Google Classroom

Google Classroom is a digital classroom platform where teachers can set work and resources for children to access in and out of school.

At Totley Primary School, we use Google Classroom to set homework and home learning.

Wordsmith Wendy's Glossary

Homework	The work set each week for children to consolidate classroom-based learning.
Home Learning	The work children complete at home when they are isolating away from school and otherwise well.
Assignment	The term used in Google Classroom for a task, lesson or activity for children to complete.
Mark as Done	How your child can show their teacher they have completed an assignment.
Live session	A live session accessed via a webcam or camera phone between a teacher and a small group of children.

This guide will show you:

1. How to access assignments
2. How to hand in assignments
3. How feedback will be given on your child's learning
4. How to access a live session

1. How to access assignments

Assignment

The term used in Google Classroom for a task, lesson or activity for children to complete.

Click **Classwork**

1. Below each topic, there are assignments for your child to complete.

2. Click an assignment to see the instructions and any resources needed.

Click on the **assignment** e.g. *Maths homework*

1. Below each topic, there are assignments for your child to complete.

2. Click an assignment to see the instructions and any resources needed.

3. Click **View Assignment**

In the **assignment** page, you can see the comments left by other children or their teacher. All comments are visible to everyone else, and deleted comments remain visible to the teacher. Think before you post and remember your digital footprint cannot be erased.

Private comments will only be visible to the teacher.
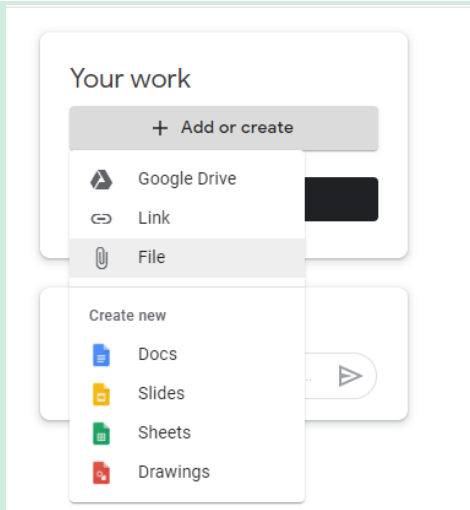

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2. How to hand in assignments

**Mark as Done**   How your child can show their teacher they have completed an assignment.

When using Google Classroom via an internet browser (Internet Explorer, Google Chrome etc.)

Click **+ Add or create**

1. Once an assignment has been completed, it's time to Mark as Done to let your child's teacher know they have completed the activity.

2. If appropriate, you can add a file from your computer/laptop, such as a photo of the work your child has completed on paper. Or, use one of the tools on Google (such as Docs or Drawings) to write down and record their learning.

When using Google Classroom via the app
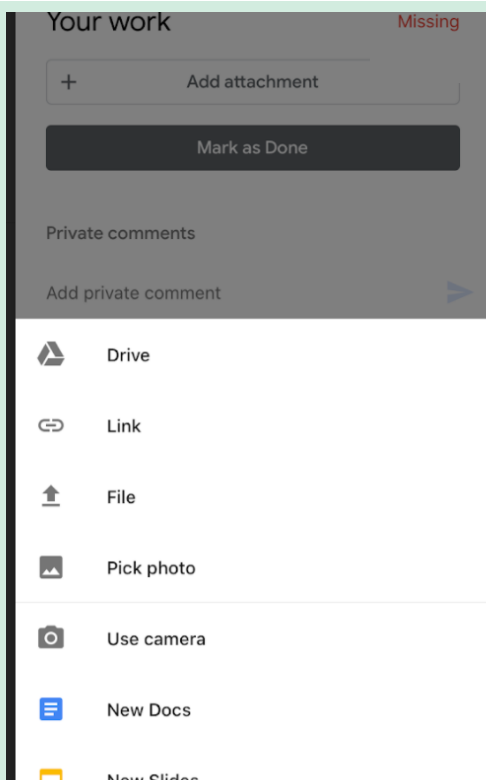
Click **Add attachment**

1. The advantage of the app is that you can access your camera roll and camera from one device. **Use camera** to take a picture of your child's work, or **pick photo** to select a photo from your camera roll to attach.

1. Click **Mark as Done** or **Hand in** to let the teacher know the work has been completed.

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3. How feedback will be given

Feedback is a really important aspect of homework and home learning.

1. It shows your child that we value their learning and the work they have done, giving learning more purpose and incentive.
2. It gives teachers the opportunity to praise and encourage children in their learning.
3. It shows teachers what is going well and what needs more attention in your child's learning.
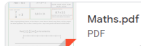4. It gives children the chance to ask their own questions if they are stuck.

Your child can send a **Private comment** to their teacher if they need some extra help or to ask a question. The teacher can reply directly to them.

Once an assignment has been marked as done/handed in, it appears in the teacher's Google Classroom. There, the teacher can view any attachments (such as a photo) and may write a comment back to the child on their learning.

Teachers may annotate work with comments, give next steps or things to check. View feedback from the teacher by clicking on the **assignment** from the **Classwork** page.

Feedback will always be in line with our school feedback policy, positive and constructive, just as it would be in the classroom.

Live sessions are also a really good way for teachers to give children feedback. Appropriate to the age and stage of your child, teachers will use questioning and examples that link to home learning to check their understanding and give children the chance to show what they have learnt. This will show teachers what is going well in their learning and what needs extra attention.


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4. How to access a live session

Live session   A live session accessed via a webcam or camera phone between a teacher and a small group of children.

In the event of a bubble isolating, your child's teacher will already have shared the time-table for live sessions.

A link will appear on your child's **Stream** page of their Google Classroom 5 minutes prior to their session. You may need to refresh the page or close and re-open the app so the new post appears.
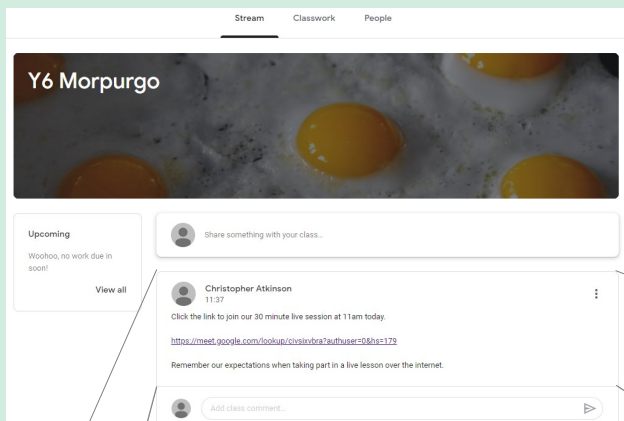
Click the Google Meets link to join the live lesson.

If using a tablet or phone, download the Google Meet App in advance. Click the link and the app will open to the live session.

If using a laptop or computer, you will be able to join the session from your web browser (Internet Explorer, Google Chrome etc.).

Stream	Classwork	People

Y6 Morpurgo

Upcoming
Woohoo, no work due in soon!
View all

Share something with your class...

Christopher Atkinson
11:37

Click the link to join our 30 minute live session at 11am today.

https://meet.google.com/lookup/civsixvbra?authuser=0&hs=179

Remember our expectations when taking part in a live lesson over the internet.

Add class comment...

Christopher Atkinson
11:37

Click the link to join our 30 minute live session at 11am today.

https://meet.google.com/lookup/civsixvbra?authuser=0&hs=179

Remember our expectations when taking part in a live lesson over the internet.

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Live Sessions: expectations and our shared agreement

Live sessions are a great opportunity to keep connected while learning from home.

We all have a responsibility to keep each other safe when taking part.

Please read the policy below and, if you are happy for your child to take part in live sessions in the event of a bubble isolating away from school, give your permission via the Google Form that is on your child's Google Classroom.

Aims and Objectives

Google Classroom is an online platform service which has the capabilities for 2-way communication between teachers and children including the sharing and uploading of work, and providing feedback. This platform is a closed network, and will be used for the sharing of weekly homework as well as home learning due to national, local, school, bubble lockdowns or for individual children self-isolating. This policy will outline the safe management of setting up and running Google Classroom to ensure Totley Primary School meets the following Government guidelines on Remote Learning:

Follows the current subject learning sequence & class resources (therefore ambitious, meaningful & pitched at the right level)

Equivalent in time & subjects to that provided in school

Daily teacher contact to explain new content, check progress, encourage, feedback & safeguard

Regular assessment & submission of work

Ensures access for all (incl. disadvantaged) pupils (either via electronic or hard copy resources)

Clear protocols / remote learning expectations for staff, pupils & parents (e.g. ICT access, timetable, workspace)

With the use of Google Classroom, Totley Primary School will:

→ Safely set work which runs alongside learning in the classroom to ensure fluidity and meaningfulness of learning

→ Provide every opportunity for children to complete work

→ Allow pupils to receive daily feedback safely

→ Promote and maintain pupils' learning and love of learning

The Role of the Google Classroom Admin:

The Google Classroom admin has access to all classrooms set up on Google Classroom, and can provide comments, feedback and advice to all. This is a vital role in the first few weeks to provide quick support for both teachers, children and parents/carers and has contact with the necessary team members of the Mercia Learning Trust IT team.

The Role of the Google Classroom Teacher:

The day-to-day running of Google Classroom will be the responsibility of the class teacher/year group team.

- Homework will be uploaded onto Google Classroom each week
- Home learning will be assigned to children as necessary in the event of their absence or isolation
- Provide feedback on each piece of work submitted in the form of online feedback messages (see private message section), and also live feedback sessions (see live lesson feedback section)
- From this, they will be able to make formative assessment decisions on their class and individuals
- Promote a positive learning environment
- Screen time will be taken into consideration when work is planned and set by teachers, and should run in-line with when they would teach the lessons that week
- Monitor the use of the children's use of Google Classroom. Chase up or pass on concerns about any children not accessing or engaging with the platform.
- Ensure the 'stream commenting' option is set to 'only teachers can post or comment'. Depending on the age and stage of the class, it is suggested this option is changed to 'students can only comment' if there is a bubble lock down to support children's well-being and social interaction, but it will be monitored by the class teacher. Children will be made aware that deleted comments are still seen by the class teacher.

No photos sent on Google Classroom will be downloaded onto personal devices.

Google Classroom expectations of children:

The following rules will minimise any risks and will ensure that you will stay safe whilst using. These messages will be reinforced in class, and during use.

Keep your log in details safe and private

Use correct English when typing messages

Comment and reply on the 'stream'. It's polite to respond!

If you don't get feedback straight away, your teacher might be busy, do be patient.

If you see anything that shouldn't be on your screen, do tell your teacher or parents immediately.

Try to show off your best work/writing and maintain the standard of work that would be expected in class (e.g. presentation, layout…)

Feedback via messages

Following Government guidelines on Remote Learning, teaching staff will provide daily feedback to uploaded work. This is done via the 'private messaging' option in the bottom corner submitted work in the form of positive praise, encouragement or advice for next time.

This is a 2-way communication with the teacher and child account. All feedback comments are advised to be done within the working day, and not after hours. Teachers respond when children's work has been turned in, but this may not be instant due to structure of their day/week.

Feedback via live videos (Google Meets)

To ensure quality and impact of feedback as well as support children's mental well-being, class teachers will provide live feedback sessions in scheduled, small group sessions.

Parental permission will be sought before inviting a child to a live feedback session (for those who do not give permission, private messaging feedback will be maintained)

A planned, scheduled timetable of live feedback will be created by the class teacher to ensure purposeful and manageable sessions with an expectation of at least one session for every two working days away from school, but may be more frequent depending on the age, stage and needs of children.

Live feedback video sessions will be no more than half an hour (this length is to factor in connection issues with each group, and getting started)

These sessions can be pre-learning to the start of the day or post-learning in the afternoon to reflect on completed learning. Teachers will invite children to the sessions they believe will be most beneficial.

Children will receive individual schedules via their 'stream' and meet in small groups. Feedback sessions will be kept to a reasonable length for the appropriate age and stage of the children (no longer than 30 minutes), and will take place in normal school hours. The schedule will be arranged to avoid clashes with siblings who may also be isolating and sharing a device.

Conduct during live feedback sessions

During online lessons, staff and children must wear suitable clothing (not pyjamas or offensive slogans) along with anyone else in the house during these sessions. Appropriate language must be used by members of the group and others in the background of any household. Children can be asked to leave if any of this is not followed.

Both parties will ensure the session takes place in a suitable area e.g. quite space, suitable background, not in bedrooms

Live lessons are recorded for safeguarding purposes. If any issues arise, the video can be reviewed. (It will be stored for one year and then deleted, and in line with our GDPR policy.)

Children and staff should not eat during these sessions to help replicate the learning environment of the classroom as much as possible. Having a drink is fine.

Parents and carers will be encouraged to allow their child to work independently, and avoid sitting next to them and coaching them. They should only offer technical support when required.

If parents/carers have questions, they should use the appropriate private message facility on Google Classroom or email after the lesson which will be replied to in the usual manner by the teacher.