Remote Learning at Broadfield Academy

A Guide to Google Classroom for Parents

Google Classroom is an online platform for teachers to set work and communicate with their classes. Teachers have had allocated time throughout the Autumn term to teach their classes how to use the platform, so that they are familiar with it. To support parents, we have also put together a guide below. If you need further support when using Google Classrooms, please email you child's class teacher and a member of staff will get back to you as soon as possible.

Logging on to Google Classroom:

1. Either download the Google Classrooms app or type **google.classroom.com** into your web browser. This can be accessed on a number of different devices including laptops, tablets and smartphones.

2. Your child's login is their <u>first name</u> and <u>first letter of their surname</u> followed by <u>@broadfieldprimary.herts.sch.uk</u>

    e.g. David Morgan would be DavidM@broadfieldprimary.herts.sch.uk

    (A small minority of children may be slightly different where they have the same name – we will inform you or your child if this is the case).

3. Password for Google Classroom are different for each phase as follows:

    In EYFS (Nursey or Reception)
    Your child's password is the word 'bee' (all lowercase)

    In Key Stage 1 (Year 1 and Year 2)
    Your child's password is their year group
    E.g. year1 or year2 (all lowercase, no spaces)

    In Key Stage 2
    Your child's password is their <u>initials</u> (in lowercase) and their <u>date of birth in numbers</u>
    E.g. David Morgan born on the 3rd July 2010 would be dm030710.

4. When your child has logged on, click on their class.

Class Main Page (Stream):

Your child will see a screen similar to this:

*Your child can click on **Classwork** to see all the work that has been assigned to them.*

Your child can see messages and notifications from their teacher here.

Here is a quick link to the latest piece of work due in.

Viewing Lessons (Classwork):

Your child can view their assigned work by clicking on the posted links on the main wall, or by clicking 'Classwork' at the top of the page. Your child can click on the work assigned for the day by clicking 'view assignment'.

The class teacher will upload a daily timetable, with English, Maths and Topic activities. They will write a short description of each task and attach links and resources that the children will need to complete their learning. This may include a pre-recorded video, guides, website links, details of tasks set on our online learning platforms, and worksheets to complete. Teachers will also be uploading reading videos for the children to watch, with chapters of their class reader.

You will find a message from your child's teacher.
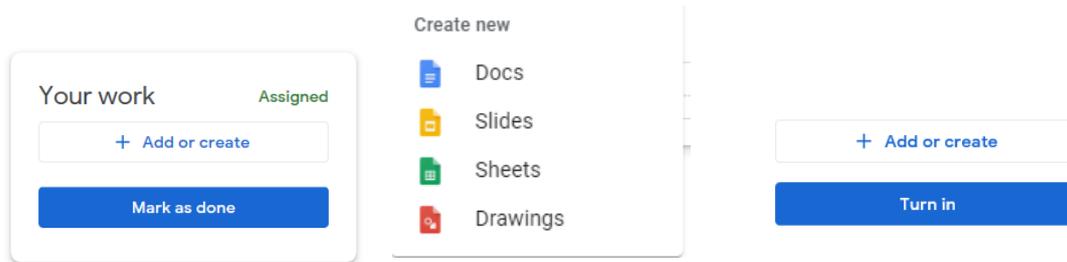
You dd or submit completed work here.

You will find all the links and resources you need for the lessons here.

*Your child can write a **private comment** to their teacher. This will help give 1:1 support while learning at home.*

<u>Submitting Work (Classwork):</u>

There are multiple different options for submitting completed work.

1) Google Documents

Your child can type their work directly into a new Google Document. When you click on 'Add or Create' you can select 'doc', 'slides', 'sheets', or 'drawings' depending on which is most suitable for the task set. This will automatically save to their Google Classroom profile, so that they can submit it to their teacher when they are finished. If they choose this method, the 'mark as done' button will change to say 'turn in', as shown above. This is the easiest way to respond to tasks, as the files will automatically save as the children are working, so no work is lost.

Some tasks set up by teachers may already have a pre-populated document for your child to edit/add information to and complete. If this is the case, the 'mark as done' button will say 'turn in' instead, and this document will appear above the 'Add or Create' button automatically, when they log in to the task. They just need to click into it, and begin editing.

Remember you must click always 'Mark as Done' or 'Turn in' to submit all of the work for the day to your child's teacher, when they have finished.

2) Uploading photos or other files

Alternatively, if your child does not have access to a device that they can type on, they can hand-write their work and take a photo or make a video to upload instead.

To submit a photo or file, please follow these instructions:
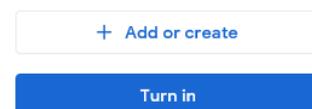
1. Click on the 'Add or Create button'

2. Click on the paperclip (File) and then choose the file that you would like to upload from your phone or other device. This step can be repeated multiple times throughout the day if needed.

3. Remember to click 'Mark as done' or 'Turn In' to submit all of your child's work once you have attached all of the files.
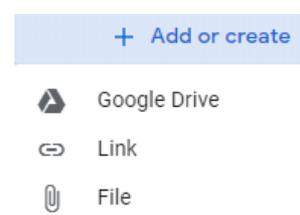
Un-submitting and re-submitting work:

Once you have submitted work for the day using the 'Mark as Done' or 'Turn In' button, it will change to say 'Unsubmit'.

If you want to make changes to work already submitted, before the teacher has responded with feedback, you can select the 'Unsubmit' button shown below. This will allow you to edit any of the documents or add additional files if needed.

Remember, you will need to re-submit the work again once you have made your changes.
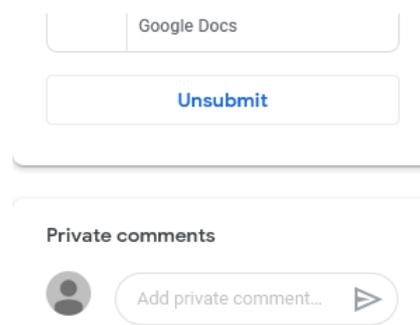
Responding to feedback:

Once your child has submitted their work, the class teacher can view this and give personal feedback. This might be a comment on an individual piece of work, or an overall comment in the 'private comments' section. Teachers will then click a 'return' button so that the children can view their feedback.

Some next step comments may require the children to review their original work submitted. If so, they can make changes or reply to the comment and then click the 'mark as done' button again to re-submit.

Important – Whole class isolating:

If a whole class are learning from home, the class teacher will be available to respond to queries and feedback throughout the morning. Please note that it may take longer for teachers to respond in the afternoon as they will be preapring lessons for the following day. Details of your child's teacher PPA day have also been sent out by Ms Shah for reference.

Important – One child/small group isolating:

Please note that when we return to school, if an individual pupil or a small number of children are learning from home, the class teacher will not be able to respond as quickly as they have a class responsibility in school. Teachers will check comments at the end of the school day and feedback if necessary.