### How to find your assignments on Google Classroom:

The easiest way to use all the functions of Google Classroom is on a computer or laptop.

1. Open the internet browser and type in: *classroom.google.com* 

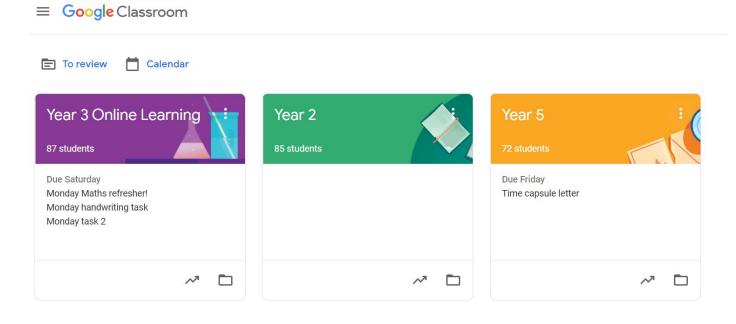
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$\leftarrow \rightarrow G$	S classroom.google.com				
		4			
		-	M	Þ	
		Google Drive	Inbox (2)	BBC iPlayer	YouTube

2. Log in to Google Classroom using the login details your teacher has given you. This will be your school email address and a password.

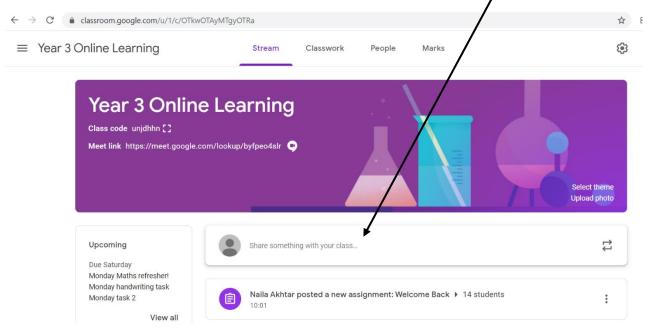
C 🔒 accounts.google.com/signin/v2/sl/pwd?service=classroom&passive=1209600&continue=https%3A%2F%2Fclassroom.google.com%2F&followup=https%3A%... 📢

	Google	
	Welcome	
۹	firstname.lastname@park.newham.sch.uk	•
C Enter you	r password	
		Ø

3. You will then see your year group classroom. Click on this.



4. You will mainly use the 'Stream' and the 'Classwork' sections of Google Classroom. The stream allows you to leave comments for your teachers and classmates to see. You will also be able to read messages and updates from others here too. If you want to say something or ask a question, write it here. Remember all comments should be learning-related and appropriate.



5. In the 'Classwork' section you will see all the assignments that your teachers have created for you to complete. It will be separated by days of the week - you will find all the online lessons listed for that day. You can find previous learning down the left-hand side.

All topics Mon 21/09/20	Mon 21/09/20		:
Tues 22/09/20	Eng - Reading Comprehension	Posted Sep 16	
Wed 23/09/20	Maths - equivalent fractions	Posted Sep 16	
	Science	Posted Sep 16	
	Tues 22/09/20		:
	Eng - making connections	Posted Sep 16	
	Maths - adding fractions	Posted Sep 16	
	P 4 C	Posted Sep 16	

6. Click on the assignment you wish to open and then click on the thumbnail to open it.

Monday task 2		Due 12 Sep	
Posted 08:04			
Here is the research task for Machu Picchu, please follow the slides and then create your own quiz using the links to complete your research. :)	O Handed in	87 Assigned	
Achu Picchu Research Tase Achu Picchu Research Construction of the second of the seco			
View assignment			

## How to find your to-do list:

Google Classroom also creates a to-do list for you so that you can see all the assignments that you need to complete in the near future.

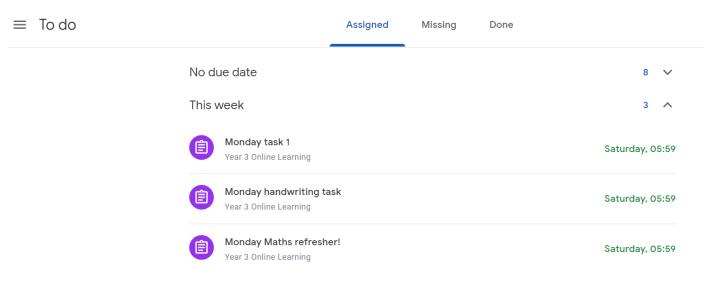
1. Click on the 3 horizontal lines in the top left-hand corner.



2. Click on 'To do'.

$\leftarrow \rightarrow$	C a classroom.grogle.com/	/2/c/OTkwOTAyMTgyOTRa	Å	88	a.
	Classes	Stream Classwork Peo	ople	***	:
	Calendar				
Enrolle	ed	nline Learning .google.com/lookup/byfpeo4slr			
I	To do				
Y	Year 3 Online Learning				

3. Here you can see all the work you've been assigned, you haven't yet completed and any assignments you have already submitted. You can also see their due dates on the right-hand side. For example, these 3 assignments need to be completed and submitted by Saturday morning at 5.59am!



You can then click on these assignments, complete them and submit them using the instructions below.

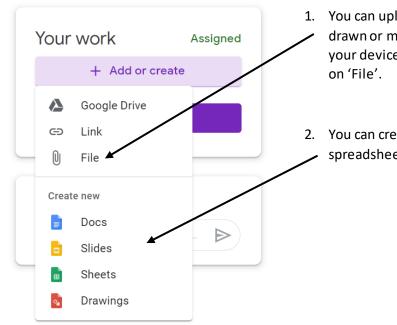
### How to submit an assignment on Google Classroom:

It is important that you submit your finished learning on Google Classroom so that your teachers can review it and give you feedback.

1. Click on 'View assignment'.

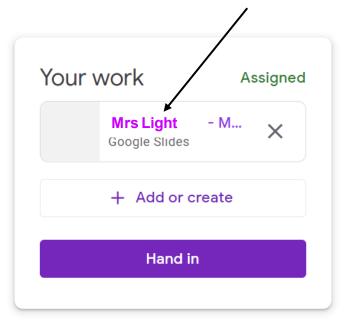
Donday task 2		Due 12 Sep	
Posted 08:04			
Here is the research task for Machu Picchu, please follow the slides and then create your own quiz using the links to complete your research. :)	<b>O</b> Handed in	87 Assigned	
Bichu Picchu Research Task war ware to make and war ware to an about the form war war war war war war war war war war			
View assignment 2. Next, click on '+ Add or create'. = Year 3 Online Learning			
Monday task 2		íour work	Assigned
Lizzie Parsons • 08:04 100 points	Due 12 Sep	+ Add or creat	e
Here is the research task for Machu Picchu, please follow the slides and then create your own quiz using the complete your research. :)	ne links to	Mark as Done	
And the Picchu Research Google Slides	F	Private comments	
Class comments		Add private comme	ent 🕨

3. There are different ways you can submit your learning.

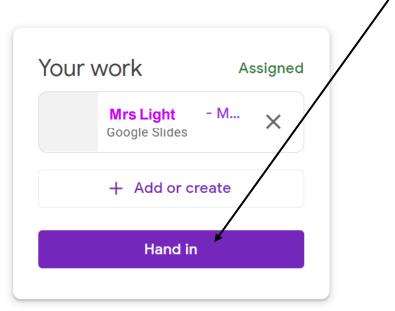


- You can upload a photo of something you have written,
   drawn or made. Simply take a photo and then save it on your device. Upload it onto Google Classroom by clicking on 'File'.
- You can create a new document, presentation or
   spreadsheet by clicking on the relevant icon here.

4. Click on the thumbnail of your new document to edit and complete it:



5. Once you have finished your assignment and are happy with it, then click 'Hand in'.



6. You can now see that your assignment has been handed in. You can also write a private comment about the assignment for your teacher if you wish to.

Your work		Handed in		
	Mrs Light Google Slides	- Monday		
Unsubmit				
Private o	comments			
	Hi Ms Parsons enjoyed makini I have learned i Machu Picchu haven't include animations bec sure how to do Could you teac do that please? Mrs Light.	g this quiz and a lot about making it. I d any cause I wasn't that yet. h me how to		

#### How to view your teachers' comments:

Your teachers can review your learning, comment and return it to you. You will receive a notification when a piece of learning is returned.

- - 2. Click on 'Returned' to see assignments your teachers have marked and returned to you.

	Monday task 2 🔲 2 🕛 1	12 Sep	95/100
All			
Assigned			
Returned			
Vissing			

3. Click on the task to view your teacher's feedback.

Mond	lay task 2 🗐 2 🗓 1	12 Sep	95/100
2 priv	rate comments		<b>A</b>
	Mrs Light 13:51 Hi Ms Parsons. I really enjoyed making th it. I haven't included any animations beca how to do that please? Thank you, Mrs Li	ause I wasn't sure how to do th	
٢	Ms Parsons 15:10 Hi Mrs Light. I can see that you have wor well done! We will look at how to animate your quiz you did not always use capitals capitalised. Keep up the good work!	ked really hard to research all e slides in our computing less	ons this year. I noticed that in
View	details		

#### How to create a copy of a document your teacher has created:

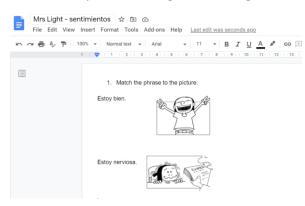
Sometimes it might be helpful to make a copy of the document your teacher has created so that you can edit it for your home assignment, like in this example:

	Semana 7 - senti File Edit View To	mientos 🕁 🦾 🛈 👁 ols Help		Request edit access
		<ol> <li>Match the phrase to Estoy bien.</li> <li>Estoy nerviosa.</li> <li>Estoy regular.</li> <li>Estoy enfermo.</li> </ol>	the picture:	
1.		and then 'Make a copy'.		
	Semana 7 - sentimier File Edit View Tools			Request edit access 🖍 💄 Share
	Share			
	New	Match the phrase to the picture:		<
	Open Make a copy	l+0 ien.		2

2. Give the document a sensible name that you and your teacher will recognise. This document will then be saved in your Google Drive.

1. Match the phrase to the p	picture:
Estoy bien.	Copy document ×
Estoy nerviosa.	Name Mrs Light - sentimientos
Estoy regular.	Folder
Estoy enfermo.	My Drive
Estoy enfadada.	Cancel OK
Estov aburrido.	

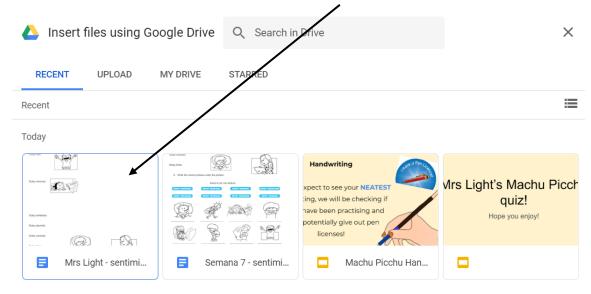
3. Complete the assignment. Google Docs will save it automatically.



4. You can then submit your completed document for your teacher to see. Click on '+ Add or create' and then 'Google Drive'.

`	Your	work	
		+ Add or create	
		Google Drive	
	Ð	Link	
_	0	File	
	Creat	e new	
		Docs	
		Slides	
_		Sheets	
	•	Drawings	

5. Find and click on the document you wish to submit.



6. And then click 'Hand in', just as shown before!

## Videos

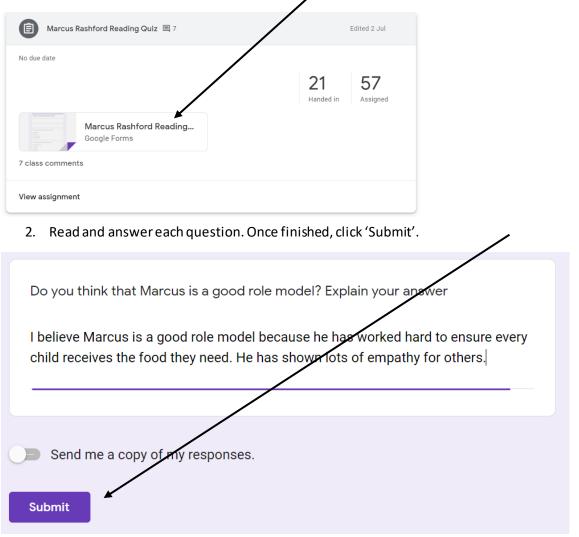
Some lessons will be uploaded as videos. It is important you watch these carefully. You can watch them as many times as you want to.

Lizzie Parsons posted a new assignment: Week 3 - Spelling Test GROUP 2	0 0 0
Posted 12 May Hi all,	Handed in
Here is Group 2's spelling test - please follow along in your homework book then check your answers.	
Thanks, Miss Parsons	
11 May 2020 at 21:14 Video	

## How to complete a Google Form:

Sometimes teachers may create a quiz for you to complete on Google Forms.

1. As always, click on the thumbnail to open it



## Not on a laptop or computer?

If you are accessing Google Classroom on an iPad, phone or tablet, you will need to download the following apps to be able to access all the content your teachers post:



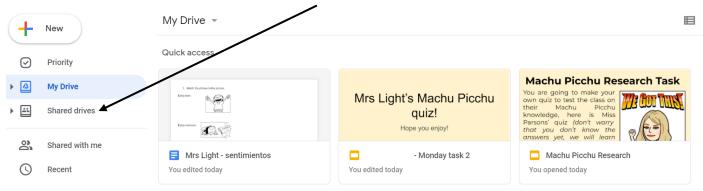
### How to log on to your Google Drive

You may also sometimes need to access files saved on Google Drive.

1. Click on the waffle in the top right-hand corner and then click on 'Drive'.

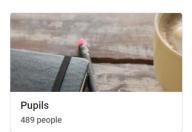
M Self-help sheet for parents - victo 🗙 🛛 🝐 Pupils - Google Drive	🗙 🖪 Courses	× +		-	
$\leftrightarrow$ $\rightarrow$ C $($ a classroom.google.com/u/2/h				☆ 88	🗯 🕐 🗄
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			Account	Gmail	Drive

 It will take you to 'My Drive' where you can find your most-recent documents and anything you have saved. You can also then access the 'Pupil Drive' where your teachers may have saved documents you need to find. To find the 'Pupil Drive', click on 'Shared Drives' on the left-hand side.



## 3. Click on 'Pupils'.

#### Shared drives



4. You will then see a range of folders. Click on your year group to find the files you're looking for.

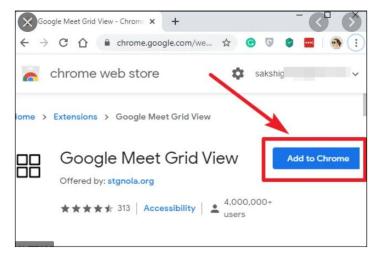
Pupils - 489 people			E
Folders			Name 个
PE	Reception	sauda's leavers book	School Council
Science Council	World Warriors	Year 1	Year 2
Year 3	Year 4	Year 5	Year 6

## Step 1: On google search engine, type in Google Meet download or click the link below.

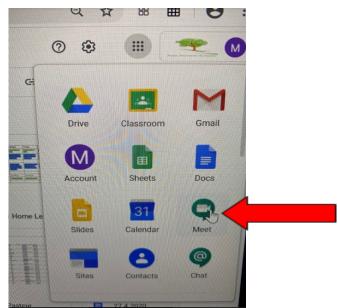


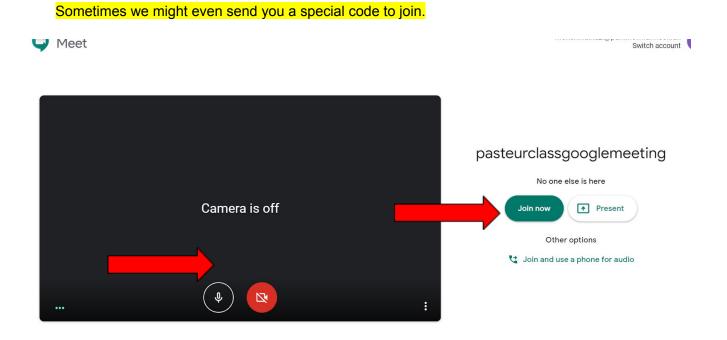
# Step 2: Then download 'Google Meet Grid View' so that you can see all your friends at the same time.

https://chrome.google.com/webstore/detail/google-meet-grid-view/bjkegbgpfgpikgkfidhcihhiflbjgfi <u>c</u>



Step 3: Log on to google classroom, find the waffle again. You will see the 'Google Meet' icon. Click it!

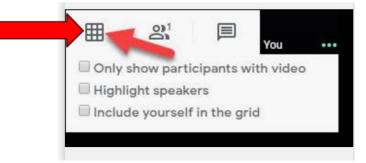




Step 5: Click grid at the top of page so that you can see everyone in the meeting.

Step 4: Click 'Join now' at the given date and time suggested by your teacher.

You can click to switch the camera on and the mic using the small icons at the bottom.





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