Guide to G Suite, Google Classroom and Students Working from Home

Digital Learning at Abbeywood

Our teachers use a range of digital tools and online applications to enhance our students individualised learning journey when working at either school or from home.

The digital revolution demands that we are constantly innovating, exploring new ways to learn and teach. We want to equip all of our students with a skill set that will allow them to flourish and prepare them for jobs that do not yet exist.

We transform what happens inside and outside the classroom by encouraging the purposeful use of technology.

Sections in this guide:

- What is G Suite for Education?
- How do I start using G Suite for Education at Home?
- What is Google Classroom?
- Need help or support with Google Classroom?

What is G Suite for Education?

More than just a tool for storage or searching, G Suite for Education offers everyone at Abbeywood a set of tools and applications that have revolutionised previous systems of teaching and learning. With **G Suite for Education**, communication, collaboration and feedback are simple, instant and effective. Students and Teachers find that these provide an easy way to collaborate, innovate and stay organised.

How do I start using G Suite for Education at Home?

The best way to get started and get the full experience of G Suite and Google Classroom for students working from home or at school is to download **Google Chrome** on the device that they are working on. This will allow students to log in to Chrome, and keep their school account and work completely separate from any other accounts when using shared devices at home. We do recommend that ideally, this happens on a Windows, Mac OS or Chromebook PC or Laptop with a keyboard and mouse. **Google Chrome** can also be downloaded and used on Android and iOS devices (including mobile phones).

Once you have downloaded **Google Chrome** and installed it on your PC or Mac, you are ready to sign-in to your school Google account. Your **username** will look something like **24SmartPe@olympustrust.co.uk (24=year of entry, SmartPe=Surname and part of forename)**. We do recommend that you sign-in as a new person onto Google Chrome, as this will give you a separate desktop shortcut to launch and will keep your school account entirely separate from any others you have, or anyone else at home. When you have entered your username, you must enter **your password**. **This is the same as the password you use on the Abbeywood School network**.

What is Google Classroom?

Google Classroom is an online platform developed by Google for schools, called **G Suite for Education** that aims to simplify creating, distributing, and grading

assignments in a paperless way. The primary purpose of Classroom is to streamline the sharing files between teachers and students and see everything in one place and combines:

- Google Drive (where all files are created, stored and distributed),
- Google Docs (for creating documents)
- Sheets (for creating spreadsheets)
- Slides (for creating presentations)
- ~~Gmail (for email and communication)~~ (Abbeywood uses Microsoft Outlook for this)
- Google Calendar

Students can be invited to join a teacher's Class through code, or automatically added as a Classroom group. Each Class creates a separate folder in the student's Google Drive, when the student submits work to be assessed by a teacher. Mobile apps, available for iOS and Android devices, let students and teachers to take photos and attach to assignments, share files from other apps, and access information on mobile devices if signed into their School Google account. Teachers can monitor the progress for each student, and after being assessed, teachers can return work along with comments to the students individually.

All of these Google products can be accessed in a web-browser on a Windows PC, Mac or Chromebook device as well as in a Chrome browser on an Android or iOS smartphones and tablets provided the student signs in with their Abbeywood Google School account. These can all be downloaded as individual apps for wither the Android or iOS app store.

Need Help or Support with Google Classroom?

If parents or students have any questions about the work assigned, please ask your Teacher in either the 'private comments' section with each assignment, or add a 'comment' the Classroom 'stream'.

If you or your child require any help with any aspect of accessing Google Classroom, Signing In, or using their School Google Account please contact me at peter.smart@olympustrust.co.uk or via the Abbeywood switchboard and I will get back to you as soon as possible.

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