

THE  
Student's Quick Guide  
..... TO .....

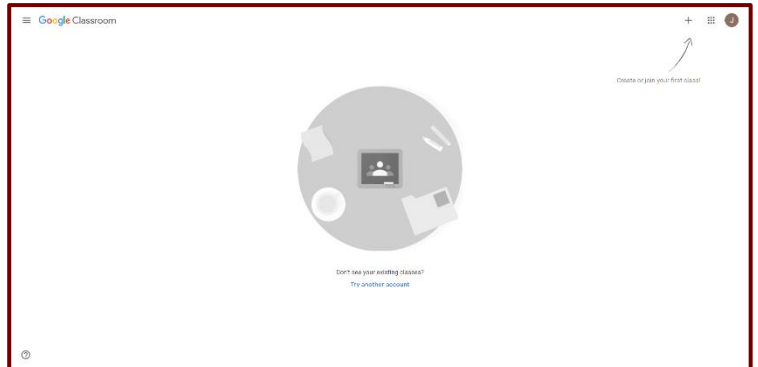
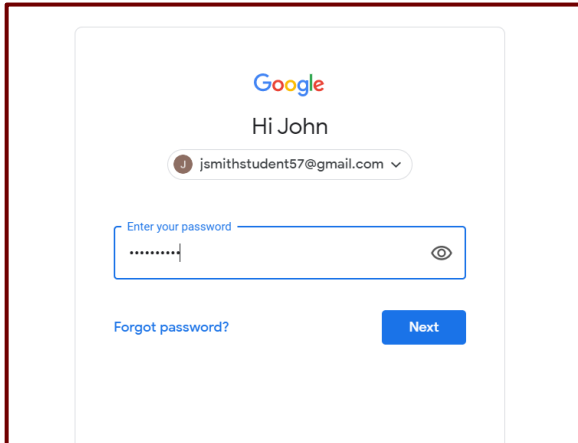
 **GOOGLE**   
**CLASSROOM**

## Logging In

1. Go to <https://classroom.google.com> and click on the "Sign In" button.
2. Having got to Google Classroom, to sign in, students must enter their school login credentials. This is their school e-mail address and their network password.

Their Google username will be [firstname.lastname@rucstall.hants.sch.uk](mailto:firstname.lastname@rucstall.hants.sch.uk)

Their Google password will be Rucstall!



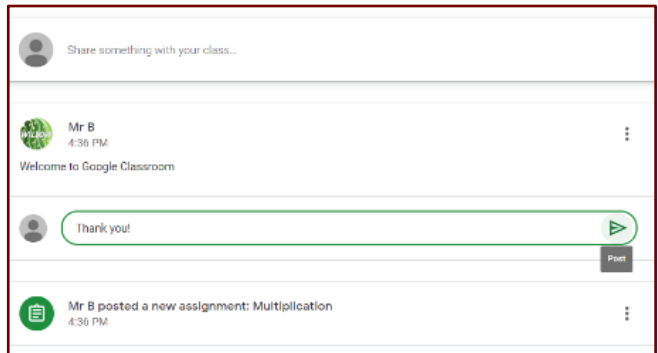
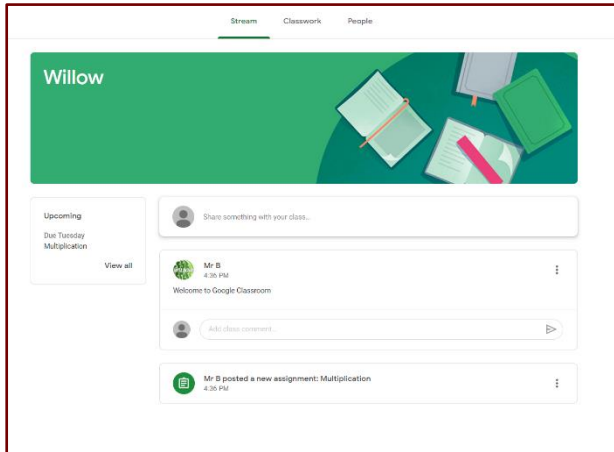
3. Having logged in, students will be presented with all of the Classrooms that they have already enrolled onto.

## Viewing and Accessing Homework

1. To view homework or tasks set, - once logged in to Google Classroom - students need to click on their class.
2. Having clicked on the appropriate classroom, the student will be in a Google Classroom. Here, they will have 3 tabs in front of them; "Stream", "Classmates" and "About".

## 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.



When a teacher posts an assignment on their Google Classroom, it will contain the name of the task, a description of what the student has to do and possibly associated resources where possible. It will also have a due date for when the work needs to be completed by.

Students will be guided by their teacher on whether they complete their work online using Google Classroom or offline in another way.

- 1 Completion Status (not done or done) ✔ DONE
- 2 Due Date (Students will also see if their assignment is **Late**.) ! LATE
- 3 Title and Description of the Discussion
- 4 Your Answer: This is where students type their answer. **Students must first submit their own answer before can they view other students' responses.**
- 5 Add a Class Comment: Use this space to ask questions or for general comments. **This is NOT where you type your answer to the question.**

QUESTION Kasey Bell Oct 28 (Edited 10:06 AM)

1 2  
NOT DONE DUE TOMORROW

3 **Current Events**  
Please share an article from a reputable source on the web about a current event in the U.S. Senate.

Your answer  
Classmates will see your answer

4 Type your answer

SUBMIT

5 Add class comment...

Students will see the following information and options for each assignment in the **Stream**.

- 1 Completion Status (not done or done)
- 2 Due Date (Students will also see if their assignment is **Late**.)
- 3 Title and Description of the Assignment
- 4 Open: Click this button to open the assignment details page.
- 5 Add a Class Comment: Use this space to ask questions or for general comments.

ASSIGNMENT Kasey Bell 10:47 AM

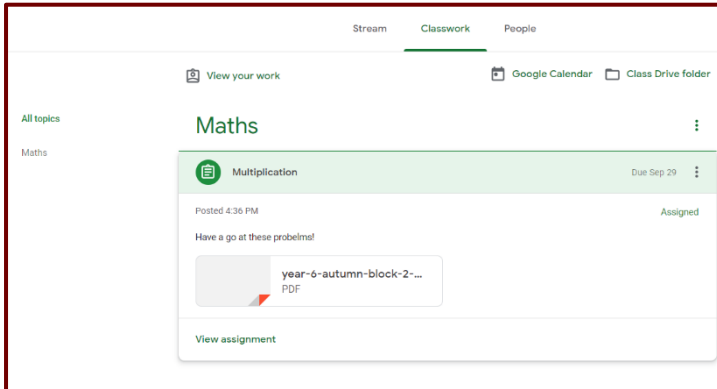
1 2  
NOT DONE DUE NOV 13

3 **#001 World War II Essay**  
Using the provided template, write a three-page essay summarizing the events of World War II.

4 OPEN

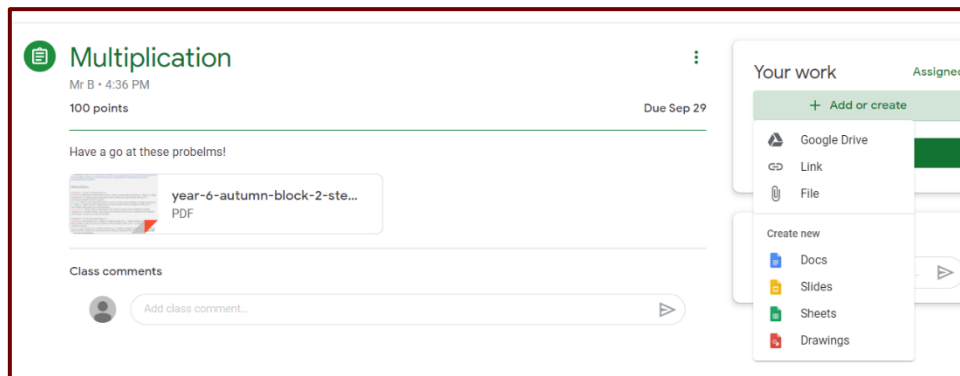
5 Add class comment...

## Completing/Submitting Work Online

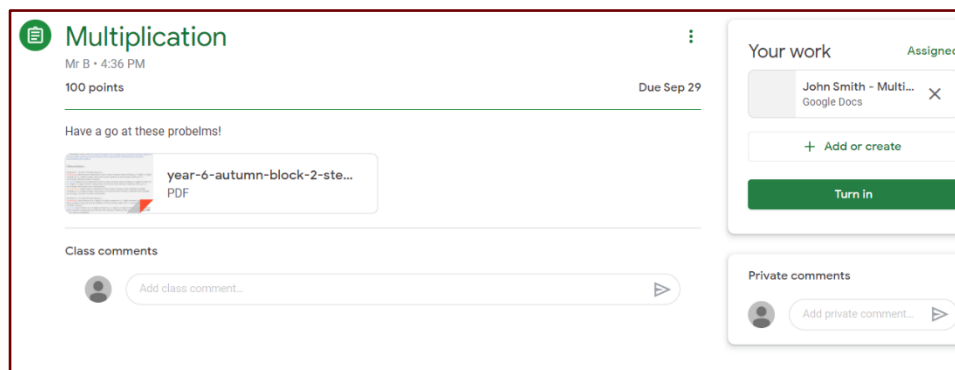


If students have to complete their work online, they will need to click on the name of the assignment followed by "Add +". A drop-down menu will appear where they can choose to create a Google document or upload a file from their computer or their online storage Google Drive.

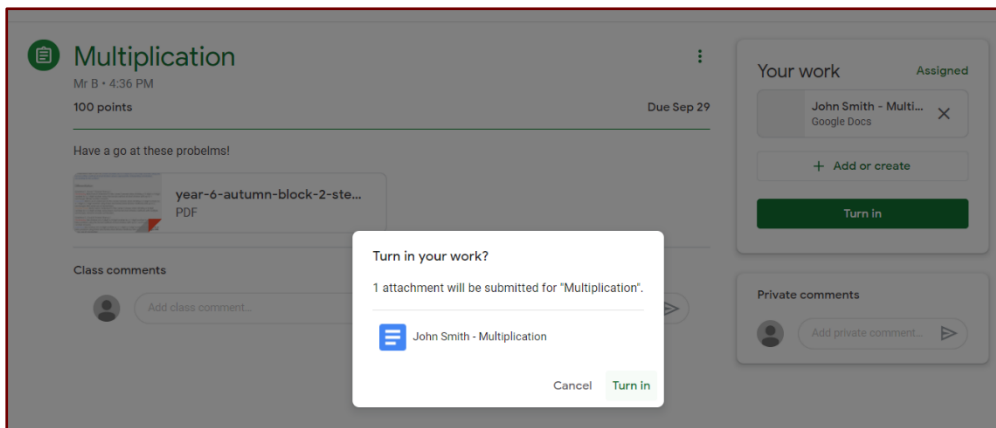
Having added their chosen document, it will appear in the white box just above the "Add +" button.



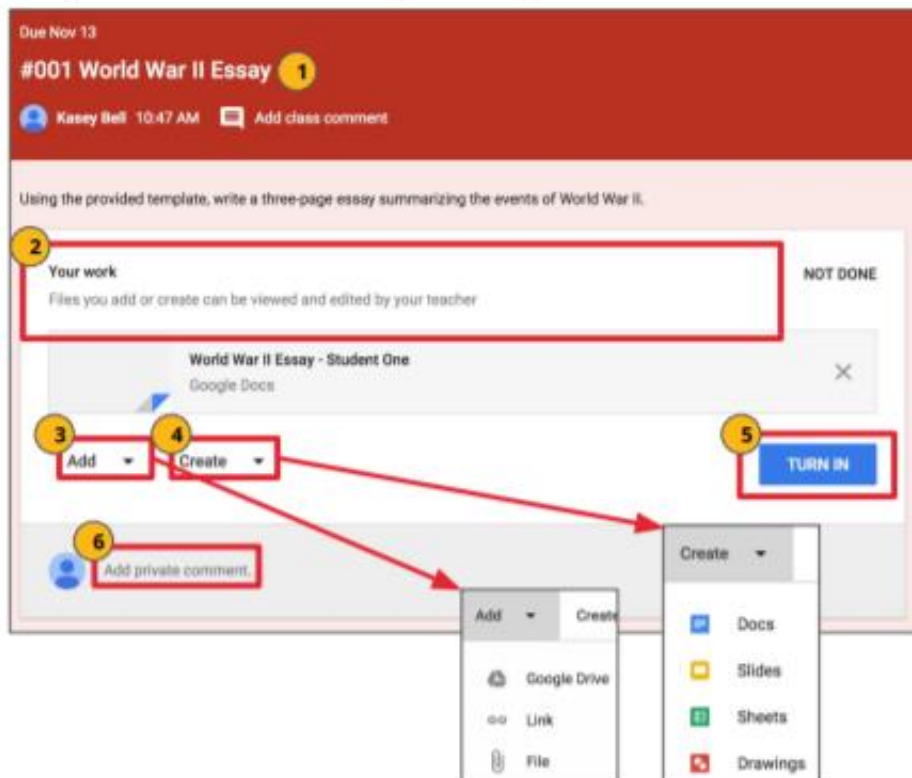
If a student has chosen to create a new document from the "Create" section, then they simply need to click on the file and then they can start their work. The file will open in a separate tab and will save automatically until closed. The student can go back to this document to work on it as many times 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 "Hand In" button. See image below.



- 1 **Title of Assignment, Description, and Due Date**
- 2 Under **Your Work**, Students will see any file attachments or templates the teacher has created or attached for students. Note: **If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.**
- 3 **Add:** Here students can add their own files or links.
- 4 **Create:** Here students can create new Docs, Slides, Sheets or Drawings.
- 5 **Turn In/Mark As Done:** Students click the "turn in" or "mark as done" button when they have completed the assignment and are ready to submit. **MAKE SURE YOU ARE DONE BEFORE YOU SUBMIT!**
- 6 Add a **private comment**, which is only viewable by the teacher.



## 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.

## The "Classmates" Page

If a student clicks on the "Classmates" page, they will be able to see all of the other students in their class.

The "About" Page If a student clicks on the "About" Page, they are likely to find links to useful documents and websites associated with the course or subject that they are studying.

## Mobile Apps

Students 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)

## Safeguarding and security

- Password protected accounts monitored by class teachers and senior leaders
- Children cannot create their own Google Meet video calls
- All stream chat is monitored by staff; inappropriate comments will be recorded, removed and parents will be contacted
- Children cannot message each other directly
- Children cannot send each other images directly
- Google has the responsibility to keep your data secure
- It's easy for administrators to monitor and manage data security
- There are no ads in G Suite for Education core services, and students' personal information won't be used to create ad profiles for targeting
- Data protection practices meet demanding standard