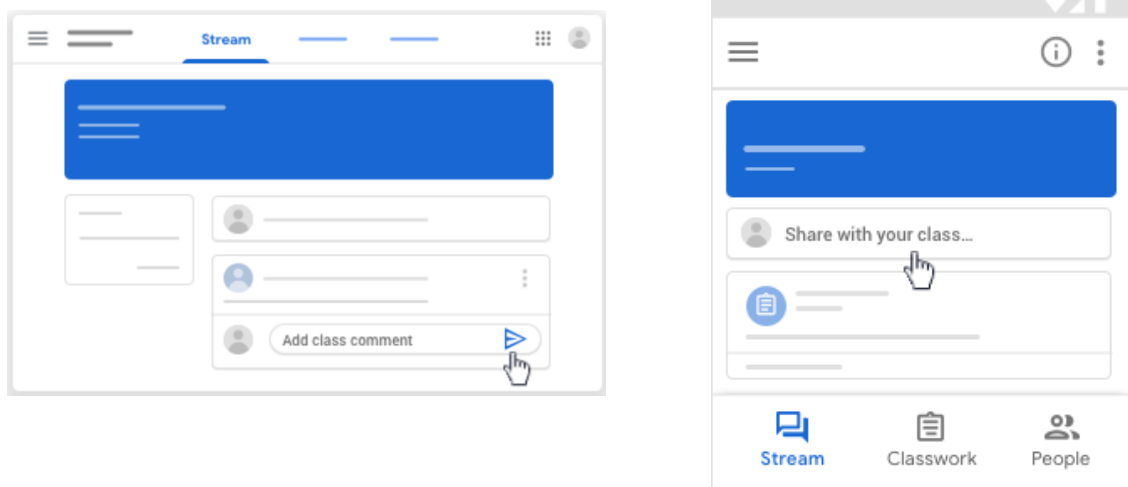


Google Classroom
Information for parents/carers



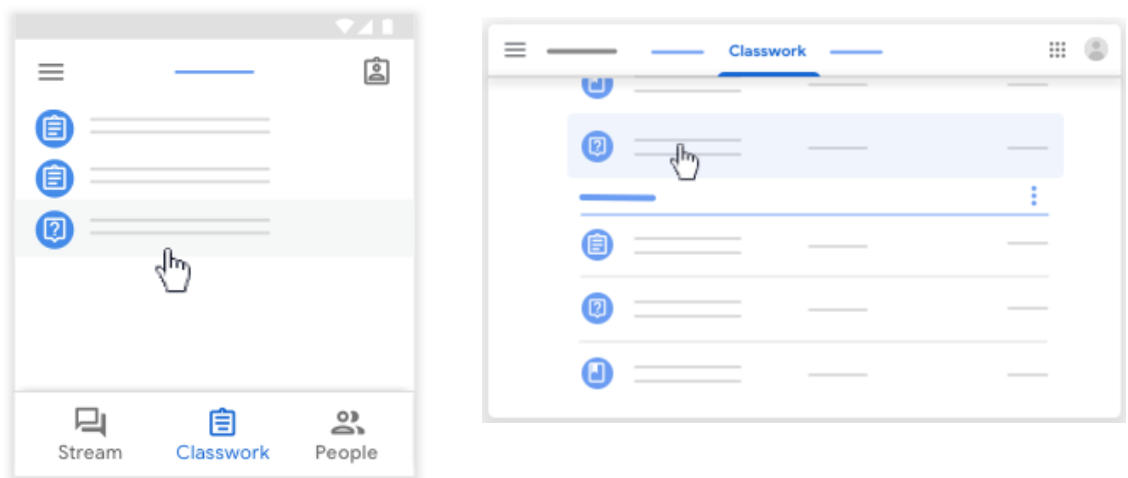
What is the STREAM tab?

The Stream is the social hub of Google Classroom. This is where announcements can be made by the teacher. Pupils, if enabled, are able to share resources or ask questions. Any assignments or material posts created on the Classwork tab are announced on the Stream. It's the first thing pupils see when they log in. Posts are sorted by date, with the newest at the top and the oldest at the bottom. Dates are shown on each post, so it's easy to see tasks that have been set that week.



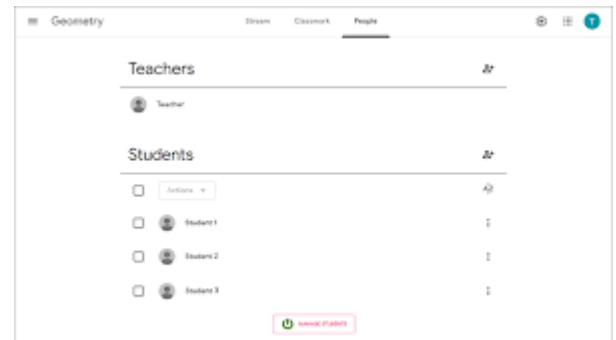
What is the CLASSWORK tab?

The Classwork tab houses all the material and assignments posted to the classroom. It can be organised by the teacher into topics with subheadings and pupils can find materials easily by sorting by subheading.



What is the PEOPLE tab?

The People tab lists all the teachers and pupils enrolled in this class, and allows you to email them directly using the email icon.



What is an ANNOUNCEMENT post in Google Classroom?

Announcements are posts with information or instructions and appear on the Stream. They can give the tasks to be completed that week and can have attached material and links.

They can be used to give notices or reminders to pupils. Announcements appear in chronological order and appear in the Stream tab only. They cannot be tagged with a category and organised by topic.

What is a MATERIAL post in Google Classroom?

Material posts contain content related to a Subject/Topic. They could be notes or slide presentations that a teacher shares with the pupils, or links to videos and other resources. There is no direct submission usually required by the pupil, but it may contain the resources that the pupil should use to complete the tasks set, with a description of what they are or what to do with them. They can be tagged with a category.

Any new Material posts appear in the Stream, and will also be filed in Classwork under a specific subheading if applicable.



D&G Cycle 2 What is the purpose of DNA?

What is an ASSIGNMENT post in Google Classroom?

Assignments are content where a teacher asks a pupil to complete a specific task or piece of work that then needs to be submitted for marking or feedback. This could have an attachment that pupils complete like a Google Form quiz or Google Doc, it may be a list of questions that the pupil attaches their written or typed answers for, or it may have instructions with no attachments. They may have a

due date and mark allocation, but they may also have no due date or be unmarked. They can be tagged with a category and will appear in the Classwork tab.



HB2 Kidneys Check Test DUE 25/1/21

Any new Assignment posts will appear on the Stream and as upcoming

Assignments.

Is there any way of deleting Classrooms that the young person is no longer a member of from their list?

Click on the three dots at the right hand side of the Classroom banner and click "Unenroll".



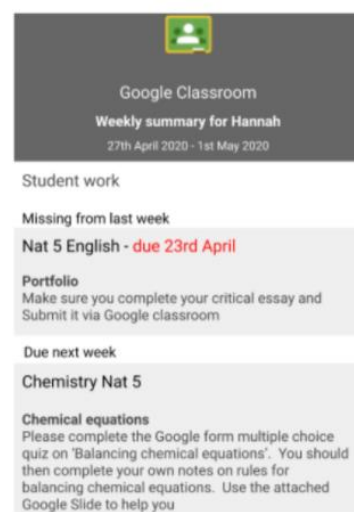
Last session's classes are usually archived by teachers, which still allows pupils to access resources but means they don't appear on their list of classes.

Does the weekly Guardian Summary email contain all the information I need to see about my child's work for that week? (you can sign up for Guardian Summaries [here](#))

Yes. Guardians who sign up for email summaries can't see the Stream, Classwork, People, or Grades pages in Classroom. Instead, they receive an email containing:

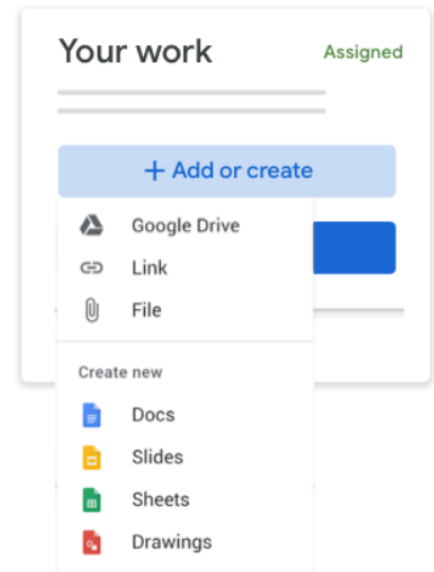
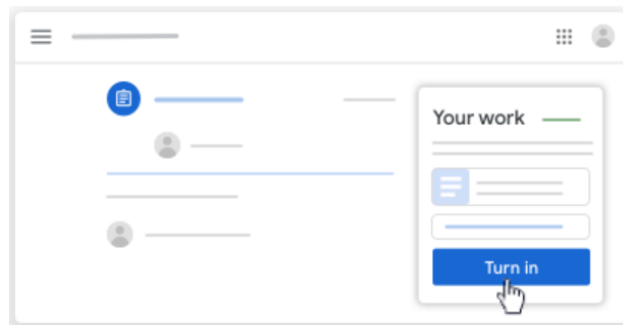
- Missing work — Work not turned in when the summary was sent.
- Upcoming work — Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activity — Announcements, assignments, and questions recently posted by teachers.

Guardians do not need to install the Google Classroom app as they do not log in to the Classroom, but instead are kept up to date with any teacher posts by the Google Guardian Summary email instead.



How do pupils submit completed Assignments?

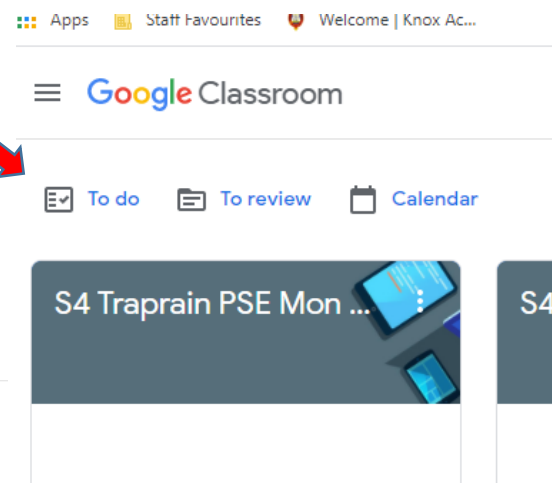
After clicking on the Assignment and completing the task set, they click the “Turn in” button. They can add attachments using the “+Add or create” button.



Using the 'To Do' function.

Pupils can manage their tasks through the 'To Do' function.

By clicking here pupils will see all their tasks, broken down by 'To Do', 'Missing' and 'Done'.



The lists can be filtered to show all tasks for all subjects or broken down by subject by clicking the drop down list.

The 'Missing' list shows any outstanding tasks.