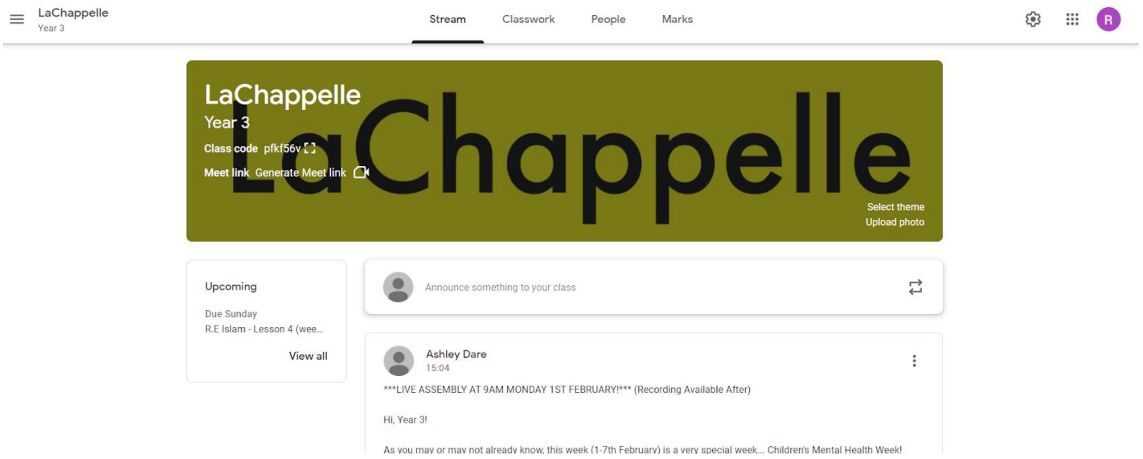
Please find below guidance for how to use Google Classroom, with specific reference to some useful tools relevant to how we set remote learning at Orleans.Google Classroom is available to access through the website and via a downloadable App for phones and tablets. The App is very useful as push notifications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

Classroom Page

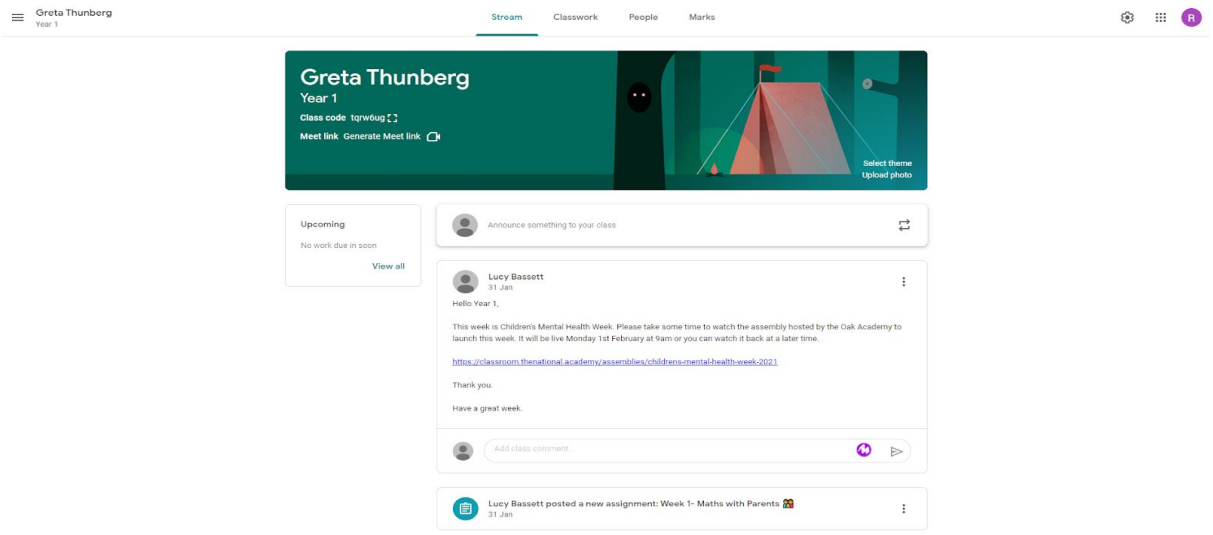
When you first log onto Google classroom you will see a similar screen to this.



Stream Tab

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

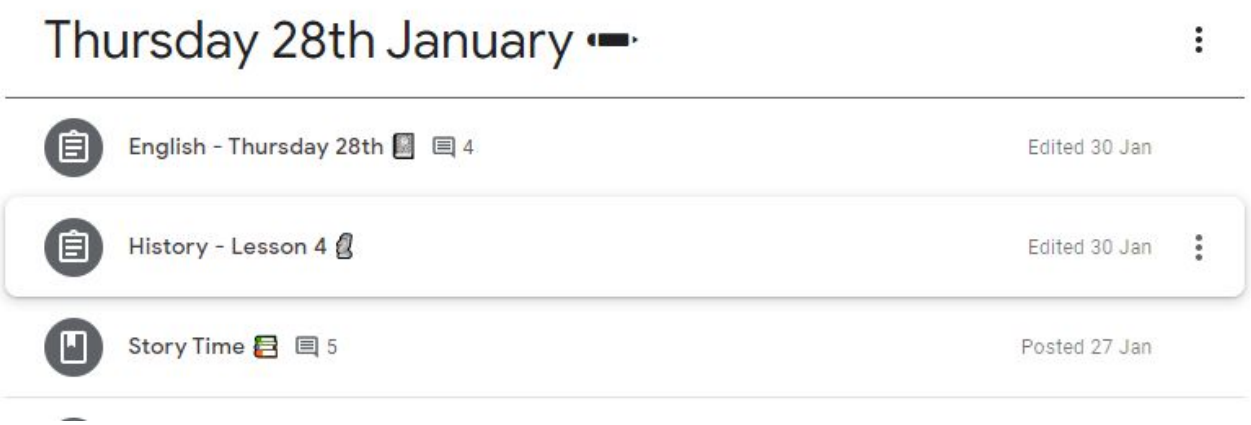
Your child may respond to questions or add comments for their teachers to see. Please note this is a platform for the children not for parents to raise concerns or query things. Please email the school if needed via info@orleans.richmond.sch.uk



Classwork Tab

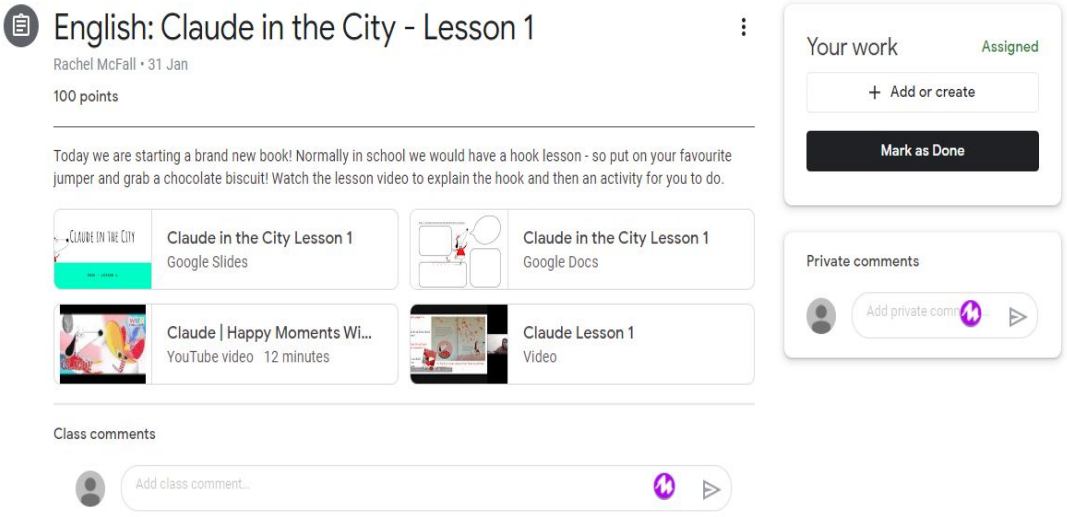
You will find the daily assignments in the Classwork section - for example Thursday 28th January.

Assignments can be seen for the day here.



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.

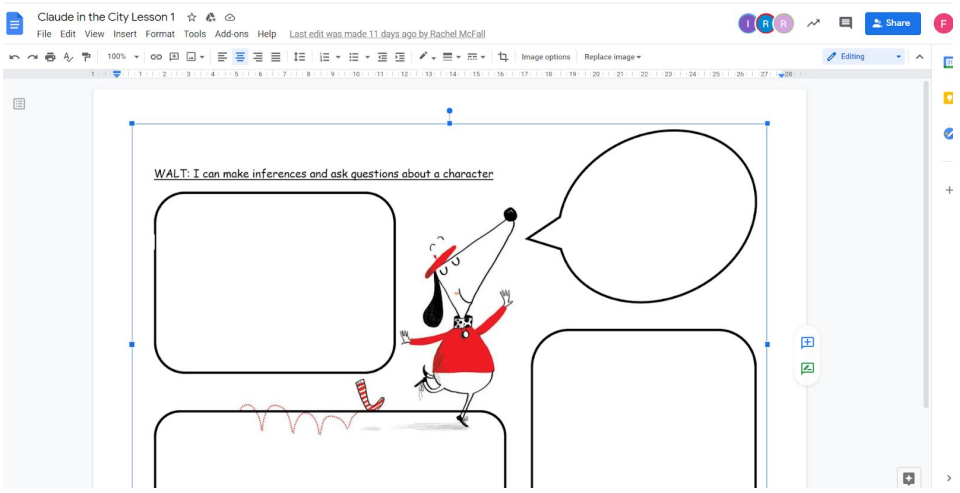


Next follow the instructions given by the teacher - this is likely to be a pre recorded video as well as a copy of the slides and any additional resources required. Please ensure you watch the video first.

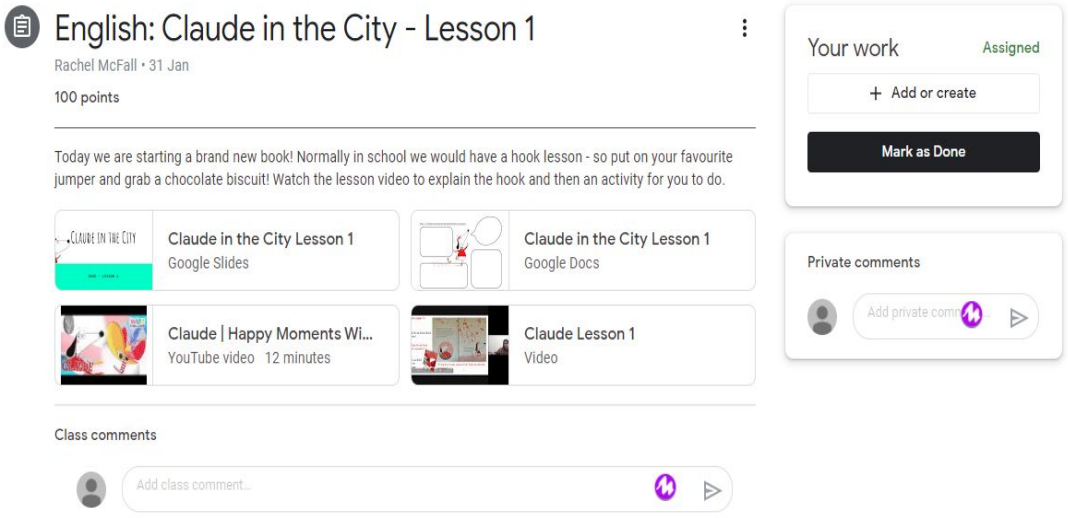
This particular assignment has a Google Doc that the children need to open and directly type onto. Other assignments may have PDFs, Jamboards, Quizzes etc to complete.

Completing Tasks

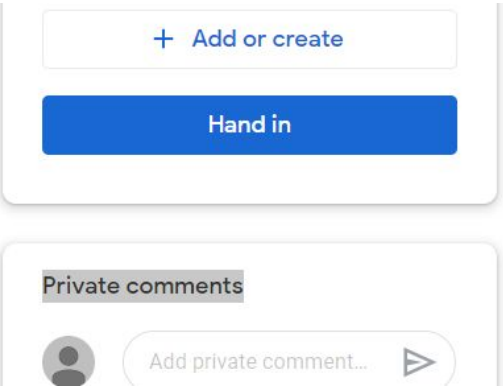
Children complete the assignment via Google docs/slides (or other specified method) - you can directly type onto most documents and submit after completion.



Attaching work or a photo

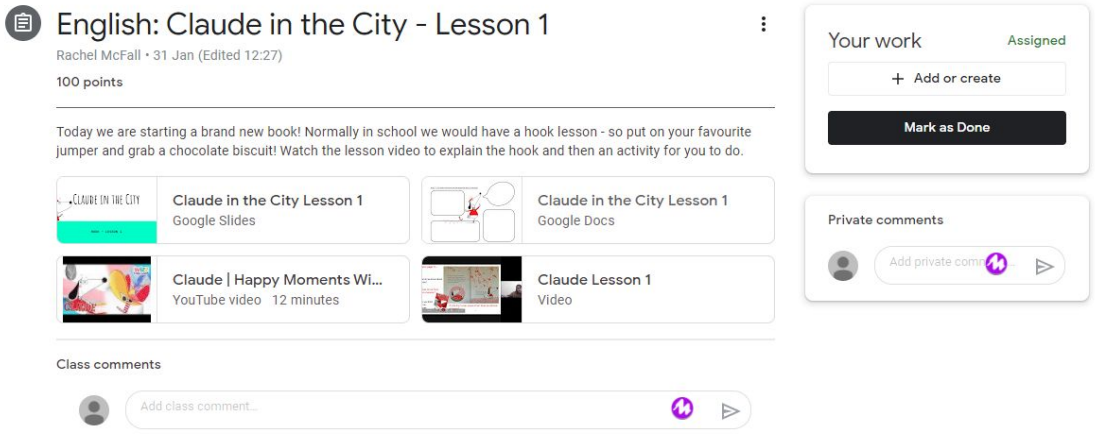


To attach a photo or a piece of additional work. Go to the + ‘add or create’ button and click to attach, as you would an attachment for an email



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.

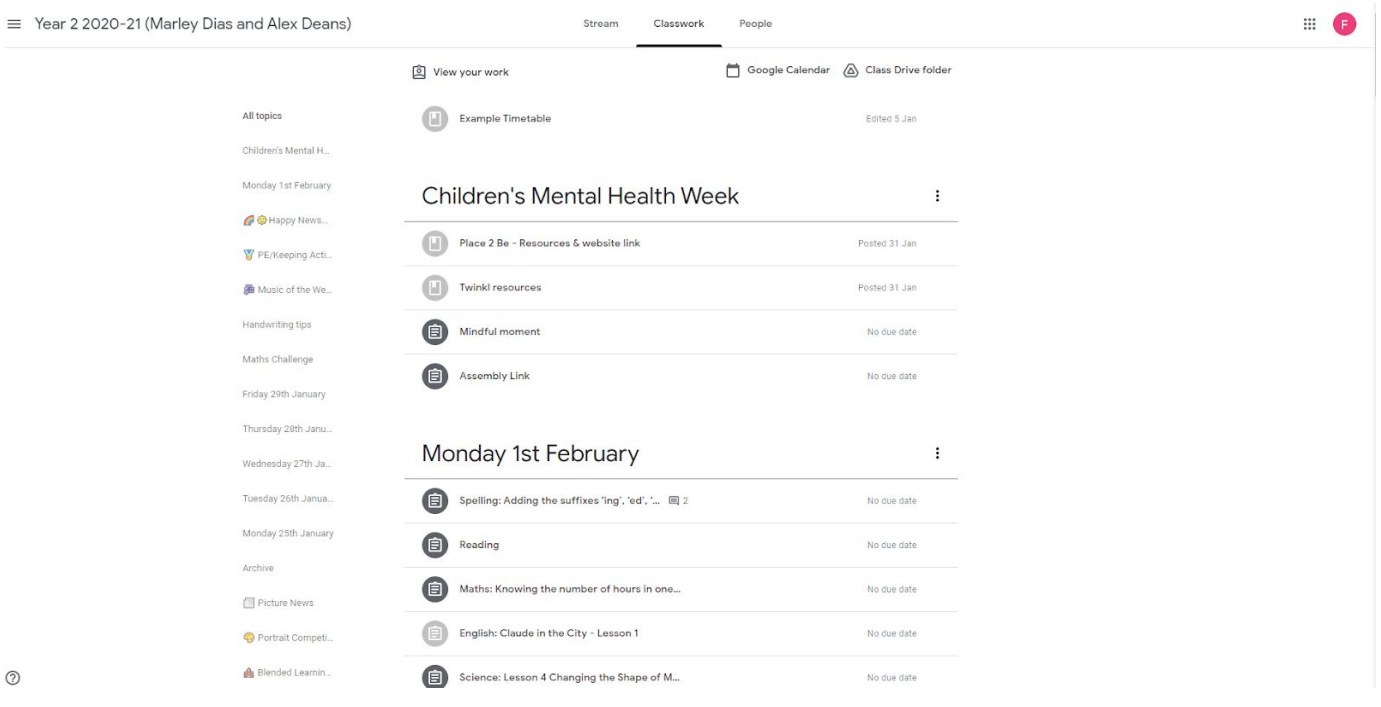


Checking Feedback

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.

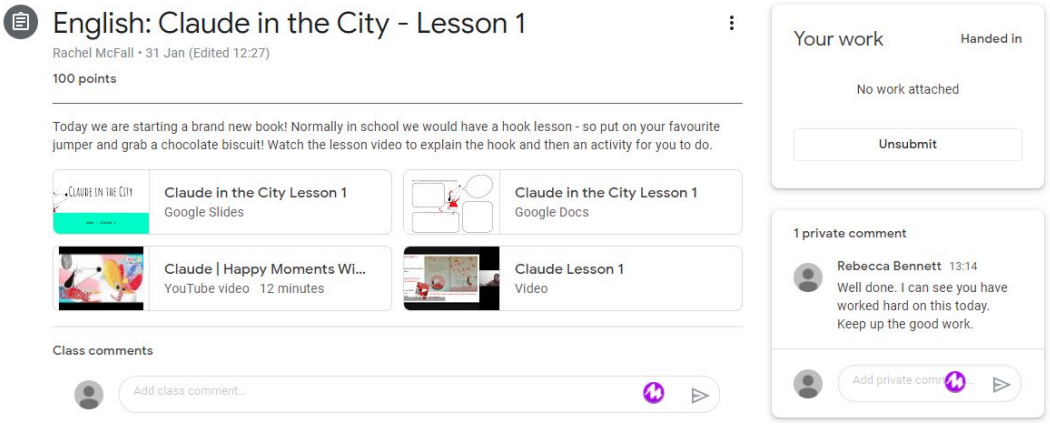
To check if your child has received feedback from their teacher.

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



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.



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