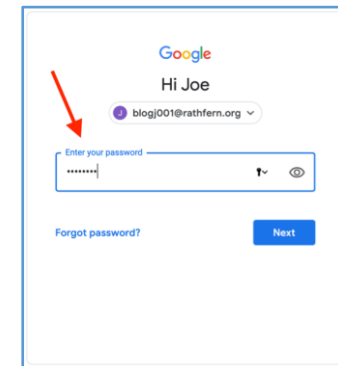
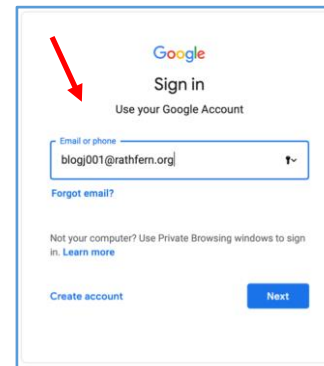


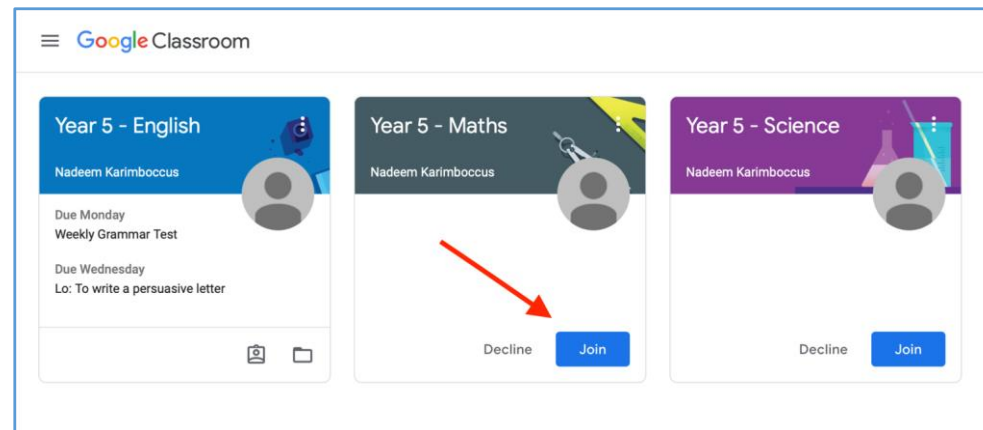
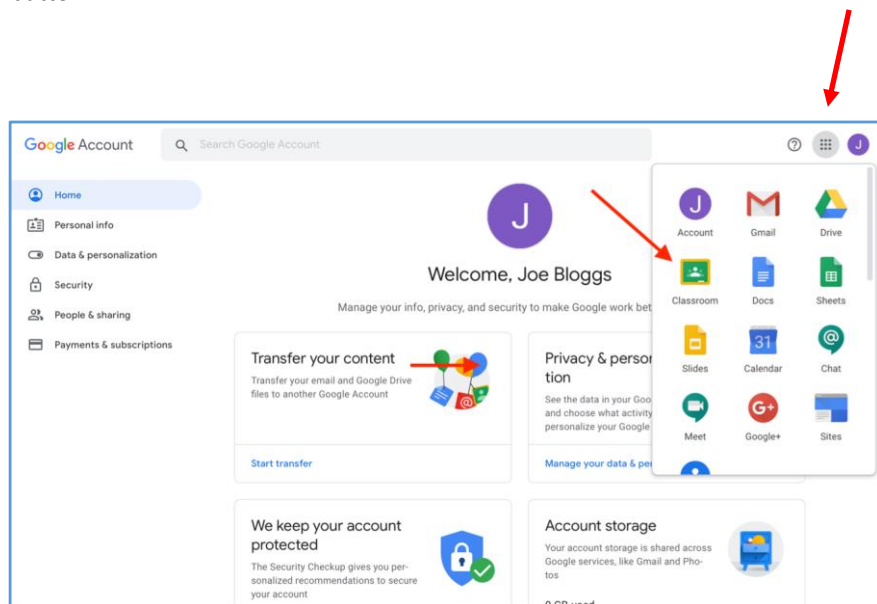
Google Classroom | Getting started

- 1) Open Chrome as your internet browser. If you don't have it, download it at https://www.google.co.uk/chrome/?brand=CHBD&gclid=EAIaIQobChMlzbnsirCL6QIVyVtVCh3usgsCEAAAYASAAEgJskPD_BwE&gclsrc=aw.ds
- 2) Go to www.google.com and click the 'Sign In' button in the top right hand corner of the screen (see image).
- 3) Enter your child's unique username and password. This is the beginning bit of their LGFL login (you were given prior to school closing) jones228.318 then add it the suffix @orleansprimary.school
- 4) Accept the Google Terms of Service and Privacy Policy



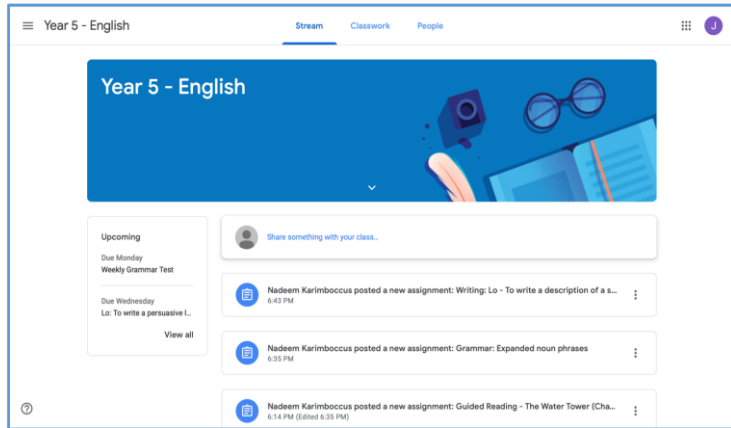
5. At this point, look at the top right hand of your screen – the user account icon - it will be a coloured circle with your child's initials in.

6. Click the array button next to the coloured circle - Then, click on the **Classroom** button.

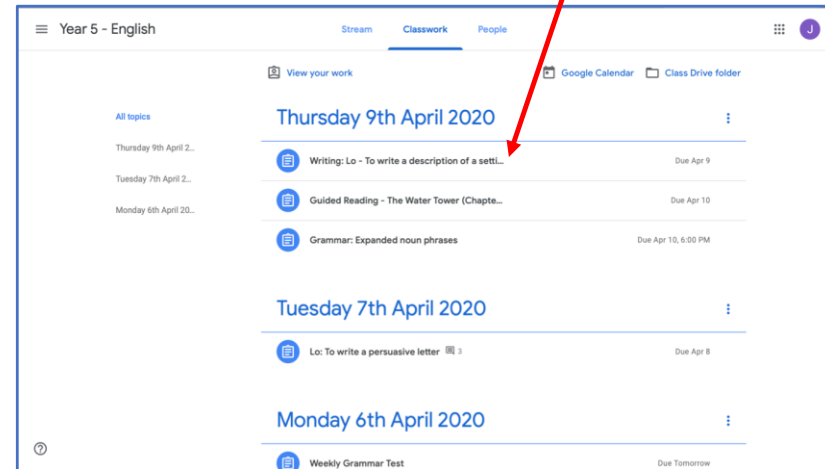


7. You should then see the classroom assigned to your child, click join – see to the right (yours will look different depending on your child's year group/class).

8. **'Stream'** - New assignments, comments and materials that have been posted will appear in the stream here.
9. Click on the **'Classwork'** tab to view learning that has been set.



10. **'Classwork'** - This is where you can view all of your current or ongoing learning tasks and deadlines. Learning tasks can be viewed by clicking individual assignments



11. 'Assignment' - Click on the assignment to view the learning task.

Instructions for completing the task can be found here. Be sure to read these carefully. This will also explain how to submit your learning.

Supporting materials, such as texts, images, videos or other useful links may be available to view, prior to and during the learning task. Tests and quizzes (in Google Forms) will also appear here.

The screenshot shows a digital assignment interface for 'Year 5 - English'. The main heading is 'Guided Reading - The Water Tower (Chapter 1)' with a due date of 'Apr 10'. The assignment is by 'Nadeem Karimboccus' and was last edited on 'Apr 3'. The instructions state: 'Read the text carefully. Then complete the questions provided in the Google Docs sheet (you will need to click on the Google Doc button to open in a new tab). How to submit your learning: Option 1 - Type your answers into the Google Doc, then click 'Turn in'. Option 2 - Write the answers into your purple book. Take a photo. Click on 'Add or create' and upload the file. Finally, click 'Turn in'.' Below the instructions, there are two supporting materials: 'The Watertower text.pdf' (PDF) and 'The Water Tower (audio boo...' (YouTube video, 1 minute). At the bottom, there is a 'Class comments' section with an 'Add class comment...' input field. On the right side, there is a 'Your work' section with a status of 'Assigned', showing a document titled 'Joe Bloggs - The ...' (Google Docs) and a 'Turn in' button. Below that is a 'Private comments' section with an 'Add private comment...' input field.

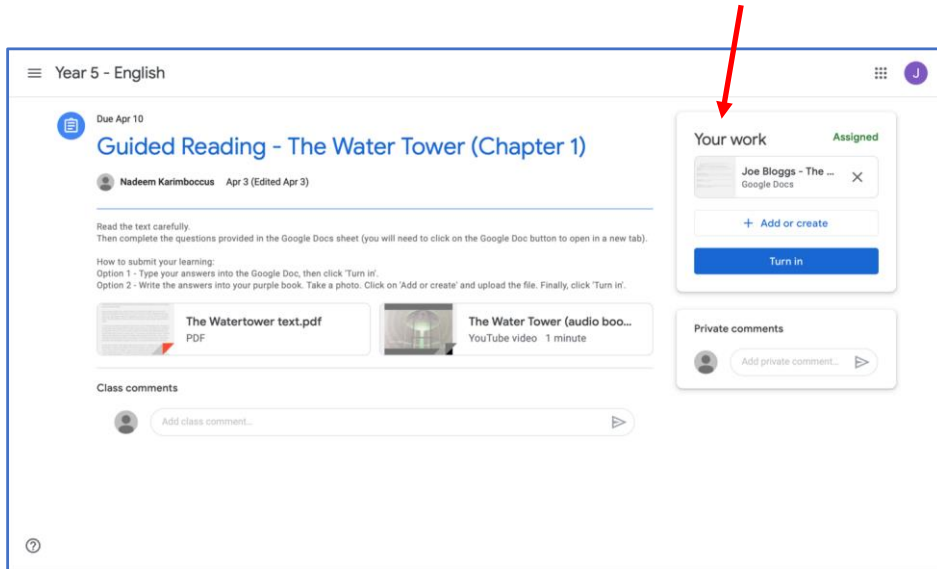
Your work will sometimes come in editable documents which you can click, type on, and send back to your teacher once it has been finished.

You can write 'Private comments' to your teacher about the learning here.

Submitting learning

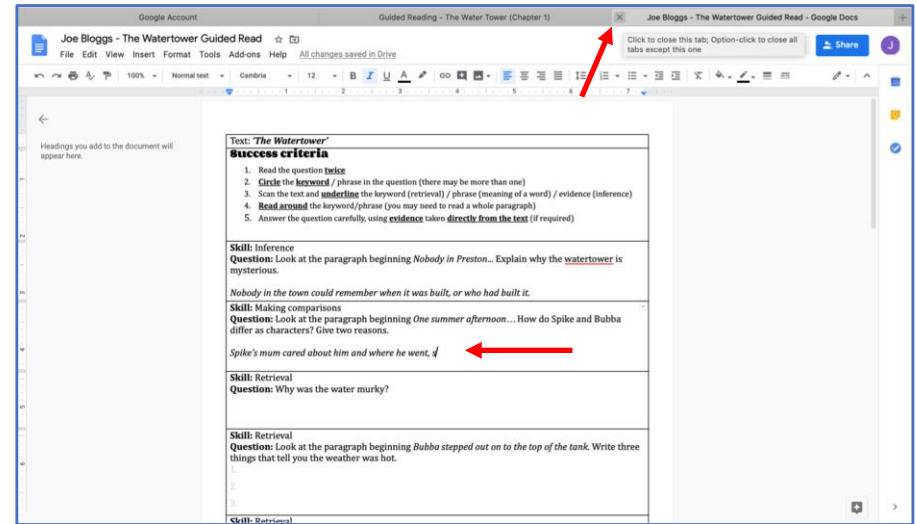
Learning can be complete and submitted in two ways. Pupils can complete their learning task on a variety of Google apps, such as Docs, Drawings, Forms and Slides. If a pupil is unable to do this, they can take a photo, video or audio of their learning and submit it as a file attachment instead.

1) To complete a Google app document, click on the file under the section 'Your work'.



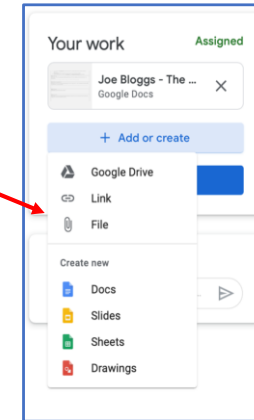
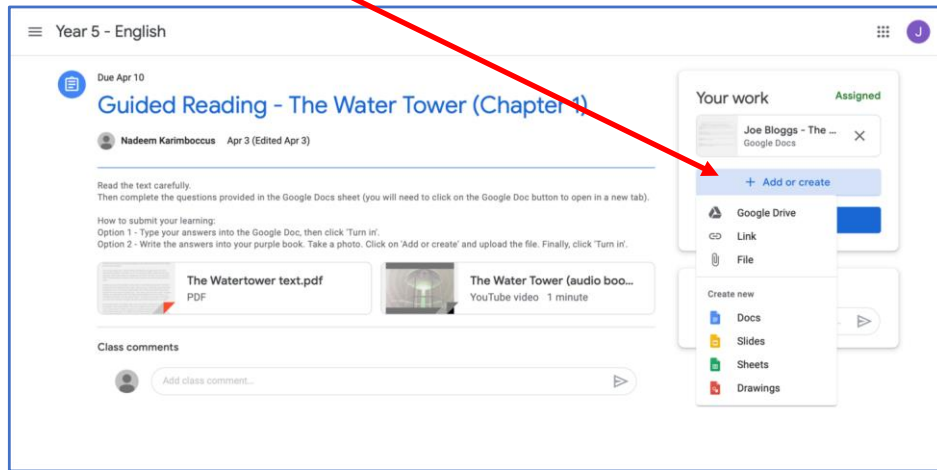
The screenshot shows a Google Classroom assignment page. At the top, it says 'Year 5 - English' and 'Due Apr 10'. The assignment title is 'Guided Reading - The Water Tower (Chapter 1)' by Nadeem Karimboccus. Below the title, there are instructions: 'Read the text carefully. Then complete the questions provided in the Google Docs sheet (you will need to click on the Google Doc button to open in a new tab). How to submit your learning: Option 1 - Type your answers into the Google Doc, then click 'Turn in'. Option 2 - Write the answers into your purple book. Take a photo. Click on 'Add or create' and upload the file. Finally, click 'Turn in'.' There are two attachments: 'The Watertower text.pdf' and 'The Water Tower (audio boo... YouTube video 1 minute)'. At the bottom, there is a 'Class comments' section. On the right side, there is a 'Your work' section with the status 'Assigned'. It shows a file named 'Joe Bloggs - The ... Google Docs' with a red arrow pointing to it. Below the file is a '+ Add or create' button and a 'Turn in' button. There is also a 'Private comments' section with an 'Add private comment...' button.

2) Pupils can type straight on to the document and when they have finished they can close the tab in their web browser. There is no need to press save if you are connected to the internet as Google files are saved automatically.



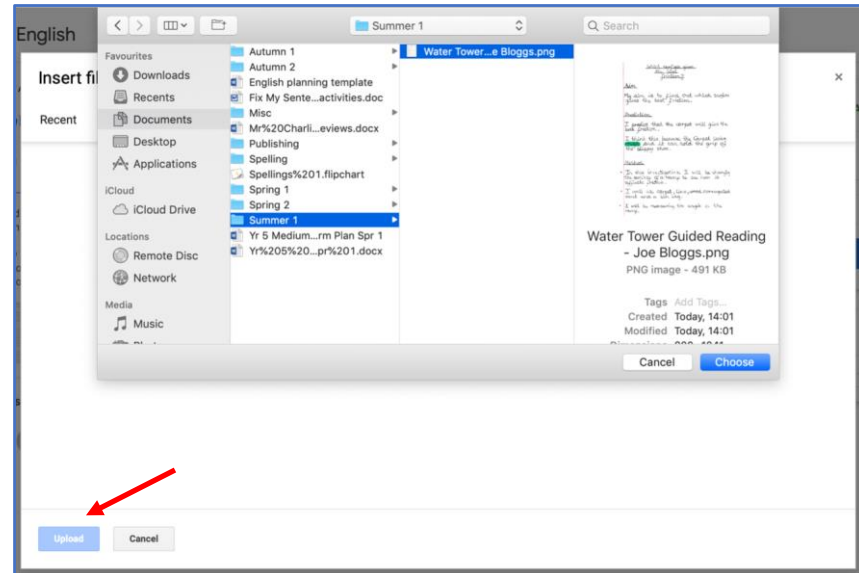
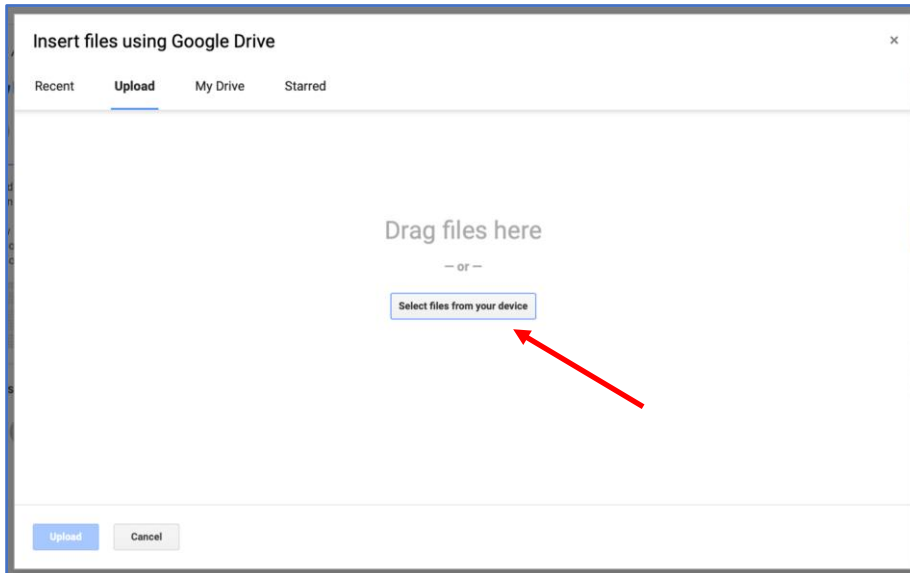
The screenshot shows a Google Docs document titled 'Guided Reading - The Water Tower (Chapter 1)'. The document content includes: 'Text: **The Watertower**', 'Success criteria' with five numbered steps: 1. Read the question **carefully**; 2. Circle the **keyword** / phrase in the question (there may be more than one); 3. Scan the text and **underline** the keyword (retrieval) / phrase (meaning of a word) / evidence (inference); 4. **Read around** the keyword/phrase (you may need to read a whole paragraph); 5. Answer the question carefully, using **evidence taken directly from the text** (if required); 'Skill: Inference' with a question: 'Look at the paragraph beginning *Nobody in Preston...* Explain why the watertower is mysterious.'; 'Skill: Making comparisons' with a question: 'Look at the paragraph beginning *One summer afternoon...* How do Spike and Bubba differ as characters? Give two reasons.'; 'Skill: Retrieval' with a question: 'Why was the water murky?'; 'Skill: Retrieval' with a question: 'Look at the paragraph beginning *Bubba stepped out on to the top of the tank*. Write three things that tell you the weather was hot.' A red arrow points to the 'Turn in' button in the 'Your work' section of the Google Classroom interface, which is overlaid on the top right of the document.

- 3) If you would prefer to submit a different file (photo, video or audio) containing the learning, click on 'Add or create' (see below)



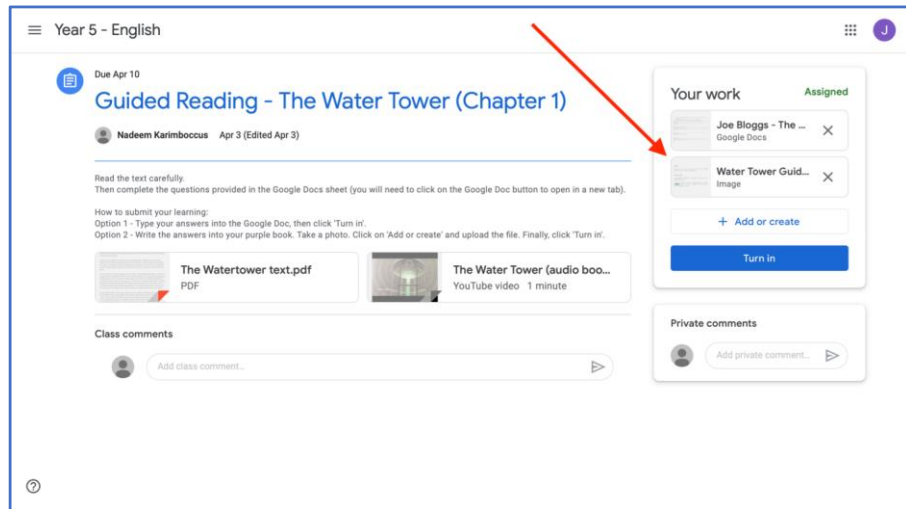
- 4) There are several options to choose from. If you want to upload a file from your device, click 'File'. (see above to the right)
- 5) Select the upload tab and then click on 'Select files from your device'.
- 6) Select the file (containing the learning) that you want to submit. Then click Upload.

Then click 'Upload'

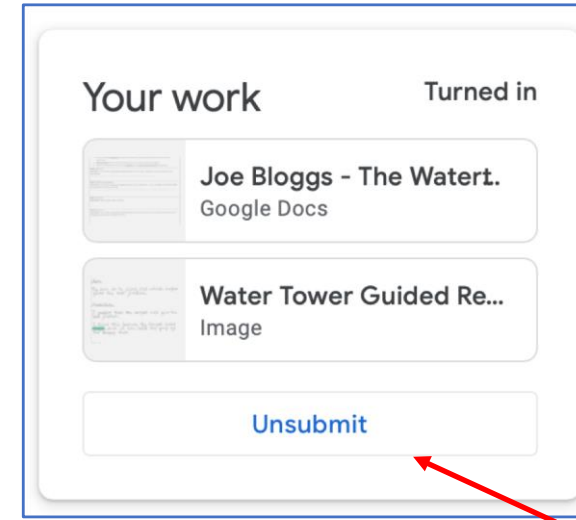


7) The file should now appear under **'Your work'**. Click **'Turn in'** to submit learning

8) If at any time you want to make any changes to your learning, you can click **'Unsubmit'**.



The screenshot shows a lesson page titled "Year 5 - English" with a due date of "Apr 10". The lesson is "Guided Reading - The Water Tower (Chapter 1)" by Nadeem Karimboccus. It includes instructions to read the text carefully and complete questions in a Google Docs sheet. There are two resource cards: "The Watertower text.pdf" and "The Water Tower (audio boo...". A sidebar on the right, titled "Your work" and marked "Assigned", contains two items: "Joe Bloggs - The ..." (Google Docs) and "Water Tower Guid..." (Image). Below these items are buttons for "+ Add or create" and "Turn in". A "Private comments" section is also visible at the bottom of the sidebar.



This close-up view of the "Your work" sidebar shows two submitted items: "Joe Bloggs - The Watert. Google Docs" and "Water Tower Guided Re... Image". At the bottom of the sidebar is a large blue button labeled "Unsubmit", which is highlighted by a red arrow.