



CSPA Guidance for Families



How to use Google
Classroom



Google Classroom

This guidance has been written to support the set up and use of Google Classroom for our CSPA families.

In the interests of working safely whilst learning remotely, we strongly urge parents to work through this guidance with their children in order to be both safe and effective.

What is Google Classroom?

Google Classroom is a remote learning platform which enables teachers to set up and manage virtual classrooms. They are able to digitally organise, distribute and collect pupil's work as well as provide timely feedback on their work. This flexibility and the integration with other Google applications, makes Google Classroom one of the most widely-used educational and technology tools used today.

First time setup

PC/laptop/Mac

1. Open up Google Chrome (other browsers will work but Chrome is recommended)

2. In the top right click the profile icon



3. Scroll down to add

4. Create a name for this profile

5. Insert your CSPA google account address (see next slide)

6. Insert the temporary password and then change to a new one

7. Link the data to the profile, accepting any terms and conditions

8. Classroom is now in the menu at the top or go to classroom.google.com

Tablet/iPad/Smartphone

1. Open the App Store
2. Search for Google Classroom
3. Tap install/get
4. Sign in using the pupil details.
5. Also install: Drive, Docs, Slides and use the same account to sign in.

CSPA Google Account Details

Most* usernames:

firstinitial-surname@cspacademy.org.uk

For example:

Lucy Smith

l-smith@cspacademy.org.uk

First time/temporary password: **Academy1!**

You will be asked to reset your password on the first sign in.

Teachers will contact any families separately whose usernames do not follow this typical pattern. If you have any problems signing in, please contact the school office with 'Google Account' in the subject box



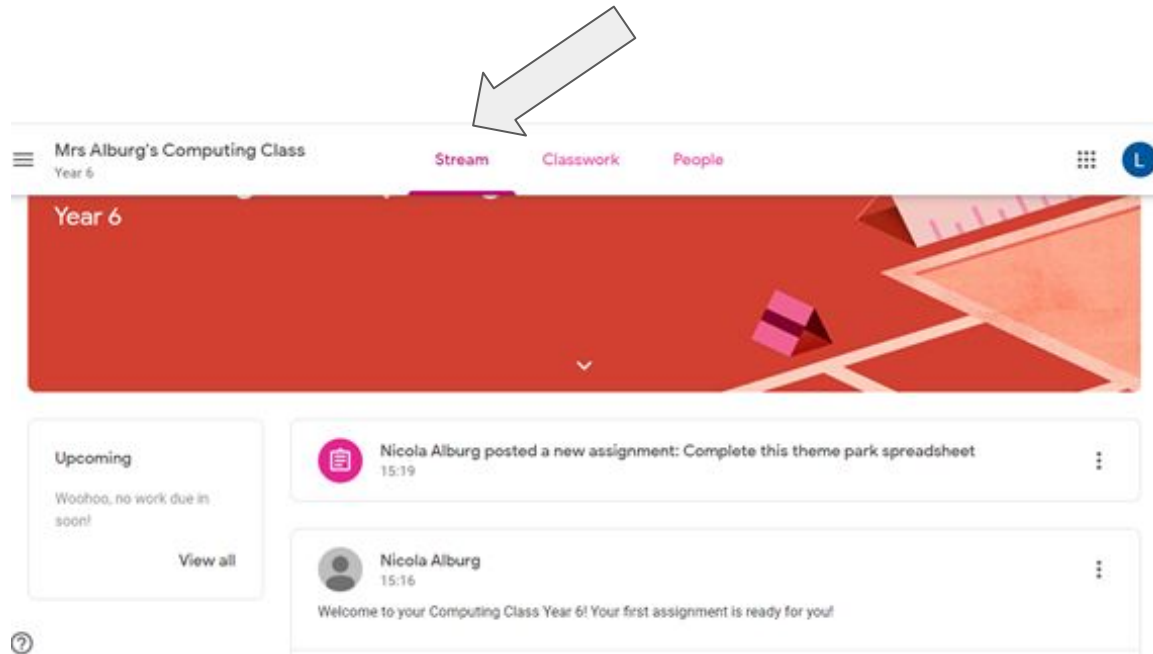
Joining a Class

Once logged in to Google Classroom either via the 9 dots menu or via www.classroom.google.com, you will see the classes from the teachers your child has been invited to.

Click on **'join'** for all of your classes in order to see the work that has been set for you.

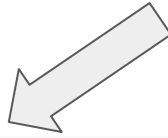
Your Classroom

Once you are into your classes, you will see a 'stream' where messages and updates will be posted in chronological order.



Your Classroom

At the top, you will also see a 'Classwork' tab which will hold all of the assignments and learning resources.



Mrs Alburg's Computing Class
Year 6

Stream Classwork People

Year 6

Upcoming

Woohoo, no work due in soon!

View all

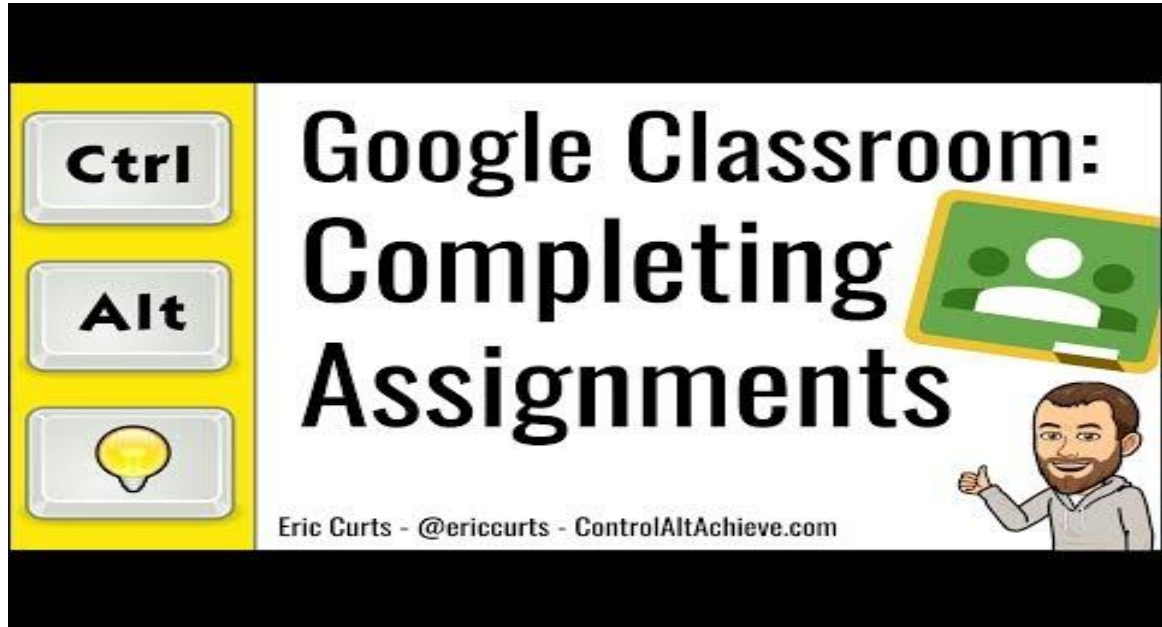
Nicola Alburg posted a new assignment: Complete this theme park spreadsheet
15:19

Nicola Alburg
15:16
Welcome to your Computing Class Year 6! Your first assignment is ready for you!

Assignments

Assignments are the work that the teacher has set.

Please note that teachers are not going to 'grade' work, but may provide written feedback. They may provide tasks which are tests/quizzes which naturally provide a score.



Assignments

Instructions and assignment title.

The teacher can add attachments: further instructions, slide show, website links.

The screenshot shows a classroom assignment interface. At the top, it displays 'Mrs Alburg's Computing Class' and 'Year 6'. The assignment title is 'Theme Park Map' with a value of '100 points'. The teacher's name 'Nicola Alburg' and the time '17:53 (Edited 17:57)' are shown. The instructions read: 'Use the spreadsheet to design your theme park... remember that every cell must be filled and you need to keep track of your spending!'. There are two attachments: a Google Sheets spreadsheet titled '1.-theme-park-desig...' and a Google Slides presentation titled 'lesson 1.ppt'. On the right, there is a 'Your work' section with an 'Assigned' status, a '+ Add or create' button, and a 'Mark as Done' button. Below that, there are '2 private comments' from 'Luke Skywalker' at 17:54 and 17:57. The first comment says 'Mrs Alburg - I have also completed the profit sheet'. The second comment says 'Please can you help me with using a formula for multiplying?'. A watermark 'Activate Windows. Go to Settings to activate Windows.' is visible in the bottom right of the comments section.

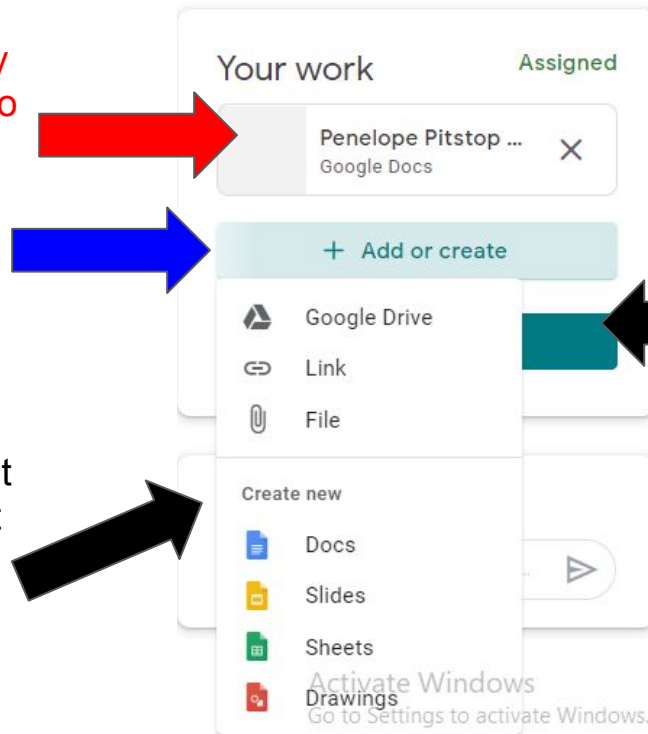
Class comments will be switched off.

Private comments will only be seen by the teacher and pupil. Teachers will provide feedback here and children can ask questions.

Assignments: Your work

This is where you complete your work. The teacher may have created a file for you to use. Or you may have to add/create your own. More information on the Google Apps is available from slide 14.

The best way to create your own file is to create it directly in the assignment using these links. These will automatically name and store the file and link it to the assignment for the teacher to see.



'Link' may be useful if you have created your work elsewhere on the web. You will need to paste the URL

If you have a file saved to your device (this may include a photograph) you can upload it directly using the 'File' option

If nothing needs to go back to the teacher. Just click 'mark as done' once you have completed it off the to do list.

You can complete work away from the computer.

- Take a photo with a device linked to classroom and upload directly
- Email the photo to your computer and use 'file' option
- Upload the photo to Google Drive and use the 'Google Drive' option

Assignments: Work provided by teachers

Google Files: Docs, Slides, Drawings, Sheets should open upon clicking and be editable. These files will be accessible to the teacher. If you need to add/change anything once handed in, you need to 'unsubmit'.

Can't edit a document in Docs/Slides/Sheets:

1. Check that you haven't already handed the assignment in.
2. Make a copy of the document by going to 'File>Make a copy'.
3. Add the copied document to the assignment by using 'Add or create>Drive'

Teachers will try their best to add a Google file. If, however, the file provided is Word or Powerpoint, you could try the following:

In the 'Your Work' section:

1. Click on the file
2. Click the 3 dots and open in a new window
3. Open in Docs/Slides
4. Edit the file as your assignment

In the resources section:

1. Click on the file
2. Click the 3 dots and open in a new window
3. Open in Docs/Slides
4. Click 'File>Make a copy'
5. Name and place the file in your drive
6. Edit the file
7. Go back to your assignment and add it to 'Your Work' by selecting that file from the Drive.

PDF Files: Again teacher's will do their best to avoid these. You can try to convert them in the same way as a Word document, otherwise they may need to be printed.

Overview of Google Apps



Google Drive

This is secure online storage for your child linked to their school account. Files created or uploaded will be stored here. Pupils can upload work from their computer to the Google Drive.

Docs is a word processor made by Google. It saves work automatically to your Google Drive without having to save.



Google Docs



Google Slides

Slides is a presentation tool made by Google. Like Docs, Slides will save work automatically to your Google Drive. Both Docs and Slides can open Word and Powerpoint files in Google Drive or by going to File>Open>Upload

Final Points:

- Using Google Classroom may be new to you. **Relax, keep calm and take your time** to set up this new routine. Please ask if you are unsure.
- Remember to **set up Google Classroom together** and **agree your expectations**.
- Be even more aware of **internet safety for your child**. Here are some useful links:

[Parents and Carers - UK Safer Internet Centre](#)

[Keeping children safe online | NSPCC](#)

[Parents and carers | CEOP Education](#)

Final Points:

- **Monitor your child's use of Google Classroom.** Check that their comments to the teachers are **necessary and worthwhile**.
- **The ability for children to chat on Google Classroom and post whole class comments has been disabled. The gmail app attached to your child's account has also been disabled.**
- If there is an issue with your child's Google account upon set up or if you have an issue in Google Classroom that you are unable to solve yourself, please contact office@cspacademy.org.uk and write Google Classroom in the subject box.
- If you have a question about the work, again that you are unable to solve, please contact office@cspacademy.org.uk FAO the relevant teacher.