



Parent and Carer Guide to Google Workspace for Education and Google Classroom

What is Google Workspace for Education?

Google Workspace for Education (formerly GSuite for Education) is a special version of the widely available Google Apps tailored specifically for schools and designed with intelligent features that make working within and between the apps easier. It provides a secure learning platform for our pupils and staff and provides a suite of tools that can help increase opportunities for critical thinking, communication, collaboration, and creativity, all while supporting the learning. Google Workspace for Education tools are ad-free, reliable and secure. These tools are already used by millions of pupils in schools around the world. They are relevant to pupils, easy to use, and open doors to many new ways to learn – developing our pupils' 21st century digital citizenship skills.

What are the Google Apps and how are they useful?

Here is a brief overview of some of the Core apps we will be using:



Google Classroom - A blended learning platform that integrates Google Apps to allow teachers to assign and collect work from pupils. Classroom creates a paperless environment and saves time providing a way for teachers and pupils to easily communicate and stay organised.



Google Drive - Cloud storage for all file types including images, videos and audio files. Pupils have unlimited storage and can access their files from any device, anywhere they have an internet connection.



Google Docs - Word processing tool to allow students to create and edit text and paragraphs. Pupils can also collaborate on the same document and teachers can provide feedback. Like all Google Apps, Google Docs auto-saves within Google Drive. Teachers may create Docs to share with the pupils to support learning.



Google Slides - Presentation tool that allows pupils to create a slideshow presentation and also to collaborate together with a peer on the same presentation; they can and easily add images, videos and graphics to tell a story. Pupils can choose from templates or create their own slide format. Teachers may create Slides to share with the pupils to support learning.



Google Forms – Teachers and pupils can create surveys to quickly and easily gather information from classmates or school community members. Forms can be shared as easily as sharing a URL.

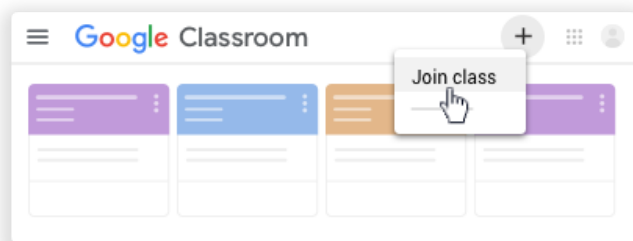
What is Google Classroom?

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, notes, slideshows, diagrams, weblinks and pictures. Pupils can use it to access and complete learning in school, at home or on the go. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

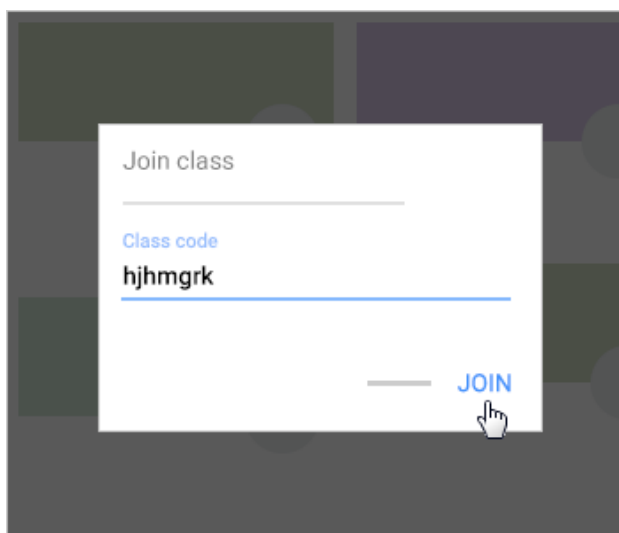
Accessing Google Classroom

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com. They should sign in using their personal login details. When pupils first sign in, they will not yet be a member of their virtual 'Classroom' - they will need to join, using a code that will be provided to you, following these steps:

1. Go to classroom.google.com and click 'Sign In'
2. Enter your Google Account details, for example, *you*@salehurst.org.uk
3. At the top, click the '+' symbol and then click 'Join class'



4. Enter the class code and click 'Join'.
- A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



Some teachers may individually add each child to their online Classroom; if so, when they first log in to Google Classroom, they will see a tile on the Classroom dashboard with a 'join' button, on which they simply click.

Once pupils have joined their Classrooms, each time they log in they will see the Classroom dashboard. From here they can see all of the classes they are registered with, a summary of any learning set and can add new classes they are invited to join in the future. Clicking on a class will open that Classroom.

Accessing Learning Tasks

If pupils are accessing Google Classroom from a mobile device, it might be better to download the appropriate Google Apps to make best use of the shared resources. The most useful Google Apps are: Classroom, Docs and Drive.

To open the learning activity, click on the Open button on the appropriate post in the Stream page. You will then see the learning description and any attached documents to support the learning. When you are finished, click on the MARK AS DONE button. You can even add your own attachments to your submission, such as photos, audio clips, videos, etc.

When home learning is set online, it can be completed digitally (using, for example, Docs or Slides) and then submitted directly within Google Classroom online without needing to be printed. Alternatively, it can be completed offline and, if they wish, photographs uploaded to their Drive.

If pupils have any questions about the learning task, they can leave a comment on the task post.

Safety Features

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by children. We have also limited the Core services the children can access to those that are central to support home learning; **at present GMail has not been enabled for the pupils.**

Any content created by a pupil can only be shared with other users within our school domain - @salehurst.org (it cannot be shared with Google accounts or users outside of our domain).

Although our administrators have enabled many safety features, may we please remind you that it is still the responsibility of parents to monitor what children are accessing online at home and to ensure that the children use their Google Account in a safe and responsible way so as to protect themselves and their fellow users. Pupils should at all times follow our core school values of courage, compassion, friendship and respect when using their account. At school we will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.

Google required basic information to set up our pupil accounts, namely the pupil's name and year group. Google provides information about the data it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts, in its Google Workspace for Education Privacy Notice, which you can read online [here](#).

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