



# Parent's/Carer's Guide to Google Classroom

Google Classroom is a web-based learning tool that teachers use to post assignments, communicate with students, and provide feedback on student work.



This guide will provide an overview of Google Classroom and introduce you to some tools that you can use to support your child's learning.

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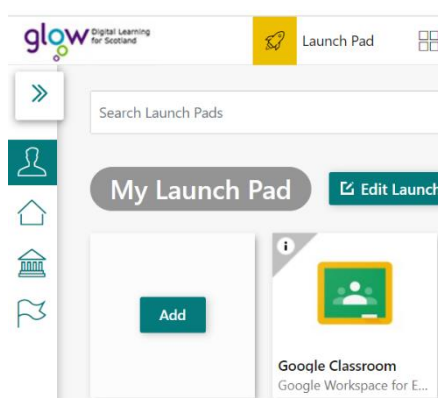
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## ACCESSING GOOGLE CLASSROOM

Your child can access Google Classroom using a phone (iPhone or Android), tablet, or computer (Mac, PC, or Chromebook).

Students can log into their GLOW account at <https://glow.rmunify.com> with their school provided login and select the Google Classroom tile.



**Parent's/Carer's DO NOT have direct access to Classroom but are welcome to log in with their child to review course content.**

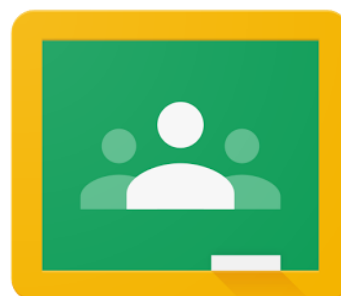
The Google Classroom app can also be installed on a device.



Visit the iOS App Store on your iPhone or iPad to download the Google Classroom app.



Visit Google Play on your Android phone or tablet to download the Google Classroom app.



Visit [classroom.google.com](https://classroom.google.com) on your Mac, PC, or Chromebook to log in.

## SETTING UP GOOGLE CLASSROOM APP

Install the Google Classroom app on the device.

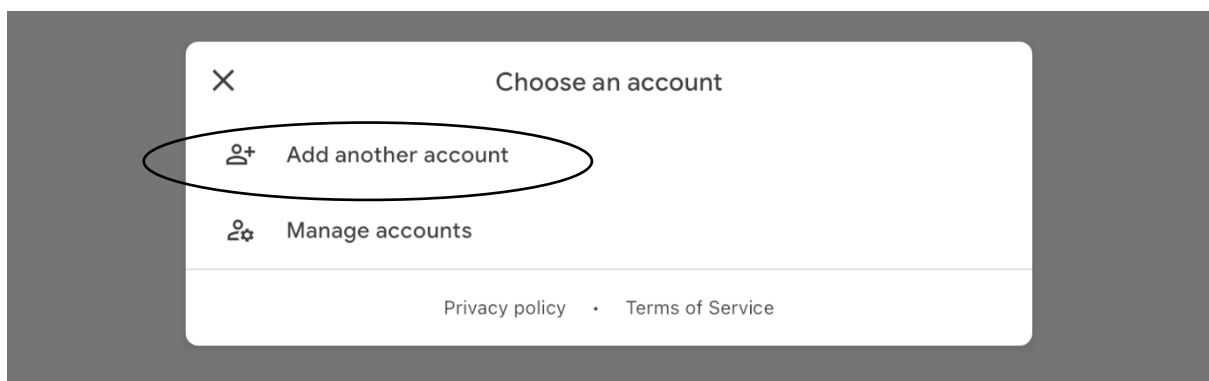


Google Classroom

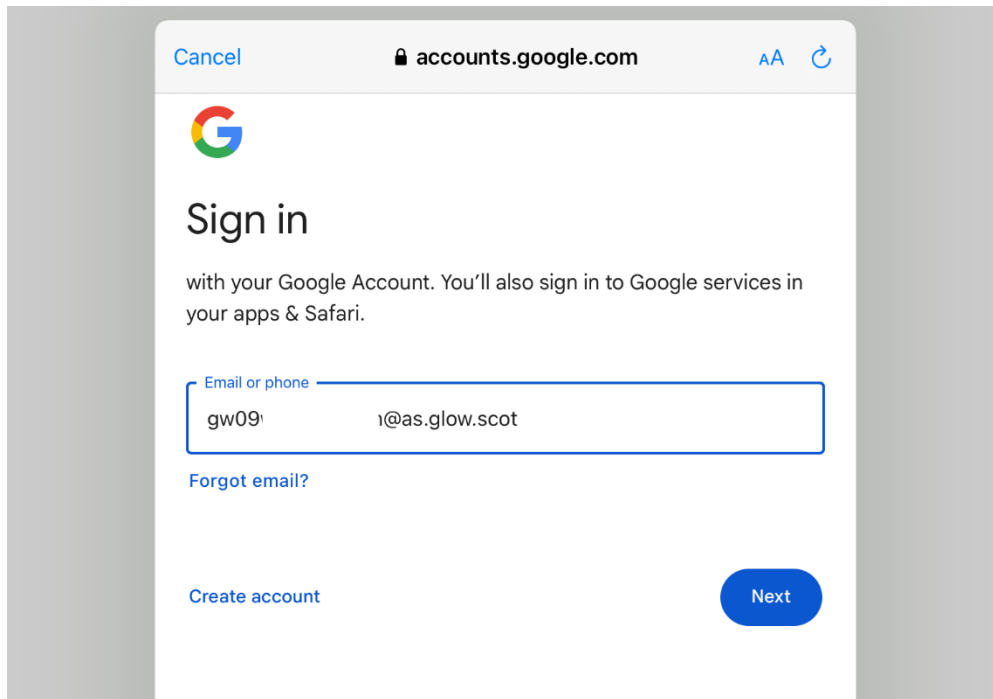
Helping educators and students to communicate, save time and stay organised.

Get started

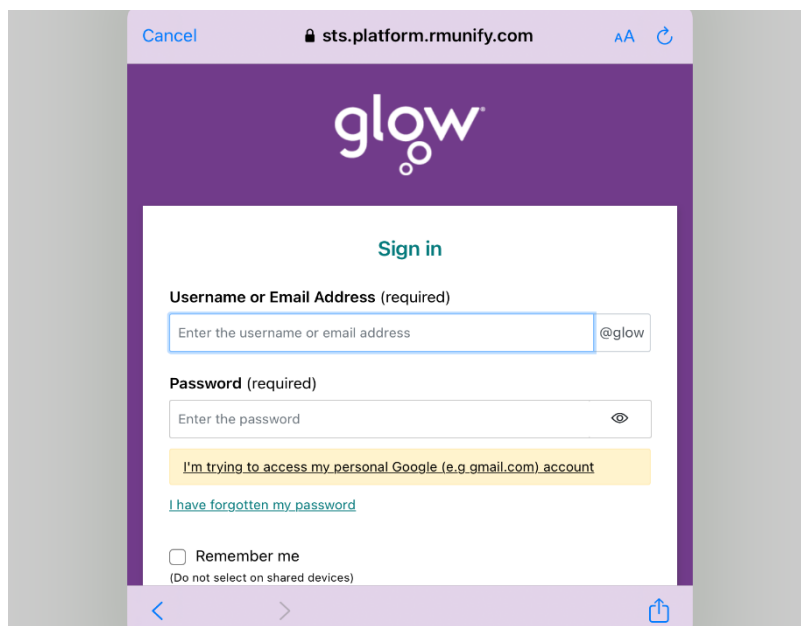
Select add another account.



At the Google sign in your child should enter their glow login with **@as.glow.scot** at the end.




This then opens the Glow login screen to sign into.



A list of the classes your child has joined or been invited to will then be displayed.

AH Computing Science  
gw12czarneckiheather@glow.sch.uk  
H Czarnecki



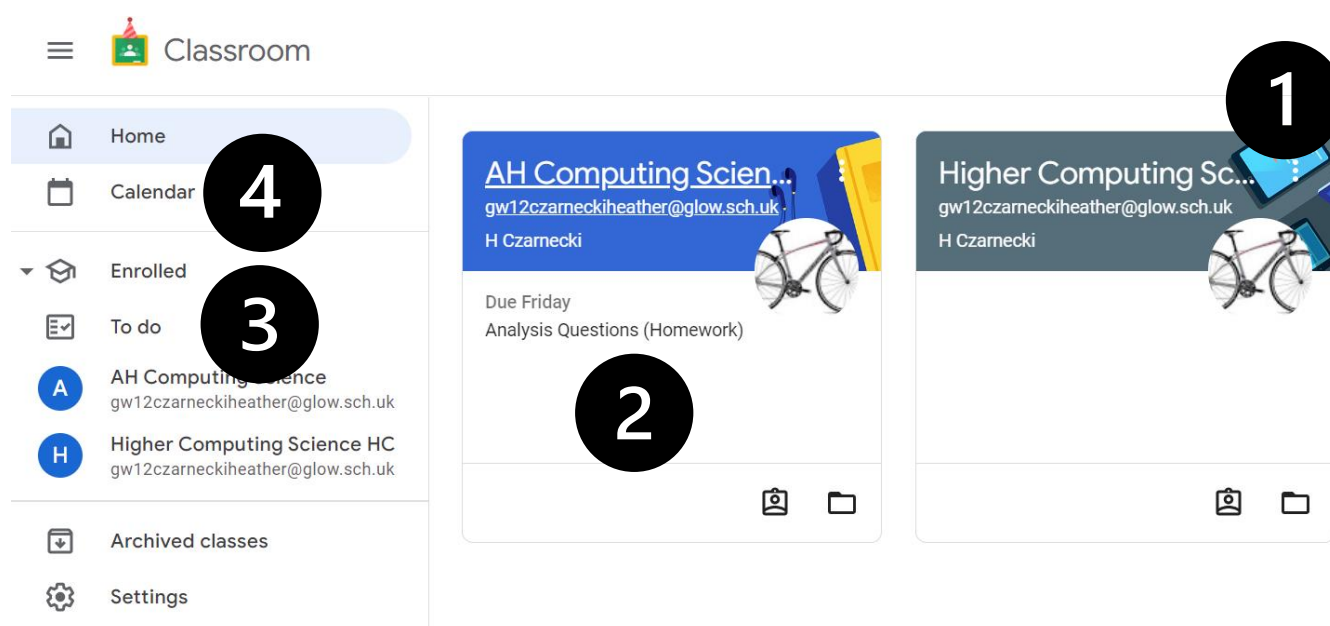
Higher Computing Science HC  
gw12czarneckiheather@glow.sch.uk  
H Czarnecki



## CLASSROOM HOME PAGE

Ask your child to sign in to Google Classroom using either their Glow login or by opening the app.

The Classroom home screen displays the classes your child has joined or been added to.



- 1 Each class will be displayed as a card.
- 2 Upcoming assignments will be displayed on the class card for each class.
- 3 The “to do” page lists upcoming assignments and late work.
- 4 The class calendar displays upcoming assignments by due date.

## TO DO LIST

### SEE WORK FOR ALL CLASSES

At the left, click To-do and choose an option:

- To see work assigned by your teacher, click **Assigned**
- To see work that you did not turn in, click **Missing**
- To see work that your teacher graded or returned, click **Done**

Click a title to see details of the work.

(Optional) To see or hide work for a specific time period, click the

Down arrow **▼** or Up arrow **▲**

☰ Classroom > To do

	Assigned	Missing	Done
	<input type="text" value="All classes"/>		
	No due date		33 ▼
	This week		1 ▼
	Next week		1 ▼
	Later		0 ▼

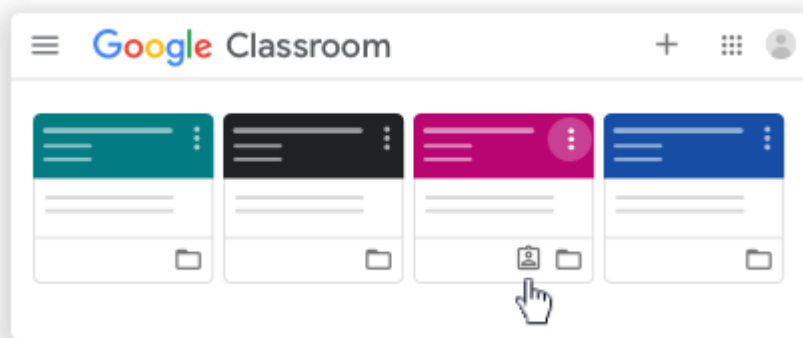
Home  
Calendar  
Enrolled  
To do  
AH Computing Science  
gw12czarneckiheather@glow.sch.uk  
Higher Computing Science HC  
gw12czarneckiheather@glow.sch.uk  
Archived classes  
Settings



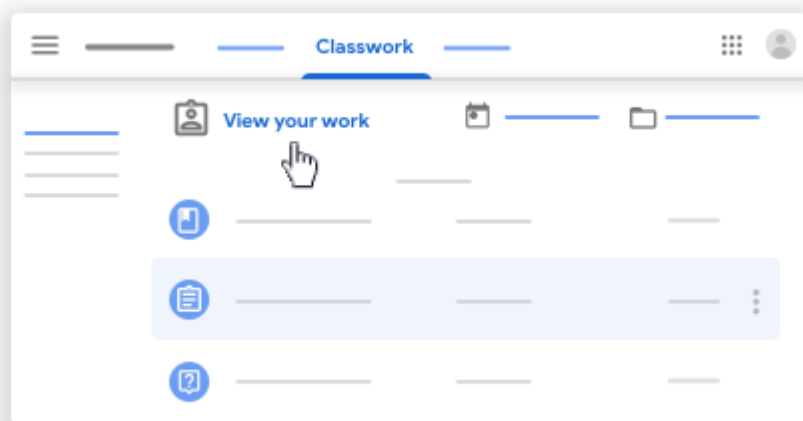
## SEE WORK FOR A CLASS (FULL DETAILS)

Full details for a class will show a list of all the work for a class. It allows to check grades, review assignments and due dates, and see any work that is late or missing. Work can also be filtered by class.

1. On a class card, click Your work



You can also click [the class](#) ⇒ [Classwork](#) ⇒ [View your work](#)



2. To see attachments, comments, or additional details for an assignment or question, **click the title of the work** ⇒ **View details**
3. To filter your work, under Filters, click **Assigned**, **Returned with grade**, or **Missing**

## THE STREAM PAGE

Click on a course card to open a class.

You are now on the “stream” page. This is where teachers will post announcements and reminders.

Some teachers will allow students to post comments or announcements. These comments are visible to all members of the class. Teachers have the ability to moderate and remove comments as necessary.

Stream Classwork People

**3**

**AH Computing Science**  
gw12czarneckiheather@glow.sch.uk

Upcoming

Due Friday  
Analysis Questions (Home...)

**2** View all

**A** Announce something to your class

**1**

**1** H Czarnecki posted a new assignment: Analysis Questions (Homework)  
16 Sept

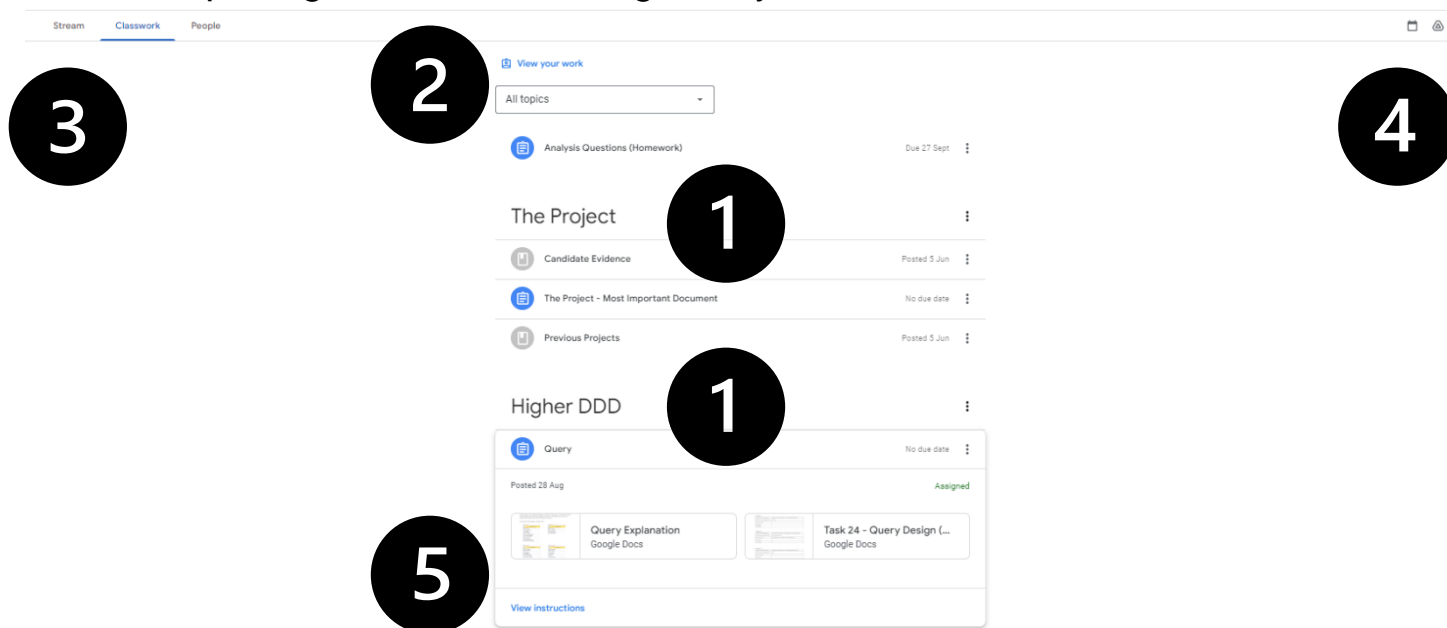
- 1** Teachers use the stream page to post announcements and reminders.
- 2** The stream page lists upcoming assignments.
- 3** The Classwork page is where assignments are posted.

## THE CLASSWORK PAGE

Click on classwork at the top of the stream page.

This is where class assignments are posted.







Students will spend most of their time on this page, reviewing, and completing course work assigned by their teachers.



- 1 The classwork page is organised into topics. Teachers will use topics to organise assignments by week, chapter, unit, or subject area.
- 2 Students can view a summary of all of their upcoming assignments by clicking “view your work.”
- 3 You can navigate back to the stream by clicking the link at the top of the screen.
- 4 Students will have access to a variety of tools including Google Calendar and Drive.
- 5 Students should click on a topic to preview it. To view all of the details, click “view instructions”.

## TYPES OF ASSIGNMENTS

There are three types of assignments:

-  Intro to Week 3  4 Edited Sep 1 
-  #04 Describe the relationship between Mo... Due Sep 3, 10:00 AM 
-  #06 Symbolism in Fahrenheit 451 Due Today 

- 1** Material - this is a reference or resource post. There isn't anything to turn in or submit.
- 2** Discussion Question - discussions can be free response or multiple choice.
- 3** Assignment - Teachers use the assignment post for homework, quizzes, group projects.

## THE ASSIGNMENT PAGE

Click on an assignment listed on the classwork page.

The assignment page is full of important information and details about each assignment. Your child should carefully read the directions and guidelines posted on this page.

The screenshot shows an assignment page for 'Analysis Questions (Homework)' by H Czarnecki, due on 27 Sept. The page includes a description of the assignment, a class comments section, a 'Your work' section with attached Google Docs files, and a private comments section. Numbered callouts (1-5) point to the due date, class comments, private comments, the 'Add or create' button, and the 'Hand in' button respectively.

- 1 The assignment page lists the due date and any files that are needed to complete the assignment.
- 2 If enabled, students can post a class comment to ask for help from their classmates.
- 3 Got a question about an assignment, send a private comment to the teacher!
- 4 If instructed, students can attach files to send to the teacher. You can attach files from Google Drive or upload files from your computer or camera roll.
- 5 Submit work

## TURN IN ASSIGNMENT (HAND IN / MARK AS DONE)

You turn in work online in Google Classroom. Depending on the type of assignment and attachments, you will see Turn in or Mark as Done.




If work needs to be edited that has been turned in, by using the Unsubmit option and it is before the assignment due date, changes can be made and resubmitted. However, any assignment turned in or marked done after the due date is recorded as late.

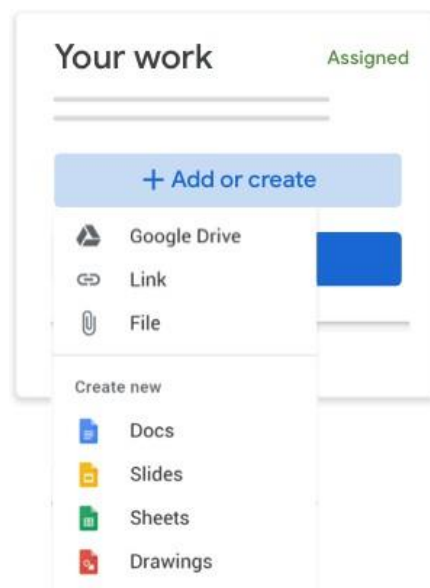
You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you cannot attach a file that you do not own.

Click **the class** ⇒ **Classwork**

Click **the assignment** ⇒ **View assignment**





## TO ATTACH AN ITEM

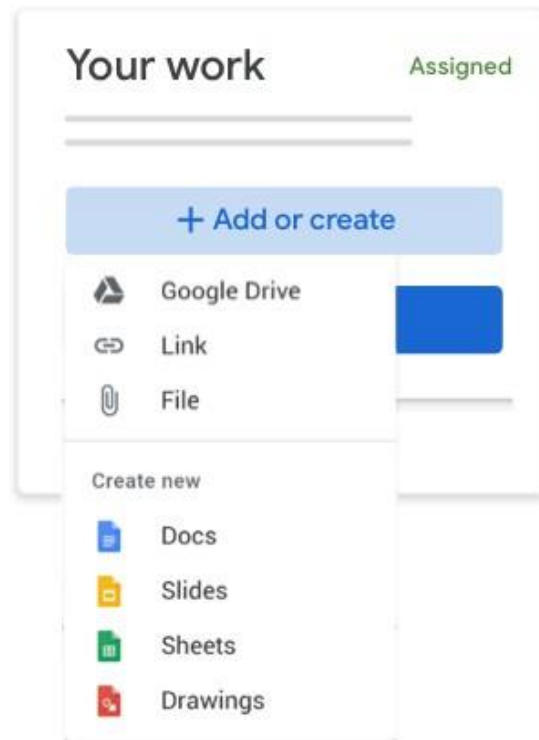
Under **Your work**, click **Add or create** ⇒ select Google Drive , Link , or File 



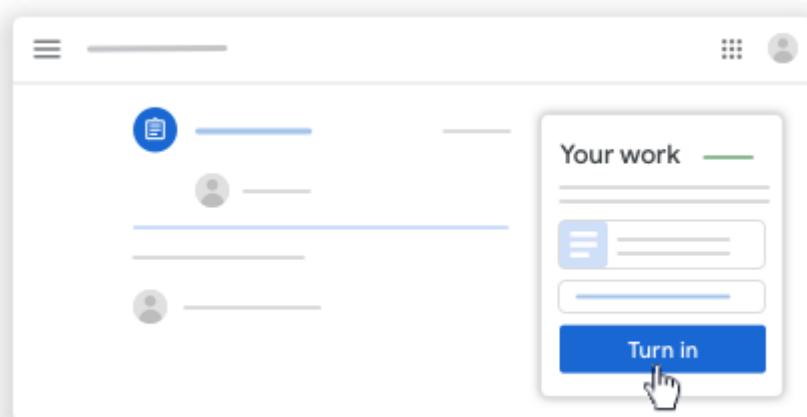
Select the attachment or enter the URL for a link and click Add. This can be a Word or PowerPoint document or something stored on Google Drive.

## TO ATTACH A NEW DOCUMENT

Under Your work, click **Add or create** ⇒ Docs  , Slides  , Sheets  , or Drawings  . A new file attaches to your work and opens.





Click the file and enter your information. Click **Turn In** and **Confirm**  
The status of the assignment changes to **Turned in**








**Important:** If you get an error message when you click **Turn in**, your child should let their teacher know.

## USING THE MOBILE APP TO INSERT A PHOTO OR OTHER ATTACHMENT

You can use your camera in **Classroom**, upload a photo or more files to your work directly in the Google Classroom App. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you cannot attach a file that you do not own.

1. Tap **Classroom** 
2. Tap **the class** ⇒ **Classwork** ⇒ **the assignment**
3. On the Your work card, tap **Expand** 



4. To attach an item:
  - Tap **Add attachment**
  - Tap Drive  , Link  , File  , Pick photo  , or Use camera 
  - Select the attachment or enter the URL and tap **Add**
5. To attach a new doc:
  - Tap **Add attachment**
  - Tap New Docs, New Slides, New Sheets, or New PDF
  - For a new document, presentation, or spreadsheet, enter your information and tap **Done**
  - A new PDF opens as a blank file where you can write notes or draw images on it. When you are done, tap **Save**



6. **Note:** You can attach or create more than one file.
7. To remove an attachment, tap **Remove** ✕
8. To add a private comment to your teacher, tap **Add private comment** ⇒ enter your comment ⇒ tap **Post** ►
9. Tap **Turn In** and **Confirm**

The assignment status changes to **Turned in**



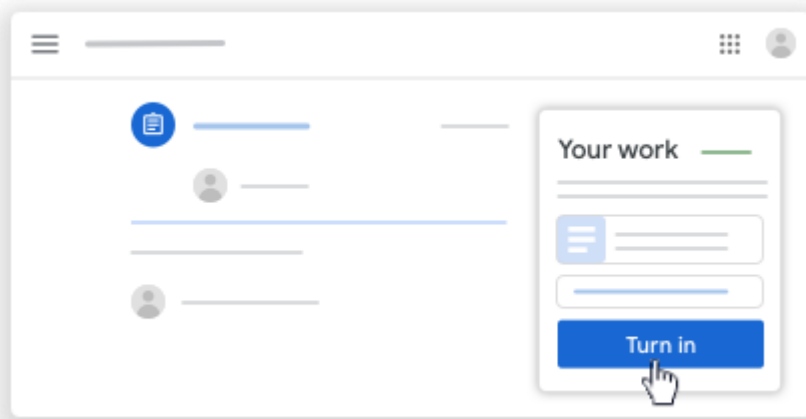
## TURN IN A QUIZ ASSIGNMENT

1. Click **the class** ⇒ **Classwork**
2. Click **the assignment** ⇒ **View assignment**
3. Click **the form** and answer the questions
4. Click **Submit**. If the form is the only work for the assignment, the status of the assignment changes to **Turned in**
5. If there is more work to do for the assignment, click **Open assignment**

## TURN IN AN ASSIGNMENT WITH AN ASSIGNED DOCUMENT

If the teacher attached a document with your child's name in the title, it is their personal copy to review and edit. As they work, their teacher can review their progress before they click **Turn in**.

1. Click **the class** ⇒ **Classwork**
2. Click **the assignment** ⇒ **View assignment**
3. Click the image with your name to open the assigned file
4. Enter your work
5. On the document or in Classroom, click **Turn in** and **Confirm**



6. The status of the assignment changes to **Turned in**

**Important:** If you get an error message when you click **Turn in**, your child should let their teacher know.

## MARK AN ASSIGNMENT DONE

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Click the **class** ⇒ **Classwork**
2. Click **the assignment** ⇒ **View assignment**
3. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click **Post** ►
4. Click **Mark as done** and **Confirm**

The status of the assignment changes to **Turned in**

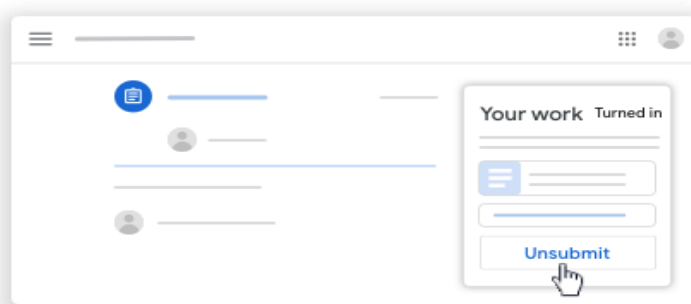
## UNSUBMIT AN ASSIGNMENT

If changes need to be made to an assignment that has already been turned in the button Unsubmit can be used, changes made and then turned in again.

Important: Any assignment turned in or marked done after the due date is marked late, even if previously submitted before the due date. If you Unsubmit an assignment, be sure to resubmit it before the due date.

1. Click the **class** ⇒ **Classwork**
2. Click **the assignment** ⇒ **View assignment**
3. Click **Unsubmit** and **Confirm**


Note: This assignment is now unsubmitted. Turn it in again before the due date.



## CHECK FOR LATE OR MISSING ASSIGNMENTS

The teacher sets the late-work policies for their class. However, Classroom does not prevent you from turning in work after the due date.

When your teacher assigns work, it is marked Assigned. If you do not turn in your work on time, it is marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it is late.

1. On a class card, click **Your work** 
2. On the left, click **Missing**
3. To review more details, click an item ⇒ **View details**

## GUARDIAN SUMMARIES

Google Classroom offers a feature for parents called “guardian summaries”.

The Guardian Summary includes:

- *Missing work* —Work not turned in when the summary was sent.
- *Upcoming work* —Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
- *Class activity* —Announcements, assignments, and questions recently posted by teachers.



Google Classroom

### Weekly summary for M

6 Sept – 13 Sept 2024

#### Missing from last week

HIGHER COMPUTING SCIENCE HC



#### Homework in prep for Computer Systems test

Please use the textbook issued on Monday to answer the following question. Please do the questions in a Google doc and hand in to this assignment. Any questions, please ask.

Data Representation - P288, questions: 1c, 1d, 2c, 2d, 3a - 3d, 4a - 4c, 5a - 5d, 7a, 11b, 12a, 13, 14

Computer Structure - P289, questions: 5, 6a, 6b, 6c, 7a, 10, 11, 12, 14, 15, 20, 21

Security Risks and Precautions, questions: 1, 21, 27, 28, 29, 37a, 37b, 37c, 39a, 39b, 39c, 40, 41, 42, 44, 46, 47

Any questions, please let me know.

Due 12 Sept 

#### AH Computing Science

NEW ASSIGNMENTS

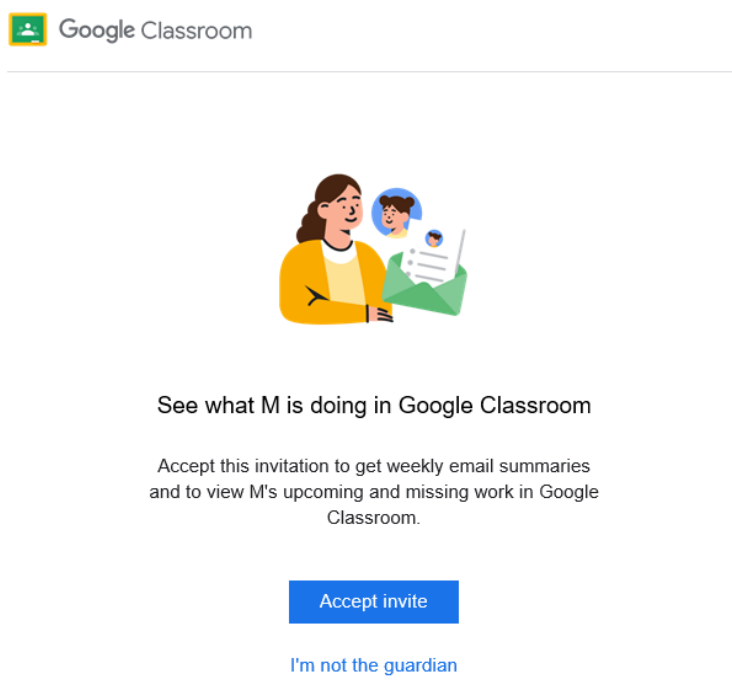


#### Past Papers 2018 - Present

Posted on 17 Jun 2024, 01:24:50 by H Czarnecki

## REQUEST & CONFIGURE YOUR GUARDIAN SUMMARY

Guardian summaries can be enabled by contacting the school. They will need to enter your email address and send you an invitation to begin receiving this report.



Request your Guardian Summary:

- Contact the school to send you a guardian summary invitation.
- Please ensure we have an up-to-date email address for you.
- Look for the guardian summary invitation sent by email (no-reply@classroom.google.com)
- Configure your summary preferences (daily or weekly).
- Use the guardian summary to have a conversation with your child on their classwork.