Google Classroom Parental Guide

Google Classroom is an online platform that allows teachers to communicate with their class, set homework/ assignments and mark them. It also means that students can communicate with their teacher to ask questions about specific pieces of work.
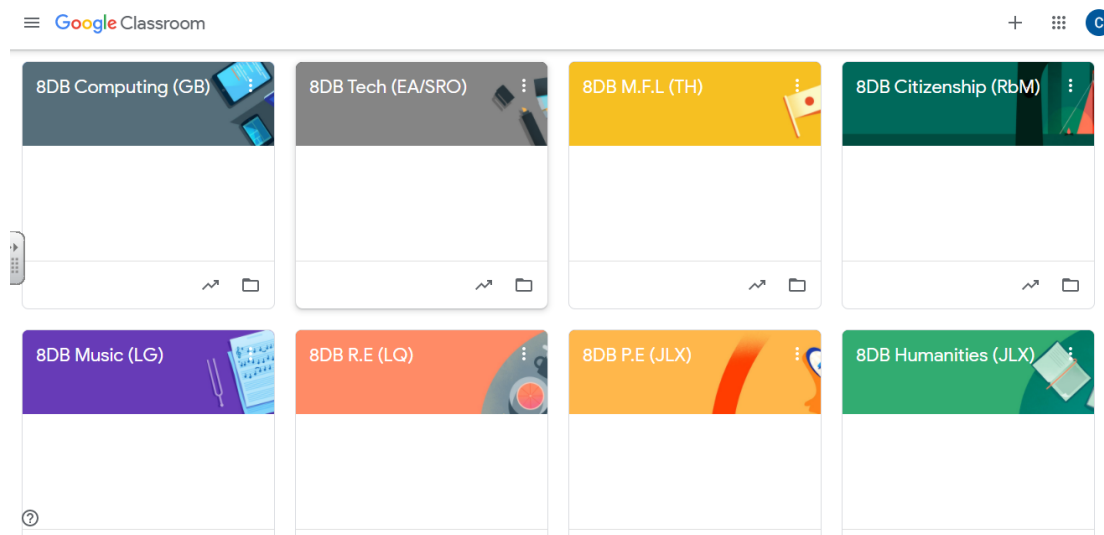
Google Classroom

All students have been given their school Google account login details, which should be on a sticker in their school diary. It is important that students use their school Google account and not a personal account (they will not be able to access classes with a personal account). The username looks like an email address, and will be your child's school computer login, with the addition of @highfield.northumberland.sch.uk. Their password is also the same one they use to get on the computers at school.
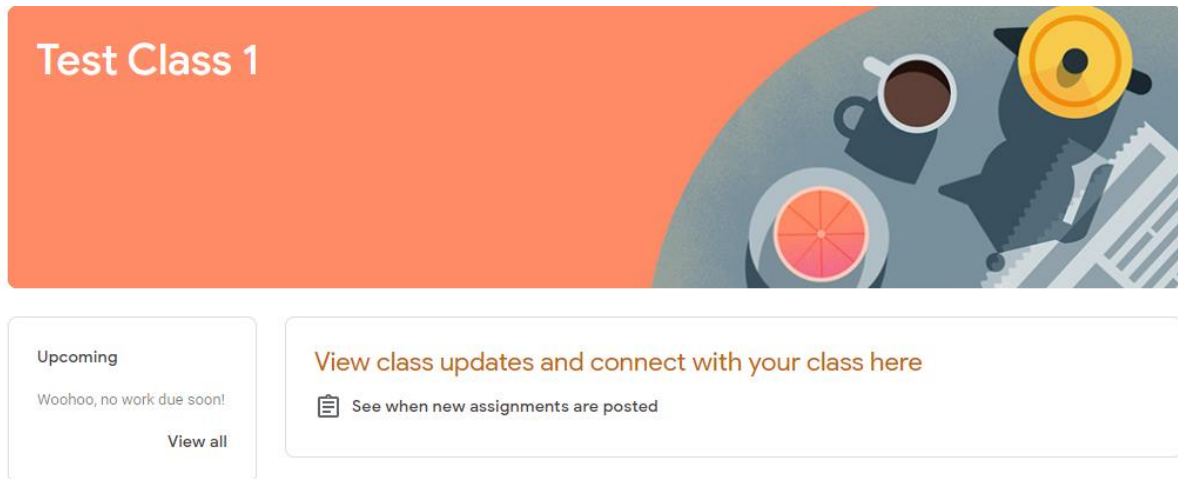
There are several ways you can access google classroom using computers, tablets or phones. You can access it through a web browser - https://classroom.google.com/. (Google chrome may work better than other web browsers) or you can download the Google Classroom app. If you are accessing via a phone or tablet, downloading the Google Docs app will also make things easier. Here is a useful video tutorial to show you the basics.

We have been spending time in school ensuring all students can get logged in, and have joined the classes they have been invited to. When they log in, they will see a screen that looks something like this -

They have been set up so that every student has a pastoral class, as well as a separate class for every subject they have. The teacher who is responsible for that class has their initials in brackets after the class name. You should never need to click the '+' at the top of the screen to join a class - students will already have been invited. There may be some tiles that they need to accept their invitation for, and to do this they simply click 'join'. If your child does not appear to have access to a class you think they should, then please let us know.

Using the side menu, you will be able to see any assignments that are due - however teachers will always tell students in school if they have a homework assignment, and ask them to record it in their diary in the usual way. Once you click on a class, you are taken to the 'stream' page for that class, where you will see links to any assignments/ material that the teacher has posted, as well as any class messages the teacher has posted. Please note that the 'stream' has been set up as a way for teachers to communicate with students only - students cannot post on the stream and cannot communicate with each other using it.

As well as the 'stream', students will also be able to access assignments and resources by selecting 'classwork' from the top menu. Here, students can see work teachers have set them, with clear instructions about how to complete that assignment.

Not all work will require students to edit a document, or type something directly on to the computer/tablet etc. Some will be something for the student to look at, some might ask students to work on paper, whereas some assignments will ask students to type in responses. Whichever way, the instructions on the assignment will make it clear what students need to do, and they should click 'hand in' or 'turn in' when it is done to indicate they have seen and completed the assignment (even if there is nothing to physically 'hand in').

Once that has been done, teachers will look at the work and provide feedback if needed (sometimes this will be done in school) and will then 'return' the work, and students will then be able to view it again.

There is a function within assignments, which allows students to send a 'private comment' to the teacher, which they can then respond to. This should only be used if a child has a specific question about that piece of work and not as a 'chat' tool. If you wish to contact your child's teacher about something, then please follow the usual channels of communication.

The website below has further information about google classroom if you'd like to find out more. There are also many tutorials online about using google classroom if you are interested.
https://edu.google.com/products/classroom