

Google Classroom Student Guide May 2020

From June 1st we will be using Google Classroom as a platform to deliver virtual lessons initially to Year 10 and Year 12 students.

Google Classroom can be accessed in the following ways:

Computer / laptop: <https://classroom.google.com/>

Use the email address and password in the previous page

If you are logged in already you can select Google Classroom from the 'dots' in the top right-hand corner when you have opened Google Chrome.

Smart phone / tablet:

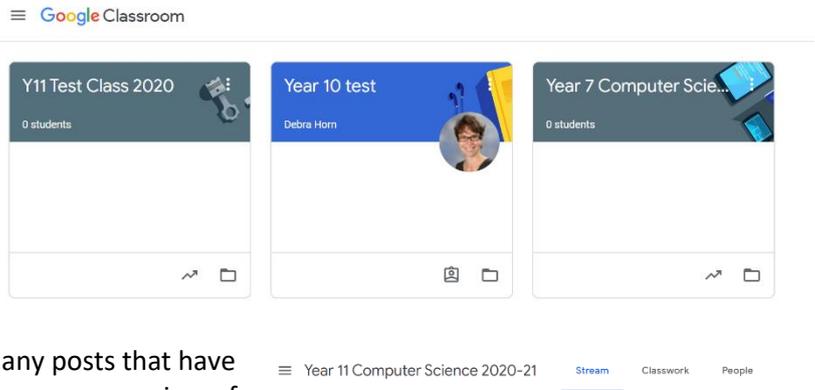
You can visit the app store (apple) or the play store (android) and download the google classroom app.

You will also need to download the following applications so you can access attachments and take part in virtual lessons.

Google Docs, Google Sheets, Google Slides, Google Calendar, Google Meet

Class Assignments:

When you log in you will be faced with your home screen that will show you all of the classes that you have been invited to. Please 'join' all of these classes as this is where you will be able to join virtual lessons and see work that has been set by your teachers.



When you enter a class you will have three main headings.

- The 'stream' is like a news feed outlining any posts that have been created by your teachers and giving you an overview of when assignments are due.
- 'Classwork' is where you will find in depth instructions and resources for each piece of work you have been assigned.
- 'People' will show you all of the teachers that are members of that class. If you have any issues or queries you can email them by clicking on the envelope next to their name.

How to submit work:

When you have completed work either by using a file sent to you by your teacher or by creating a file yourself you can upload that file to your class and press 'Hand in' or 'Mark as Done' whichever option is in the blue box

If you would like a video to help you please watch the following:

<https://www.youtube.com/watch?v=awmgsegm710>

<https://www.youtube.com/watch?v=LsD1QJEN0Yg>

Student Expectations:

During a virtual lesson students should adhere to the following expectations:

- Your camera should be switched off
- Your microphone should be muted unless you are answering a question
- Questions can be typed in the chat box
- If you misbehave you will be removed from the session
- You must arrive promptly; the lesson will begin exactly three minutes after the scheduled start time

