# Edward Peake CofE (VC) Middle School

Google suite guide

Within this document you will find guidance on how the Google suite is being used to support your child's learning from home. It includes instructions on the different applications your child is likely to use, as well as how to submit completed assignments.
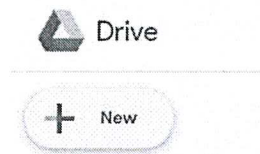
Google Drive

My Drive

This is a students private drive where any work they have created will be stored. From here they can create new folders, documents, etc using the "New" button in the top left corner.
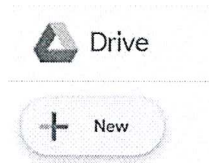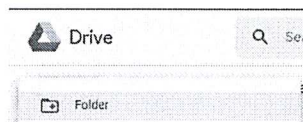

Students are encouraged to create folders to store and organise their work.
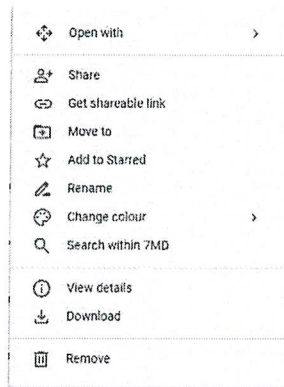
Creating folders

1. Select "New" in the top left corner.


2. Select "Folder".

3. Give your folder a title and select "create".
4. You can then edit details of each folder by right clicking on them. It will give you the menu below where you can then perform these functions on your folder.

Moving Documents

Documents can be dragged around Google Drive for quick movements (note the document needs to be closed in order to do this).

You can also move a document by opening it, opening "File" and selecting "Make a copy" or "Move to". The pop up window will direct you. Then select "Move here" to move the document.
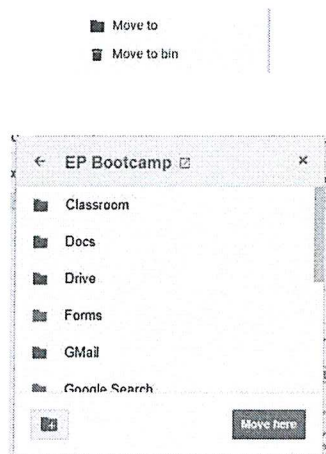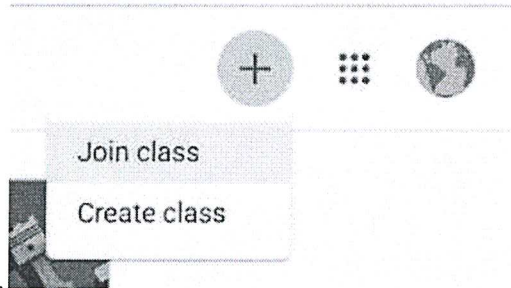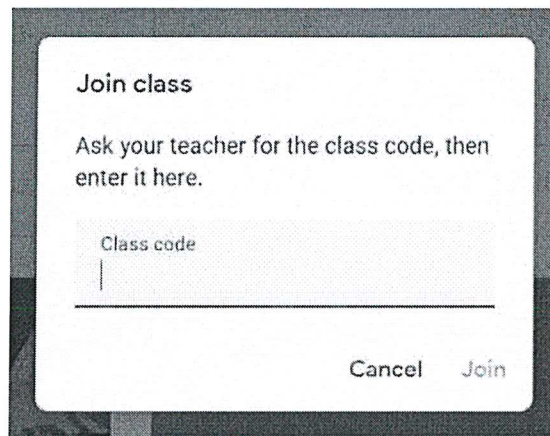
Google Classroom

1. Open Google Classroom using the link from the school website.

2. Select the "+" in the top right corner of the screen.
3. Select "Join class"

4. Enter the class code shared by your teacher.

NOTE: You may have also been invited by your teacher via Classroom, it should appear on your classroom and you will need to accept the invite. A link also will be sent directly to your childs school email address.

5. Once you have joined the class you can access your assignments via the Stream or Classwork menu's.
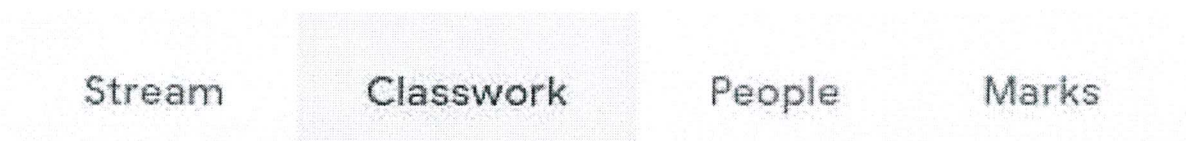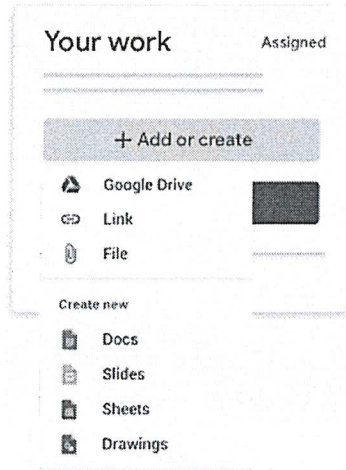

Turn in an assignment

1. Open the task you have been assigned.

2. To attach an item:
   - Under Your work, click Add or create ❯ select Google Drive ⚠️ , Link 🔗 , or File 📎 .

     Your work   Assigned

     ＋ Add or create

     ⚠️ Google Drive
     🔗 Link
     📎 File

     Create new
     📄 Docs
     📊 Slides
     📋 Sheets
     🎨 Drawings

   - Select the attachment or enter the URL for a link and click Add.
     Note: You can't attach a file you don't own.
3. To attach a new doc:
   - Under Your work, click Add or create ❯ select Docs 📄 , Slides 📊 , Sheets 📋 , or Drawings 🎨 .
     A new file attaches to your work and opens.

     Your work   Assigned

     ＋ Add or create

     ⚠️ Google Drive
     🔗 Link
     📎 File

     Create new
     📄 Docs
     📊 Slides
     📋 Sheets
     🎨 Drawings
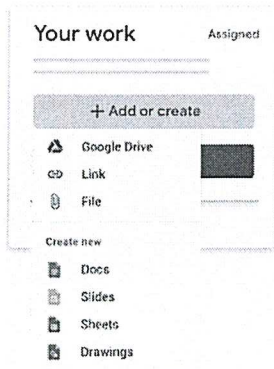
   - Click the file and enter your information.
     Note: You can attach or create more than one file.
4. (Optional) To remove an attachment, next to the attachment's name, click Remove ☐ .
5. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post ☐ .

6. Click Turn In and confirm.
   The status of the assignment changes to Turned in.

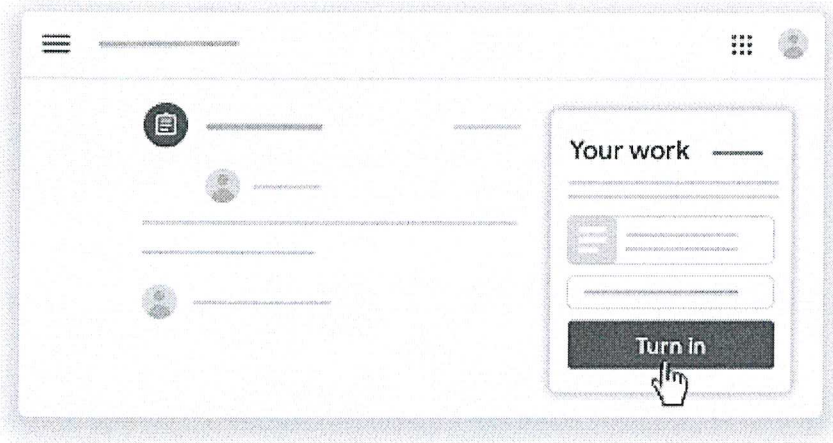Turn in a quiz assignment

1. Click the class ⟩ Classwork ⟩ the assignment.
2. Click the form and answer the questions.
3. Click Submit ⟩ Mark as done and confirm.
   If the form is the only work for the assignment, the status of the assignment changes to Turned in.
4. (Optional) If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you
If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Click the class ⟩ Classwork ⟩ the assignment.
2. To open the assigned file, click the thumbnail with your name on it.
3. Enter your work.

4. Choose one:
   In the document, click Turn in and confirm. In Classroom, in the assignment, click Turn In and confirm.

The status of the assignment changes to Turned in.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Click the class › Classwork › the assignment.
2. (Optional) Under Private comments, add a private comment for your teacher and click Post.
3. Click Mark as done and confirm.
   The status of the assignment changes to Turned in.

Unsubmit an assignment

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Click the class › Classwork › the assignment.
2. Click Unsubmit and confirm.
   Note: This assignment is now unsubmitted. Resubmit it before the due date.
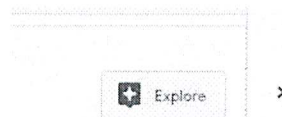
Google Docs

Google Docs is identical to microsoft word. The tools in the toolbar work in a very similar way. The only limitation is shapes have to be inserted as a drawing which isn't a user friendly tool.

Using the Explore button

The explore button carries many uses in Google Docs. It can be found in the bottom right corner.


1. Write a sentence. For example: The cat is ginger.
2. Copy the sentence into the explore bar and hit search. Explore will perform a Google Search on the sentence you have typed.
3. You can now add images and text to your document from the Explore bar, by clicking and dragging. The reference will appear below the link when you select it.

Insert

You can insert images, tables, drawings and charts using the menu's provided.
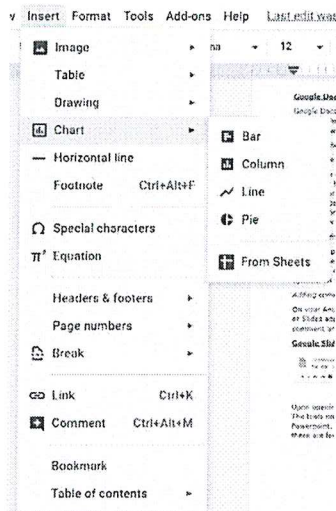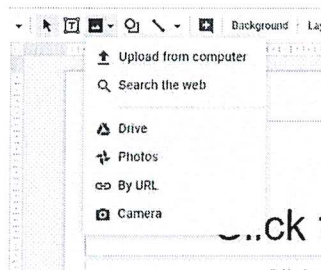
Google Slides
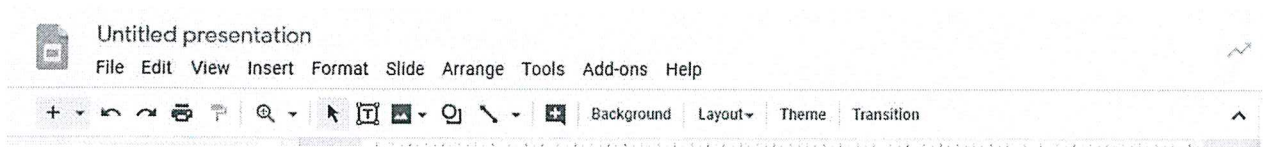
Upon opening a new Google Slides you will have access to this toolbar. The tools on Google slides work in a very similar level to Microsoft Powerpoint. The limitations are with transitions and animations, where there are fewer.

Insert Images

Google Slides allows you to insert images from a variety of sources. Searching the web will open a new window where you can perform a Google search for the image you are after.

Insert function:

1. *Videos* - videos can be inserted either as links or embedded directly from youtube into your presentation. Once you have selected insert video you can choose your source from three options as shown in the screenshot below:
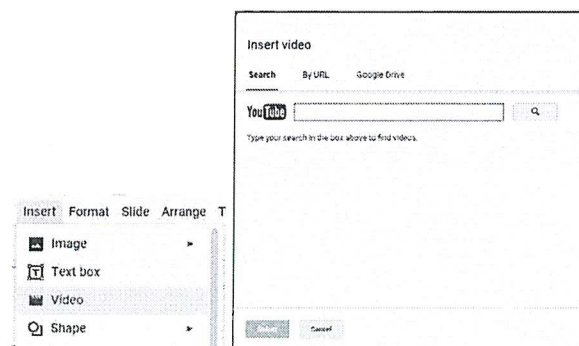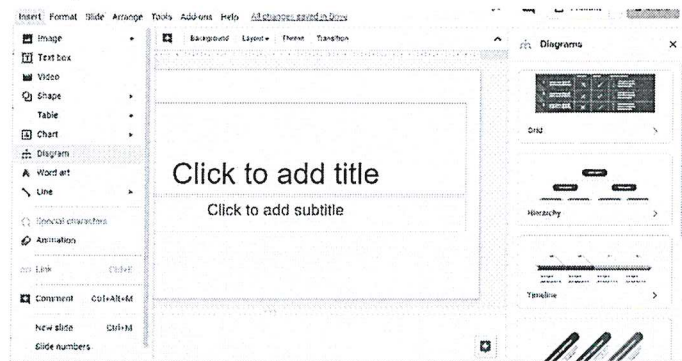
2. *Table* - insert tables allows you to quickly select the number of grid squares you want your table to contain by moving the cursor over the area.
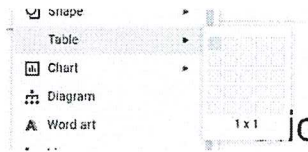
3. *Charts* - you can insert charts directly from your Google Sheets to be used within your presentations.
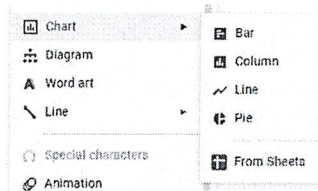
4. *Diagrams* - this tool gives a range of blank diagrams which you can then edit to suit your individual needs.

Using the explore function:

1. Open a new Google Slides
2. Select the explore tab in the bottom right corner:

3. Explore allows you to search for images/ content within your existing Google Drive and the web.

4. Once you have constructed your slides you can also use the layout tool to adapt the theme based on what you have included.
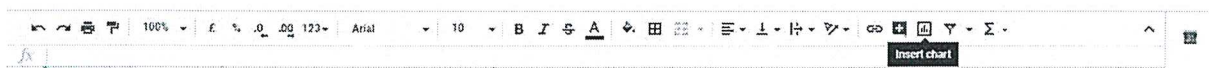
Google Sheets

Google Sheets works in a very similar way to Microsoft Excel. You can input into cells and use a range of tools to manipulate the data as you wish.
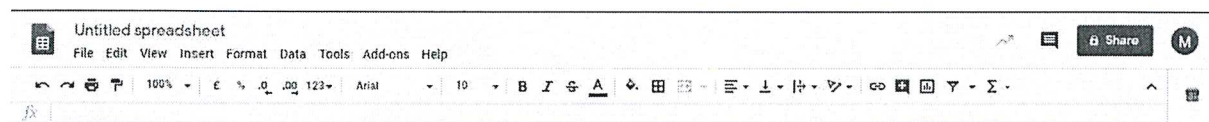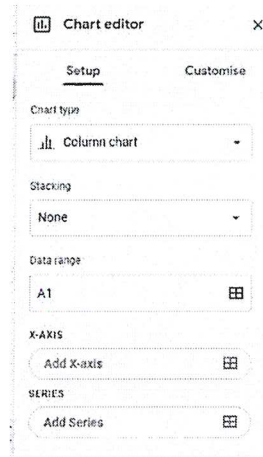

Creating a chart

1. Enter the data you wish to use.
2. Highlight the data you wish to use in the graph - including the headings.
3. Select insert Chart. The chart will appear over your data straight away.

4. Use the editor suite to create the chart which will suit the data you have chosen to analyse.


5. Close chart editor once you have made your necessary changes. Your chart can be moved onto a separate sheet by cutting and pasting, or you can move it to one side if it is blocking your data.

Completed charts can now be imported to Google Docs/ Google Slides/ Google Forms/ Google Sites using the "insert" tool on those applications.

Adding comments

This tool is available on ALL google apps. It allows students and teachers to comment on the work completed.
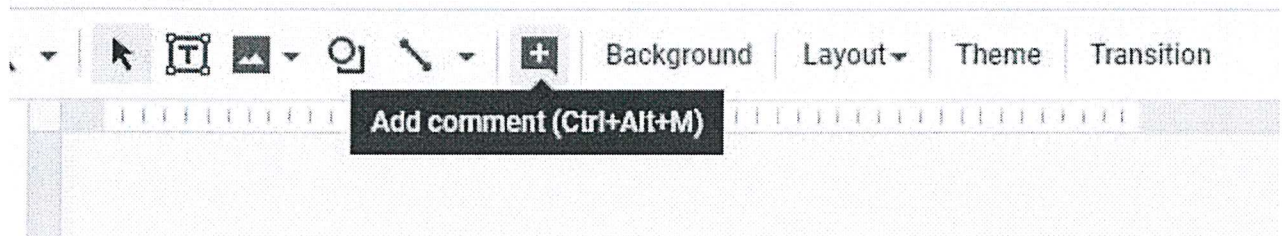
To add a comment:

1. Highlight the sentence/ paragraph/ select the diagram.
2. Click on "Add comment".
3. Type your comment and select "comment".
4. You can reply to comments by typing your response and selecting "Reply".
5. You can "resolve" a comment once you have actioned the instruction.

Adding comments - mobile device

On your Android phone or tablet, open a file in the Google Docs, Sheets, or Slides app. Highlight the text, images, cells, or slides you want to comment on. Tap Comment. Type your comment.