

# Using Google Classroom

## *Pupil Information Guide*



Google  
Classroom

# Behaviour Expectations

Please be aware that this meeting will be recorded.

During the live lesson:

1. Mic. and camera off at the beginning.
2. Chat is only used for:
  - a. Questions for the teacher;
  - b. Technical issues.
3. Mic. can be turned on to ask a question at an appropriate moment.  
E.g. when class is working independently on a task.

***Remember: Chat text is saved and reviewed in full at the end of the lesson. Parents will be contacted if behaviour expectations are not being met.***

Kessingland Church of England Primary Academy  
Sample Timetable for Remote Learning: Autumn 2020 Year 6 Lion Class

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Session	<b>Maths</b> Google Classroom Live Lesson <u>Lesson will start at 9:45 am</u> Please ensure you are ready and logged on at this time.	<b>Maths</b> Google Classroom Live Lesson <u>Lesson will start at 9:45 am</u> Please ensure you are ready and logged on at this time.	<b>Maths</b> Google Classroom Live Lesson <u>Lesson will start at 9:45 am</u> Please ensure you are ready and logged on at this time.	<b>Maths</b> Google Classroom Live Lesson <u>Lesson will start at 9:45 am</u> Please ensure you are ready and logged on at this time.	<b>Maths</b> Google Classroom Live Lesson <u>Lesson will start at 9:45 am</u> Please ensure you are ready and logged on at this time.
1 Session	<b>English</b> Google Classroom Live Lesson <u>Lesson will start at 11:15 am</u> Please ensure you are ready and logged on at this time.	<b>English</b> Google Classroom Live Lesson <u>Lesson will start at 11:15 am</u> Please ensure you are ready and logged on at this time.	<b>English</b> Google Classroom Live Lesson <u>Lesson will start at 11:15 am</u> Please ensure you are ready and logged on at this time.	<b>English</b> Google Classroom Live Lesson <u>Lesson will start at 11:15 am</u> Please ensure you are ready and logged on at this time.	<b>English</b> Google Classroom Live Lesson <u>Lesson will start at 11:15 am</u> Please ensure you are ready and logged on at this time.
1 Session	<b>Guided Reading</b> Read _____ for 20 minutes	<b>SPAG</b> IXL: D12 & D13 <a href="https://uk.ixl.com/">https://uk.ixl.com/</a>	<b>Guided Reading</b> Read _____ for 20 minutes	<b>Guided Reading</b> Read _____ for 20 minutes	<b>Guided Reading</b> Read _____ for 20 minutes
<b>Learning Projects</b>					
1 Session	<b>RE</b> Christianity Lesson 2 Watch the PPT and complete the task sheet. <b>French</b> Watch the clip and create a poster to show your learning about sports. Write sentences about the sports, as shown in the clip. <a href="https://www.youtube.com/watch?v=D75cFwOBofQ">https://www.youtube.com/watch?v=D75cFwOBofQ</a>	<b>Geography</b> Follow the powerpoint and complete the activity looking at human features in China.	<b>PE: Workout</b> <a href="https://www.youtube.com/watch?v=4wzoy_J3l_c">https://www.youtube.com/watch?v=4wzoy_J3l_c</a> Create a circuit in your house/garden and complete it. Time yourself and other members of your family.	<b>Science</b> Complete Lesson 3 on the powerpoint.	<b>Art</b> Re-create the Chinese picture, using different tones of one colour, lightening and darkening by using different colours. See task sheet.
	<b>Reading for Pleasure</b> Read a book for 30 minutes.				

# What is it?

- Google Classroom is a great way to support online learning from anywhere!
- It gives your teachers the chance to upload assignments and set challenges for you, whilst also creating a 'live classroom' for everyone to learn in!
- Your teacher will create a link, which you can then click on, so that you can join in with live lessons. The best part is that you can see your teachers and friends!
- The following guide is for a laptop/desktop – there is an app available for tablets but the layout there is *slightly* different!

# Let's Begin

The first thing you need to do is go online (this can be done on a tablet or on a laptop/desktop).

In the URL bar at the top, type the following address:

**classroom.google.com**

Important – this **must** be done using **Google Chrome**, otherwise it won't work!

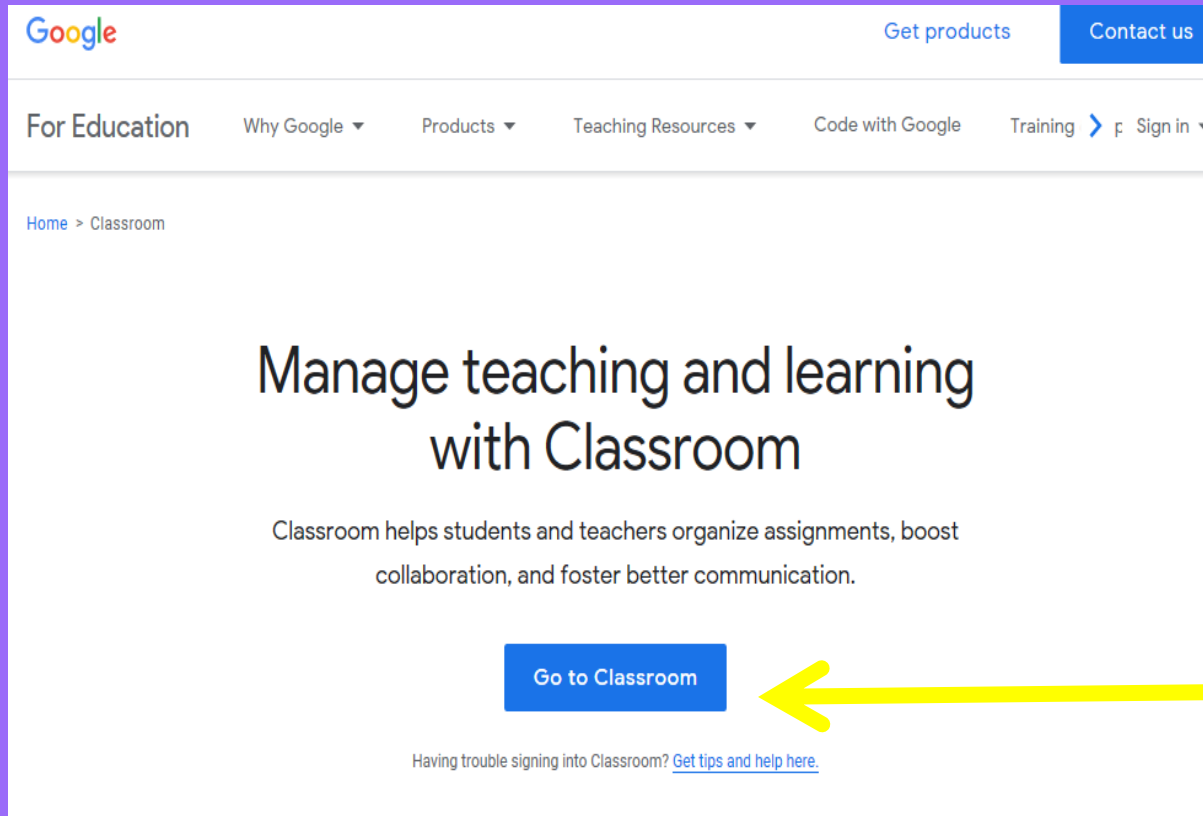


This takes you here!

Click

**'Go to**

**Classroom'.**

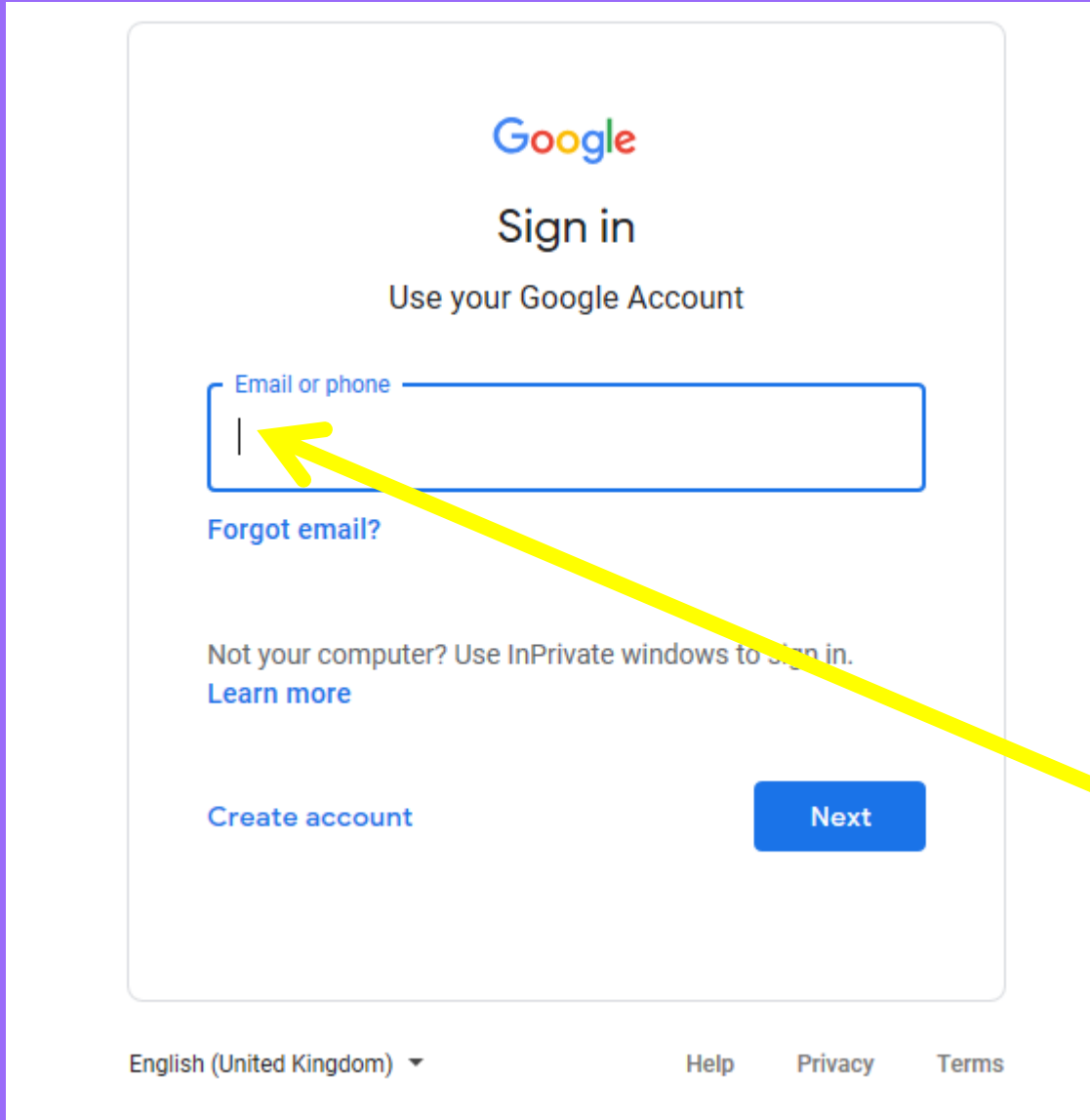


# Signing In

This will take you to this page.

You should have had an email address and password sent to you.

The email address will end in  
\_\_\_\_@kessingland.dneat.org



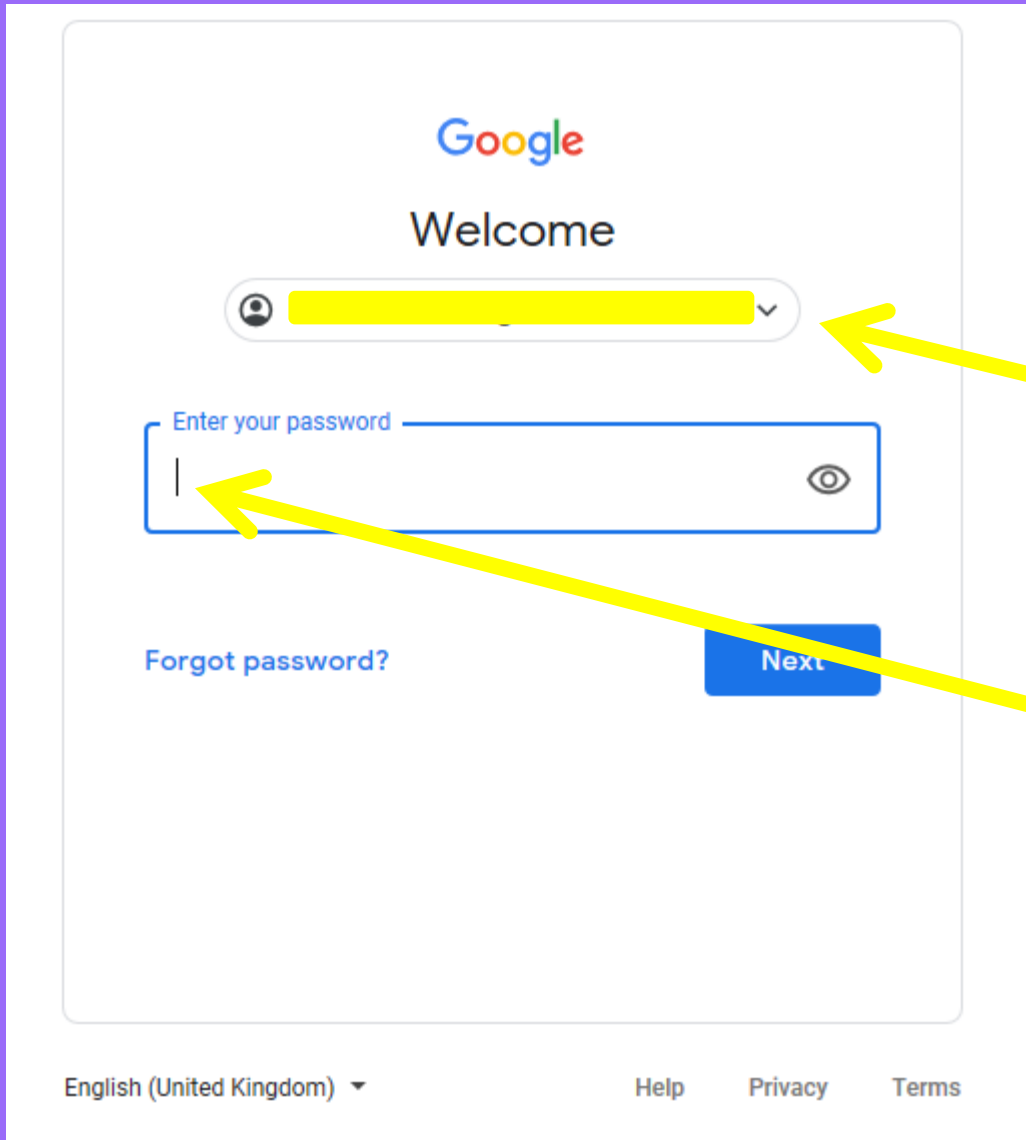
The image shows a screenshot of the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" with a blue border and a vertical cursor. A yellow arrow points from the text "\_\_\_\_@kessingland.dneat.org" in the adjacent text block to this input field. Below the input field are links for "Forgot email?", "Not your computer? Use InPrivate windows to sign in.", and "Learn more". At the bottom of the sign-in box are links for "Create account" and a blue "Next" button. The footer of the page includes "English (United Kingdom)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

# Signing In

When you have typed your email address and clicked '**Next**' you arrive here – your email will appear in this box.

Next, type your password into the box and click '**Next**'.

Everyone has been issued with a unique: **password**



The image shows the Google sign-in page. At the top is the Google logo, followed by the word "Welcome". Below this is a rounded rectangle containing a person icon and a yellowed-out email address with a dropdown arrow. A yellow arrow points from the text "your email will appear in this box" to this field. Below the email field is a password field with the placeholder text "Enter your password" and a blue border. A yellow arrow points from the text "type your password into the box" to this field. To the right of the password field is an eye icon. Below the password field is a blue button labeled "Next". To the left of the "Next" button is a link that says "Forgot password?". At the bottom of the page, there is a language selector set to "English (United Kingdom)" and links for "Help", "Privacy", and "Terms".



## Sign in



Username or Email Address (required)

Password (required)



[I have forgotten my password](#)

☒ Remember me

Sign in

[Find out about RM Unify](#)

## @RMEducation Tweets



**RM Education** @RMEducation 5 Oct, 07:58 am

We hope you're all ready for [#WalkToSchoolWeek](#) :) 🍁 Here are some great tips from [@TfL](#) for adding some fun <https://t.co/01x3W0QcPA>

[Expand](#)



**RM Education** @RMEducation 2 Oct, 08:48 am

School leaders: join our Integris [#webinar](#) on Oct 13 3:45-4:45pm to find out how you can keep children safe online... <https://t.co/xexde8H9a8>

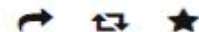
[Expand](#)



**RM Education** @RMEducation 2 Oct, 08:48 am

With the first place that schools go for advice being other schools, this [@Nalla\\_Design](#) podcast summarises feedback... <https://t.co/4w9nRHHI16>

[Expand](#)





## Before you get started...

### Cookies

Please review and accept our [Cookies Policy](#) in order to use RM Unify.

☒ I accept the Cookies Policy

### Terms and Conditions

Please review and accept our [Terms and Conditions](#) in order to use RM Unify.

☒ I accept the Terms and Conditions

**Launch RM Unify**

Decline and Sign Out



Search Launch Pads

Launch Pads



View my Files

## Kessingland Church of England Primary Ac...



Quick start guide  
RM Unify help



How To videos  
RM Unify help



Guide for Teachers  
RM Unify help



Posters and resources  
RM Unify help



BBC Languages  
BBC



TED  
TED



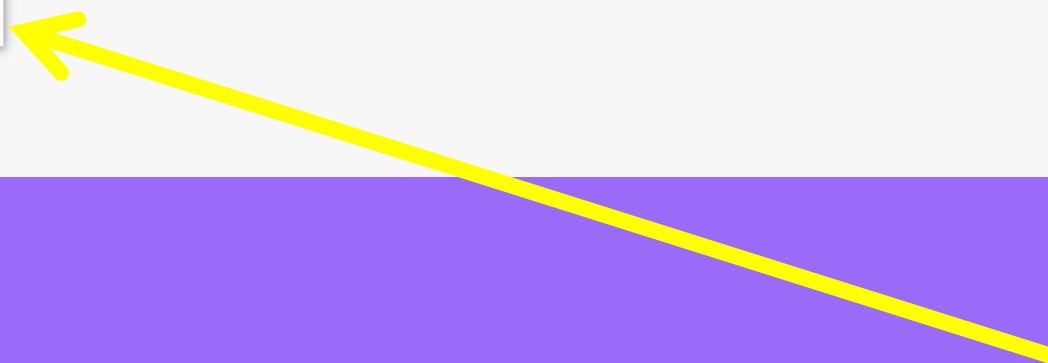
thinkuknow  
CEOP



Google Drive  
G Suite

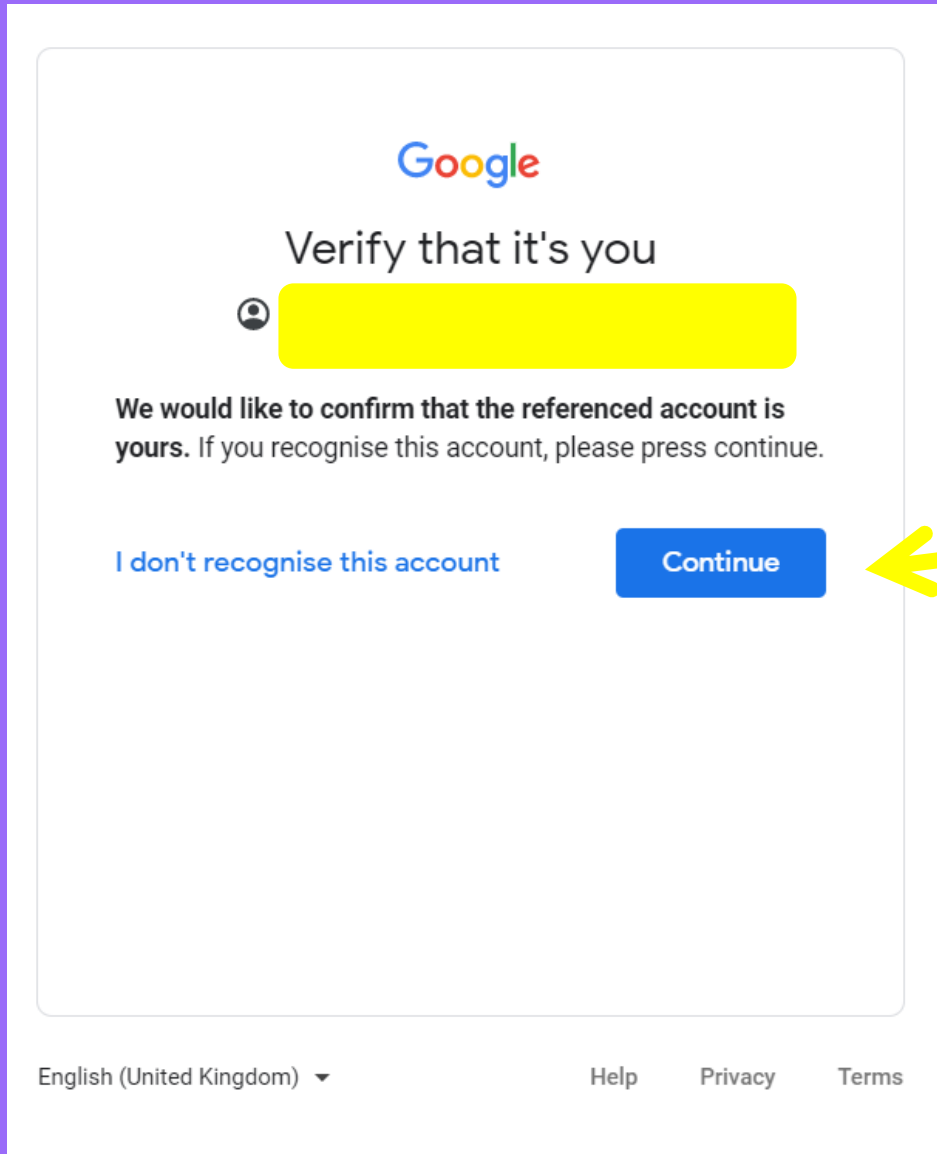


Google Classroom  
G Suite



Click on the icon for **Google Classroom** to begin.


# Security



A screenshot of a Google account verification page. At the top is the Google logo. Below it, the text 'Verify that it's you' is displayed. To the left of a yellow rectangular input field is a small person icon. Below the input field, the text reads: 'We would like to confirm that the referenced account is yours. If you recognise this account, please press continue.' At the bottom left, there is a link that says 'I don't recognise this account'. At the bottom right, there is a blue button with the word 'Continue' in white text. A yellow arrow points from the text 'Then, click 'Continue'' to this button. At the very bottom of the page, there is a footer with 'English (United Kingdom)' followed by a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.

Google

Verify that it's you



We would like to confirm that the referenced account is yours. If you recognise this account, please press continue.

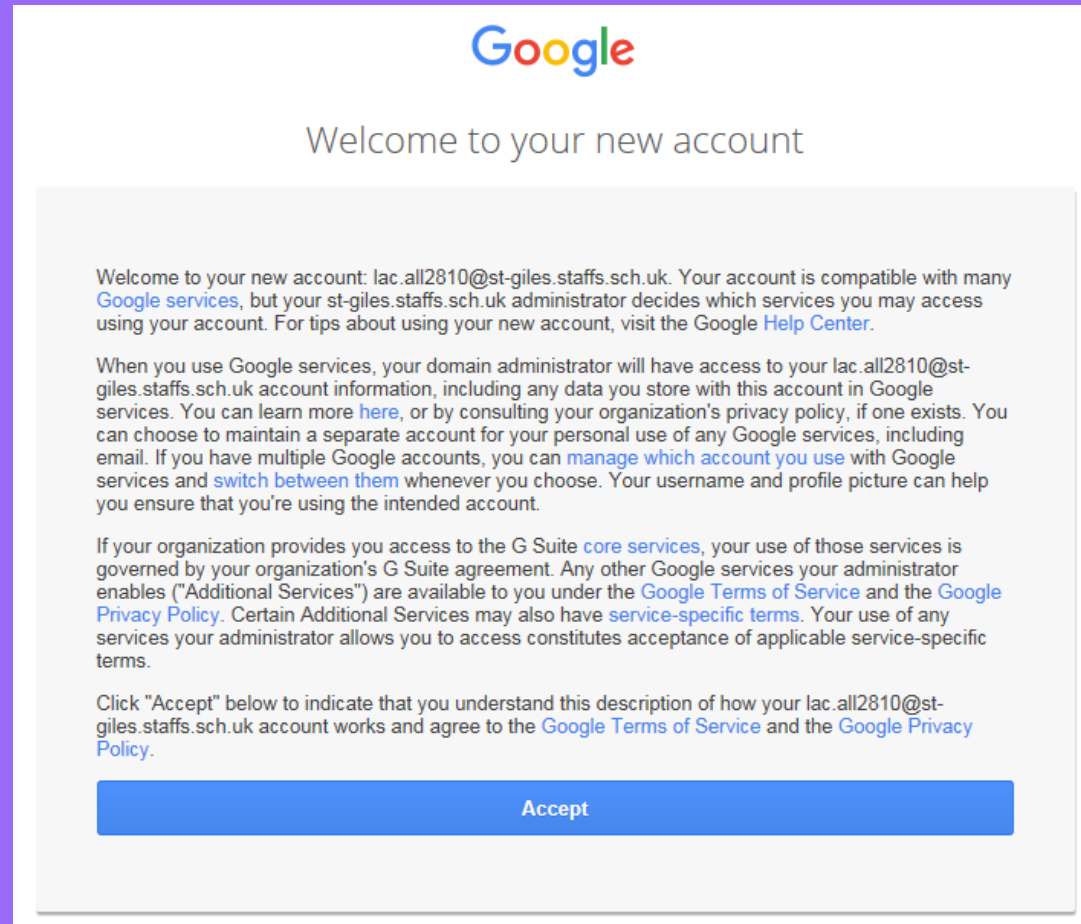
[I don't recognise this account](#) [Continue](#)

English (United Kingdom) ▼ [Help](#) [Privacy](#) [Terms](#)

Then, click  
**'Continue'**

# T's and C's

Read the description of how your account works and then, click  
**‘Accept’**



The image is a screenshot of a Google account welcome page. At the top, the Google logo is centered. Below it, the text "Welcome to your new account" is displayed. The main content area is a light gray box containing several paragraphs of text. The first paragraph welcomes the user to their new account (lac.all2810@st-giles.staffs.sch.uk) and mentions compatibility with Google services. The second paragraph explains that the domain administrator has access to account information and provides links to learn more. The third paragraph discusses the G Suite agreement and additional services. The fourth paragraph instructs the user to click "Accept" to indicate understanding of the account terms. At the bottom of the gray box is a blue button labeled "Accept".

Google

Welcome to your new account

Welcome to your new account: lac.all2810@st-giles.staffs.sch.uk. Your account is compatible with many [Google services](#), but your st-giles.staffs.sch.uk administrator decides which services you may access using your account. For tips about using your new account, visit the Google [Help Center](#).

When you use Google services, your domain administrator will have access to your lac.all2810@st-giles.staffs.sch.uk account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your lac.all2810@st-giles.staffs.sch.uk account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

# Time to Enter the Classroom



Google Classroom

Classroom helps classes communicate, save time and stay organised. [Learn more](#)

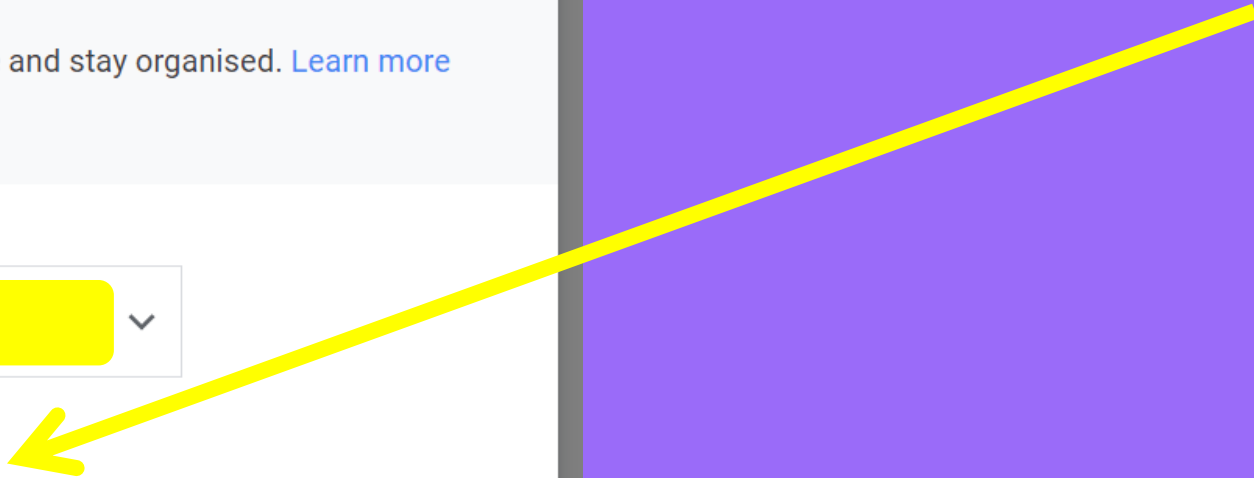


Continue

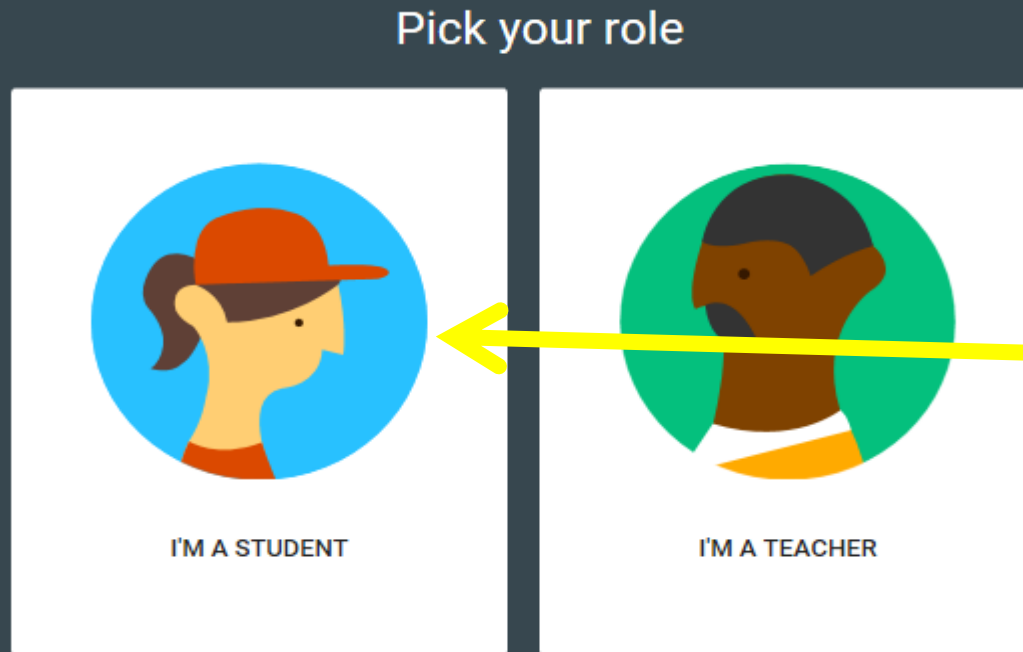
By joining, you agree to share contact information with people in your class. [Learn more](#)

[Try another account](#)

Then, click  
**‘Continue’**



# Pick Your Role



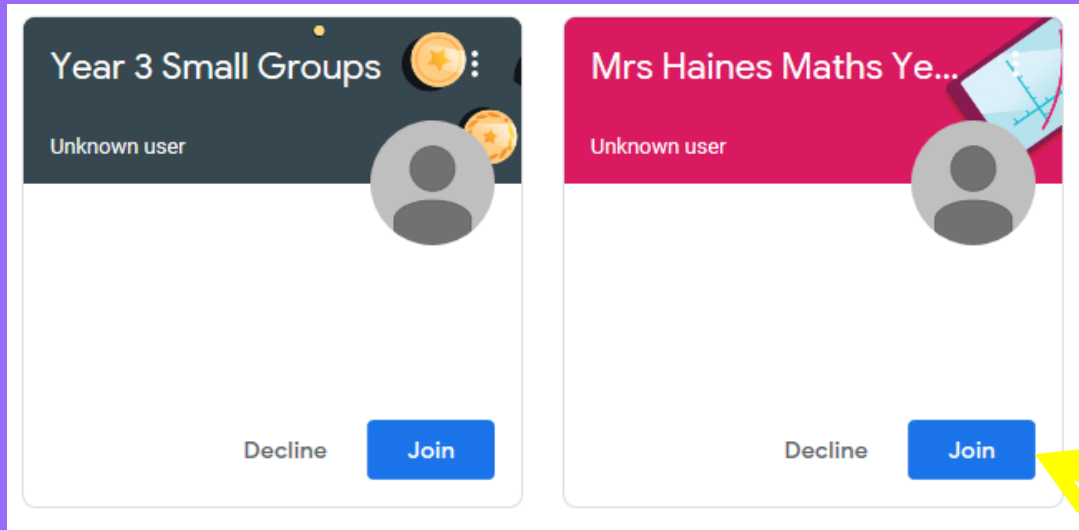
You then need  
to say that you  
are a **student**.



# Your Class Has Been Assigned

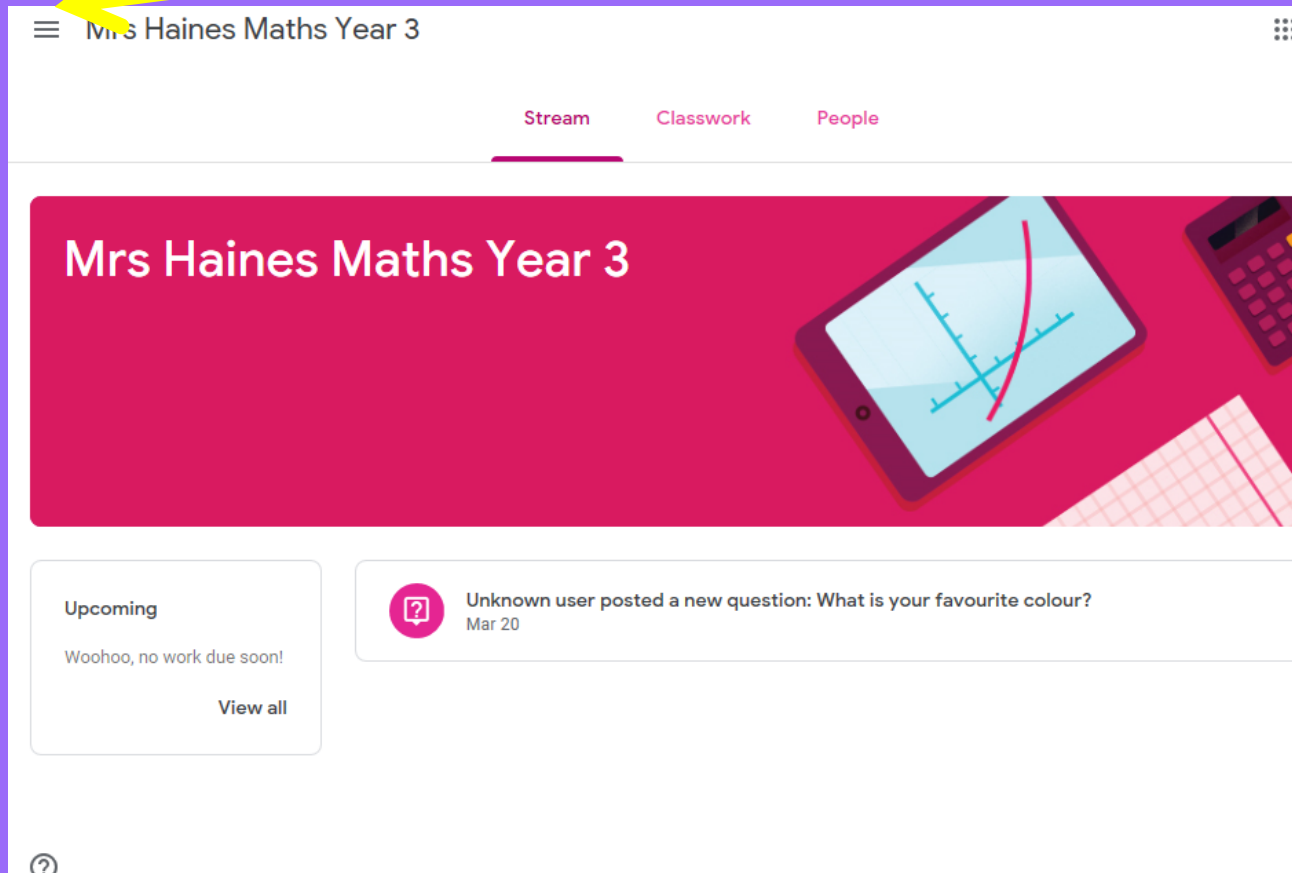
Before any live lessons can take place, you have to 'Join' the classes.

Here, we will join Mrs. Haines' Maths class by pressing **'Join'**.



# How it works

This is now the homepage for this class (if you need to find another class, click the 3 lines and select the class you need)



The four tabs at the top are:

**‘Stream’**, which is where you can access Live Lessons.

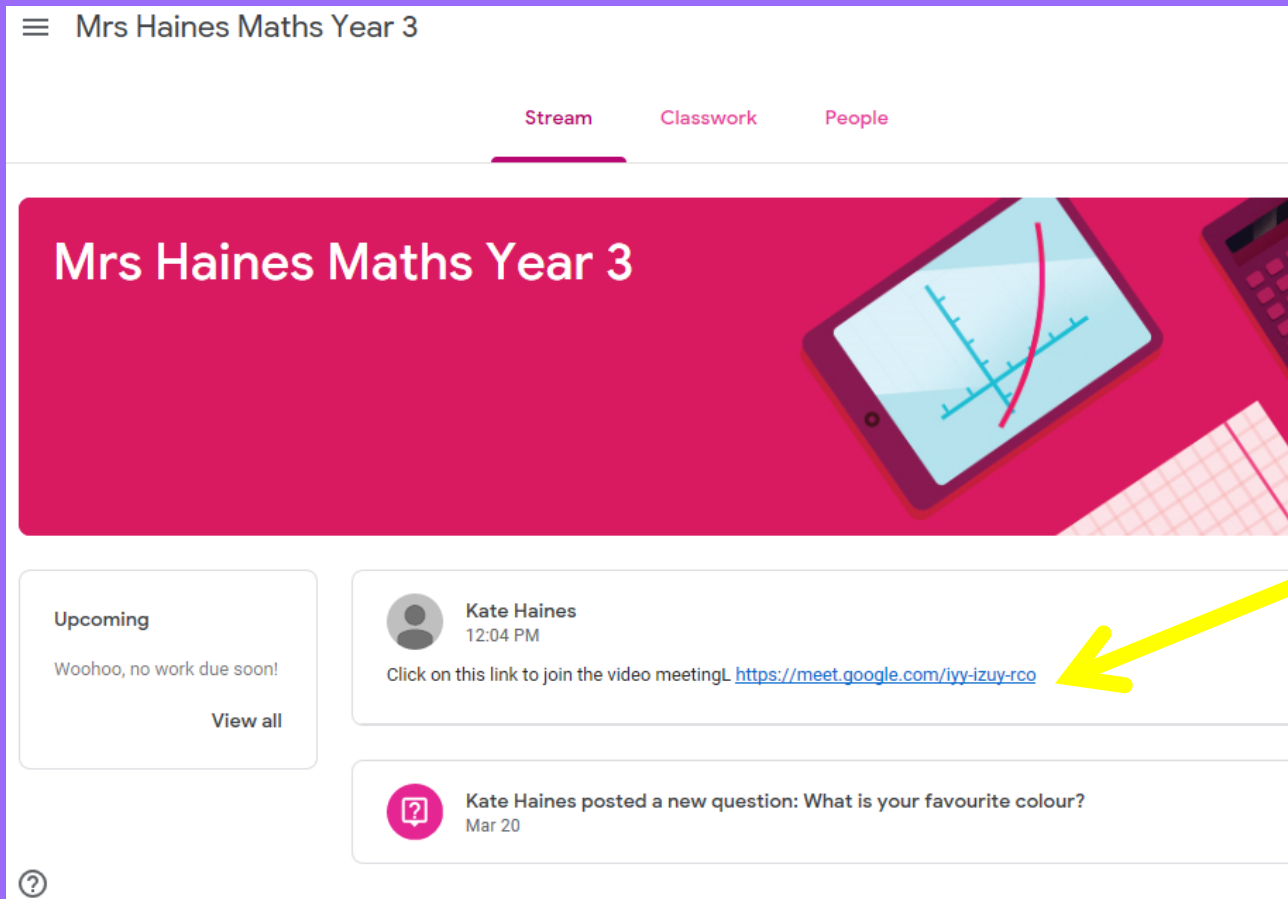
**‘Classwork’**, which is where you will access any tasks that are set by your teachers.

**‘People’**, which shows which staff and children are in the lesson with you.

**‘Grades’**, which is where your work is stored.

# Lesson Time

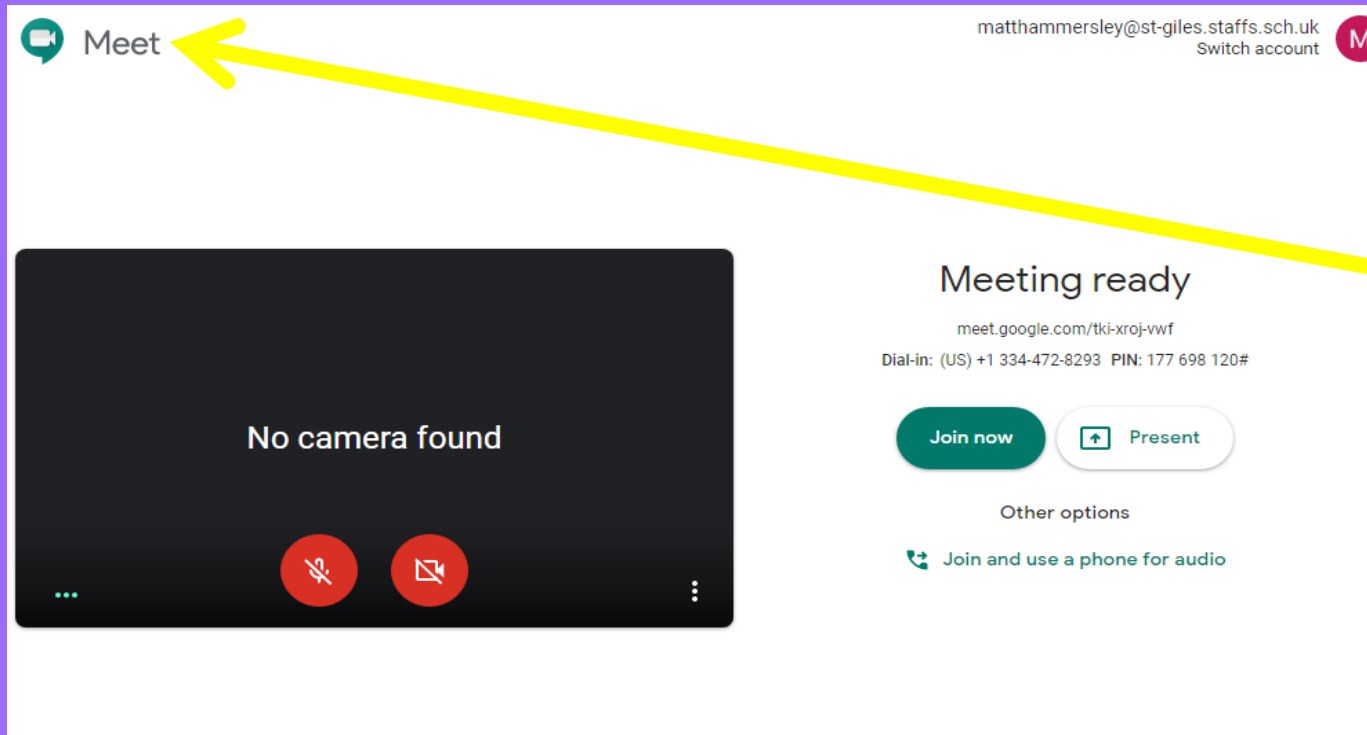
On the **stream**, Mrs. Haines is about to start a lesson, so has posted a link that allows you to access it.



We now need to  
click the link  
here.

# Google Meet

The link takes you to a new tab called **‘Meet’** which is where you will start to see yourself on the camera!

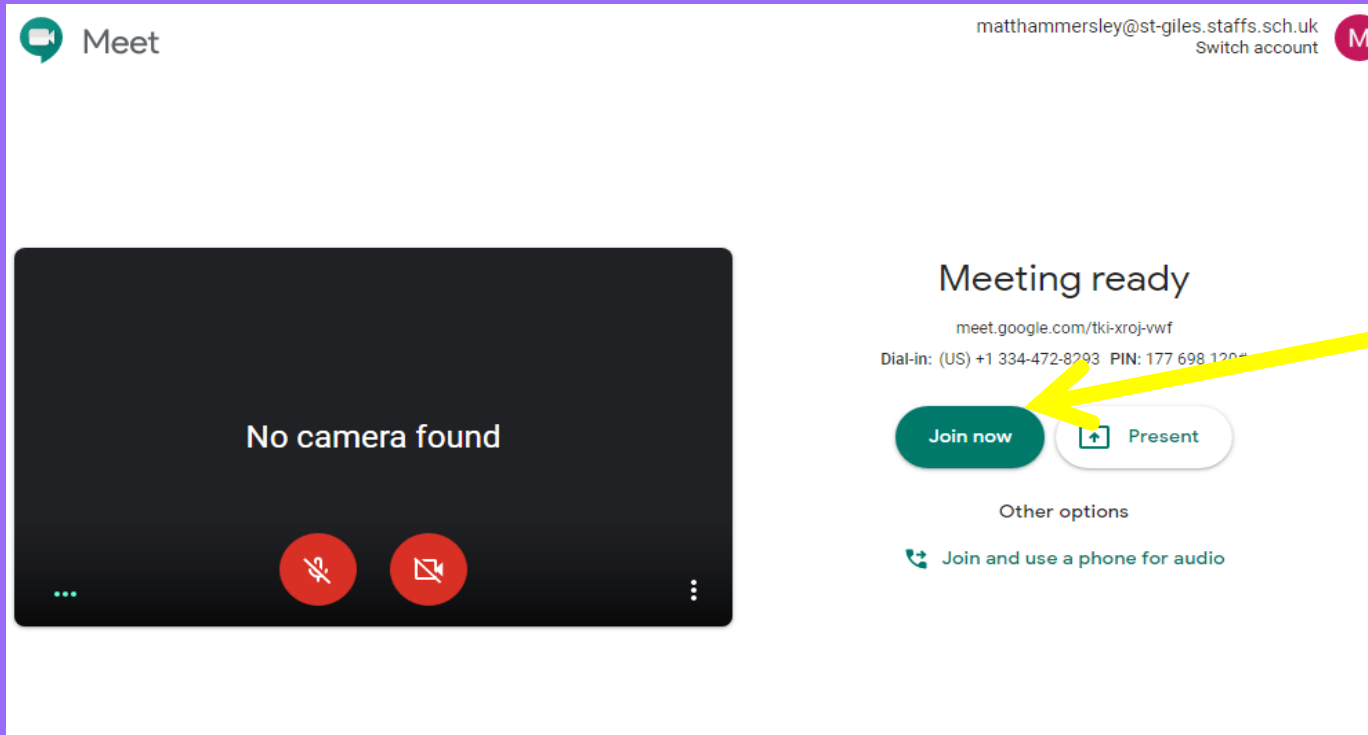


There will be a **pop up** that appears at the top, you need to press **‘allow’** in order for the camera and microphone to work!

Don't worry you can turn these off later!

# How it works

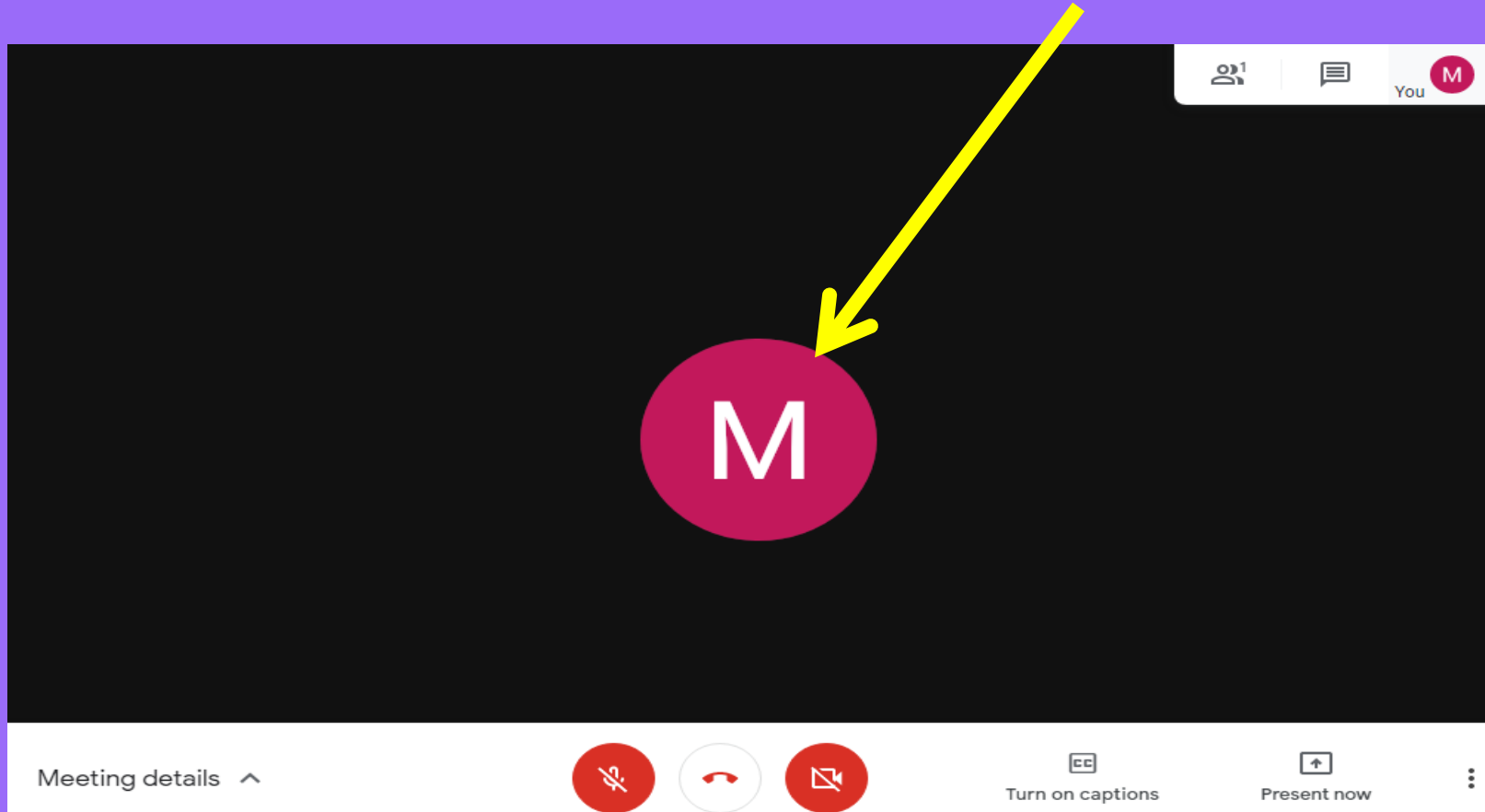
The link takes you to a new tab called **‘Meet’** which is where you will start to see yourself on the camera!



Then we have to click **‘Join now’** to go the classroom.

# Camera On

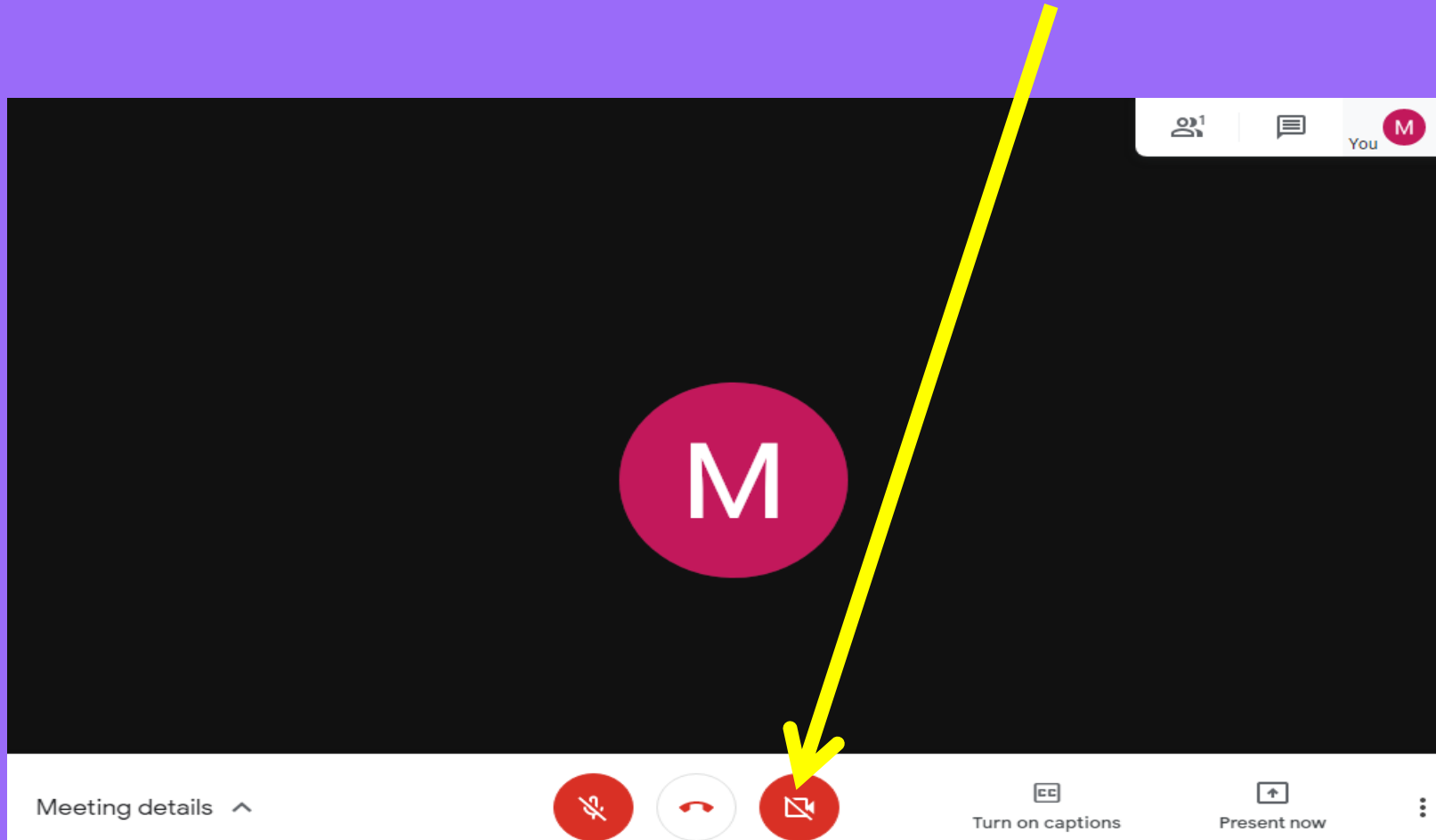
This takes you here. You might see your initial here, or you will see yourself if you have a camera.





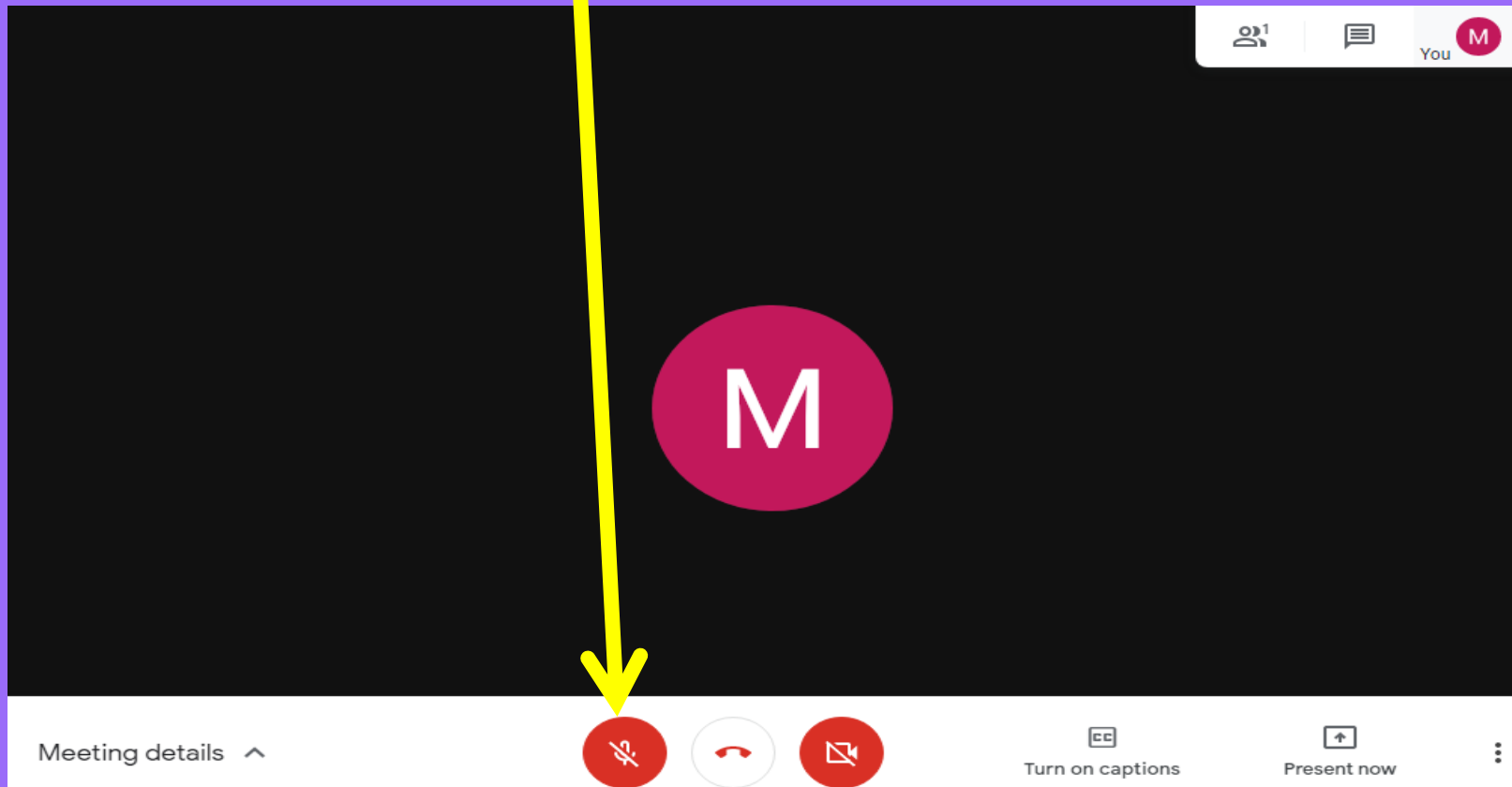
# Camera On

To turn your **camera on or off**, click this button.

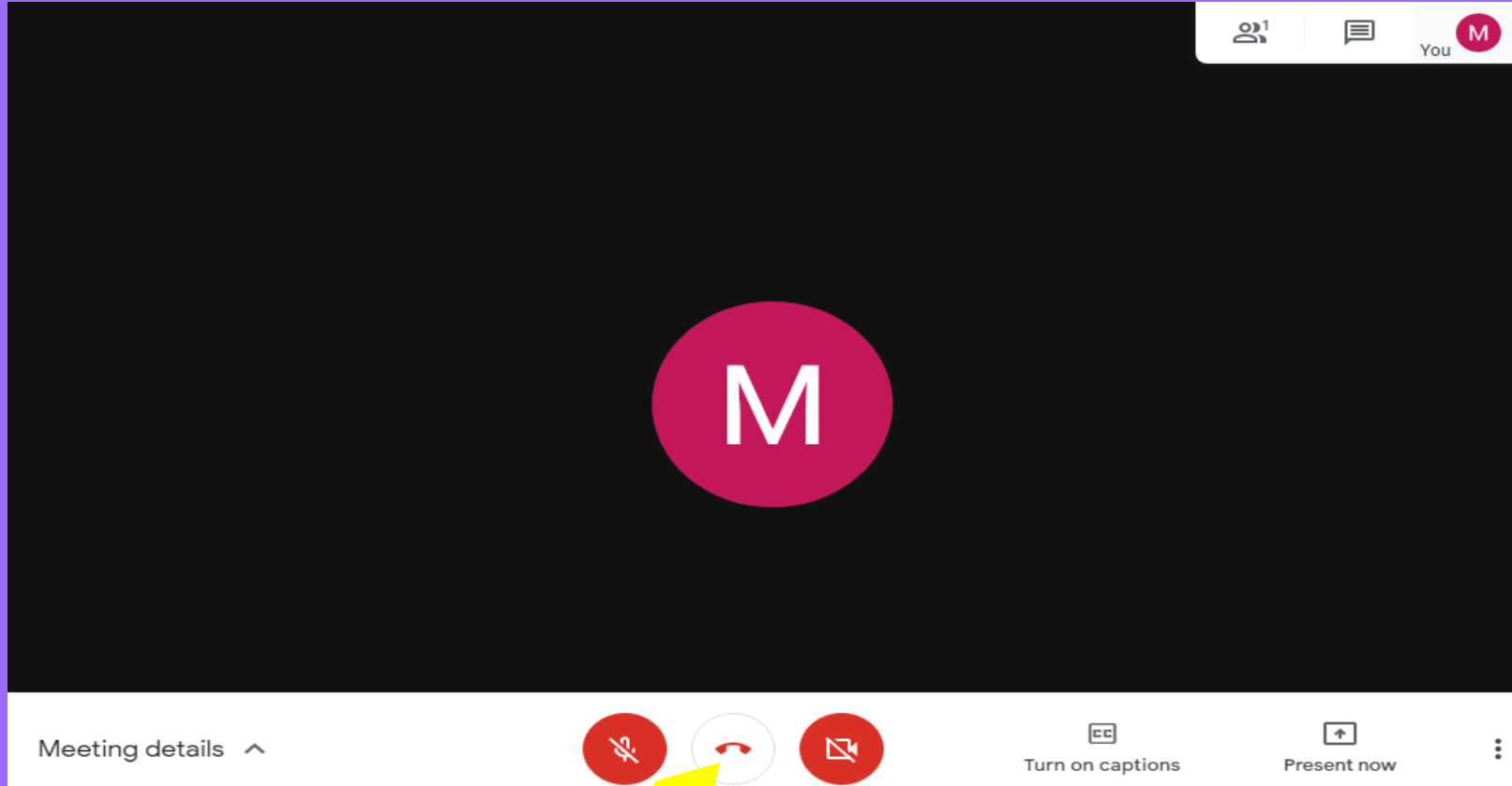


# Microphone Off

To turn your **microphone on or off**, click this button.

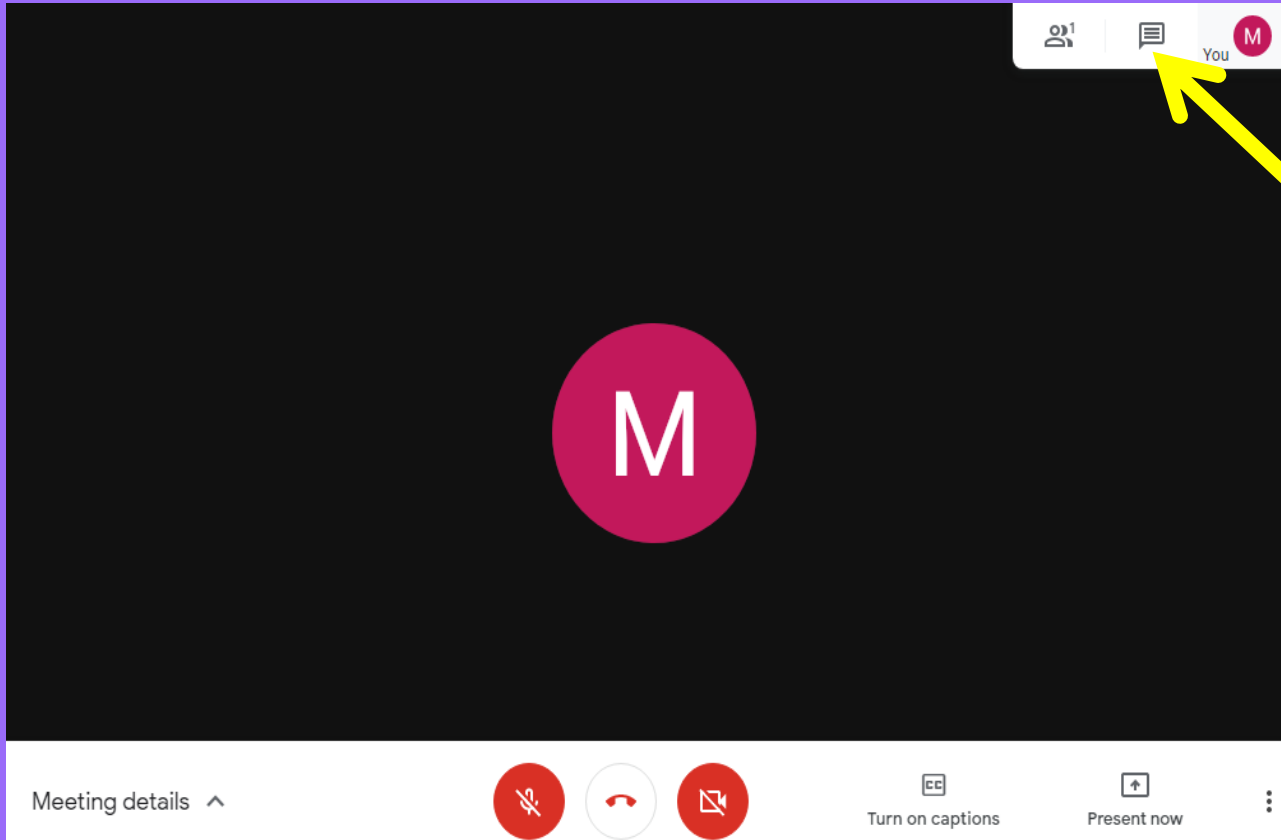


# Never Click this Button!



If you click here, you will END the call – don't do it!

# Using 'Chat'



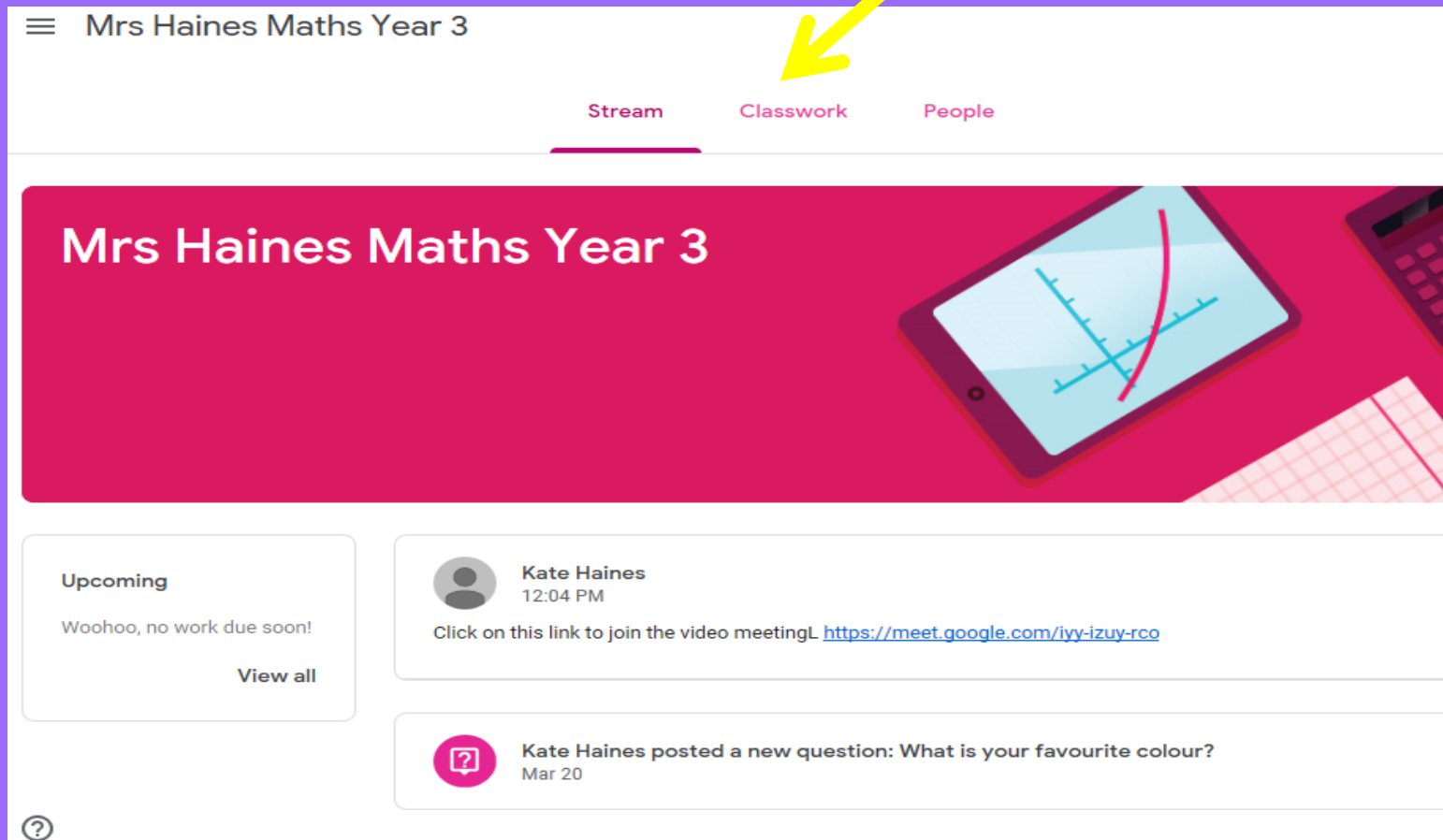
Here is where you can  
**'chat'** by typing in the  
box.

Your teaching assistant  
will be reading the chat  
and will help you if you  
are stuck.

**Remember: Chat text is saved and reviewed in full at the end of the lesson. Parents will be contacted if behaviour expectations are not being met.**

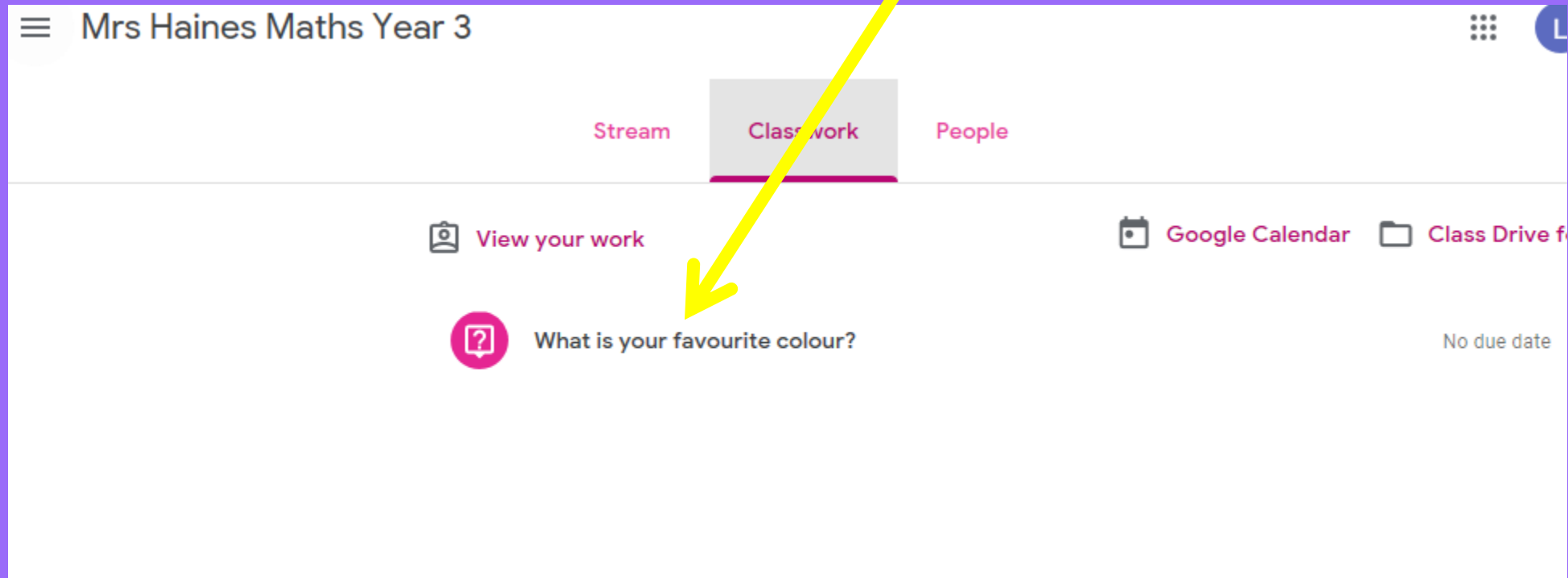
# Classwork

If you need to see what classwork has been set, we click on the **Classwork** tab.



# Your Classwork

Your classwork might look like this. To get onto the activity, just click on it, then click **‘view question’**.

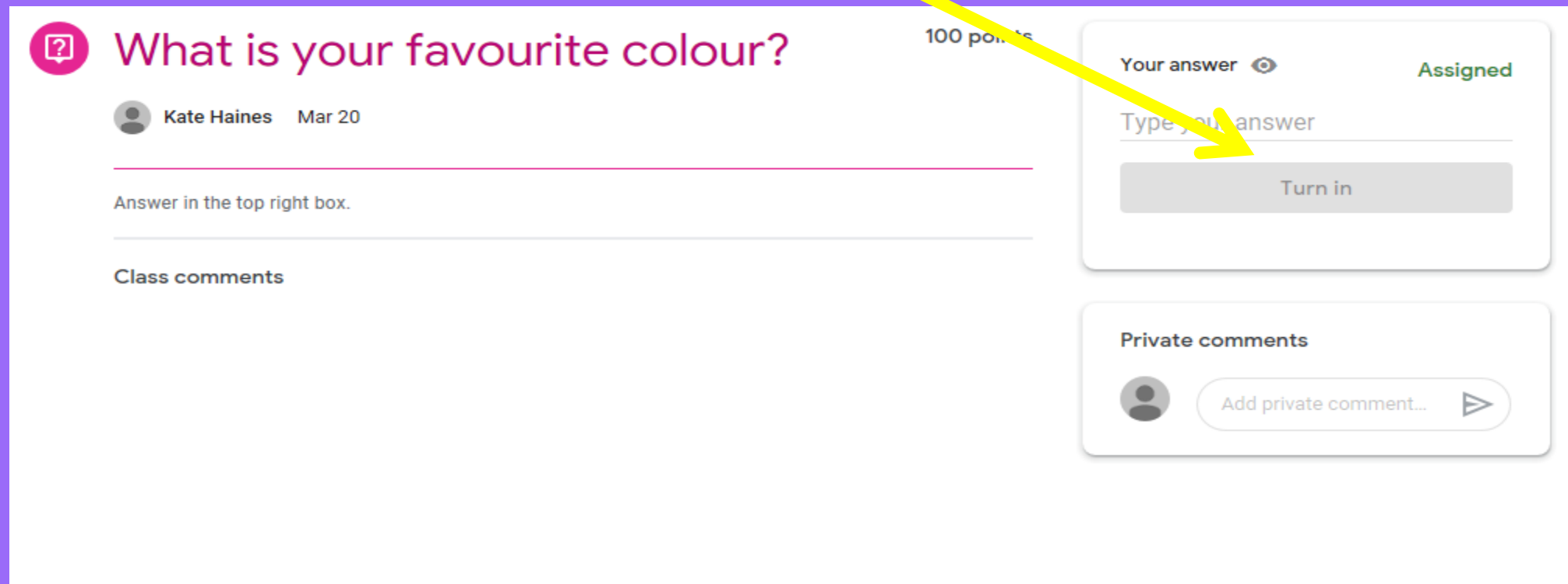




# How do I hand in my work?

This particular question looks like this.

In the box that says **‘Your answer’** you will type your answer, then click **‘Turn in’**.



The screenshot shows a classroom interface with a question titled "What is your favourite colour?" by Kate Haines, worth 100 points. The question is assigned. On the right side, there is a box labeled "Your answer" with a text input field containing the placeholder "Type your answer" and a "Turn in" button. A yellow arrow points from the text "‘Turn in’" in the preceding paragraph to this button. Below the answer box is a section for "Private comments" with a text input field and a submit button.

**What is your favourite colour?** 100 points

**Your answer** Assigned

Type your answer

Turn in

Private comments

Add private comment...

# Returning to the 'Stream'

To go back to the stream, click the 3 lines at the top left, then click on the class you want to go to.

