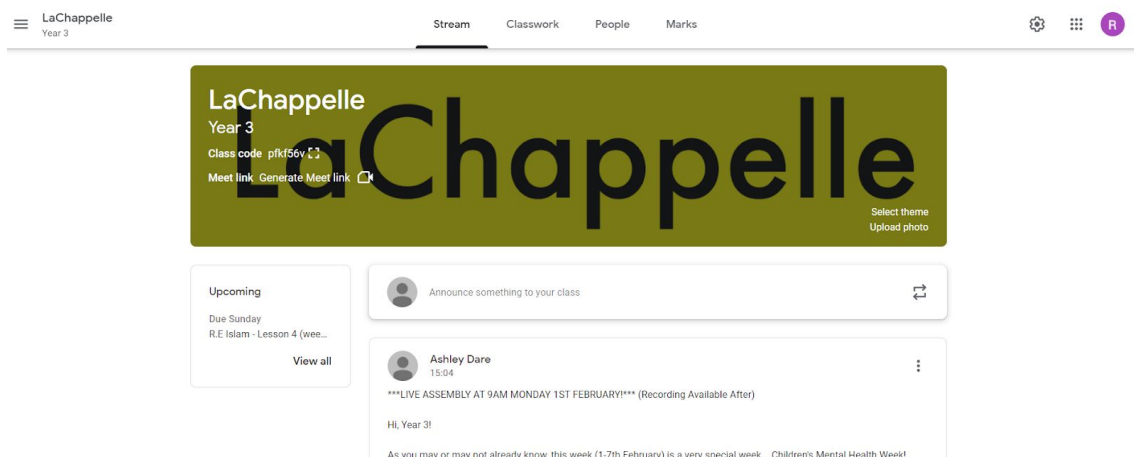


Please find below guidance for how to use Google Classroom, with specific reference to some useful tools relevant to how we set remote learning at Orleans. Google Classroom is available to access through the website and via a downloadable App for phones and tablets. The App is very useful as push notifications can be activated that allow notifications relating to your child's work to be sent directly to you.

Classroom Page

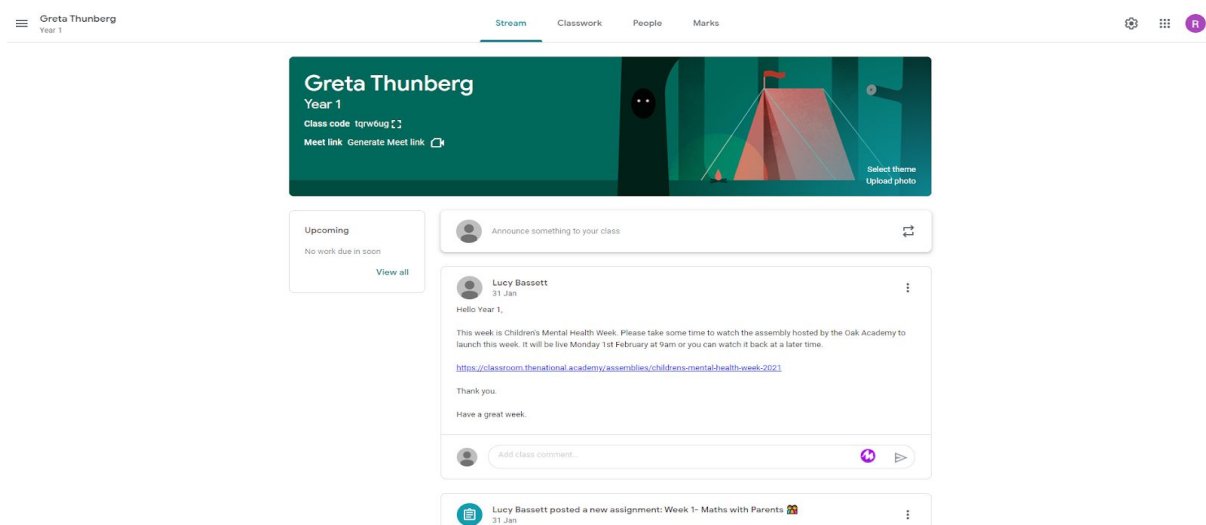
When you first log onto Google classroom you will see a similar screen to this.



Stream Tab

This is the stream - this is where messages from teachers may appear.

Your child may respond to questions or add comments for their teachers to see. Please note this is a platform for the children not for parents to raise concerns or query things. Please email the school if needed via info@orleans.richmond.sch.uk



Classwork Tab

You will find the daily assignments in the Classwork section - for example Thursday 28th January.

Assignments can be seen for the day here.

Thursday 28th January



English - Thursday 28th



Edited 30 Jan



History - Lesson 4

Edited 30 Jan



Story Time



Posted 27 Jan

Individual Assignments

Click on the assignment you want to complete, and then click view assignment. This will take you to the next page as seen below.



English: Claude in the City - Lesson 1

Rachel McFall • 31 Jan

100 points

Today we are starting a brand new book! Normally in school we would have a hook lesson - so put on your favourite jumper and grab a chocolate biscuit! Watch the lesson video to explain the hook and then an activity for you to do.



Claude in the City Lesson 1
Google Slides



Claude in the City Lesson 1
Google Docs



Claude | Happy Moments Wi...
YouTube video 12 minutes



Claude Lesson 1
Video

Class comments



Add class comment...



Your work

Assigned

+ Add or create

Mark as Done

Private comments



Add private comment

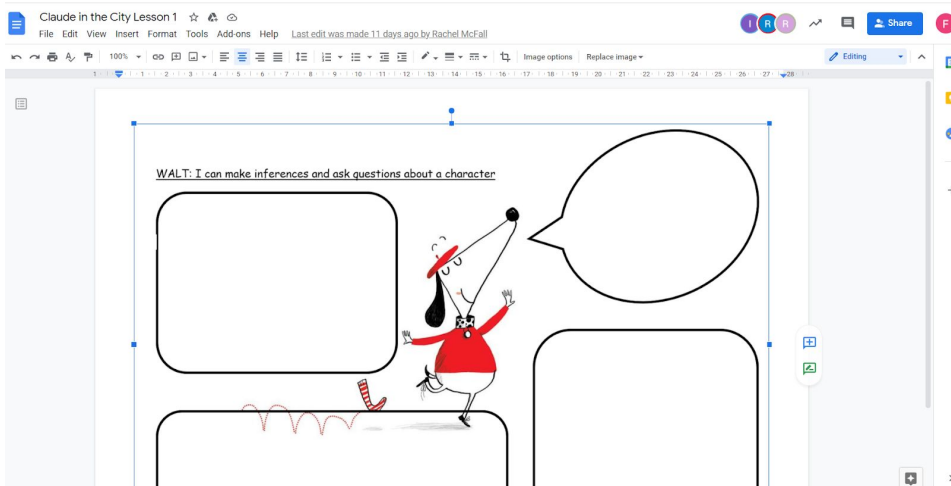


Next follow the instructions given by the teacher - this is likely to be a pre recorded video as well as a copy of the slides and any additional resources required. Please ensure you watch the video first.

This particular assignment has a Google Doc that the children need to open and directly type onto. Other assignments may have PDFs, Jamboards, Quizzes etc to complete.

Completing Tasks

Children complete the assignment via Google docs/slides (or other specified method) - you can directly type onto most documents and submit after completion.





Attaching work or a photo


English: Claude in the City - Lesson 1 ⋮


Rachel McFall • 31 Jan
100 points

Today we are starting a brand new book! Normally in school we would have a hook lesson - so put on your favourite jumper and grab a chocolate biscuit! Watch the lesson video to explain the hook and then an activity for you to do.

 Claude in the City Lesson 1
Google Slides

 Claude in the City Lesson 1
Google Docs

 Claude | Happy Moments Wi...
YouTube video 12 minutes


 Claude Lesson 1
Video

Your work Assigned


+ Add or create

Mark as Done

Private comments

Add private comment  ▶

Class comments


Add class comment...  ▶

To attach a photo or a piece of additional work. Go to the + 'add or create' button and click to attach, as you would an attachment for an email

+ Add or create

Hand in

Private comments

Add private comment...  ▶

Submitting Work

Once you have completed the assignment task, and you are satisfied with it. You will need to mark it as done, and hand in the work to the teacher. (see the button **mark as done** or **hand in** on the right hand side). For some assignments, you will need to 'submit' them. This will be detailed in the instructions.

The screenshot shows a Google Classroom assignment page. At the top, the assignment is titled "English: Claude in the City - Lesson 1" by Rachel McFall, posted on 31 Jan. It is worth 100 points. The main text says: "Today we are starting a brand new book! Normally in school we would have a hook lesson - so put on your favourite jumper and grab a chocolate biscuit! Watch the lesson video to explain the hook and then an activity for you to do." Below the text are four resource cards: "Claude in the City Lesson 1" (Google Slides), "Claude in the City Lesson 1" (Google Docs), "Claude | Happy Moments Wi..." (YouTube video, 12 minutes), and "Claude Lesson 1" (Video). On the right side, there is a "Your work" section with an "Assigned" status, a "+ Add or create" button, and a "Mark as Done" button. Below that is a "Private comments" section with an "Add private comment" button. At the bottom, there is a "Class comments" section with an "Add class comment" button.

Checking Feedback

If you have the Google Classroom App, a notification is set through when your child's class teacher has commented on their learning. Otherwise, see how to access this below.

To check if your child has received feedback from their teacher.

Click on the 'view your work' button. Located in the classwork tab on the left hand side.

The screenshot shows the Google Classroom interface. At the top, there is a navigation bar with "Stream", "Classwork", and "People" tabs. The "Classwork" tab is selected. On the left side, there is a sidebar with "All topics" and a list of dates from "Monday 1st February" to "Monday 25th January". The main content area shows a list of assignments. The first assignment is "Example Timetable" (Edited 5 Jan). Below it is a section for "Children's Mental Health Week" with three assignments: "Place 2 Be - Resources & website link" (Posted 31 Jan), "Twinkl resources" (Posted 31 Jan), and "Mindful moment" (No due date). Below that is a section for "Monday 1st February" with four assignments: "Spelling: Adding the suffixes 'ing', 'ed', 's'" (No due date), "Reading" (No due date), "Maths: Knowing the number of hours in one..." (No due date), and "English: Claude in the City - Lesson 1" (No due date). At the bottom, there is an assignment for "Science: Lesson 4 Changing the Shape of M..." (No due date).

Viewing your child's work

Click on 'All' to see your child's work- You can see comments from your teacher by the symbol next to the lesson. ² If you click on any of the assignments, it will then open the assignment and you will be able to view the comment.

The screenshot shows a Google Classroom assignment page. At the top, the assignment title is 'English: Claude in the City - Lesson 1' with a comment icon and the number '2'. To the right, it says 'No due date' and '1/100'. Below the title, there are filter buttons: 'All', 'Handed in', 'Returned' (which is highlighted), and 'Missing'. The main content area shows the assignment details: 'English: Claude in the City - Lesson 1' by Rachel McFall, 31 Jan (Edited 12:27), worth 100 points. The description says: 'Today we are starting a brand new book! Normally in school we would have a hook lesson - so put on your favourite jumper and grab a chocolate biscuit! Watch the lesson video to explain the hook and then an activity for you to do.' Below the description are four items: 'Claude in the City Lesson 1' (Google Slides), 'Claude in the City Lesson 1' (Google Docs), 'Claude | Happy Moments Wi...' (YouTube video, 12 minutes), and 'Claude Lesson 1' (Video). At the bottom left, there is a 'Class comments' section with an input field and a submit button. On the right side, there is a 'Your work' section with the status 'Handed in' and 'No work attached', and a '1 private comment' section with a comment from Rebecca Bennett: 'Well done. I can see you have worked hard on this today. Keep up the good work.'

Please only 'resubmit' work if it has been altered. If this is the case, it is useful to teachers to comment on why the work has been resubmitted e.g. Attached Diving Deeper Challenge worksheet now.

Please see below some helpful links for extra help with Google Classroom:

Link on how to get started with the Google Classroom App:

<https://www.youtube.com/watch?v=MYdOpzAP16s>

Link on how to submit an assignment on Google Classroom:

<https://www.youtube.com/watch?v=Nfd9haSJUmw>

Link on how to add a photo to your work:

<https://www.youtube.com/watch?v=BePFXuax4g4&feature=youtu.be>

Link on how to view teacher feedback:

<https://www.youtube.com/watch?v=E6Qo9AzG8xs>

