

Thursday 1st October 2020

Introducing Google Classroom

Dear Parents and Guardians,

We are excited to introduce to all children and parents our new Online Learning Platform: **Google Classroom**

Google Classroom is a web-based learning platform now being used by many schools. It helps teachers to set and monitor the completion of curriculum tasks, as well providing feedback to pupils on their work in real-time. It is also a brilliant platform for encouraging collaboration among children through a virtual class community and the sharing of ideas. It is safe for children to use and is monitored by Class Teachers.

Google Classroom has also been fully endorsed by the Department for Education as a recommended way to deliver remote education. In the unlikely event of another lockdown or isolation of a year group bubble, our aim will be to move all of our learning for children on to the Google Classroom platform.

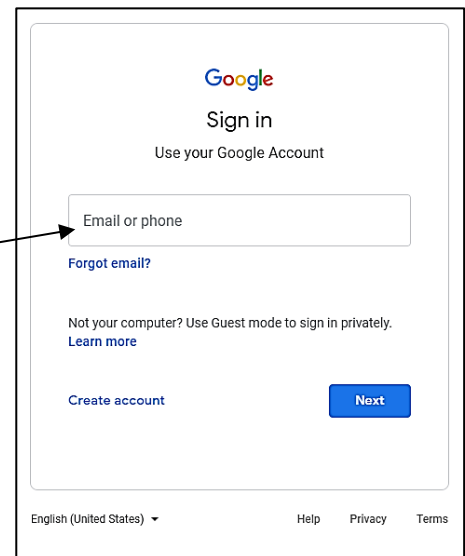
Over the coming weeks, we will gradually be moving our **weekly homework tasks over to Google Classroom**, to help train children (and parents!) up to use this platform. We anticipate that it will take some time to get everyone used to this new way of working, including the teachers who are still learning the full capabilities of Google Classroom as well! We will continue to provide access to the homework tasks on our website until we feel confident that everyone is able to use Google Classroom successfully.

Your child has been given a new set of Google Classroom login details which is unique to them. These include their first name and last name, following by **@shottermill.school**

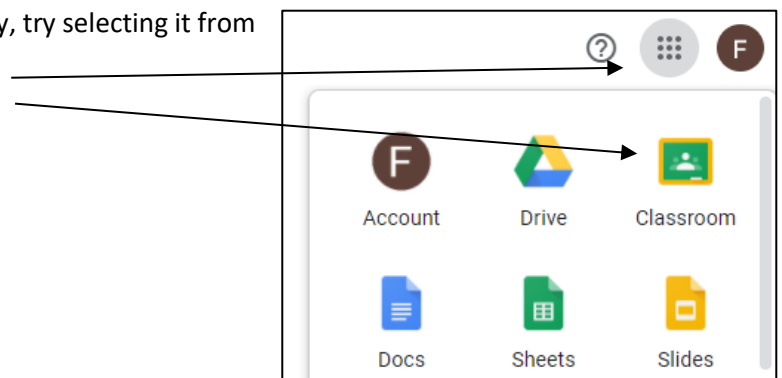
An example of what their log in details looks like is as follows:

Login: johnsmith@shottermill.school
Password: car89

To access Google Classroom – please follow this web link:
<https://classroom.google.com>



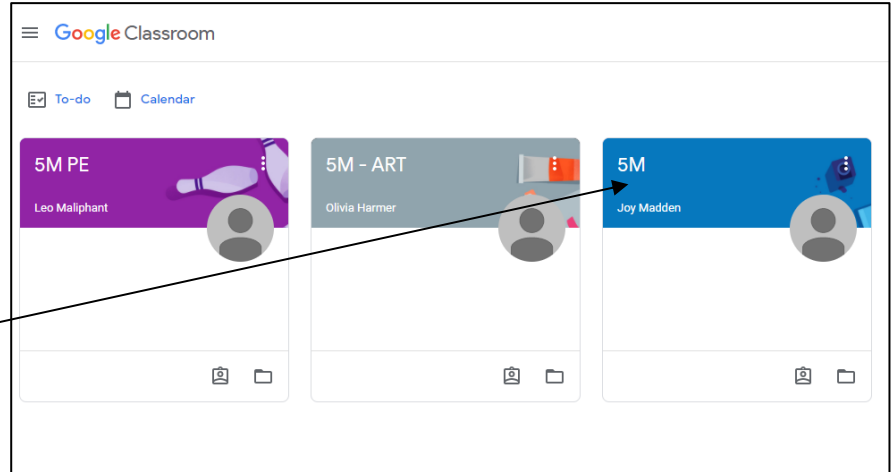
If Google Classroom does not appear straight away, try selecting it from the 9 dots or Apps in the right hand corner:



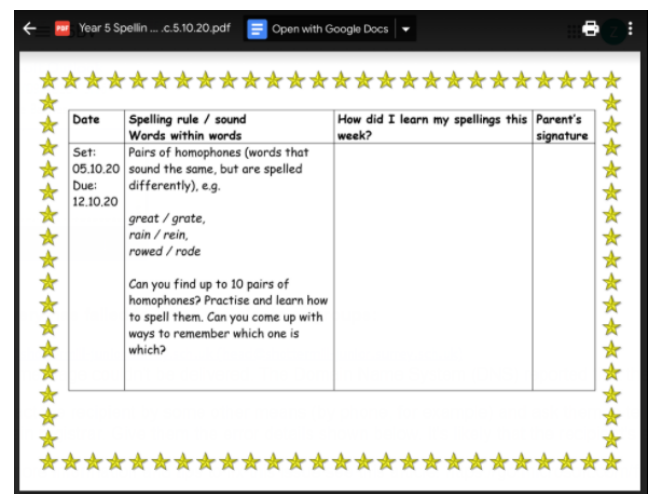
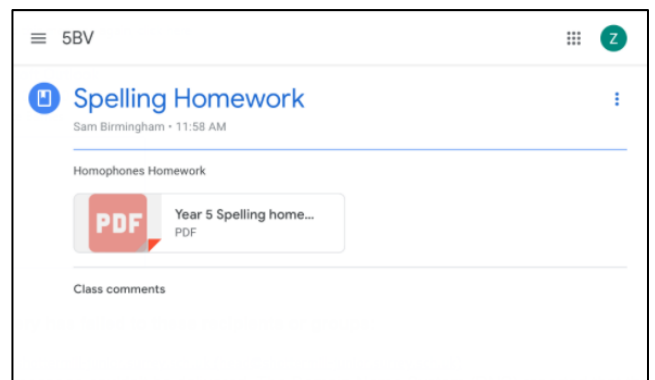
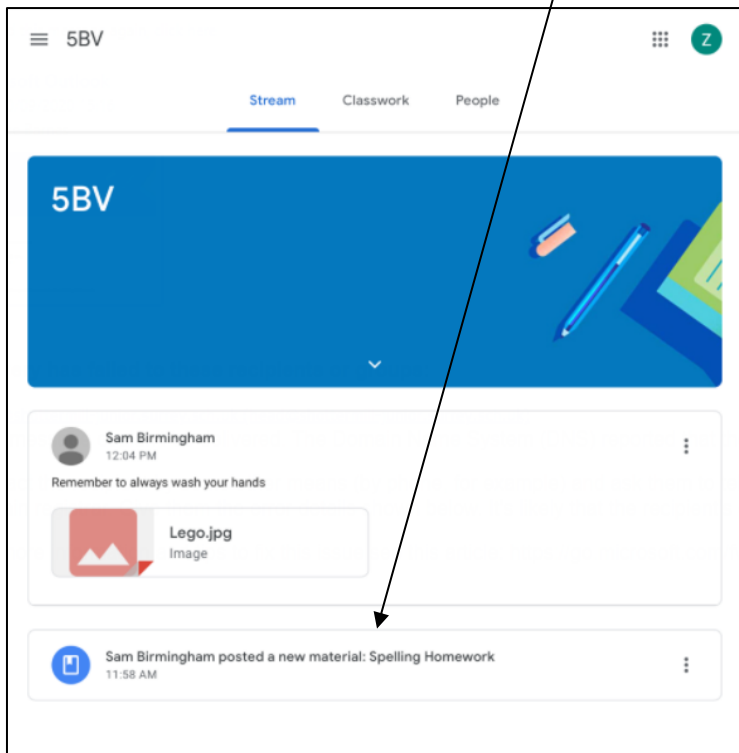
After accepting the terms and conditions, your child will see a view similar to this below. They should see that they are part of their **class group**, as well as some other groups such as: Art, PE or maybe even Mrs M's group or Mrs Zabell's group for Maths and English.

This is what their screen will look like (right), although please be aware that children in different classes / years will have slightly different views:

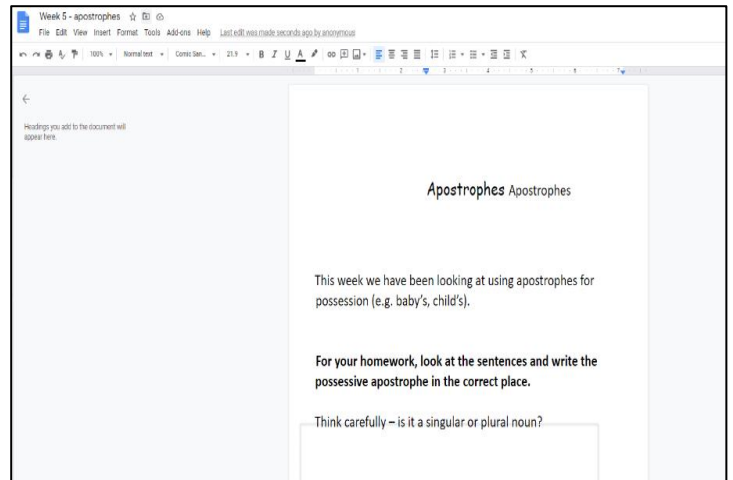
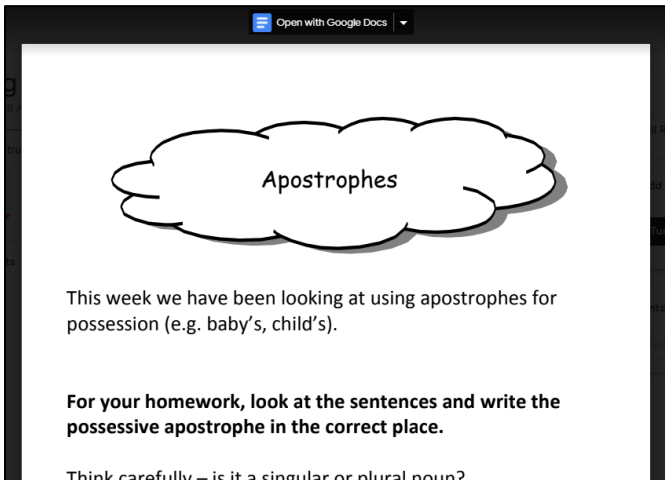
To access your child's homework task for the week, click on their usual Class group, which should show their teacher's name. Here you should see a welcome message from their Class Teacher and a homework task that has been set.



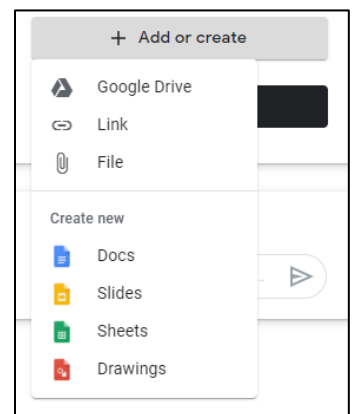
Your child will need to click on the Teacher's comment / task to see exactly what they have to do. This opens on a new page.



Work can be submitted in different ways within Google Classroom. Some pieces of work can be opened online in **Word** and in this case, the work is saved automatically as the child types or edits. This is a particularly clever function within Google Classroom:



Alternatively, your child may be required to take a photo of their work and upload this. Children will use the **turn in** button on the right hand side of the screen to hand in their homework. They may need to find their work in their **google drive**.



To begin with, please may we ask that you work with your child to **log in to Google Classroom** at home and see if they can access a task. If you are having any problems you can contact the Class Teacher for help using the year group homework email address. Good Luck!

Kate Barnes

Mrs Kate Barnes
Headteacher