

Getting Started with Google Classroom - Student Guide

If our children have to self-isolate, we will set work through Google Classroom.

Children should login through Wonde everyday and participate in the daily Google Meets (live teaching) and access the work set.

This works best in Google Chrome browser on a PC / laptop. Please note that Wonde does not work fully on a tablet (e.g. on an iPad) or on a Chromebook. Children's accounts can be added onto a Chromebook but they will need to be removed and re-added each time to login as children do not have a separate Google password.

Things you'll find in this document:

HOW TO LOG INTO WONDE AND ACCESS GOOGLE CLASSROOM

WHERE YOUR LEARNING IS AND WHAT YOU ARE EXPECTED TO DO

HOW TO ACCESS GOOGLE MEETS

HOW TO HAND YOUR WORK IN OR SPEAK TO YOUR TEACHER

HOW TO MAKE SURE YOU HAVE DONE ALL YOUR WORK

HOW YOUR TEACHER WILL COMMUNICATE WITH YOU

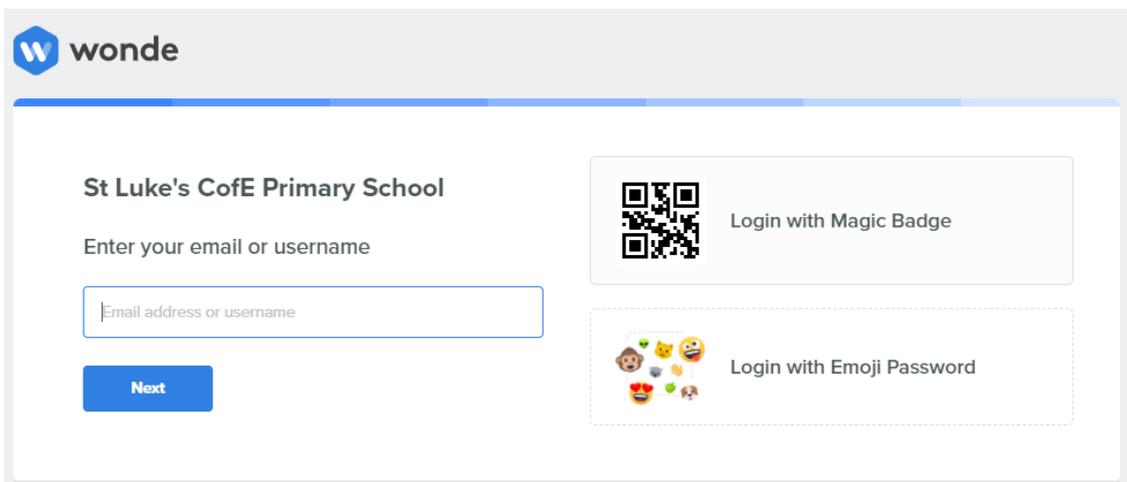
SOME QUESTIONS YOU MIGHT HAVE

HOW TO LOG INTO WONDE AND ACCESS GOOGLE CLASSROOM

We use Wonde and Google Classroom in our computing lessons in school, but here are some reminders of how to navigate it.

Please log out of any Google / Wonde accounts that are already signed in. Click on the link below and sign in with your child's emoji password or your magic badge (QR Code). Both of these should be found in the homework book.

<https://edu.wonde.com/login/stlukes>



wonde

St Luke's CofE Primary School

Enter your email or username

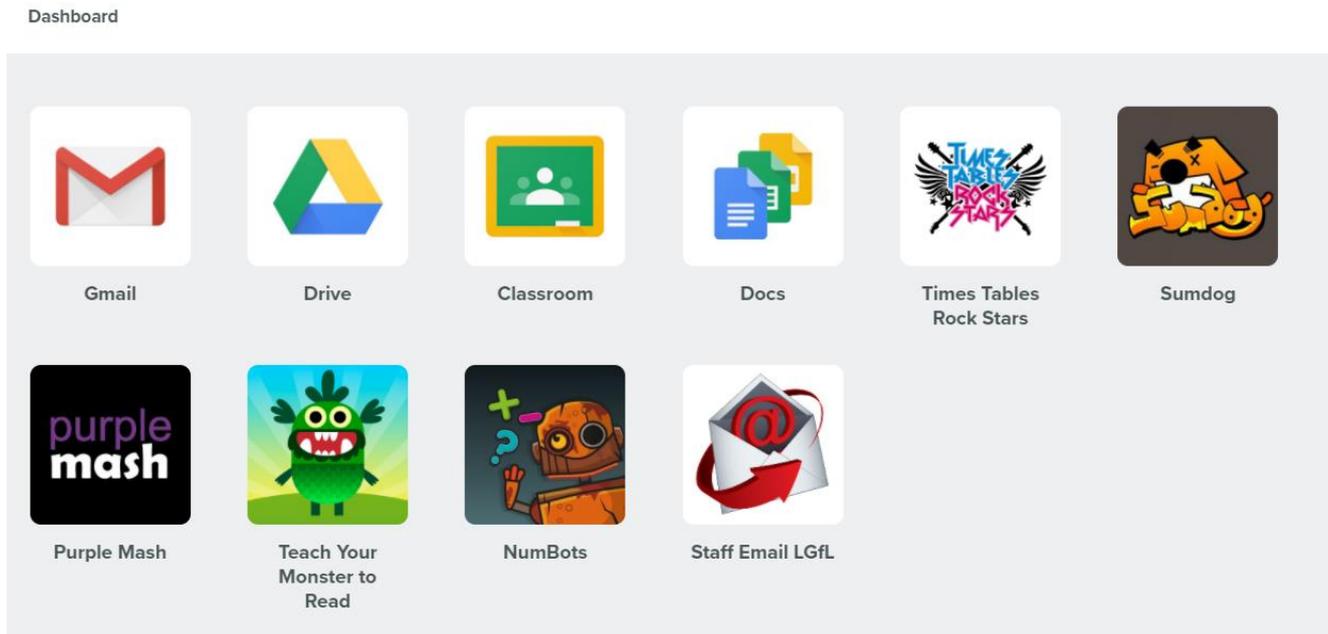
Email address or username

Next

Login with Magic Badge

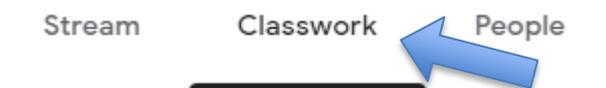
Login with Emoji Password

After you login you should see your Wonde Dashboard with several apps present on the screen. Click on 'Classroom'. If it takes you to someone else's classroom (a sibling for example), sign out of the google account and then click on the Classroom app again in the Wonde Dashboard.



WHERE YOUR LEARNING IS AND WHAT YOU ARE EXPECTED TO DO

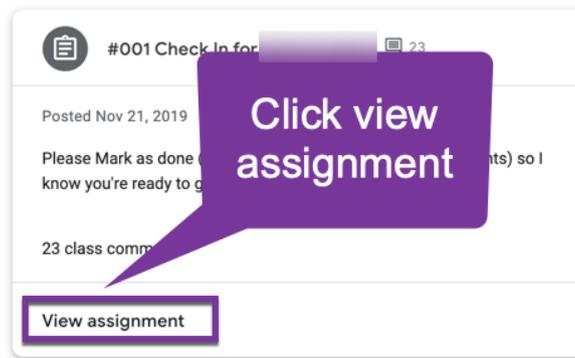
Please click on Classwork at the top to find your learning.



You will find learning activities to be completed each day. It is organised with the days of the week and the learning assignments listed below. When you click on the day of the week, the learning tasks will be explained with any relevant attachments to support the learning. To access the Classroom appropriately, children should follow the Google Classroom Guidelines which can be found at the end of this document.

All children who are self-isolating are expected to complete the learning, but you can choose when you do these during the day.

When you click on a task (Google call these 'assignments'), click on "View assignment" to view the full instructions from your teacher.



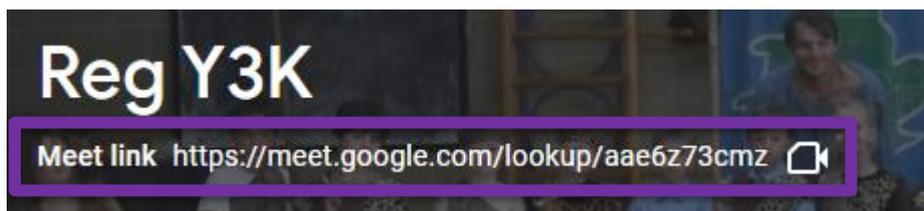
Top Tip: If you right click and open the assignment in a new tab, you can easily go back to the Classroom page once you finish.

HOW TO ACCESS GOOGLE MEETS

Please click on Stream at the top to find the homepage of the Google Classroom.



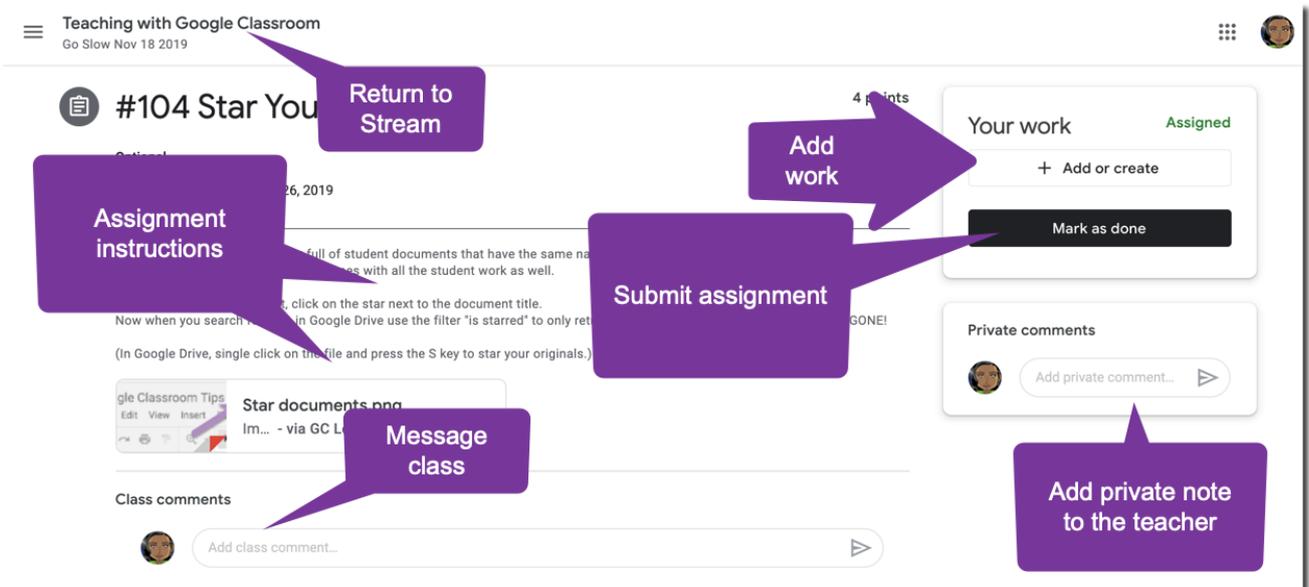
Underneath the classname, you will find a link to the Google Meet – click this at the published time to access class meetings (live lessons). Children can only enter a Google Meet when a member of staff has started the meeting. To use Google Meet appropriately, children should follow the Google Meet Rules which can be found at the end of this document.



HOW TO HAND YOUR WORK IN OR SPEAK TO YOUR TEACHER

From the View Assignment screen, look at the right hand side (this may be below depending on the size of the window). There is a 'Your Work' box. This is where you can hand your work in to your teacher, if this is required. You could take a picture of it or share it from your Google Drive if you want to.

Even if you don't hand something in, please, **ALWAYS Mark as done.**



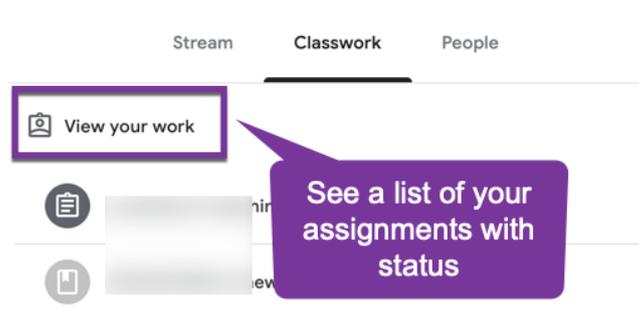
The bottom right box is where you can write a comment that only your teacher will see. Start your private comment with your teacher's name to indicate that you would like them to respond. For example, 'Mr Dutton, I didn't understand the last question, could you please help me?'

Top tip: Look at the icons on the assignment stripes, if they are lighter it means you have MARKED AS DONE or TURNED IN. The darker icons indicate you still need to turn in that activity.

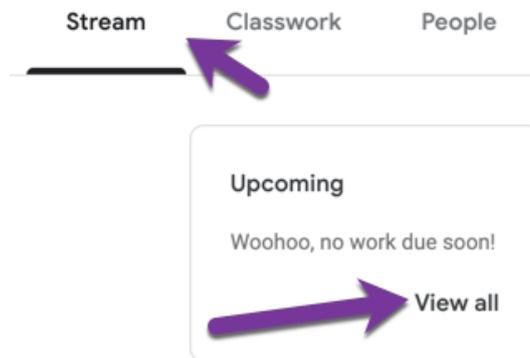


HOW TO MAKE SURE YOU HAVE DONE ALL YOUR WORK

Please be in the habit of checking 'View your work' at the top of the Classwork page. This will show you which work (remember, Google calls these assignments!) you have completed. You can also filter for missing assignments.



OR on the class Stream, look for the upcoming work bubble. Click on 'View all' to find your assignment list.



HOW YOUR TEACHER WILL COMMUNICATE WITH YOU

In addition to the daily Google Meet sessions, your teacher will communicate with you through the Google Stream – keep checking this daily for messages and links to worships, etc.

Teachers will often 'return' many of your assignments. This is like giving your book back the next day so you can see their marking or your teacher talking to you about your work after you have completed it in class. Your teacher will often write a note in response to your work. Make sure you look at these each day.

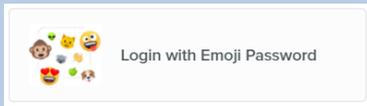
SOME QUESTIONS YOU MIGHT HAVE

- **Do I have to do work in the evenings, weekends or during the Easter holidays?**
 - No! The work we give you is just for Monday - Friday when we would normally be in school. However, if you don't do your work well enough in the day, you may have to work in the evenings or at weekends, so make sure you work hard when you should be!
- **What if I don't do my learning?**
 - Your teacher will know. They will speak with an adult in your house if you don't do your work to make sure there is nothing stopping you. If you can do it, but keep choosing not to, Mr Dutton will be informed.
- **What if I am ill?**
 - Just like when you in school, if you are ill, you are not expected to complete your work. The important thing is to get better. However, we want you to keep learning lots while school is closed so see if there are some activities you can still do (like reading or writing in a journal).
- **How do I know what work to do and when?**
 - You can find this in the information above. You will have some work set every day which you can find in Google Classroom under the heading for that day. Make sure you take breaks and from a screen and move around lots in between learning.

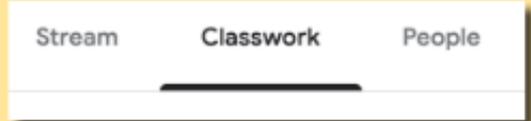


Student Quick Guide to Google Classroom

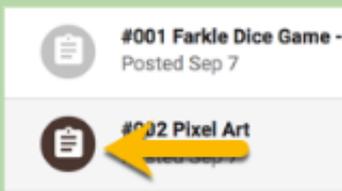
Log into Wonde and click on Classroom



Go to Classwork Tab



Uncompleted work has a dark icon. Completed work is greyed.

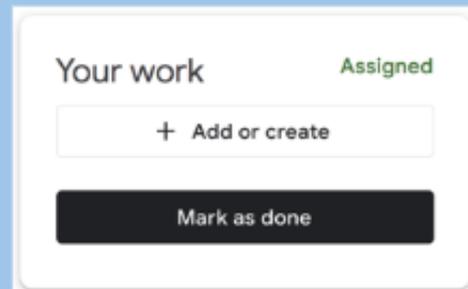


Click on assignment stripe with dark icon to expand assignment preview.

Click on View Assignment

VIEW ASSIGNMENT

Find "Your Work" Bubble



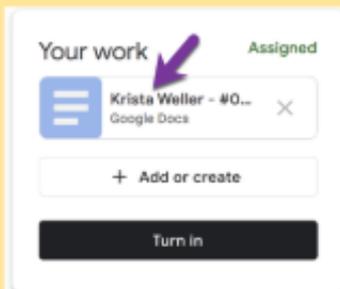
Click + Add or Create

+ Add or create

Mark as Done or Turn In

Turn in

Click on Attachment Title to Edit



View Your Work

View your work

On Classwork Page



I will:

- Use standard English.
- Be respectful of my teachers and other classmates.
- Check to see if a question has been asked before I ask something.
- Wait for an answer instead of posting the question multiple times.
- Proof-read my comment / post before I post it.
- Only write or respond to posts about learning.
- Post things I am comfortable with my classmates, teachers and parents seeing.
- Keep posts to questions or answers. It's not a chat room.



Always be respectful
& responsible





*Tips for being a good classmate
in an eLearning Environment*

RULES

- Please join the Meet at the correct time & stay in the Meet for the entire time.
- Find a quiet place away from distractions such as siblings, TV, pets, etc.
- Mute your microphone until you are called upon to speak.
- If you are called upon to speak, unmute your microphone so we can hear you.
- If you have a question, either raise your hand or put it in the chat.
- Keep the sidebar on chat.
- Please be respectful to others talking.
- Hang up at the end of the Meet.



**Always be respectful
& responsible**

