

Google Classrooms – A quick how to guide for children/parents

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1) Overview and Expectations for Remote Learning (taken from the Remote Learning Plan)

Governors will:

- monitor the effectiveness of this plan against the stated aims and principles.

The headteacher and deputy headteacher will:

- develop, monitor and review the implementation of this policy.
- ensure no child is disadvantaged through the implementation of this plan (alongside the SENCO).
- ensure that safe working practices are adhered to.
- offer support and guidance to class teachers.

Class teachers will:

- upload home learning activities to Google Classroom in the quantities detailed above.
- provide guidance for children via:
 - allocating a period of time each day (1 hour max.) where they are available to answer any questions on the Google Classroom stream.
 - twice daily Google Meet video calls (20/30 minutes maximum. Students on mute).
- provide positive feedback to students who submit work.
- work with parents to encourage students who are not engaging with the learning.
- adapt work for children with SEN if necessary, or liaise with a teaching assistant to do so.

Children will:

- log in each weekday to Google classroom.
- complete the set daily tasks either online or in their home learning books.
- plan their day (with support from parents) to complete daily activities.
- submit tasks and notify their teacher when they finish their work as appropriate.
- join the twice daily Google Meet video calls if possible.
- work safely online and report any behaviour/activity that is inappropriate.

Parents will:

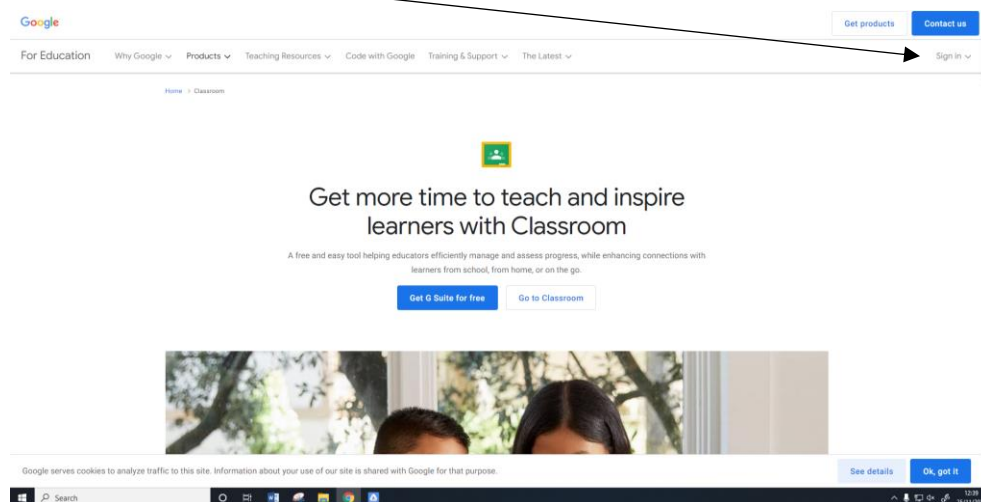
- provide the time, space and support to enable children to complete their tasks set.
- help students as best they can when they are stuck.
- provide positive and constructive in feedback given.
- recognise the limitations of remote learning and be pragmatic about what can be achieved.
- prioritise the mental health and wellbeing of children.
- discuss e-safety with children and ensure they work in safe ways.

2) Logging on

You should all have received a letter from Mr Dampier informing you of our new Google Classroom online learning platform, which contained your child's log in details. If you cannot find this letter, or the log-in details do not work, please contact your class teacher.

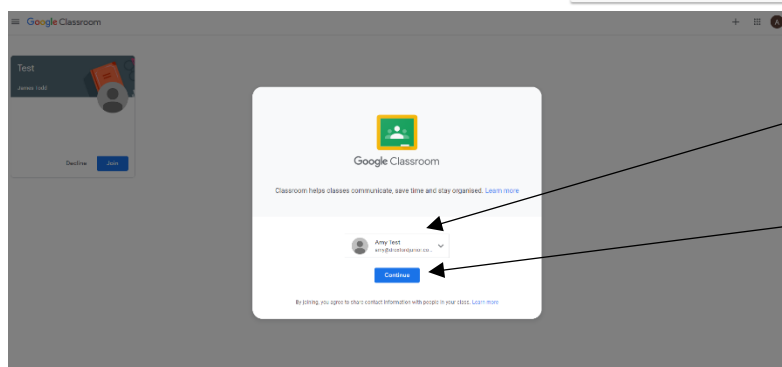
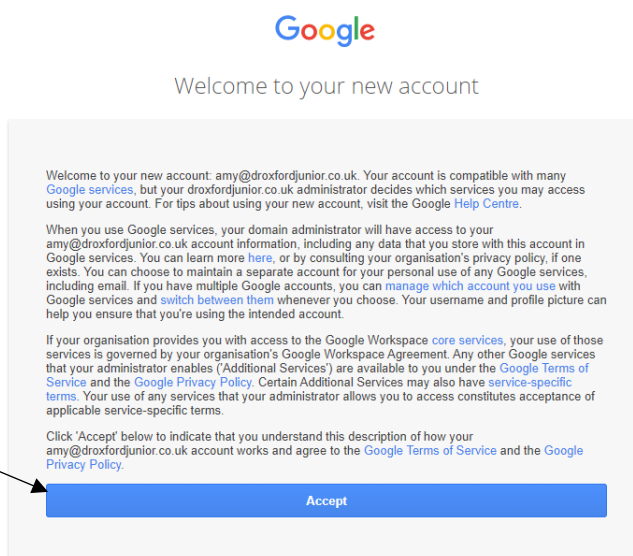
To sign in, search for google classroom on your favourite internet browser – Chrome will be best.

Sign in here



When you log in for the very first time you will be welcomed to your new account.

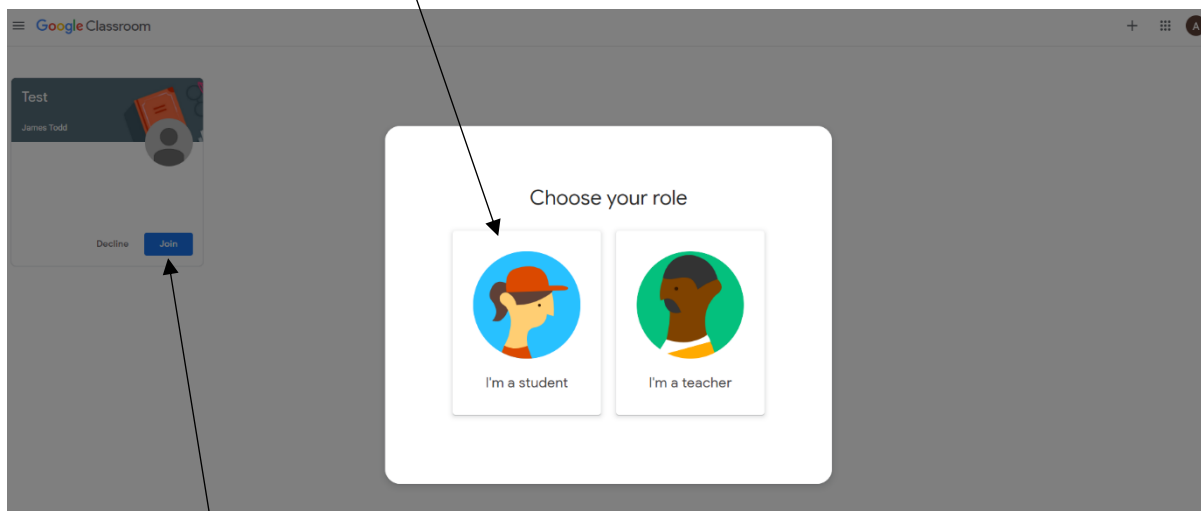
Click accept.



The next screen will need you to check you are logged in as the correct person.

Click continue if your username is displayed correctly.

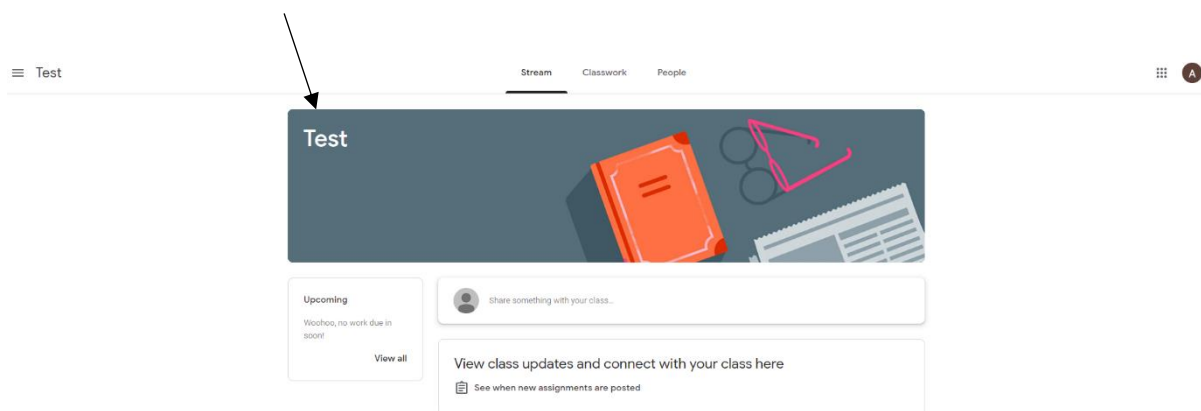
Make sure you click 'I'm a student' on the next page or you will give Google a headache!



Finally, click 'Join' to become a member of your classroom – if the wrong class is displayed, please contact your teacher and they will re-add you!

You should finally land on your 'Google Stream' – the home page of your online classroom.

Your learning base should be displayed here.



Every time that you log in subsequently, you should be taken straight to the 'Google Stream.'

You can also access Google Classroom through an App.

3) Google Meets and Google Stream

Google Meets = video call

Google Stream = live text conversation

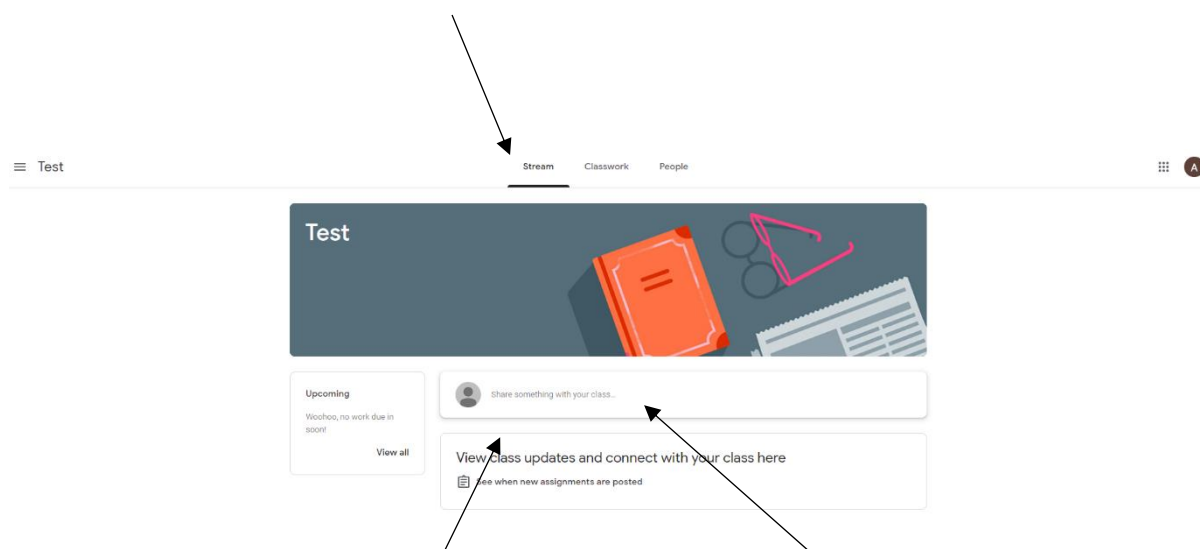
From the remote learning plan:

*“Children will be able to message teachers using Google Classroom to clarify any tasks or ask questions and will be able to notify their teacher when their work is complete. Class teachers will allocate a **period of time each day (1 hour max.)** where they are available to answer any questions on the Google Classroom stream.*

*Every day, class teachers will schedule **two brief Google Meet video call sessions:***

- *1 at the start of the day to explain the work for the day ahead.*
- *1 at the end of the normal school day to share, discuss and celebrate the successes of the day’s learning.”*

Google Stream: this is the ‘home page’ you land on when you access your classroom online. If you are on a different tab, click on the ‘Stream’ button at the top of the page to access it.

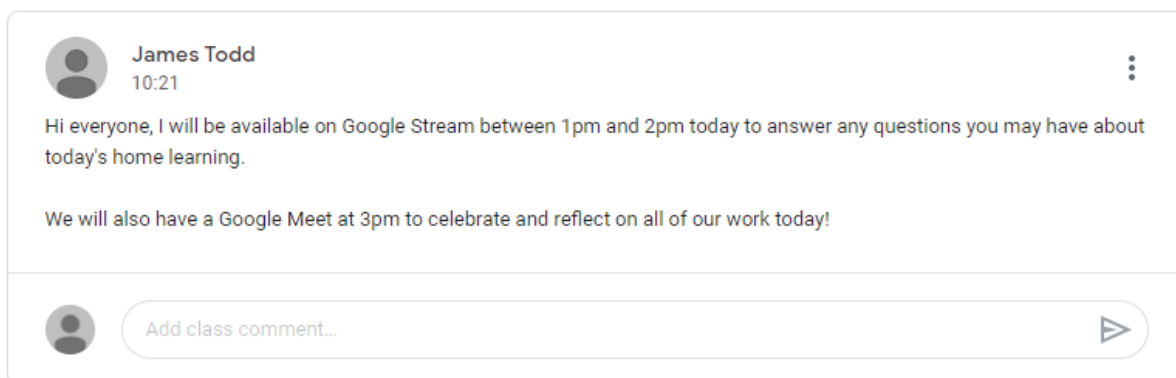


Messages will appear here below – just like on Facebook* or any internet comment page!

Type in messages in this box – it will be visible to everyone in the class. Best advice: only write messages about your schoolwork here. Children can be ‘muted’ if they are using the stream inappropriately.

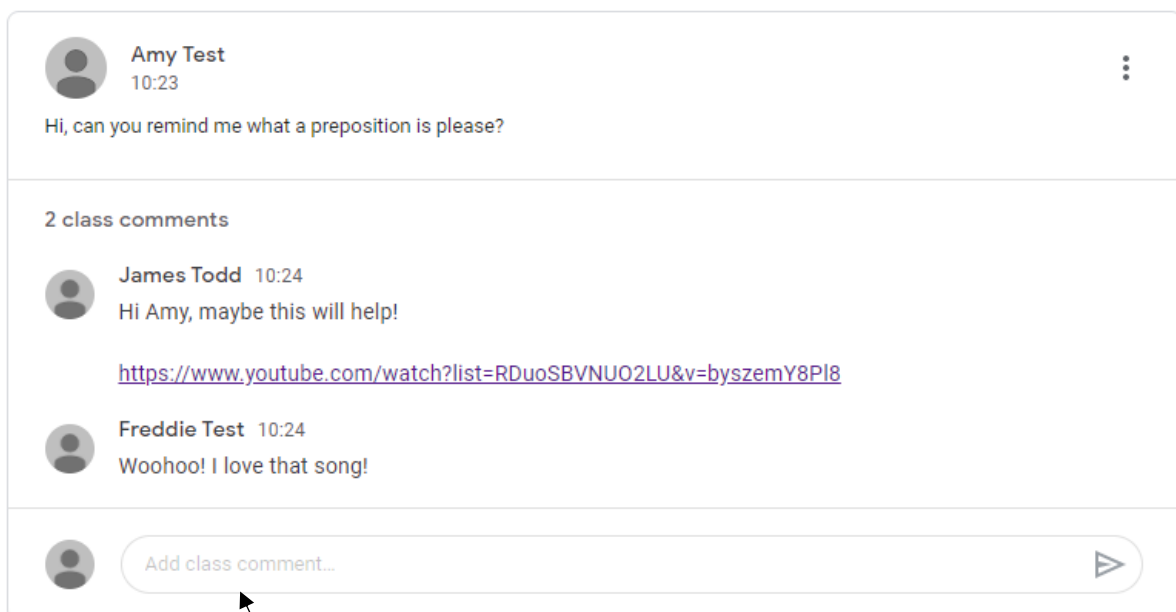
*Other social networking sites are available!

Your teacher may post updates on the class stream – for instance:



A screenshot of a class stream post. At the top left is a grey profile icon, followed by the name "James Todd" and the time "10:21". To the right is a three-dot menu icon. The main text of the post reads: "Hi everyone, I will be available on Google Stream between 1pm and 2pm today to answer any questions you may have about today's home learning." Below this, it says: "We will also have a Google Meet at 3pm to celebrate and reflect on all of our work today!". At the bottom of the post is a comment input field with a grey profile icon on the left, the placeholder text "Add class comment...", and a right-pointing arrow on the right.

When your teacher is available for live chat on Google classrooms, you can ask them questions about the work you have been set!



A screenshot of a class stream post. At the top left is a grey profile icon, followed by the name "Amy Test" and the time "10:23". To the right is a three-dot menu icon. The main text of the post reads: "Hi, can you remind me what a preposition is please?". Below this, it says "2 class comments". There are two replies: one from "James Todd" at "10:24" saying "Hi Amy, maybe this will help!" with a blue hyperlink "<https://www.youtube.com/watch?list=RDUoSBVNUO2LU&v=byszemY8PI8>"; and another from "Freddie Test" at "10:24" saying "Woohoo! I love that song!". At the bottom of the post is a comment input field with a grey profile icon on the left, the placeholder text "Add class comment...", and a right-pointing arrow on the right. A black arrow points to the "Add class comment..." text.

Reply to someone else's message by adding a class comment here.

Remember - everyone will be able to see what you have written!

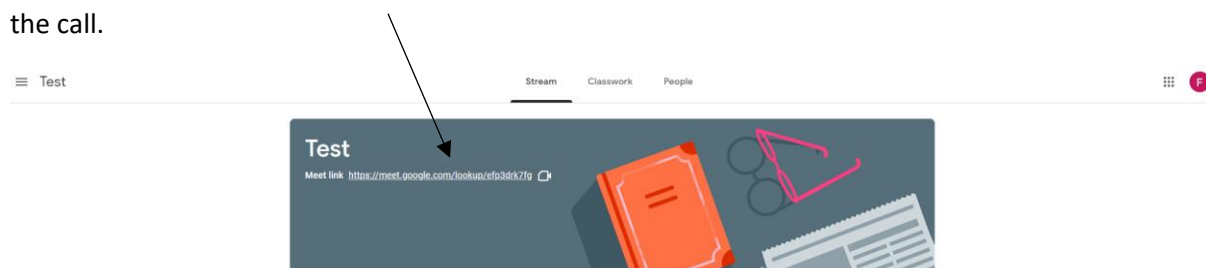
Google Meets: twice daily (20/30 mins max. Children should be on mute unless advised otherwise)

A morning meeting will be held to explain and introduce the learning that day.

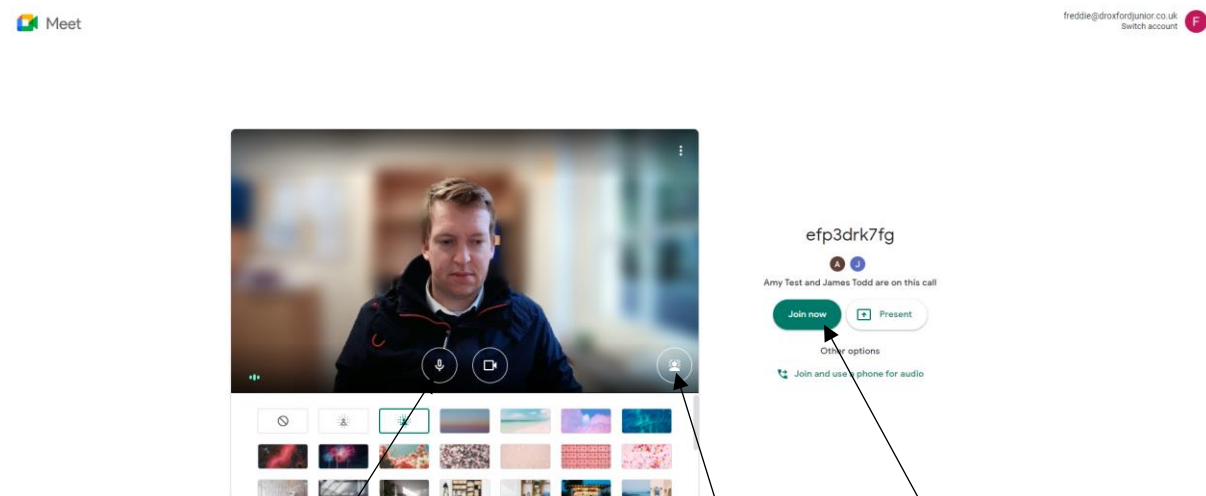
An afternoon meeting can be set up to discuss and celebrate the day's successes.

These meetings will be scheduled by your class teacher and will be held around the normal start and end times of a school day.

To start or join a Google Meet session, click on the meet link on the main header of the class stream. This will open a new window. If there is no link here, you will need to wait for your teacher to start the call.



The new window that opens up will look like this – well, not with Mr Todd's face on the screen but you get the idea! This is the waiting room for the Google Meet.



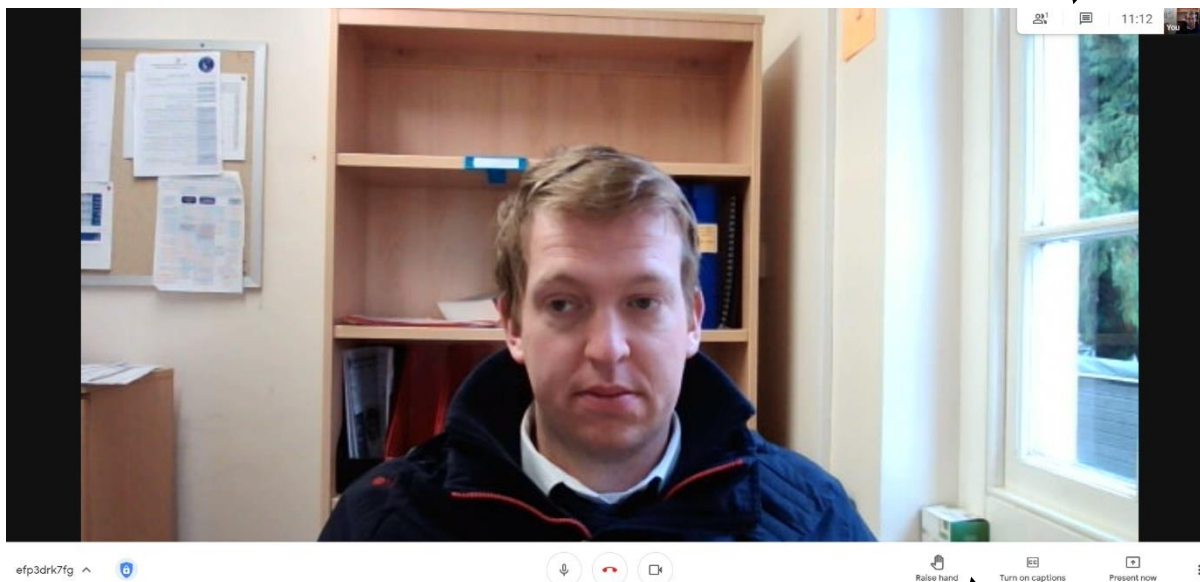
Make sure you are on mute by clicking here.

Be clicking here you can blur your background (or even choose to be on the beach!) Use this if you don't want teachers to see your embarrassing posters on the wall!

When you are ready – click here to join the group call!

When you have joined the chat, the screen will expand, as below:

Your details, the time and who else is in the Google Meet. There is also a chat bar you can access here.



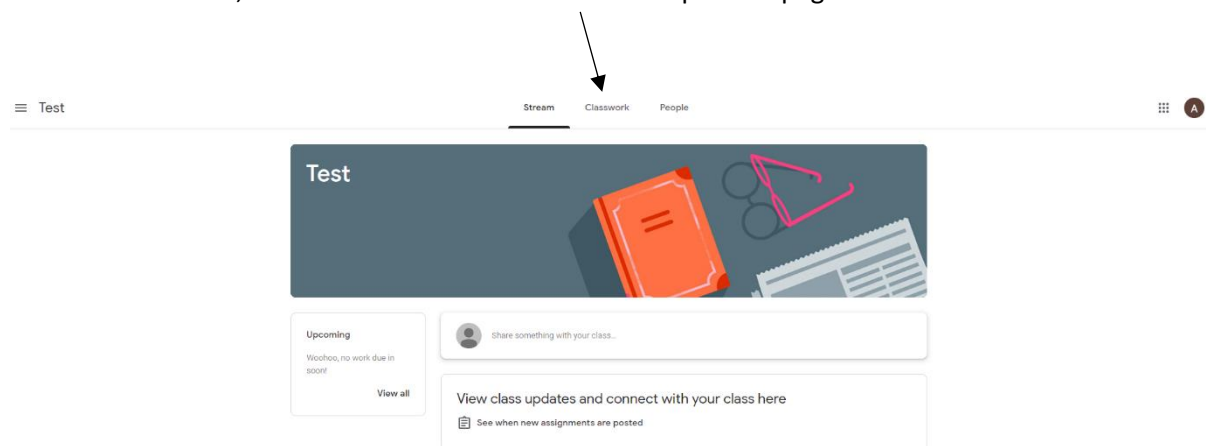
Mute/unmute, turn the camera on and off and end the call here.

Raise hand button: this will let your teacher know you have something to say!

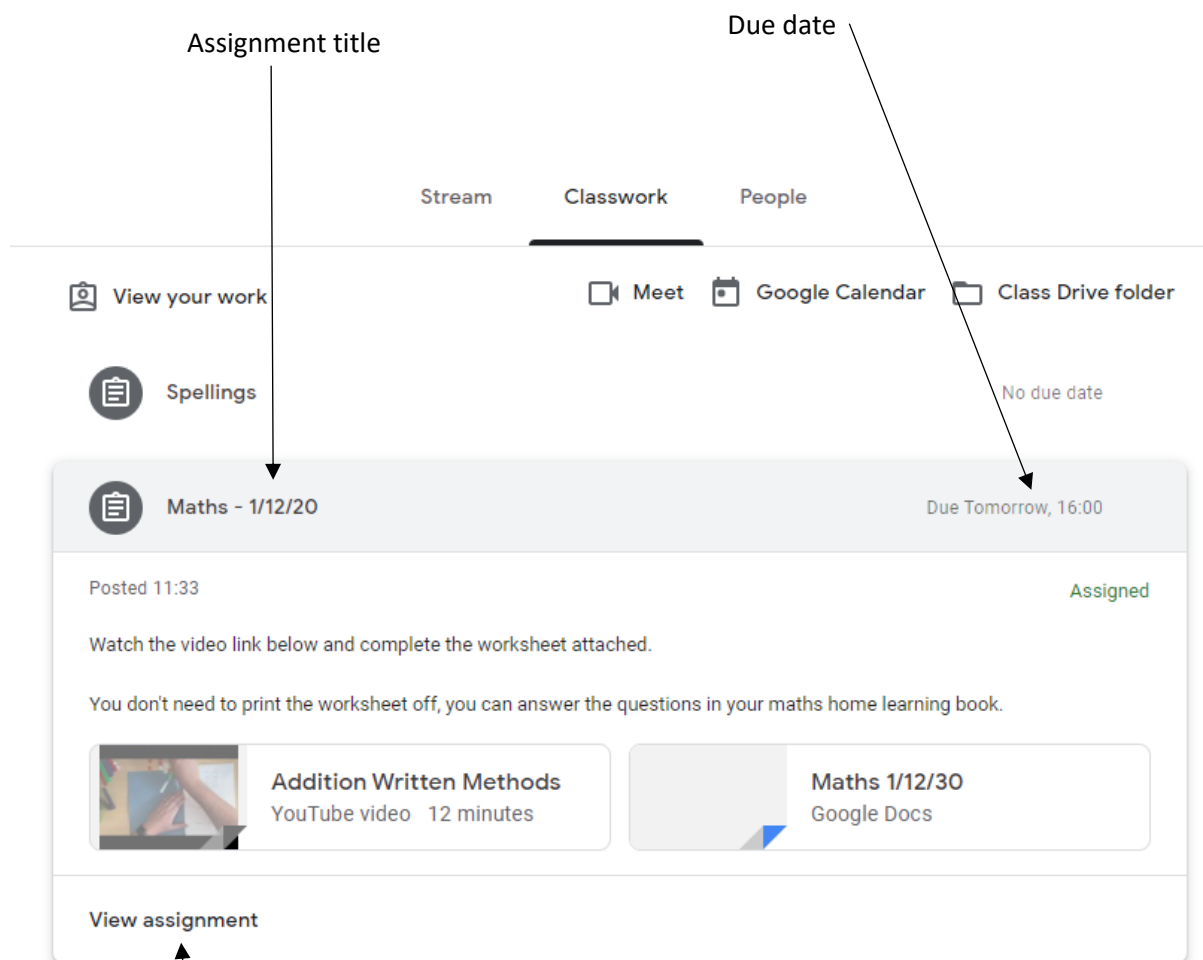
4) Your Online Classroom

Your teacher will assign work to you for each day of your self-isolation. Remember: there is no expectation to complete work if you are ill. See the Remote Learning Plan for Parents for what work to expect!

To access the work, click on the 'Classwork' tab at the top of the page:



Your assignments will be listed: if you click on the title, it will expand and give you more detail.



Click on view assignment to see more!

Maths - 1/12/20
James Todd · 11:33
100 points Due Tomorrow, 16:00

Watch the video link below and complete the worksheet attached.

You don't need to print the worksheet off, you can answer the questions in your maths home learning book.

Addition Written Methods
YouTube video 12 minutes

Maths 1/12/30
Google Docs

1 class comment

Amy Test 11:39
@freddie@droxfordjunior.co.uk can you help me on question 3?

Add class comment...

Your work Assigned
+ Add or create
Mark as Done

Private comments
Add private comment...

The resources for each lesson can be accessed here.

You can add comments to this assignment here. Please try and use the main Google Stream instead however to make it easier for your teachers to check.

You can upload, or create files, to send teachers your work if you like (this is not compulsory) and can 'mark as done' when you are finished!

5) Google Classrooms FAQ

Google have an extensive and informative support section for Google Classrooms which can be found by following the link, or scanning the QR code, below.

https://support.google.com/edu/classroom/answer/9582544?hl=en&ref_topic=6020277



6) Class Dojo

Please continue to use Class Dojo to communicate with teachers if necessary – we'd love to see picture updates of fabulous work being completed, as well as generally keeping in touch!

Award points can also be given to children 😊

For any work related issues, please refer to Google Classrooms.

For anything else, please contact the school office on adminoffice@droxford.hants.sch.uk

7) Home Learning and e-safety:

The following information is taken directly from our Home Learning E-Safety Policy:

Guidance for 'Google Meets':

- There will be no 1:1 video or phone calls, groups only,
- All staff and children must wear suitable clothing, as should anyone else in the household at the time of the online lesson,
- Any computers should be in appropriate areas, for examples, not in bedrooms or bathrooms,
- Any live classes should be recorded so that if any issues were to arise, the video can be reviewed,
- Live classes should be kept to a reasonable length of time, and be held at reasonable times of the day,
- Language should be professional and appropriate, including any family members in the background,
- Staff should record the length, time, date and attendance of any sessions held.

Guidance for videos shared by the school (e.g. on YouTube):

- All staff must wear appropriate clothing and use professional, appropriate language – if the videos are not filmed at school, any other people at the location where the video is filmed must follow the same rules,
- If videos are not filmed at school, the location must be appropriate, sensible and not reveal too much information about the staff in the video (i.e. not showing your address etc.)
- All videos must be checked by a member of SLT before being uploaded to the internet,
- When uploading, comments on the videos will be disabled.

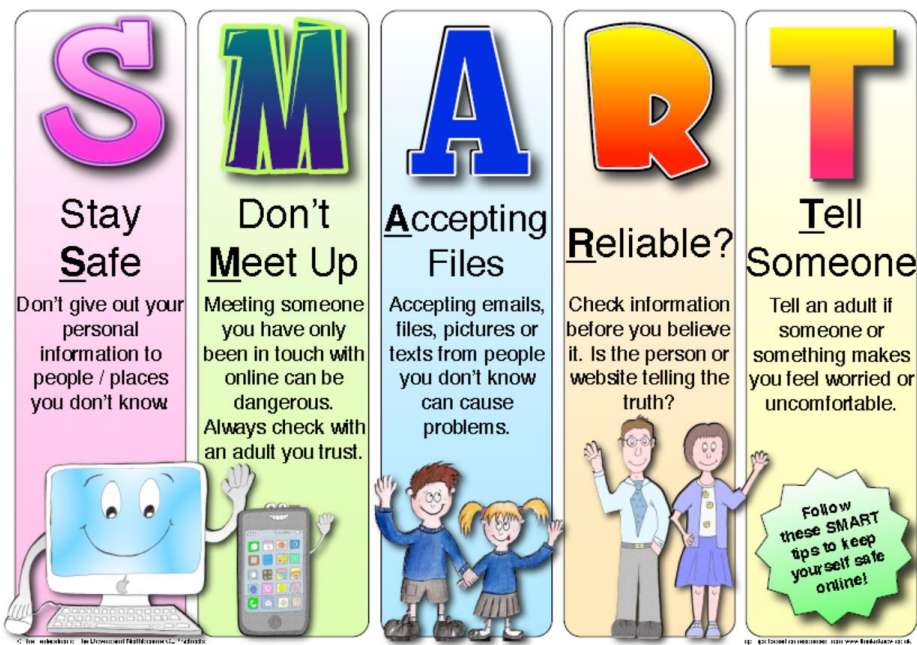
Guidance for email contact/'Google Stream' messaging/Class Dojo between staff and parents/children:

- Staff will never use personal email accounts to contact parents/children,
- Language should be professional and appropriate,
- Parents/children will only use Google Classrooms to discuss work, and Class Dojo to share work with teachers – any other information must be emailed via the school office,
- Emails from parents/children should not be deleted in case they need to be referred to at a later date.

Children using the internet at home

When children are using technology for home learning, we strongly recommend that:

- appropriate adult supervision is provided while children are online (search histories can be accessed too),
- Children follow the same SMART guidelines we encourage children to follow at school:



The full Home Learning E-Safety Policy can be found online via <http://droxfordjunior.co.uk/home-learning/>