Bankhead Primary School



Google Classroom Guide

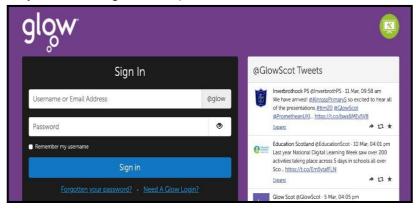
Accessing Google Classroom

Students will have to log in to Google Classroom using their GLOW username and password. This is a username beginning with "gw" and a password set by your child's teacher.

If you are logging on from a laptop, chromebook or computer: Google Classroom is accessed through Glow, on the following link: https://glow.rmunify.com

If you are logging in from the Google Classroom app on an iPad, phone or other mobile device:

Download the Google Classroom app. When you are asked for your Google Email, enter your child's username with @gc.glow.scot at the end. For example: gw22testjohn@gc.glow.scot You will then be redirected to the GLOW screen to log in (you do not have to enter the email ending on the GLOW screen, only on the Google screen).

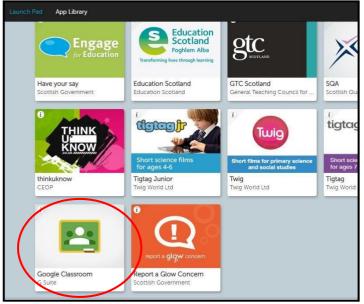


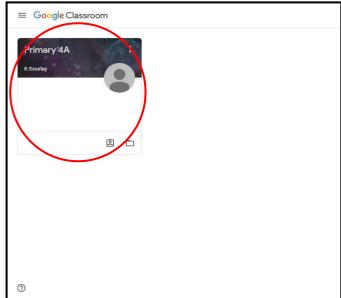
If children do not have an iPad, PC or laptop, they can also access GLOW using the internet browser on their Playstation 4 or Xbox. You can see a video tutorial on how to do this here:

Playstation 4 - https://youtu.be/mHTHaXhccDE

Xbox One - https://youtu.be/rWTwAfLKbkU

Once logged in, you can scroll and click on the Google Classroom logo and then, select your class.

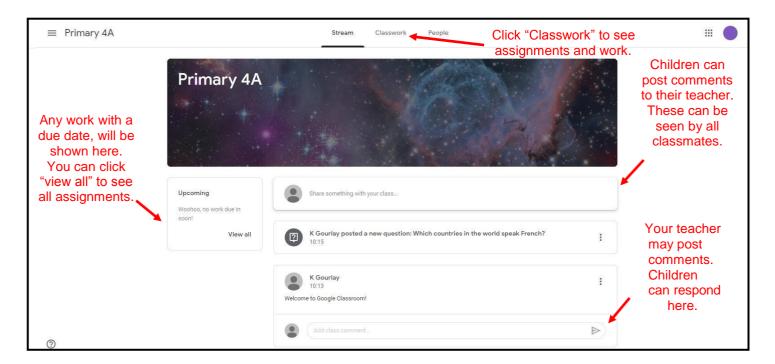


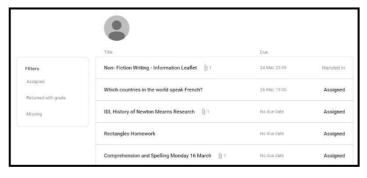


If you have not yet joined your class, you can click the "+" icon in the top right of the screen, where you will be prompted to join by entering the classroom code (you should get this from the class teacher). It will take a minute for you to join and then the class will show, as above. If your teacher has invited you but you have not yet joined, you will see a button that says "Join" beside your class. Click this to join the class.

Google Classroom Stream

We will run through some of the features of the classroom stream below. The main page of the stream in Google Classroom, will look like the image below:





Upcoming

The "Upcoming" section will you show what work is due in. However, work will only show here if a due date has been given. To see all assignments, click on "View All". You will then be shown a list of assignments, showing which are still "assigned" and which have been handed in.

Commenting

Children can comment on the class stream, to communicate with their teacher. Your teacher may post important information, pictures, questions or videos in this section too. You can submit or reply to a comment by typing your comment and clicking on the paper aeroplane. You can also reply to comments on posts.

Please note that comments in this section are visible to the whole class.

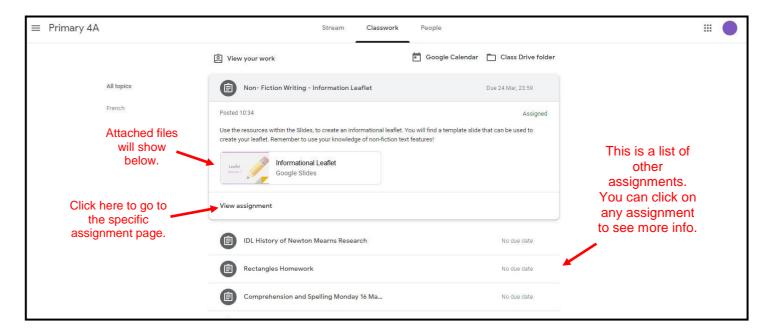
Adding Pictures or Files

If you would like to add a picture or other file, you can type your comment, then click the paperclip icon and click "file". Attach your picture or file and then click "Post". Please note, the "Post" button will be greyed out unless you write a description.



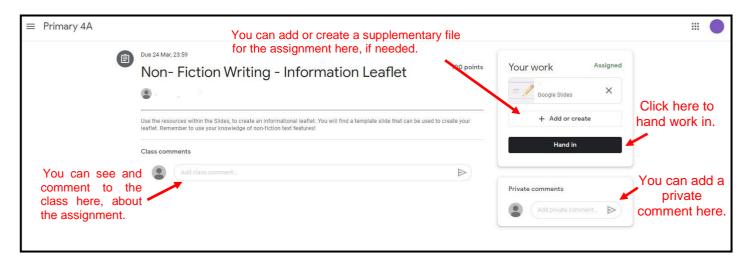
Class Work

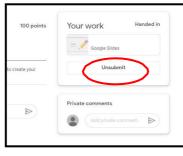
The "Classwork" tab, will show you all assignments that are due in. You can click on an assignment to see further information from the teacher and any attached files. You can click on "view assignment" to see more information about the assignment. This will provide you with a specific assignment page, where you can communicate with other classmates and the class teacher. You may see assignments organised by subject area, you can select the subjects on the left, to see specific assignments for that subject area.



Submitting Work

After you click "view assignment" above, it will take you to the assignment page. This is where you will submit work. You can also privately leave a comment for the teacher about the assignment in the "Private Comments" and add to class comments in "Class Comments".





You can also submit work from the assignment, by clicking the "turn in" button at the top of the document.

If you submit work by accident, you can retrieve the work. You can also do this if you want to add more to a piece of work later on. You can do this easily by clicking "Unsubmit".

