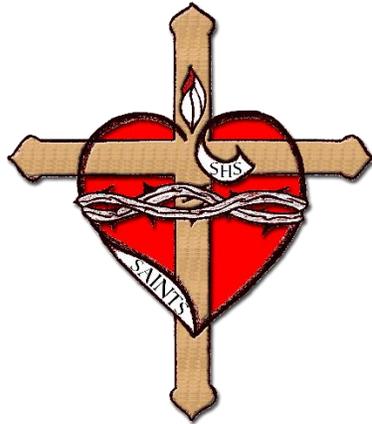# Google Classroom™

Parent Guide
January 2017

This guide is intended for parents to assist their children with G Suite and Google Classroom at home. If you have any further questions regarding Google Classroom please feel free to email their teacher or the Technology Director. All teachers can be reached VIA email.

How to access Google Classroom

If you can use "Google Chrome" as a web browser, this tends to work best with Google Classroom. It is a free browser, and it is preferred that students only use this browser. The first way of doing this is by heading direct to the Google Classroom website. This can be found at: classroom.google.com

If for some reason the link is not working, you can also access Google Classroom VIA the school website. SHSAV.org. From the home page click on "Students" then go to the "Google Classroom" page and click on the link for Google Classroom:

Once you have navigated successfully to Google Classroom you should be met with a Google login page:

Logging-In with G Suite

All of our students have their own personal login credentials for all of the Google services (G Suite) we use in school.

Their email address is in the format of:

[Initial] [5 letters of the last name] [Year student graduates from SHS] @shsav.org

For example, "David Johnson" grade 5 his email would be:

djohns20@shsav.org

There are some exceptional circumstances where students may have more or less than 5 letters of the last name. These students know of the change and can let you know what their username is.

Troubleshooting

If you are met with the following message:

This is because you are signed in with your personal Google account. Google Classroom is only available for approved school accounts.

To fix this problem you will need to sign out from your account by clicking on the sign out button next to your email address in the upper right of the screen (see below) then your son/daughter can sign in with their school email address.
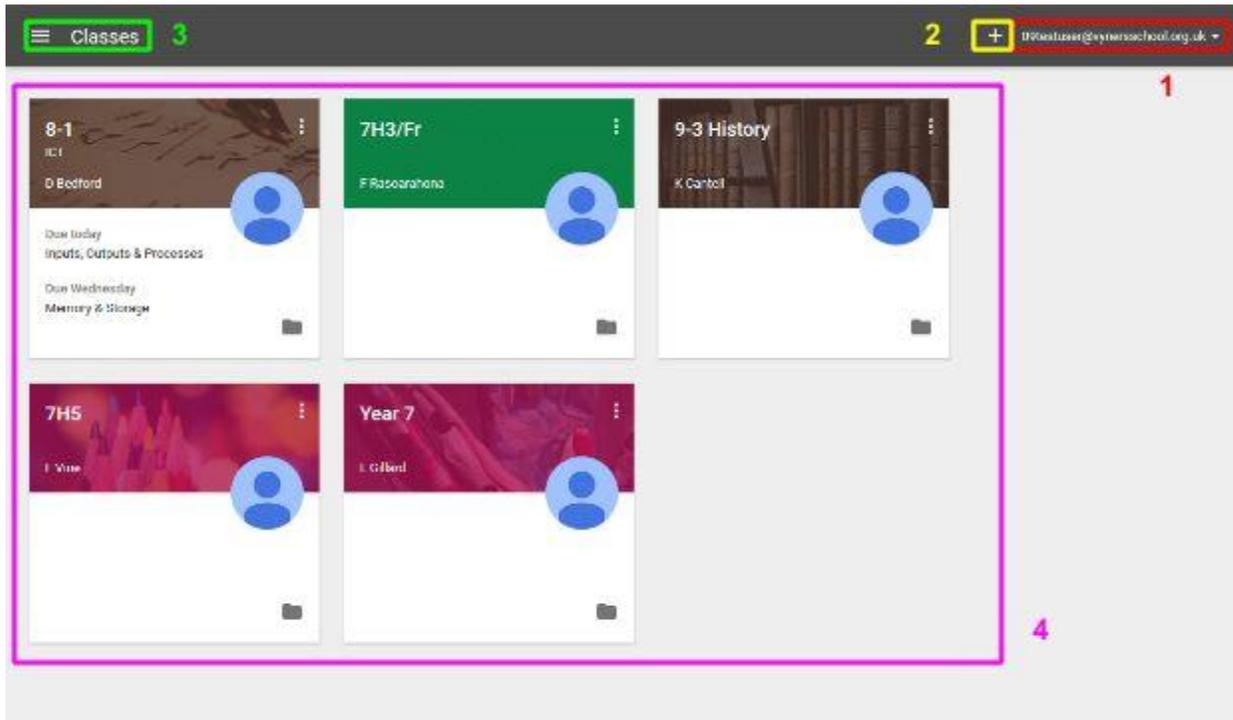

Fourth and Fifth grade students sometimes encounter a message that states that they do not have access to Gmail. If this happens, please go to the URL address line and type the following:

https://classroom.google

This link will take you to Google Classroom.

Google Classroom Homepage

1. This is where your son/daughter's email address will be displayed. By clicking on this they can log out of their account
2. The "+" symbol is where your son/daughter can add their classes. To join a class they simply need to click on the symbol and enter the code that they have been given by their teacher.
3. This will open the main menu where student can access their classes and any assignments that are due.
4. This is where your son/daughter's classes will appear. Each class will have its own tile on the home page.

The Class Tile

Each class will have a tile on the homepage that will include the following information:
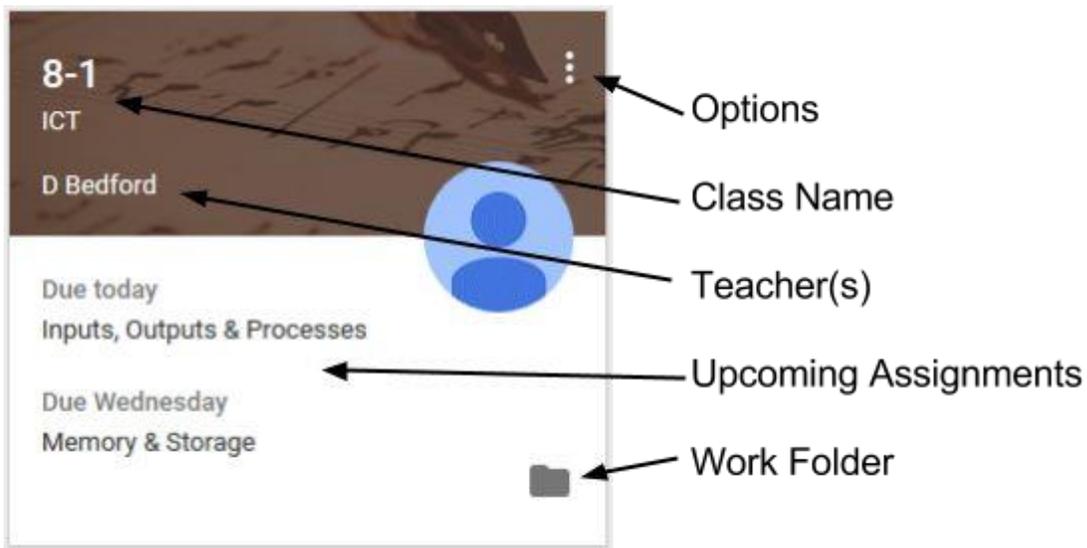
The work folder is a link to the location on Google Drive where any work your son/daughter completes using Google Classroom is stored. The work in this folder can only be seen by your son/daughter and their teacher(s)

To enter a classroom click on the class name.

The Menu

Clicking on the main menu icon ☰ in the top left corner of the screen will open up a menu on the left hand side of the screen:
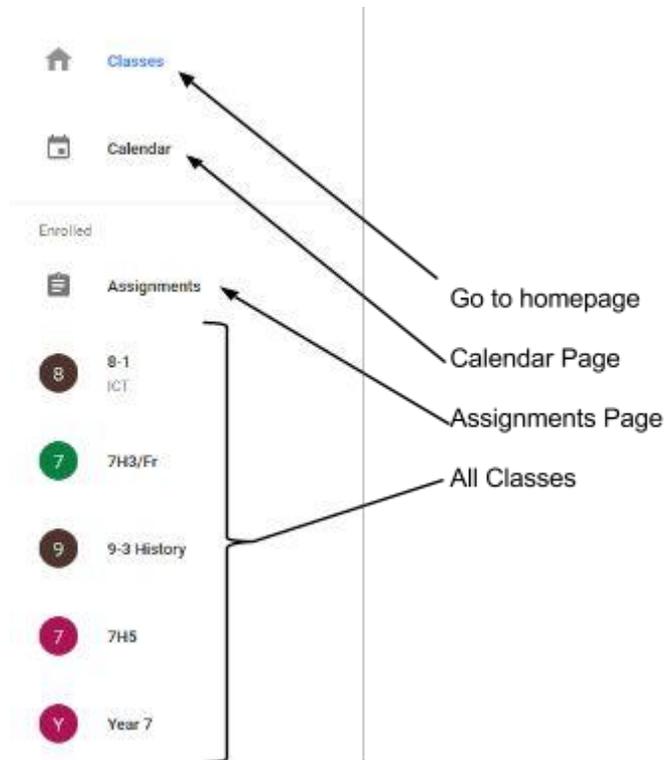

This menu can be used as a quick way to navigate between classes and is accessible from any page throughout Google Classroom.

The "Calendar" page will show a calendar view of the current week, indicating when assignments are due in. This is extremely useful for checking what homework may be due in the next day.

The "Assignments" page is useful for both students and parents as they can see all of their upcoming due assignments from all of their classes, sorted by the due date.

Class Page

Each Class page will include the following:
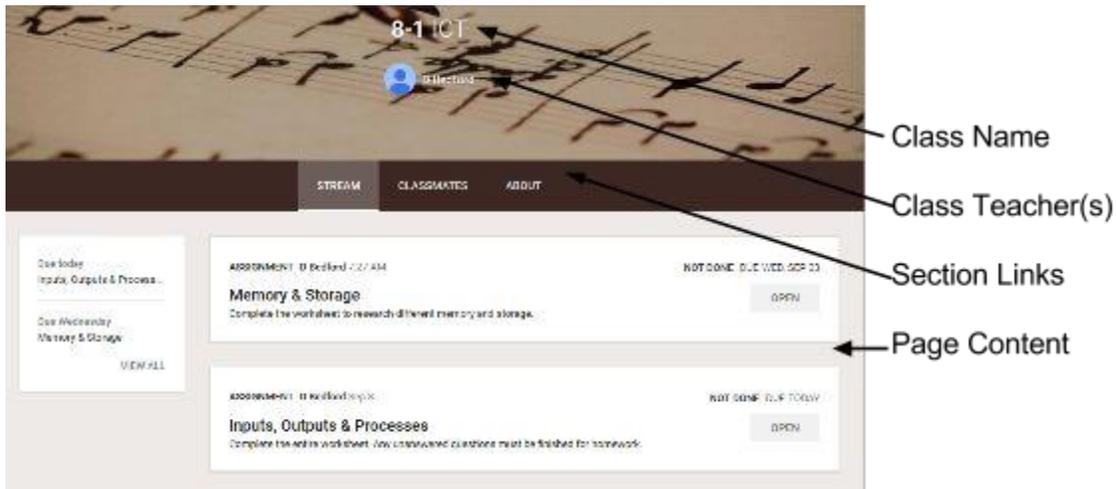
Each class page has three sections, Stream, Classmates and About. The section that will be in use most is the Stream.

Stream

In the stream section two main things are shown. On the left hand side you will see any upcoming assignments and when they are due. In the middle of the stream you will see announcements and assignments from your son/daughter's teacher.

Announcements

Announcements are messages that the teacher has sent to the whole class. These are announcements that students do not necessarily need to respond to on Google Classroom but may be a reminder of something they need for their next lesson or homework that was given out on paper.
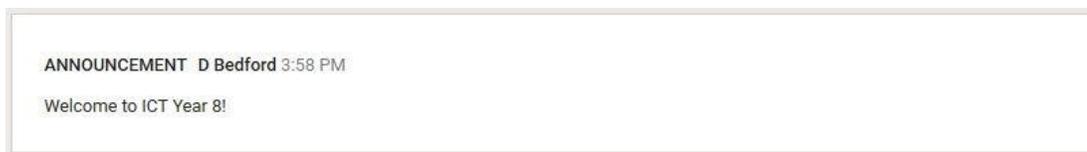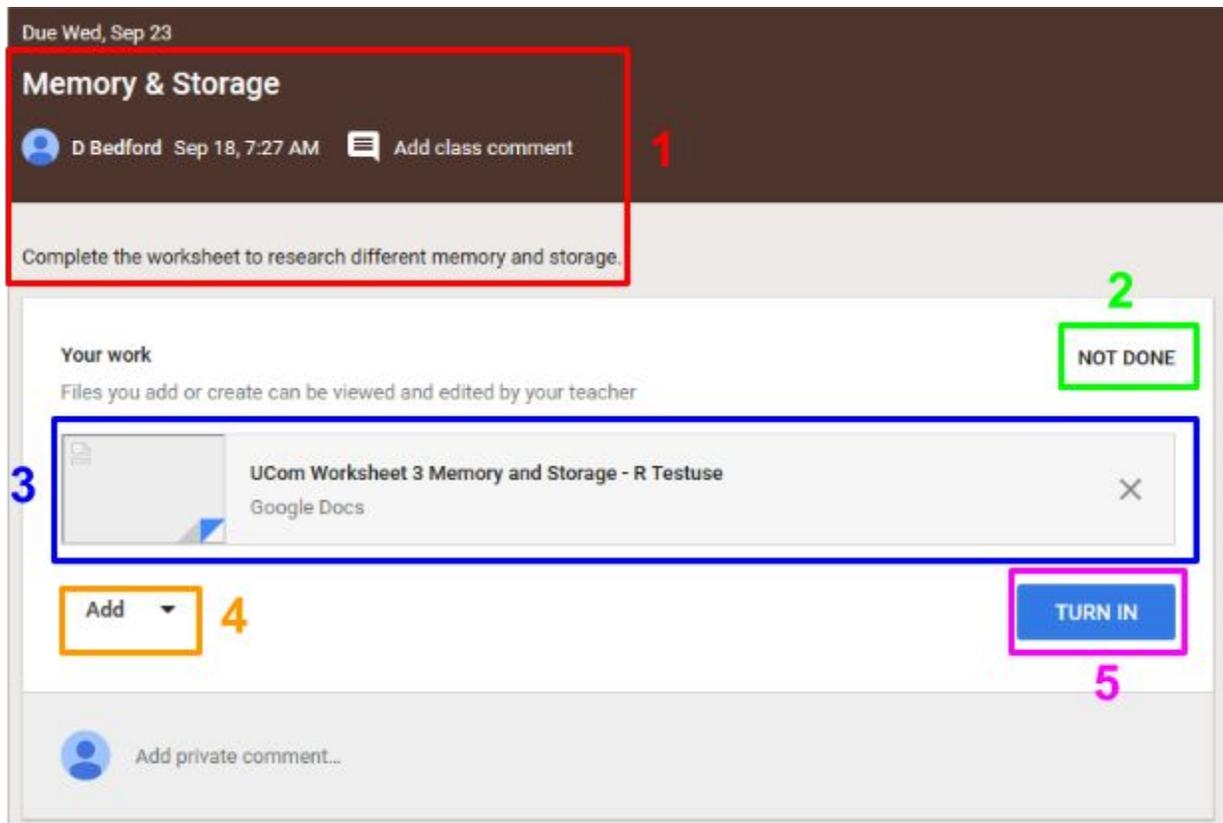

Assignments

Assignments are pieces of work or homework that the teacher has given to the class and they expect some response from your son/daughter.

An assignment will look slightly different to an announcement and will contain the following:
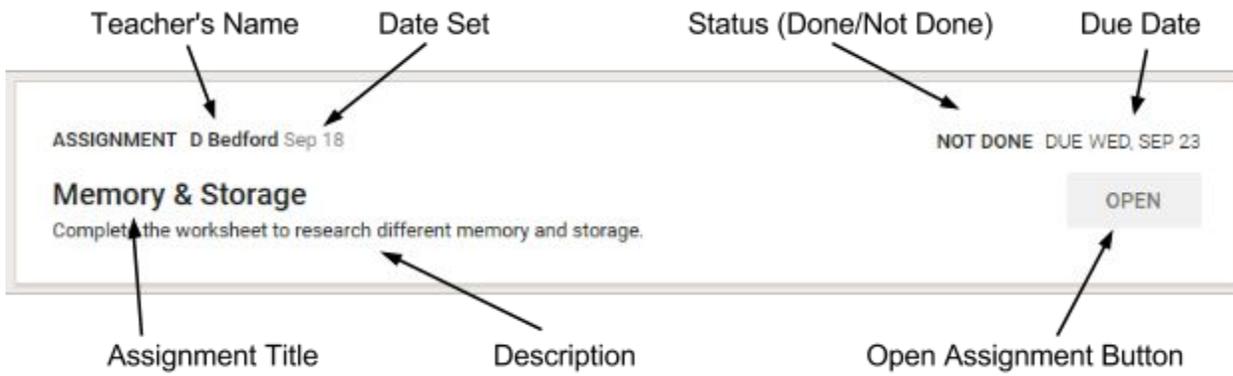
Once the student clicks on "Open" They will be taken to the assignment page:

1. This is the assignment information, including the due date, teacher, title and description for the assignment.
2. This is the status of the assignment. This will be one of the following:
a. Not Done - the student is yet to complete the work.
b. Done - The work has been submitted and now with the class teacher.
c. Returned - The class teacher has returned the work back to the student to make changes to it.

d. Unsubmitted - The student has previously handed in the work but has since unsubmitted the work to make changes.
3. This is where any files that need to be used for the assignment will appear. Any files that need to be used will appear here with your son/daughter's name in the file name
4. This button can be used to add any other files to the assignment. This is useful if the student has already completed the work just need to attach it to the assignment.
5. This button is used to hand the finished work in for marking. **Note: Work may need to   be completed in books. By clicking this button you are also letting the teacher know that this work has been done.**

Completed Assignments

Once the student has completed and handed in their work the assignment will now look like this:

1. This indicates that the assignment has been completed and the teacher can now mark the work.
2. This button gives students a chance to take back ownership of the work and make any further changes. They will then need to submit the work again.

Returned Assignments

A teacher may be using Google Classroom to mark and return the work to students. Once the work has been returned it will look like this:
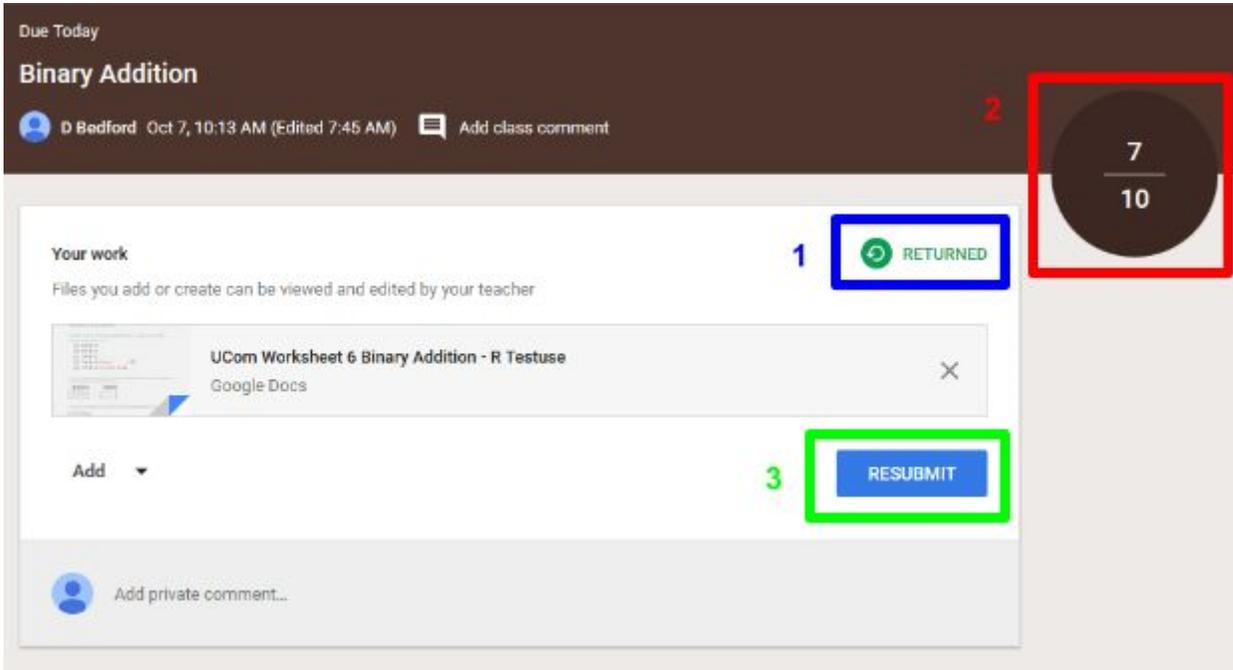
1. This indicates that the work has been returned to the student. There may be comments on the work from the teacher or comments on the assignment page.
2. This indicates the mark given for the piece of work.
3. This button will enable students to hand in the work again to their teacher after they have made further changes to the work.

   Note: All work and comments on the work are only shared between the student and the teacher, not other students in the class.

Classmates (with email privileges)

This section of the classroom page allows students to see all of their classmates. Each person in their class has a link to send an email. This would be useful if they are stuck on homework and need to ask a friend for help.

About

This section gives you information about the class and allows you to email your teacher. There are also links to the folder where all of the students' work is stored and the calendar for this class, showing all assignments that are due.
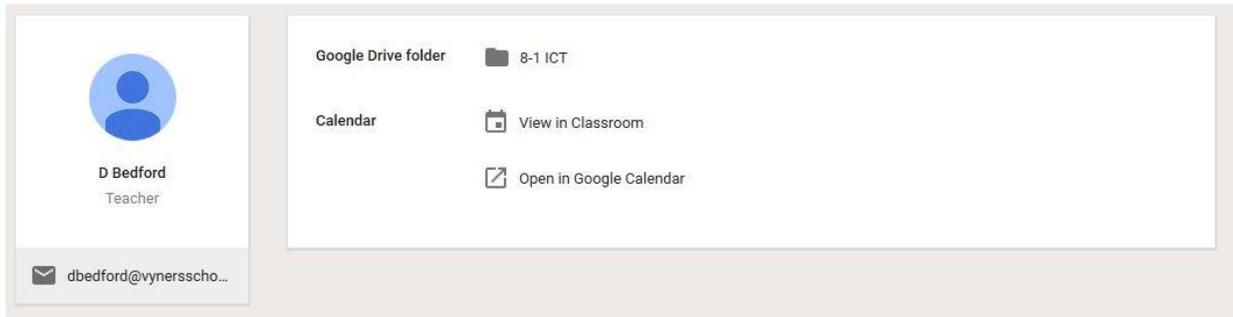
SHS Google Email

Jr. High Students have full email privileges.

5th Grade Students only have email later in the school year.

4th Grade Students do not have email privileges. They only have access to all other Google Apps. A list is shown below:

Common G Suite Questions:

Q. What is G Suite?
A. G Suite is a core suite of productivity applications that Google offers to schools and educational institutions for FREE.

Q. Why do I have to sign a permission slip prior to my child using G Suite?
A. All parents are required by law to give permission for their child to use G Suite due to the email function of the program.

Q: Are all students using Google Apps?
A: SHS implemented G Suite in 2015.   Students in grades four through eight have the opportunity to use G Suite if their teachers decide to use it as a tool in their classroom. Teachers are not required to use any certain Google Tools, however they have received training and the actual use is up to the individual teacher.

Q: Will my child be exposed to advertisements while using G Suite?
A: No, Google Apps are ad-free and student accounts are secure.

Q: What are Google Add-Ons and Extensions?
A: Within the Chrome web store, Google offers add-ons that can be added to different Google tools to increase efficiency within the application. Extensions can be added to the Chrome browser to improve the efficiency of how Chrome works.:

Google Classroom - A blended learning platform that integrates Google Apps to allow teachers to assign and collect work from students. Classroom creates a paperless environment and saves time providing a way for teachers and students to easily communicate and stay organized.

Google Calendar- Online calendar that integrates with Google Classroom to help students to be aware of assignments and/or appointments.

Google Sites- Collaborative Webpage creation tool for publishing to an authentic audience.

Google Drive - cloud storage for all file types including images, videos and audio files. Students have unlimited storage and can access their files from any device, anywhere they have an internet connection.

Google Docs - Word processing tool to allow students to create and edit text and paragraphs. Students can collaborate on the same document and teachers can easily provide feedback while students are working. Like all Google Apps, Google Docs auto-saves within Google Drive.

Google Slides - Presentation tool that allows students to collaborate together on the same presentation and easily add images, videos and graphics to tell a story. Students can choose from templates or create their own slide format.

Google Sheets - Spreadsheet tool for analysing, visualizing and charting data. Similar to the other Google Apps, students can easily share and collaborate in real-time.

Google Forms - Students can create surveys to quickly and easily gather information from classmates or community members. Forms can be shared as easily as sharing a URL.

Gmail - Email, contacts, task lists. Gmail offers an efficient way to alert students that a teacher has provided feedback on an assignment or that an update has been made in classroom.