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Ref: AGi/LT

13 October 2020

Dear Parents

Information for parents re. Google Classroom

Following my previous contact with you regarding our move from Show My Homework to Google Classroom as a means of setting homework and remote learning work for students who are isolating (or in the event of any partial or whole school lockdown scenarios), we will shortly be sending you the option to connect to your child's Google Classroom account, to enable you to see the work being set and when it is due in.

You will receive an email from your child's tutor by the end of this week – please check your SPAM folder before you contact us, in case your provider has automatically sent the invitation email to SPAM. This email will invite you to connect with your child's Google Classroom account. (If you do not receive an invitation this week, please contact your child's tutor directly from Monday 19 October.)

When you receive this email, you will be asked to create a google account. If you choose to do this you will be able to decide whether to receive daily, weekly or no notifications. (Otherwise you will only receive weekly notifications). These notifications take the form of a summary email, which tell you the work set for your child that day/week (depending on the chosen option) including the deadline; will inform you of work due in the next day/week and will inform you of any "missed work" that is overdue. An example of the weekly summary email you will receive is attached. For a daily summary, it will be the same but only include activity from that day. If there is no activity, you will not receive an email.

If you set up a google account you will be able to change your chosen email frequency at any time – support for this can be found here: <https://support.google.com/edu/classroom/answer/6388136>.

This does not mean you need to set up a new email address – if your email is with another email provider, simply select to use this at the creation of your google account and it will connect to your current email:

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead

One account. All of Google working for you.



Students have been introduced to Google Classroom and how it works in an English lesson – for your help and information I have also attached a student guide for using the Classroom, as a few parents have asked for how to support your children in accessing their classroom and the tasks.

For any work-specific questions, please contact your child's subject teacher directly. For Google Classroom or general homework enquiries please contact your child's Pastoral Manager in the first instance, who will pass your query on to the appropriate person.

Many thanks for your ongoing support.

Yours sincerely

A. Gibbins

Mrs A Gibbins
Head of School

Student work

Missing from last week

U.S. History - due Jul 26

My top five influential figures in American History

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature - due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History - Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology - Due Aug 13

Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Class activity from last week

U.S. History

Kristen Grubb

Assignment - Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Posted Aug 5

Question

What document ended the War? What were the major components of the document?

Posted Aug 5

Assignment - Due Aug 16

Birth of a Nation

List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.

Posted Aug 5

American Literature

Anthony Gonzalez

Assignment - Due Aug 10

Write Edgar Allan Poe's "The Raven" as gothic fiction

In class, we learned about the qualities of gothic fiction. Gothic fiction is a genre or mode of literature and film that combines fiction and horror, death, and at times romance. For this assignment, I would like you to work in pairs and rewrite Edgar Allan Poe's "The Raven" as a Gothic fiction. I've attached some story starters in the worksheet attached. If you have any questions please send me a private comment and I'll be able to address it in class later.

Posted Aug 6

Question - Due Aug 17

Compare and contrast Bradford's and Byrd's definition of the American Dream

Posted Aug 9

Announcement

Don't forget to do your homework! We will be going over your essays in class, please don't forget to submit them ahead of time. See you tomorrow!

Posted Aug 10

U Marine Biology

Michelle Lim

Assignment - Due Aug 13

Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Posted Aug 7

Announcement

For those of you that are asking, I'll be posting the extra credit project in class tomorrow. There will be worksheets and rubrics handed out so be sure to show up on time.

Posted Aug 8

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications.



GOOGLE 
CLASSROOM

CHEAT SHEET

For Students

BY KASEY BELL

Shake Up Learning®



Written by Kasey Bell
ShakeUpLearning.com

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Book Design and Production by Kasey Bell.



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WELCOME TO GOOGLE CLASSROOM

Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized.

FIRST LOGIN FOR STUDENTS

Go to classroom.google.com.

The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right.

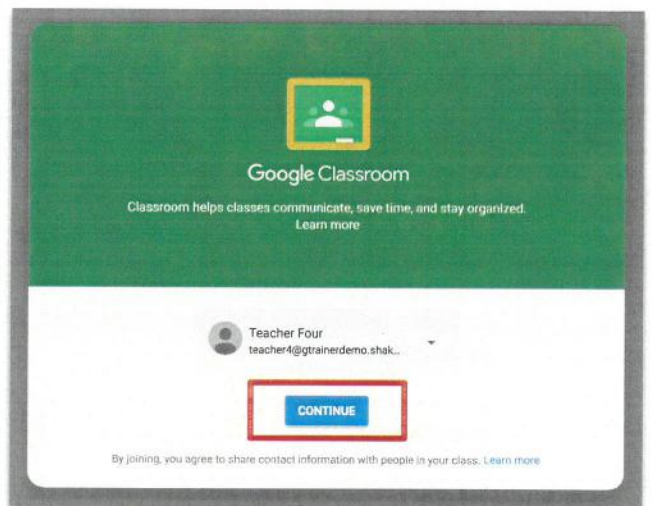
CLICK "Go to Classroom" button.



LOGIN

You will then be prompted to login with the email and password that were issued by your teacher or school.

After you enter your email and password, **CLICK "Continue"**.



SELECT YOUR ROLE

- Click on the **"I'M A STUDENT"** button as your role so you can join your teacher's class.

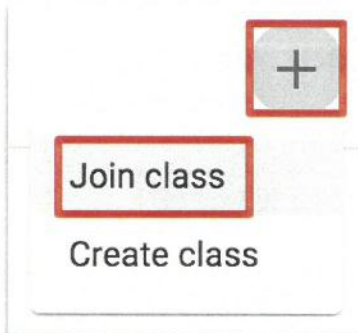


Note: You cannot change your role later, so be sure to select the correct role.

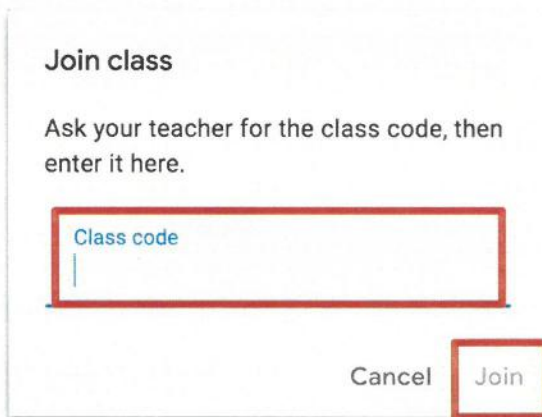
JOIN A CLASS AS A STUDENT

1 Create and Name Your Class

Click the + (near the top-right of the page) and select **"Join class"** to join your teacher's class.

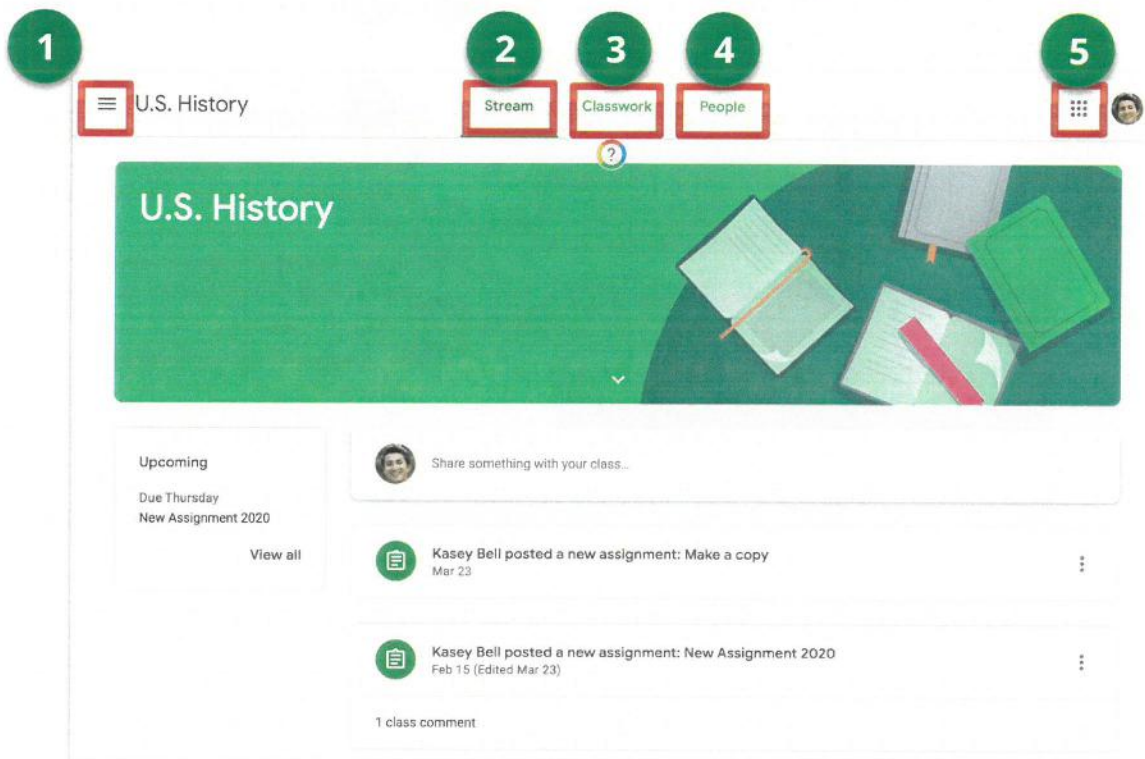


2 Enter the class code given to you by your teacher. Then, **CLICK "Join."**



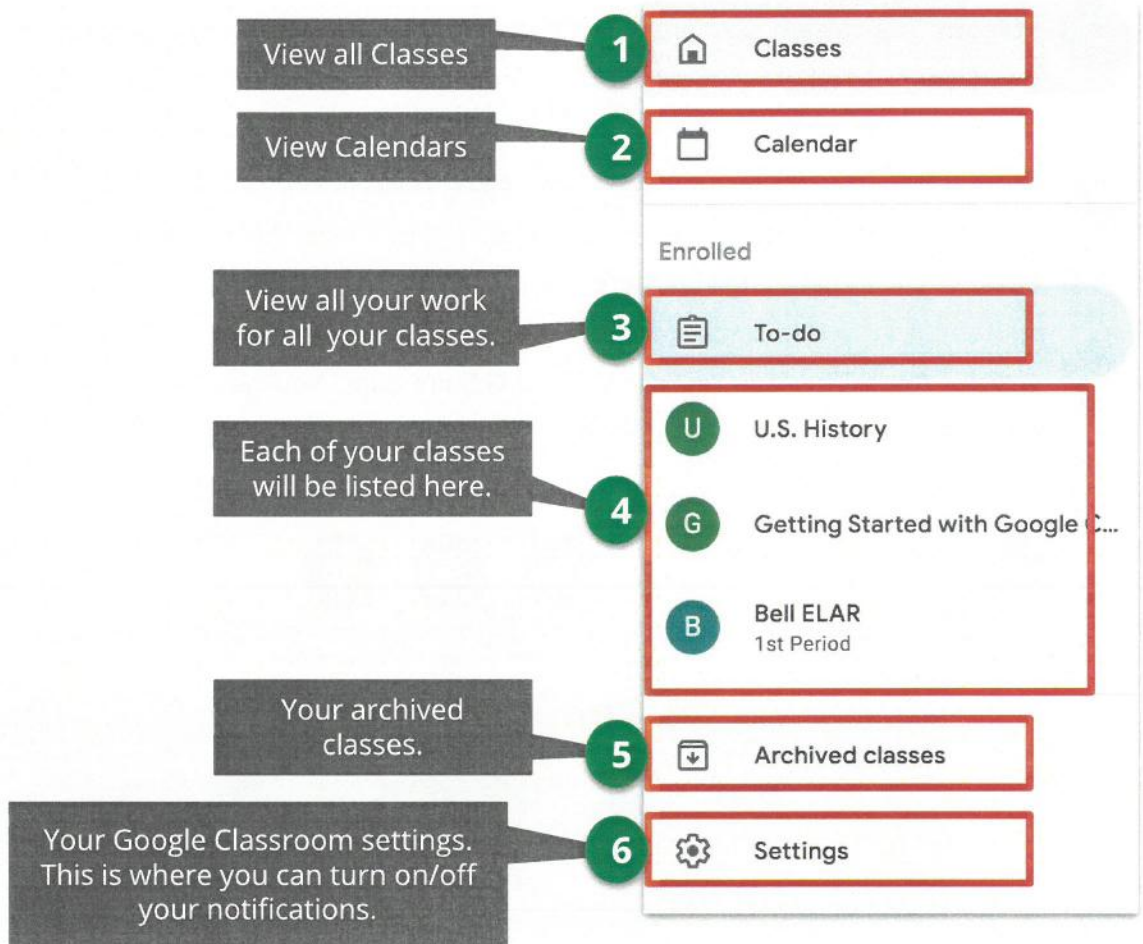
STUDENT NAVIGATION

- 1 Main Menu (3 lines):** Access all of your classes, calendar, student work, and settings.
- 2 Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
- 3 Classwork:** The Classwork page is where you will find your assignments and class materials.
- 4 People:** The People page is where you can email your teacher and classmates.
- 5 G Suite Apps:** This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.



MAIN MENU

The main menu will always be available in the top-left (three lines).



1 View all Classes

2 View Calendars

3 View all your work for all your classes.

4 Each of your classes will be listed here.

5 Your archived classes.

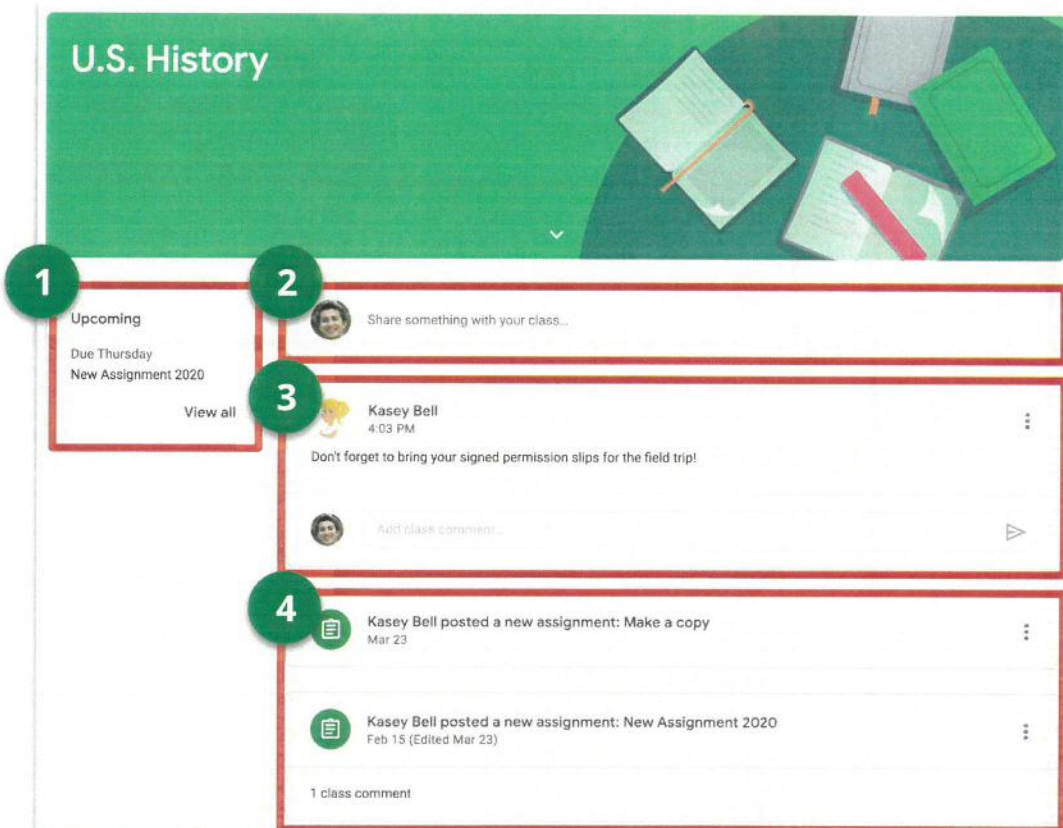
6 Your Google Classroom settings. This is where you can turn on/off your notifications.

- Classes
- Calendar
- Enrolled
 - To-do
 - U U.S. History
 - G Getting Started with Google C...
 - B Bell ELAR
1st Period
- Archived classes
- Settings

STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

- 1 Upcoming assignment deadlines will appear to the left sidebar.
- 2 If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!
- 3 Your teachers may also post announcements like this in the Stream.
- 4 Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.



U.S. History

- 1 Upcoming
Due Thursday
New Assignment 2020
View all
- 2 Share something with your class...
- 3 Kasey Bell
4:03 PM
Don't forget to bring your signed permission slips for the field trip!
Add class comment...
- 4 Kasey Bell posted a new assignment: Make a copy
Mar 23
Kasey Bell posted a new assignment: New Assignment 2020
Feb 15 (Edited Mar 23)
1 class comment

STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.

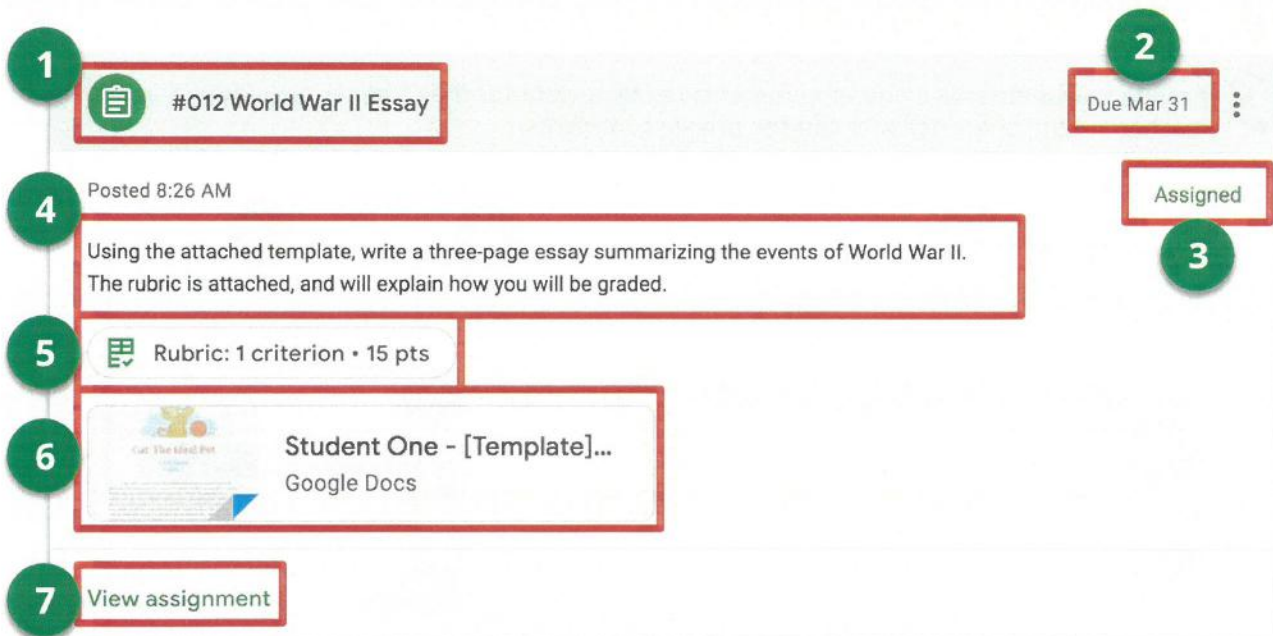
- 1 View your work, turn in status, due dates, and grades for your class.
- 2 View your class calendar, including due dates for assignments.
- 3 View your Class Drive folder in Google Drive.
- 4 Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

The screenshot shows the Google Classroom interface for a class named "U.S. History". The top navigation bar includes "Stream", "Classwork", and "People". The "Classwork" tab is active. On the left, a sidebar menu lists "All topics" (highlighted with a red box and arrow labeled 4), "Classroom Materials", and "Unit 1: Civil War". The main content area is divided into sections: "TODAY" (highlighted with a red box and arrow labeled 1), "Classroom Materials" (highlighted with a red box and arrow labeled 2), and "Unit 1: Civil War" (highlighted with a red box and arrow labeled 3). The "TODAY" section shows an assignment titled "Choose Your Own Adventure Google Sli..." with a due date of "No due date". The "Classroom Materials" section lists "Syllabus", "Teacher Website", and "Class Rules". The "Unit 1: Civil War" section lists "#001 The Battle of Gettysburg Digital Story" and "Explain the Reconstruction period in your o...".

ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.

- 1 Name of the assignment
- 2 Due Date
- 3 This is the assignment status. It will show Assigned, Turned In, Late, or Missing.
- 4 Instructions for the assignment from your teacher.
- 5 Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.
- 6 Any files that your teacher has attached to the assignment will appear here.
- 7 Click here to open the assignment page.

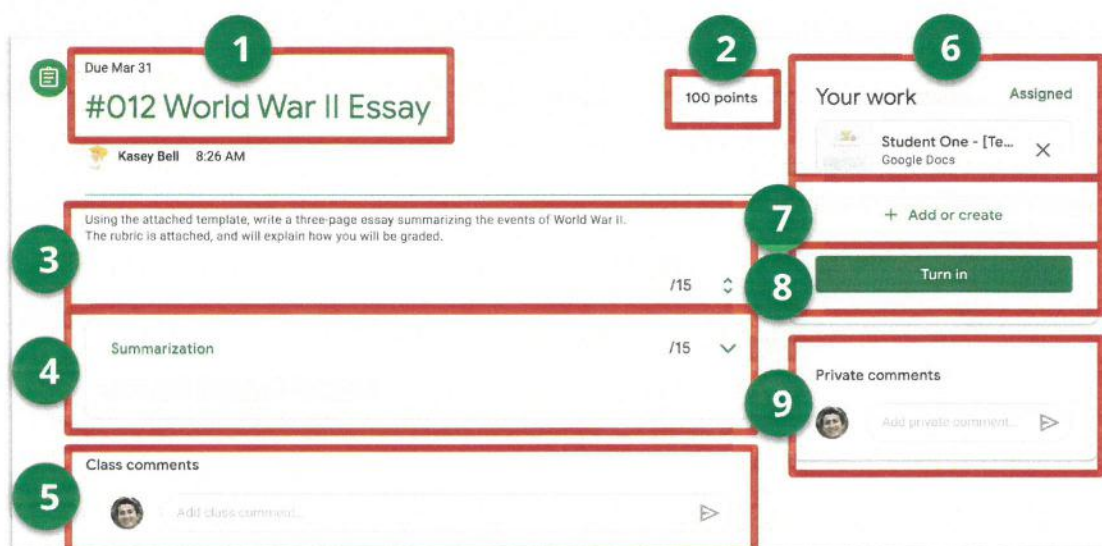


The screenshot shows an assignment card for "#012 World War II Essay". The card includes a due date of "Due Mar 31", a status of "Assigned", and instructions: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded." A rubric is attached with "1 criterion • 15 pts". A Google Docs template titled "Student One - [Template]..." is also attached. A "View assignment" button is at the bottom.

ASSIGNMENT PAGE

When you click on "View assignment" from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

- 1 **Assignment title and due date**
- 2 **Instructions:** Instructions for the assignment from your teacher.
- 3 **Total points:** Total point value of the assignment (the highest grade you can make)
- 4 **Rubric:** Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
- 5 **Class comments:** If your teachers allows you to leave class comments, you will see this option. All students can see class comments.
- 6 **Your work:** This will show you any files the teacher created for you, and any files you have created for this assignment.
- 7 **Add or create button:** Click this button to create new files or attach files you have already created for this assignment.
- 8 **Turn in button:** Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
- 9 **Private comments:** Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.



The screenshot shows the assignment page for "#012 World War II Essay" by Kasey Bell, due on Mar 31. The page is annotated with numbered callouts:

- 1:** Assignment title and due date: "#012 World War II Essay" and "Due Mar 31".
- 2:** Total points: "100 points".
- 3:** Instructions: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded."
- 4:** Rubric information: "Summarization" with a score of "/15".
- 5:** Class comments: "Class comments" section with an "Add class comment..." input field.
- 6:** Your work: "Your work" section showing "Assigned" status and a file "Student One - [Te...]" (Google Docs).
- 7:** Add or create button: "+ Add or create" button.
- 8:** Turn in button: "Turn in" button.
- 9:** Private comments: "Private comments" section with an "Add private comment..." input field.

TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on **"View Assignment."**

There are three different ways you can complete your work:

A To use the file your teacher attached for you:

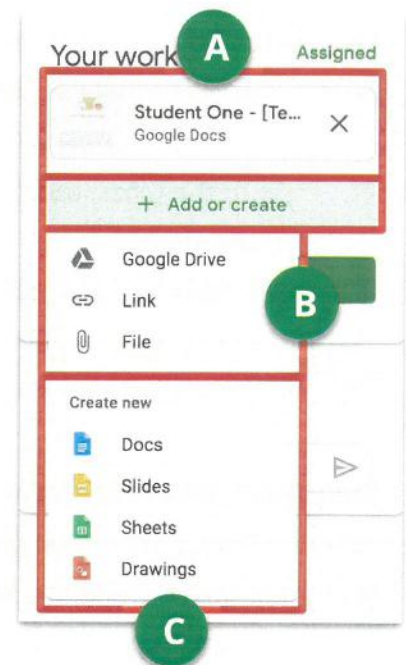
1. Click on the attachment under Your work with your name on it.
2. Enter your work
3. Click the **"Turn in"** button on the document and confirm, or click the **"Turn in"** button on the assignment in Google Classroom.

B To attach an item that has already been created:

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

C To attach and create a new file:

1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.



MARK AS DONE AND UNSUBMIT

MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to the Class, then the Classwork page, then click on **“View Assignment.”**
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.



UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

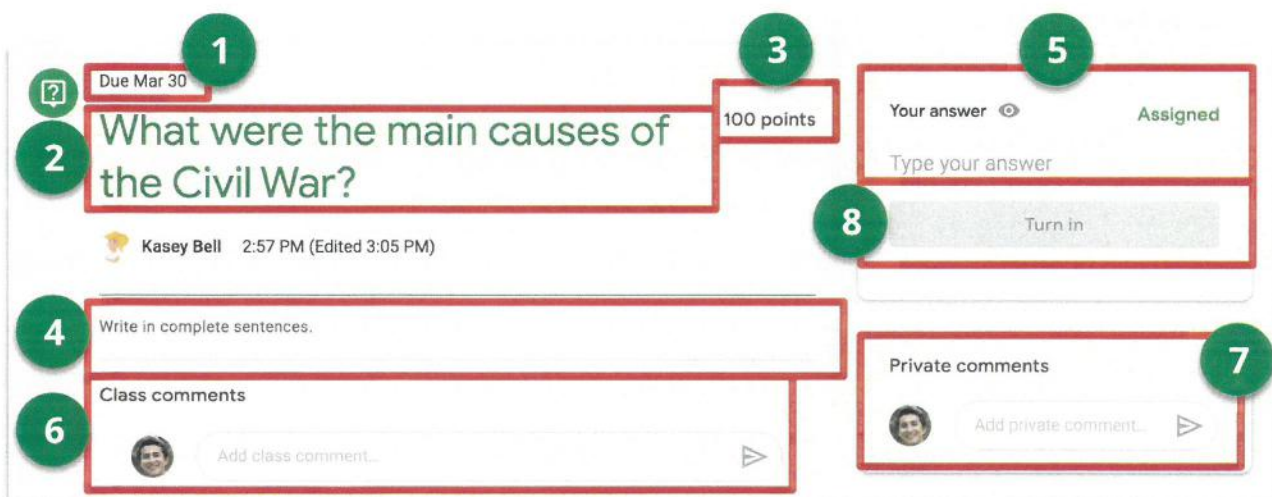
1. Go to the Class, then the Classwork page, then click on **“View Assignment.”**
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.



ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click **“View question”** to complete the assignment.

- 1 Due date
- 2 The question assigned to you.
- 3 Total points possible
- 4 Directions from your teacher
- 5 **Your Answer:** This box is where you type your answer for short answer questions, or select from multiple choice answers.
- 6 **Add a Class Comment:** Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.
- 7 **Add a Private Comment:** Use this space to leave a comment or question for your teacher.
- 8 **Turn In:** When you have completed your work, click the Turn in button.



The screenshot shows a Google Classroom question assignment interface. The question is "What were the main causes of the Civil War?" with a due date of "Due Mar 30" and 100 points. The teacher is Kasey Bell, who posted it at 2:57 PM (edited 3:05 PM). The interface includes a "Your answer" section with a "Type your answer" input field and a "Turn in" button. Below the question, there are sections for "Class comments" and "Private comments", each with an "Add" input field and a submit arrow. The numbered callouts point to: 1. Due date, 2. Question text, 3. Points, 4. Directions, 5. Answer input field, 6. Class comments input, 7. Private comments input, and 8. Turn in button.

STUDENT TO-DO: SEE ALL YOUR WORK

You have multiple ways to view your work for a class:

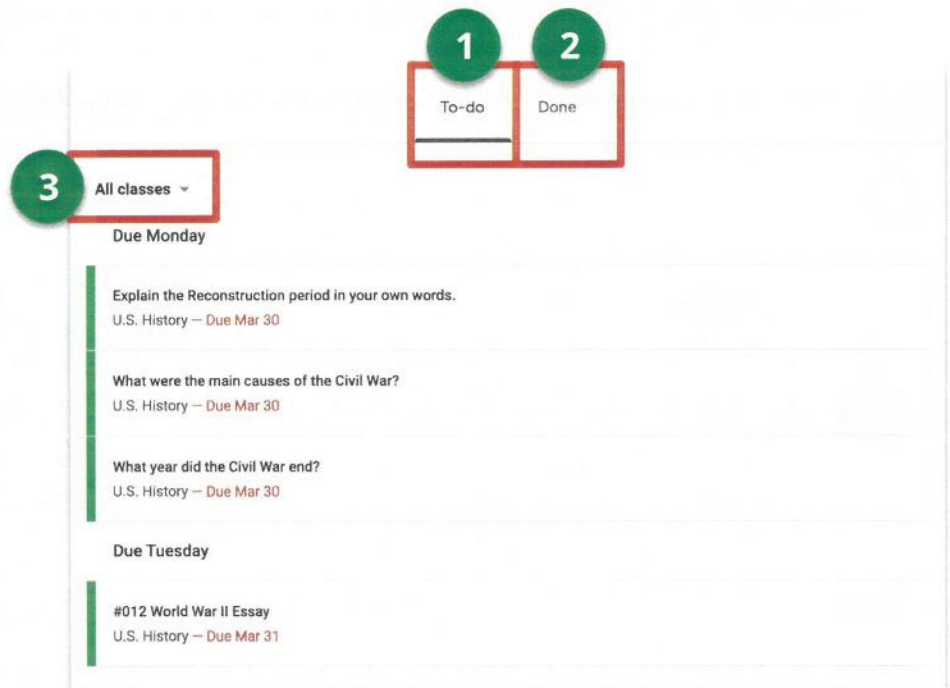
- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

1 To-Do: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

2 Done: Here students can see a list of all of the assignments they have turned in or marked as done.

3 Click the drop down Arrow next to “**All classes**” to filter your work by each class.



The screenshot shows the Google Classroom interface. At the top, there are two tabs: 'To-do' (callout 1) and 'Done' (callout 2). Below the tabs is a dropdown menu labeled 'All classes' (callout 3). The main content area is divided into sections by due dates. The first section is 'Due Monday' and contains three assignments: 'Explain the Reconstruction period in your own words. U.S. History — Due Mar 30', 'What were the main causes of the Civil War? U.S. History — Due Mar 30', and 'What year did the Civil War end? U.S. History — Due Mar 30'. The second section is 'Due Tuesday' and contains one assignment: '#012 World War II Essay U.S. History — Due Mar 31'.