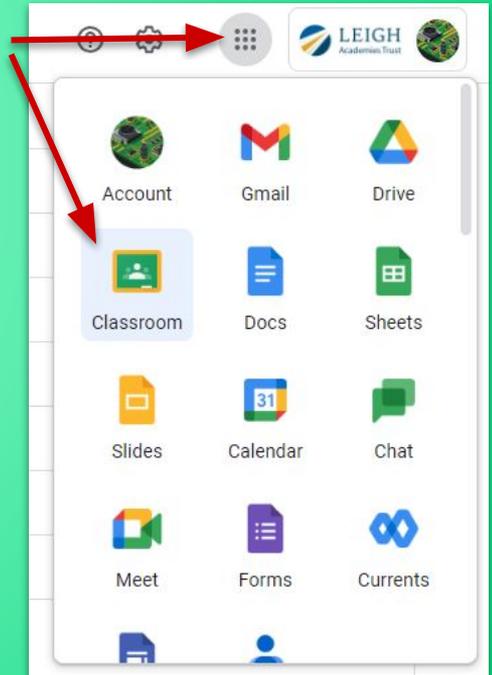Remote Education

Google Classroom

Guide for Students
& Parents/Carers

How do I access Google Classrooms?
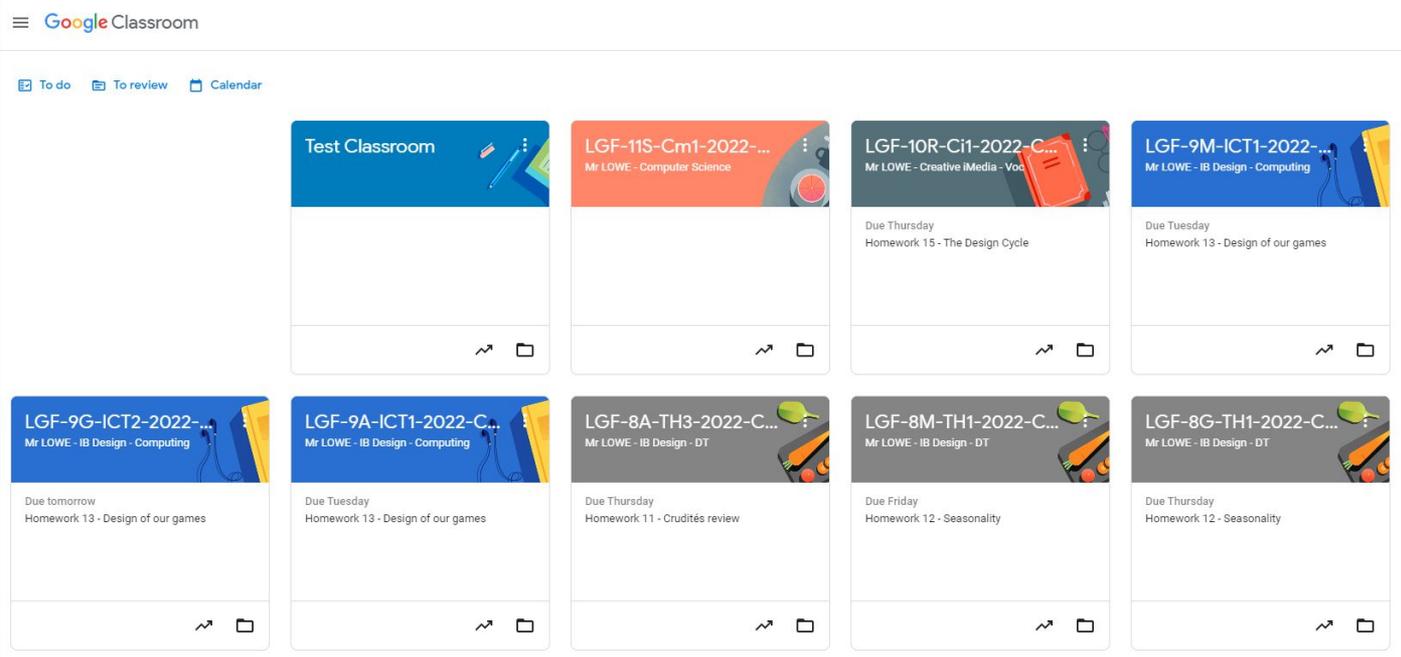
Go to **www.classroom.google.com**

Or, select the app from underneath your user profile:

Next, find your class!

Select the box for the class you need to access. The class names match what you will find printed on your timetable.

Click on the class you wish to access.

Inside your class...

When you open your class, you will see the 'stream'.

You can access the stream and classwork with these tabs here.

Stream   Classwork   People

Test Classroom

Upcoming

Woohoo, no work due in soon!

View all

Announce something to your class

This is where you'll see updates for this class

Use the stream to connect with your class and check for announcements
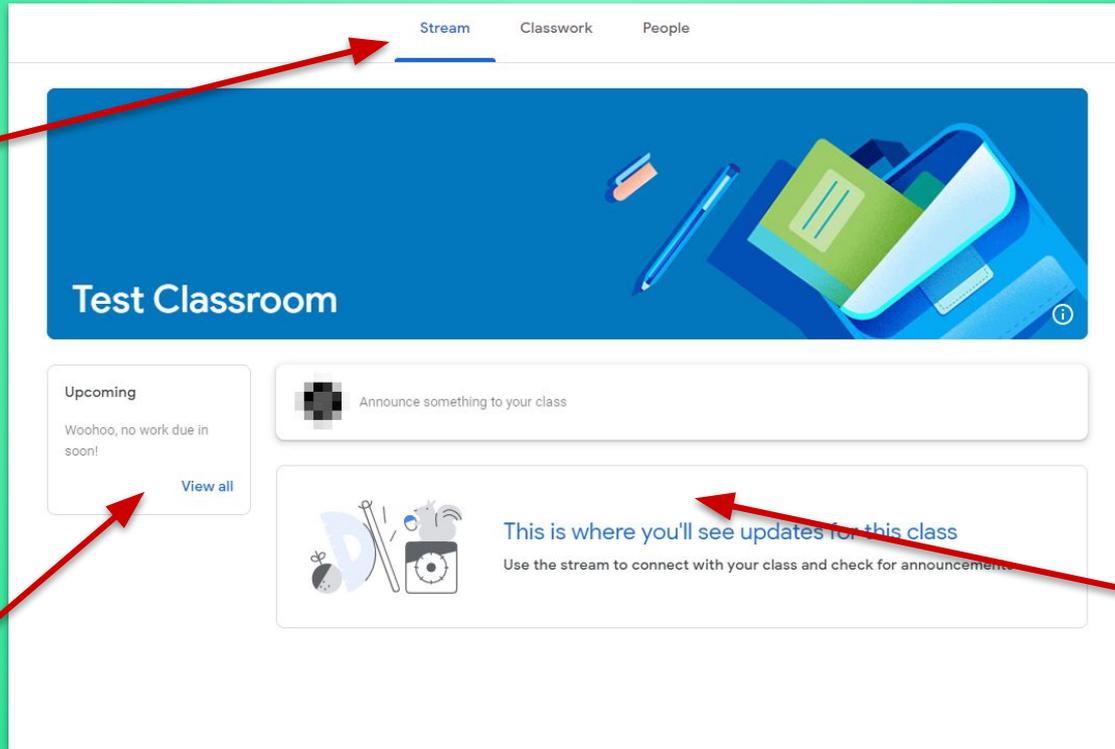
Assignments (including homework) and upcoming deadlines set by your teacher will be listed here.

When your teacher posts work or assignments, or notices for the group, it will appear here in the stream.

How do I access live lessons?

Live lessons will only appear if one is running. Students should check times for lessons carefully, and also remember that with "blended learning", other work might be set instead - the teacher will have posted instructions in the stream.
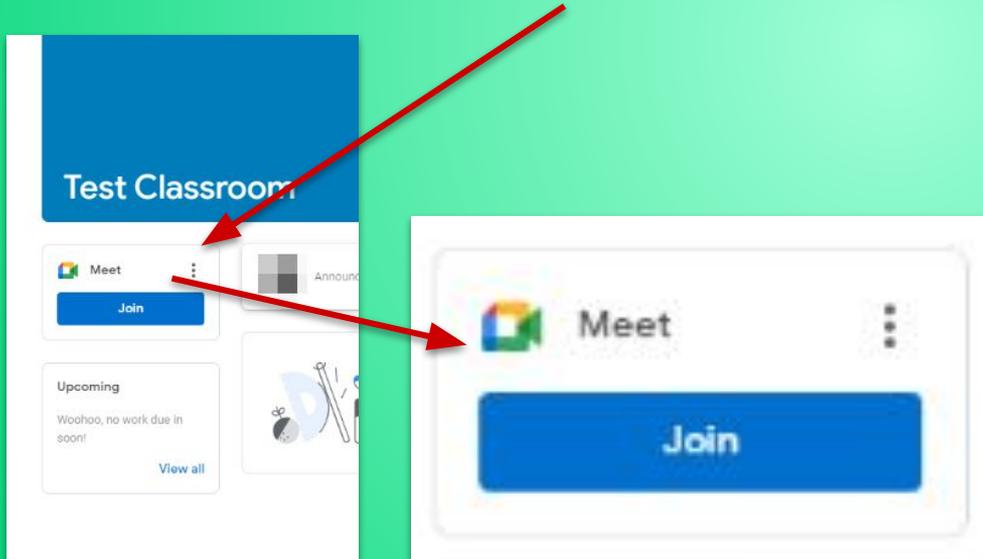

Remember that a live lesson will only be visible if the teacher has started one. Check for instructions posted by the teacher in the class stream.

How do I access live lessons?

When you click to "Join" a live lesson, you will be taken to a screen where you need to set up webcam and microphone.

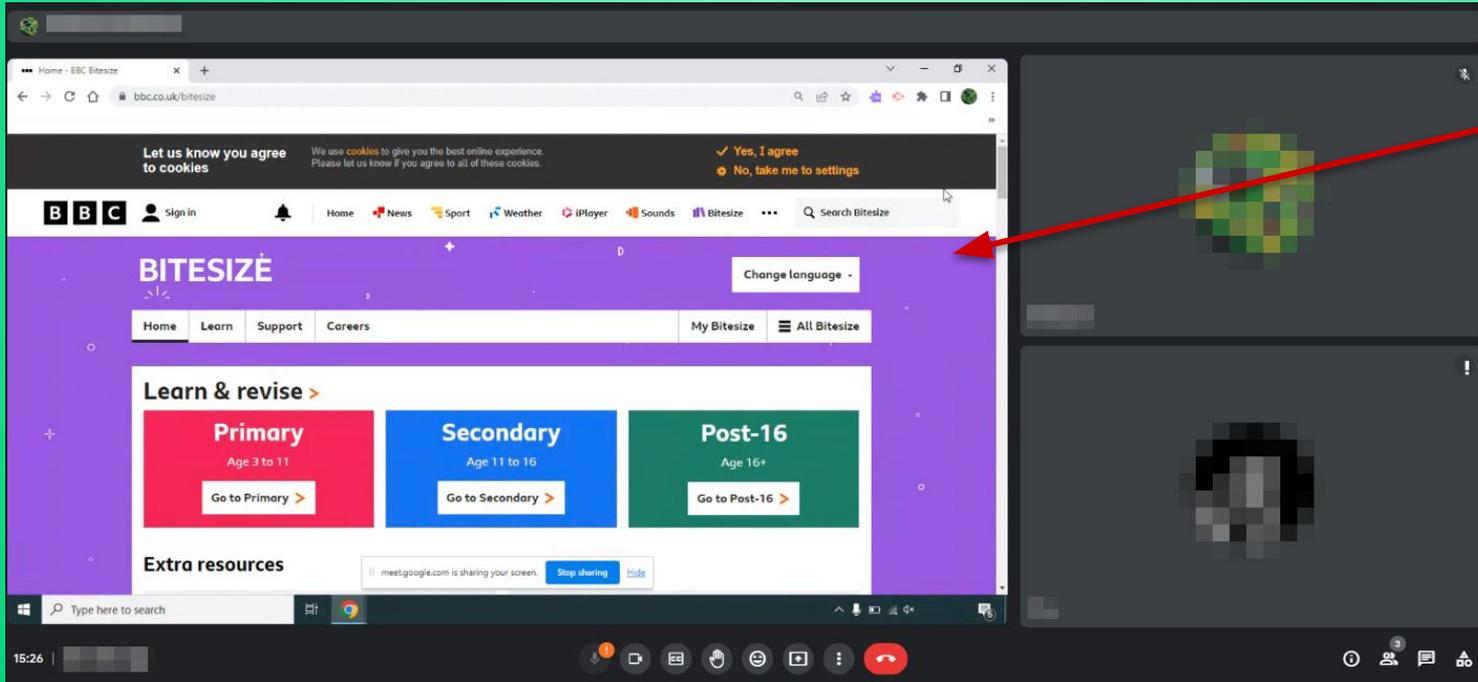**Students should disable both** - you don't need to turn either on!

Disable both the microphone and webcam option by pressing the buttons - they will turn red.
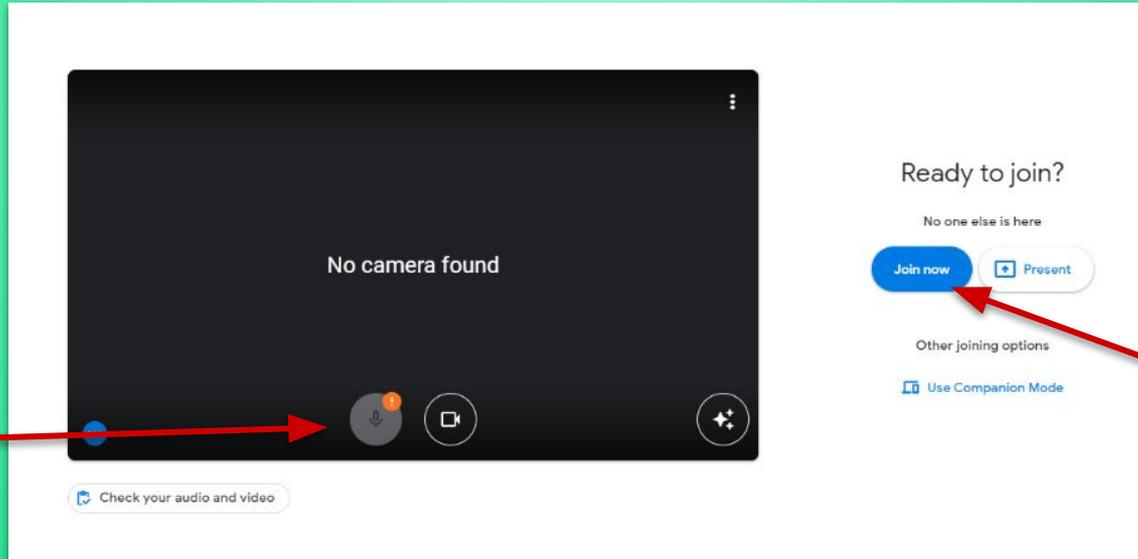
Then, press Join Now to enter the live lesson.
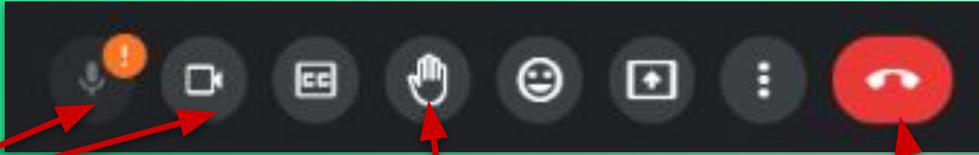
How do I access live lessons?

When inside the live lesson, your teacher may present by sharing a set of slides, or their screen.

Teachers screen being shared so you can see what they are referring to.

Options and tools in live lessons

There are some tools at the bottom of the live lesson screen which you may wish to use. Do note that **not all the tools are used in live lessons**.

Options to turn on/off your camera and microphone. As stated previously, keep them both turned off.

Raise your hand icon can be used if you wish to ask a question. Note that like in a normal lesson, the teacher may not be able to come to you right away. Remember to put your hand down again afterwards (push the button again!)

You can push the red hang up button when you wish to leave the live lesson.

This opens the message window where you can post questions. **This is not a chat box** - it is used for asking your teacher questions, or answering questions when asked.

How do I access assignments?

You can access any assignments your teacher has set, including homeworks, from the classworks tab at the top of the classroom.
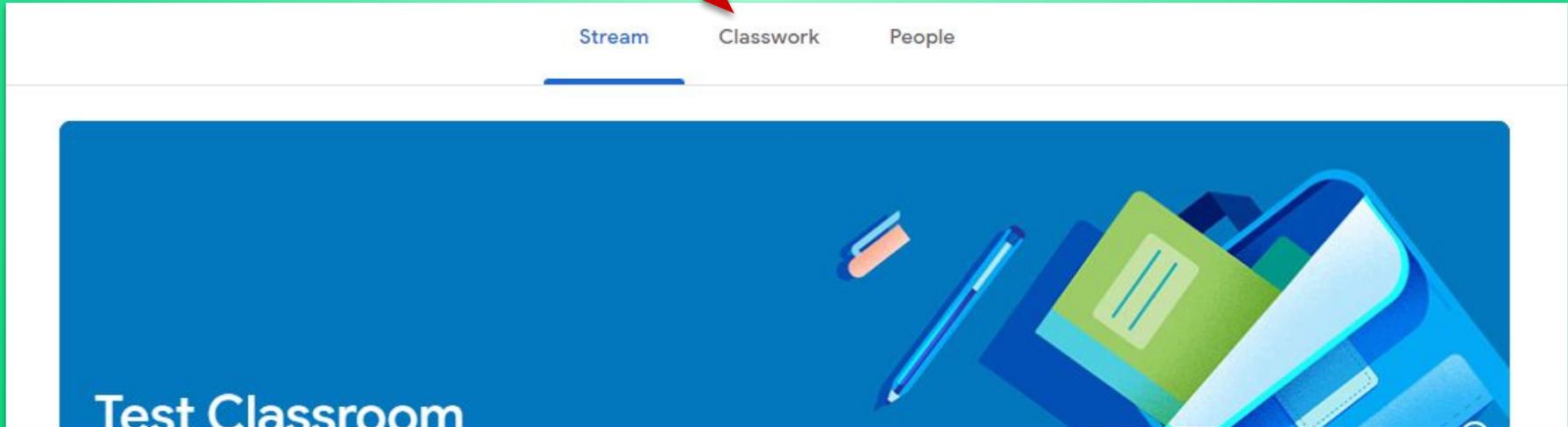
Common questions

I cannot find the live lesson

- Are you sure you are in the correct class?
- Are you sure it is the right time?
- Check to see that the teacher has not left other instructions (e.g. a post in the stream about work to complete).

I cannot find the work which has been set

- Are you sure you are in the correct class?
- Is it the lesson time (some teachers may schedule the work so it only appears at the time of the class).
- Check to see that the teacher has not left other instructions (e.g. a post in the stream about work to complete).