

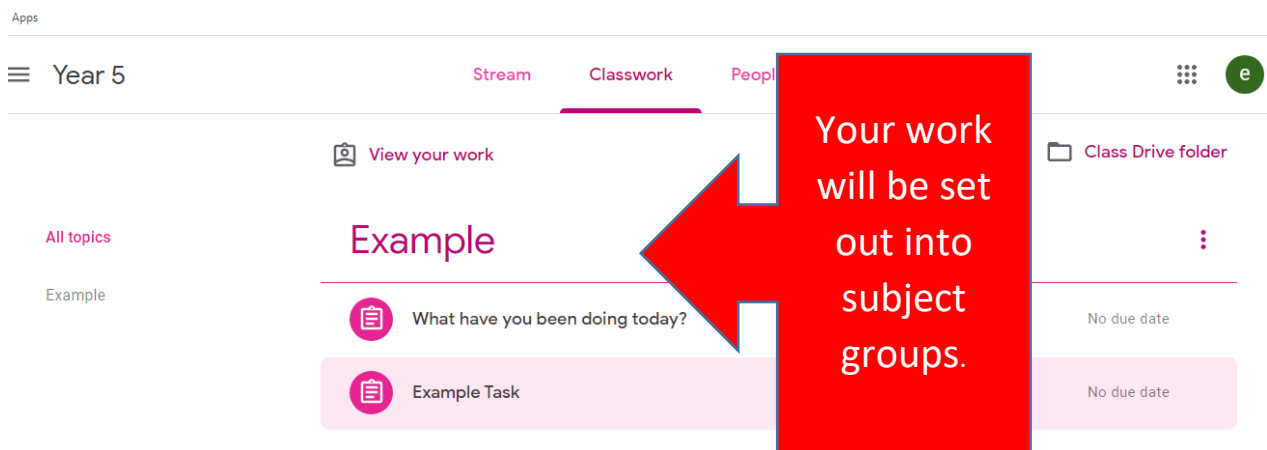
How to navigate Google Classroom

We have chosen Google Classroom as we know many of our transition high schools use this as a platform for setting learning and homework. This means that the children will be familiar with using it as they move up.

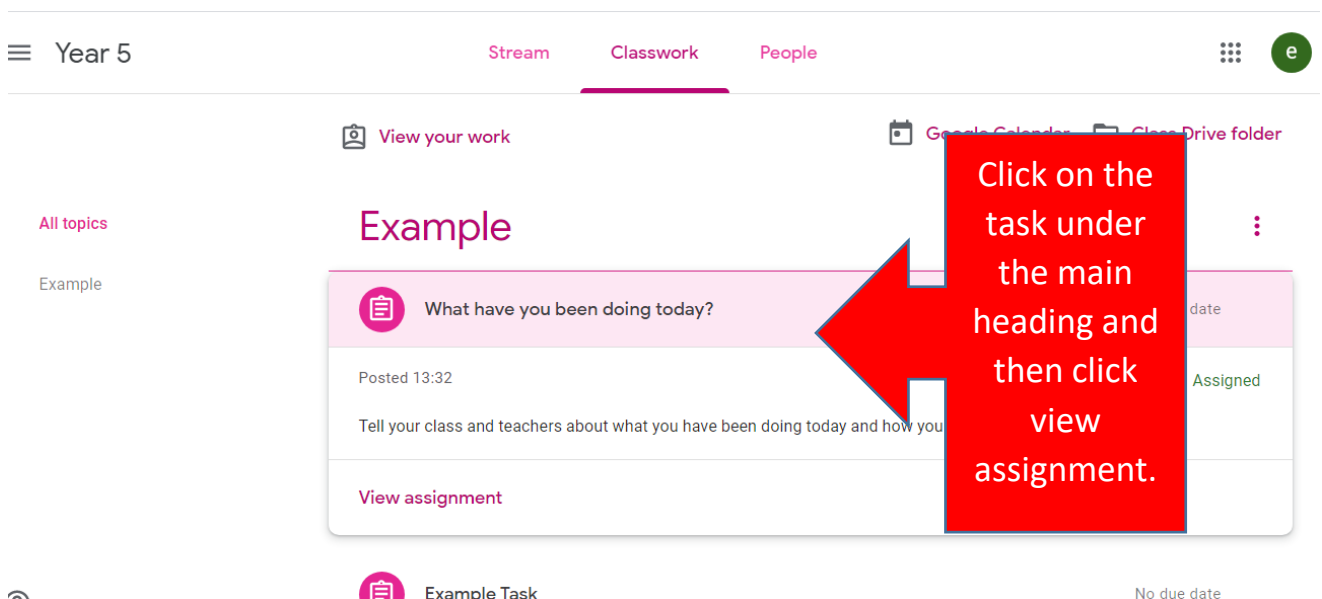
Replying to Questions

Within Google Classroom you will be able to add private or class comments. Class comments will be able to be viewed by all members of the class. Private comments will be able to be viewed only by your teachers. Please make sure that all comments are school appropriate and kind.

1. Find the Topic



2. Find the task



3. Reply with a comment

The screenshot shows a classroom activity titled "What have you been doing today?" with 100 points. The interface includes a "Your work" section with "Add or create" and "Mark as Done" buttons, and a "Private comments" section with an "Add private comment..." button. Two red callout boxes explain comment types: "Class comments can be viewed by the whole class." (pointing to the "Add class comment" button) and "Private comments can only be viewed by your teachers." (pointing to the "Add private comment..." button). A third red callout box, "Once you have typed your comment, click the arrow to send it to the class.", points to the submit arrow in a comment box at the bottom. The comment box contains the text: "Today I have been making a portrait of a Viking. I decided to use different fabrics and made a collage on top of paint. Next, I'm going to play in the garden with my brother."

Class comments can be viewed by the whole class.

Private comments can only be viewed by your teachers.

Once you have typed your comment, click the arrow to send it to the class.

4. Upload a photograph or file

If you have a file or photograph to upload for your teacher to see, click add or create to upload your file. You can also add links if you find something interesting you want to share with us.

Click add or create. If it is a file or photo on your computer, click file to upload it.

Example Task

100 points

year5 heswall 13:26

Have a go at uploading a word document. We would love to see what you do!

Class comments



Add class comment...



Your work

Assigned

+ Add or create



Google Drive



Link



File

Create new



Docs



Slides



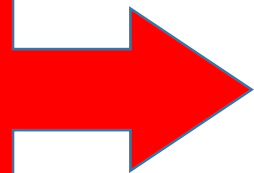
Sheets



Drawings



Either drag files over from a folder on your computer or click 'select files from your device'



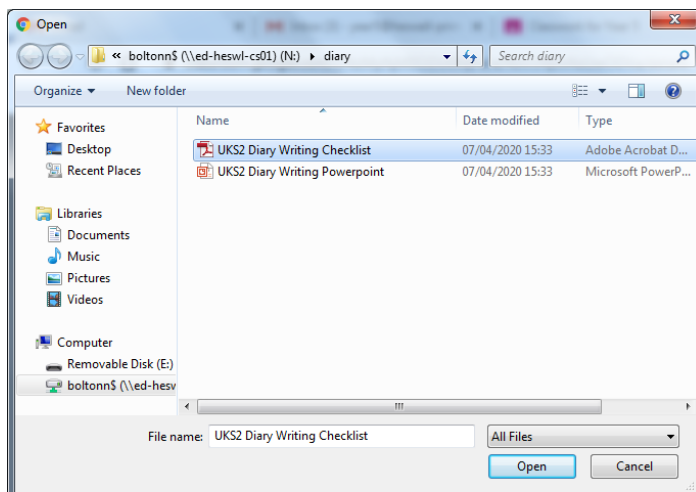
Drag files here

— or —

Select files from your device

Upload

Cancel



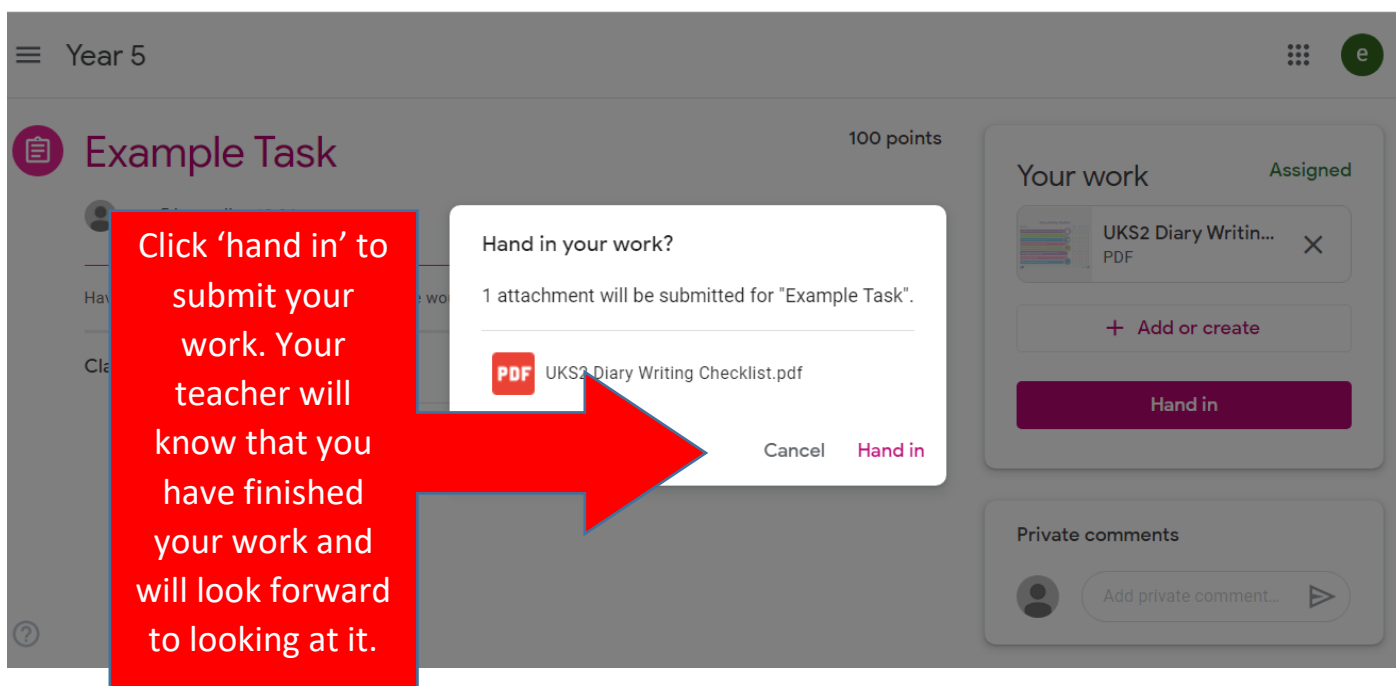
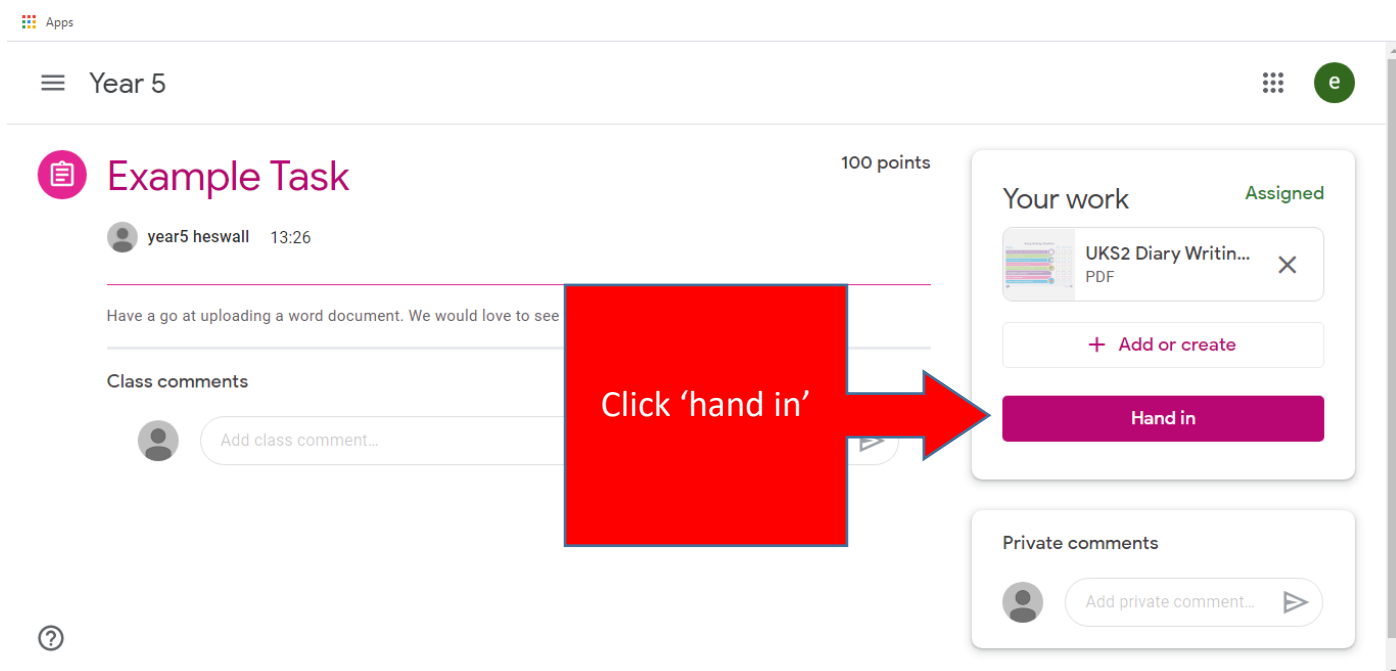
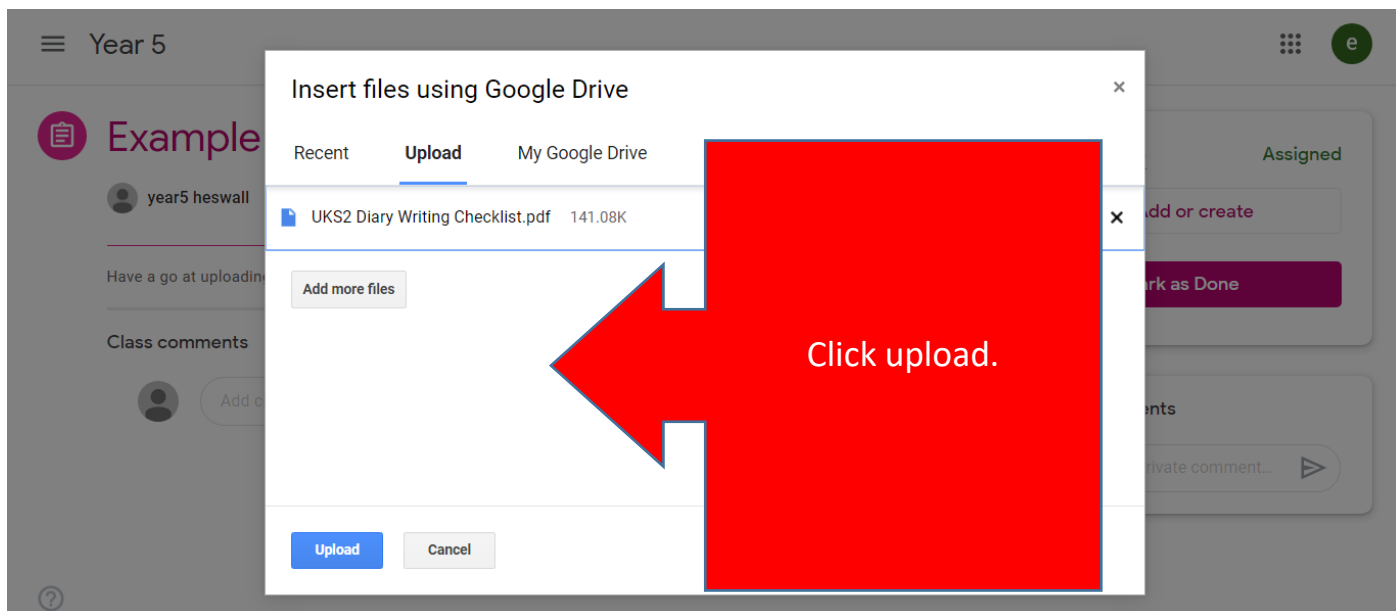
This box will appear so you can choose the file you want to upload. Click open.



Upload

Cancel

13:54
08/04/2020



While you are doing all of these tasks for the first time, Google classroom give hints and tips as you go to give you a bit of help to complete tasks, answer questions and upload files.