Student and Parent Guide to Organising Google Classroom

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Master Classroom Appearance

When you log into google classroom you will go to the master classroom page, which will show all the classes you have been enrolled in.

≡ Google Classroom





Assignments due this week will be listed in the class icon.

To help with your planning, teachers are uploading assignments for the week on a Friday with a due date the following Friday. Depending on your Learning Plan Timetable you will see a different number of assignments. For example, in this year 9 option class there is 3 assignments/tasks

However, in this Year 7 Computer Science Class there is only one task.

To see further details about your class – click on the classroom at the Banner at the top of the page click the down arrow and extra details about the class will appear



Which Classes are being used by your teachers?

Many of you may have extra classes that are not being used to deliver lockdown teaching. Some of these can be removed and will be by your teachers in the next few days. However, some of them cannot be removed as they would just reappear daily. To help you to identify which classes you need to look at for set assignments your teachers will add extra details to the class icon.



This will help you to move the classes around so that the live classes are at the top of your screen by following the instructions below

Organising Your Classes

You can rearrange your classes into any order you want e.g. core classes and then option classes To do this you need to be on the master classroom page (the one with all your classes) Hover over the class you want to move – the mouse icon will change to the hand icon You can then click and drag the classroom to the desired location

Before





After

≡ Google Classroom



Communicating with your teachers

There are two ways you can communicate with your teachers in the classroom.

Method 1 - Using the stream

Step 1 - Click on your class

Step 2 – On the main page (STREAM) of your classroom you can post a message by typing in the message box at the top of the page

Class 2019-9 Miss McLean In Use	9Y5YU 9Y5	
Upcoming Woohoo, no work due in	Share something with your class	
soon! View all	10:27 hi miss are we following the timetable or the calendar on google classroom	i
	2 class comments 14:31 Yes that's what I meant ok thank you miss	

NB: Anything you post in the stream can be seen by everyone in the classroom

Method 2 – Post a private comment on the assignment

Step 1 – click on the Classwork tab	
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Elass 2019-9Y5YU Miss McLean in Use	Stree	eam Classwork People
	오 View your work	Google Calendar 📋 Class Drive folder
All topics	Wednesday Wellb	eing Activity :
Wednesda	Wellbei Wellbeing Form Activity 1	Due 24 Jun

Step 2 – Click on the assignment and then view assignment

Wednesday Wellbeing Activity	:
Wellbeing Form Activity 1	Due 24 Jun
Posted 14:46 This week Mrs Welch would like us to take part in the home Sports day event. See attached d attempt some of the activities. Upload a picture of your scores or times for the events. let's b Well Home_Sports_Day_2020 PDF	
View assignment	

Step 3 – Post a comment

When you view an assignment, on the right-hand side you have the option to post a comment to your teacher. This comment is private and only visible to your teacher(s)

Wellbeing Form Activity 1	5 points Your work Assigned
Miss McLean 14:46	+ Add or create Mark as Done
This week Mrs Welch would like us to take part in the home Sports day event. See attached document for the activities. Upload a picture of your scores or times for the events. let's beat the other yr 9 forms	
PDF Class comments	Add private comment
Add class comment	\triangleright

This is the best place to communicate with your teacher if you are having an problem with the assignment or if you need to tell them you are going to be late completing the assignment etc.

Alternatively, you can email your teacher directly.

Uploading Work to an Assignment

Step 1 – Click on the assignment and click view assign	nent
Î View your work	🖬 Google Calendar 🛅 Class Drive folder
How to Upload attackments	No due date
Posted 12:10 upload a picture of your work when complete	Assigned
Methods of Growth fitne Word	
View assignment	

Step 2 – on the right-hand side of the screen you will see the option to add or create

How to Upload attachments	100 points	Your work	Assigned
Miss McLean 12:10		+ Add or c	reate
upload a picture of your work when complete		Mark as D	one
Methods of Growth fitness f Word		Private comments	
Class comments		Add private co	mment 🕨
Add class comment_	⊳		

Step 3 -



Step 4 – to insert your file click upload from the options and the select files from

isen n	les using (Google Drive				×
ecent	Upload	My Google Drive	Starred			
				Drag files her	e	
				- or -		

Step 5 – Locate the file you want to upload and click open

🔮 Choose File to Upload				 X	
🕒 🗢 🚺 🕨 Libraries	Pictures Hue Intuition		👻 🍫 Search Hue Intuition	Q	UBC Staff Intranet
Organize 🔻 New fold	er		:== ▼		
★ Favorites ↓ Downloads	Pictures library		Arrange by: F	older 🔻	
📃 Recent Places	Name	Date modified	Туре	Size	
Nesktop	鷆 Scans	12/03/2019 10:55	File folder		
E Desktop	20190909091608Capture	09/09/2019 09:15	JPEG image	225 K	
Documents Music Pictures Videos McLeanA Computer Computer DVD Drive (D:) Transcend (E:) Multimedia (M *		117	✓ [All R1 es (*.*)]		
rie n	ame: 20190909091608Capture			Cancel	es here r – m your device

Step 6 – you will see the file that you want to upload – you can add more files if you need to at this point

			+ Add	d or create
Insert fil	es using (Google Drive		×
Recent	Upload	My Google Drive	Starred	
		re.jpg 224.35K		×
Add more file				
Upload	Cancel			

Step 7 – When you have uploaded everything you need click upload

Step 8 – You will now see the uploaded work available in your assignment. When complete remember to Hand In

Your	vork	Assigned
L.	201909090 Image	^{91608Ca} X
	+ Add or	create
	Hand	in