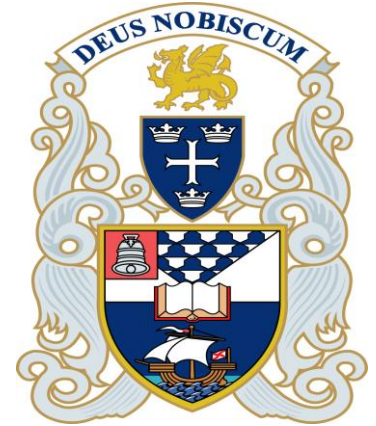


# Guide to Google Classroom



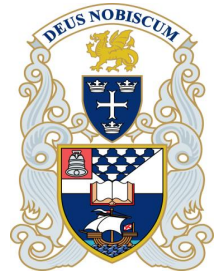
## Why Google Classroom?

All pupils now need online access to material to help them learn outside school. One single platform is best. As we move forward, Methody teachers will try to provide new Google Classrooms to help your online learning – especially useful if you need to work from home in future.



Access it through My School and make sure you use your C2K user name and password to use your proper account!

# Key Points



1.

When you first use it you must sign up/in with your normal C2K User name and Password. If you have a personal account, you will need to change and move over to your C2K Google account.

2

Remember to end your C2K email with .....c2ken.net

3

As you get used to it you can try to download the App for Android or Apple devices to manage your work remotely – phones, tablets, iPads

## App Store Preview



### Google Classroom 4+

Instant. Paperless. Easy.

Google LLC

#7 in Education

★★★★★ 1.5, 103.4K Ratings

Free



## Google Classroom

Google LLC Education

★★★★★ 254,747

PEGI 3

⚠️ You don't have any devices.

🔖 Add to Wishlist

Install

# How to join a class



Google Classroom

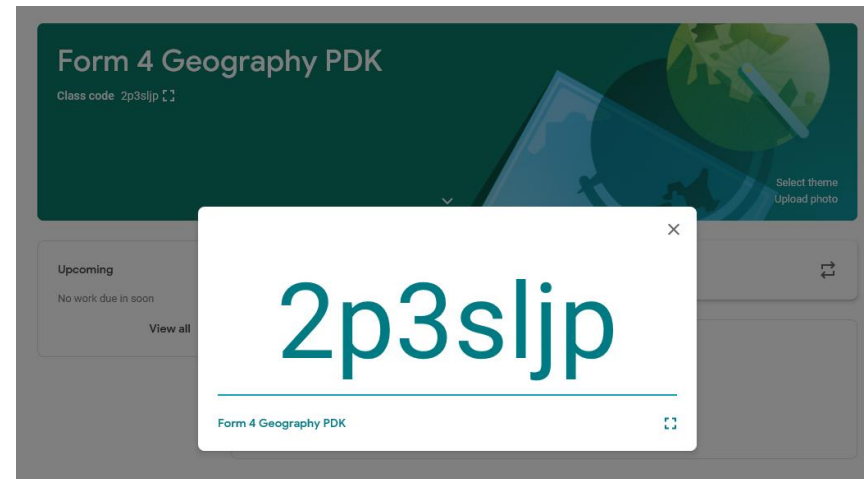
To do To review Calendar

On your front page of Google Classroom : look for the Plus – top right

Enter the Class Code – your teacher will give you this – click Join

Do not share the code with someone outside your class!

Only you in your class – not your mum or granny!





# How to behave in Google class



## Do ...

- Respect other members of the group
- Respect your teachers efforts to help you!
- Keep conversations about your learning
- Support each other in your learning but...

## Don't

- Copy work
- Don't be rude.
- Do not use nicknames
- Post work at a unreasonable hour - when could this be?
- Do not let anyone else, outside your class, into the group

# Using the Stream



☰ Form 2V Geography

Stream

Classwork

People

## Form 2V Geography

- The stream page acts as a front page for messages etc
- Teachers can choose to let a class post here or just keep it for staff
- Take care over what you post!

due in

View all

posted a new material: ASHA India PowerPoint

posted a new assignment: ASHA India Task

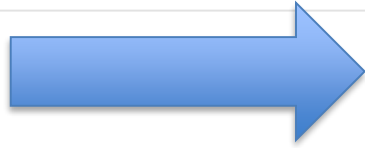
posted a new assignment: Geology Topic on a Page

# The Classwork page is where you get stuff



≡ Form 2V Geography

Stream **Classwork** People









 [View your work](#)

 [Google Calendar](#)

 [Class Drive folder](#)

*View your work  
- This is a good  
summary of all  
the work to do!*

	ASHA India PowerPoint	Posted 21 Jun
	ASHA India Task	Due 26 Jun, 15:15
	Geology Topic on a Page	Due 12 Jun, 15:15
	Northern Ireland Geology Map Tasks	Due 29 May, 15:15
	North Coast Sketch	Due 15 May, 15:15
	Volcanic Plug	Due 8 May, 15:15

*On this page  
you find  
material help  
learning and  
the assignments  
you have to do!*

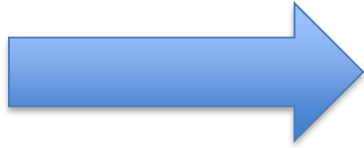
*Materials will be inside  
these files or TOPICS*

The Classwork page is where you get stuff

≡ Form 2V Geography

Stream

Classwork



View your work

## View your work

- You can see work to be done and marks/feedback from your teacher if you use this tab. Note : teachers also might add comments or notes onto your work/file - check this out as well!

# How to hand or 'turn in' your work



≡ Form 2V Geography

## ASHA India Task

Thomas Welshman • 21 Jun

10 points

Due 26 Jun, 15:15

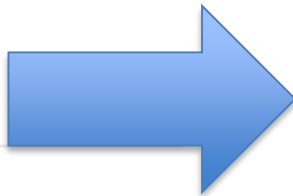
Your work

+ Add or create

- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings



*Note : When you turn in work you will normally use FILE*

*Then go to the place where you stored your document : upload Word/Powerpoint/Pics etc....*

*You do not need to use Google Drive if you do not want to OR create a new doc..*

Your work

Missing

+ Add or create

- Google Drive
- Link
- File

Create new

- Docs
- Slides
- Sheets
- Drawings



# How to hand or 'turn in' your work



Your work

Missing

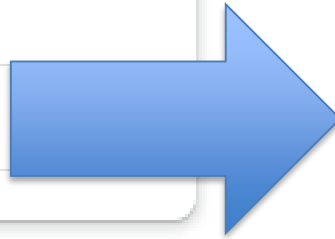
+ Add or create

Mark as Done

Private comments

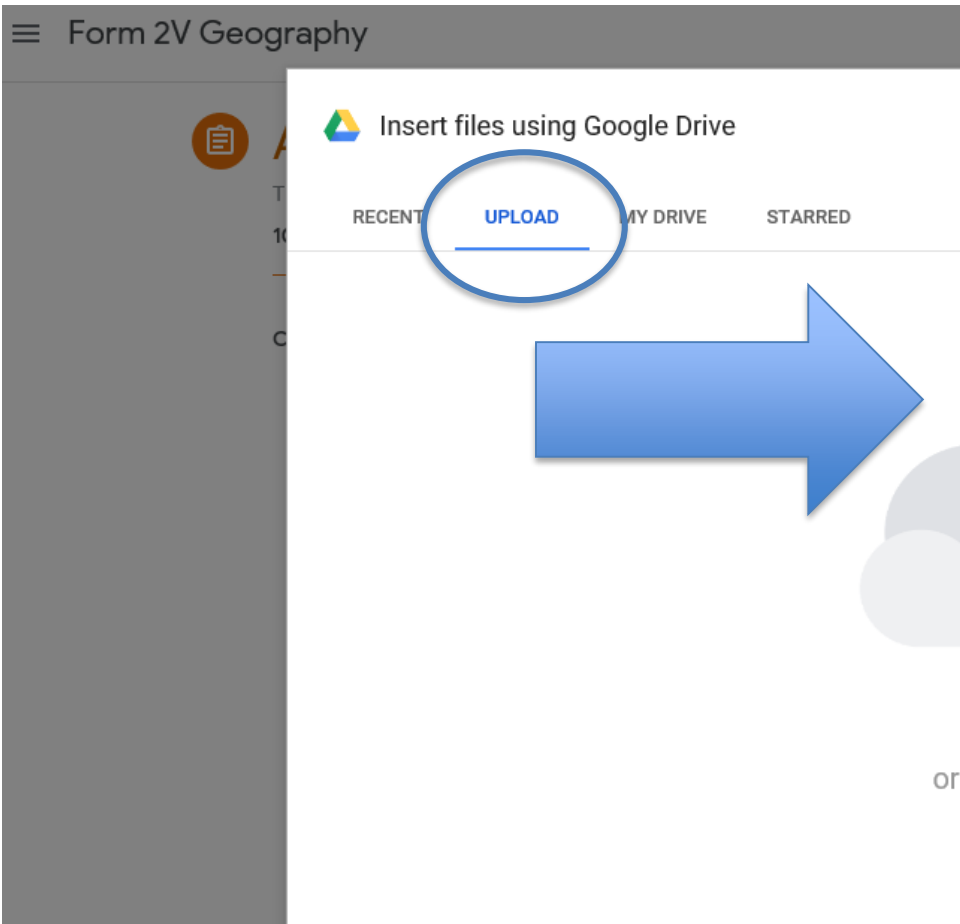


Add private comment...



*When you post or 'turn in' your work you can also send a private message to your teacher if you want to...*

# How to hand or 'turn in' your work



When you post or 'turn in' your work from FILE you will be directed find the file : Use Upload and Browse...

BROWSE

or drag a file here

You can upload from your Google Drive if you use this

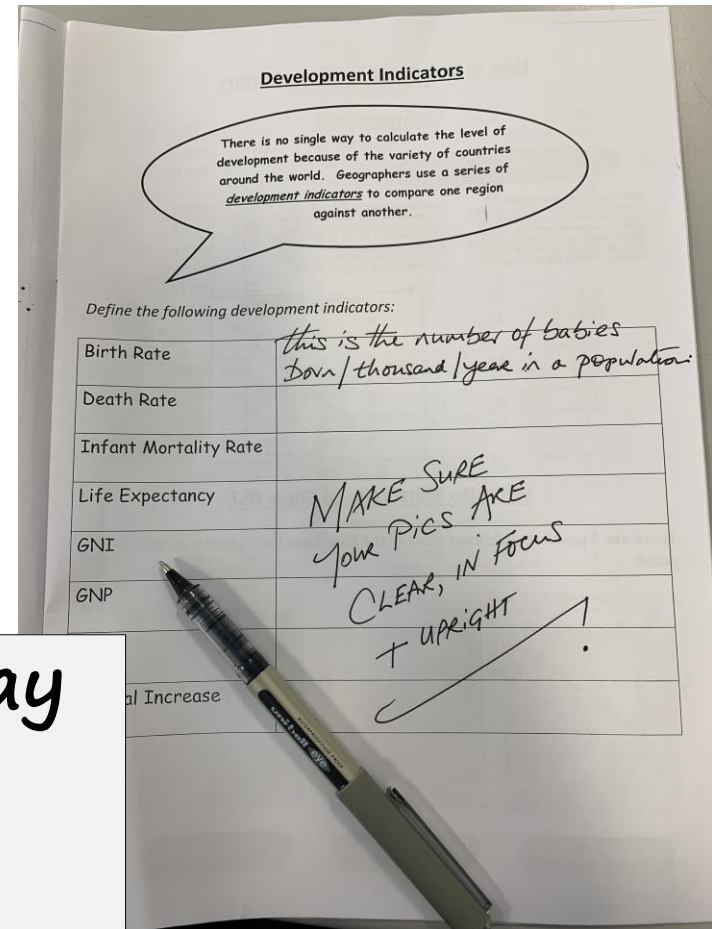
# How to hand in pictures



## Wrong Way



## Right Way



Right way  
round  
Clear  
In Focus

# How to hand or 'turn in' your work



**Ctrl**

**Alt**

**Google Classroom:  
Completing  
Assignments**

Eric Curts - @ericcurts - ControlAltAchieve.com

Google Classroom: How Students Complete Assignments

253,062 views • 20 Mar 2020

1.8K 166 SHARE SAVE ...



<https://www.youtube.com/watch?v=N9rWfgFVAEg>



G Suite™

# Google Classroom: Teachers

## Quick Reference Card



### The Google Classroom Screen

### The Classroom Menu

Classroom menu

Create or join a class

Google apps

Account settings

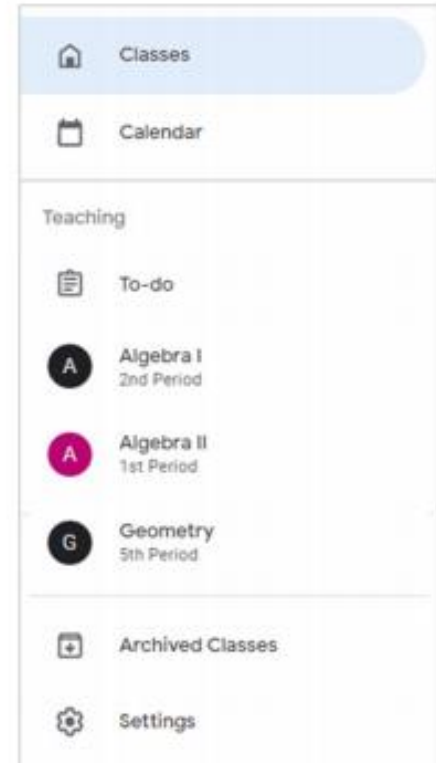
More class options

Class

Class gradebook

Class files

Help and feedback



# Pupils – Some key training links for using Google Classroom

G Suite  
Support

Home  
Access  
Security and Sharing  
Google Classroom  
Drive  
Docs  
Slides  
Drawings  
Sheets  
Forms  
Sites  
Calendar  
Jamboard  
Meet  
Mobile Apps  
Chrome Extensions  
Delegated Admin

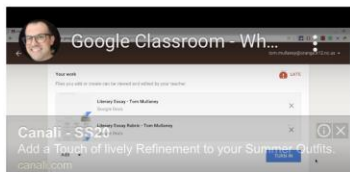
## Student Tutorials

Classroom Intro Page



Student Introduction to Classroom

## What Students See



<https://sites.google.com/c2ken.net/gsuitehelp/google-classroom/classroom-creation-content/student-supportwhat-students-see>



# The Class Screen

The screenshot shows the Class Screen for an Algebra I class. At the top, there are three main sections: Classroom menu, Assignments, and Gradebook. Below these are sub-sections: Class activity, Student list, and a section with tabs for Stream, Classwork, People, and Grades. The main header area displays the class name 'Algebra I' and the class code '3cld9d'. A large banner image of a protractor and compass is shown, with options to 'Select theme' or 'Upload photo'. Below the banner, there is an 'Upcoming assignments' section showing a due date of 'Due tomorrow #001 Exponents' and a 'View all' link. To the right, the 'Stream' section allows users to 'Share something with your class...' and displays 'Recent activity' from other users, such as 'Kayla Claypool posted a new question: How would you explain ...' and 'Kayla Claypool posted a new question: Introductions'.

Classroom menu

Assignments

Gradebook

Class activity

Student list

Stream

Classwork

People

Grades

Algebra I

Class code: 3cld9d

Select theme

Upload photo

Update class graphic

Post to the Stream

Recent activity

Upcoming assignments

Upcoming

Due tomorrow

#001 Exponents

View all

Share something with your class...

Kayla Claypool posted a new question: How would you explain ...

Sep 18 (Edited 10:54 AM)

Kayla Claypool posted a new question: Introductions

Sep 17