

ACHIEVEMENT TEAM

TOP TIPS TO.....WORKING FROM HOME

Find a workspace That your child is able to complete their work, trying not to overlap workspace with spaces that they like to relax in. If space is not available, organisation of work is important, ensuring that work and equipment so that it is easy to put away yet accessible for your child.

Keep to their timetable... because work will be set for all lessons through the week. If they have 3 science lessons, you will have 3 hours of work to complete on the days they would have science lessons. . Working to your timetable will help to stay organised.

A copy of your child's timetable can be found on classcharts.

If computer access is shared, and accessing live lessons is difficult, please get in touch with the Achievement team.

Make a list.... With your child of all the tasks they need to complete using their timetable. The menu icon on Google Classroom and 'To Do' list will show what tasks are to be completed with deadlines for submission. Ensure that work is crossed off when your child has completed a task and uploaded the work. This will give them a sense of achievement!

Remember to.... Take breaks and know when to stop.

All tasks will last around an hour.. No one can concentrate on a task for hours on end. Schedule 5 minute breaks into their day in between subjects. Breaks will help them be more productive.

Set a time to finish their school work. School does not last all day. Lessons in school start at 9.10 and finish at 3.10pm for Key stage 3 and Year 12; 9.15 and finish at 3.15pm for Key stage 4 and Year 13; aim to start and finish for this time to keep to a healthy routine.

Help... for you child is available if they are struggling with a task. Please encourage your child to email or send a message to their teacher on Google Classroom.

If you are experiencing any other issues, please get in touch with the Achievement team; their details can be found at the end of the FAQs.



Quick Guide to Google Classroom



Login... Via the Whickham school website

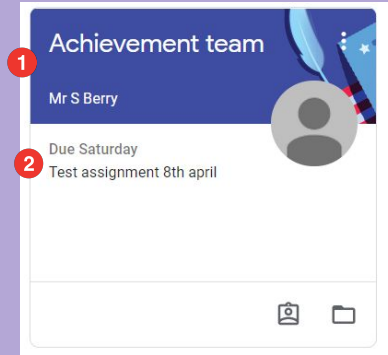
Alternatively, download the Google Classroom app via Play store or App store and login with your Whickham School email address.

Join a Class...

By accepting the invitation from your teacher from your emails. This will need to be completed for all subjects.

Class tiles... Will appear for all subjects

- 1 Click on class title to enter your class
- 2 Upcoming assignments link



Classroom Screen...

Is viewed when you click on a Class tile.

- 1 Takes you to classwork, where you can see all the work that needs to be completed
- 2 Is list of all your upcoming assignments

The screenshot shows a classroom interface for the 'Achievement team'. At the top, there is a navigation bar with three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected and highlighted with a red circle containing the number '1'. Below the navigation bar is a blue header with the text 'Achievement team' and an illustration of a quill pen and a document. To the left of the main content area, there is a section titled '2 Upcoming' with a red circle containing the number '2'. This section contains the text 'Woohoo, no work due in soon!' and a 'View all' link. To the right of this section is a text input field with the placeholder text 'Share something with your class...'. Below the input field is a list of three assignments, each with a blue document icon, the text 'Mr S Berry posted a new assignment: [assignment name]', and a date. The assignments are: 'Test assignment 8th april' (8 Apr), 'Earth atmosphere mark 2' (6 Apr), and 'Earth's Atmosphere test' (6 Apr). Each assignment entry has a vertical ellipsis menu icon to its right.

Click on classwork to go to the next step

Classwork screen... will look like the screenshot below. You will be able to see the dates that tasks are due.

1 View your work Google Calendar Class Drive folder

	Test assignment 8th april	Due 11 Apr
	Earth atmosphere mark 2	No due date
	Earth's Atmosphere test	No due date
	Test assignment	Due 22 Apr

1 **Click on 'view your work'** - to see all your classwork. You can see here whether the work has been submitted or is missing.

Miss L Envy

Filters	Title	Due	
Assigned	Test assignment 8th april	11 Apr	Missing
Returned with grade	Earth atmosphere mark 2 1	No due date	Handed in

2 **Click on an assignment** - to view that particular assignment.

Documents that need to be completed.

Test assignment 8th april Due 11 Apr

Posted 8 Apr Missing

The Earth's Atmosphere Google Slides

[View assignment](#)

View assignment box... once you have click on an assignment.

Class comments... where you can discuss the task with other people in your class

Private comments... Where you can discuss the task directly with your teacher without the other pupils able to comment on what you have asked.

Your work... where you upload the documents that you have completed.

The screenshot displays a classroom assignment interface. At the top left, there is a blue folder icon, the text 'Due 11 Apr', and the title 'Test assignment 8th april' in blue. To the right of the title, it says '100 points'. Below the title, there is a profile icon for 'Mr S Berry' and the date '8 Apr'. A horizontal line separates this header from the content area. In the content area, there is a thumbnail for a Google Slides presentation titled 'The Earth's Atmosphere' with the subtitle 'The Earth's Atmosphere' and 'Google Slides'. Below this, there is a section for 'Class comments' with a profile icon and a text input field containing 'Add class comment...' and a right-pointing arrow. On the right side of the interface, there are two stacked panels. The top panel is titled 'Your work' with a red 'Missing' status. It contains a button with a plus sign and the text 'Add or create', and a blue button labeled 'Mark as Done'. The bottom panel is titled 'Private comments' and contains a profile icon and a text input field with 'Add private comment...' and a right-pointing arrow.

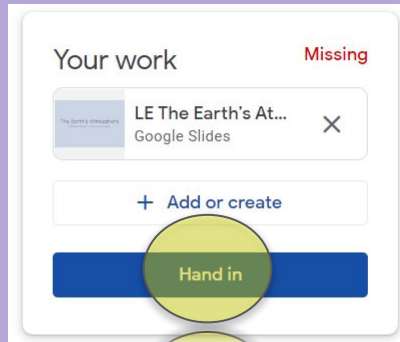
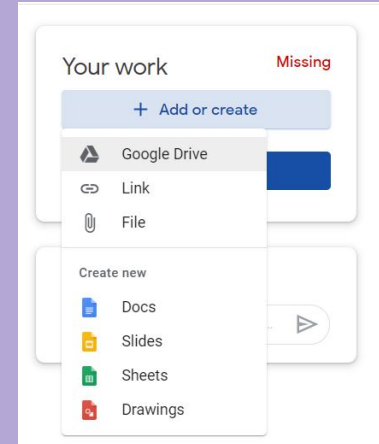
Complete your work and click on Add or Create on the Your Work section

Submitting tasks... step by step.

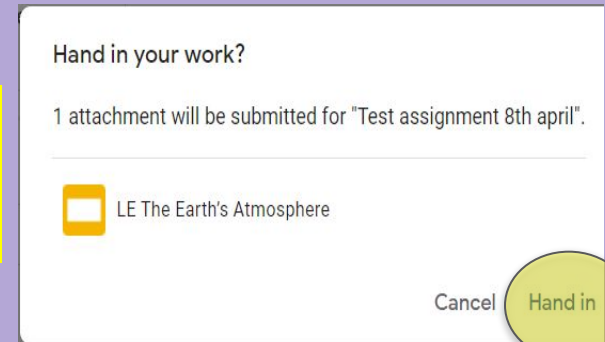
Click '+ Add or create' on Your work.

Select where you would like to upload the document from.
(This will generally be from your Google Drive)

When uploaded, the following screens will show



IMPORTANT
Always remember to click Hand in
on both screens.

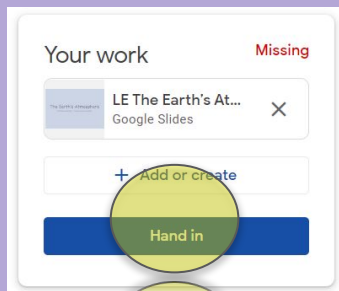


Submitting tasks... step by step photos from your phone

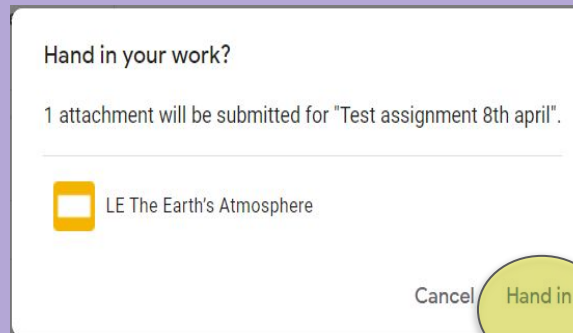
Download google classroom to a smart device or phone.

Login using your Whickham school website login and password

1. Tap the class and then tap the assignment
2. Tap 'your work'
3. To attach an item:
 - a. Tap add attachment
 - b. Tap take photo or record if you need to submit a video
 - c. Select the attachment and tap select.



IMPORTANT
Always remember to click Hand in
on both screens.



Frequently asked questions...

1. **My child cannot find/lost invitation to a class**

- a. You must email your teacher for the subject to receive an access code or an invitation to the class. This will be sent to their school email address. Once you have accepted the invitation the class tile will always be visible to you on your home screen.

2. **My child cannot access documents to edit them**

- a. When you open the document, click file then make a copy. Rename the document which will be saved onto your google drive. This will allow you to edit the document to complete your tasks.

3. **My child is struggling to upload a document to submit.**

- a. After you have clicked add or create, then Google Drive, if you have completed the task recently, the document would show on recent documents. Remember, when you have selected the correct document, click add, before clicking on hand in.
- b. To upload a picture of work that has been completed. You will need to download the app to a smart device and login using the students Whickham school website login.

4. **My child has had an email from my teacher saying I have not handed in my work when I have. What do I do?**

- a. Go into assignment that your teacher has not received, make sure you have clicked on hand in. Remember, you must click hand in on 2 screens.

5. **I cannot see feedback from my teachers on my work.**

- a. Your child's teachers will provide feedback on your uploaded work. This could be in the form of a mark scheme, EBI and WWW comments. This can be found on the task that was uploaded and submitted. Your child's teachers can also provide feedback directly to your child

6. **How can I see what work my child has to complete and what deadlines they have?**

- a. On the top left of the google classroom homepage, there are three horizontal lines, this will take you to a main menu. On this menu, click To Do. This will give you an overview of all tasks and assignments your child has been set to complete alongside a due date.

Frequently asked questions continued...

7. **I have signed up for notifications; however, I cannot see the tasks my child has to complete. How can I do this?**
 - a. Your child can only see the activities that teachers have set. You are able to set up email notifications, daily, weekly or monthly following the email invitation that was sent out via Google Classroom that allows you to see an outline of work set and work that has/has not been submitted from you child. To see the tasks set, please see your child's Google Classroom.
8. **We are unable to access Google Classroom on our IT equipment. There are no lessons to see on Google Classroom.**
 - a. This could be a conflict of email address. Please sign out of other google accounts before trying to sign in to whickham school email via the school website.
9. **My child is unable to log in to the Whickham School website or Teams.**
 - a. This may require a password reset. Please contact the Achievement team via email achievement@whickhamschool.org, stating your child's name and year group.

If you encounter any problems with Google Classroom or have any other queries, please do not hesitate to contact the Achievement Team at achievement@whickhamschool.org , stating your child's name and year group. Alternatively, the Achievement Team can also be contacted on 0191 4960026.