

Google Classroom Student Guide



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Introduction

This document is aimed at students to explain how to access and use the Google Workspace, including Google Classroom.

Google Classroom is a learning management system (LMS) designed as an effective learning platform for students and teachers. It allows teachers and students to work more collaboratively together and gives you the opportunity to:

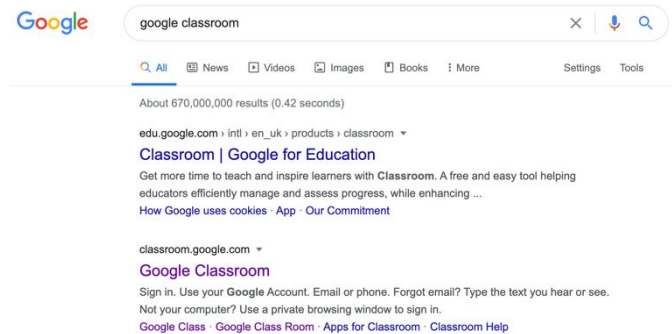
- communicate with your teachers
- receive feedback and grades from teachers
- see set tasks and assignments
- track your work and monitor your progress
- use links and resources in an accessible way

Google Classroom is the E-Learning resource that Faringdon Community College is using for assigning homework and remote teaching (when required). All students of Faringdon Community College have a Google account created from their school login details.

This document is a step-by-step guide about the Google Workspace and most importantly how to access and use Google Classroom. However, there is also a full video introduction located on YouTube that you may also find useful: <https://youtu.be/i9PO3-Tt9po>

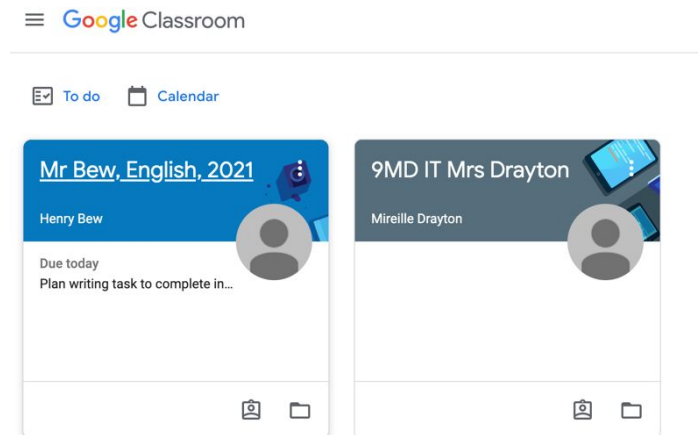
Accessing Google Classroom

- 1) Type 'Google Classroom' into any search engine and follow the link through to the sign in page.



- 2) You sign with your school email address (e.g. jbloggs.19@student.faringdonlearningtrust.org) and your school password.
If you have a personal Google account then you MUST sign out before logging in with your school account.

- 3) You will then be able to see any classes you have joined or have been invited to.

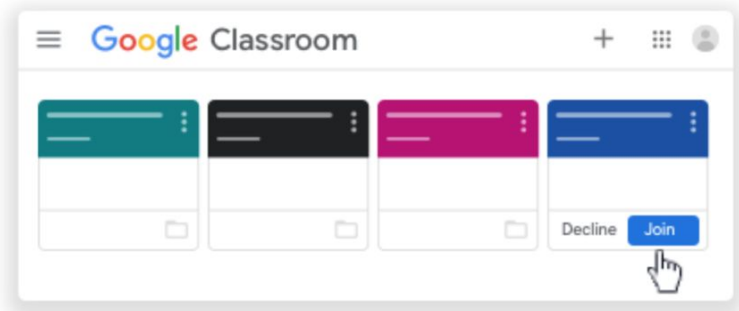


- 4) Click on the class you would like to access.

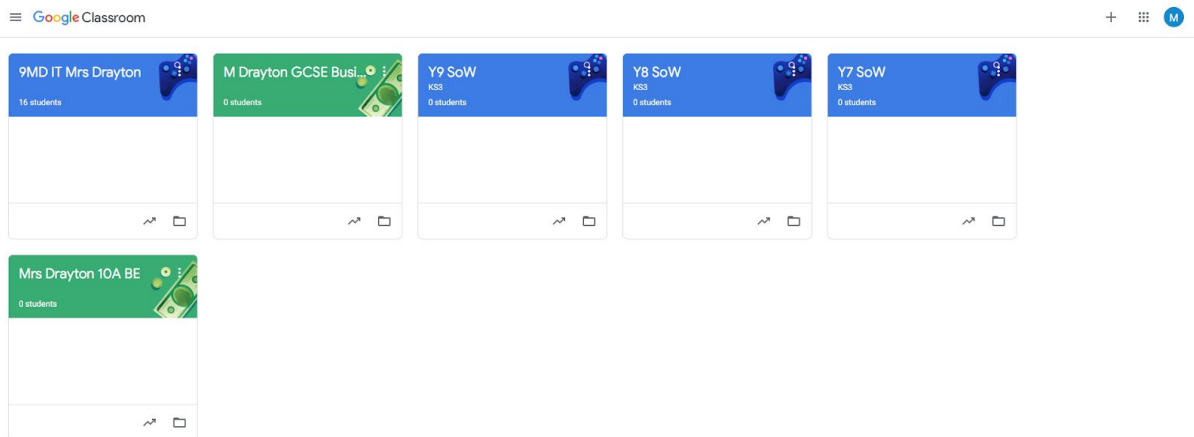
Joining Classes

Your teacher will add you to the class and invite you to join.

- 1) You need to login to Google Classroom.
- 2) You will see all classes that you have been invited to. Click on the **Join** option for each class.



- 3) As you join more classes you will see on your home page lots of different class groups that you are linked to.



Why can't I see all of my classes?

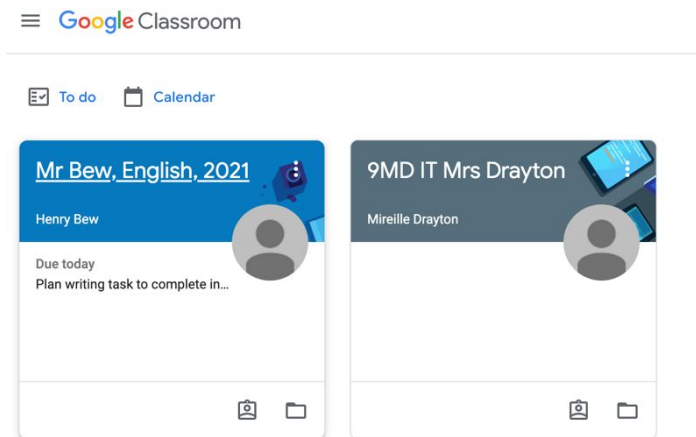
- If you can't see a class it is because your teacher has not yet invited you to join.
 - You may need to let your teacher know that you have not been invited.
- If a teacher has added you by accident then please **decline** the request.

How To Get Ready For An Online Lesson

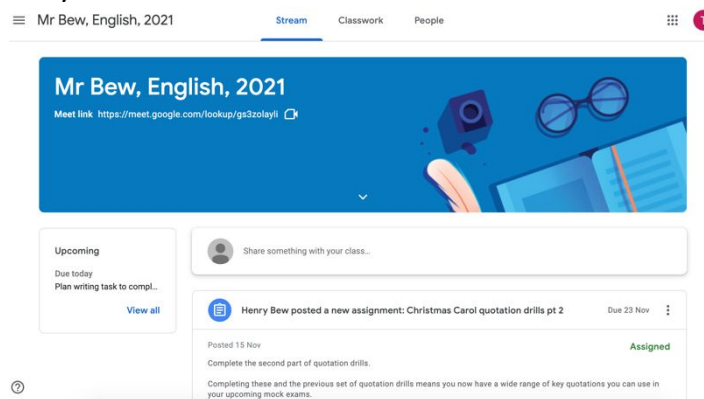
- Remote lessons will be taught according to your normal school timetable.
- Please check your timetable carefully and make sure you are ready for that particular lesson.
- Make sure you have your school equipment ready.
- Log in to Google Classroom in plenty of time.
- Follow your teachers' instructions, whether this is to contribute in the chat, discuss ideas as a class, or complete work and tasks independently.
- Complete and submit tasks on Google Classroom in a timely way.
- Use the 'private comments' section if you have any questions about the work to complete.
- Lessons will consist of teaching time and the rest of the lesson will involve completing a task based upon the teaching from the first part of the lesson.

Accessing Online Lessons Using Google Meet

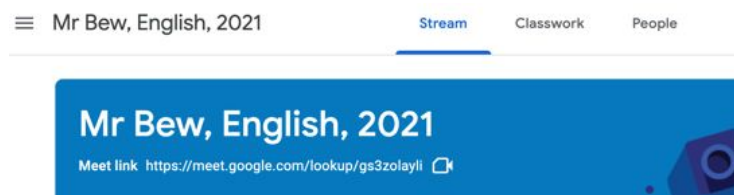
- 1) Sign into Google Classroom using your school email and password ([Accessing Google Classroom](#)).



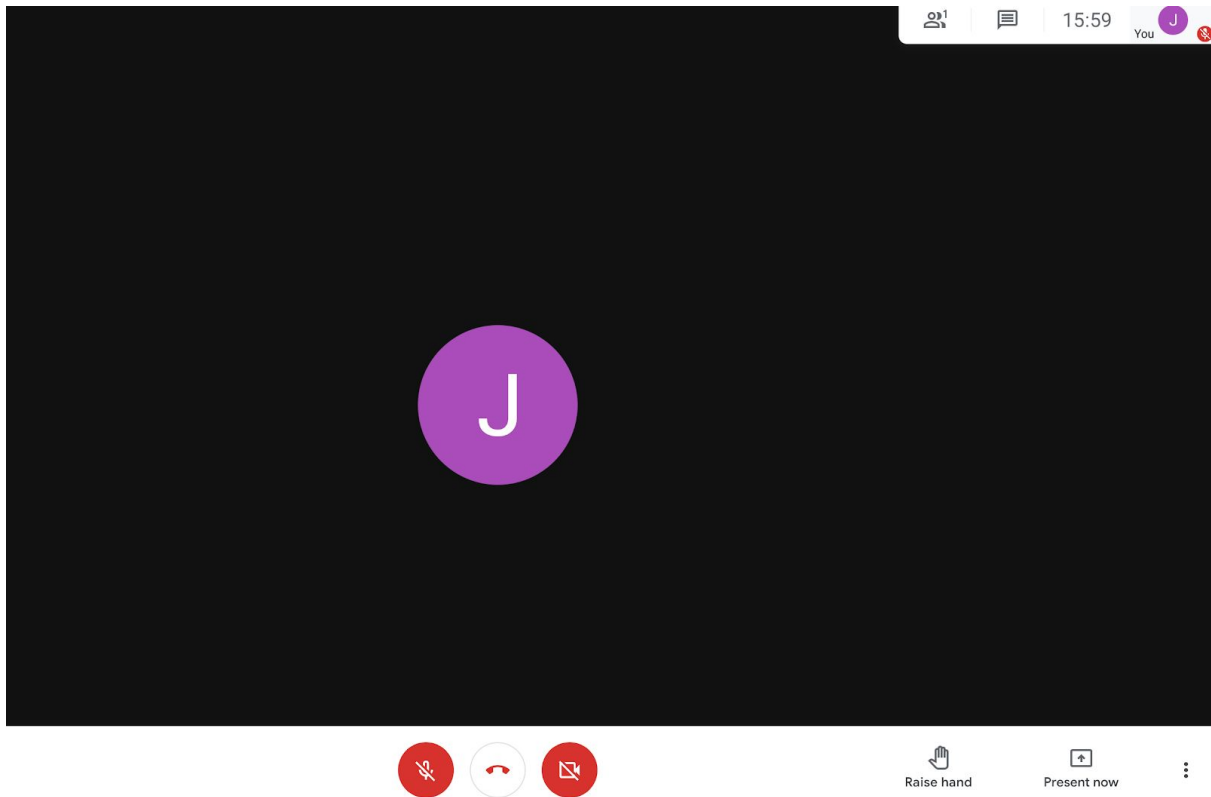
- 2) Click on the class you have a timetabled lesson for.



- 3) Click the Google **Meet link**.
 - a. The link will only work when your teacher has started the online lesson.
 - b. Please be aware that if teachers are teaching a combination of online and actual lessons then online lessons may start a few minutes later.

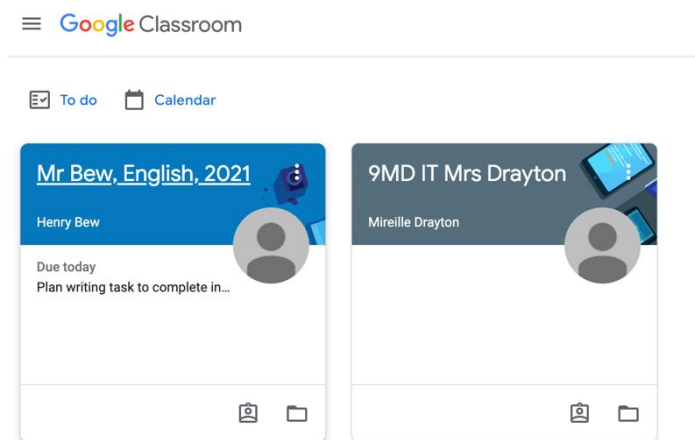


- 4) During the Google Meet you are able to:
- Turn your **camera** and **microphone** on/off as required (bottom middle).
 - Raise your hand** (bottom right).
 - Use the **chat** feature (top right) to ask a question if you don't have a microphone.
 - When finished **'disconnect'** from the call (bottom middle).

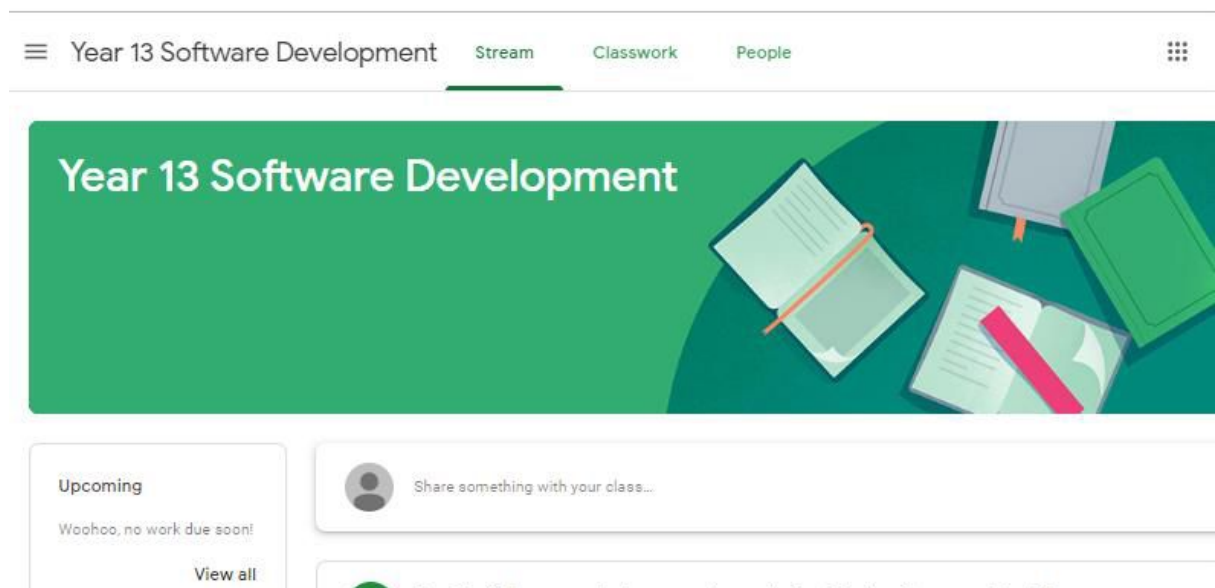


Completing Assignments Set By Teachers


- 1) Go to the main Google Classroom dashboard, where all your classroom tiles can be seen. Check the account is definitely your: *schoolusername@student.faringdonlearningtrust.org*.



- 2) When you select a class you will see options along the top:
 - a) **Stream** - announcements are posted here and if the teacher permits, you can comment.
 - b) **Classwork** - Click here to see your assignments.**Upcoming** - Deadlines for work due is also shown on the left hand side.

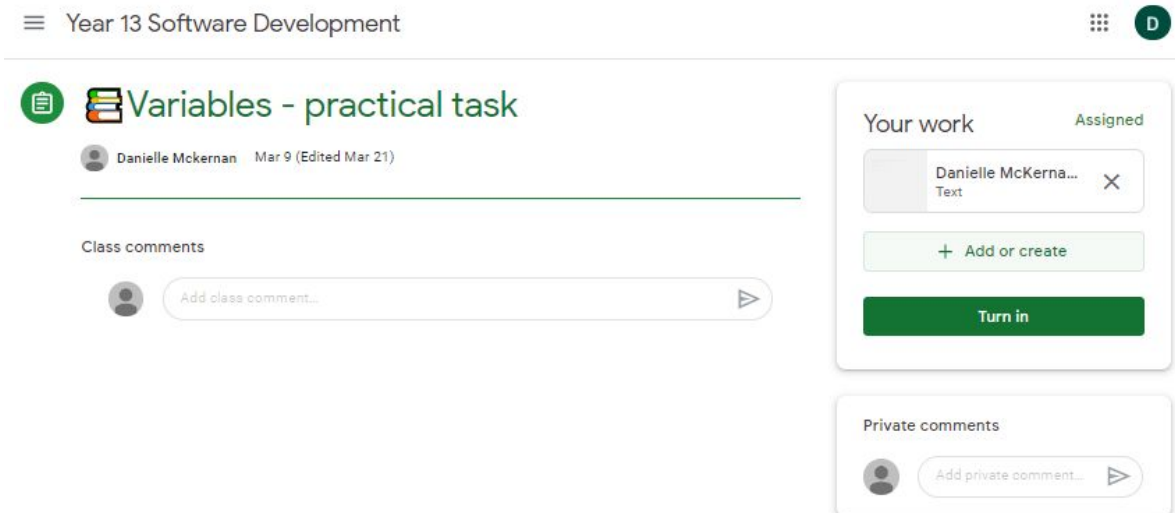


- 3) Click the **Classwork** tab and click the **assignment** to be completed. Click **View Assignment** and read the task instructions carefully.



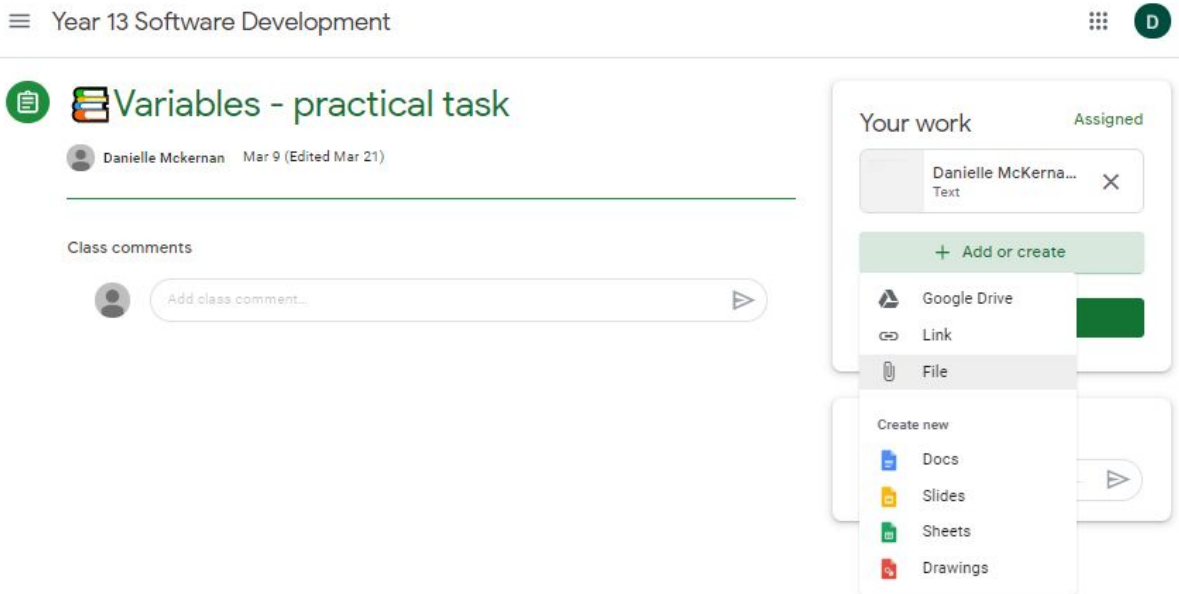
The image shows a card for an assignment titled "Variables - practical task". At the top left is a green icon with a document and a list. To its right is the title "Variables - practical task". At the top right, it says "No due date" followed by a three-dot menu icon. Below this, it says "Posted Mar 9 (Edited Mar 21)" on the left and "Assigned" on the right. At the bottom, there is a green button that says "View assignment".

- 4) Please follow the instructions your teacher has given you for how to return your work. To return work via Google Classroom click the **Add or create** button.

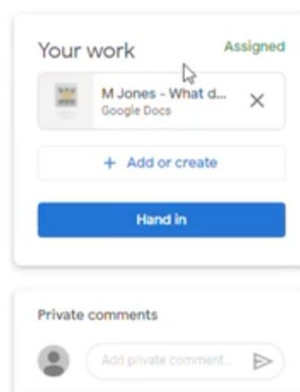


The image shows the main classroom interface for the assignment "Variables - practical task". At the top left, there is a hamburger menu icon followed by the text "Year 13 Software Development". At the top right, there is a grid icon and a circular profile icon with the letter "D". Below the header, the assignment title "Variables - practical task" is displayed in green, with a green icon to its left. Below the title, it says "Danielle McKernan Mar 9 (Edited Mar 21)". A horizontal line separates the header from the "Class comments" section, which has a text input field with a placeholder "Add class comment..." and a send button. On the right side, there is a "Your work" panel with the status "Assigned". It shows a list of work items, currently containing one item: "Danielle McKerna... Text" with a close button. Below this is a green button with a plus sign and the text "Add or create". At the bottom of the "Your work" panel is a green button that says "Turn in". Below the "Your work" panel is a "Private comments" section with a text input field and a send button.

- 5) Choose the location of the file.
 - a) If the file is on your computer, choose file upload.
 - b) If you have completed it using the Google Workspace, choose Google Drive.
 - c) If you have completed by hand and you need to send photos of your work, you will need to capture these first with your phone then either:
 - i) Upload to Google Drive
 - ii) Transfer to your computer
 - iii) Email the photos to yourself and open on your computer. *(It is recommended to upload using the mobile app for Google Classroom).*



- 6) When you have attached your work, click **Hand In**.
 - a) Only click 'Hand in' or 'Mark as done' once work has been completed and submitted.
 - b) If you accidentally submit work, you can click unsubmit to get it back.
 - c) You can add a private comment to your teacher if needed.
 - d) If work is returned to you from your teacher it will be available here with any comments they may have added.



Completing Work Using The Google Workspace

The Google Workspace comprises many online applications that will allow you to complete your work. Some of the most useful applications are:

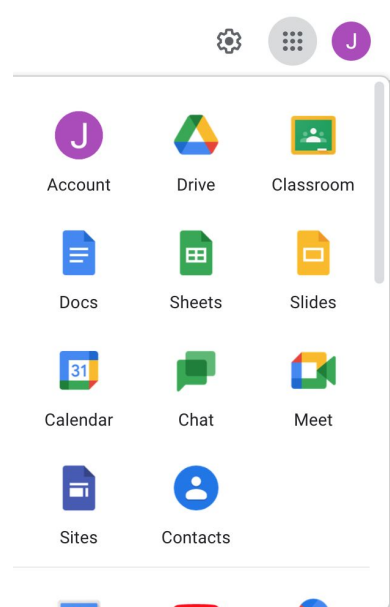
- Google Drive
- Google Meet
- Google Docs
- Google Slides
- Google Sheets

Google Doc, Slides and Sheets are Google's versions of Microsoft Word, PowerPoint and Excel. This means you can easily open and complete your work online and submit via Google Classroom. **It is recommended to complete all electronic work using the Google applications where possible.**



To access the various Google Applications you can use the menu from within Google Classroom.

- 1) Click the **Menu** icon in the top right corner of Google Classroom. Then select the application you wish to use. It will open in a new tab and automatically save the file into your Google Drive.



Google Classroom FAQ

Why can't I access Google Classroom?

This could be for a couple of reasons:

- Have you logged out of any personal accounts and logged in with your school account?
- Have you checked the spelling of your school email, it must be 100% accurate for it to work?
It is your school username followed by @student.faringdonlearningtrust.org.
 - Eg. JBloggs.17@student.faringdonlearningtrust.org.
- Have you entered your password correctly? If you have forgotten your password then please use the **forgotten password** feature to recover your password.

Otherwise, if you still can not gain access to Google Classroom please email the school at: office@fcc.faringdonlearningtrust.org. Please include your name, year, tutor group and what the issue is.

Why are classes missing?

If you can't see certain classes this could be for a couple of reasons:

- Your teacher has not added you to the class. If this is the case then please email your teacher asking them to add you.
- You were added to the class, but you rejected the invitation. If this is the case then please email your teacher asking them to add you.

For more FAQ please see: [Google Classroom Student FAQ](#)

Google Classroom Explained - YouTube

For further explanation of Google Classroom please see the following YouTube video: [Introduction to Google Classroom](#)

How Do I Report An Issue?

If you are having issues with Google Classroom that can't be solved then please contact the school by email at: office@fcc.faringdonlearningtrust.org. Please include your full name, year, tutor group and what the issue is.