



## **Student Guide to the use of Google Classroom**

### **Key Lingo:**

**Google Classroom** - This is where your teachers will put your announcements, lesson material and assignments. Files, videos, images and links can all be uploaded here. Teachers can also mark work and have control over whether you as students have permission to comment or post.

**Google Docs** - A bit like an online word document, google docs allows you to create a file to be shared with others.

**Hyperlinks Videos** - If you need visual support with any of this guidance please use the links to the videos on the last page.

### **How to get onto google classroom:**

1. Go to **classroom.google.com** and click Go to **Classroom**.
2. Enter your username and click Next.
3. Enter your password and click Next.
4. If there is a welcome message, read it and click Accept.
5. If you're using a G Suite for Education account, click I'm A Student or I'm A Teacher.
6. Click Get Started.

### **Frequently Asked Questions Students:**

**“What if I am worried about the wellbeing of myself or of my friend?”**

Email [info@park-aspirations.org](mailto:info@park-aspirations.org)

**“What do I do if I can't log into google classroom?”**

If you cannot login or are having any trouble shooting can email [info@park-aspirations.org](mailto:info@park-aspirations.org) to get their passwords reset

**“How do I send work/show that work is completed?”**

If you are sharing this as google docs:

1. Select 'File'
2. Select 'Share'
3. Enter Teachers email address
4. Select send

If you are submitting an assignment from google classroom:

1. Go to the specific classroom
2. Select the classwork required
3. Complete the classwork
4. Upload the work
5. Select 'Mark as done'
6. The teacher will receive a notification



**“What work are we going to get?”**

You could be getting a mixture of quizzes, assignments, exciting projects, or practical tasks.

**“If the school shuts how will I learn?”**

We will provide you with the opportunity to continue to learn through the use of google classrooms and links through our website for key resources. We will also be providing some hardcopies for some projects in case technology fails.

**“Do I have to do the work?”**

Yes! You are all amazing and should continue the hard work that you have started this academic year.

**“What if one day it crashes and I can’t get hold of you?”**

You will be able to get in contact with us regarding all google and password issues through the following email address [info@park-aspirations.org](mailto:info@park-aspirations.org)

**“What do I do if my computer breaks?”**

Not to worry, we will also provide some hard copies of work that you can do if you are at home.

**“Why do we need to have Google Classroom?”**

It is an excellent way for teachers and students to connect instantly. We are able to use this to mark and give excellent feedback. It also provides us with opportunities to show you videos and engaging material.

**“Can I use my phone to complete the work?”**

Google Classroom (as well as G Suite for Education apps) can be accessed through a variety of online platforms.

- **Computer:** Go to [classroom.google.com](https://classroom.google.com) and click ‘Go to Classroom’. Enter username and click ‘Next.’ Enter password and click ‘Next.’ If there is a welcome message, read it and ‘Accept.’ Click on the name of your class. From here, you can view messages and complete assignments from your teacher.
- **Android:** On your device, tap ‘Google Play Store.’ Find and install the ‘Google Classroom’ app. (To use all the features of the Classroom App, you may need to download Google Docs, Sheets, and Slides apps as well). After downloading the app, tap ‘Classroom’ and ‘Get Started. Tap ‘Add Account’ and ‘OK.’ Enter your username and tap ‘Next.’ Enter password and click ‘Next.’ If there is a welcome message, read it and click ‘Accept.’ Read and agree to the Terms of Service and Privacy Policy. Click on the name of your class. From here, you can view messages and complete assignments from your teacher.



- **iPhone and iPad:** On your device, tap 'App Store.' Find and install the 'Google Classroom' app. (To use all the features of the Classroom App, you may need to download Google Docs, Sheets, and Slides apps as well). After downloading the app, tap 'Classroom' and 'Get Started.' Tap 'Add Account' and 'OK.' Enter your username and tap 'Next.' Enter password and click 'Next.' If there is a welcome message, read it and click 'Accept.' (Optional: to receive Classroom notifications, tap 'Allow.') Click on the name of your class. From here, you can view messages and complete assignments from your teacher.

**“What do I do if I can’t go on GoogleClassroom?”**

Please contact [info@park-aspirations.org](mailto:info@park-aspirations.org)

**Links to all video support:**

<b>How to log into google classroom?</b>  <i>Your login credentials are your username and password for your school computer E.g <a href="mailto:Jbloggs.313@park-aspirations.org">Jbloggs.313@park-aspirations.org</a> School google accounts cannot be accessed through personal accounts</i>	<a href="https://www.youtube.com/watch?v=ITjx3bd5T04">https://www.youtube.com/watch?v=ITjx3bd5T04</a>
<b>How to share an assessment and topic in a classroom?</b> You can share in two ways, google document or through the classroom. Both methods shown in this video. Teacher emails are the first letter of their name and surname. E.g <a href="mailto:skhara@park-aspirations.org">skhara@park-aspirations.org</a> If you are unsure of this teacher will post on their google classrooms	<a href="https://www.youtube.com/watch?v=25CtYkqamIA">https://www.youtube.com/watch?v=25CtYkqamIA</a> (sharing via a google doc)  <a href="https://www.youtube.com/watch?v=Nfd9haSJUmw">https://www.youtube.com/watch?v=Nfd9haSJUmw</a> (Sharing via google classroom)
<b>Where can I get general google advice?</b>  This answers a variety of questions	<a href="https://support.google.com/edu/classroom/#topic=6020277">https://support.google.com/edu/classroom/#topic=6020277</a>