Completing Home Learning Using Google Classroom

Introduction

Many students at SKS will already be familiar with Google Classroom but for new students as well as the parents of students this is a quick how to guide for accessing, completing and submitting all tasks including home learning using Google Classroom. Seven Kings School will no longer be using Firefly so all home learning will be set using this method in the future.

Getting into Google Classroom

From the google page in your browser type classroom and search. You will then see this page

Click on the hyperlink or click here https://classroom.google.com/ and you will be asked to sign in.

Login using your school account e.g. 12345@sevenkings.school followed by your password. If it is the first time you have logged in to the account you may be asked some subsidiary information e.g. Are you a student/teacher - you would need to select student

If you are having problems logging in to Google Classroom you could try resetting your password when next in school. If that doesn't solve the problem you should see technical support who can be found in between the IT1 and IT2 computer rooms.

In Google Classroom

Each student will see all of the classes that they are a member of. Here is a teacher example but they will look similar. Normally students will be automatically enrolled but occasionally if the class has been set up manually (e.g. after school club) there will be a join button that needs to be clicked.
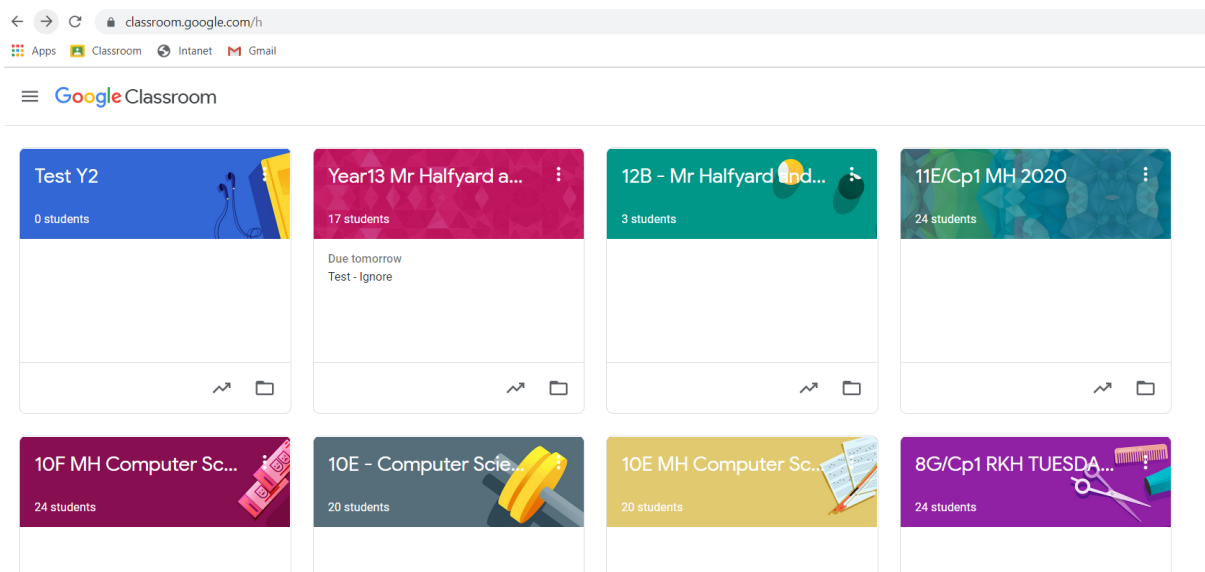
For the purposes of these instructions I will use a test class but you should go into the relevant class for you. When you go into the class it will look like the screenshot below. This is called the stream and you will be able to see all work posted into classroom for that subject. Some subjects will use this for Home Learning only whereas others may also use this for general day to day work as well.
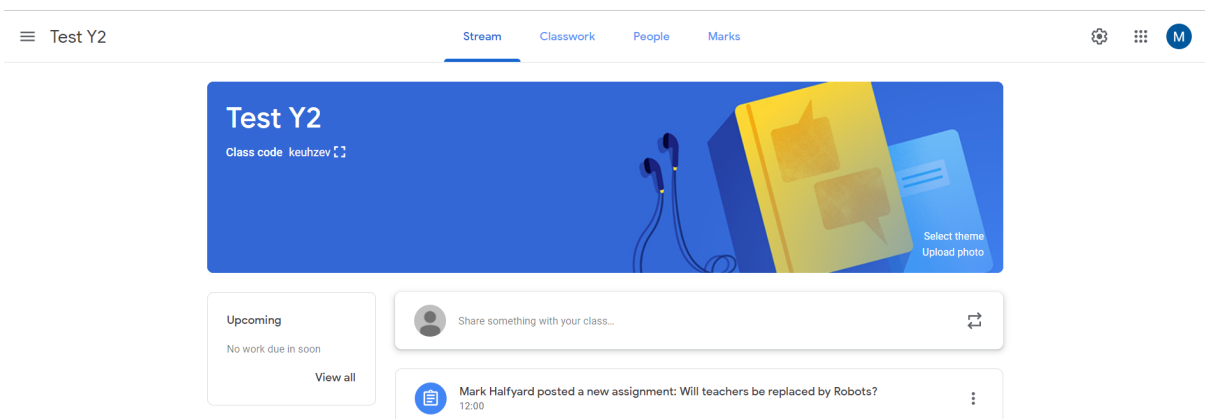
To open the work you could click on the link in the stream of alternatively click on classwork. If you click on classwork it will look like this.

Stream   **Classwork**   People   Marks

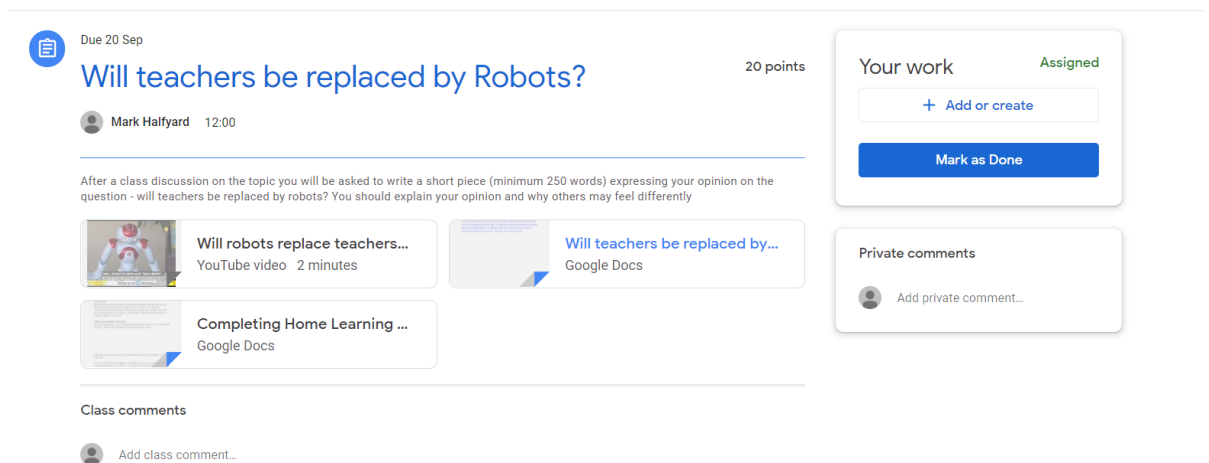+ Create   📅 Google Calendar   📁 Class Drive folder

The Future   ⋮

📋   Will teachers be replaced by Robots?   Due 20 Sep
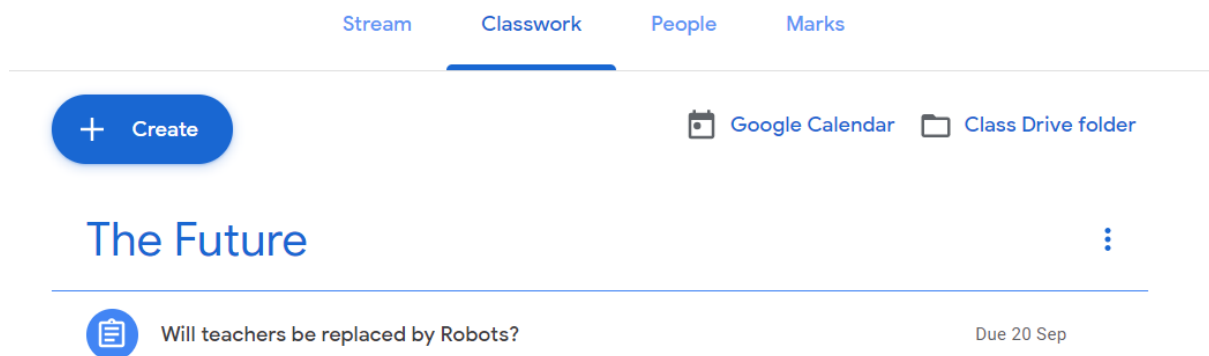
You can see there is a due date beside the work. Clicking on the task will give you some more information about the task. This is what the teacher sees but the students will look similar. It should contain instructions, additional resources that are required e.g. youtube videos and links to external websites as well as the task requiring completion. Notice there is a space for a private comment which goes directly to the teacher who will also be emailed. You can also post class comments to all students in the group

📋   Due 20 Sep
Will teachers be replaced by Robots?   20 points

👤 Mark Halfyard   12:00

After a class discussion on the topic you will be asked to write a short piece (minimum 250 words) expressing your opinion on the question - will teachers be replaced by robots? You should explain your opinion and why others may feel differently

Will robots replace teachers...
YouTube video   2 minutes

Will teachers be replaced by...
Google Docs

Completing Home Learning ...
Google Docs

Your work   Assigned
+ Add or create
Mark as Done

Private comments
👤 Add private comment...

Class comments
👤 Add class comment...

Clicking on the task sheet (will teachers be replaced....) opens up the task and students should be able to type directly into the document e.g.
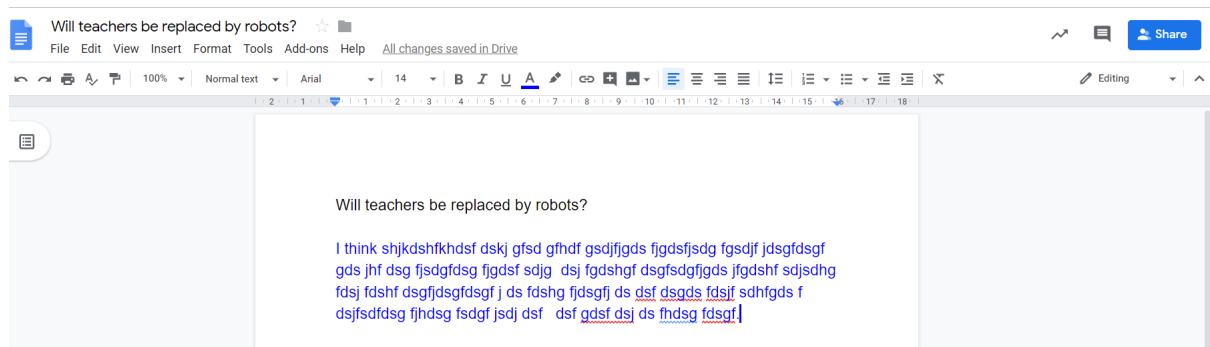
As this is Google document all changes to the document are automatically saved so can be completed over a number of sessions if needed. On some occasions the document may be a word document which will make it view only. To complete this you will need to download the file, complete it on your computer and then upload the file.

When you have completed the work to the best of your ability you should click on the Mark as done button (see previous screenshot) which will let your teacher know that the work is ready for marking. Please be aware that if the work is in a Google format your teacher will be able to mark your work even if it hasn't been submitted but it is always better to hand this in yourself!. If you have submitted work but wish to improve it for any reason you will need to un-submit the work before you will be allowed to change it as it makes the file view only.

Managing your workload and checking your scores

When first going into the classroom there is an option to view all.
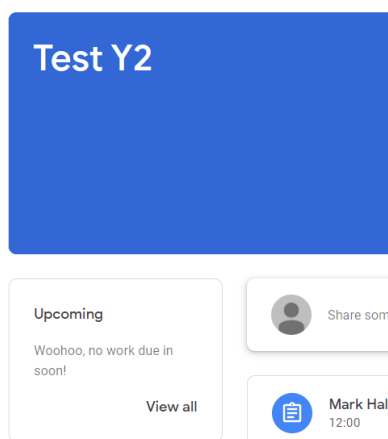
Clicking on this will bring up a summary of all the work you have done in this class as well as outstanding work as well as the scores you have received.

Filters	Title
Assigned	Will teachers be replaced by Robots?
Returned with grade	
Missing	
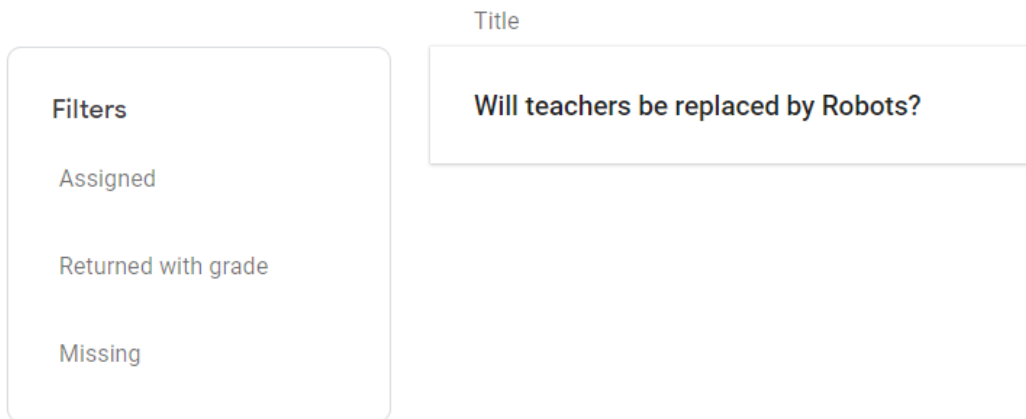
Notice there are some handy tabs on the left to see what is overdue (missing) as well as what is currently assigned (in date) as well as work that has been previously marked. You should always read the comments on marked work as your teacher may be suggesting that you make improvements and resubmit it.

Overall each task that is marked in Google Classroom is recorded into a markbook. Teachers will be able to download and look at these scores which will become more meaningful as the year progresses. Google Classroom also makes it easy for teachers to spot work that is missing so it is important that you manage this effectively.