

St Oswald's Google Classroom Guide for Parents

At St Oswald's, along with schools across the country, we are preparing for a possible further closure of all or part of the school. At this time, we do not know if or when this will happen, but we want all children, staff and parents to be prepared for a return for online learning, perhaps with little or no notice depending how the COVID-19 situation changes.

Children in Years 4-6 may be familiar with Google Classroom from last term, but we are making this tool available to all children from Years 1-6. This guide, along with simple homework tasks set to help you navigate the features, will hopefully answer lots of your questions about how Google Classroom works.

Logins

All children in Years 1-6 will be sent home with a laminated card showing their Purple Mash login on one side and their Google login on the other side (usually the Google login is handwritten). Please keep these somewhere safe! The passwords are case sensitive so children, particularly the younger ones, may need to be reminded how to get a capital letter on the device they are using. If passwords aren't working immediately, trying swapping zero for o, i for small L etc. Also make sure you are using uppercase and lowercase letters exactly as they are shown. If you do lose the login, please contact the office as soon as possible.

The children will log in to Google Classroom for the first time with their teachers in school. Their homework tasks for the first few weeks of the academic year will be to log in and submit various different things through Google Classroom, so that they (and you) can practise how to do it.

Please do not change the passwords, as this means we won't be able to do anything if the children forget/lose their passwords!

What work will be set online if school closes again?

Whilst we can't be sure what will happen if school has to close again, we have had guidelines from the Government that set out strict criteria for home learning. It will be expected that children are set daily core activities (maths and English, including writing, reading, spellings and grammar) and a range of the foundation subjects (ie history, geography, art, music etc) across the week. Staff are working very hard to ensure that they are prepared to switch to engaging and meaningful online tasks, that match what would be done in school as closely as possible. This may include some 'live lessons' taught via Google Meet.

What if I don't have enough devices for all my children to access Google Classroom at the same time, or we don't have internet access?

We are working to compile a 'database' outlining how many devices families have and whether or not they will be able to access the online learning. Please ensure any changes to circumstances are communicated through the office, so we can keep this up to date and be prepared! We are looking into making lessons as flexible as possible – perhaps with the 'teaching' part online initially, and then the main task offline, so that a different sibling can then use the device. Part of the guide below shows how to upload photos of your child's work.

Continued on the next page.

Once we know which families don't have access to the internet or devices that they can use, we will decide the best way to solve this problem. We are expecting the solution to be paper packs that can then be collected from the school office. However this depends on how long school is closed for (if we know), whether any staff can be in school, and whether it is a whole school closure or just certain classes.

We are committed to ensuring that **all** children are able to continue their education in the best possible way, so we will not be asking for certain year groups to be prioritised. We will work as a staff team to ensure that tasks that need devices for a long time, eg 'live lessons', are not all scheduled for the same time/day. However some flexibility and compromise will be needed between children in the same household!

Contacting staff

Staff can send whole class messages and individual messages to the children. Individual messages will be used to give feedback or support for different tasks. Children will be encouraged to respond to these, as they would usually do in school, eg to correct a mistake or explore an idea further. Children can also send a private message to their teacher to ask for help for a particular question. However, please remember it can be difficult to explain things through a written message! If you need to contact your child's teacher, please do this in the usual way through the school office.

Online safety

While Google Classroom uses a secure network that can only be accessed by members of our school community, the children still need to follow the online safety rules that we teach them. Please make sure that you know what they are doing online and that they are staying safe. Some tasks may require them to use other internet sites and applications – where possible teachers will direct them to the site to use and will have checked it before, but there may be occasions when more independent research is needed so children may access sites that have not been checked by staff.

If you have any questions please complete and return the slip below or contact the office who will pass the question to your child's teacher or Miss Withams as Computing Lead. We will then upload questions and answers on the school website, on the 'Key Information, COVID-19 updates' page. We hope that we will not have to move back to online and remote learning, but if we do, we want to be prepared. Even if we do not return to fully online learning, Google Classroom will be used in school and to set some homework tasks, particularly in KS2.

Miss Taylor
Acting Headteacher

Miss Withams
Computing Lead

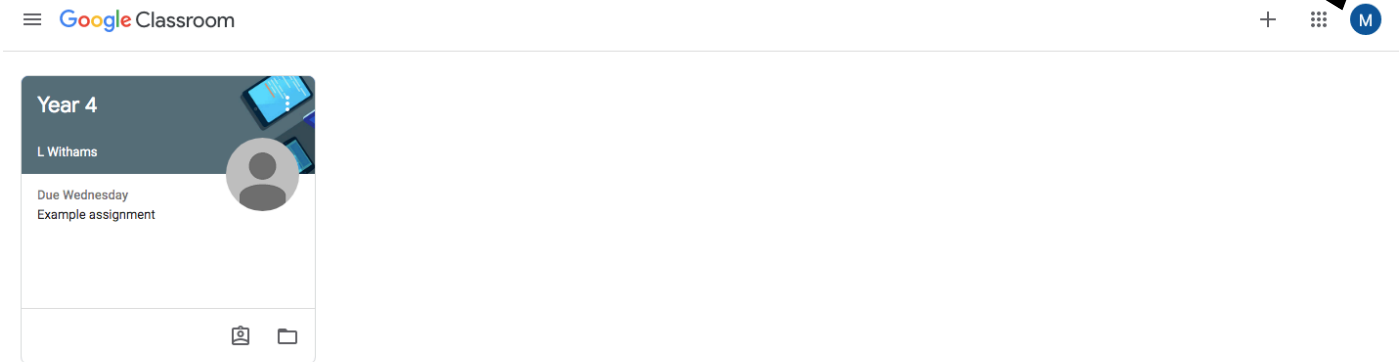
If you have any questions please complete this slip and we will provide an answer as soon as possible, on the school website if it is a frequently asked question or directly where it is appropriate.

Child's name and class:

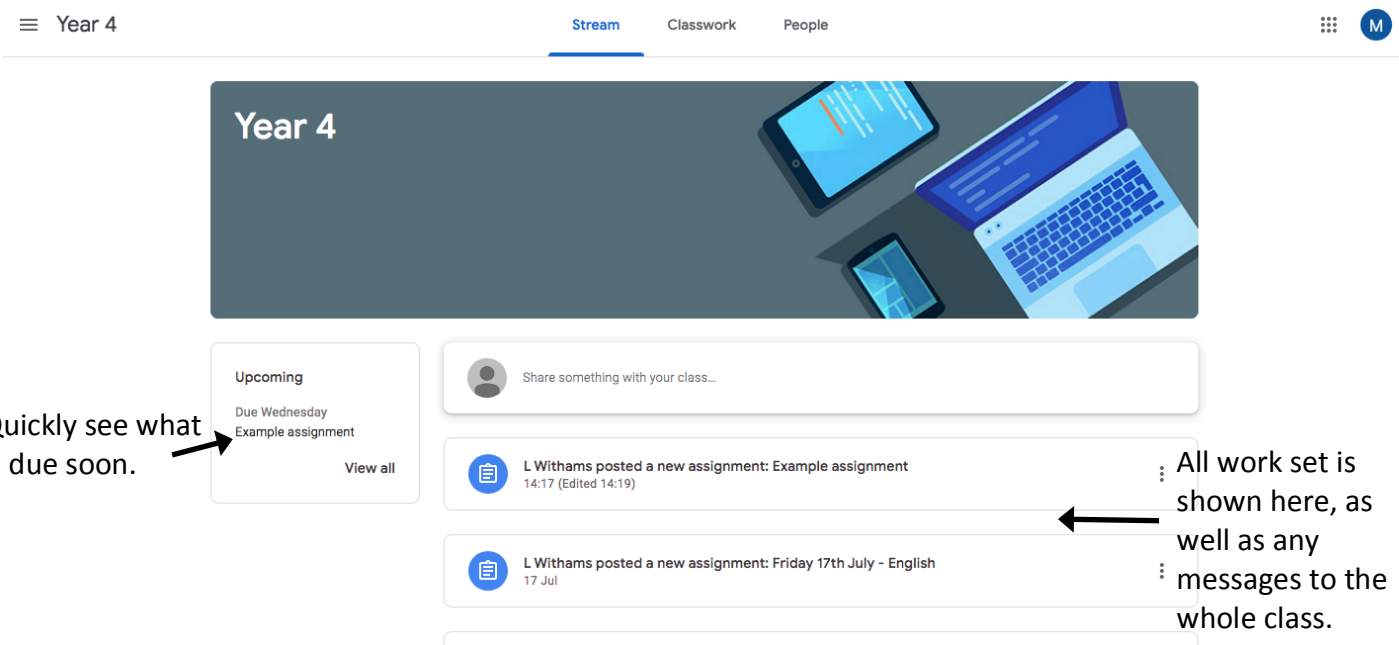
Question:

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.....
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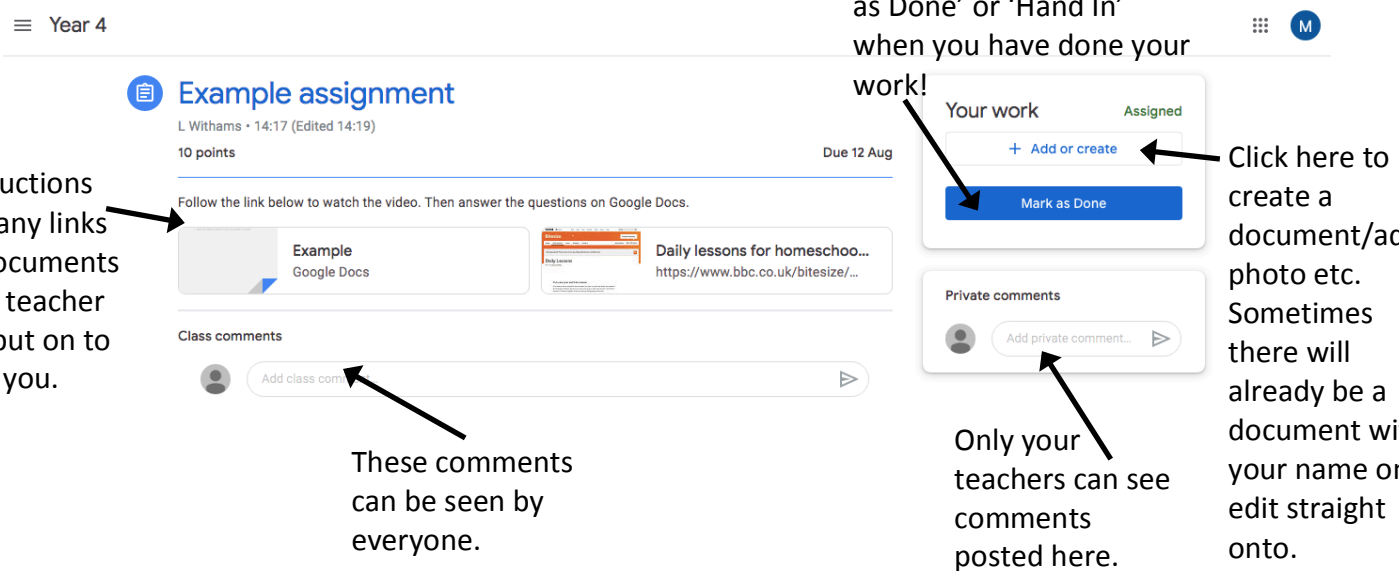
To log in to Google Classroom on a computer, click the circle in the top right corner to put in your username and password. Then click the 9 dots and choose 'Classroom' from the menu. This is the screen you should get, with your class on.

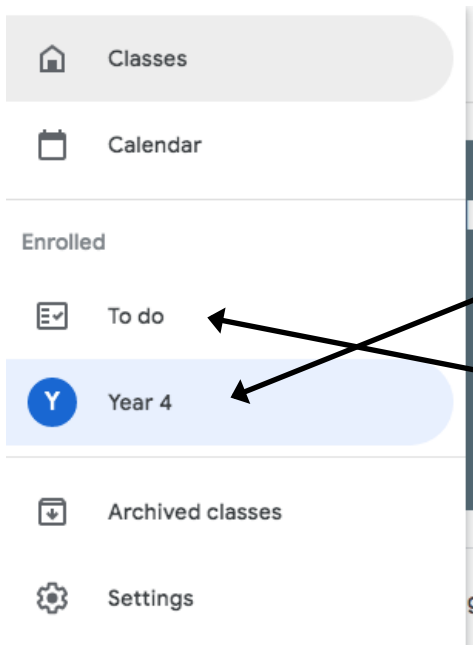


When you click on the class, it will come onto this screen.



Click on an assignment to get the instructions and task.



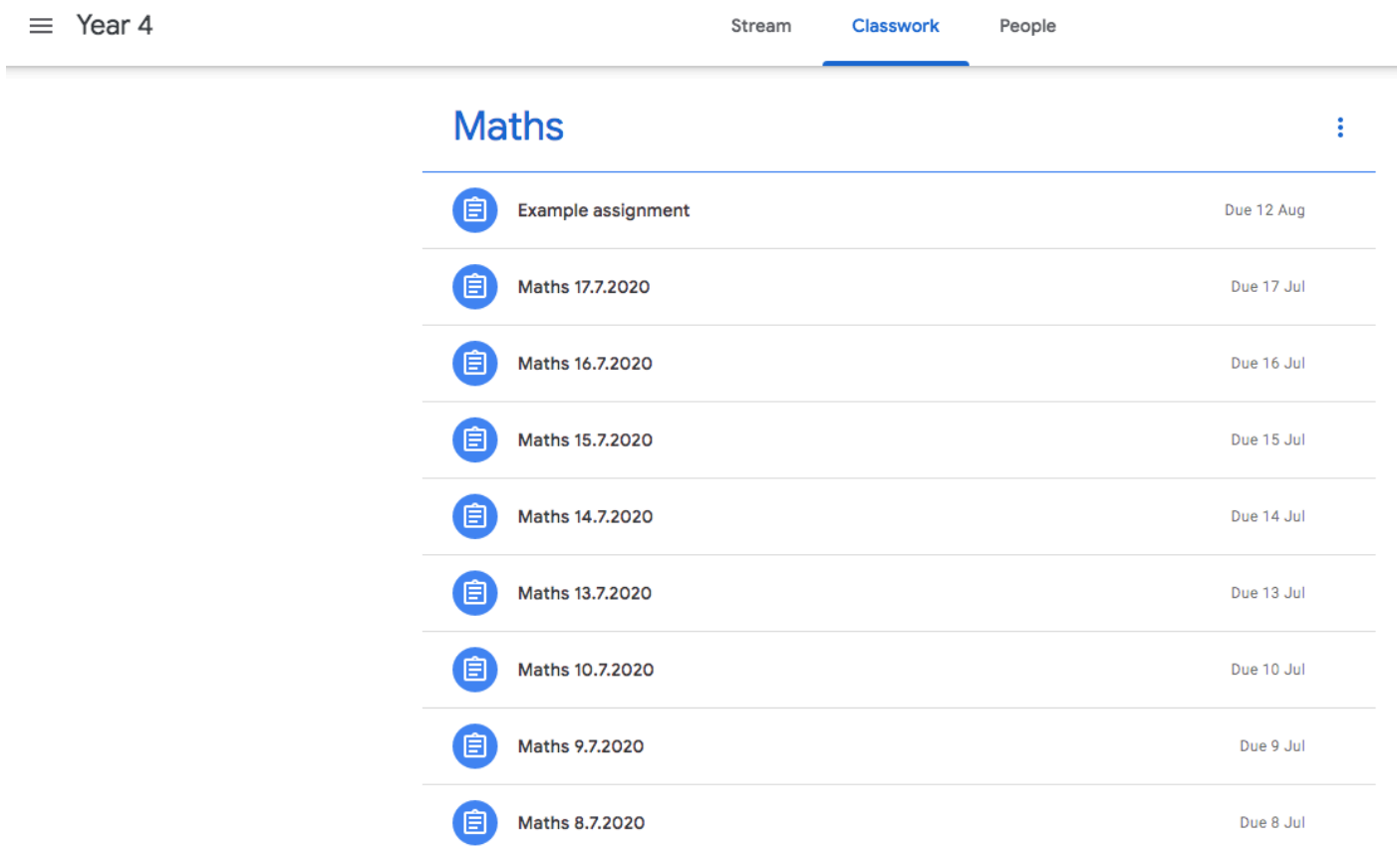


Use the menu button on the top left (3 lines) to get these options.

Click your class name to get back to your class homepage.

Click 'To do' to see all the work you've been set.

If you click the 'Classwork' tab at the top of the home screen, you will get a list of all the assignments you've been set. These may be grouped into different subjects/topics.



On an iPad or tablet, you will need to download the free Google Classroom app. Then log in as prompted, and most of the features should be the same. You will also need to download the Google Docs and Google Slides apps to help you use Google Classroom as smoothly as possible.

Some tasks may be set as a Google Quiz. Click on the link to the quiz and it will look something like this.

The Digestive System - multiple choice

Choose the correct answer to the following questions.

*Required

What is your name? *

Your answer _____

The human body is like a... 1 point

- complex machine
- computer
- production line

Follow the instructions to complete the task – some questions may need an answer typing in, some may need a box clicking, some may look slightly different.

Then click 'Submit' at the bottom – this will send it off to your teacher. It may tell you your score straight away, but it might not. If it does, your teacher will check it anyway so don't worry if it's telling you you've got answers wrong when they aren't – sometimes if you've put a capital letter in a different place or spelt a word differently to how your teacher did, it will say it is wrong! They will tell you your score on Google Classroom.

6.5m

9m

5m

Submit

Never submit passwords through Google Forms.

The Digestive System - multiple choice

Your response has been recorded.

View score

[Submit another response](#)

Open assignment



Even when you've clicked submit, don't forget to 'Hand In' or 'Mark as Done' on Google Classroom too, so your teacher knows you've done the task!

Your work Missing

+ Add or create

Mark as Done

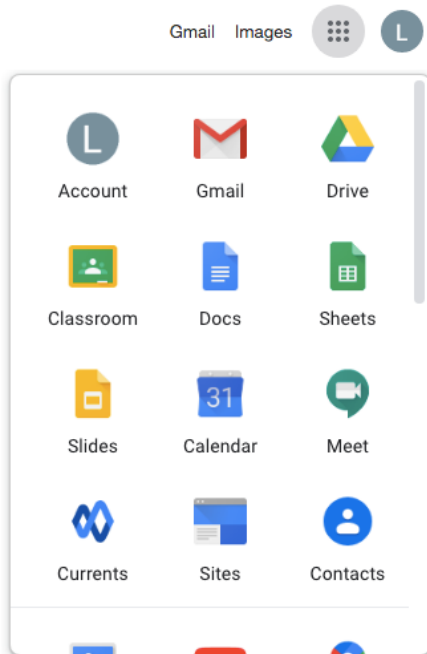
Private comments

 Add private comment... 

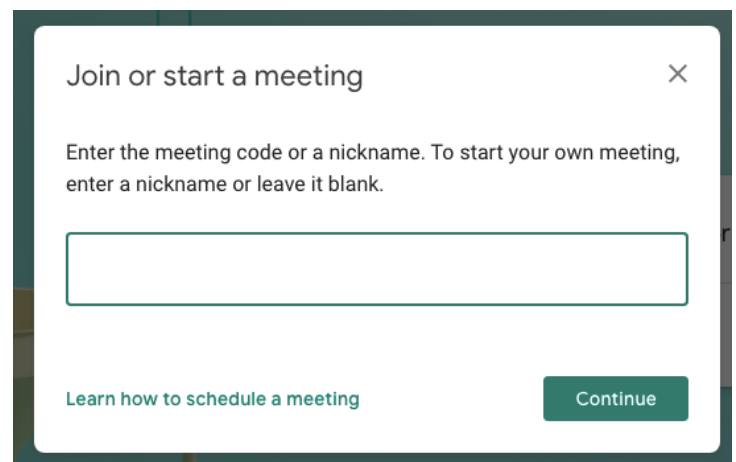
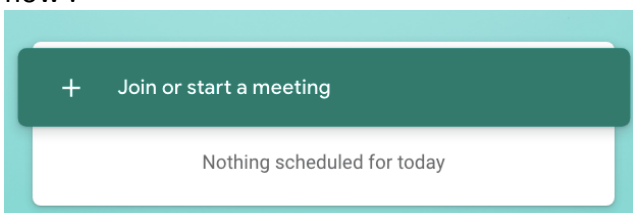
How to log on to a Google Meet video chat

There are two options. The first, and easiest, is to click on the link your teacher puts onto Google Classroom. It will look something like this: <https://meet.google.com/chv-qpww-wcr>

The second option is to click on the menu (9 dots in the top right hand corner) and click 'Meet'.



Then click 'Join or start a meeting' and put the code your teacher gives you into the box and click 'Continue'. You will get taken to a screen where you can test your camera and microphone. Then click 'Join now'.



Please make sure you are:

- logged in to your school Google account.
- using the latest version of Google Chrome or Firefox on a computer/laptop.
- using the Meet app on a tablet (you will need to download this for free from your app store).