

## Google Classroom User Guide

Due to on-going circumstances teachers will be using Google Classroom to supply pupils with a range of materials to engage with whilst working from home. It is important that pupils know how to access these materials, complete assignments, and know how to interact with teachers in case problems arise. This guide has been created to try to make it easy for pupils and parents to navigate Google Classroom and ensure that pupils have access to everything they require.

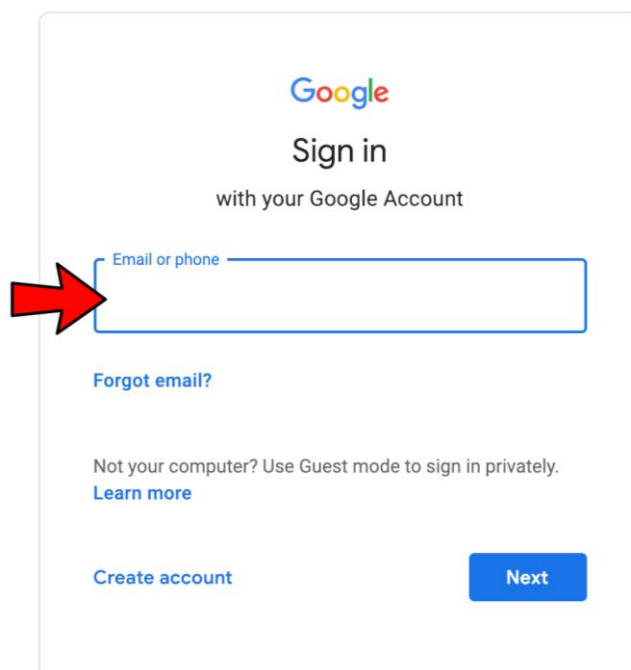


### How pupils access Google Classroom.

The easiest way for pupils to access Google Classroom is through an internet browser which can be logged into on any device with an internet connection, simply go to [googleclassroom.com](https://googleclassroom.com) and pupils can log in using their personal log in details which they brought home with last term.

### Internet Browser via PC/Laptop

Go to [www.googleclassroom.com](https://www.googleclassroom.com) and click on 'Go to Classroom'. Then sign in using the pupil's Google Classroom email address and password. When you enter the site, you will be able to see the pupil's classroom name.



Google  
Sign in  
with your Google Account

Email or phone

[Forgot email?](#)

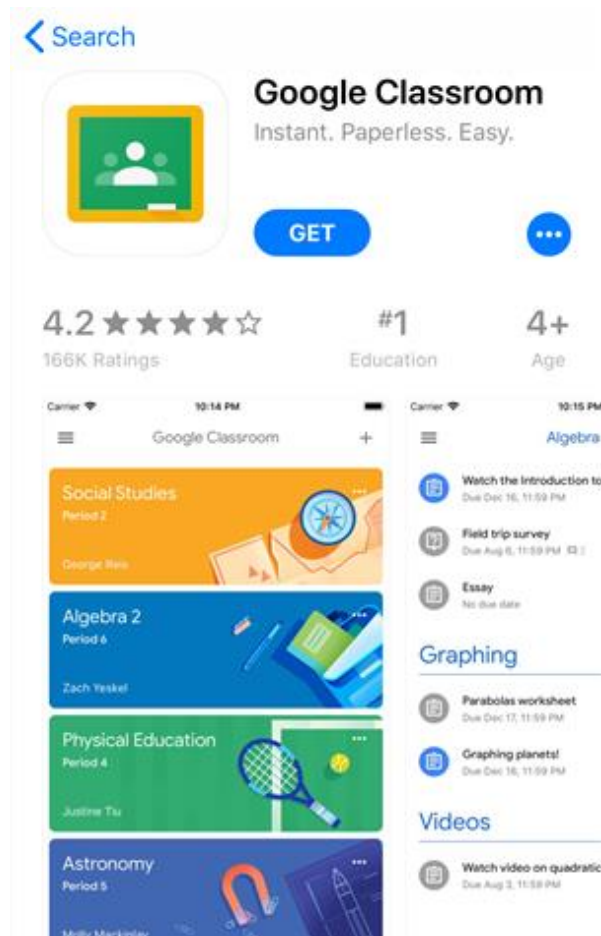
Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

## Tablet and Mobile Phone Application

Google have released a Google Classroom application for Android, Chrome OS and Apple iOS, which can be downloaded for free.

The application allows pupils to communicate with teachers through comments, receive notifications, view all assignments / due dates, upload photos of assignments to hand in.

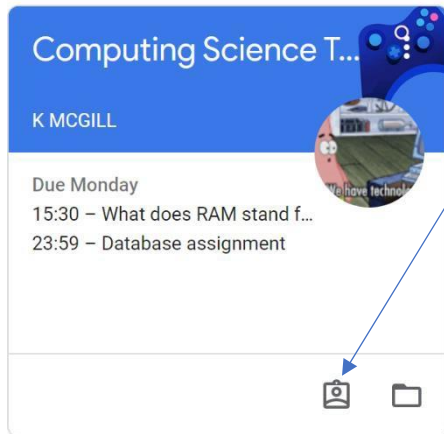


**Step 1:** Download the 'Google Classroom' app from either Apple Store or Google Play Store.

**Step 2:** Sign in using pupil's Google Classroom email and password.

**Step 3:** Enter class code – which was sent via parentmail this week.

**Step 4:** Pupils will then be logged in and can see their classroom

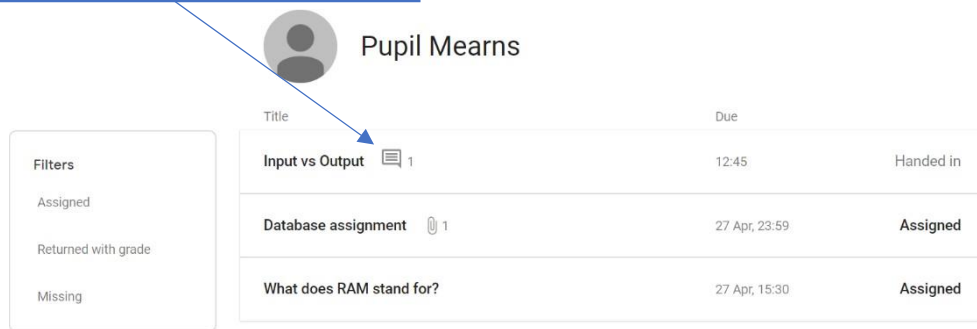


**Class tile:** For each individual class tile pupils will see upcoming due dates and there will be two buttons at the bottom of the tile, one of which is extremely useful.

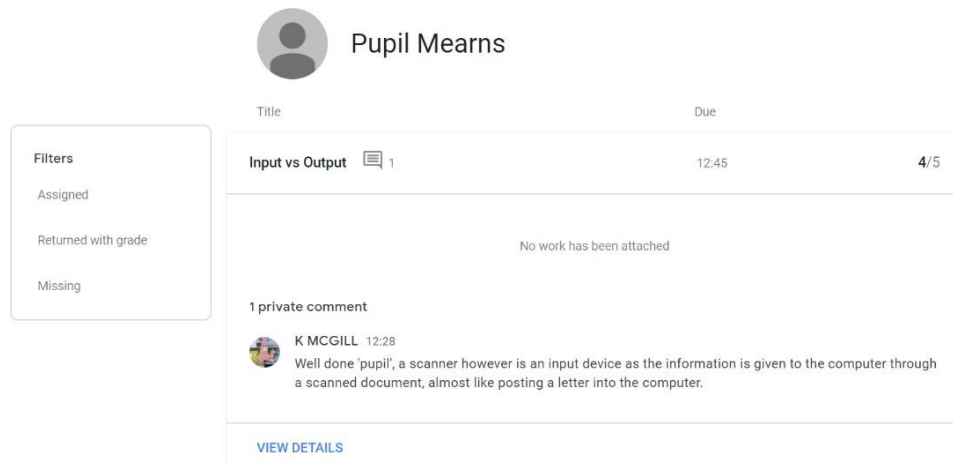
**This button allows pupils to see all work that has been set for this class.** (note – button not on app)

When clicked it opens a screen that allows pupils to see the work teachers have set, allow them to see responses / feedback from teachers, grades given and more information about what's due. **Below is an example of what pupils will see from this button.**

Click on to receive teacher comment



Pupils can then click on these individual assignments to see comments from teachers / grades awarded for pieces of work, such as below for the input vs output example.



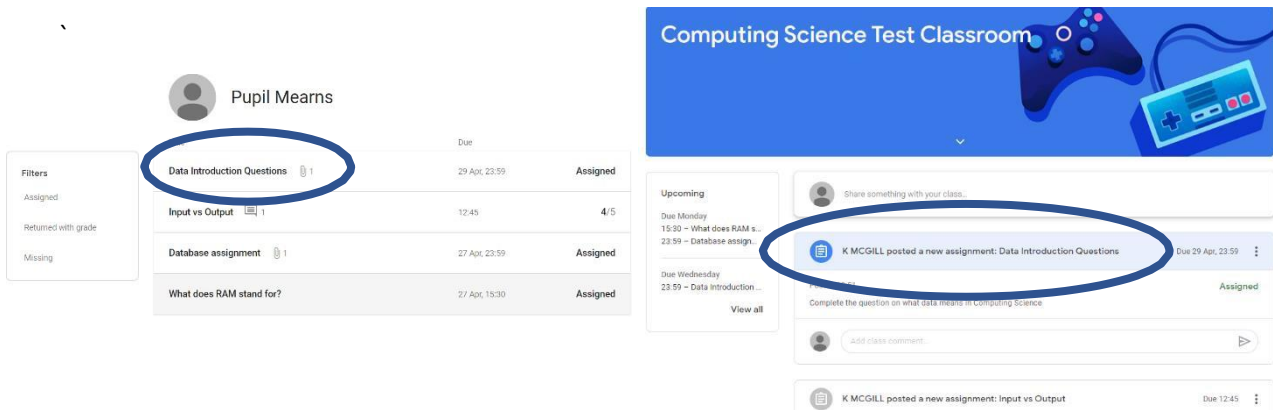
Click view details would expand to include more detail about the work and allow pupils to reply to private comments or resubmit if allowed.

## How to submit Assignments on Google Classroom

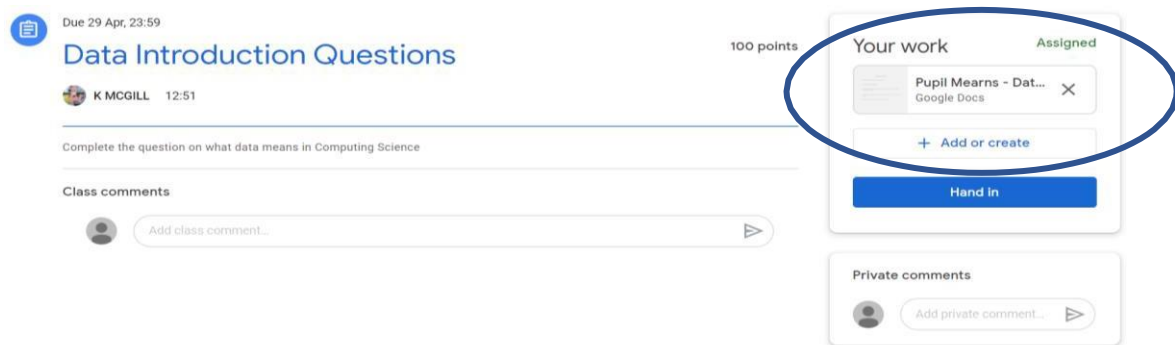
Teachers will post multiple different forms of work: questions, quizzes and most importantly worksheets / assignments using attached files (using Google Docs). It is important to know **how to access this work, how to save / re-open and how to submit**.

There are two simple ways to access attached files for completion.

Using the button shown above pupils can see all work for the individual class (left screenshot). You can see that some of these have an attached file for pupils to access. Alternatively, work can be seen and accessed from the class stream (right screenshot).

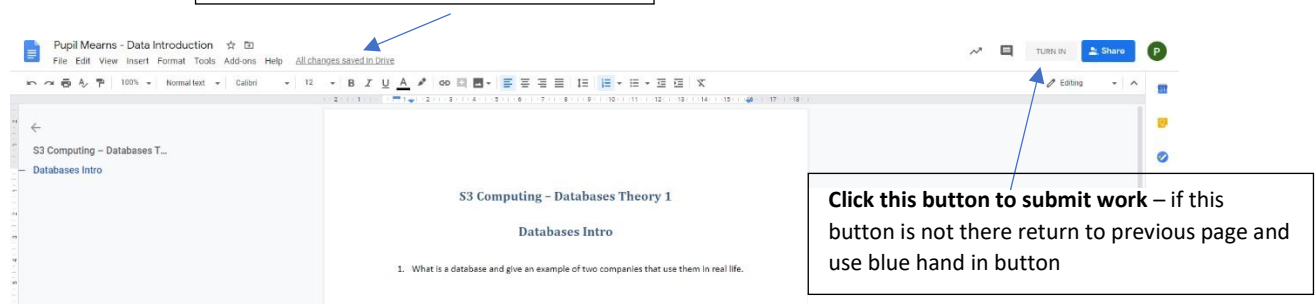


Clicking on either of these will bring up a page dedicated to that assignment, shown below.



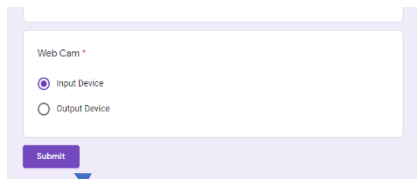
This page allows pupils to comment / ask questions about the piece of work either publicly or privately and allows them to access the attached file for completion. It also allows pupils to submit completed work by clicking the blue hand in button once they have completed the work. By clicking on the attached file (shown by the blue circle), pupils will immediately open a copy of the file for completion.

Will save automatically but check message

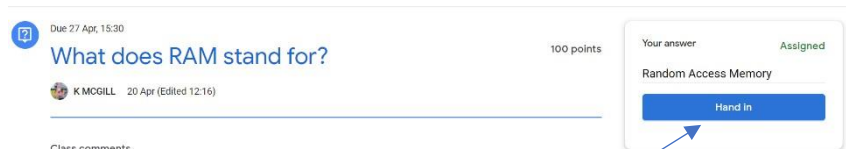


**Saving / Returning to work:** When working on an assignment using an attached file you can close it anytime you want, just check to make sure 'all changes saved in drive' message appears. You can then close and re-open following the same steps and your changes will still be there so you can complete over a period of time and not worry about saving multiple copies or downloading / uploading as long as it is a Google Docs file you have been given.

**Submitting work:** When submitting work whether it is a quiz / single question or an assignment you must 'Hand-in' / 'submit' the work to do this ensure that you click on the blue button shown above.



Submit answers at the end of a quiz



Submit answer for individual question

### Standard Example of Assignment Using Blank Document

Here is an example of a typical assignment set by a teacher, it has instructions to follow a PowerPoint and a google document attached for pupils to complete.

**Instructions** → Watch / Read the PowerPoint provided and answer the questions at the end using the blank Google Docs form.  
Due by the 29th April.

**Shared link to view resource from teacher – read only and cannot be edited by pupil. Pupil must be logged into glow to view** → <https://glowscotland-my.sharepo...>

**File for pupil completion** → Your work: Pupil Mearns - Co... Google Docs

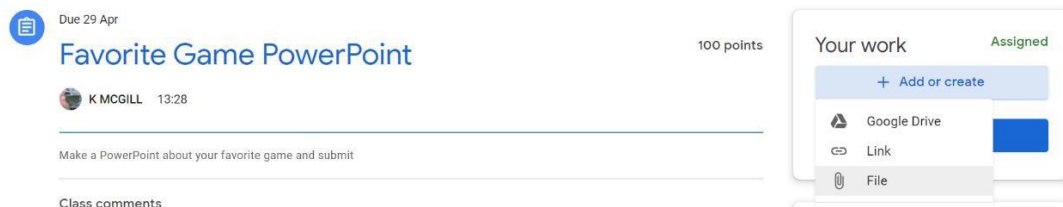
**Hand In**

Pupils would be expected to first click on the resource link which will open a read only file for them to read / watch / listen to depending on the resource.

Pupils will then click on the 'file for pupil completion' and answer the questions / complete the work included in the file, which they will then submit using the hand-in button / steps shown in the submission section of this guide.

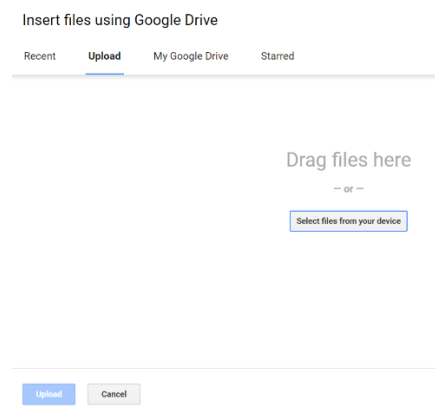
**Submitting / Uploading your own file.** If you wanted to add additional materials that you created you can upload to Google Classroom when completed, however there is a risk that the file is not compatible so **only do this if prompted.** To do this follow these steps:

**Step 1:** Navigate to the assignment page



**Step 2:** At the right-hand side select the 'add or create' button.

**Step 3:** If attaching a file from your computer / device select 'File'



The screen to the left should pop up

**Step 4:** Choose to select files from your device and then click on upload

**Step 5:** Make sure you click the blue 'hand in' button after uploading.

## Uploading Photos

Using the Google Classroom app and your mobile device's camera.

**Step 1:** Select the assignment then select 'your work'

**Step 2:** Select 'add attachment' (see image below) then select 'pick photo' or 'use camera' the image will then upload

**Step 3:** Select 'hand in' it will ask you again 'hand in your work?' select 'hand in'

The image has then been successfully handed in.

