Cumnor C of E Primary School
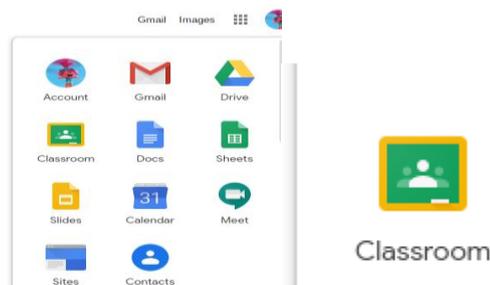
Google Classroom Pupil/Parent Guide

Logging In

If using a laptop:

1. Go to https://classroom.google.com and click on the "**Sign In**" button.

If using a chromebook: log into it using the log in details below and then click on the nine squares in the top right of your google homepage screen :

and select Google Classroom:

2. Having got to Google Classroom, to sign in, pupils may need to enter their school username and password. This is their school e-mail address and their password.

Their Google username is:

@cumnorschool.co.uk

Their password is:
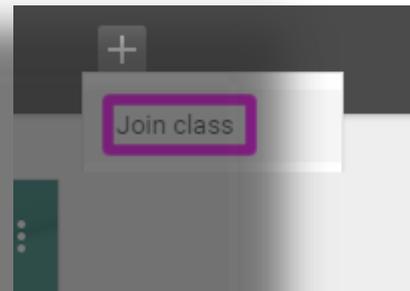(utilises the mymaths password for ease)

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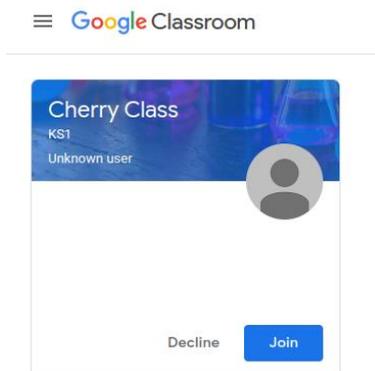Join class

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Mobile Apps

Pupils/parents have the opportunity to download Google Apps for their handheld device. They are free but they must remember to use their school login details as mentioned at the top of the page as opposed to any other Google account that they use at home. Inside each app, they will give the user the choice on which to use.

The recommended apps are the following:

- ☐ Google Classroom
- ☐ Google Drive
- ☐ Google Docs (free alternative to MS Word)
- ☐ Google Slides (free alternative to MS PowerPoint)
- ☐ Google Sheets (free alternative to MS Excel)
- ☐
- ☐ though we do not recommend using a mobile device if you can avoid it as the screen is small and keypad fiddly to use for completing daily work.

3. Having logged in and choosing 'I am a student' if presented with the option, pupils will be presented with their classroom.

4. After clicking on "Join Class" they should be able to view the classroom. Note: They only need to do this once. After they have joined the class once, they will remain as a member of the Classroom for the rest of the academic year.
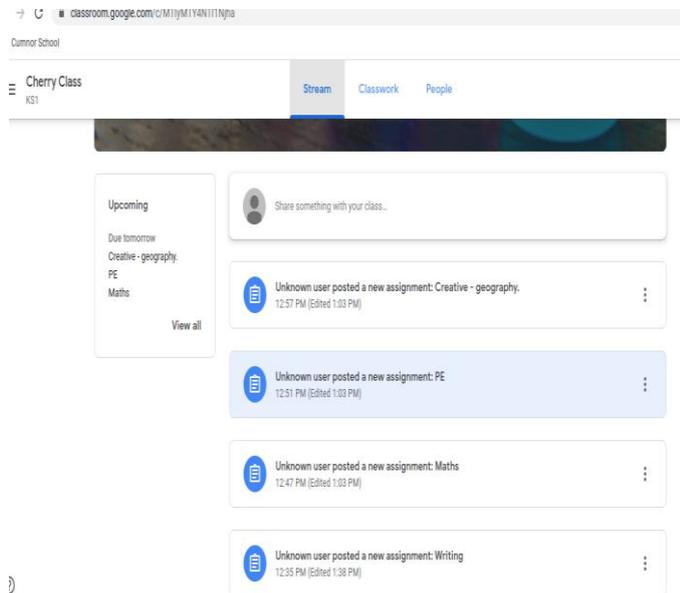
Viewing and Accessing Home Learning

1. To view homework or tasks set, - once logged in to Google Classroom, pupils need to click on the title of their class.
Having clicked on this, they will be in a Google Classroom. Here, they will have 3 tabs in front of them; "**Stream**", "**Classwork**" and "**People**".

The "Stream" Page

The stream works similarly to a social network page. The most recent post that a teacher has added to the Google Classroom will be at the top and the oldest will be at the bottom. Each post will be associated with the subject that the student is learning with that teacher.

The "Classwork" Page

This is the best page to use when completing home learning.
Teachers will upload work by 'topic' - the title of each topic will be the date in big letters.
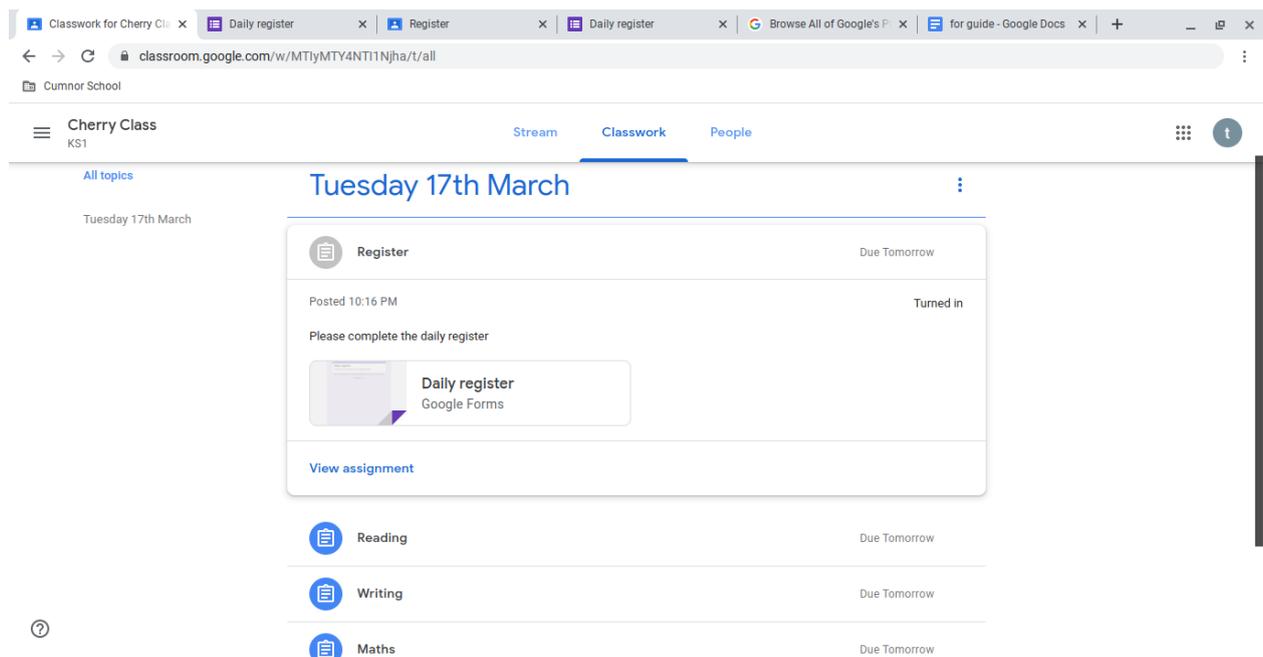
The activities (one reading, one writing, one maths, one creative and one physical) are listed underneath with their due date listed.
When you click on an activity, it will show you the instructions and the option to view the activity.

You can then click on the assignment and on any attachments and complete the work.

Pupils will be guided by their teacher in the instructions box on whether they complete their work online using Google Classroom or offline in another way. There is an option to leave a comment for the teacher if necessary, but please only use this if necessary. Whilst having a 'chat' with your teacher may seem like a fun idea, receiving many messages from 30 children on every task is not a manageable workload.

Completing/Submitting Work Online

If pupils have to complete their work online, they will need to click on the name of the assignment followed by "Add +". A drop-down menu will appear where they can choose to create a Google document or upload a file from their computer or their online storage Google Drive.
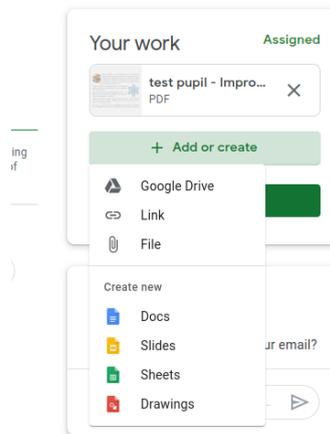
Having added their chosen document, it will appear in the white box just above the "Add +" button.

If a student has chosen to create a new document from the "Create" section, then they simply need to click on the file and then they can start their work. The file will open in a separate tab (top of screen) and will save automatically until closed. The student can go back to this document to work on it as many times as they wish until they need to submit it.

After the work has been completed or added to the assignment, then the student will need to press the "Turn In" button. See image below.

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Reading ✕ | test pupil - Reading ✕ | Daily register ✕ | Register ✕ | Daily register ✕ | Browse All of Goog ✕ | for guide - Google E ✕ | +

classroom.google.com/c/MTIyMTY4NTI1Njha/a/NTM1Nzk4ODM0MDFa/details

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Cherry Class
KS1

Due Tomorrow

Reading

Unknown user   12:30 PM (Edited 1:02 PM)

Please read the text attached and have a go at answering the questions. They are all designed to help you develop your understanding of vocabulary. You could input your answers onto the pdf directly, print and write on the sheet or just write the answers on a piece of paper and ask an adult at home to check them.

Class comments

Add class comment...

Your work   Assigned

test pupil - Impro...
PDF   ✕

test pupil - Reading
Google Docs   ✕

➕ Add or create

Turn in

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Completing work offline

Students who have been asked to complete the homework offline, will only need to access the information on Google Classroom. Once they have finished the homework, they will need to click on the assignment but then, just click "Mark As Done". This will notify their teacher that they have completed their work in time for the deadline. You may choose to send a private comment explaining how you did offline. For example: 'I got 10/10'. 'I wrote my tricky words with paint.' You may also choose to take a photo and upload it using the 'add or create button as detailed above but unless specified in the instructions, there is no obligation to.

The "People" Page

If a pupil clicks on the "People" page, they will be able to see all of the other pupils in their class.

Please refer to the School Computing Code of Conduct for use of messaging/email and other related queries.

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