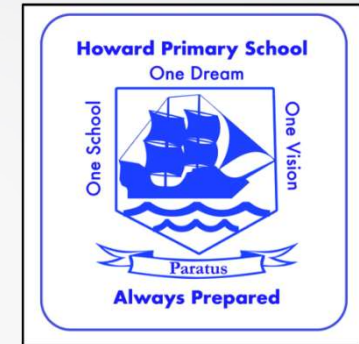


Howard Primary School



Guide to Google Classroom for Parents and Pupils



Signing in:

There are different ways to sign into google classrooms. The simplest way is to navigate to **classroom.google.com** then enter your user name and password.

Follow this link to take you to the classroom help page if you have any problems:

<https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en>

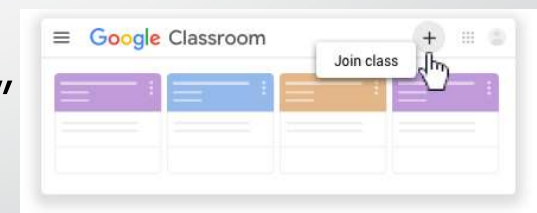


Joining the class:

To join a class as a student you must first sign in and then enter the code that your child's class teacher will have given you. Follow these steps:

1. Go to classroom.google.com and sign in with the correct account.

2. At the top of the page, click the plus button to "join class"

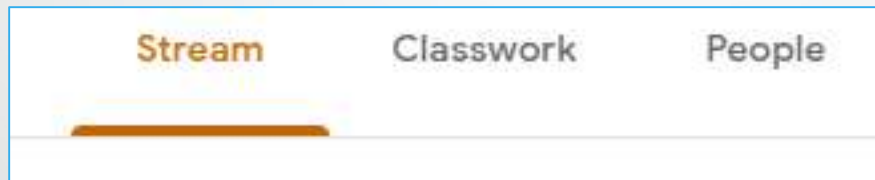


3. Enter the class code

A screenshot of the "Join class" dialog box. It has a title bar with a close button (X) and a "Join" button. Below the title bar, there is a user profile section with a "Switch account" link. The main section is labeled "Class code" and contains a text input field with a cursor and a "Class code" label above it.

The main features – Stream, Classwork and People

The classroom page contains three separate sections.

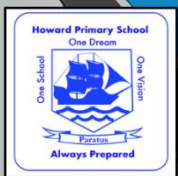


On the next slide, we will take you through the code of conduct and the basics of each section.

Code of Conduct

It is vital that we are able to maintain a safe online environment for our pupils and staff. For this reason, we ask both our **parents/carers and pupils** to follow these simple rules when online:

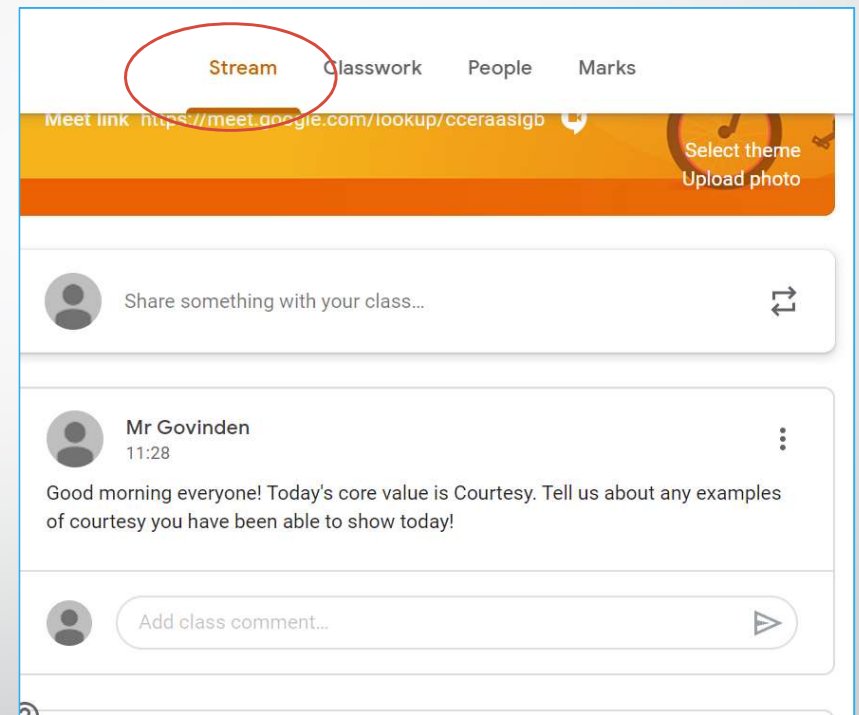
Please do:	Please do not:
Engage with teachers and ask questions about the work set.	Share any personal information (such as addresses or telephone numbers) for yourself or any other person.
Post photos or videos of your work or achievements that you are proud of.	Use any language that is disrespectful, rude or unkind.
Discuss learning with your friends or your teacher.	Post selfies or other photos / videos that are not related to your home learning.
Ask for help if you need it.	Make complaints about other children, parents or members of staff in the stream. Please contact your class teacher or school leadership by email or telephone instead.
Share your experiences of your home learning in a positive and friendly way.	Share any files or links to any websites or your own social media accounts.



STREAM

The stream is a place where teachers and pupils can **collaborate and communicate** with each other. Just like any form of online communication, we have strict rules about what you can and cannot do. **Any communication must be supervised and approved by a parent** and must follow our **code of conduct**. Remember to be **respectful and appropriate at all times**.

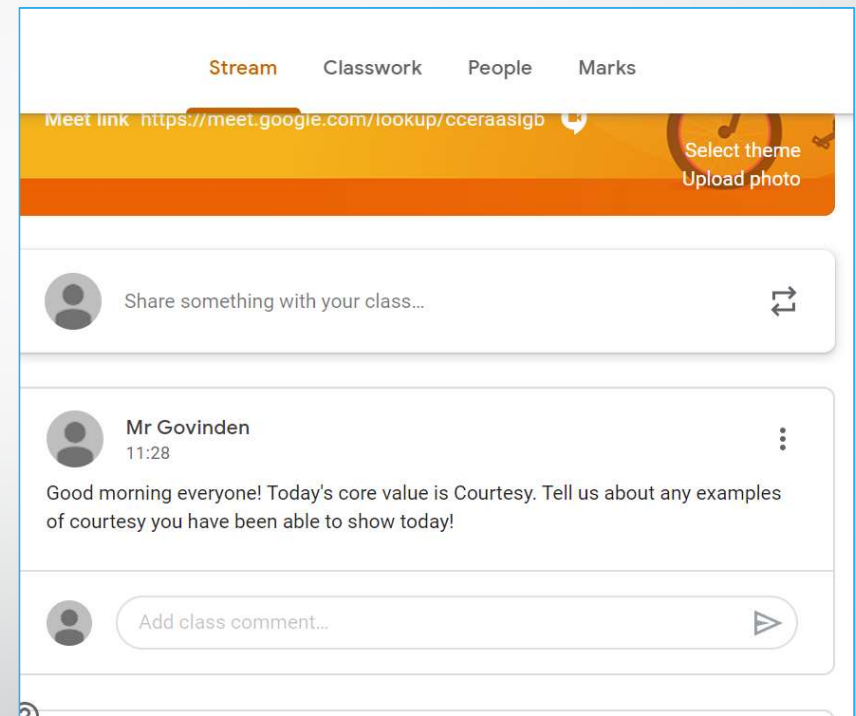
Please treat this space as if you were in your classroom at school. **It is not social media.**



STREAM

Any new work that teachers post for pupils will also appear on the stream in date order together with all the comments and other posts. It can be difficult sometimes to find work that has been set on the stream. For this reason, **you should use the CLASSWORK tab to see what work has been set for you.**

The **STREAM** contains everything (comments, questions, photos, resources as well as classwork) but the classwork section only contains work that has been set.

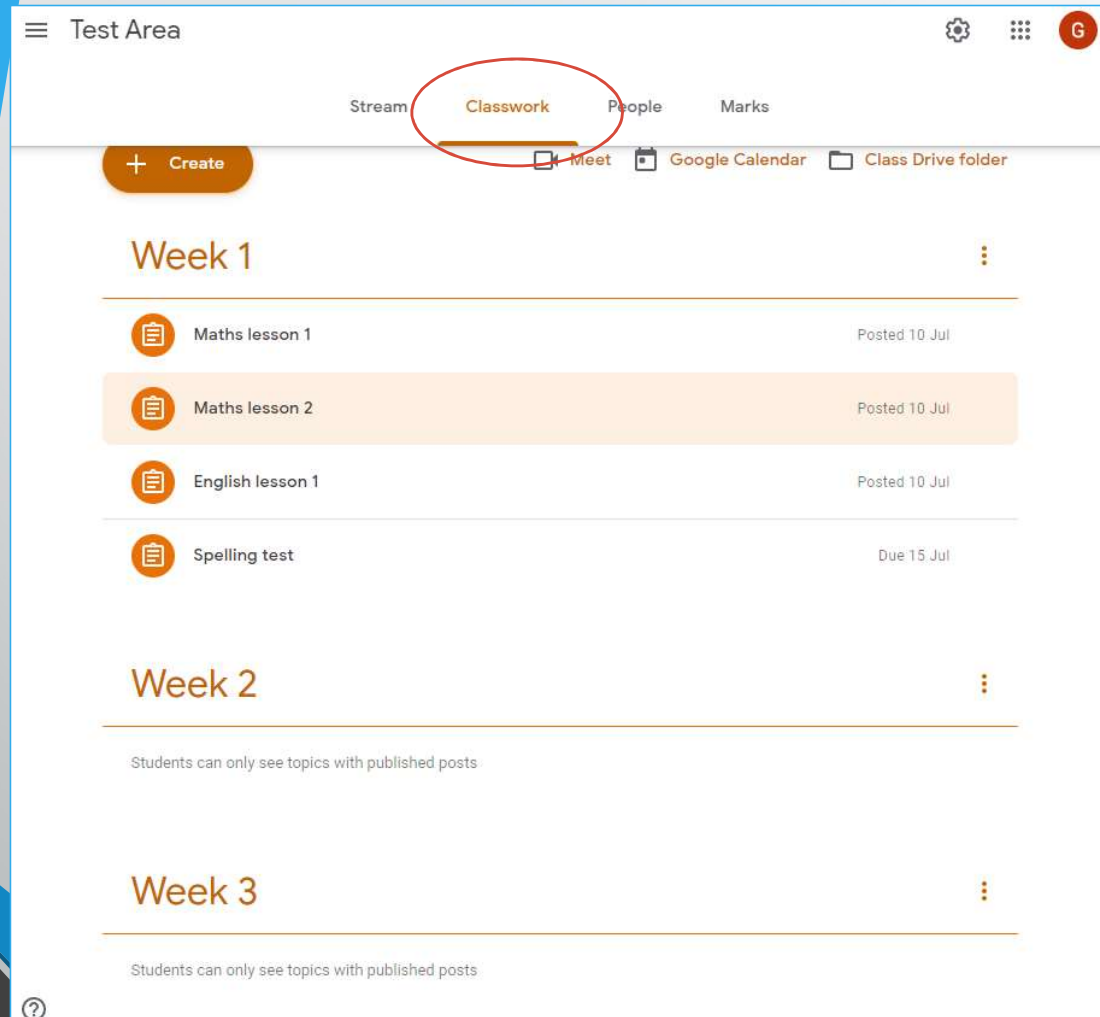


CLASSWORK

This is going to be the most important section for pupils and parents.

The classwork tab allows you to view all pieces of work that have been added to the classroom.

Work will be organised by week and then by subject.



Test Area

Stream **Classwork** People Marks

+ Create Meet Google Calendar Class Drive folder

Week 1

- Maths lesson 1 Posted 10 Jul
- Maths lesson 2 Posted 10 Jul
- English lesson 1 Posted 10 Jul
- Spelling test Due 15 Jul

Week 2

Students can only see topics with published posts

Week 3

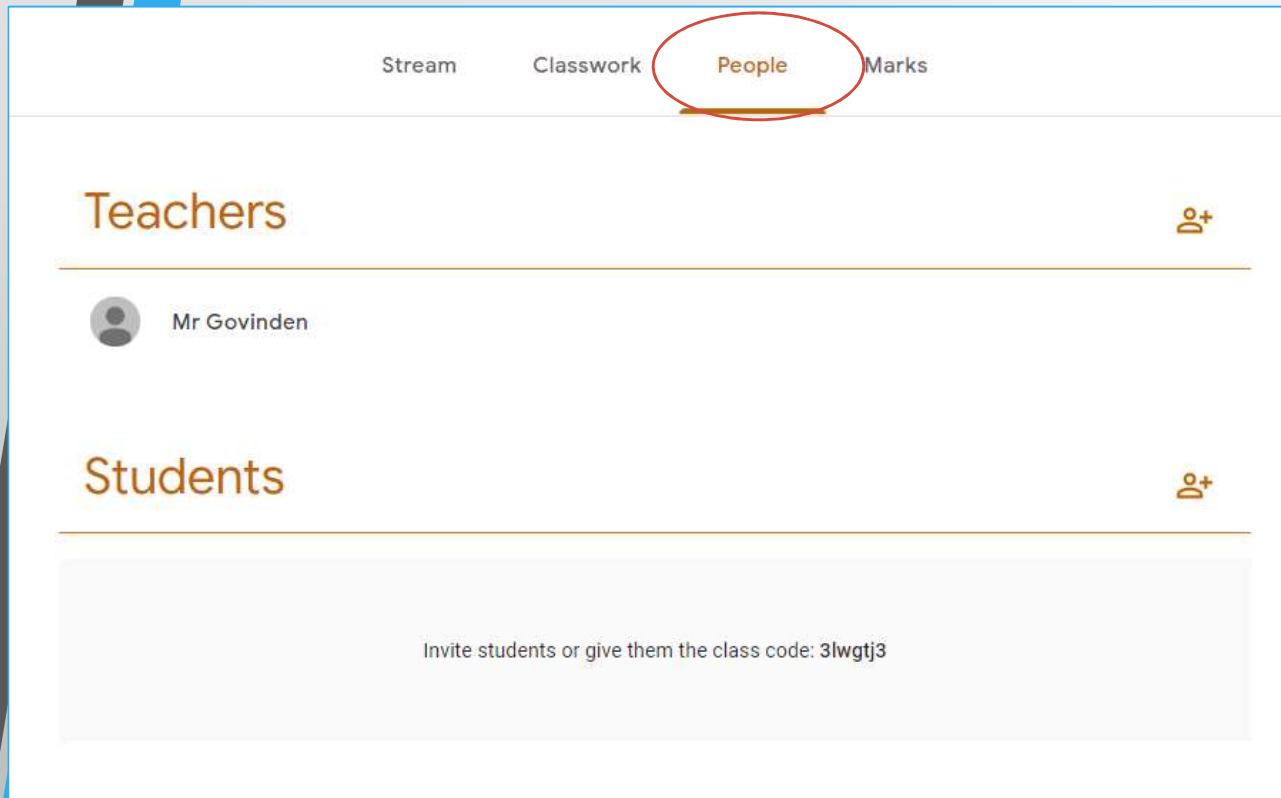
Students can only see topics with published posts

CLASSWORK

When you click on a piece of work for that week, it will expand showing you instructions, a due date and any resources attached by the teacher.

The screenshot shows a digital classroom interface for 'Week 1'. At the top, there is a header 'Week 1' with a three-dot menu icon to its right. Below this, the first assignment is 'Maths lesson 1', which has a due date of 'Due 31 Jul' circled in red. The assignment details include a post date of 'Posted 10 Jul (Edited 11:25)', a text instruction: 'Hi everyone. Today we are going to be learning about 2d shapes! Watch the youtube video then go on a 2d shape hunt around your house! What shapes can you find in the world around you! Post some pictures of 2d shapes you have found if you can.', and two progress indicators: '0 Handed in' and '0 Assigned'. A resource is attached: a YouTube video titled 'Learn 2D shapes with Ch...' with a duration of '9 minutes'. Below the assignment details is a 'View assignment' link. The interface also lists two other assignments: 'Maths lesson 2' and 'English lesson 1', both posted on '10 Jul'.

PEOPLE



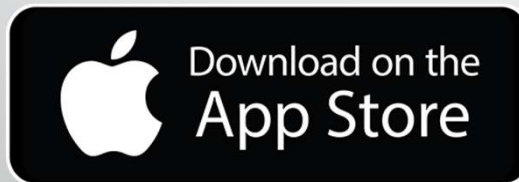
The screenshot shows the 'People' tab selected in a Google Classroom interface. At the top, there are four tabs: 'Stream', 'Classwork', 'People' (which is circled in red), and 'Marks'. Below the tabs, there are two main sections: 'Teachers' and 'Students'. Under 'Teachers', there is a profile card for 'Mr Govinden' with a grey placeholder icon. To the right of the 'Teachers' and 'Students' sections are plus icons with a person silhouette. At the bottom of the 'Students' section, there is a text box that says 'Invite students or give them the class code: 3lwgjtj3'.

The **people** tab shows you everyone who is part of that classroom. This could be teachers and teaching assistants as well as all the children in that class.

Teachers will be able to **mute or remove** pupils from the class temporarily if the rules on online conduct are not being followed. **Parental supervision is essential when children are using google classrooms.**

Mobile devices

Google classroom is an extremely flexible platform. It can be used on any desktop or laptop computer via a web browser but is also easy to use on devices such as phones and tablets using the **google classroom apps**. Go to your apple or android app store and search for “**google classrooms**” to download the app.



Troubleshooting

If you have any problems with setting up or accessing the classroom you can contact your child's year group leader by email at one of the following addresses:

- Reception@howard.Croydon.sch.uk
- Year1@howard.Croydon.sch.uk
- Year2@howard.Croydon.sch.uk
- Year3@howard.Croydon.sch.uk
- Year4@howard.Croydon.sch.uk
- Year5@howard.Croydon.sch.uk
- Year6@howard.Croydon.sch.uk

... or a member of the senior leadership team at SLT@howard.croydon.sch.uk.

