

Google Classroom – Student Guide

<https://classroom.google.com>

What is Google Classroom?

Many pupils will be encouraged to use Google Classroom as a resource to assist them both in the classroom and at home. Teachers can use Google Classroom to send announcements to entire classes, share resources, course notes, PowerPoints, diagrams, and homework. Pupils can use it to access work covered in class in school at home or on the go and complete homework. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home study. It is a free resource that can be accessed from any device connected to the internet-laptops, desktop computers, Chromebooks, tablets or mobile phones.

We would highly encourage pupils to demonstrate the following features of Google Classroom to their parents/carers.

Account details

Username:

Year 7 – 9: usual computer login @chalfonts.net

For example, John Smith in year 7 would be: SmithJ19@chalfonts.net

Year 10-13: FirstnameSurnameYearJoined @chalfonts.net

For example, John Smith in year 10 would be: JohnSmith16@chalfonts.net

Password: Please contact IT Support if you need this reset. itsupport@chalfonts.org

Joining a class

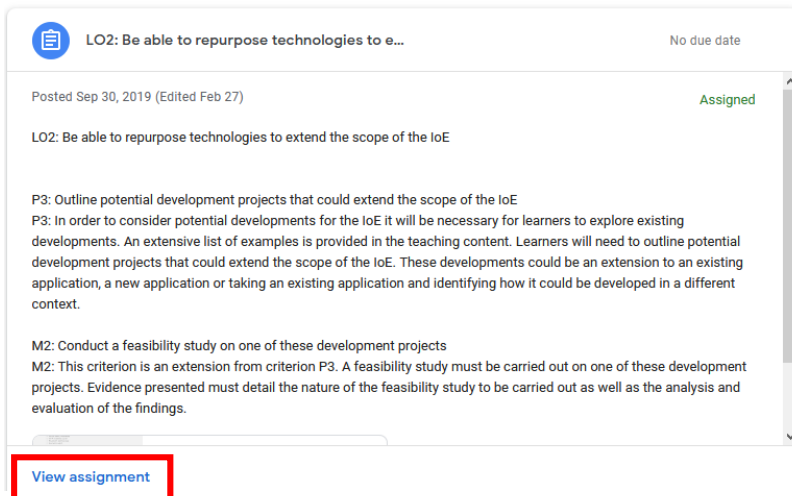
Click the plus on the top right of the page then select 'Join class'



Your teacher will give a code. This will take you into the class created by your teacher.

Submitting an Assignment

Locate the assignment on the Classwork page, an example is shown below:

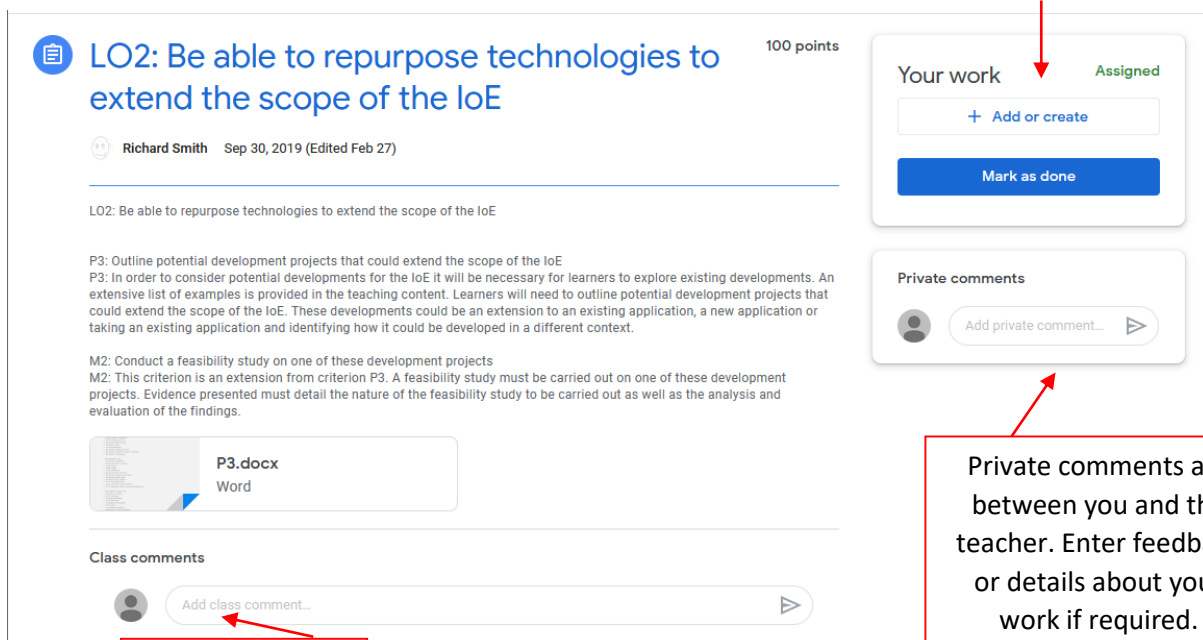


The screenshot shows an assignment card with the following details:

- Title:** LO2: Be able to repurpose technologies to e... (No due date)
- Status:** Assigned
- Posted:** Sep 30, 2019 (Edited Feb 27)
- Content:**
 - LO2: Be able to repurpose technologies to extend the scope of the IoE
 - P3: Outline potential development projects that could extend the scope of the IoE
 - P3: In order to consider potential developments for the IoE it will be necessary for learners to explore existing developments. An extensive list of examples is provided in the teaching content. Learners will need to outline potential development projects that could extend the scope of the IoE. These developments could be an extension to an existing application, a new application or taking an existing application and identifying how it could be developed in a different context.
 - M2: Conduct a feasibility study on one of these development projects
 - M2: This criterion is an extension from criterion P3. A feasibility study must be carried out on one of these development projects. Evidence presented must detail the nature of the feasibility study to be carried out as well as the analysis and evaluation of the findings.
- Action:** A red-bordered button labeled "View assignment" is located at the bottom left.

Click on the 'View assignment' link at the bottom to load any associated resources and to upload your work.

Adding your work – click the 'Add or create' link. Once added don't forget to click the button 'Mark as done'



The screenshot shows the submission interface for the assignment "LO2: Be able to repurpose technologies to extend the scope of the IoE" (100 points) by Richard Smith. The interface includes:

- Assignment Details:** Title, author, and date.
- Content:** The same LO2, P3, and M2 criteria as shown in the previous screenshot.
- Attachments:** A file named "P3.docx" (Word document) is attached.
- Submission Panel (Right):**
 - Your work:** Shows "Assigned" status. Includes a "+ Add or create" button and a "Mark as done" button.
 - Private comments:** A section for "Add private comment..." with a send button.
- Class comments (Bottom):** A section for "Add class comment..." with a send button.

Private comments are between you and the teacher. Enter feedback or details about your work if required.

Class comments are public for the entire class.