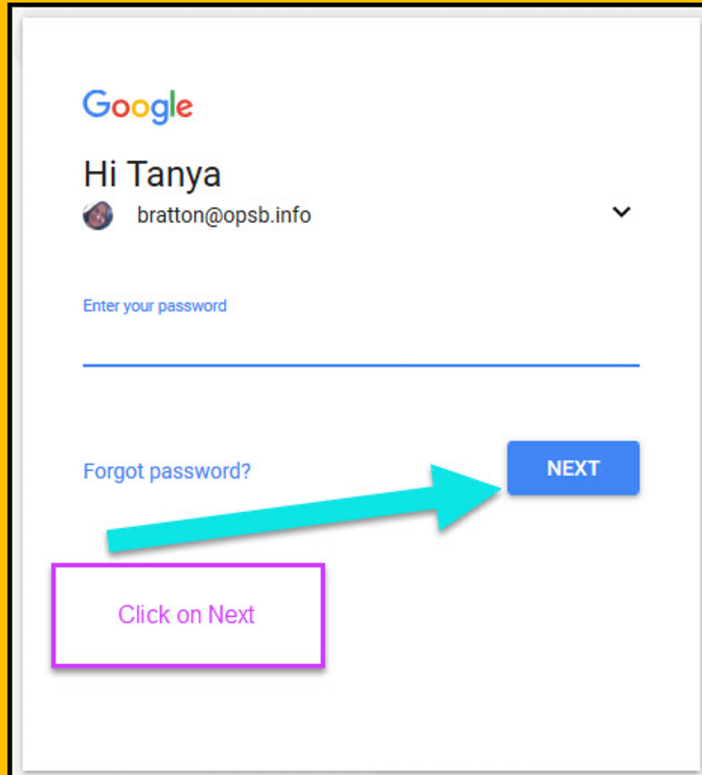
Getting Started



3

Click on **SIGN IN** in the upper right hand corner of the browser window.

Getting Started



Google

Hi Tanya
bratton@opsb.info

Enter your password

Forgot password?

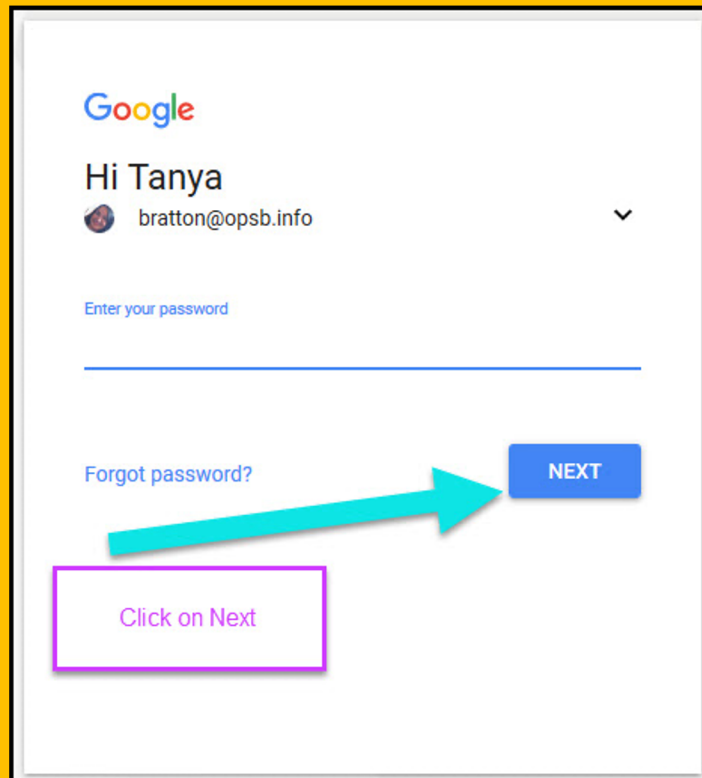
NEXT

Click on Next

4

Type in your child's **Google Email address** (Joe01@hoole.lancs.sch.uk) & click "**next.**"

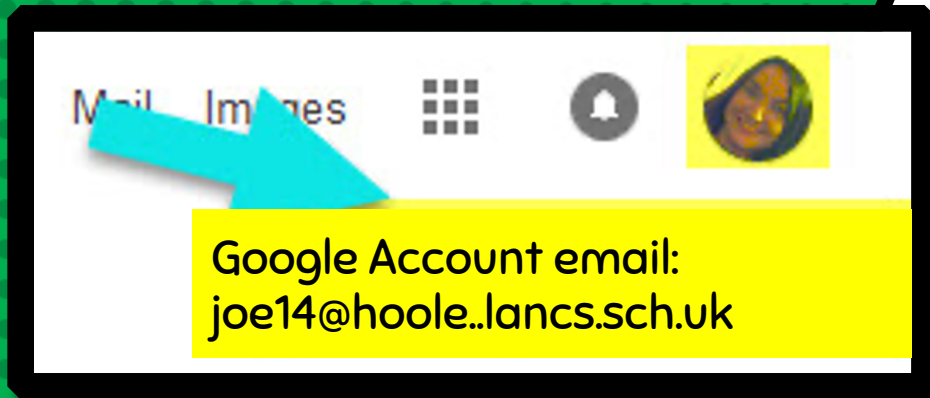
Getting Started



The screenshot shows a Google account login interface. At the top left is the Google logo. Below it, the text "Hi Tanya" is displayed, followed by a profile picture icon and the email address "bratton@opsb.info". A dropdown arrow is visible to the right of the email. Below this is a text input field with the placeholder "Enter your password". Underneath the password field is a link for "Forgot password?". To the right of the password field is a blue button labeled "NEXT". A red arrow points from a red box containing the text "Click on Next" to the "NEXT" button.

5

Type in your
PASSWORD
& click "next."

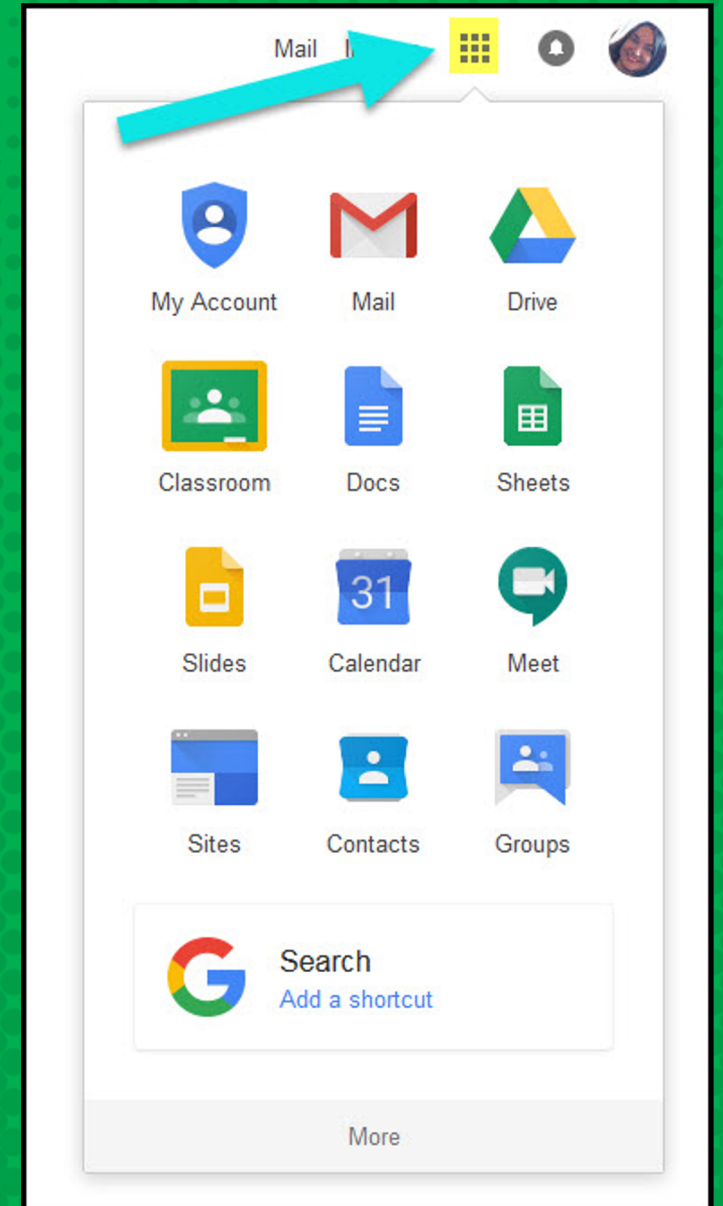


NOW YOU'LL SEE

that you are signed in to
your Google Apps for
Education account!

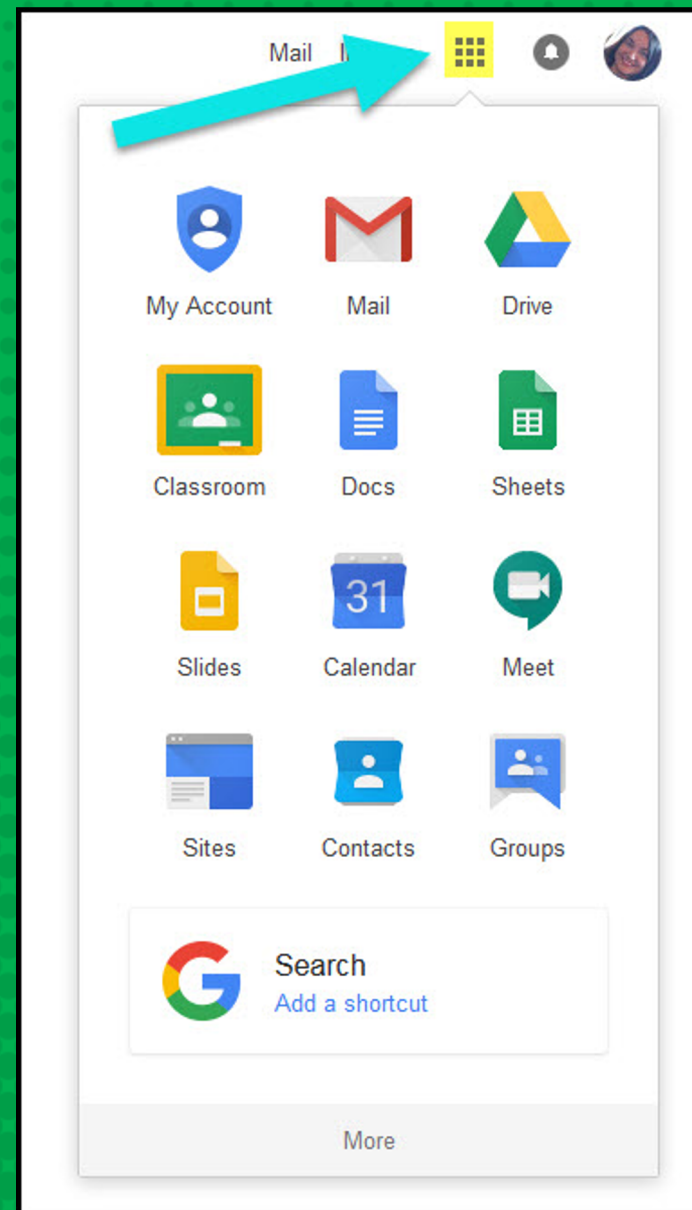
GOOGLE SUITE

Click on the 9 squares (Waffle/Rubik's Cube) icon in the top right hand corner to see the Google Suite of Products!



GOOGLE SUITE

If for some reason Classroom isn't here, click on more. Next scroll to the bottom of the long page and you will find it there.



GOOGLE ICONS TO RECOGNIZE:



CHROME



DOCS



DRIVE



SLIDES



SHEETS



FORMS



CALENDAR



GMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



MEET



HANGOUTS



SITES



CONTACTS



CLOUD



CLOUD SEARCH



YOUTUBE



NEWS



VAULT



MY ACCOUNT

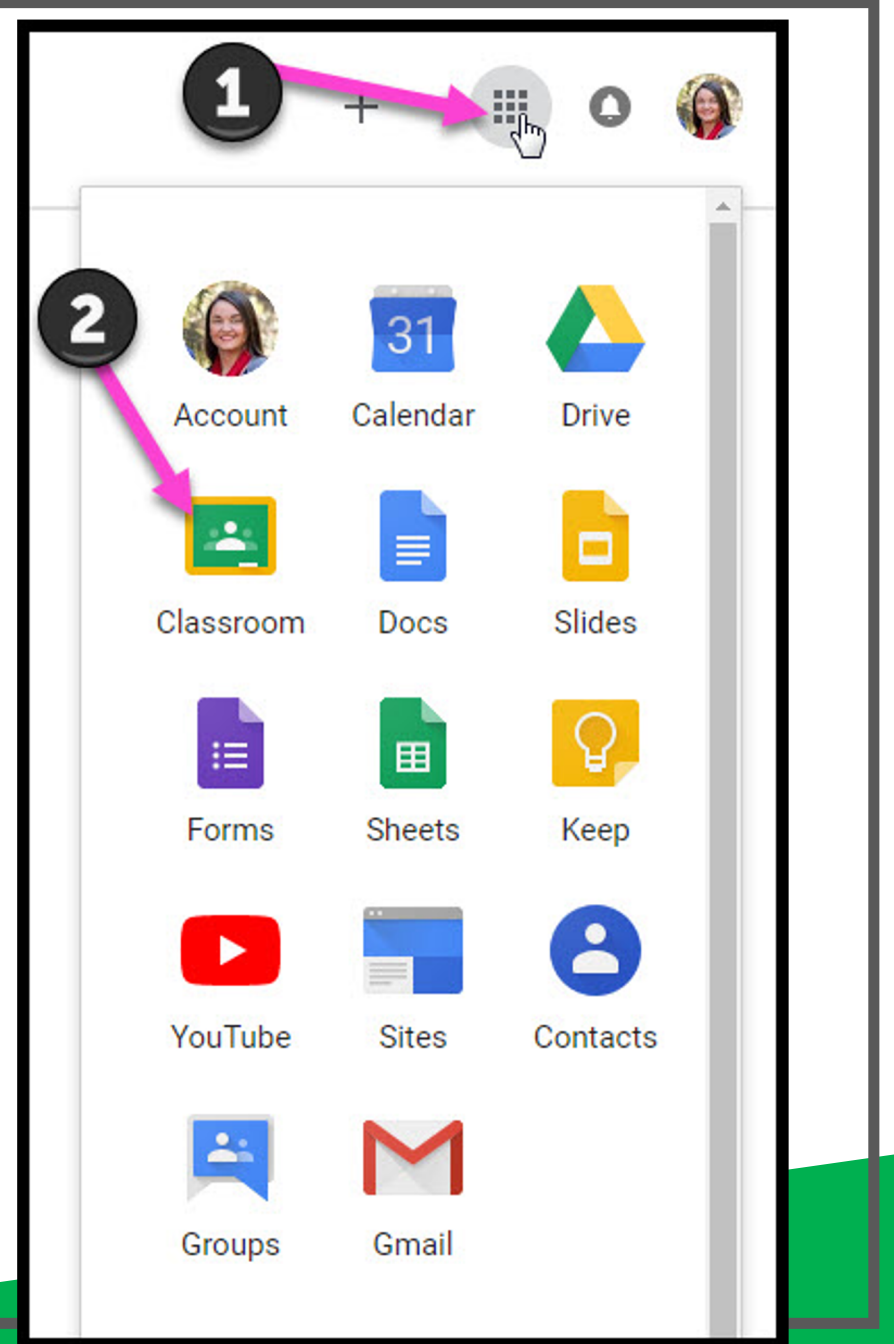


GROUPS

Navigating Classroom

1

Click on the waffle button and then the Google Classroom icon.



Navigating Classroom

2

Click on the class you wish to view.

 To review

 Calendar

Meerkats

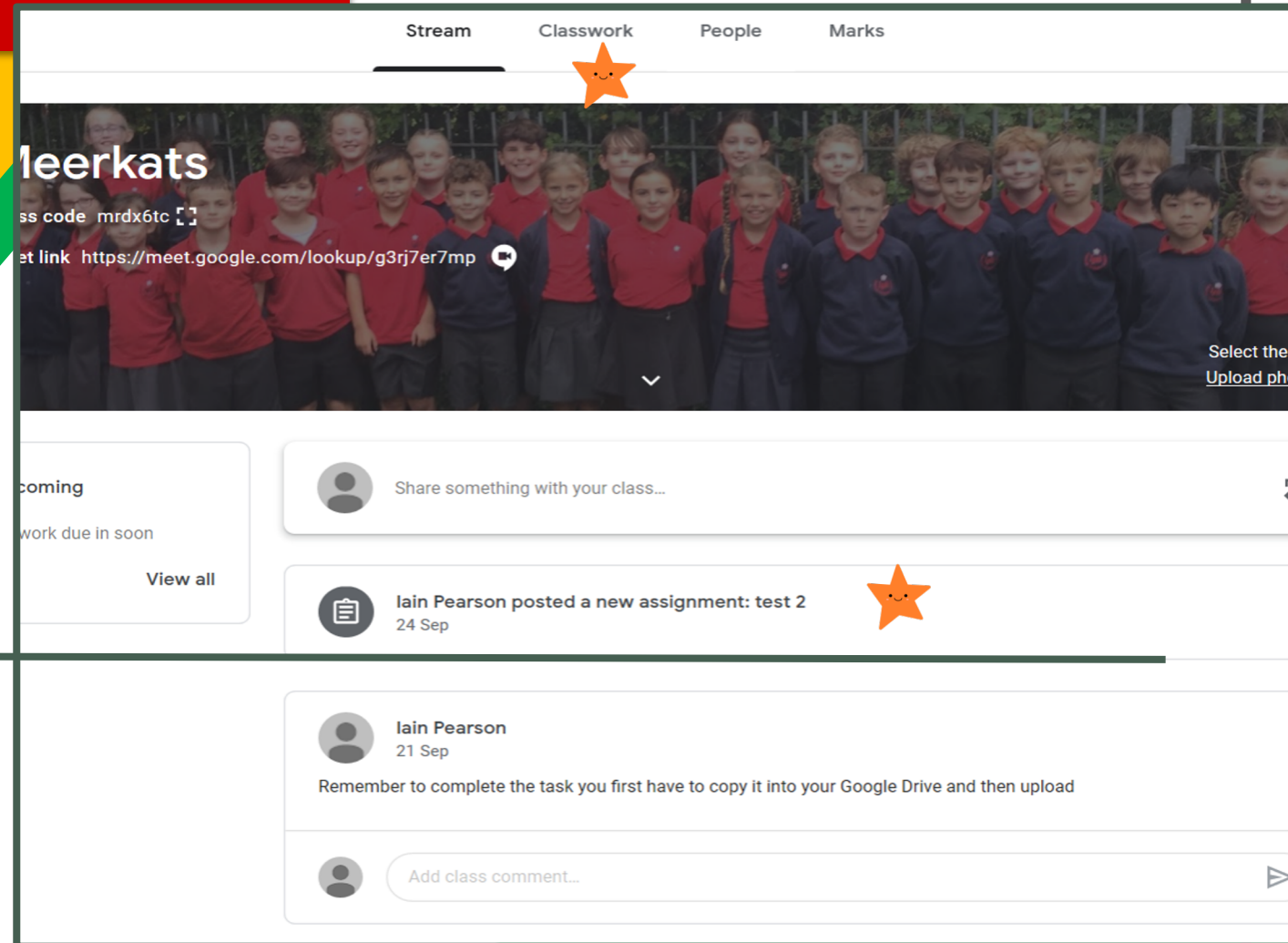


Navigating Classroom

 = High Interest for Parents

3

Page tools
(Left side)



The screenshot shows the Classroom interface for a class named 'leerkats'. At the top, there are navigation tabs: 'Stream', 'Classwork', 'People', and 'Marks'. The 'Classwork' tab is selected and marked with a smiling orange star icon. Below the tabs is a large photo of the class. Underneath the photo, there is a section for 'Upcoming' with a 'View all' button. To the right, there is a post by 'Iain Pearson' dated '24 Sep' titled 'Iain Pearson posted a new assignment: test 2'. This post is also marked with a smiling orange star icon. Below the post, there is a text input field for 'Add class comment...'. The background of the slide features a yellow and green diagonal design.

Navigating Classroom

4

Assignment details

The screenshot displays the Classroom interface with the following elements and callouts:

- 1** Classwork Tab
- 2** View your work
- 3** Google Calendar and Class Drive folder
- 4** View your files
- 5** All topics
- 6** Benchmark Tests
- 7** Assignment Title
- 8** Assignment Due Date
- 9** Assignment Status
- 10** Attached files/links
- 11** Click to view assignment

The interface shows a sidebar with 'All topics', 'Benchmark Tests', 'Daily Lesson Files', 'Assessments', 'Back to School', and 'Resources'. The main content area is titled 'Classwork' and shows 'Benchmark Tests' with a 'STAR Math Benchmark Test - BOY' due on Sep 3. Below this is 'Daily Lesson Files' with an assignment titled 'For the Week of September 2 - 6' due today. The assignment is marked as 'Assigned' and includes a list of daily topics: Monday (NO SCHOOL), Tuesday (Multistep Equations), Wednesday (Variables on Both Sides), Thursday (Infinite & No Solution Equations), and Friday (Algebraic Proportions). Four PDF files are attached: 'Day 1 - Multistep Equatio...', 'Day 2 - Variables on Both...', 'Day 3 - Infinite & No Solu...', and 'Day 4 - Algebraic Propor...'.

Accessing learning

Assignment details

The screenshot shows a Google Classroom interface with the following elements:

- Navigation tabs: Stream, **Classwork**, People, Marks
- Buttons: + Create, Meet, Google Calendar, Class Drive folder
- Assignment Card 1:
 - Title: Maths addition (optional Homework) Posted 12:15
 - Status: No due date
 - Instructions: Download the worksheet, Write your answers on a Google doc, Send it back for me to mark
 - Progress: 0 Handed in, 32 Assigned
 - Attachment: Y4-Autumn-Block-2-WO... PDF
 - Action: View assignment
- Assignment Card 2 (partial):
 - Title: test 2 Posted 24 Sep

Uploading learning

Complete your work on a
google doc.

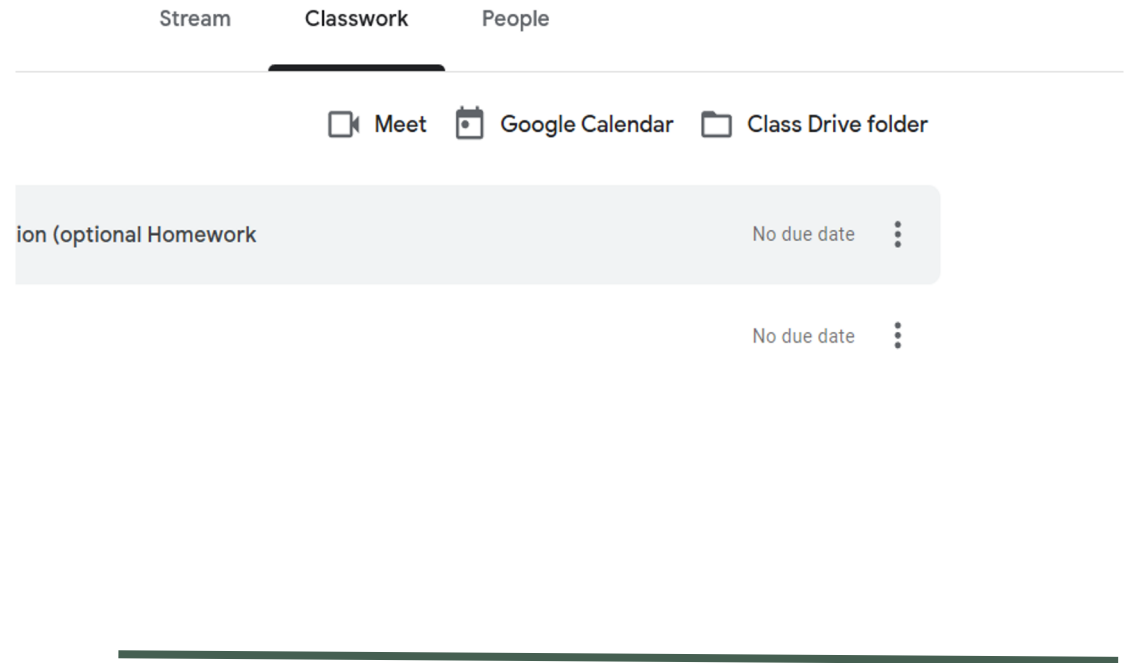
You can also complete on paper
and take a photo of it and then
upload.

You can also send a private
comment to your teacher here.

The screenshot displays a user interface for submitting work. At the top, there is a vertical ellipsis menu icon. Below it, the 'Your work' section is titled 'Assigned' in green. It contains two items: a PDF file named 'Jacob Allcock - Y4...' and a Google Docs file named 'Jacob Allcock - M...'. Each item has a small 'X' icon for removal. Below these items is a button labeled '+ Add or create'. At the bottom of this section is a prominent black button labeled 'Hand in'. Below the 'Your work' section is the 'Private comments' section, which features a user profile icon and a text input field with the placeholder 'Add private comment...' and a right-pointing arrow icon.

Accessing Google Meet

Online lessons with your Teacher or Assistant Teacher will take place using Google Meet. Children will access this by clicking on Google Calendar.



Accessing Google Meet

Find the meeting on the calendar and click to enter. Please remember the schools rules when in a Google Meet.

The screenshot displays the Google Calendar interface. At the top, it shows the current date as '27' and the month 'Sep - Oct 2020'. A 'Create' button is visible. The main calendar view shows a grid for September 2020, with the 27th highlighted. A meeting titled 'Addition lesson (test)' is scheduled for 12:45 - 1:45 PM on the 27th. The interface also includes a 'Meet with...' section with a search bar, and a list of calendars: 'My calendars' (Jacob Allcock, Birthdays, Reminders, Tasks) and 'Other calendars' (Holidays in United Kingdom).

Google Meet

Click to join
Please remember the schools
rules when in a Google Meet.

28 29 30

✉ ⋮ ✕

■ Addition lesson (test)
Sunday, 27 September · 12:45 – 1:45pm

🗨 [Join with Google Meet](#)
meet.google.com/uxx-jbon-ufr

👤 2 guests
1 yes, 1 awaiting

- 👤 Iain Pearson
Organiser
- 👤 Meerkats

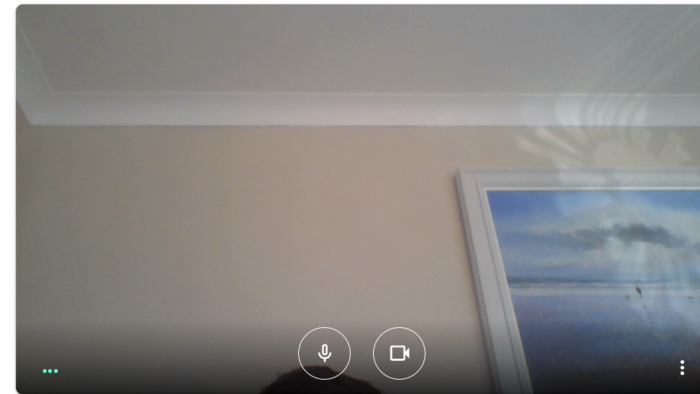
☰ Lesson on addition

📅 Iain Pearson

Google Meet

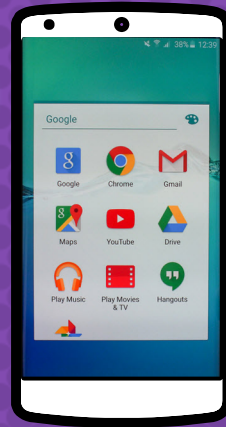
Click to join
Always mute at first during the
Meet.
Remember your teacher will
always record each session.

Meet

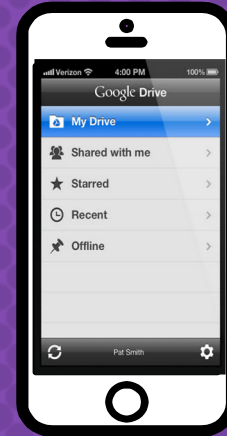


ACCESS

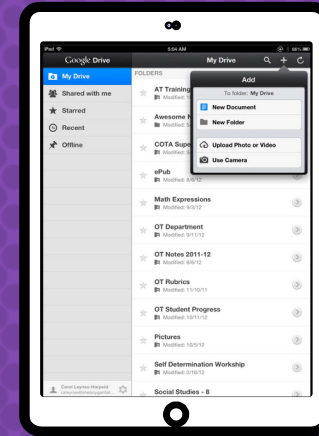
ANYWHERE



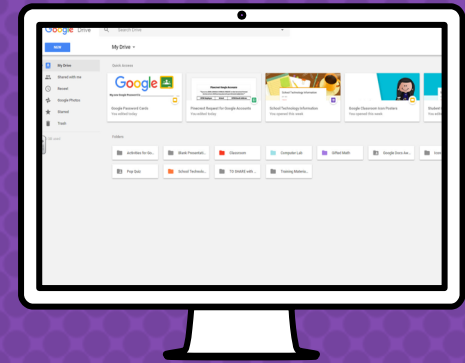
ANDROID



IPHONE



TABLET



DESKTOP



GOOGLE APPS

allow you to edit Google assignments from any device that is connected to the internet!



Download on the
App Store



GET IT ON
Google Play

QUESTIONS?



Message your teacher on Dojo