



A guide for parents and carers by
Hipsburn Primary School



Google Classroom

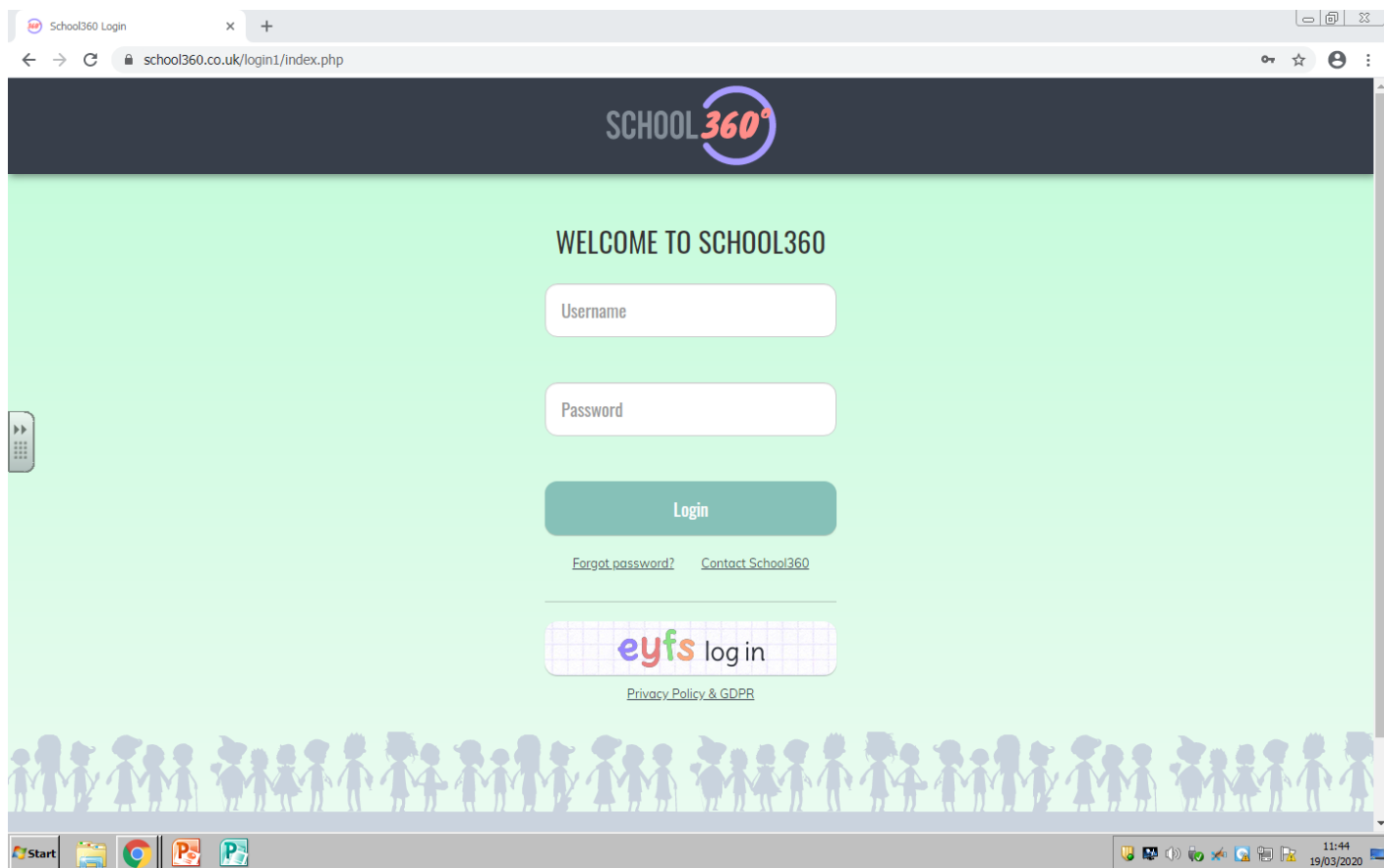
Please keep this document safe as it will be very important in helping you to access school work from home.

Your child's School360 login details

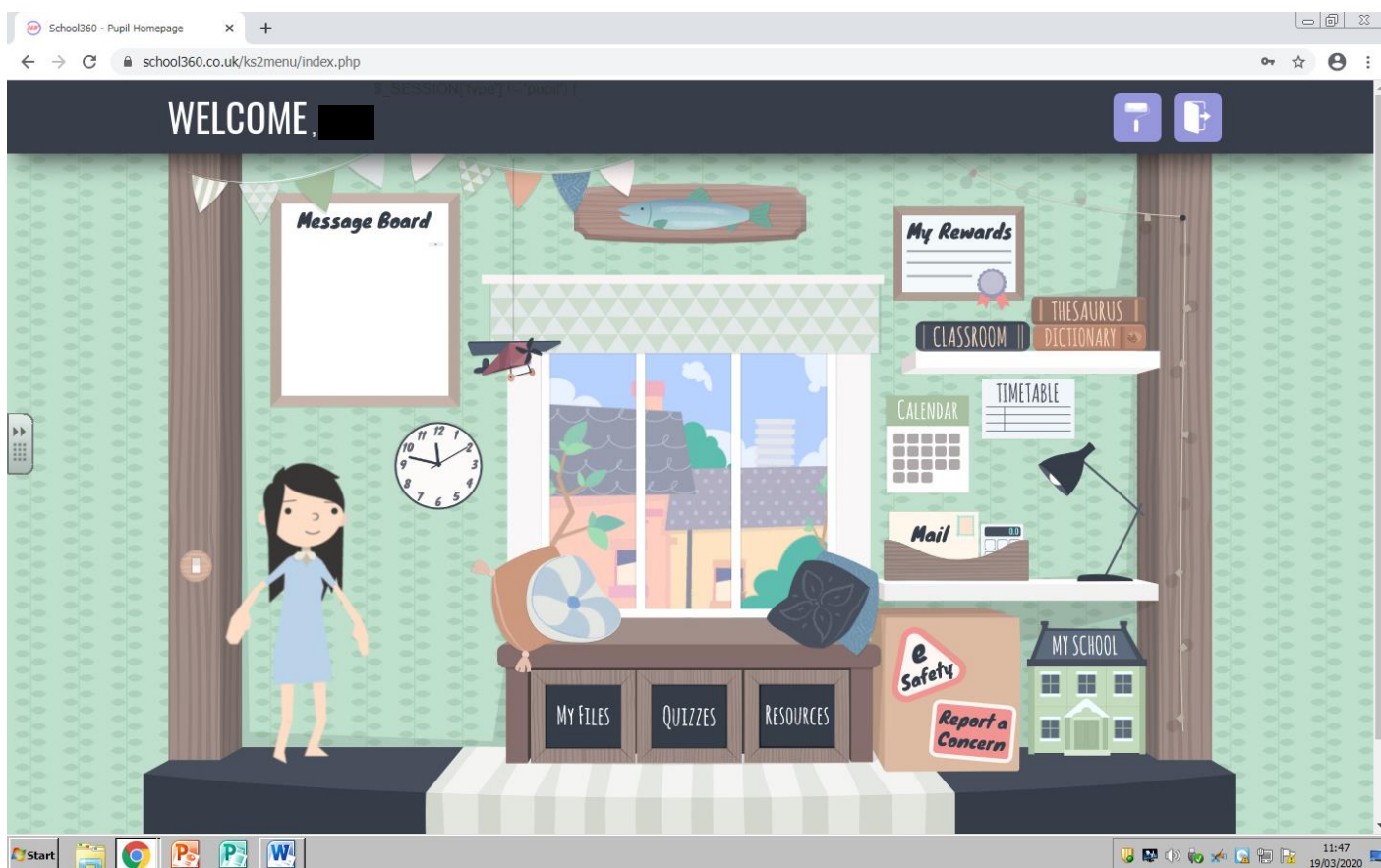
Username _____

Password _____

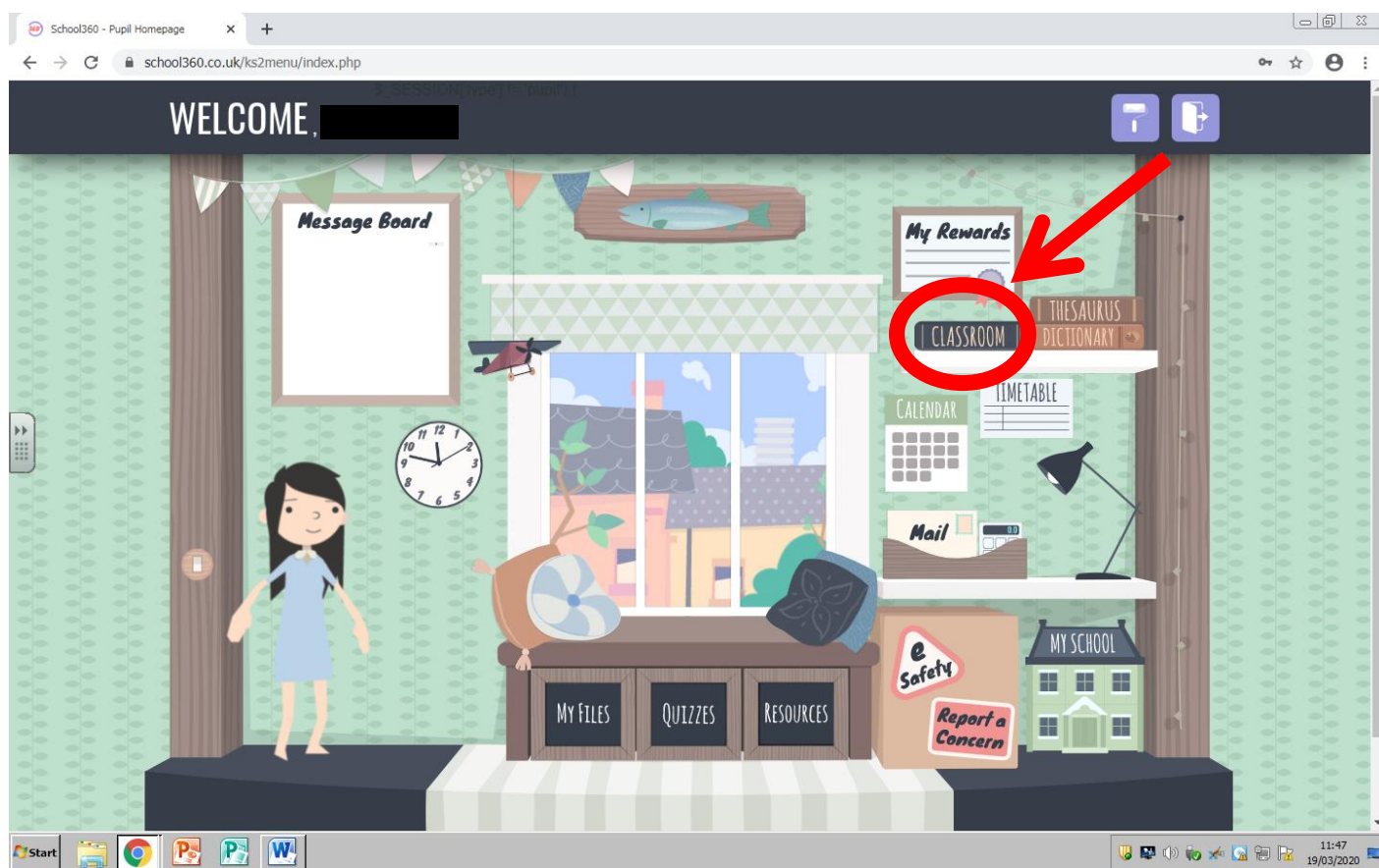
1. Type school360.co.uk into the browser. You should see the screen below:



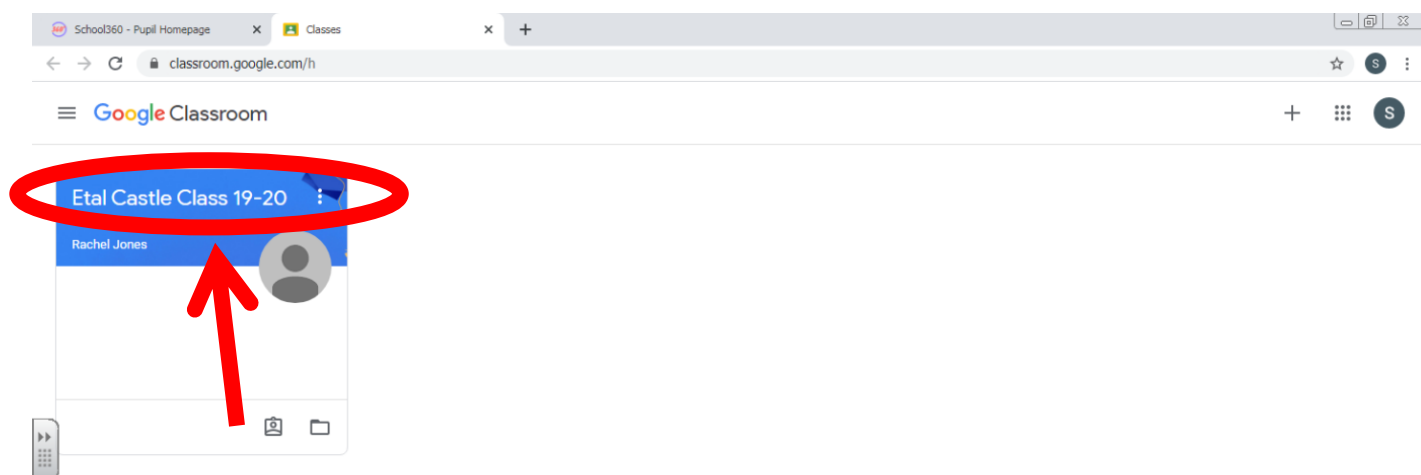
2. Log in using the username and password you have been given. You should then see the pupil homepage. Don't worry if it doesn't look exactly like the screenshot below, as some pupils will have customised their homepage.



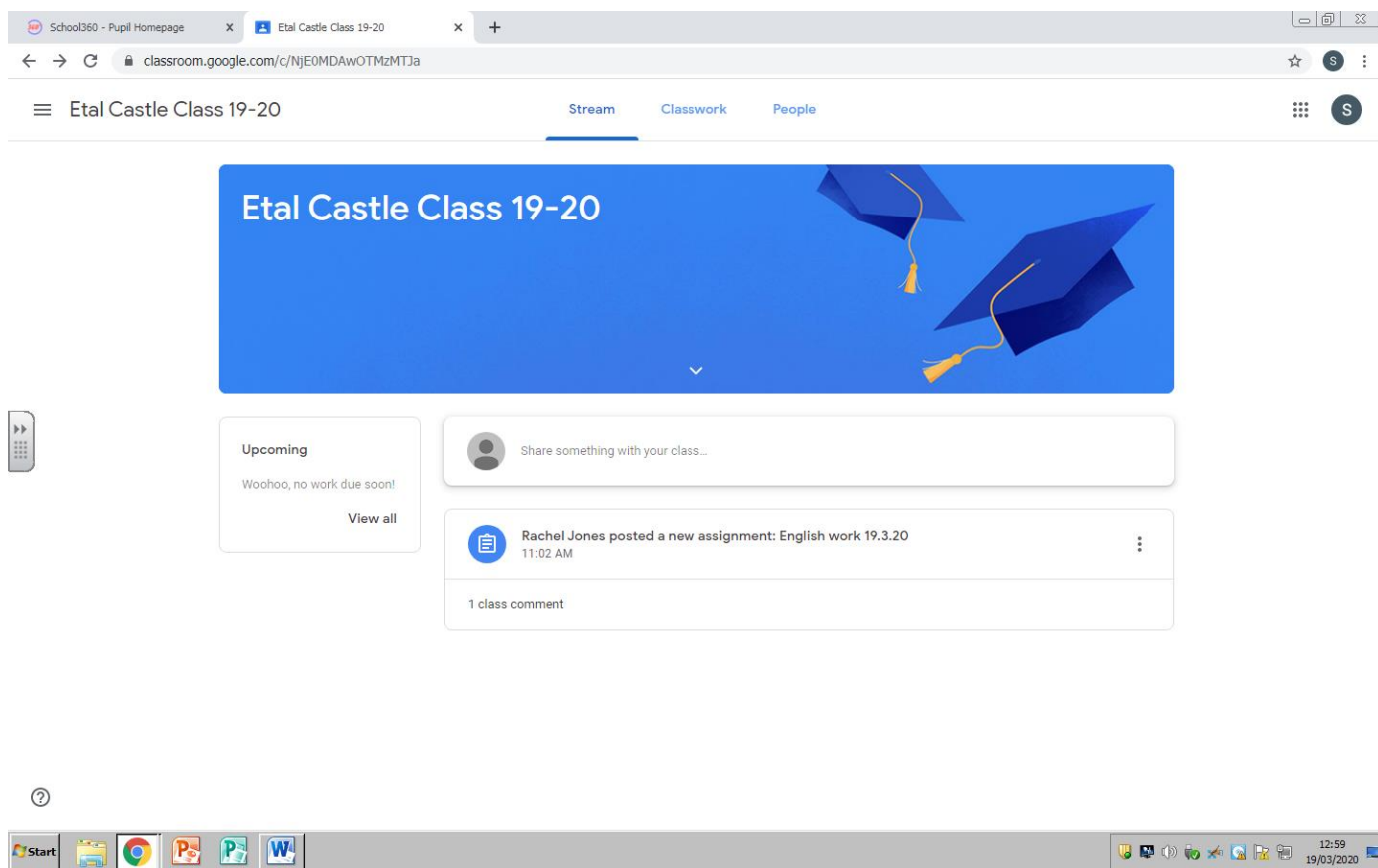
3. Click on the 'Classroom' icon (it may be in a different place on the page if your child has customised their homepage).



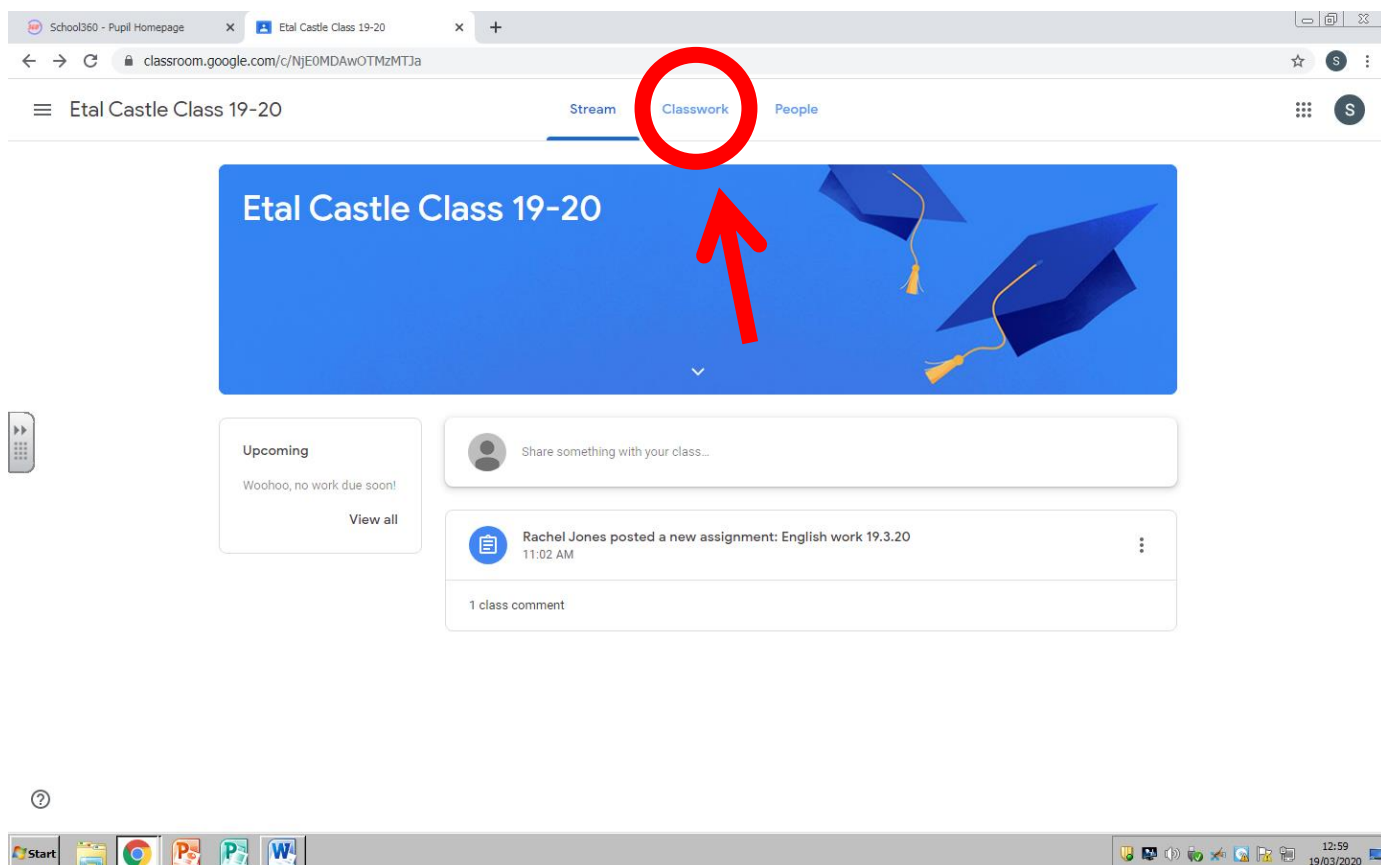
4. You should now be in Google Classroom and be able to see a screen similar to the one below. Click on the name of your child's class.



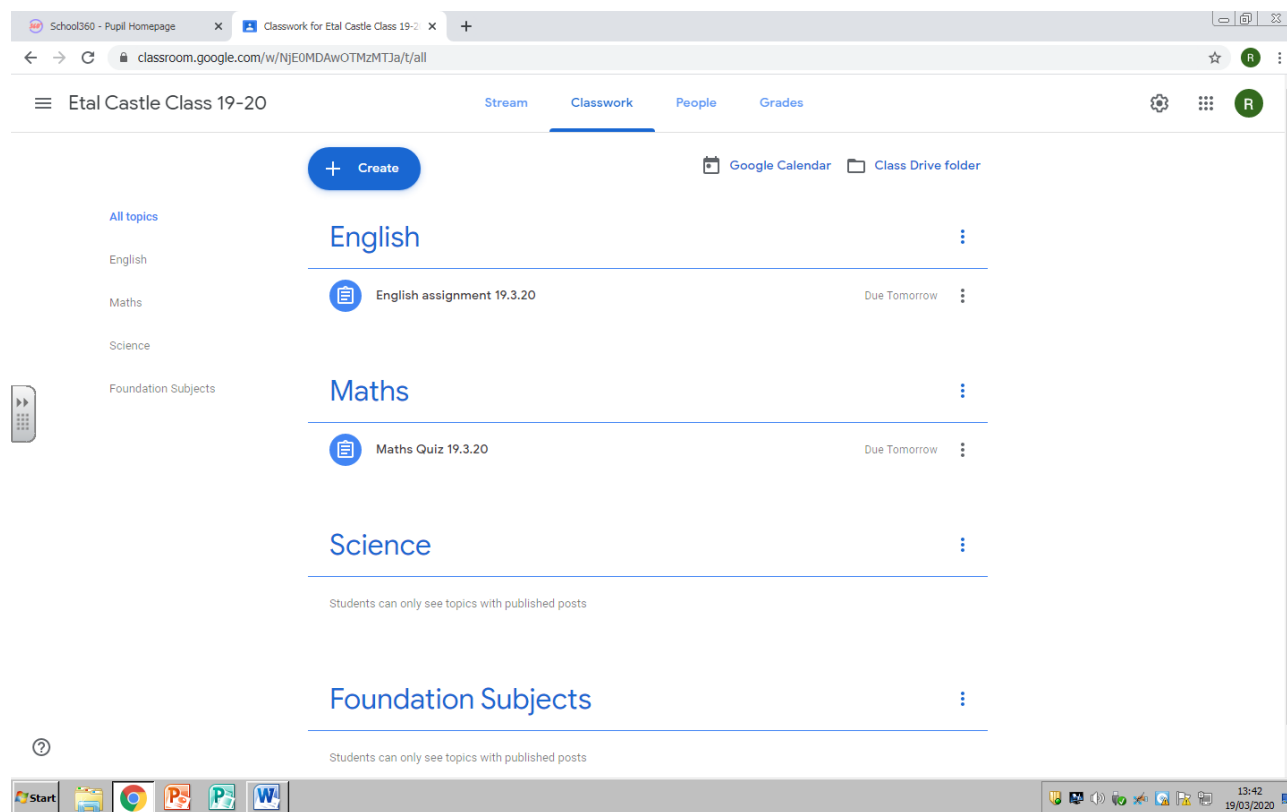
5. This area is called the 'Stream' - it is a bit like a newsfeed. Work that has been set for your child, as well as posts and comments, will appear here.



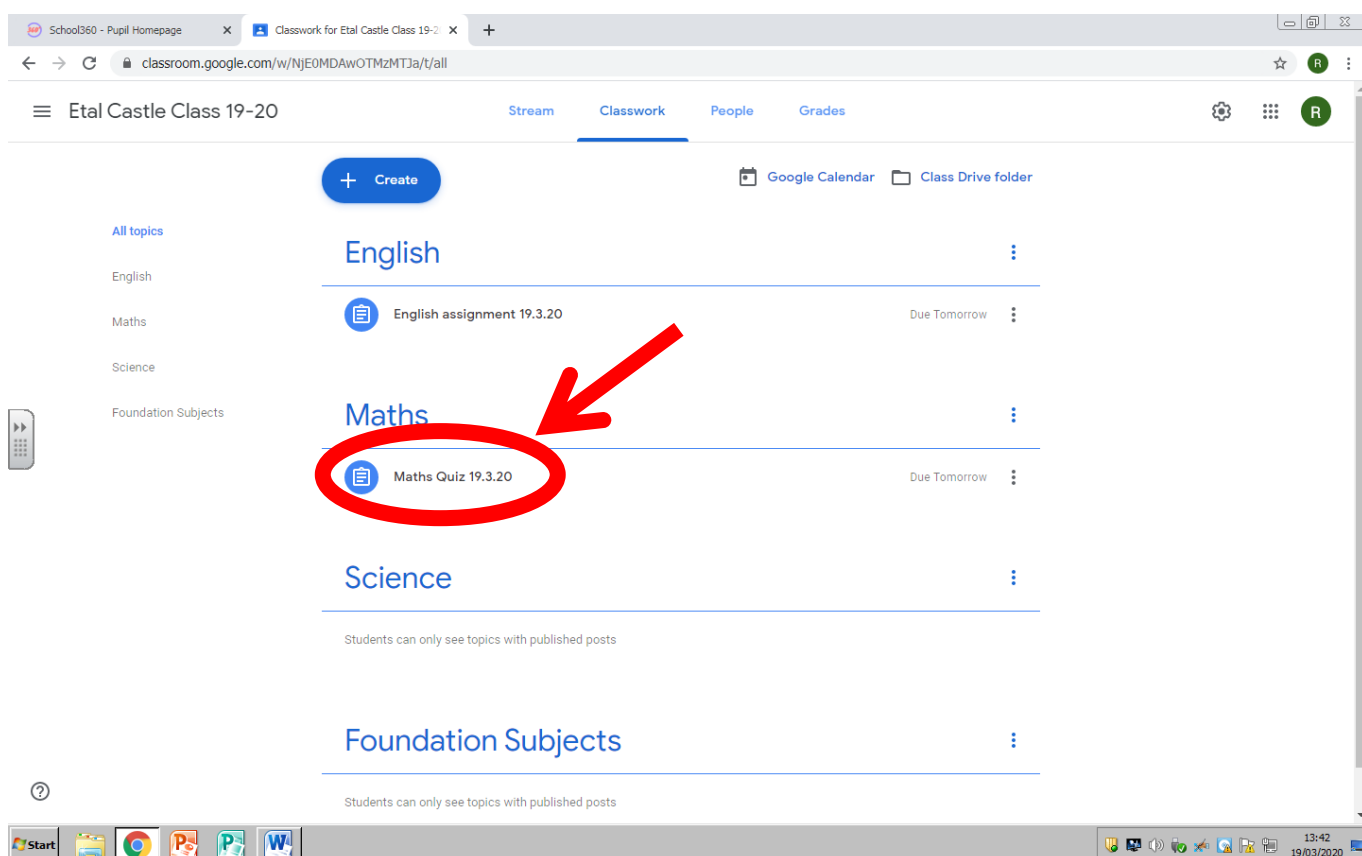
6. Next, click on the 'Classwork' tab.



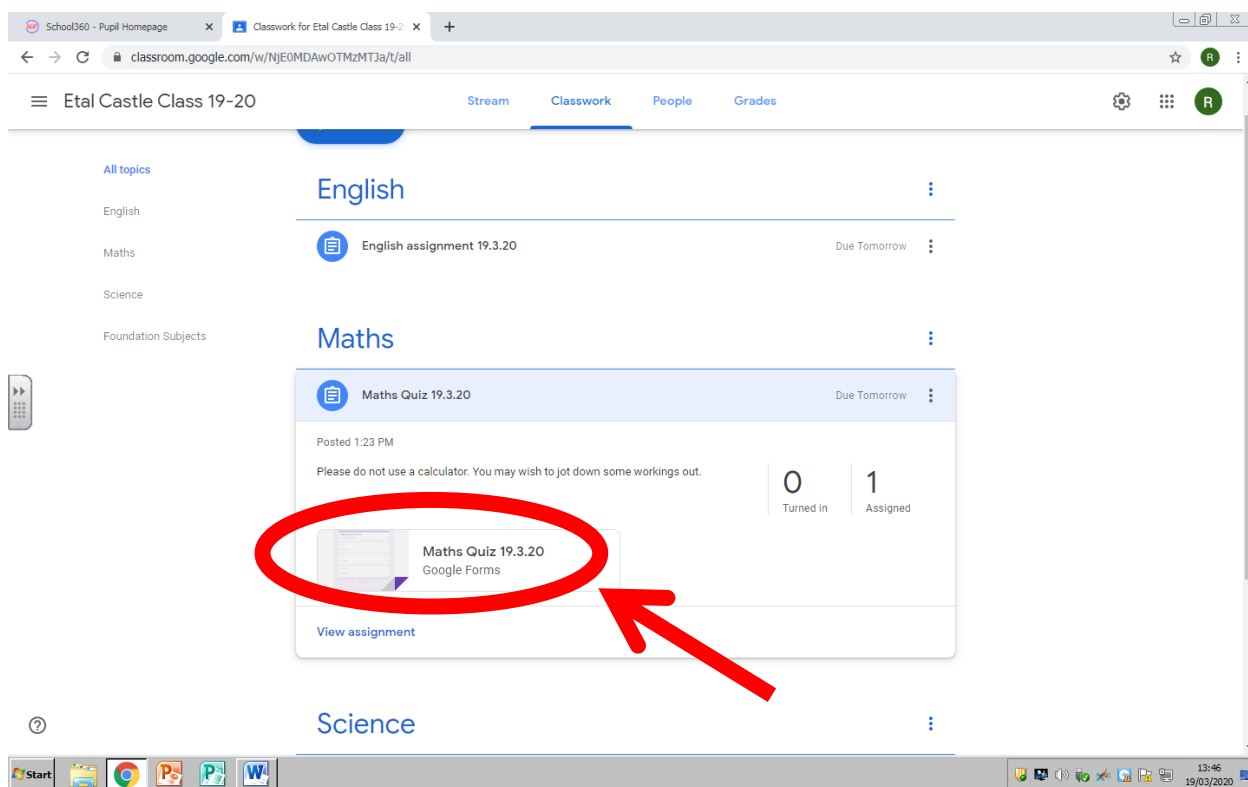
7. Under 'Classwork', you will be able to see your child's work organised by topic. Work may or may not have a due date, depending on the age of your child and the type of activity. Work can be completed in a variety of ways. Your child could be set an assignment or could be asked to complete a quiz on a Google form.



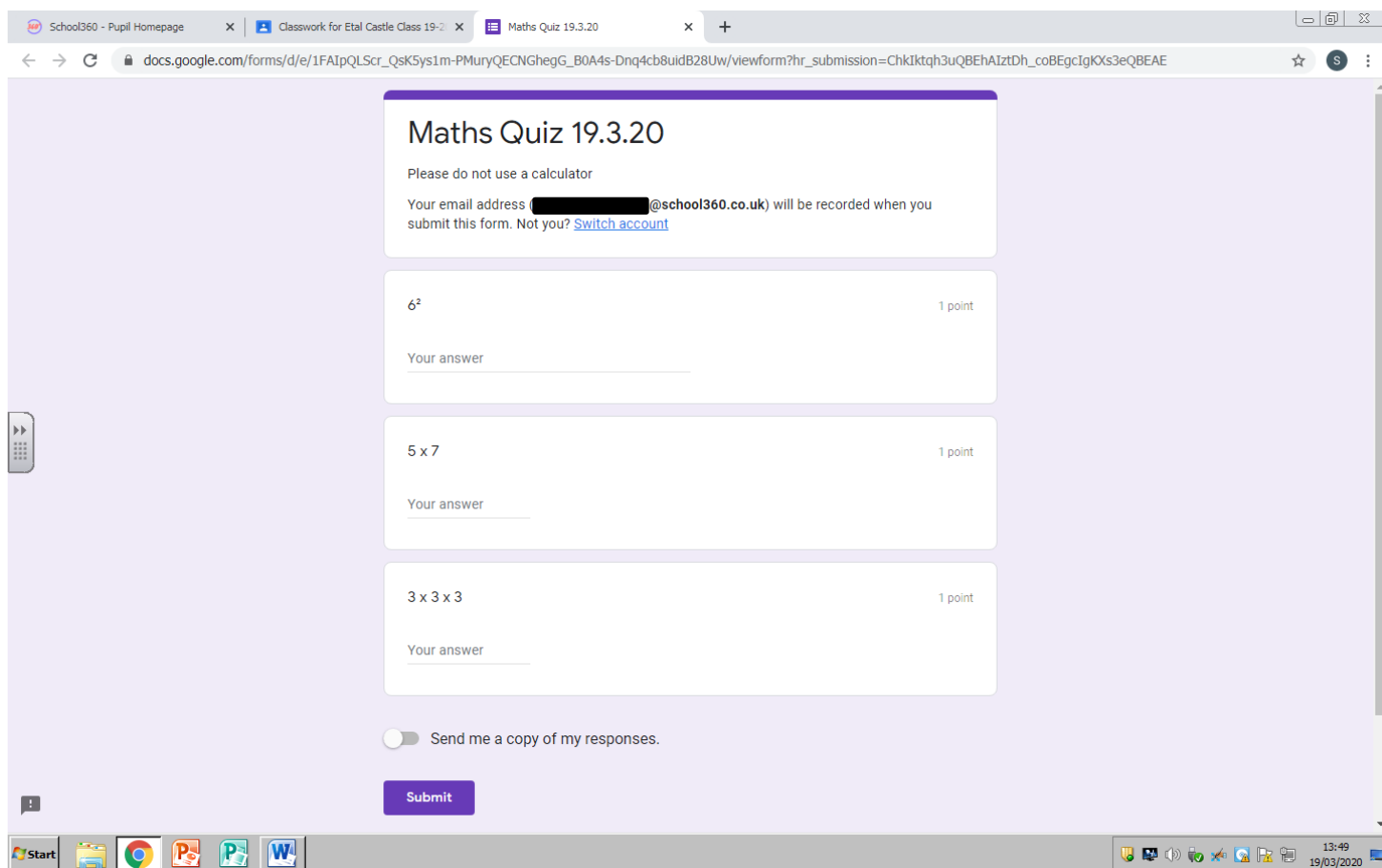
8. Simply click on an activity to begin.



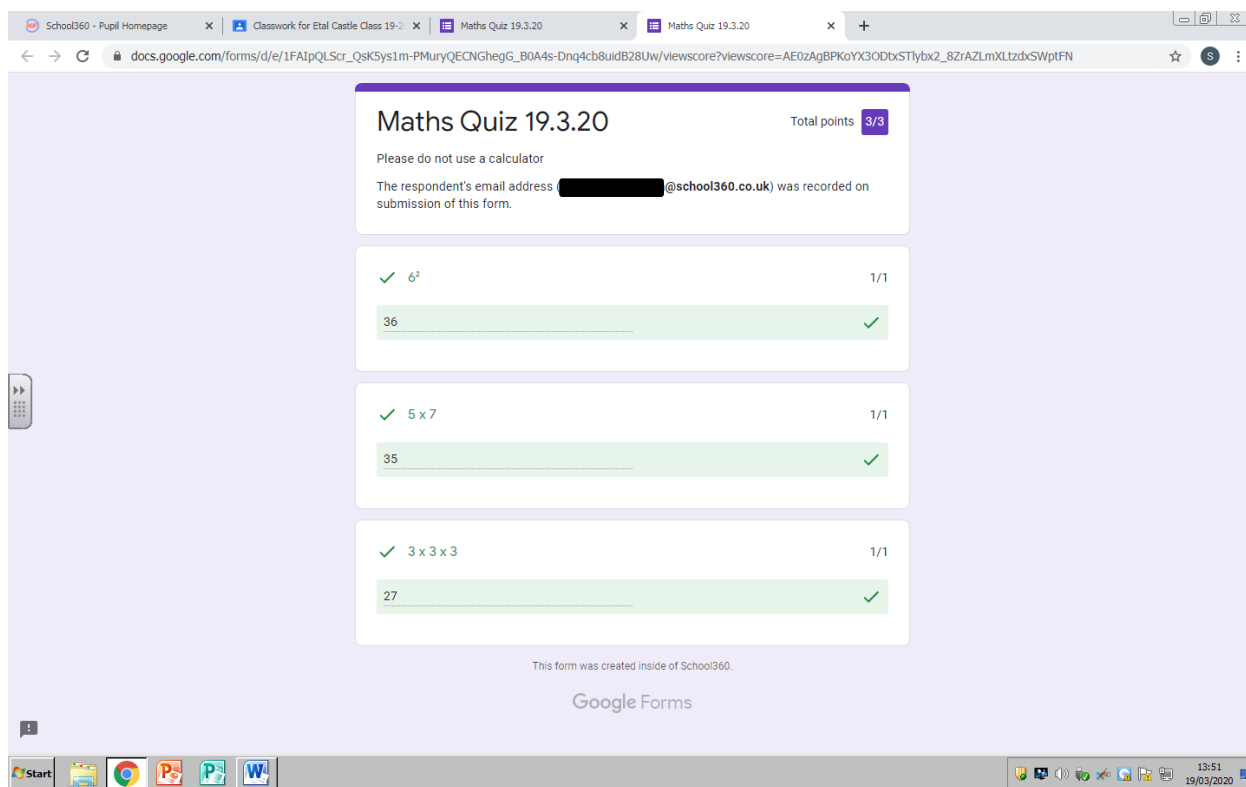
9. After clicking on an activity, some information will drop down about the task. If the task is a quiz, just click on the name of the quiz to begin.



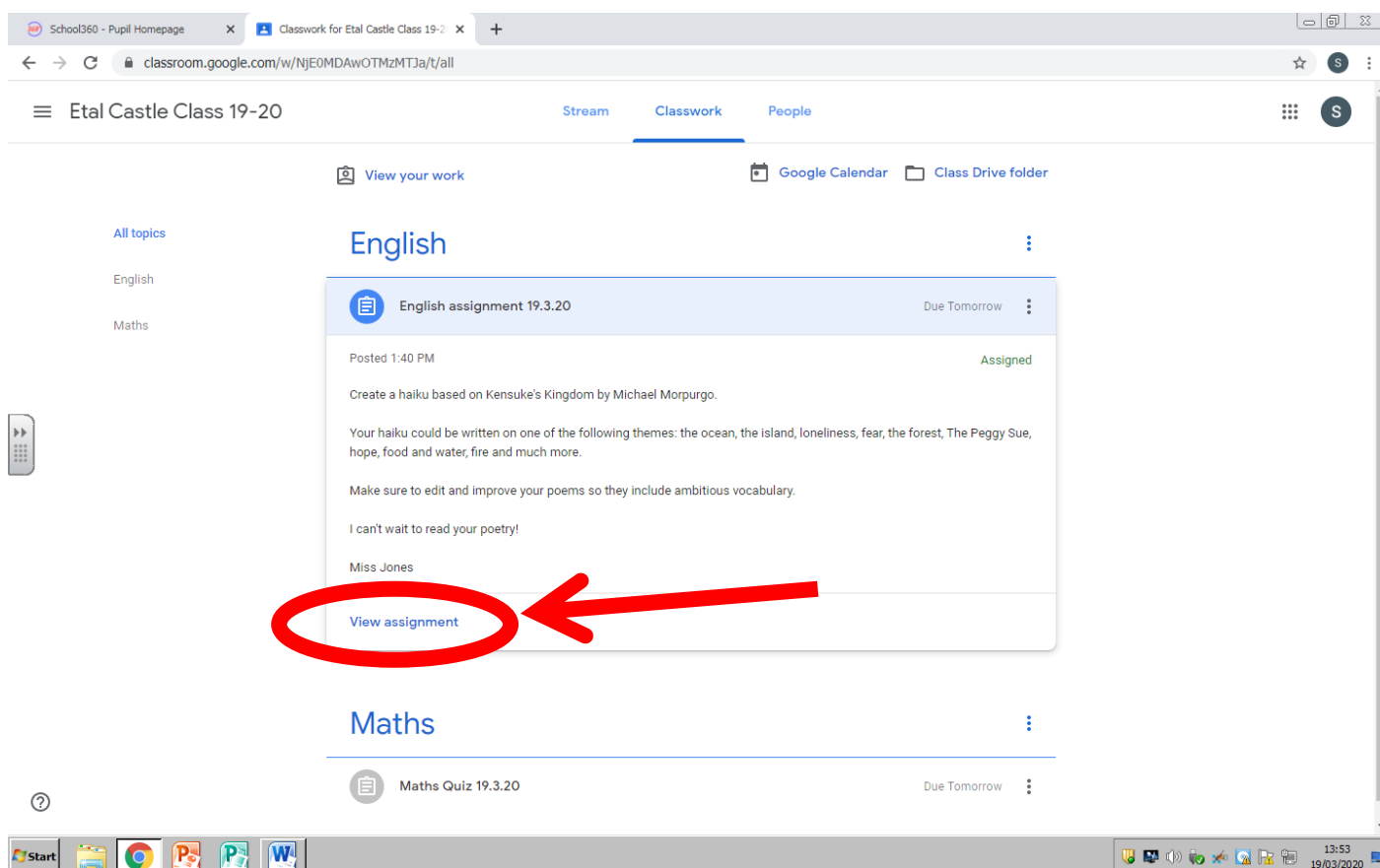
10. The quiz should then appear. Answers may take the form of short answers, long answers or multiple choice.



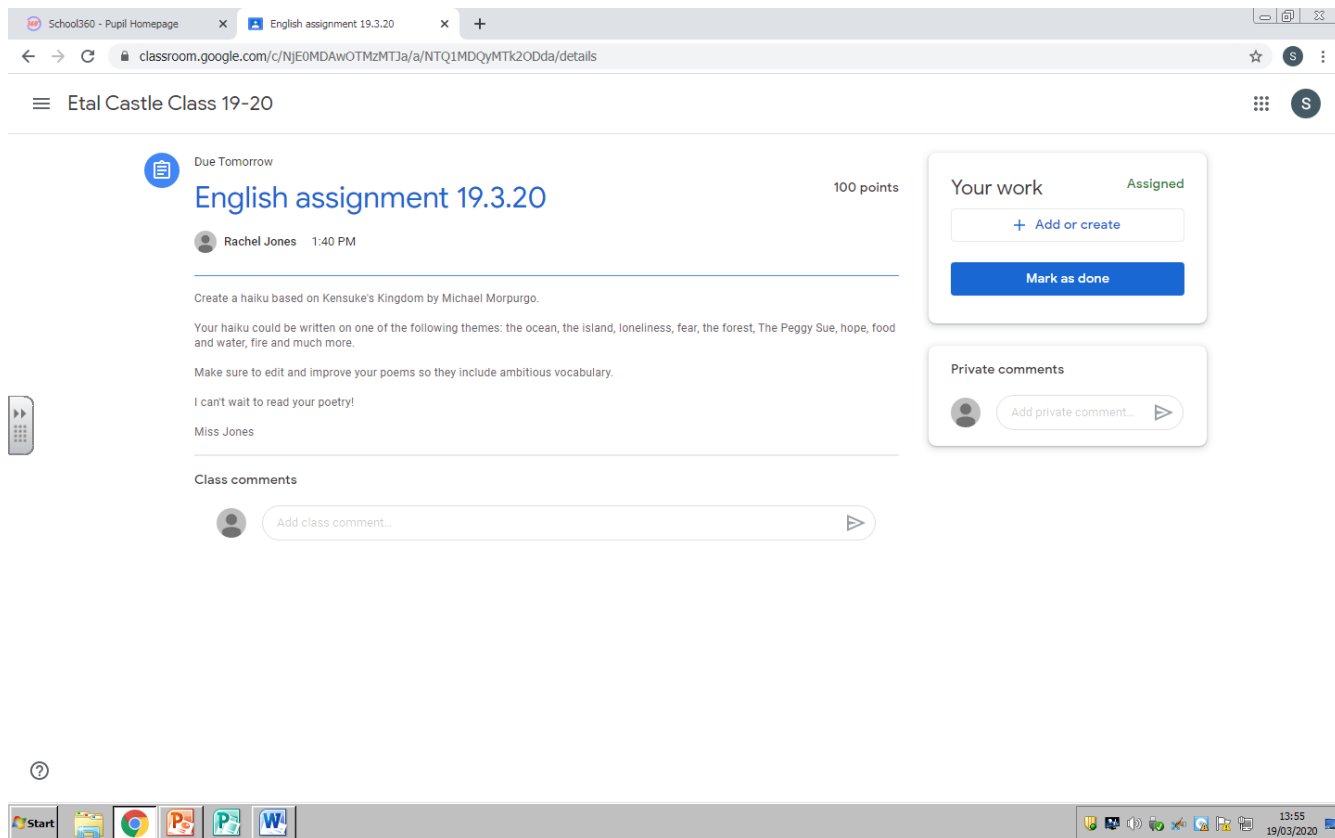
11. Once your child has completed a quiz, they may have the option to view their score. This will appear as so:



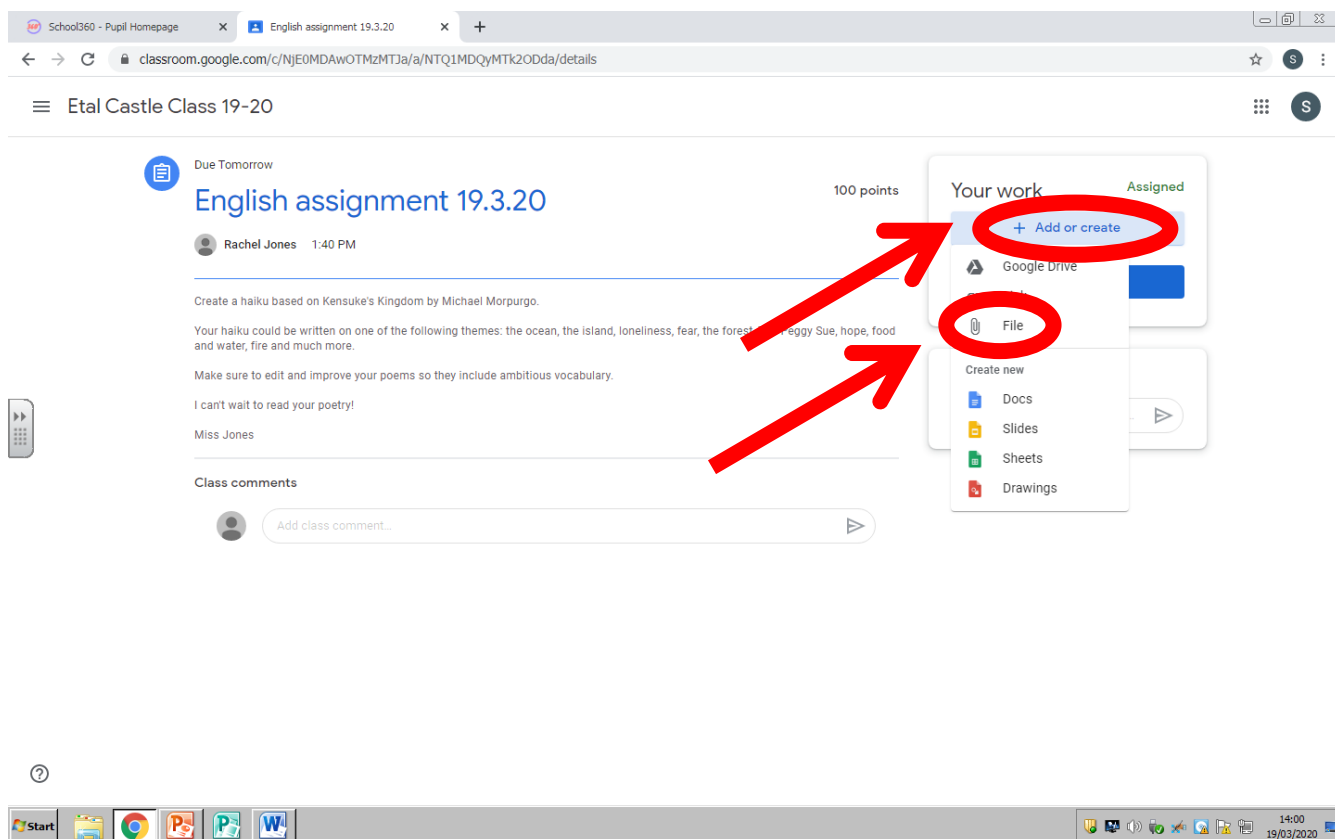
12. To return to Google Classroom, just close the tab you are working on. If work has been set as an assignment, follow these steps. First, click 'View assignment'.



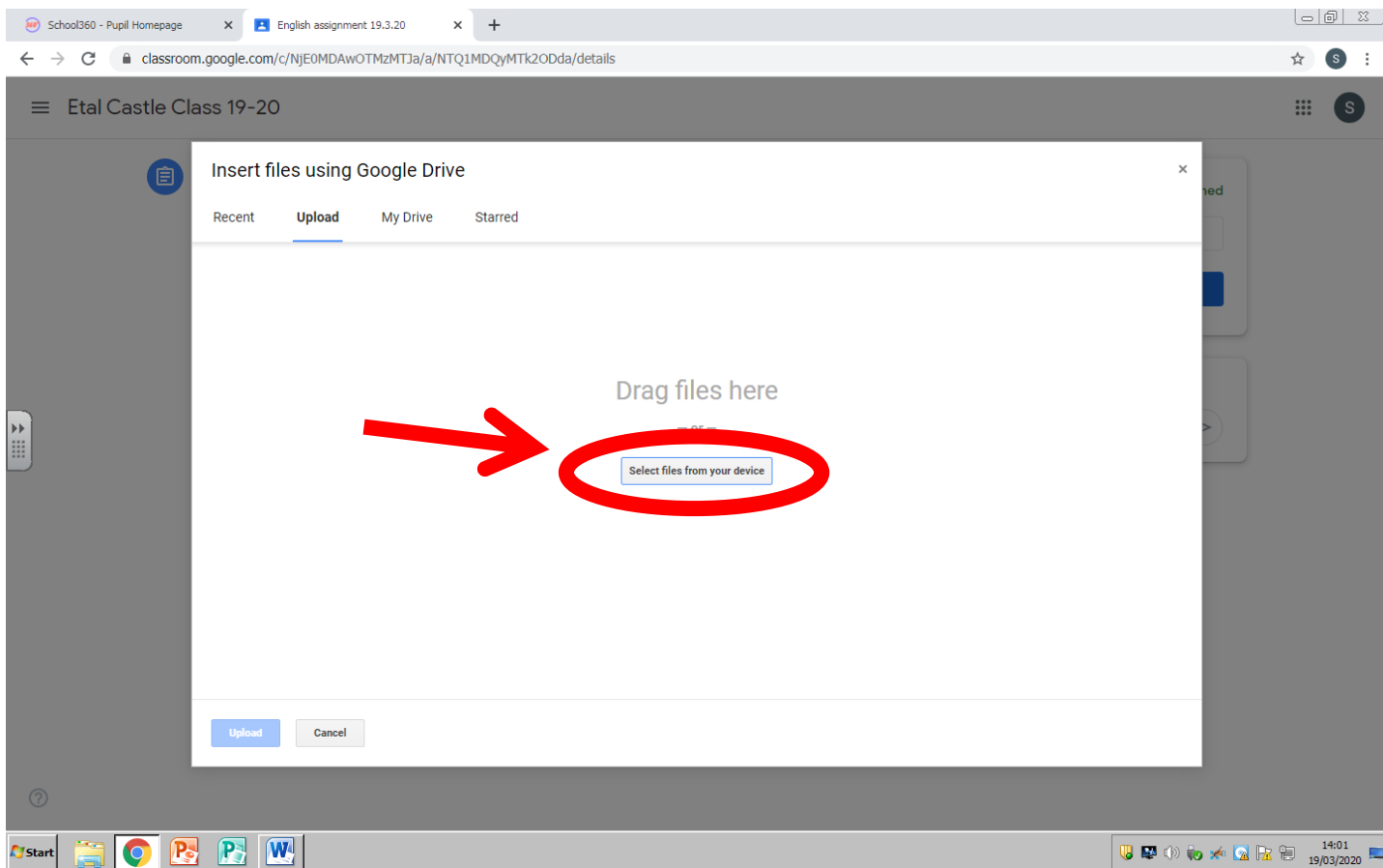
13. You will then see a page dedicated to that one assignment.



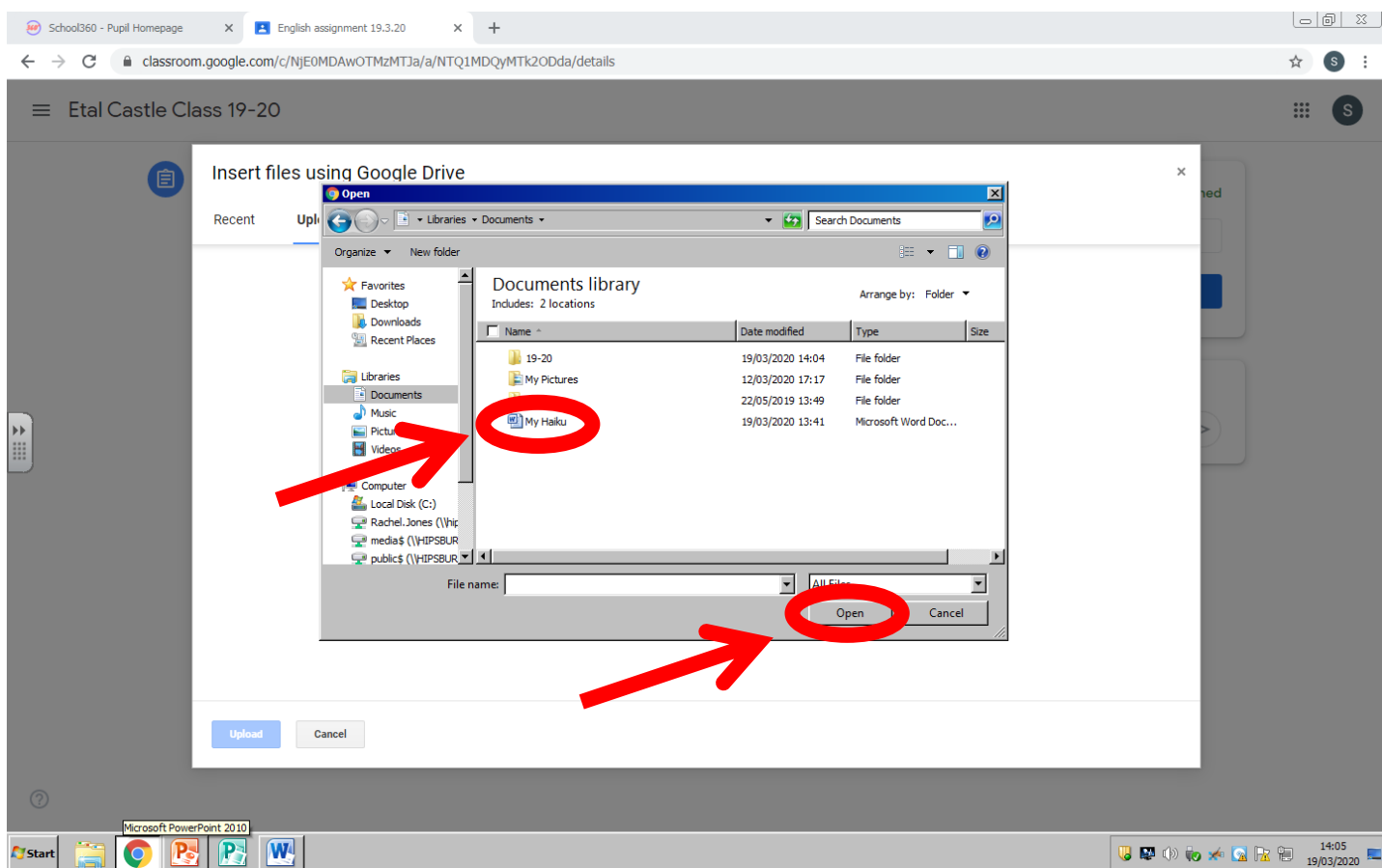
14. Assignments can be completed in a number of ways, and the teacher may specify how your child should complete the task. For example, work done on a Word document can be attached and uploaded. To do this, your child should complete their work in Word and save it. Then, click '+ Add or create' and select 'File' from the drop down menu.



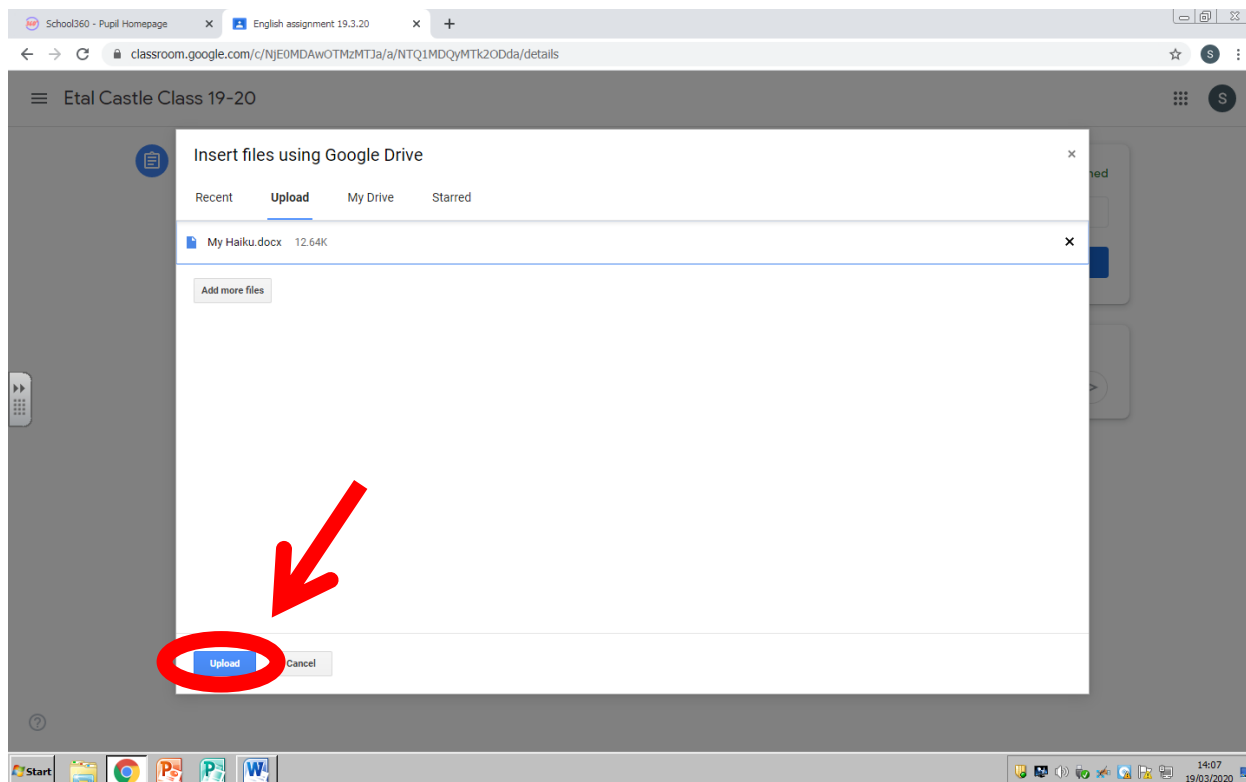
15. You will then be able to attach the Word document by clicking 'Select files from your device'.



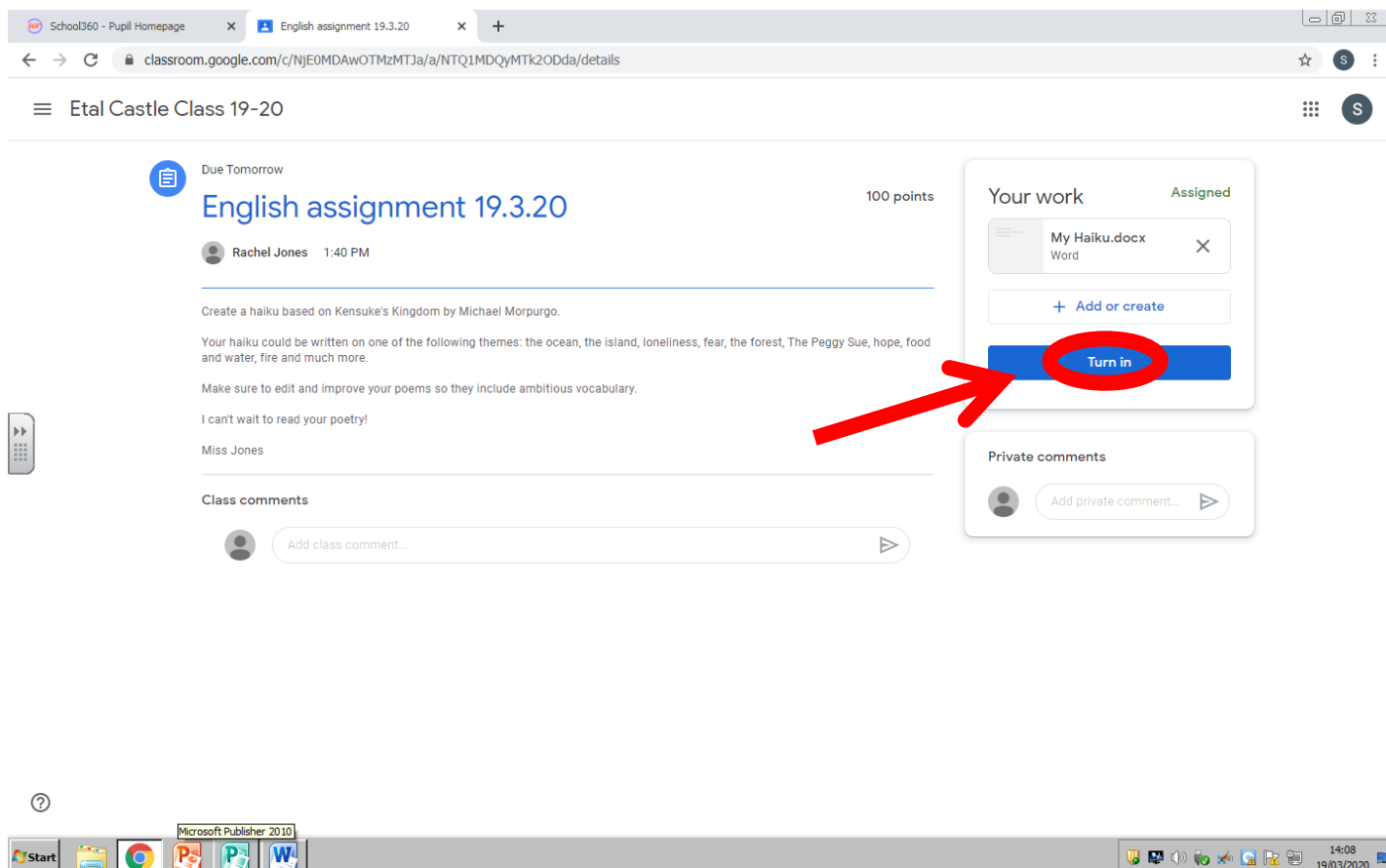
16. Select the piece of work you would like to upload and click 'Open'.



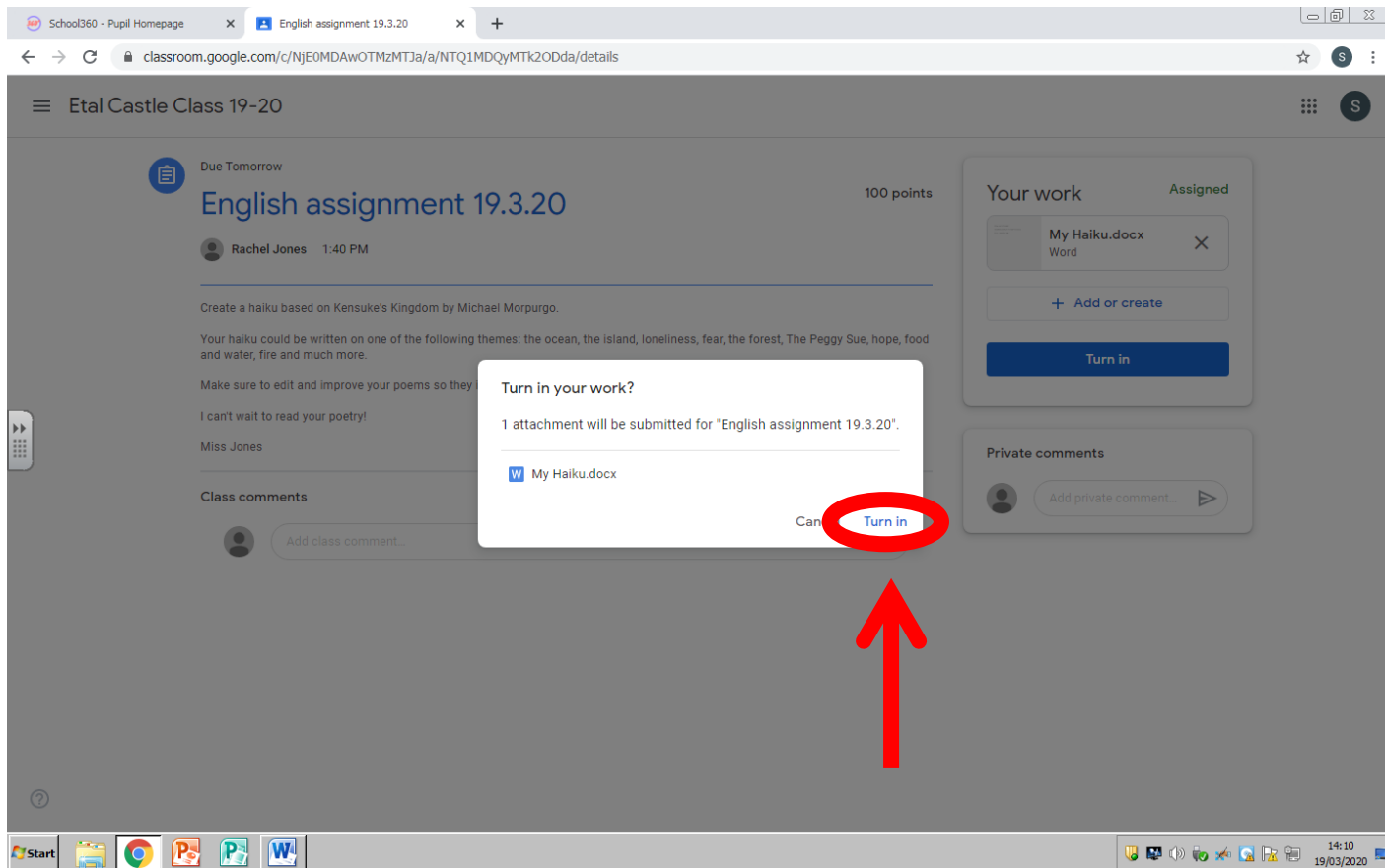
17. The document will then be ready to upload. This may take a few moments.



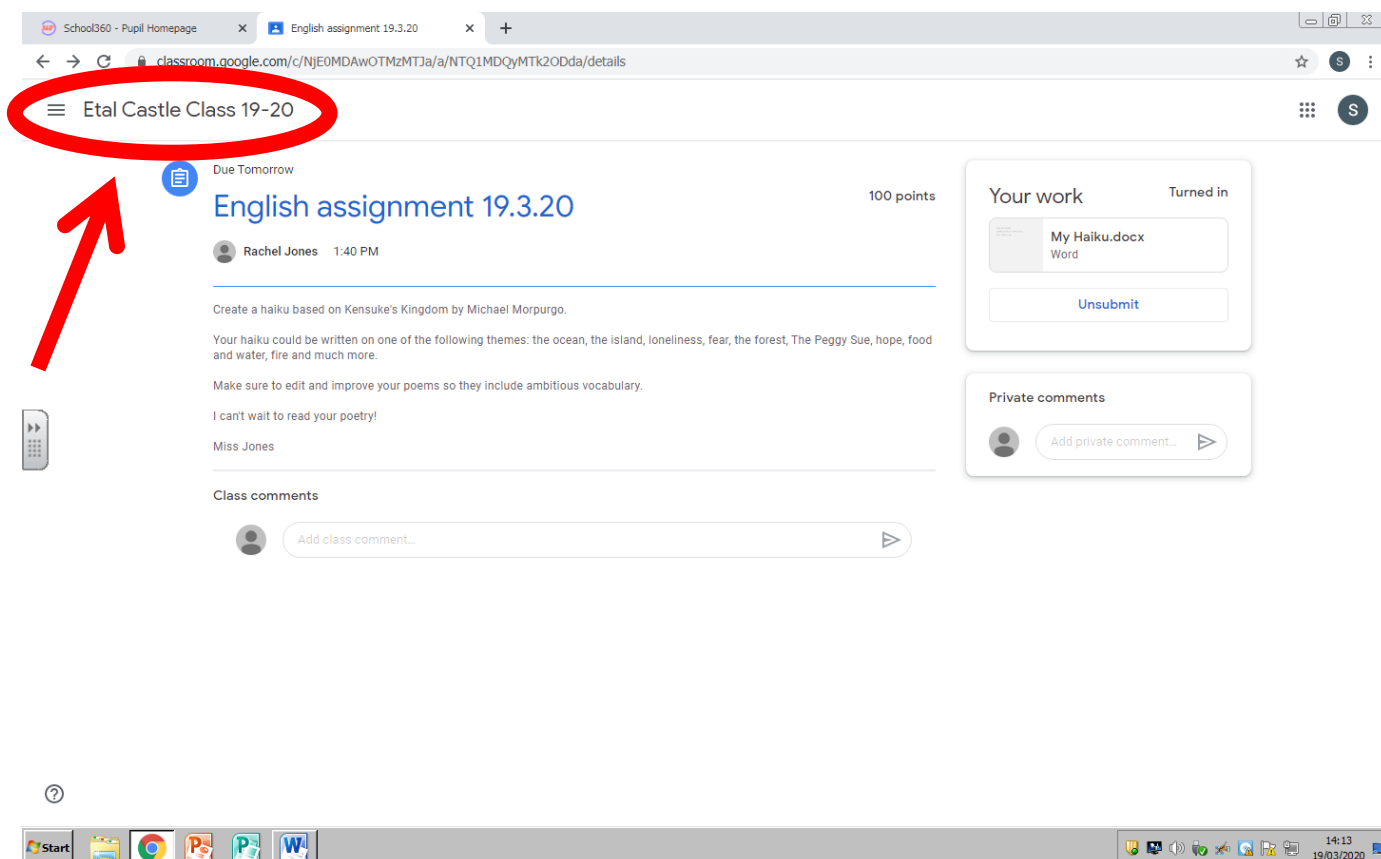
18. Once uploaded, your child's work will be visible as an attachment. Finally, to hand the work in, click 'Turn in'.



19. You will then need to confirm that you wish to 'Turn in' the work.

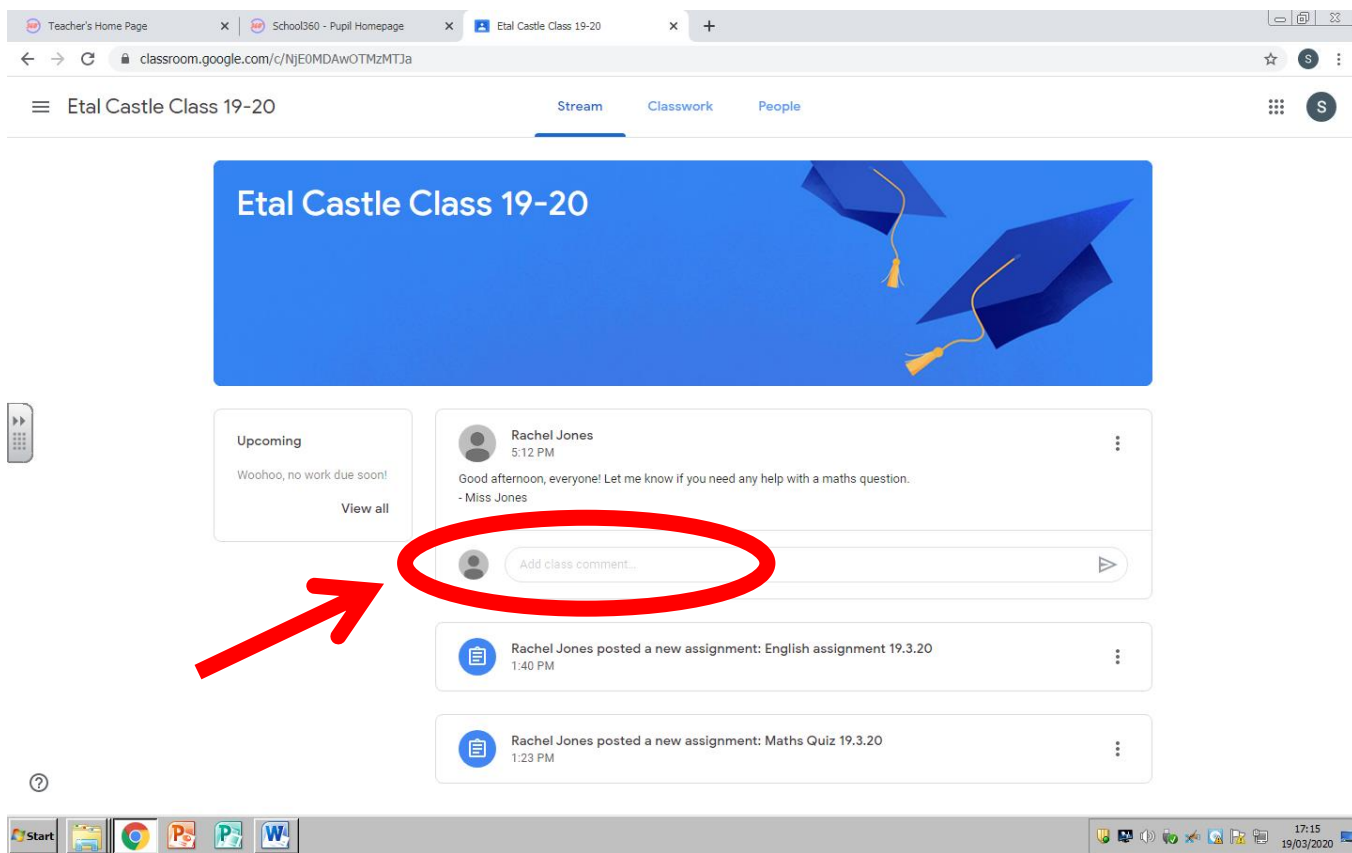


20. The work will now be submitted, as shown below. Clicking on the class name in the top left hand corner will get you back to the 'Stream'.

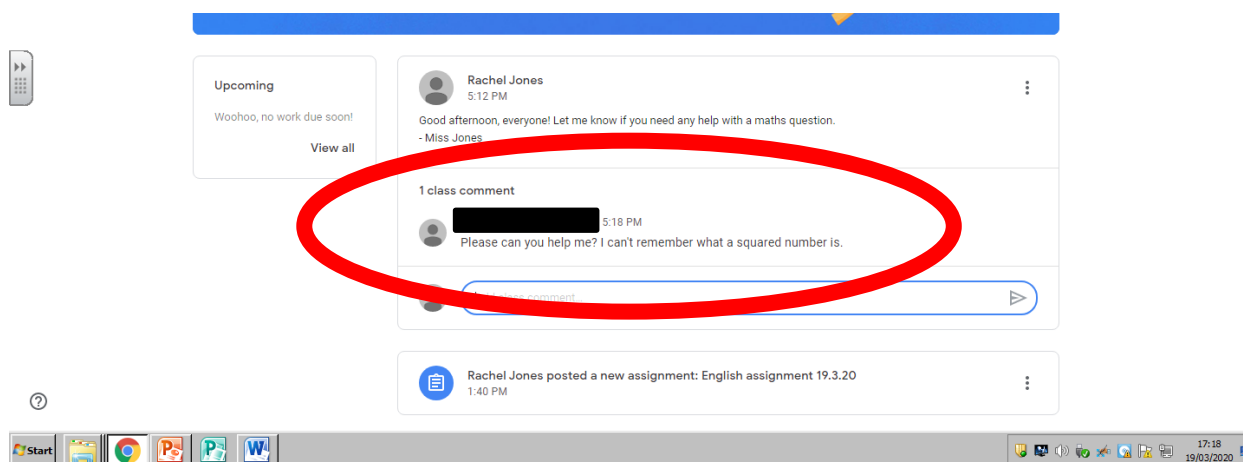


Some activities may not need to be completed on a Word document, or it may be that you have siblings who cannot all be on the computer at once. In this case, work should be handwritten and uploaded as a scanned document or as a photo. Practical activities could be evidenced through photographs, too. For example, your child might be set an activity such as going on a shape hunt. There may not be any written work to hand in, but a few photos would be ideal so teachers can see how your child got on with an activity.

21. You - or your child, if they are in Year 5 or 6 - can add comments to their teacher's posts on the 'Stream'. Comments can be viewed by all classmates and the teacher, so this should only be used to ask a question that may benefit other pupils or to share appropriate comments. To do this, click 'Add class comment' under a teacher's post.



Your or your child's reply will then be visible to their classmates and the teacher, as shown below.



22.If you or your child wishes to add a private comment that only the teacher can see, this can be done on the page for a specific assignment.

The screenshot shows a Google Classroom interface for 'Etal Castle Class 19-20'. The assignment is 'English assignment 19.3.20' with 100 points, due tomorrow. It was created by Rachel Jones at 1:40 PM. The instructions ask for a haiku based on 'Kensuke's Kingdom' by Michael Morpurgo, with themes like the ocean, island, loneliness, fear, forest, The Peggy Sue, hope, food, water, fire, and much more. A 'Your work' panel on the right shows 'My Haiku.docx' (Word) and an 'Unsubmit' button. Below this, the 'Private comments' section is circled in red, containing an 'Add private comment...' input field and a send button. At the bottom, there is a 'Class comments' section with an 'Add class comment...' input field. The Windows taskbar at the bottom shows the Start button, application icons, and system tray with the time 14:28 on 19/03/2020.

23.The teacher will then be able to reply to this comment privately, as you can see below.

This screenshot shows the same Google Classroom assignment page as above. The 'Private comments' section is circled in red and now contains two comments. The first comment is from a student (represented by a blacked-out profile picture) at 2:28 PM, asking 'Can I write another haiku?'. The second comment is a reply from Rachel Jones at 2:30 PM, saying 'Yes, please do! - Miss Jones'. Below the comments is an 'Add private comment...' input field. The 'Class comments' section remains at the bottom with an 'Add class comment...' input field. The Windows taskbar at the bottom shows the system tray with the time 14:31 on 19/03/2020.