Helpful hints for Google Classroom

Dear Parents,

We have been so impressed with how much work the children have completed on Google Classroom, during the first week of home learning. It has been a steep learning curve for us all and this document will hopefully answer some of the questions you may have. If there is anything that has not been answered in this document, please feel free to email us or leave a comment on Google Classroom.

Opening and completing work

Depending on the format of the work and the device you are opening it on, can determine how the children can complete the work. As long as the work is completed please feel free to:

Print it out and write on it – handy if you have a printer. Please do not buy a printer, as there are many other ways your child can complete the work.

Type straight onto the document online. It saves automatically as you are working on it, so you don't need to save it again.

Handy hint – especially if you are working on tablets, for some unknown reason, if you submit/hand in the work and then delete the documents from your device, no one at school can see them!

Write on the document. This is handy if you have an iPad or tablet. There are many free apps that can help but the main ones are 'Google Doc: Sync, Edit, Share' and 'PDF Hero'. They allow the user to physically write on the documents.

Write in the exercise books or on paper. Write directly onto paper or into the exercise book we provided in the packs we sent home.

Handing work in

The important thing is to always 'hand in' your work so that your teacher can see that you have completed it. If you would like to add a private comment, under the hand in button, to say that you have completed it that would be great too.

Uploading work

Work can be uploaded to Google Classroom in many different ways and will depend on the device that you are using. Generally, if you are able to edit the original Google document, this will automatically save as you are going, however it still needs submitting to class teacher. To do this, click on the 'Mark as done' or 'Hand in button' on the assignment details page. The teacher will then see the work.

If you are unable to edit the original Google document and have printed it out or written it on paper, then you can upload the work as a photo. Just above the 'Hand in' or 'Submit' button there is an 'add or create' button/option. Click on there and then find the photo or document on your device to upload.

If you are unable to do this on Google Classroom, but can email us the work instead, that is great. Please email work direct to admin@northduffield.n-yorks.sch.uk with the teacher's name that the work is for. If you could still 'hand in' or 'submit' the work on Google Classroom with a private comment saying something along the lines of 'email sent to school with work attached', that would be great.

If you are unable to email the work to us, please still 'hand in' or 'submit' the work on Google Classroom and feel free to write a private comment along the lines of 'work completed but having technology issues'. Please do not hesitate to get in touch if your technical issues persist, as we are here to help.

Other handy hints:

If you are unsure of the work you have completed or still need to do, click on the three horizontal lines in the top left-hand side of your screen. Scroll down and click on 'to do'. You will see all the work you have been set here and if you just want to see the work you still need to complete, click on 'assigned'. This will show you the work that is still be completed.

Please comment if you have anything to ask about the work or anything else. Don't forget:

Class comments – everyone, including teachers, can see these comments.
Private comments – only you and your teachers can see these comments.

Please do not hesitate to contact us either by Google Classroom, through the admin@northduffield.n-yorks.sch.uk or by phone should you have any further queries or concerns.

Many thanks,
Mrs Duffy