

# Parent Guide

To

Google  
Workspace



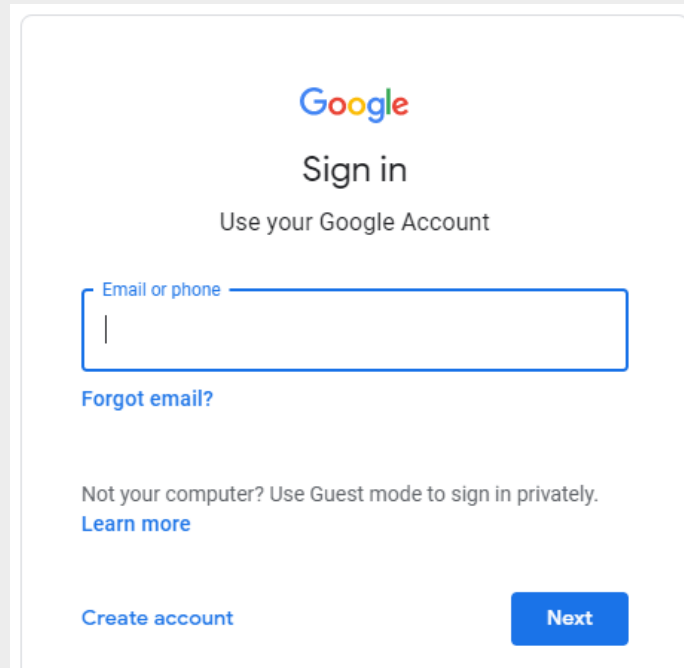
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# Signing In

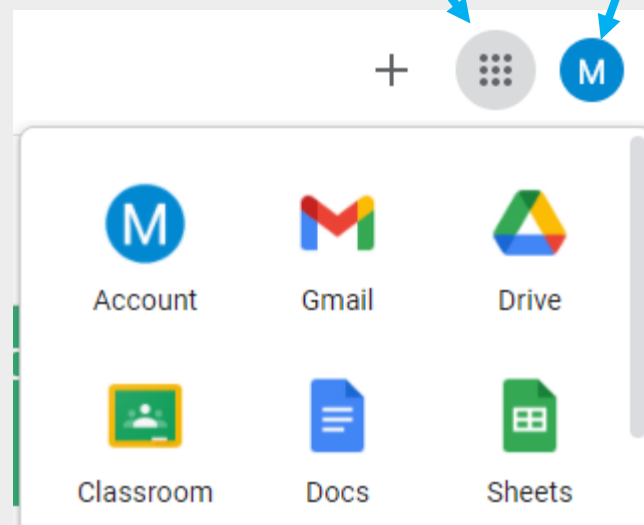
## Option 1

- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Sign in with your Google Classroom account details (username and password)



## Option 2

- From Google's homepage, click on the button on the top right corner (sign in)
- Sign in with your Google Classroom account details (username and password)
- You should now see your initials in a circle in the top right corner
- Next to your initials, will be a 'waffle' (9 dots).
- Click on the waffle and select classroom.

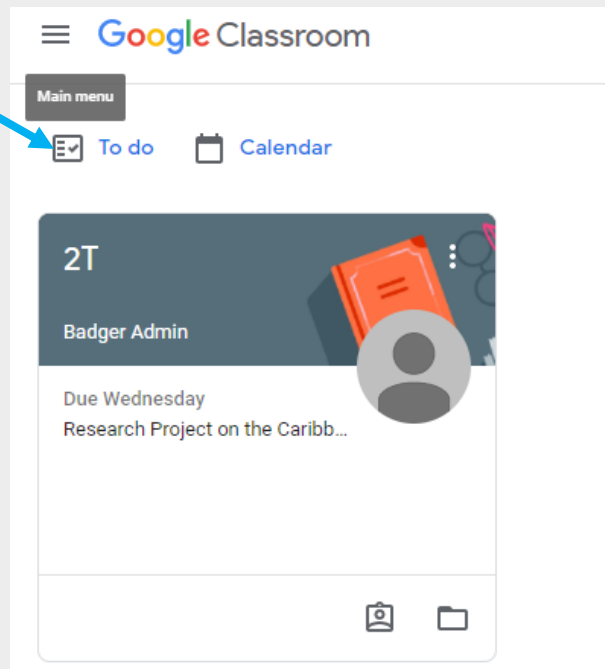


# Google Icons

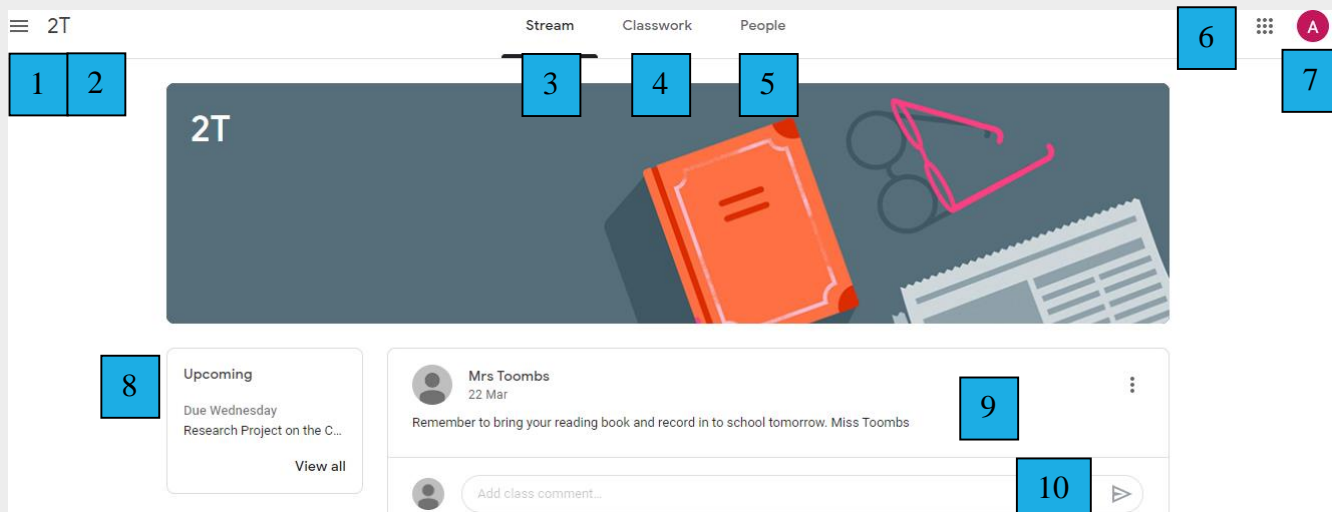
	<p><u>Google Drive</u></p> <p>Where you access any Docs, Sheets, Slides, Forms or any other work you have saved in Google Classroom.</p>		<p><u>Google Classroom</u></p> <p>View and access work, set and messages from the class teacher.</p>
	<p><u>Google Meet</u></p> <p>Video conferencing. This feature is only available if a teacher starts a meeting. Children cannot create their own meeting.</p>		<p><u>Google Docs</u></p> <p>Google equivalent to Word. Create documents that are largely text based.</p>
	<p><u>Google Sheets</u></p> <p>Google equivalent to Excel. Create spreadsheets and represent in graphs.</p>		<p><u>Google Slides</u></p> <p>Google equivalent to PowerPoint. Create presentations.</p>
	<p><u>Google Forms</u></p> <p>Create your own surveys and quizzes.</p>		<p><u>Google Calendar</u></p> <p>Schedule meetings, and get reminders about upcoming activities. Share schedules with others and create multiple calendars</p>
	<p><u>Gmail</u></p> <p>Keep up to date with recent emails on Gmail. (You can forward these emails to your London Grid email address)</p>		<p><u>Google Sites</u></p> <p>Create your own web page (content can be published but only within the school domain)</p>

# Navigating Classroom

When you first sign in, you will be presented with all the classes your child is a member of. The **'to-do'** button is a quick way to view all pieces of work set for your child across all their classes. Underneath each class it will show if any work is due.



Select your child's class and you will be taken to their class page.

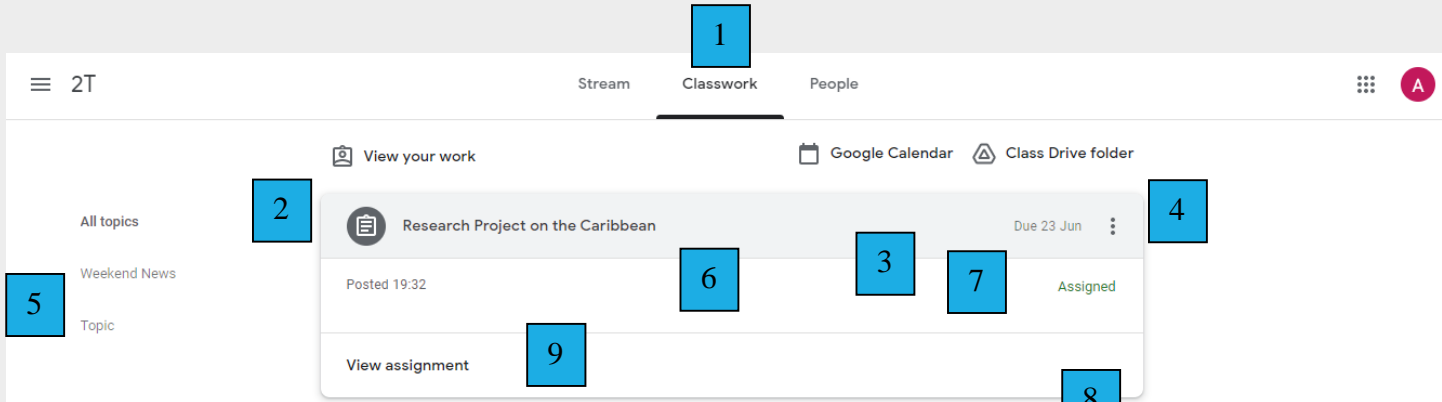


1. Menu of classes – access all your classes from here and switch between them.
2. Current class – this shows the active class you are in. Click on this to return to the ‘**stream**’ at any point.
3. Stream – announcements for the class are shown on this page as well as new classwork. Messages from your teacher will appear here.
4. Classwork – assignments will appear here.
5. People – view which pupils and teachers are members of this class.
6. Waffle – access all different Google apps.
7. Account – shows who is logged in to the account by the initials. Click here to also switch accounts and log out.
8. Upcoming – shows what work is due in and with a date.
9. Comment feed – comments from teacher and peers are visible here. They are visible to all users.
10. Posts/updates – appear here for everyone to view

**Note:** Depending on the setting, your teacher has decided on, you may not be able to write posts or replies on the **stream**. If you do, remember everyone in the class can view your comments and your teacher will be able to view deleted comments too.

# Classwork Tab

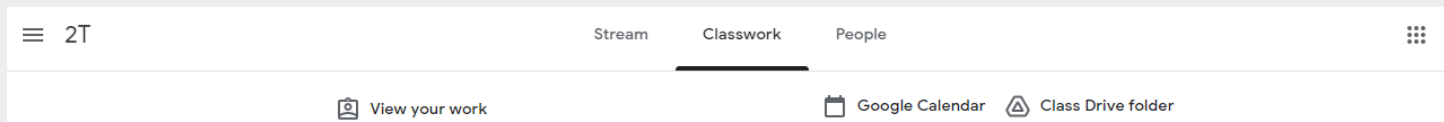
This page gives you an overview of your 'Classwork' page. It tells you about some of the most important features on this page.



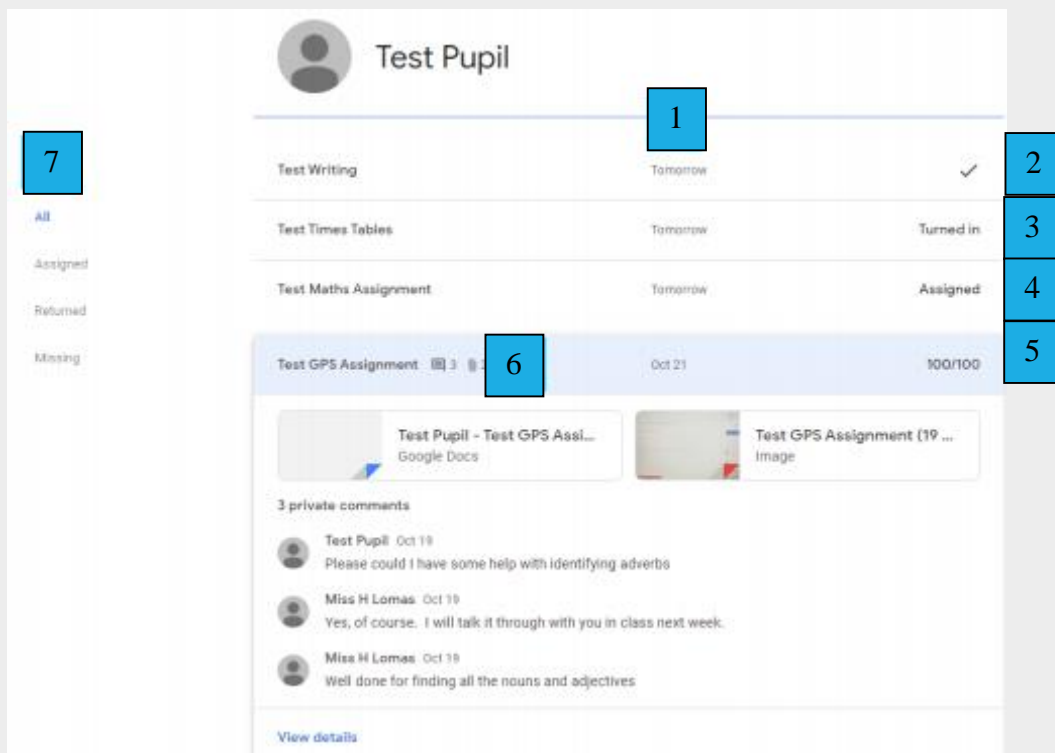
1. Classwork tab – use **10** this icon to view assignments.
2. See your submitted **2** work, teacher comments and scores.
3. Google Calendar – view when assignments are due in **3**
4. Link to your My Drive to view your work. **4**
5. All topics are listed on this page. **5**
6. Assignment Title. **6**
7. Due Date – when the work is due to be handed in. **7**
8. Assignment Status (assigned = not finished, turned in = finished and sent to teacher, graded = marked by teacher and returned. **8**
9. Attached files/links – you will find attached files or links here to complete the assignment. **9**
10. Click to view assignment in full details. **10**

# See all Tasks Set

1. Click 'Classwork'.
2. Click on 'view your work' which is just underneath the Classwork tab.



After you have clicks on 'view your work', you will be presented with the screen below. Every task that has been set for you will appear here.



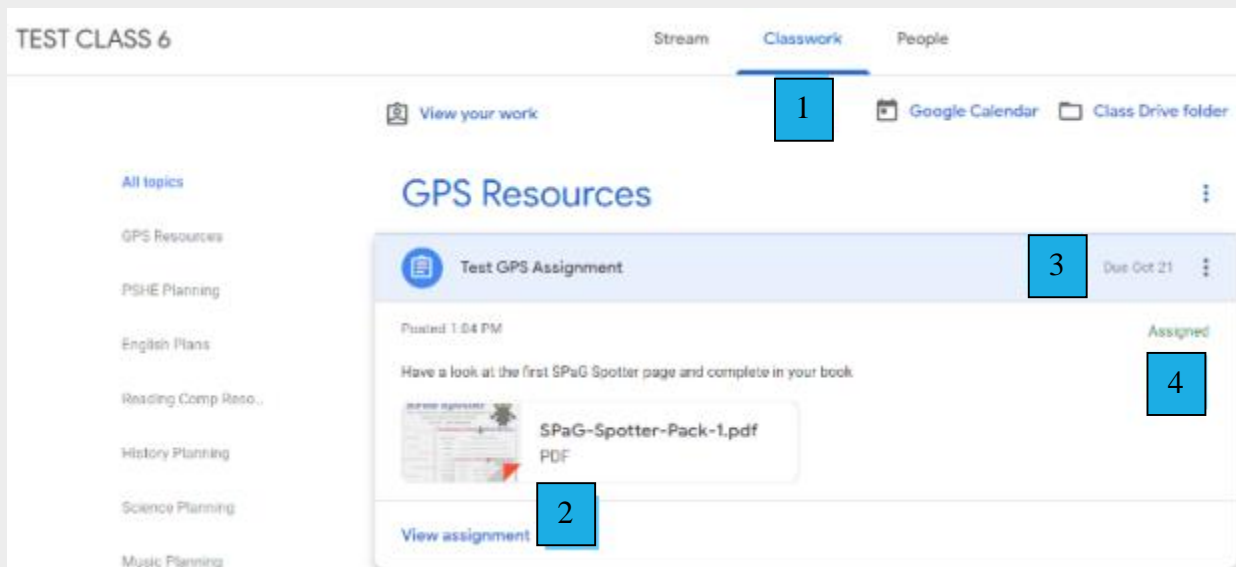
1. Due date – this column shows the date each piece of work is due in on.
2. Tick – the teacher has seen your work.
3. Turned in – you have completed the task and it has been sent to your teacher but they haven't seen it yet.
4. Assigned – this work still needs to be completed.
5. Score – if this was a test with points, your score will appear here.
6. Speech bubble – this shows you if a comment has been left on your work. Click on the title of the work to expand it and see the works and any comments.
7. All/Assigned/Returned/Missing – you may find it easier to search just for work that has been assigned to you (but not yet completed) or for work that has been returned (so you can see if you have any comments), or for work that is missing (not handed in by the due date).

Once you have clicked on an assignment to expand it, click 'view details' to be shown all the information

above the task and to view any files that have been attached.

## Viewing Assignments

You can either access your tasks as shown on the page before or follow the steps below:



1. On the '**classwork**' tab, find the assignment you need to complete and click/tap it to expand and show the task. If it is a new task, it will be blue. Completed tasks turn grey.
2. Then click on '**View Assignment**' to get more information on the task and to open any files attached.
3. The due date is shown in the top right corner.
4. The assignment status is under the due date. '**Assigned**' – set by the teacher but it hasn't been completed or handed in by the pupil. '**Turned in**' – pupil has completed the work and sent it to teacher. '**Graded**' – the teacher has seen the work and returned it. Sometimes, there may also be a score given or comment made.

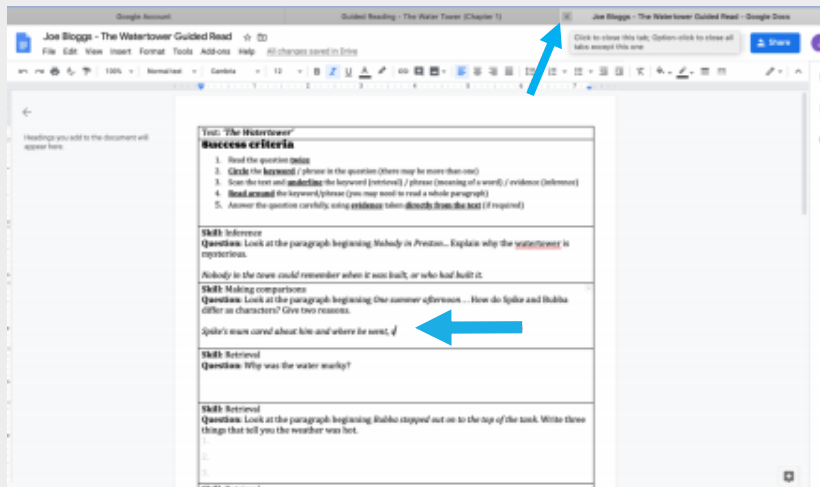
# Handing in Completed Work

Home learning can be completed 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.

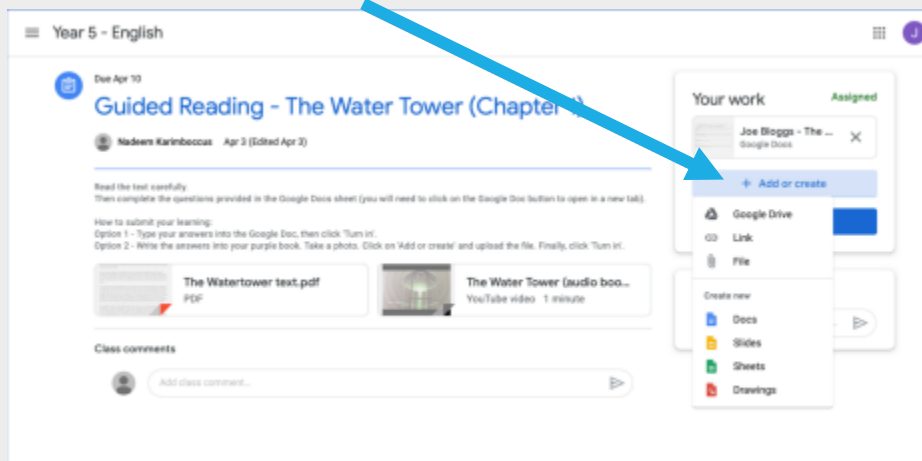
1. To complete a Google app document, click on the file under the section 'your work'.



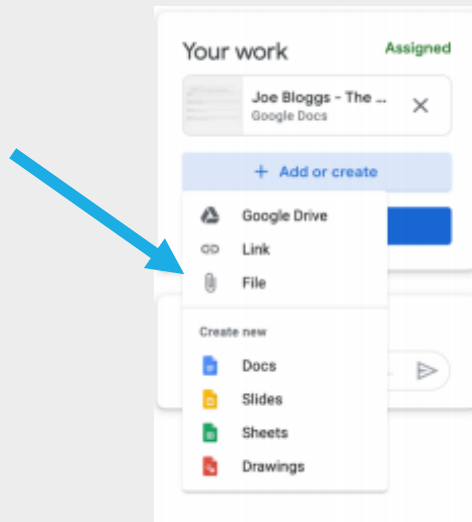
2. Pupils can type straight on to the document and when they have finished they can close the tab in their web browser. There is no need to press save if you are connected to the internet as Google files are saved automatically.



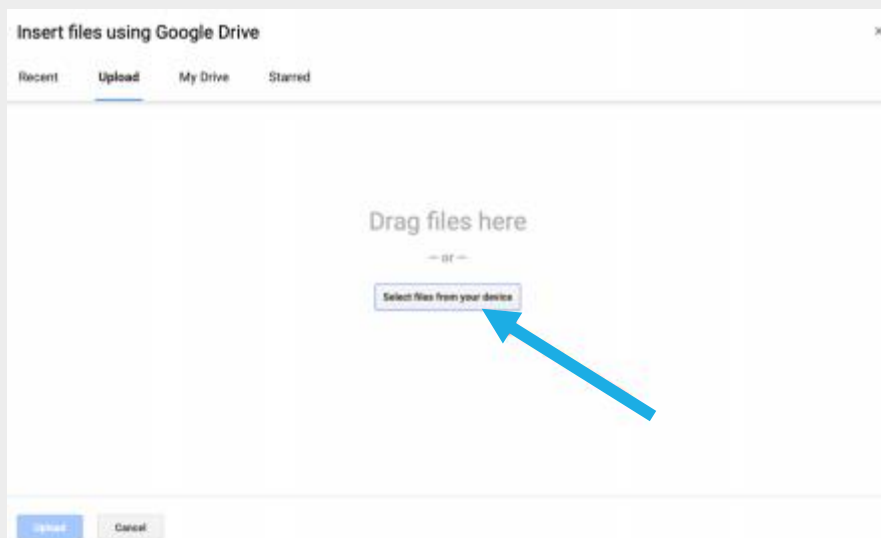
3. If you would prefer to submit a different file (photo, video or audio) containing the learning, click on **'add or create'**.



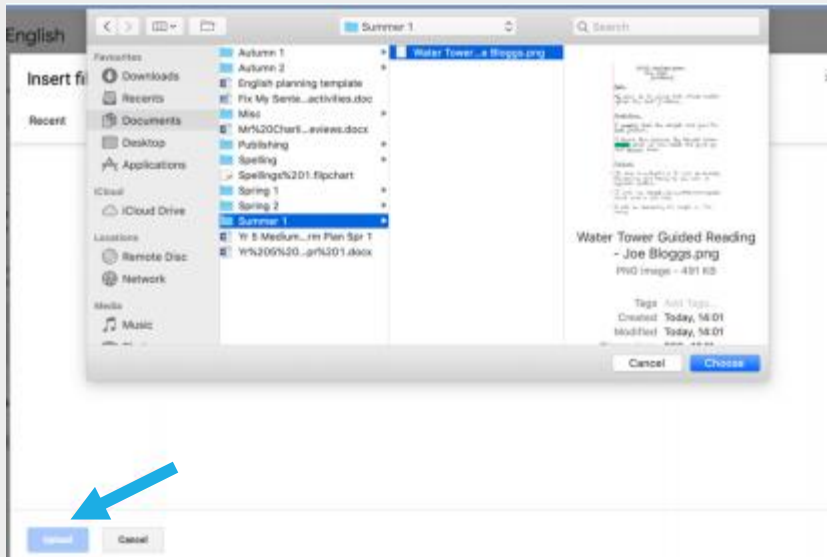
4. There are several options to choose from. If you want to upload a file from your device, click **'file'**.



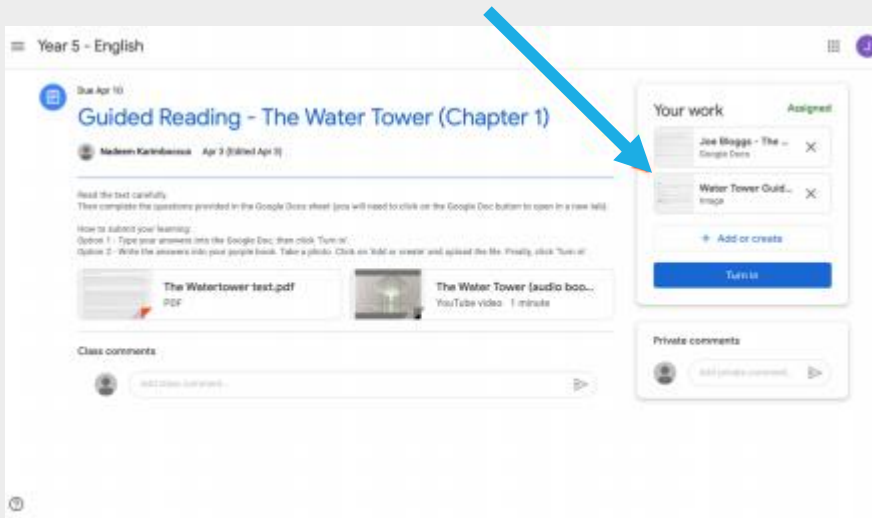
5. Select the upload tab and then click on **'Select files from your device'**.



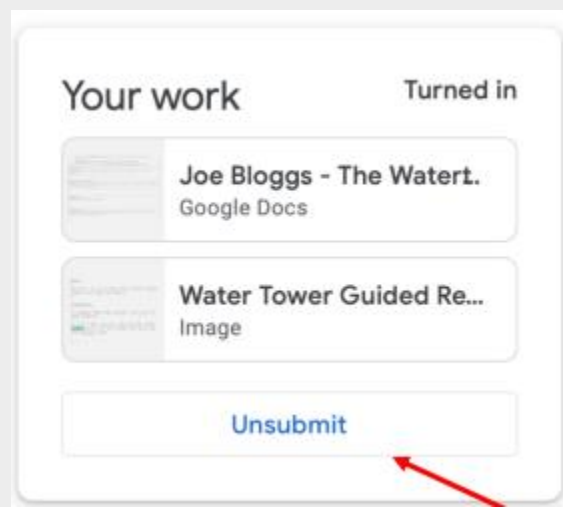
6. Select the file (containing the learning) that you want to submit. Then click **'upload'**.



7. The file should now appear under **'your work'**. Click **'turn in'** to submit your home learning.

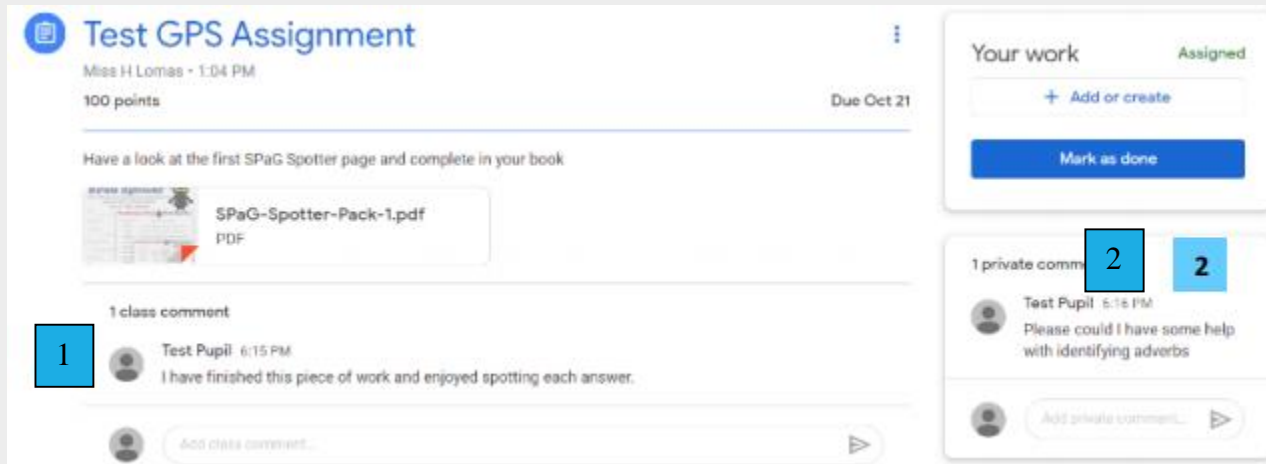


8. If at any time you want to make changes to your home learning, you can click **'un-submit'**.




## Adding Comments for your Teacher

Once you have opened up your assignment, there are 2 ways you can contact your teacher.



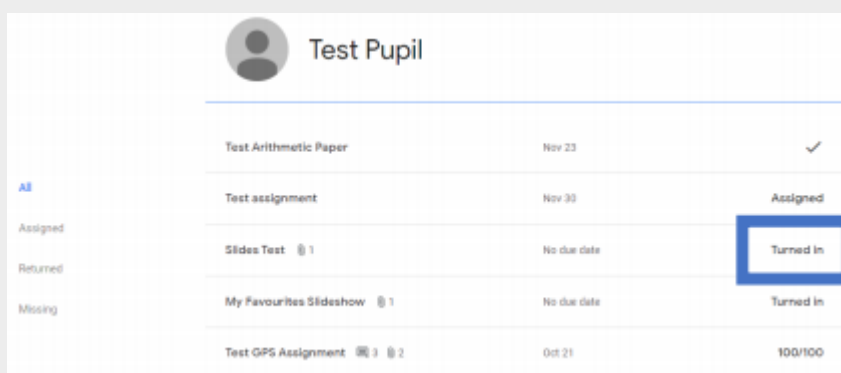
The screenshot shows the 'Test GPS Assignment' interface. On the left, there is a '1 class comment' section with a blue box containing the number '1' next to a comment from 'Test Pupil' at 6:15 PM: 'I have finished this piece of work and enjoyed spotting each answer.' Below this is an 'Add class comment...' input field. On the right, there is a 'Your work' section with a blue box containing the number '2' next to a private comment from 'Test Pupil' at 6:15 PM: 'Please could I have some help with identifying adverbs'. Below this is an 'Add private comment...' input field. A blue arrow points to the top right corner of the page.

1. Class comments – if you ask a question or write a comment here, it will be visible to all members of the class.
2. Private comments – if you ask a question or write a comment here, only the teachers of that class will see the comment.

Once you have completed a piece of work, attached any files and added any comments for your teacher to see, you must remember to . This must be clicked in order for the teacher to receive the work and leave feedback (unless you clicked ‘**turn in**’ as shown above).

Once you have submitted your work, the assignment will change from ‘**Assigned**’ to ‘**Turned in**’. You can un-submit your work if you forgot to add something by clicking on ‘**View Assignment**’ and clicking un-submit – just remember to resubmit again.

To check your work has been handed in, click on ‘**View your work**’ from the ‘**Classwork**’ page and the assignment should now say ‘**Turned in**’. If it doesn’t say this, open up the assignment again and check that it has been submitted.



The screenshot shows the 'Test Pupil' work page. It features a table of assignments with columns for assignment name, due date, and status. The 'Test GPS Assignment' is highlighted with a blue box around the 'Turned In' status.

Assignment Name	Due Date	Status
Test Arithmetic Paper	Nov 23	✓
Test assignment	Nov 30	Assigned
Slides Test @ 1	No due date	Turned In
My Favourites Slideshow @ 1	No due date	Turned In
Test GPS Assignment @ 2	Oct 21	100/100

## Viewing Feedback for Completed Work

Teachers see the layout in the picture below for every piece of work/assignment that has been set.

It shows us who the work was assigned to and who has handed it in, along with the date it was completed (if a due date was set).

Remember, we cannot see your work or give you feedback unless you have **‘Turned in’** your work.

The screenshot displays a classroom management interface for 'TEST CLASS 6'. The top navigation bar includes 'Instructions' and 'Student work' (selected). Below the navigation, there are tabs for 'Return', '100 points', and a user profile icon. The main content area is divided into two sections. The left section, titled 'All students', shows a list of students with a 'Sort by status' dropdown and a 'Turned in' filter. The right section, titled 'Test GPS Assignment', shows a progress bar with '1 Turned in' and '0 Assigned', and a list of students with their submission status. Below this, a detailed view of a student's work is shown. The student's profile is 'Test Pupil'. The work is titled 'Test Writing' and is due 'Tomorrow'. A list of assignments is shown, with 'Test GPS Assignment' selected. The assignment details show a score of '100/100' and a 'View details' button. The 'Your work' section shows a list of graded assignments, including 'Test Pupil - Test G...' and 'Test GPS Assignm...'. The '3 private comments' section shows three comments from 'Test Pupil' and 'Miss H Lomas'.

14  
your

To view your score or any comments left by your teacher, click on **‘Classwork’** and then **‘View work’**.

1. Select 'returned' on the left-hand side to view all the work your teacher has seen.
2. Any scores will appear on the right-hand side of the task bar.
3. If a comment has been left by your teacher, there will be a speech bubble on the task bar. Click on the task to expand it and see your comments.
4. To send a comment back to your teacher, click on view details. This will then open up the assignment with a panel on the right where you can send a private comment back to your teacher.

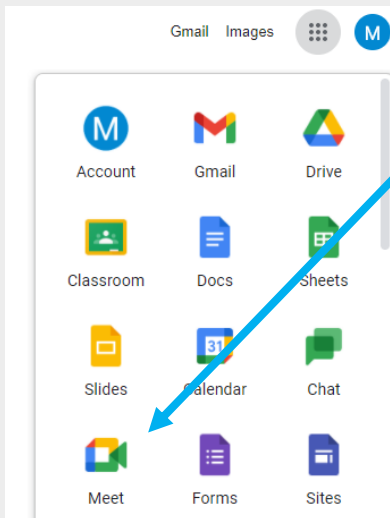
## Joining a Video Meeting (Google Meet)

Google Meet is a video meeting where children can meet with their teacher(s). It is very similar to Zoom.

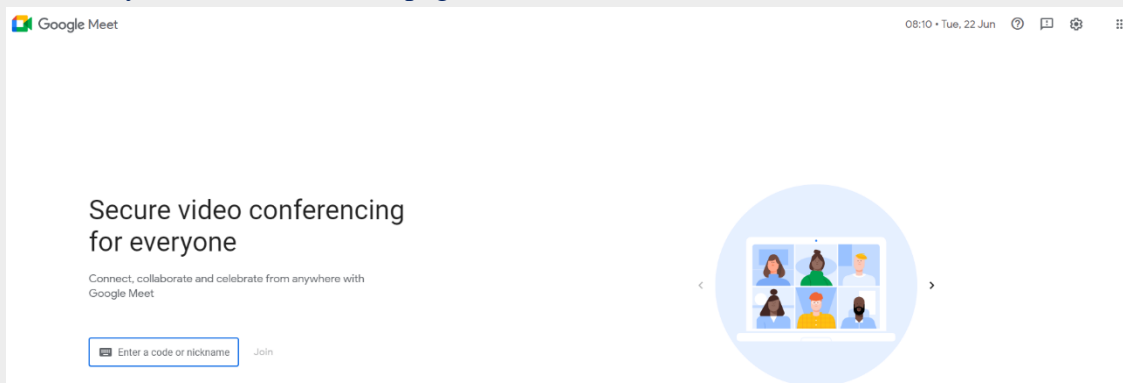
Note: No child can start their own meeting or join the class meeting before adults are present.

### Joining a meeting

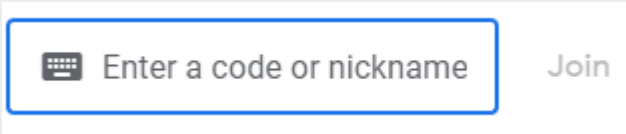
1. After logging in to your Google Classroom, click on the waffle and select 'meet'.




2. This will take you to the Meet homepage (shown below)

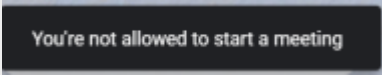


3. Enter your class code in the box (as shown below) and select join.

A white rectangular box with a blue border. On the left side, there is a small icon of a keyboard and the text "Enter a code or nickname". On the right side, there is a button labeled "Join".

 Enter a code or nickname Join

4. If you try to join before your teacher, you will see this message appear in the bottom-left corner.



5. If your teacher is already in the meeting, they will let you in. Click 'join now' and you will be taken into the meeting to join the rest of your class.