

Dear parent/carer,

Re: Moving to Google Classroom for Remote Learning

This message contains the following information:

1. Why we are moving to Google Classroom for your child's remote learning.
2. How you can help your child log in to Google Classroom – and hand in work.
3. How parents/carers can use Google Classroom.

1. Why are we moving to Google Classroom?

Google Classroom works better than email for collecting and logging work. It is very simple to use and can be used on a smartphone, tablet or computer. It can also cope with large documents (something that Milk struggled with). Many teachers and students already use it and are very positive about it.

Students and staff don't have to worry about new logins or passwords – as it uses the same ones that we use for our school IT system.

Login details:

Your child should use their school email login details to login to Google Classroom.

Their email is in this format: [\[username\]@silverdale-chorustrust.org](mailto:[username]@silverdale-chorustrust.org)

The password will be the same one they use to login to the school IT system.

If they can't remember their login details please send an email to: ICTsupport@silverdale-chorustrust.org

2. How can your child log in to Google Classroom – and hand in work (if using a smartphone or tablet)

To access Google Classroom for the first time:

- Download the free Google Classroom app:

| Android devices | Apple devices (iPhones, iPods, and iPads) |
|--|---|
| <ol style="list-style-type: none">1. Open the Play Store app2. Search for 'Google Classroom'3. Tap 'Google Classroom'4. Tap 'Install' | <ol style="list-style-type: none">1. Open the App Store app2. Search for 'Google Classroom'3. Tap 'Google Classroom'4. Tap 'Get' |

- Once the app has downloaded, open it.
- Your child should then log in to their school account using their school email address and password.
- They will already be assigned to all their classes and will be ready to go!
- You will see your Google Classroom Homepage. It will look like this...



- Each coloured section is a subject. Click on a subject to see any work due.

To hand in work:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow (in 'Your work') at the bottom.
- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work.
- Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

Made a mistake?

- Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

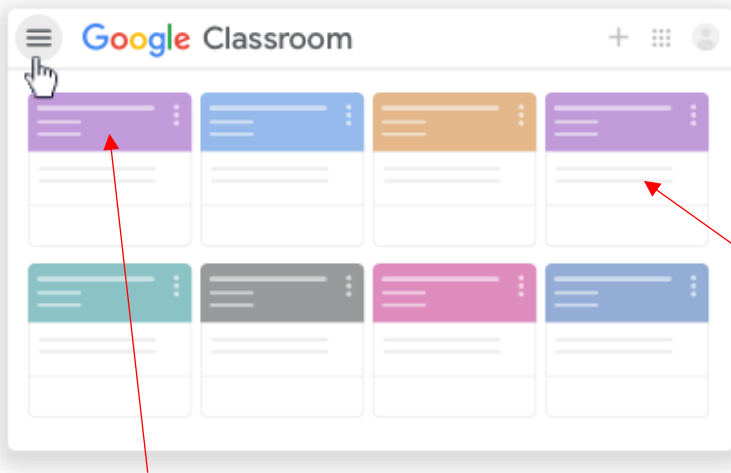
To receive feedback on work:

- Once work has been marked, your child will be told by email.
- To see the feedback they should open the Google Classroom app
- Then tap on their class, then 'Classwork'.
- Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.

How can your child log in to Google Classroom – and hand in work (if using a PC or laptop)

To access Google Classroom for the first time:

- Go to www.classroom.google.com
- Your child should log in using their school email address and password.
- They will see their Google Classroom homepage. It will look like this...



Each coloured section is a subject. Work due for a member of staff will listed in each subject.

To hand in work:

- Login to Google Classroom at: www.classroom.google.com
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm

Made a mistake?

- Click 'Unsubmit' to return the work and follow the last two steps to resubmit it.

To receive feedback on work:

- Once work has been marked, your child will be told by email.
- To see the feedback they should login to Google Classroom at: www.classroom.google.com
- Click 'View your work'.
- Click 'Returned with grade' on the left-hand side.

3. How can parents use Google Classroom?

You will have two ways in which you can use Google Classroom:


- Receive regular emails about your child's work.
- Look at Google Classroom with your child using their login details.

At some point in the coming week you will receive an email invitation to Google Classroom. This will go to the main email address you have provided to the school. After you accept the invitation, you can choose how frequently you want to receive the emails summaries—daily or weekly.

The email summary includes:

- Missing work—work that's late at the time the email was sent
- Upcoming work—work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—announcements, assignments, and questions recently posted by teachers

Below is an example of the type of email you will receive:


Google Classroom
Weekly summary for Felix
Aug 1 – Aug 5, 2016

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

Please note:

Parents/carers only get email summaries from Google Classroom. They do not get access into Google Classroom. If you want this more detailed view inside Google Classroom you will have to view it with your child using their login details.

We will continue to use Milk to signpost work set on Google Classroom. This is because this will allow you to easily see what work has been set because Google classroom's email only gives a summary. We want to support you as parents as much as possible at this time.

Need help?

Sometimes a student may find that one of their lessons is missing from Google Classroom. Or they may need a bit more support. Students should email their key stage leader with the name of the class they are missing, or details of their issue.

| Name | Email Address |
|---|--|
| ICT Support | ICTsupport@silverdale-chorustrust.org |
| Year 7 Pastoral Support | y7pastoralsupport@silverdale-chorustrust.org |
| Key Stage 3 Pastoral Support (Years 8 and 9) | ks3pastoralsupport@silverdale-chorustrust.org |

| | |
|--|--|
| Key Stage 4 Pastoral Support (Years 10 and 11) | ks4pastoralsupport@silverdale-chorustrust.org |
| Key Stage 5 (Sixth Form) | mmountain@silverdale-chorustrust.org |

IN SUMMARY:

- 1. Please can you help your child log in to Google Classroom by following the instructions in this message to:**
 - use the Google Classroom app if using a smartphone or tablet
 - use the Google Classroom webpage if using a PC or laptop.
- 2. When you receive an email from Google Classroom please set up your preferences for your email summary.**

Thank you for your patience while we make this move to Google Classroom. We really do believe it will make it easier for our students during this challenging time.

As ever, if you have any feedback, please do get in touch.