

St Michael's PS, Dunnamanagh



Google Classroom and Home Learning Information

June 2020

Introduction

As you are aware we are moving towards a 'blended learning' approach for the start of the new school year, which will involve face-to-face (F-2-F) teaching and remote learning and teaching. We will be using Google classroom as our main platform for the remote element of this approach, as well as continuing to use our school website.

Once Google Classroom is set up and being used regularly for teaching in the new school term, we will be using our school info account: info@smmps.dunnamanagh.ni.sch.uk. to assist with any difficulties. This email address will be used to support you technically (as best we can) and for pupils to contact teachers should other forms of e-communication not be available.

In the initial set up, please contact Mrs R Boggs on rboggs958@c2kni.net if you have problems with pupil usernames or passwords.

Accessing Google Classroom

- Pupils will access Google Classroom by signing into their 'My School' account on a PC/ laptop or downloading the Google Classroom app to a mobile device. Please make sure that pupils use their school email address to sign in: (marysmith123@c2ken.net)

And not a personal email address.

As mentioned above please contact Mrs R Boggs if you have problems with pupil usernames or passwords.

- Pupils will only sign in using their email on the first occasion and will have direct access to their Google Classroom after this.
- Miss Devine has compiled a set of instructions for Google Access (please see Appendix 1) and Upload notes (please see Appendix 2).
- Teachers will have set up individual classrooms (courses) for their class and will post work for their class in this area. This will include description of class, any attachments etc.
- Even with on-line learning, work set will not always require internet access but will mean pupils working with *pencil and paper*.
- Pupils (with the help of parents) will post work by uploading photographs of completed work. How to upload to Google Classroom is outlined in Appendix 2
- Teachers will mark and return individual comments to pupils, such as *well done*, or *please take another look at question 2 ...*
- If you have difficulties with

The 'Blended Approach'

- The benefit of the 'Blended Learning' approach is that learning difficulties that present on-line will be able to be addressed in F-2-F teaching, making it easier for pupils to learn and for teachers to support them.
- In the interest of student and staff welfare, we ask that all communication related to learning through email or Google Classroom be **strictly restricted to school hours on week days only**. We have a duty of care to ensure pupils and staff are not overwhelmed by communication while at home.
- While working from home in the new school term, pupils should follow a normal school day by logging into Google Classroom in the morning and beginning the work that has been set.
- Pupils should not be using social media while doing their school work. This will greatly assist teachers in marking and responding to pupil work.
- Pupils should aim to complete the work set within the allotted time frame.
- Pupils should have a positive approach to on-line behaviour, by following our Golden Rules:
 - We are gentle
 - We are kind and helpful

- We listen
- We are honest
- We work hard
- We look after property

Online Safety

- We ask for your continued support with regard to on-line safety; especially, given pupils will be spending more time on-line. We would encourage you to check in regularly to ensure they are spending their time productively on the **school task**.
- The school's **E-Safety and Use of Digital Devices Policy** (contained within **About Us, Policies** section of the school website) will apply to the 'Blended Learning' approach, that is, to school work conducted in school and on-line at home.
- This policy contains:
 - **ICT code of practice for Pupils**
 - **ICT Code of Practice for Staff**
 - **A Child and Parental Agreement/ Consent Letter**, which was completed by pupils and parents at the start of the current school year, in September 2019 (and will be renewed in September 2020).
- **The school's Safeguarding/Child Protection Policy** (contained within **About Us, Policies** section of the school website) will apply to the 'Blended Learning' approach, that is, to school work conducted in school and on-line at home.

Finally

We ask for your forbearance and support as we learn to use this new learning platform.

Thank you to Miss Devine for the Google Access Instructions and Upload notes.

Appendix 1:

Google Classroom Access Instructions (Miss Devine)

Step 1

Logon to My School – www.c2kschools.net Use your c2k Username and Password e.g. Pupil123 and your c2k Password. If you can't gain access to My School, your password may have expired and it is important to contact Rosemary (rboggs958@c2kni.net)

You should now see this screen



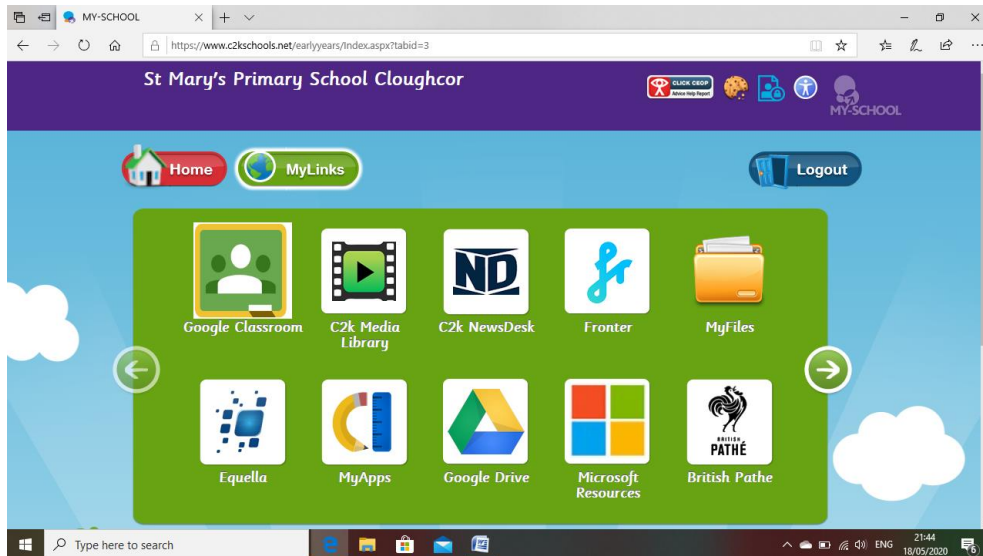
Step 2

Click on the MyLinks button



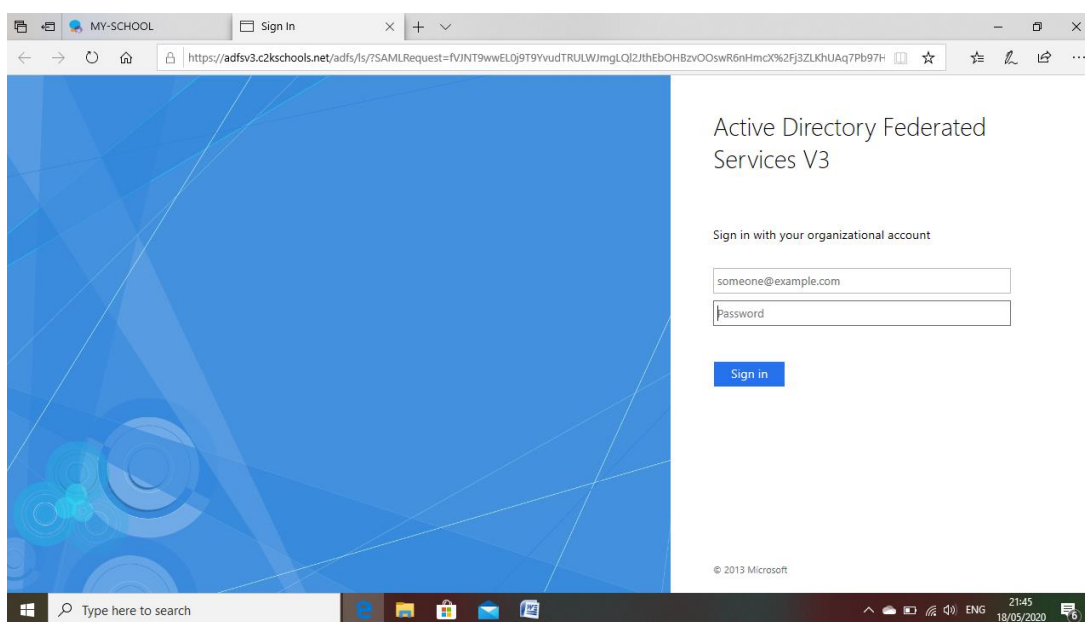
Step 3

Click on the Google Classroom Link



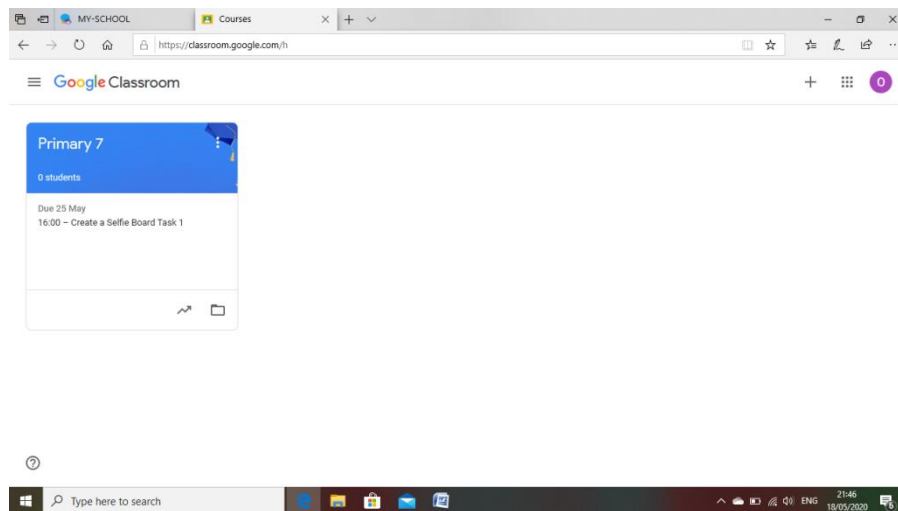
Step 4

When you see this logon screen enter your c2k Username and Password in the following format; Pupil123@c2ken.net. Note we added the @c2ken.net to the end of the pupil username. Then enter your c2k Password to logon.

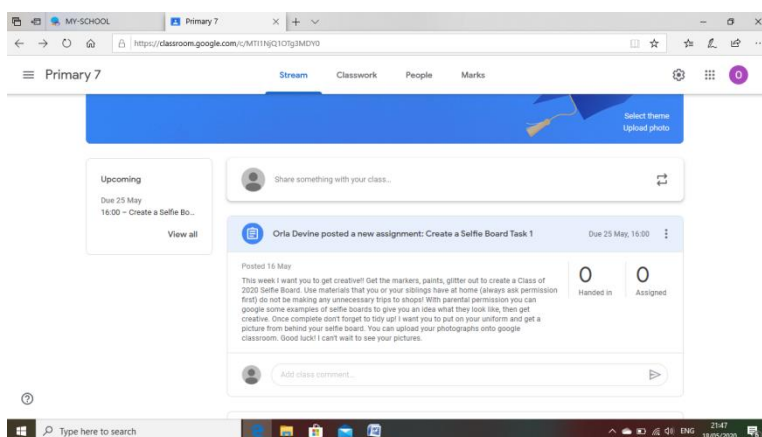


Step 5

When Google Classroom loads you will be asked to accept the terms and conditions. Next you will have to select the student option. Then you will be given the chance to join any classes which have been setup for you, use the “Join” button to accept your invite. You should see a screen like this.



If you click on the blue Primary 7 icon you will now be entered into the classroom and will find a welcome note and your weekly task which is the same task that has been placed on the website this week.



By clicking on the task this will enable you to submit your work electronically to myself and I will be able to assess your work and give you feedback.

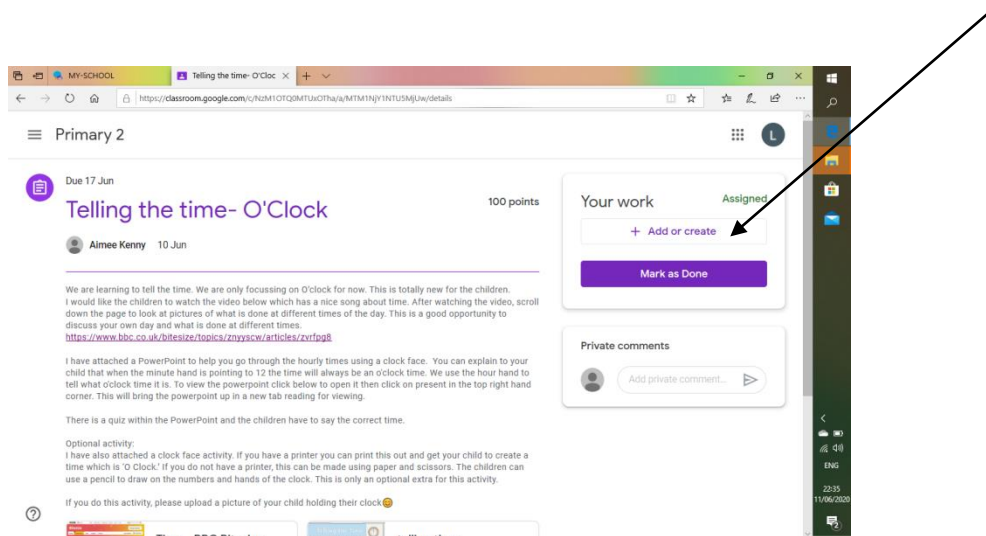
Appendix 2:

Uploading work to Google Classroom:

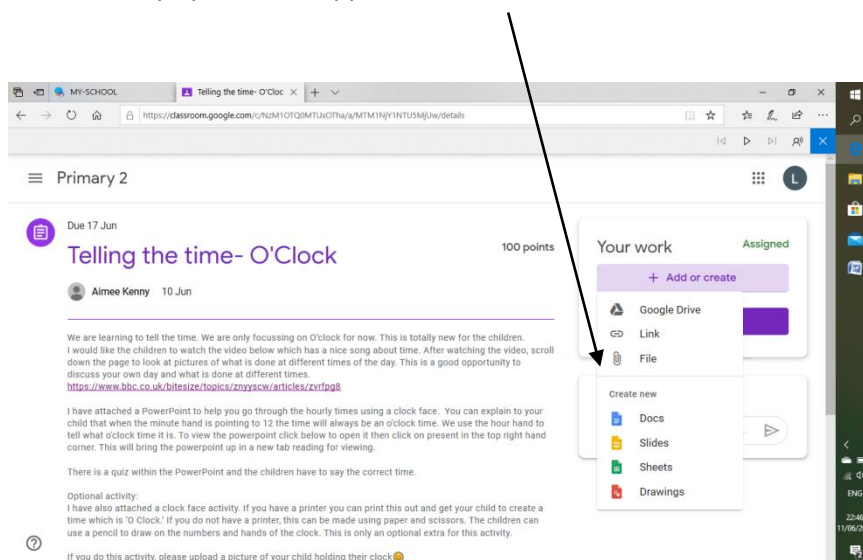
There are many formats which you can use to complete work. Depending on the format which you have selected or been directed to select by the class teacher will determine how you upload your work. The method which you complete work will also be determined by the device which you are using. Please find below three options to Upload work onto Goggle Classroom.

Option One: Uploading work as a Word Document, PowerPoint or Publisher.

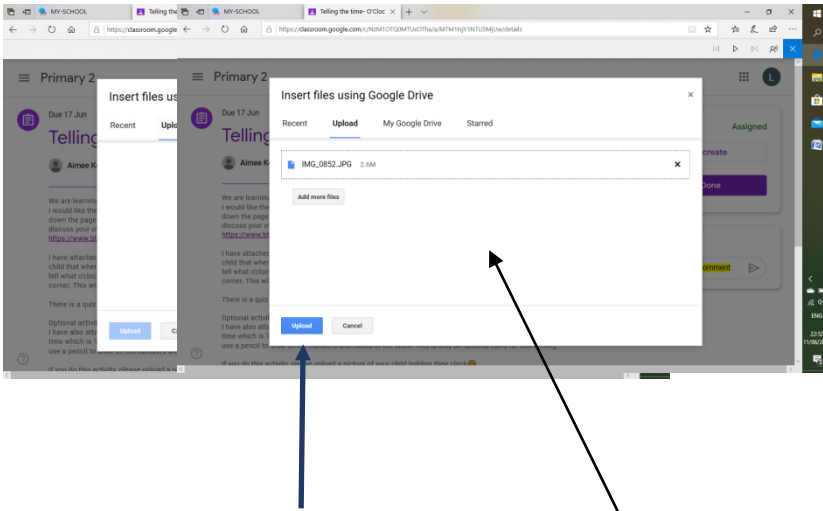
- 1) Select '+Add or create button' on the top right hand side of the task sheet.



- 2) Many options will appear. Select File.

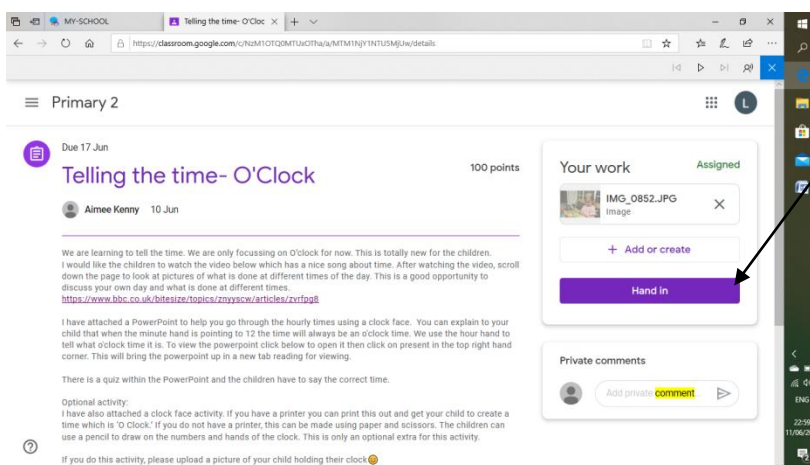


3) This will allow you to upload files from your device.



Once the desired file/s have been selected from your device, this screen should appear. Press the blue upload button at the bottom left hand side of the page.

4) Once your work has been uploaded this screen will appear. It is important at this point to press the 'Hand In' button otherwise your teacher will not be notified about your work and it will appear on the system as 'work missing.'

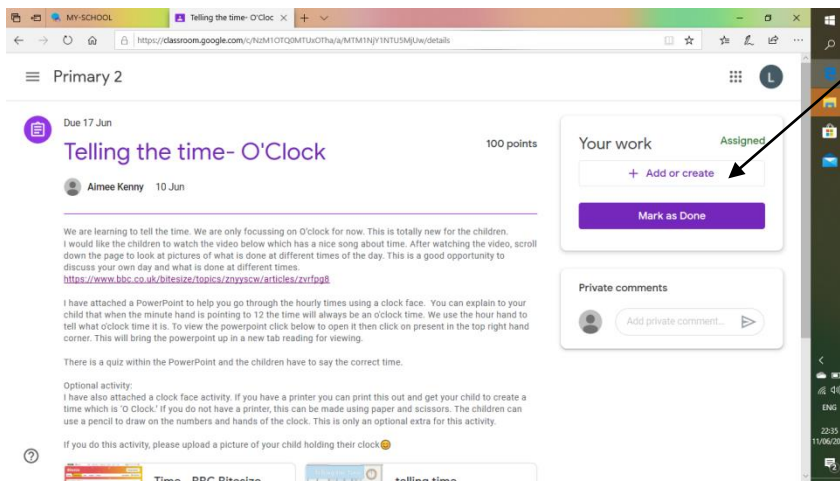


Option Two: Uploading work as an Image

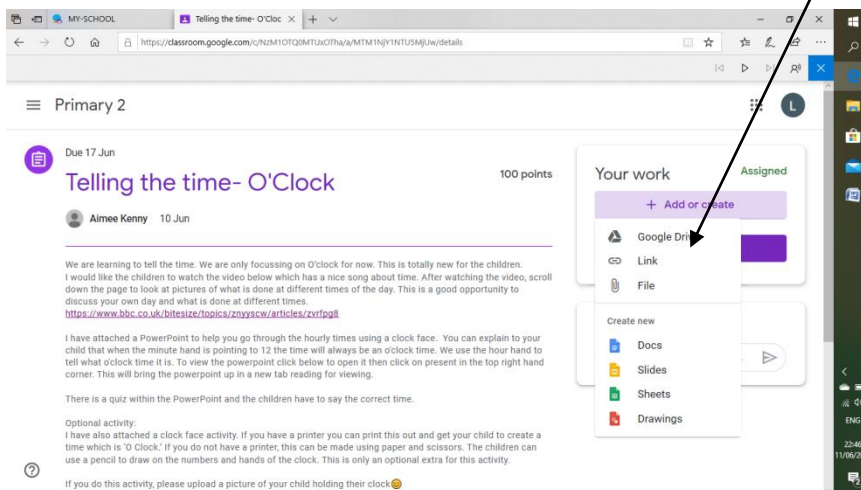
- 1) You may wish to complete your task on a page to showcase your handwriting and presentation skills.
- 2) Once work is complete take a photograph of the finished work and upload the photograph onto your PC or Laptop.
- 3) Complete steps 1-4 from the above option to upload your photograph as a file.

Option Three: Completing Work in Google Documents, Google Slides or Goggle Drawing.

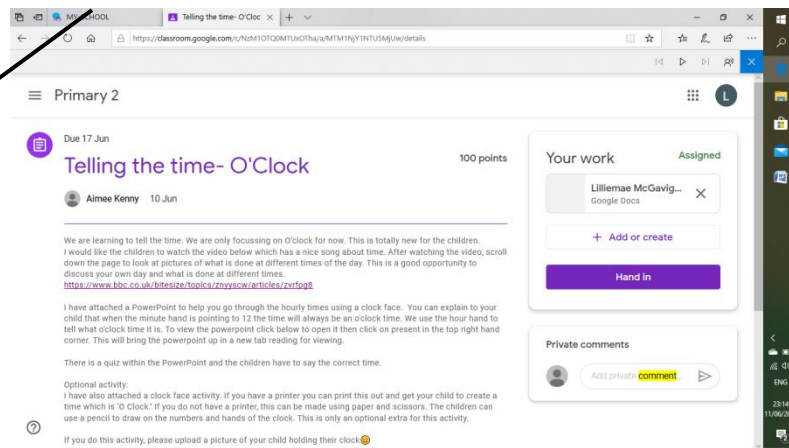
- 1) Select '+Add or create button' on the top right hand side of the task sheet.



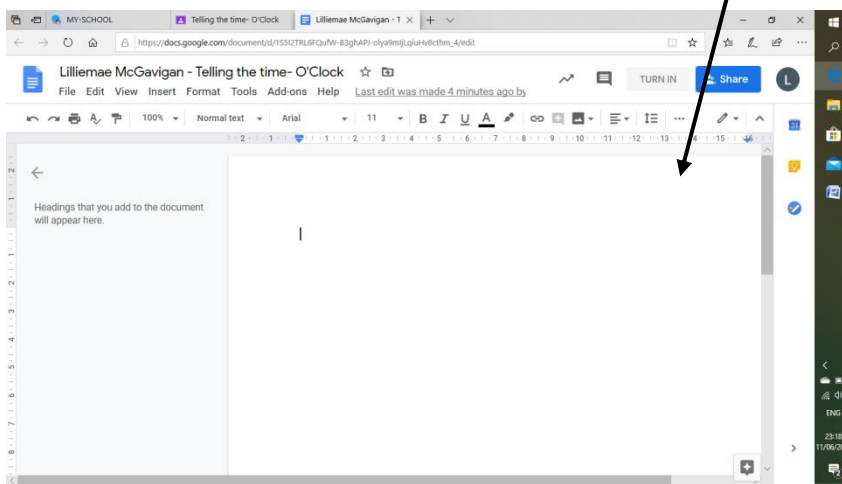
- 2) Many options will appear. Scroll down to the Create New section. This will allow you to select 'Docs' (Similar to Word) , 'Slides' (Similar to PowerPoint) , 'Sheets' (Similar to Excel) or 'drawings'. Select the desired format for completing your work.



3) In the example below I have opted to complete work using Google Docs.

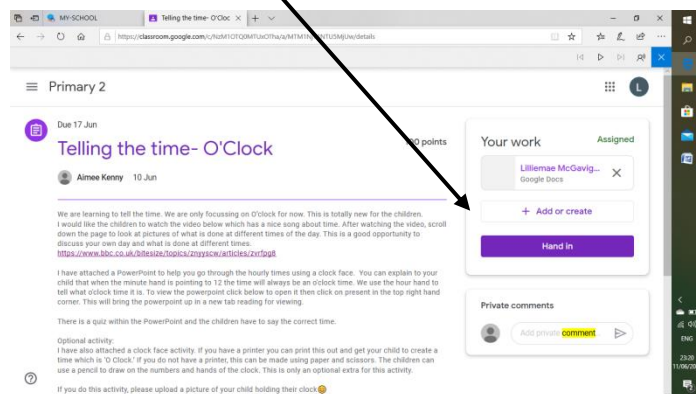


4) Click on this 'Google Docs' button as above and a blank screen will appear to allow you to type your work.



5) Once work is complete, close the screen (work saves automatically into the Google Drive).

6) Press the 'Hand In' button and work has been submitted successfully to your child's teacher.



How do you know if work has successfully been sent?

If you have submitted work successfully you will be able to see the files, images or documents that you have uploaded or created with a button underneath which says 'Resubmit'. If this screen appears you have completed all stages successfully.

The screenshot shows a Google Classroom interface on a mobile device. The top bar indicates 'Primary 2' and 'Due 3 Jun'. The assignment title is 'Numeracy - money' with a score of '100/100'. The teacher is 'Aimee Kenny' and the date is '27 May'. The assignment content includes a reminder about coins, a YouTube link, a link to a cashing-in activity, and an extension task. On the right, the 'Your work' section shows a list of submitted files: two Word documents and two images, each with a close button. At the bottom of this section is a '+ Add or create' button and a prominent purple 'Resubmit' button. A black arrow points from the top right towards the 'Resubmit' button. The bottom status bar shows the time as 23:28 on 11/06/2020.