

User name: _____@wardleyce.co.uk

Password: abc123

Class Code: _____

Accessing Google Classroom at Home

Search **rm unify** in your Google search engine.

Your child's username has been written at the top of this sheet.

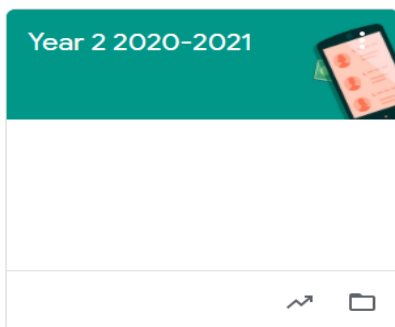
Their username is usually their initial.surname and you will need to follow it with **@wardleyce.co.uk** eg. J.Hughes@wardleyce.co.uk

The password is **abc123** for everyone.

When you first open Google Classroom, you will need to agree to terms and conditions but once accepted, these should not appear each time you log in. You can also save your username and password if you will be using the same device each time you.

If you are using an Android device, you will need to download the Google Docs app but it will give you the opportunity to do this once you've logged in.

Once you have launched Google Classroom, your child's class will appear. Your child will only be able to see their class eg:



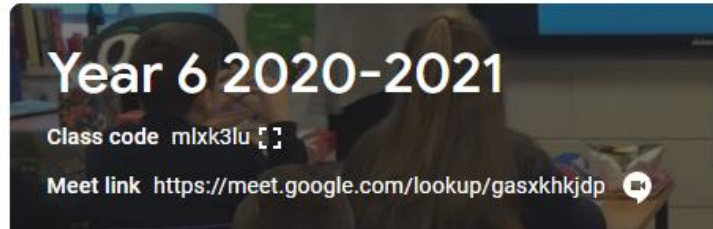
Click on the Class link at the top and the class page will open. It will look something like this:

The screenshot shows a web browser window displaying a Google Classroom page for a class named 'Year 6 2020-2021'. The browser's address bar shows the URL 'classroom.google.com/c/MTM2NDU1NDIwODYw'. The page header includes the class name and navigation tabs for 'Stream', 'Classwork', 'People', and 'Grades'. The 'Stream' tab is active. Below the header, there is a large banner image of a classroom with the text 'Year 6 2020-2021', 'Class code mlxk3lu', and a 'Meet link' to a Google Meet session. To the right of the banner are options to 'Select theme' and 'Upload photo'. Below the banner, there is a section for 'Upcoming' assignments, which currently shows 'No work due soon' and a 'View all' link. To the right of this section is a 'Share something with your class...' prompt. Below these are four assignment posts, each with a document icon, the text 'K Walker posted a new assignment: [Assignment Name]', and the date and time it was posted. The assignments are: 'MNP Task 1' (Jul 13, Edited 11:58 AM), 'River's Edge' (Jul 13, Edited 11:57 AM), 'Tree House Adventure Tutorial' (Jul 7, Edited 11:57 AM), and 'Scenic poem' (Jun 30, Edited 11:57 AM). The Windows taskbar is visible at the bottom of the screen, showing the time as 12:05 on 11/09/2020.

The opening page is the 'Stream' page. On here, pupils will be able to see any assignments (and their due dates) set by the teacher. They will also be able to see any comments or updates from the teacher or other pupils.

Google Meet - for interactive, face-to-face contact with the teacher and other pupils.

At the top of this page - under the year group name - is a 'Meet' link.



This just needs to be clicked on to open the meet.

If the meet link is not there, it is because it has not been activated. To activate the meet link, go to settings - a cog wheel in the top right-hand side of the page, scroll down the settings to the second box titled 'General' where you will find the 'Meet' button towards the bottom of the box.

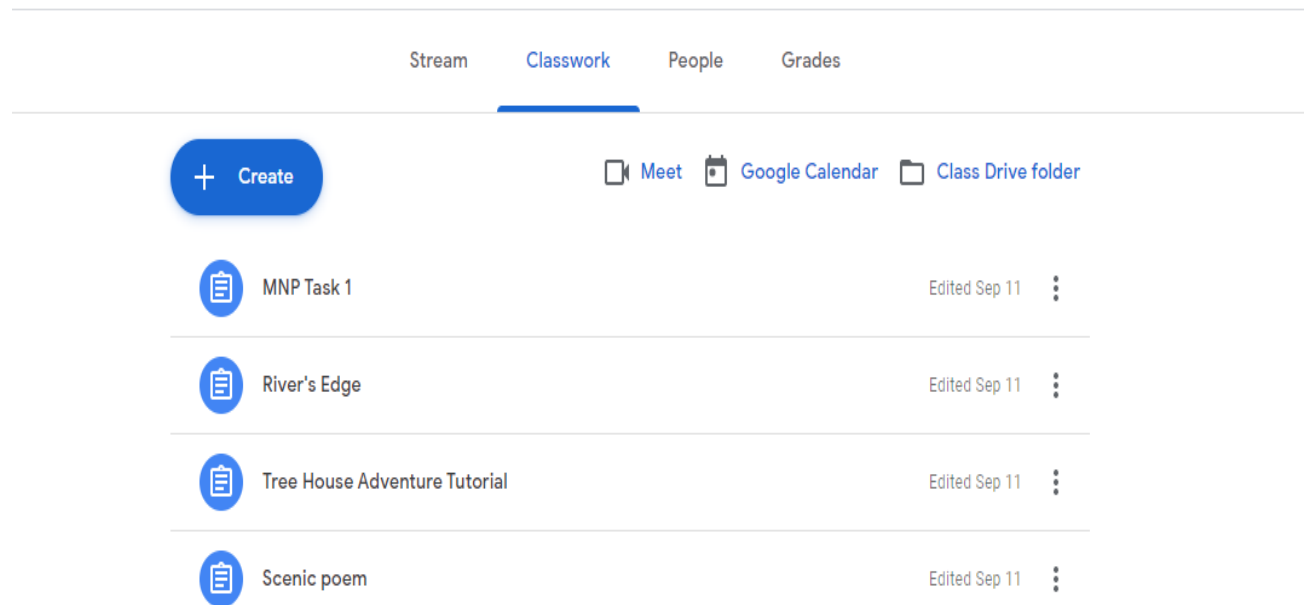
The teacher will communicate on the Stream page when a Meet is going to take place. Pupils need to access the link a minute or so before the set time so that they are ready for when the teacher activates it.

It is important that the pupils have the **mute** button on or the background noise will be too distracting. If they want to communicate with the teacher during the meet, they can send them a direct message via the speech bubble or the 'Chat' icon in the top right hand corner. The teacher can then respond verbally to any of these questions.

The purpose of these Meets is so that the children have face to face contact with their teacher and so that the teacher can explain what work they want them to complete at home that day.

Classwork

If for any reason the documents do not open immediately, it will take you back to the RM Unify signing page. The email needed to sign in is the **SAME** as the log in.



In the Classwork file will be the learning tasks set daily by the teacher. They will also have a date and time limit for submission. It is important that the children return their work before the set date/time to allow time for the teacher to look at it and to give the children feedback.

Each document works like a 'Word document' and can be edited and added to by the children. When they have completed the task, they must click on the **'Hand In' or 'Turn it in'** button and this will return it to the teacher. The teacher can then read, edit and comment on their work before sending it back to them.

The teacher may also post videos within the classwork. These videos will work as a tutorial or introduction to the lesson to help focus the children and to fully explain what is expected of them:

+ Create

Meet Google Calendar Class Drive folder

MNP Task 1 Edited Sep 11

River's Edge Edited Sep 11

Tree House Adventure Tutorial Edited Sep 11

No due date

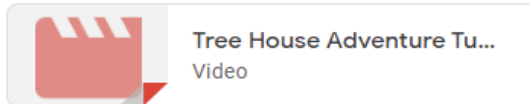
Here is a short tutorial to help you with your Tree House Adventure writing. You might need to 'allow' it to download...and be patient, it may take a minute to download. Once it has downloaded, my lovely face will appear on screen (you lucky things) and then you can maximise its size and press 'play'. Remember to 'turn it in' once you've watched it so that I know you have seen it :)

0

Turned in

31

Assigned



[View assignment](#)

Scenic poem Edited Sep 11

If for any reason your child is having difficulty sending the classwork to the teacher, please make a hard copy by writing it onto a piece of paper and bring it all back into school when they return. They can inform their teacher that this is what they are doing by writing a comment on the Stream page.