

How to Use the Google Classroom

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What is the Google Suite?

Google Suites (G Suites) is an online learning environment. The G Suite for education is a set of education productivity tools from Google that will help us to deliver our home learning tasks remotely. The G Suite allows the children to complete work posted by their class teacher which can be located within their Google Classroom. This work is then checked by the class teacher and they can offer feedback on the completed tasks.

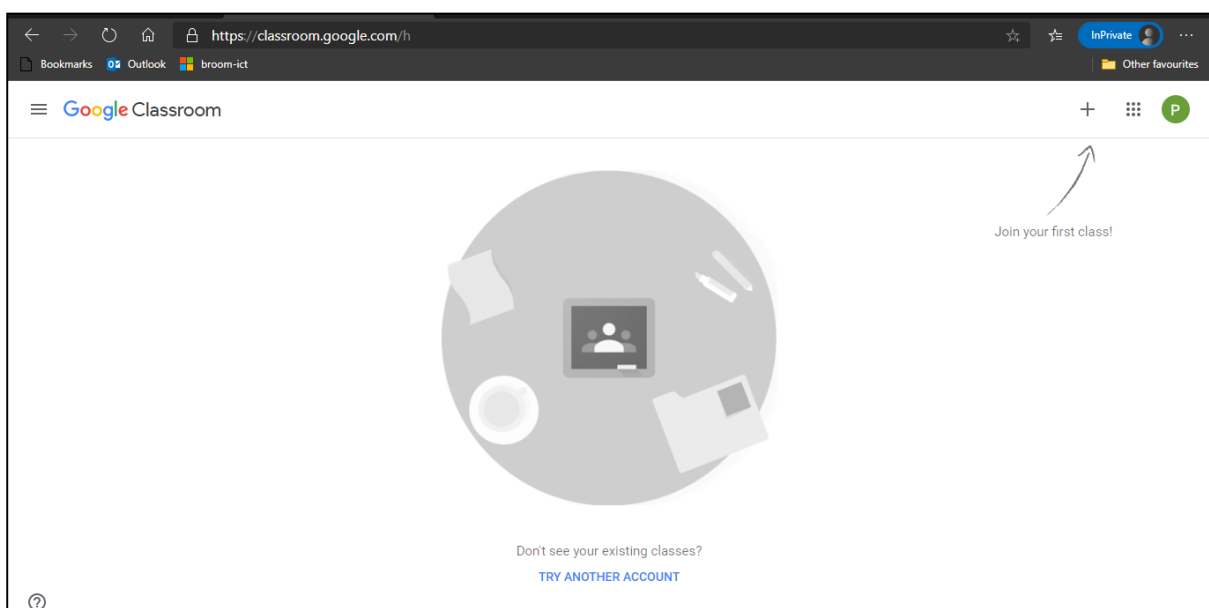
The following is a list of the most frequently asked questions when accessing and using the G Suite for education. Please use these as a guide to help you learn about the different features of the

Google Classroom. If you are still unsure as to how to use this or you have an additional question, then please email your class teacher and they will be able to help you.

How to access your classroom

In order to access the Google classroom, you will need the following information: your child's username, their password, and their unique classroom code. These have either been sent to you via Marvellous Me or have been sent to you via ParentMail, if you do not have these then please contact your child's class teacher and they will be able to provide you with these. Once you have these please follow these steps:

- 1) Go to: <https://classroom.google.com>
- 2) Log in with the details provided by your class teacher.
- 3) Click on the + that is on the top right of the screen to join a class.



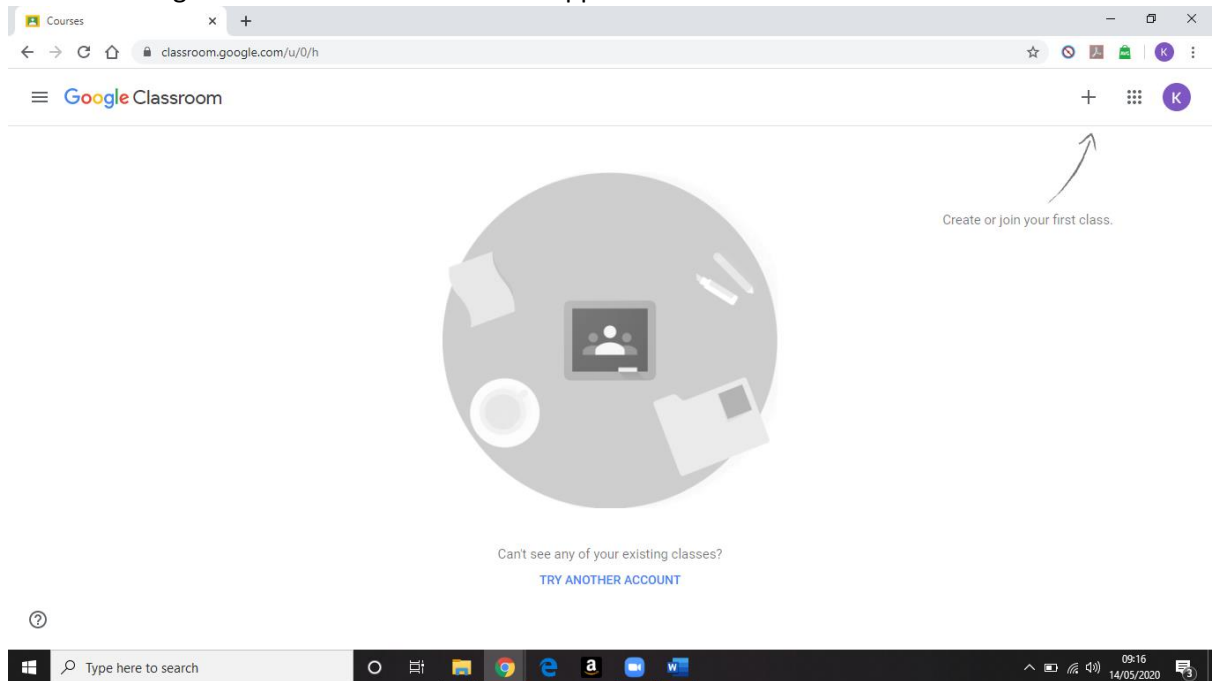
- 4) Please enter the class code in the window.

A screenshot of a 'Join class' dialog box. The title is 'Join class'. Below the title, it says 'Ask your teacher for the class code, then enter it here.' There is a text input field with the placeholder text 'Class code' and the value 'govwmox' entered. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Join'.

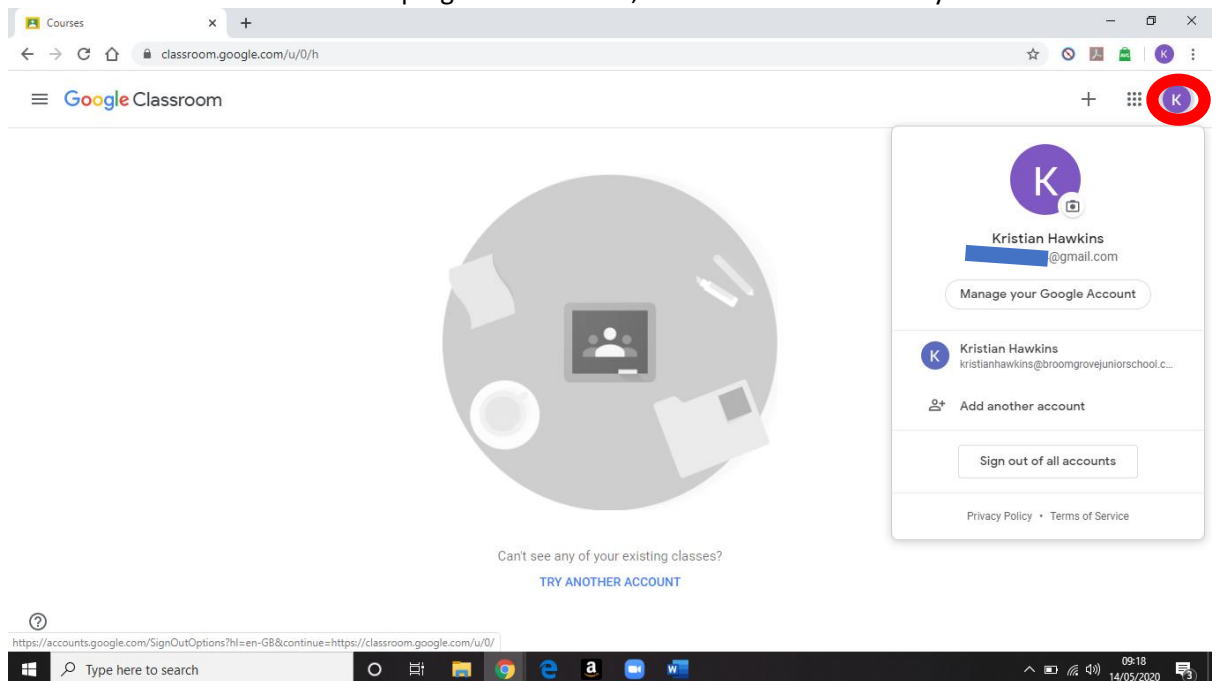
How to switch accounts

Many people have their own personal Google account and sometimes this can prevent your child from accessing the G Suite. This can be fixed by switching the active Google account and can be done in the following way:

- 1) When entering the classroom this screen will appear:



- 2) Click on the lower letter in the top right hand corner, I have circled it for clarity:



- 3) Click on the account that ends in @broomgrovejuniorschool.co.uk
- 4) A new window should open and allow you to access your classroom




How to upload work/ How to turn in work

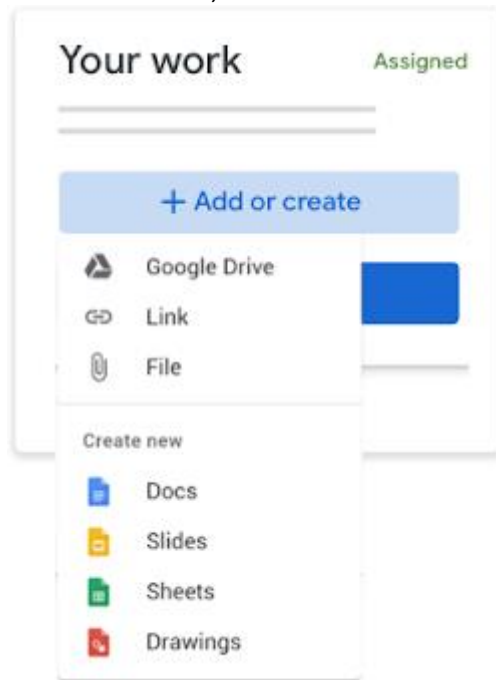
Children are able to access the Google Suite and their classroom across a wide range of devices and the following provides details on how to upload their completed work if they are using a computer or laptop, an android device or an iPad or iPhone.

Using a computer

Turn in an assignment





1. Go to classroom.google.com.
2. Click the class > Classwork > the assignment.
3. To attach an item:

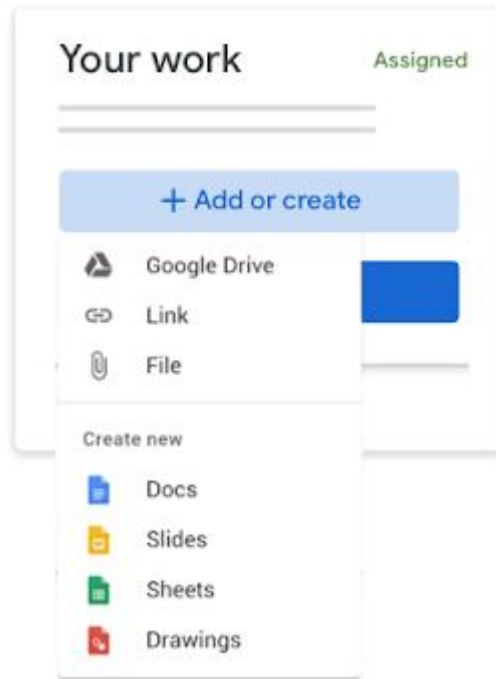
1. Under Your work, click Add or create > select Google Drive , Link , or File .



2. Select the attachment or enter the URL for a link and click Add.
Note: You cannot attach a file you do not own.

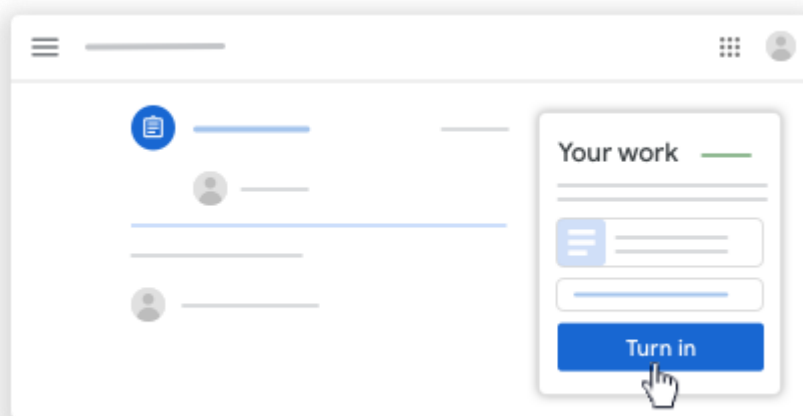
4. To attach a new doc:

1. Under Your work, click Add or create > select Docs , Slides , Sheets , or Drawings .
- A new file attaches to your work and opens.



2. Click the file and enter your information.
Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment's name, click Remove .
6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
7. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Turn in a quiz assignment

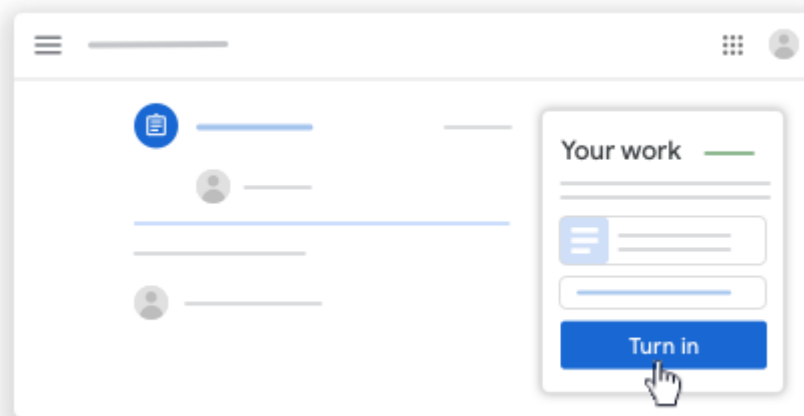
1. Go to classroom.google.com.
2. Click the class > **Classwork** > the assignment.
3. Click the form and answer the questions.

4. 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**.
5. (Optional) If there is 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 is your personal copy to review and edit. As you work, your teacher can review your progress before you click **Turn in**.

1. Go to classroom.google.com.
2. Click the class > **Classwork** > the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. 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.

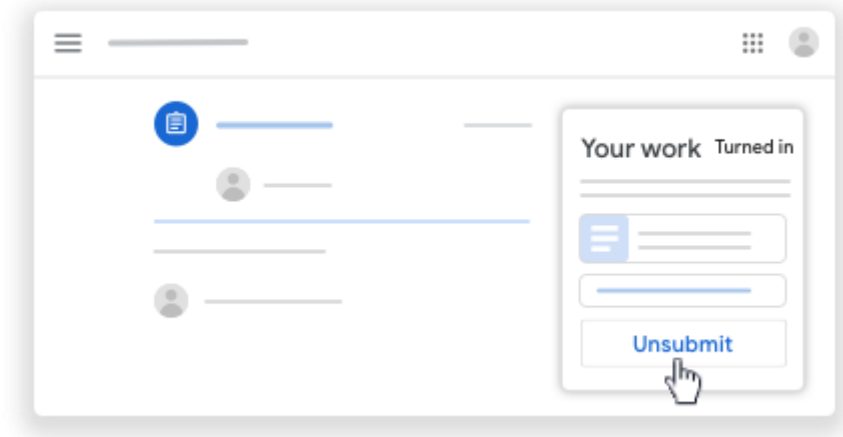
1. Go to classroom.google.com.
2. Click the class > **Classwork** > the assignment.
3. (Optional) Under **Private comments**, add a private comment for your teacher and click **Post**.
4. Click **Mark as done** and confirm.

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.

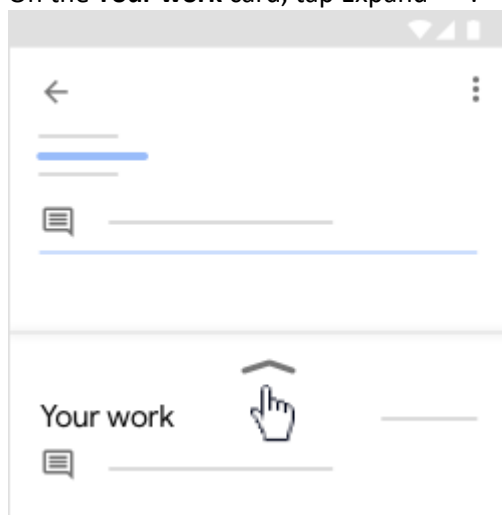
1. Go to classroom.google.com.
 2. Click the class > **Classwork** > the assignment.
 3. Click **Unsubmit** and confirm.
- Note:** This assignment is now unsubmitted. Resubmit it before the due date.








Using an Android device

Turn in an assignment

1. Tap Classroom .
2. Tap the class > **Classwork** > the assignment.
3. On the **Your work** card, tap Expand .



4. To attach an item:
 1. Tap **Add attachment**.
 2. Tap Drive , Link , File , Take photo , or Record video .
 3. Select the attachment or enter the URL and tap **Select**.

Note: On mobile devices with Android 7.0 Nougat, you can drag materials from another app to Classroom when the 2 apps are open in split-screen mode.

5. To attach a new doc:
 1. Tap **Add attachment**.

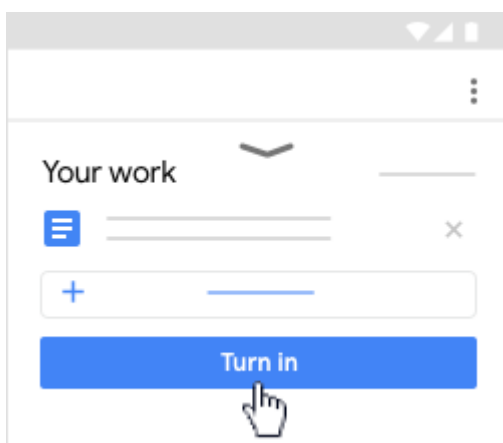
2. Tap **New Docs, New Slides, New Sheets, or New PDF.**

- For a new document, presentation, or spreadsheet, enter your information and tap Done ✓ .
- For a new PDF, you can [write notes or draw images](#) on it. When you are done, tap More ⋮ > **Save.**

Note: You can attach or create more than one file.

6. (Optional) To remove an attachment, tap Remove and confirm.
7. (Optional) To add a private comment to your teacher, tap **Add private comment** > enter your comment > tap Post .
8. Tap **Turn In** and confirm.

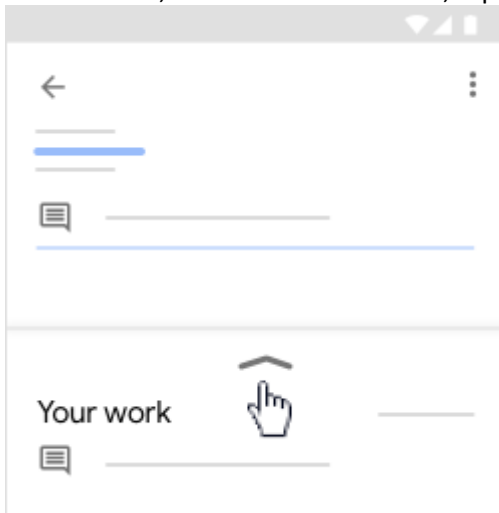
The assignment status changes to **Turned in.**



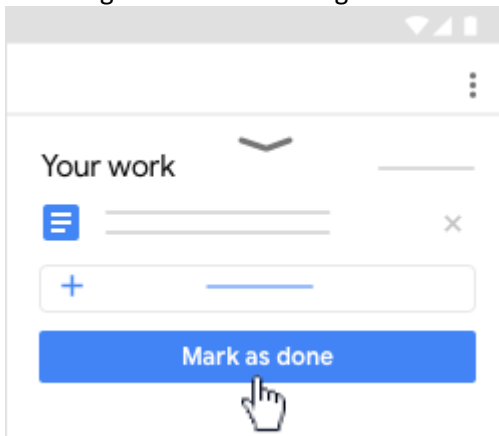
Turn in a quiz assignment

1. Tap Classroom .
2. Tap the class > **Classwork** > the assignment.
3. Tap quiz file and answer the questions.
4. In the quiz, tap **Submit.**

5. In Classroom, on the **Your work** card, tap Expand .

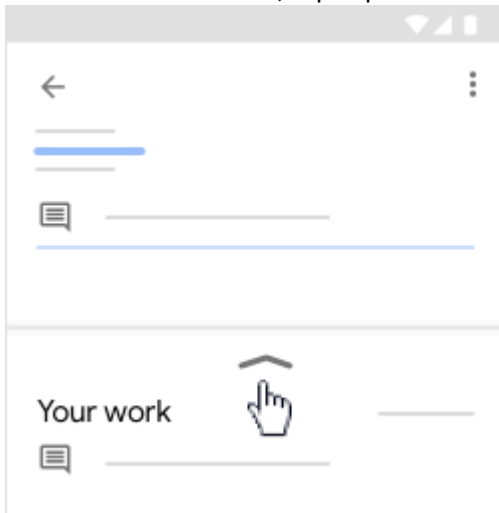


6. (Optional) Add a private comment to your teacher and tap Post .
7. Tap **Mark as done** and confirm.
- The assignment status changes to **Turned in**.



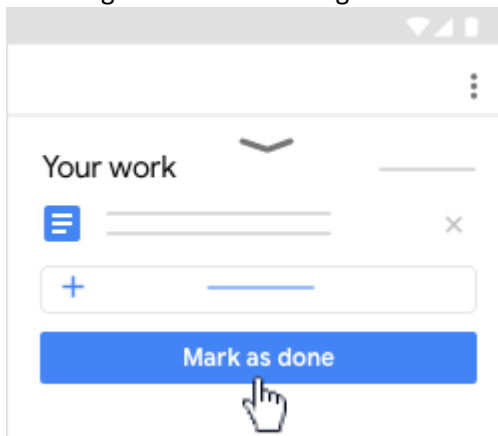
Mark an assignment done

1. Tap Classroom .
2. Tap the class > **Classwork** > the assignment.
3. On the **Your work** card, tap Expand .



4. (Optional) Add a private comment to your teacher and tap Post .
5. Tap **Mark as done** and confirm.

The assignment status changes to **Turned in**.

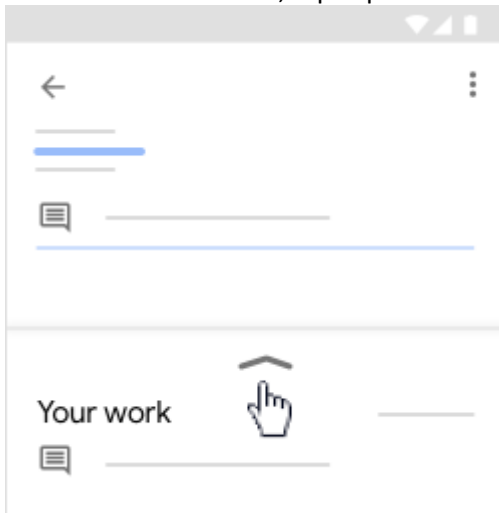


Unsubmit an assignment

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.

1. Tap Classroom .
2. Tap the class > **Classwork** > the assignment.

3. On the **Your work** card, tap Expand .

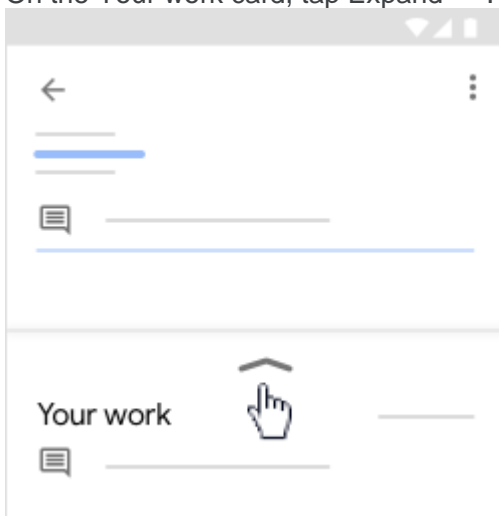








4. Tap **Unsubmit** and confirm.
The assignment is unsubmitted. Resubmit it before the due date.

Using an iPhone or iPad

Turn in an assignment

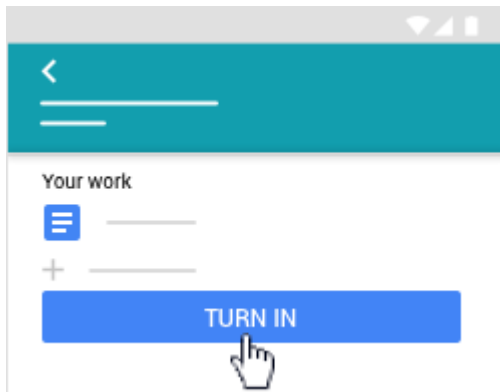
1. Tap Classroom.
2. Tap the class **Classwork** the assignment.
3. On the Your work card, tap Expand .



4. To attach an item:
 1. Tap Add attachment.
 2. Tap Drive , Link , File , Pick photo , or Use camera .
 3. Select the attachment or enter the URL and tap Add.
5. To attach a new doc:
 1. Tap Add attachment.
 2. Tap New Docs, New Slides, New Sheets, or New PDF.
 - For a new document, presentation, or spreadsheet, enter your information and tap Done .
 - A new PDF opens as a blank file where you can [write notes or draw images](#) on it. When you are done, tap Save.

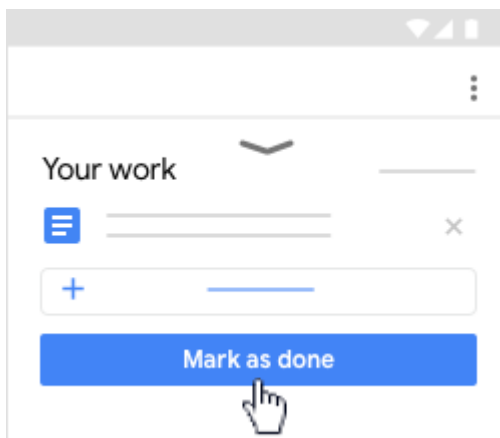
Note: You can attach or create more than one file.

6. (Optional) To remove an attachment, tap Remove .
7. (Optional) Add a private comment to your teacher and tap Post .
8. Tap Turn In and confirm.
The assignment status changes to Turned in.



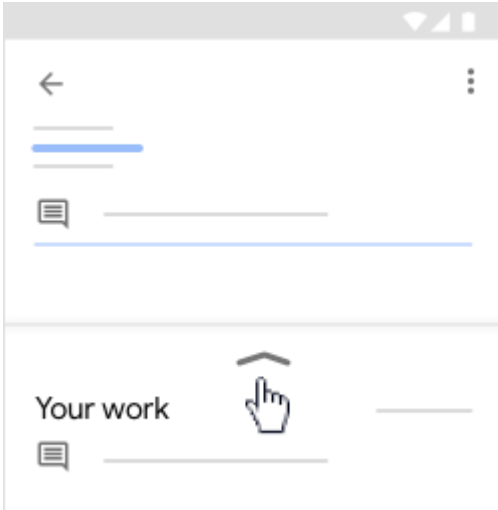
Turn in a quiz assignment

1. Tap Classroom.
2. Tap the class **Classwork** the assignment.
3. Tap quiz file and answer the questions.
4. In the form, tap **Submit**.
5. In Classroom, tap **Mark as done** and confirm.
The status of the assignment changes to **Turned in**.



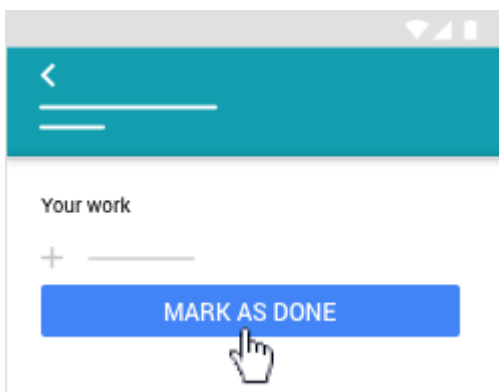
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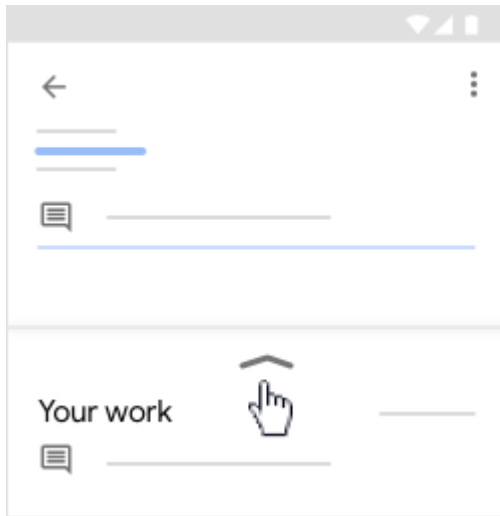


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2. Tap the class **Classwork** the assignment.

3. On the **Your work** card, tap Expand .



4. Tap **Unsubmit** and confirm.
This assignment is now unsubmitted. Resubmit it before the due date.

How to post comments on work

Using a Computer

You can make a comment to your teacher that only they can see. When you are assigned work, you can send a private comment to your teacher from the assignment or question.

1. Go to classroom.google.com.
2. Click the class.
3. On the Stream page, click the assignment or question.
4. (Optional) Click View assignment or View question.
5. Click Add private comment, enter your comment click Post ➤ .

Using an Android device or an iPhone or iPad

You can make a comment to your teacher that only they can see. When you are assigned work, you can send a private comment to your teacher from the assignment or question.

1. Tap Classroom.
2. Tap the class.
3. On the Stream page, tap the question or assignment.
4. Tap Add private comment, enter your comment tap Post ➤ .

Further information

All of the guidance within this document has been taken from:

<https://support.google.com/edu/classroom#topic=6020277>

For any more guidance or support please visit the above website or contact you class teacher.