**Student and Parent Guide to Organising Google Classroom**
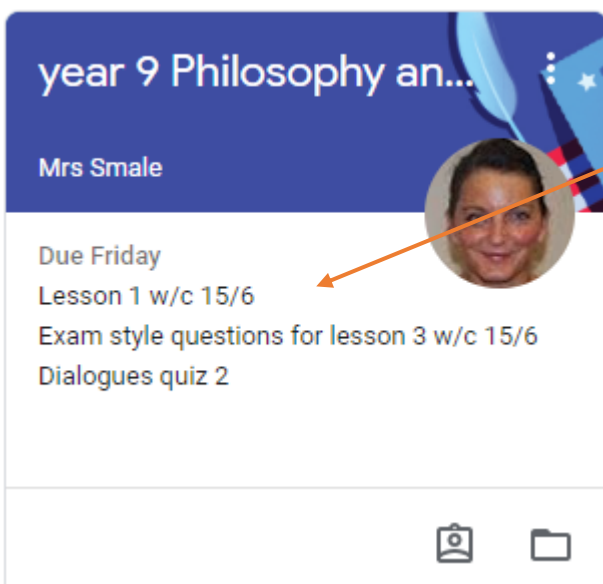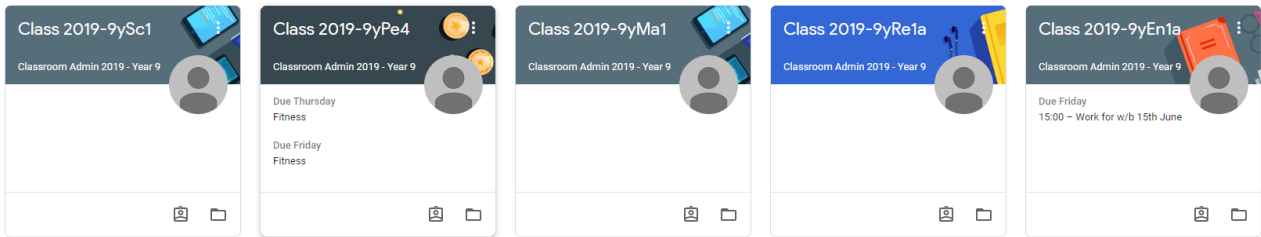
# Contents

# 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.



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
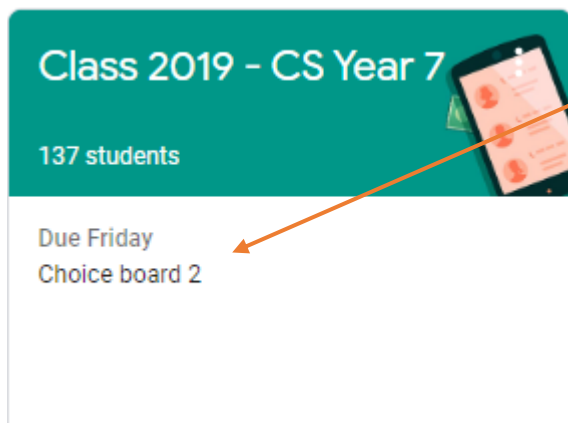


However, in this Year 7 Computer Science Class there is only one task.

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.
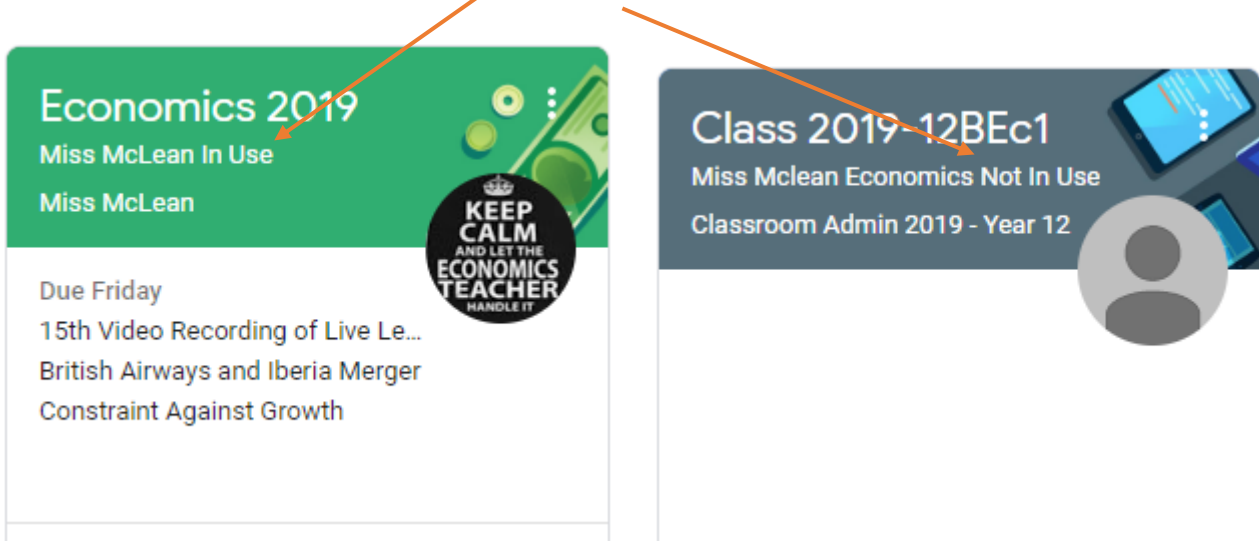


This will help you to move the classes around so that the live classes are at the top of your screen by following the instructions below
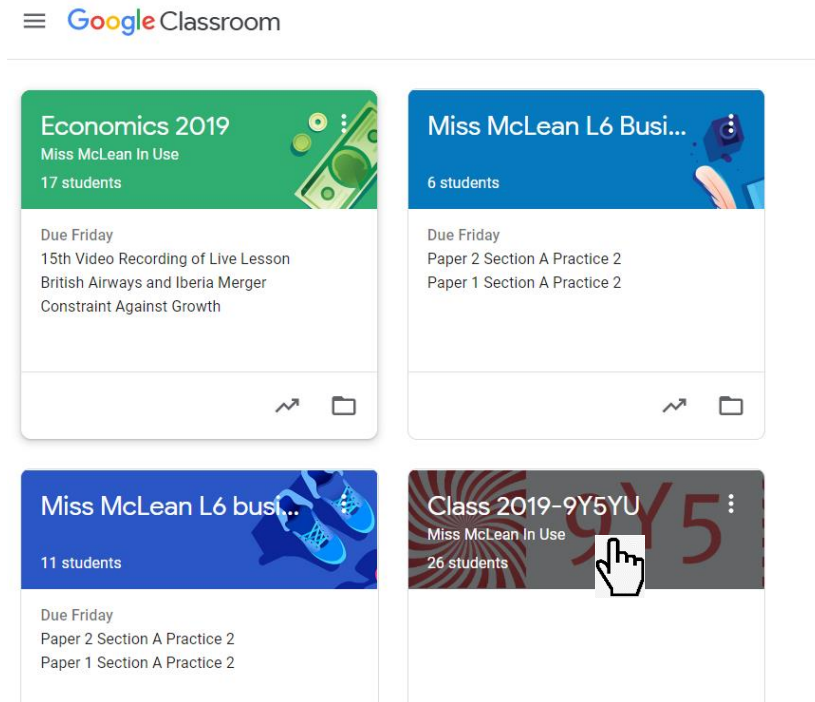
# Organising Your Classes

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)
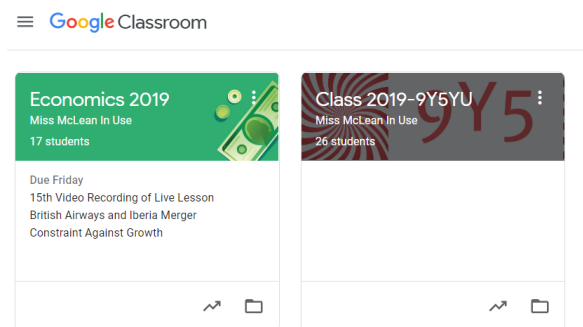
Hover over the class you want to move – the mouse icon will change to the hand icon

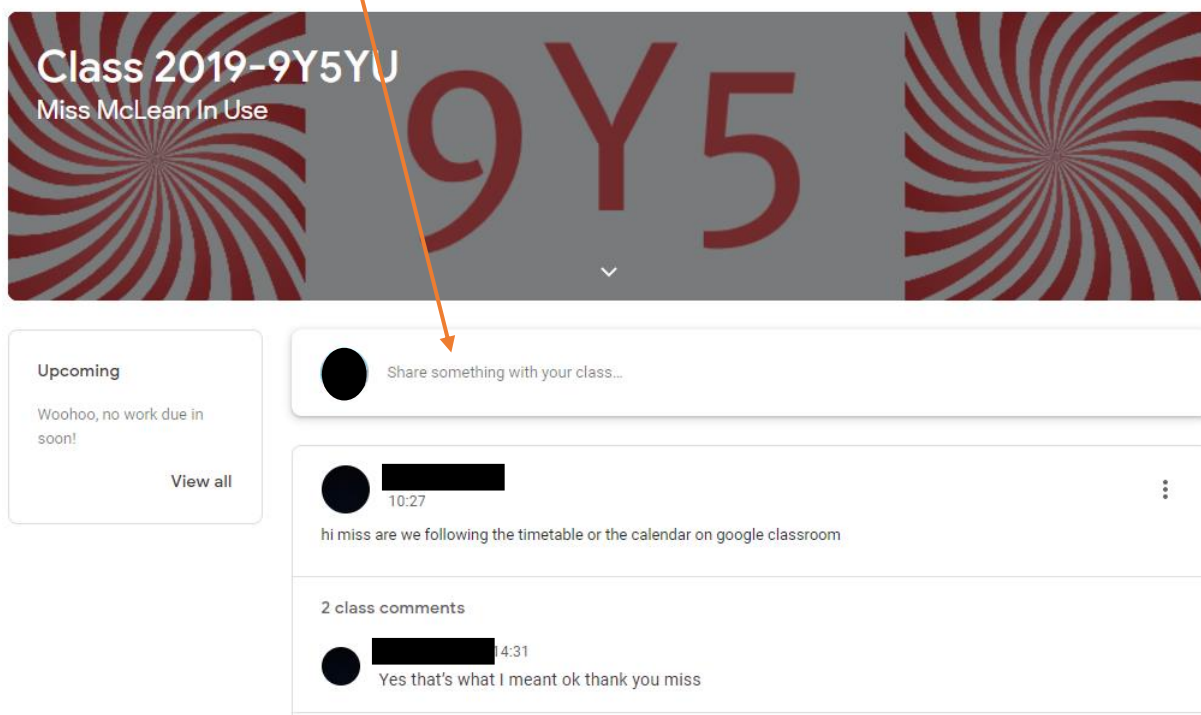You can then click and drag the classroom to the desired location

**Before**



**After**

# Communicating with your teachers

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

**Method 1 - Using the stream**
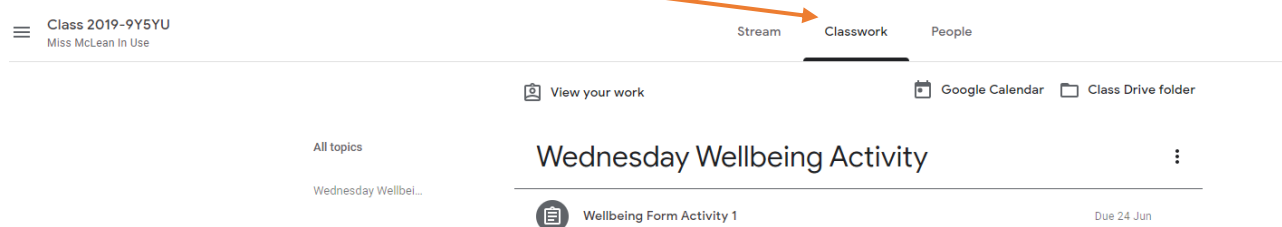
**Step 1** - Click on your class

**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



**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

**Step 2 –** Click on the assignment and then view assignment

## Wednesday Wellbeing Activity

&#8942;

📋   **Wellbeing Form Activity 1**       Due 24 Jun

Posted 14:46        Assigned

This week Mrs Welch would like us to take part in the home Sports day event. See attached document for details and attempt some of the activities. Upload a picture of your scores or times for the events. let's beat the other yr 9 forms

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)**

📋

Due 24 Jun

### Wellbeing Form Activity 1

5 points

**Your work**    Assigned

Miss McLean   14:46

This week Mrs Welch would like us to take part in the home Sports day event. See attached document for details and attempt some of the activities. Upload a picture of your scores or times for the events. let's beat the other yr 9 forms

Home_Sports_Day_2020.pdf
PDF

+ Add or create

**Mark as Done**

**Class comments**

Add class comment...

Private comments

Add private comment...

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.
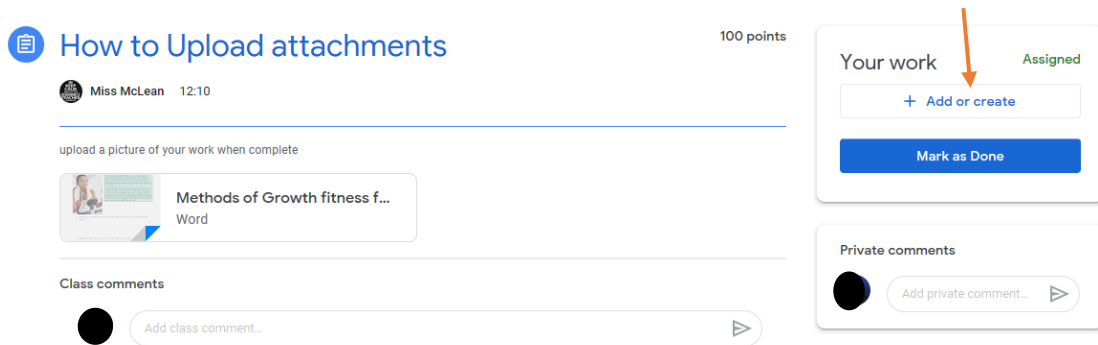
Alternatively, you can email your teacher directly.
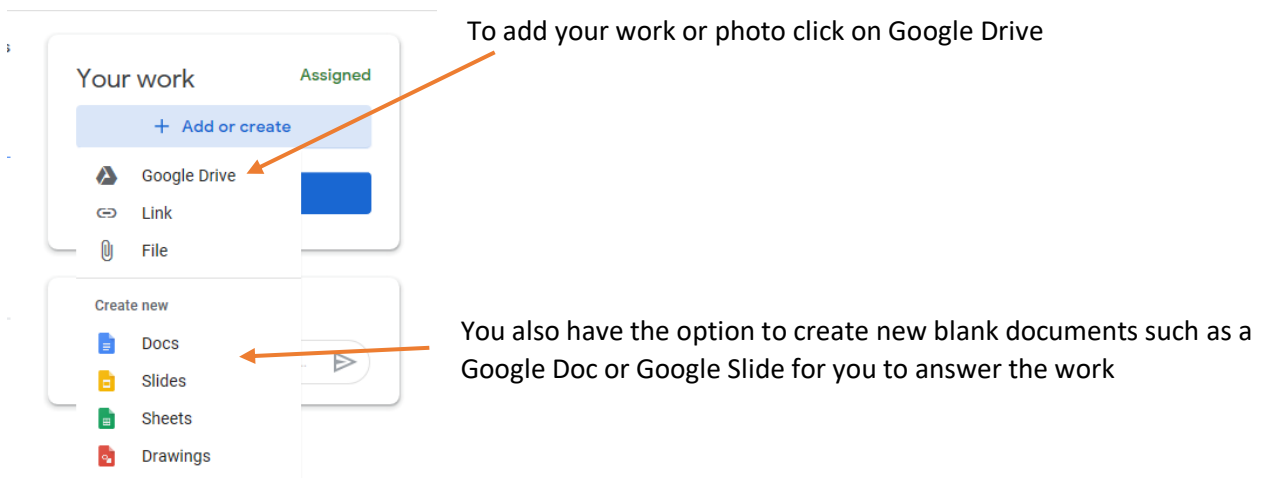
# Uploading Work to an Assignment

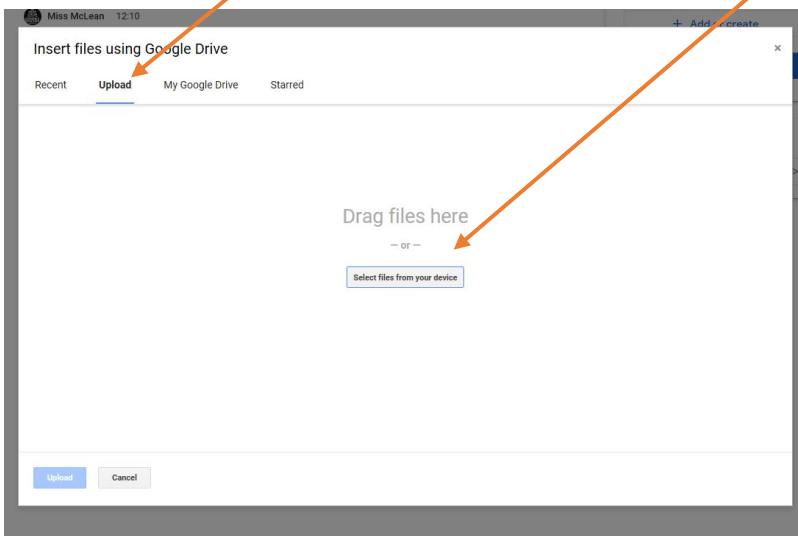**Step 1** – Click on the assignment and click view assignment
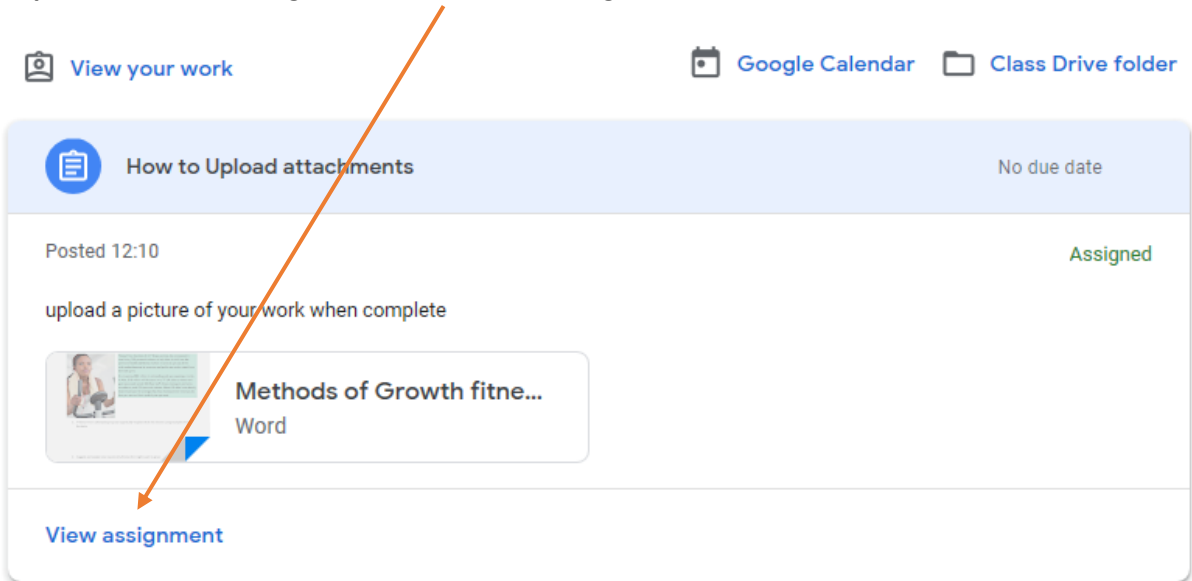


**Step 2** – on the right-hand side of the screen you will see the option to add or create



**Step 3** -



To add your work or photo click on Google Drive

You also have the option to create new blank documents such as a Google Doc or Google Slide for you to answer the work
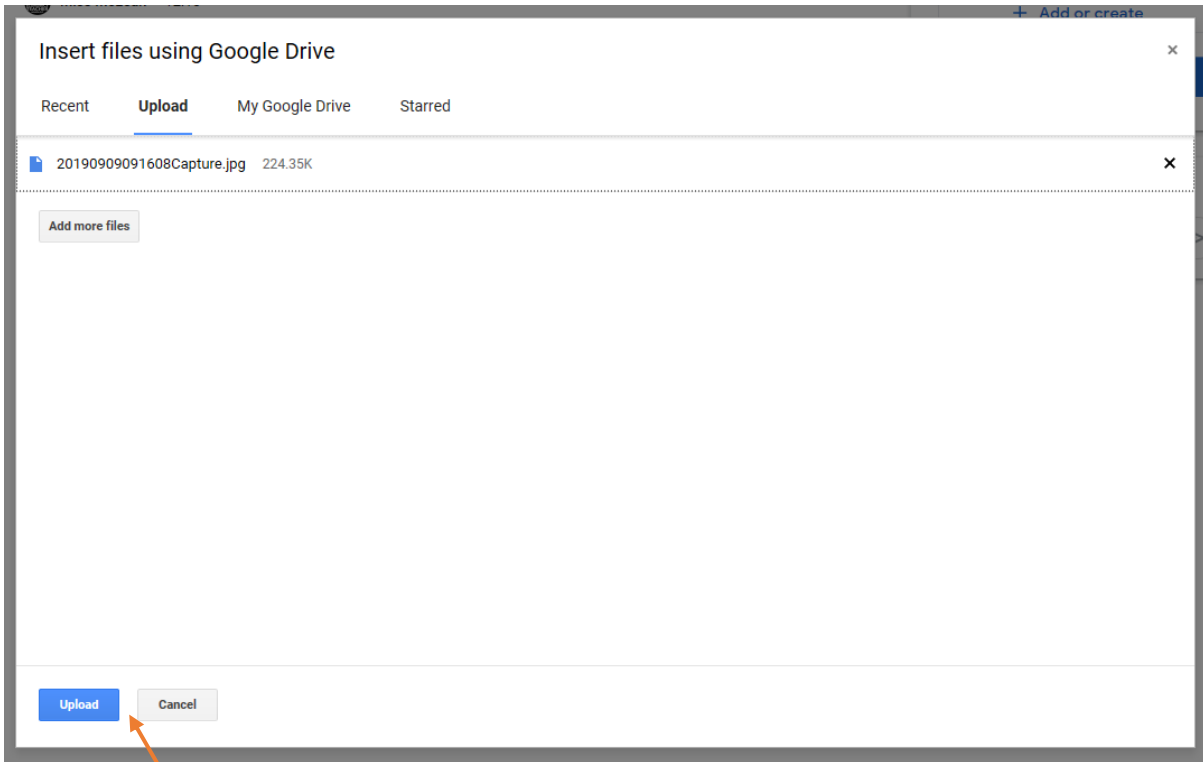
**Step 4** – to insert your file click upload from the options and the select files from



**Step 5** – Locate the file you want to upload and click open
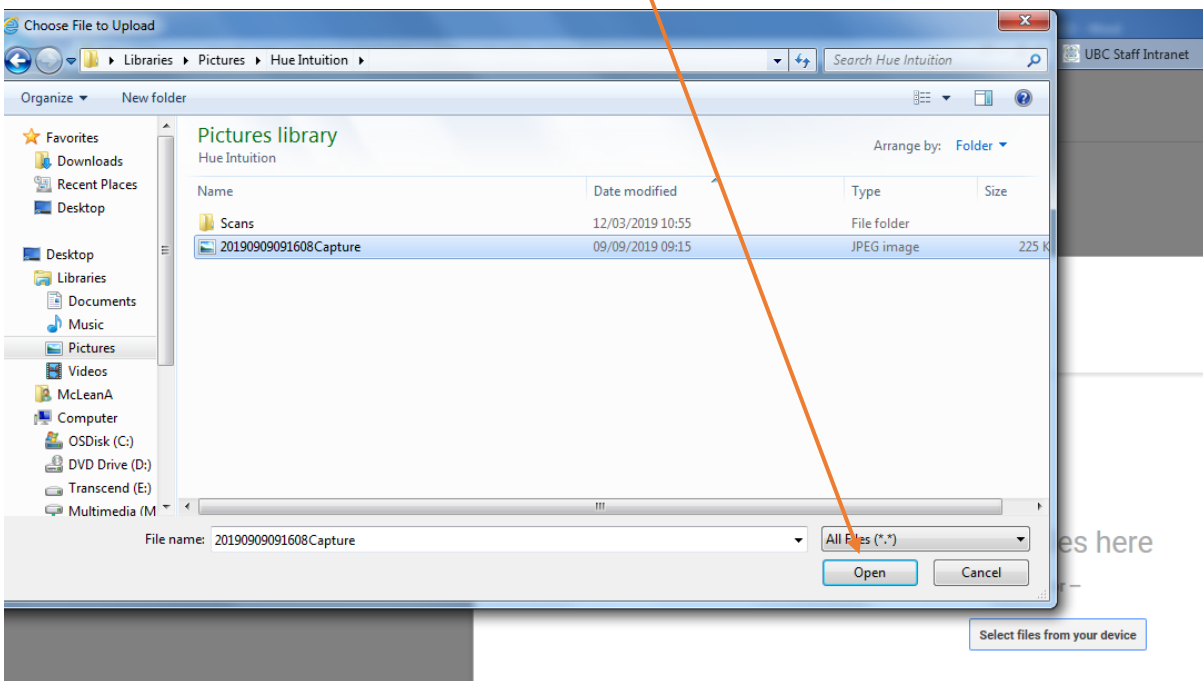
**Step 6** – you will see the file that you want to upload – you can add more files if you need to at this point



**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