



A Guide to Google Classroom for Parents

We have put together a remote learning plan for children who are required to self-isolate. This could be if your child or another family member has Covid-19 symptoms or if a whole class are required to self-isolate due to a positive case in their class. To support with this, we have signed up to Google Classroom which is an online platform for teachers to set work and communicate with their classes.

Teachers have allocated time to teach their classes how to use the platform so that if they need to use it due to self-isolation, they are familiar with it. To support parents, we have put together a guide below. If you need further support when using Google Classrooms, please email remotelearning@bovingdonacademy.org.uk and a member of staff will get back to you as soon as possible.

Logging on to Google Classroom:

1. Either download the Google Classrooms app or type **google.classroom.com** into your web browser.
2. Your child's login is their first name and first letter of their surname followed by @bovingdonacademy.org.uk e.g. Sarah Smith would be SarahS@bovingdonacademy.org.uk (a small minority of children also need to add the number '1' – we will inform you or your child if this is the case).
3. In EYFS/Key Stage 1, your child's password is their class name e.g. emerald.
In Key Stage 2, your child's password is their initials (in capitals) and their date of birth in numbers e.g. Sarah Smith born on the 3rd November 2010 would be SS031110.
4. When your child has logged on, click on their class.

Class Main Page (Stream):

Once logged in, your child will see a screen similar to this:

The screenshot shows the Google Classroom interface for 'Year 5 Aquamarine Class'. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. The main area features a header with the class name and a background image of school supplies. Below this, there is a 'Classwork' section with an 'Upcoming' card that says 'Woohoo, no work due soon!' and a 'View all' button. The 'Stream' section includes a 'Share something with your class...' prompt, a post from 'Miss Stevenson' at 2:55 PM saying 'Hello Aquamarine.', and a 'Add class comment...' input field. Three callout boxes with green arrows point to specific features: one points to the 'Classwork' tab, another points to the 'Share something with your class...' prompt, and a third points to the 'Add class comment...' input field.

Your child can click on **Classwork** to see all the work that has been assigned to them.

Your child can share their ideas on the class wall for their classmates and teacher to see.

Your child can see messages and notifications.

It is important that children can continue to interact with their teacher and/or peers while learning at home using the class 'wall'. This is for general conversation that is suitable for school. If teachers feel this is not being used appropriately, they will disable children writing posts.

Viewing Lessons (Classwork):

Your child can view their assigned work by clicking on the posted links on the main wall or by clicking 'Classwork' at the top of the page. Your child can click on each assigned lesson by clicking 'view assignment'. Daily lessons are scheduled to post at 8.30am each morning.

The teacher will write a short description of the lesson and upload all the links your child needs to access the lesson. This will usually include a video lesson and additional worksheets.

You will find a message from your child's teacher about the lesson.

*Your child can write a **private comment** to their teacher. This will help give 1:1 support while learning at home.*

*Your child can post a **class comment** about the work. This can be viewed by their classmates and their teacher.*

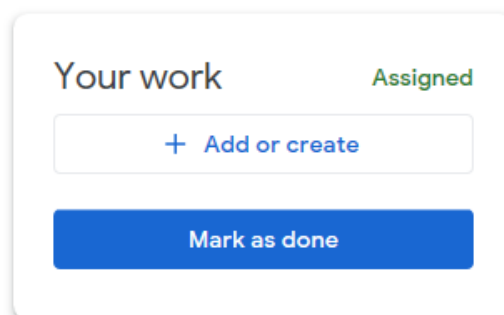
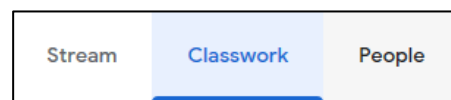
You will find all the links you need for the lesson here.

Submitting Work (Classwork):

Your child can type their school work and upload the document to Google Classroom or they can hand-write their work and take a photo of their work to upload.

To submit work, please follow these instructions:

1. You need to click 'Classwork' at the top of the page.
2. Click on the lesson you would like to view/submit work for.
3. It will open a box with the assignment. At the bottom of the box it says 'View Assignment' - click this.
4. Once the assignment has loaded, you will see a box on the right labelled 'Your work'. Click 'Add or Create'.
5. Click on the paperclip (File) and then choose the file that you would like to upload and send.
6. Once it has uploaded, click 'Mark as done'.



Once your child has submitted their work, the class teacher can view this and give personal feedback.

Important – Whole class isolating: If a whole class are learning from home, the class teacher will be available to respond to queries and feedback throughout the morning. It may take longer for teachers to respond in the afternoon as they will be preparing lessons for the following day.

Important – One child/small group isolating: If only a small number of children are learning from home, the class teacher will not be able to respond as quickly as they have a class responsibility in school. Teachers will check comments and upload work at the end of the school day and feedback.