

Parent and carer's guide to Google classroom



All students at Duke's have access to Google Classroom where staff can set work, provide materials and suggest links to help students with their independent learning. This guide is to aid you to support your child in their use of the classroom.

Logging in

All students will be provided with a log in. Their classes should already be assigned, or their teacher may have sent them an 'invite' via email to join the group.

Your child's classes will appear as 'tiles' or icons on the home screen. If they are missing a class and need to join one, they should click the **join class** button and enter their class code to join.

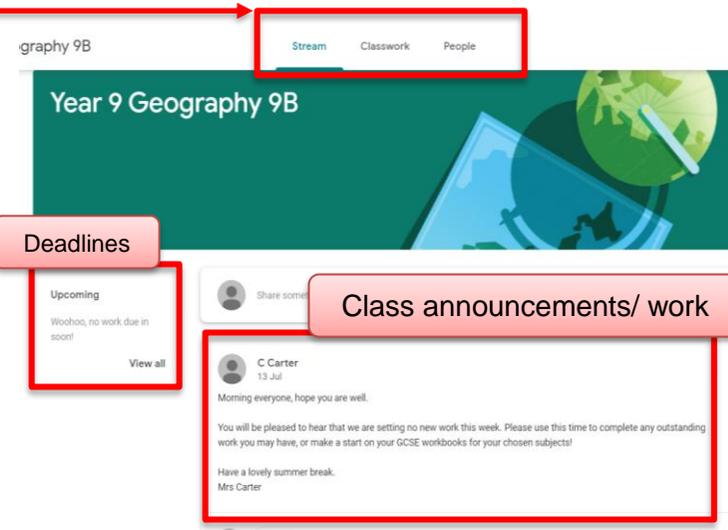
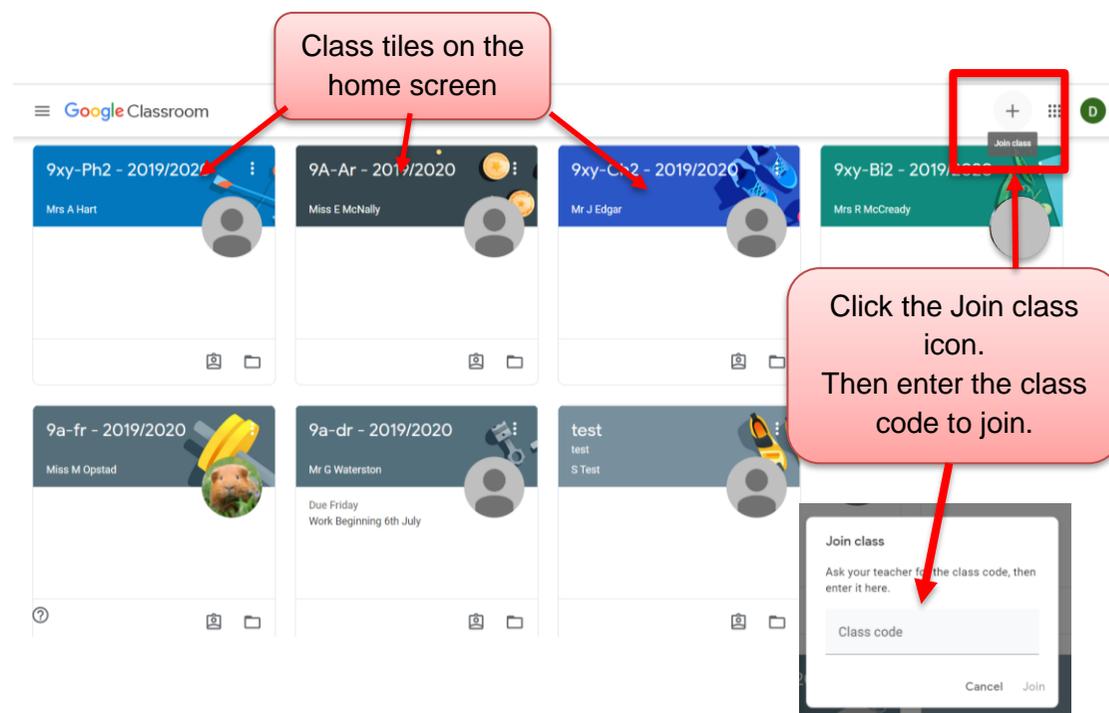
Classes

Students can access the class information by clicking the class. The main page for the subject areas includes **three tabs at the top** of the page: **stream, classwork** and **people**.

Stream: **announcements** and **work** will appear here as it is set or shared by their teacher. It is similar to a social media feed with the newest posts at the top. Any **deadlines** are also shown to the left of the feed (unless the classroom is viewed through the app). If their teacher has enabled comments, students are able to comment on the work set. If the students post here **it will be visible to the whole group**.

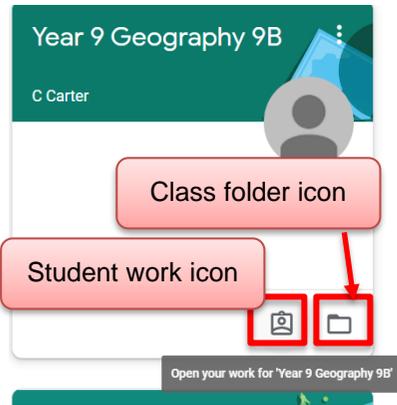
Classwork: Clicking the classwork tab will take students to the work that has been shared or set. This will appear as a list and will show the due dates. Students can also use the **topic headings** on the left side of the screen to jump to particular topics. (Again, this may be slightly different in the Google Classroom app).

People: The final tab allows them to see the other students in the class and the teachers assigned to the group. They can contact other members of class using this if they are working together on assignments, or to contact their teacher if they need support.





Submitting work



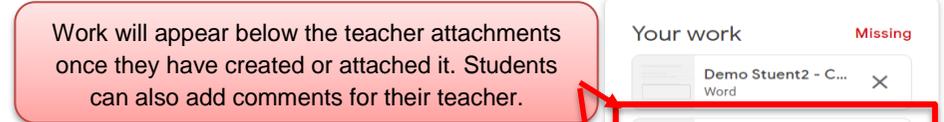
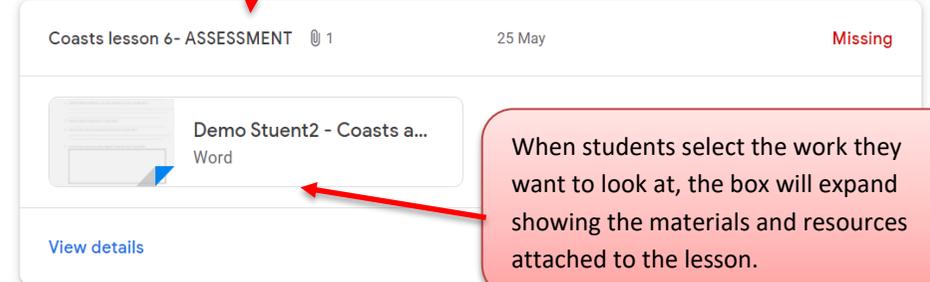
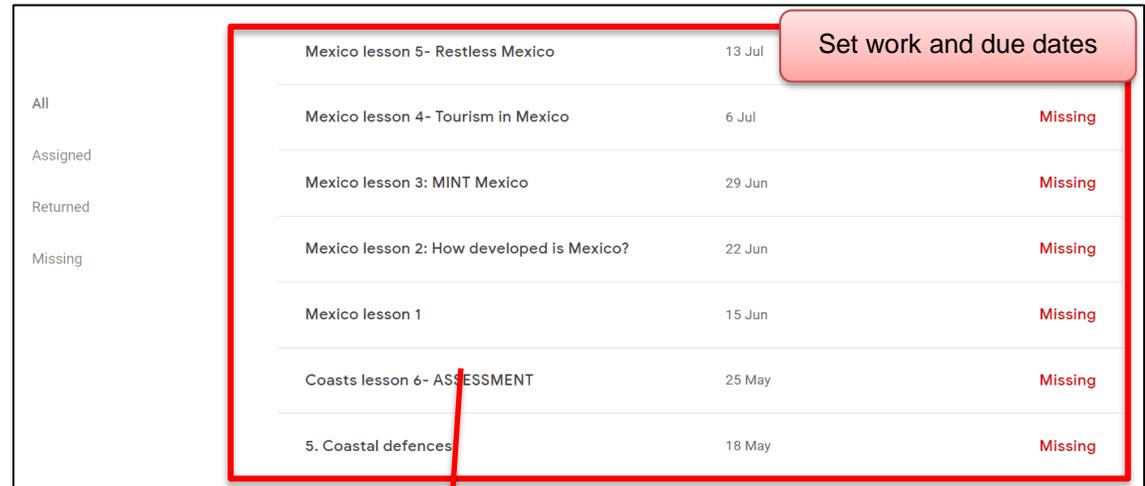
Students can also access their work and see their upcoming deadlines from the home page. By using the **student work icon** they can move directly to their work for that subject. This allows them to see the work that needs to be submitted. They can also access their assignments through the **stream** or the **classwork** sections of the classroom as shown on the previous page.

To view the work set students should click on the assignment, this will give them the instructions and any materials the teacher has added to help them with their work. If they are required to hand something in, they can either **create a document directly from the classroom** or they can **create it in another program** and attach it from their documents or Google Drive.

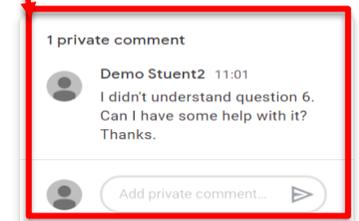
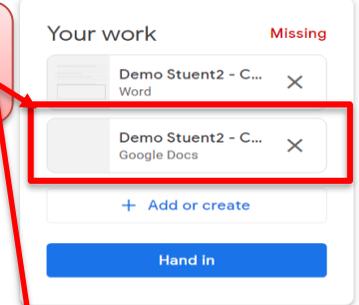
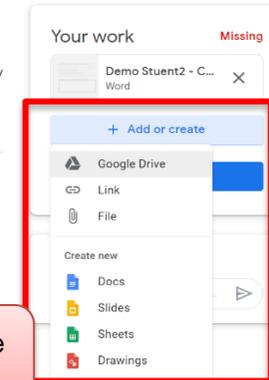
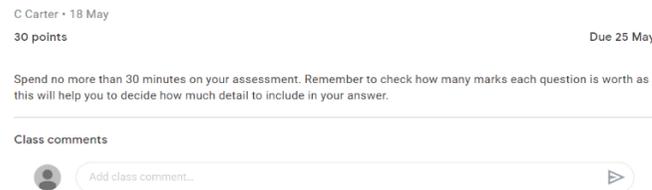
If the student creates it **directly from the classroom** Google will automatically save it as they work and it will appear as a document below any documents which their teacher attached to the assignment. Once completed, they can **hand in** their work. They also have the option to add a **private comment** to the teacher if they have been struggling with any of the content. Any replies or support from their teacher will appear here.

If they are not required to hand it in for marking (if the teacher has not set a deadline), they can click **done**. This enables them to keep track of the work they still need to complete.

A teacher may assign students a document which they want them to edit and hand back. This can be accessed via the **class folder icon** (shown above) or from their Google Drive Classroom folder. Previous work that they have handed in through the classroom will also appear in their folder.



Coasts lesson 6- ASSESSMENT



Students can create a document or attach one from their drive or computer.