

ACHIEVEMENT TEAM

TOP TIPS TO.....WORKING FROM HOME

Find a workspace try to find a separate place for you to do your school work. Try not to overlap your workspace with spaces that you enjoy to relax in. If you do not have a lot of space, try to organise your work and equipment so that it is easy to put away.

Keep to your timetable... because work will be set for all lessons through the week, so if you have 3 hours of science lessons a week, you will be given 3 lessons on the days you would have science.

A copy of your timetable can be found on classcharts.

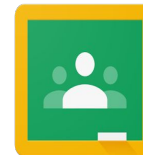
Make a list.... Of the tasks that you need to do using your timetable for your lessons. The menu icon on google classroom and to do list can assist you with this. When you have completed a task, cross it off and upload it straight away. This will give you a sense of achievement.

Remember to.... Take a break 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 your day in between subjects. Breaks will help you be more productive.



Student Quick Guide to Google Classroom



Login... Via the Whickham school website

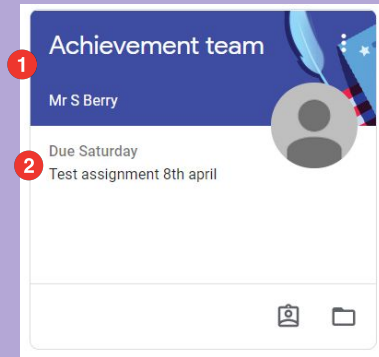
Alternatively, download the Google Classroom app via Play store or App store and login with your Whickham School email address.

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

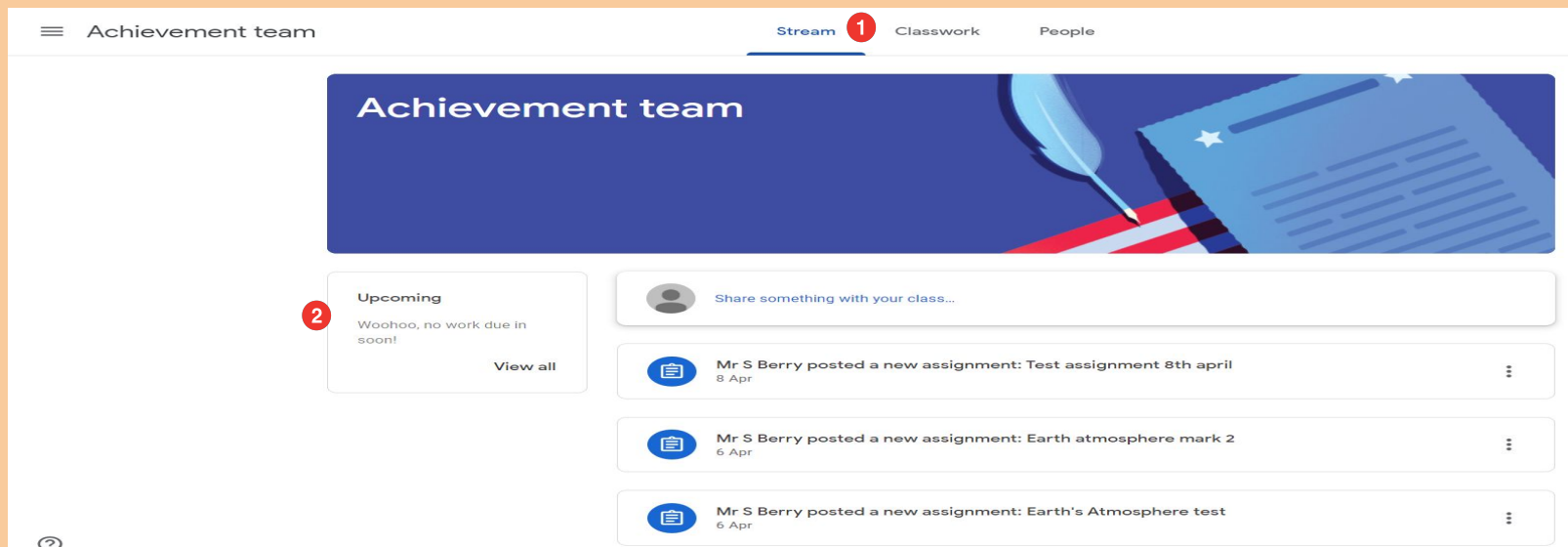


Classroom Screen...

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





Click on classwork to go to the next step


Class work screen... will look like the screen shot below. You will be able to see the dates that tasks are due.

1  View your work  Google Calendar  Class Drive folder


2  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 	No due date	Handed in

2 **Click on an assignment** - to view it 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 icon of a clipboard with a checklist, followed by the text 'Due 11 Apr'. The main title of the assignment is 'Test assignment 8th april' in a large blue font, with '100 points' indicated to its right. Below the title, a user profile for 'Mr S Berry' is shown with 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'. Below this, the 'Class comments' section features a user profile icon and a text input field with the placeholder 'Add class comment...' and a right-pointing arrow button. On the right side of the interface, there are two stacked panels. The top panel, titled 'Your work', shows the status 'Missing' in red. It contains a button with a plus icon and the text 'Add or create', and a prominent blue button labeled 'Mark as Done'. The bottom panel, titled 'Private comments', shows a user profile icon and a text input field with the placeholder 'Add private comment...' and a right-pointing arrow button.

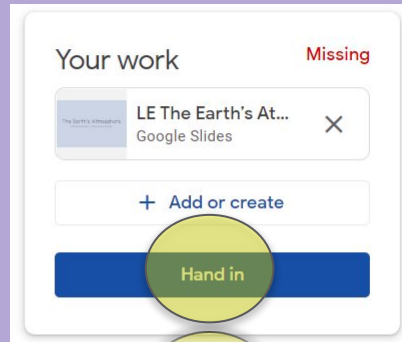
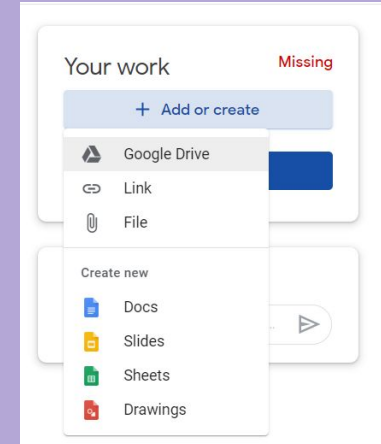
Complete your work and click on Add or Create on the Your Work section

Submitting tasks... step by step.

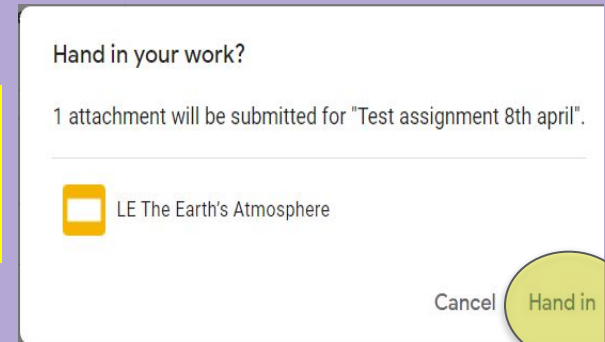
Click + Add or create on Your work.

Select where you would like to upload the document from.
(This will generally be from you google drive)

When uploaded, the following screens will show



IMPORTANT
Always remember to click Hand in
on both screens.



Frequently asked questions...

1. I can not 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. I can not 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. I am 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.