Student Guide to Using Google Classroom
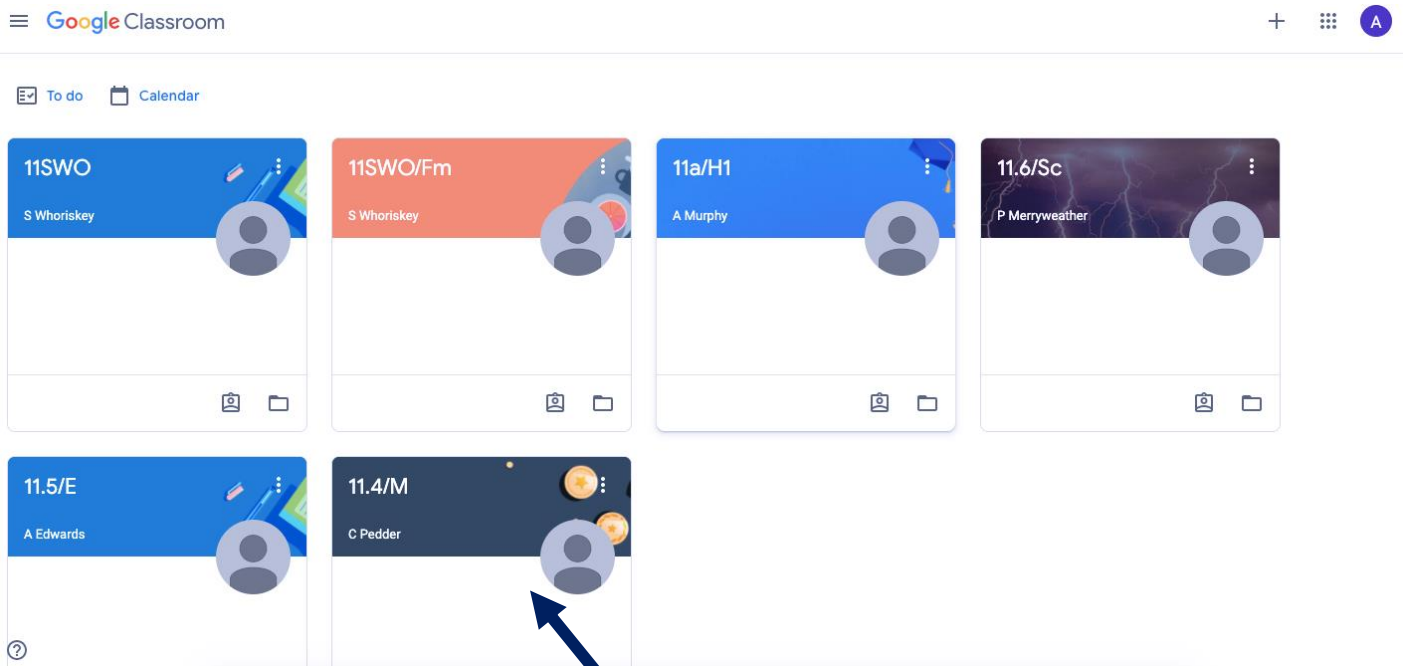
Google Classroom

EXPECT TO ACHIEVE

Getting Started

1	Go to classroom.google.com and sign in with your username and password. You can also access google classroom through the school website but you will still need your username and password. Your username is your school username followed by @hollylodge.liverpool.sch.uk and your password is your school password followed by the initials of your first and last name. It will be in the form: **Username: 20dalya@hollylodge.liverpool.sch.uk** **Password: 123456AD**

2	This will take you to your home screen that shows all of your classes. You can also see what tasks you have to do.

Classes
Each of your lessons will have their own section.
There is a brief summary of work due under each class.

3 Clicking on to a class will take you to the class page.
There are lots of different things on this page.
Here you will find out what work has been set for you, extra resources posted by your teachers and communication between members of the class.

Stream

This shows the communications between teachers and students. This will have a record of the work that has been set for the class and can be sued to ask questions about your work.
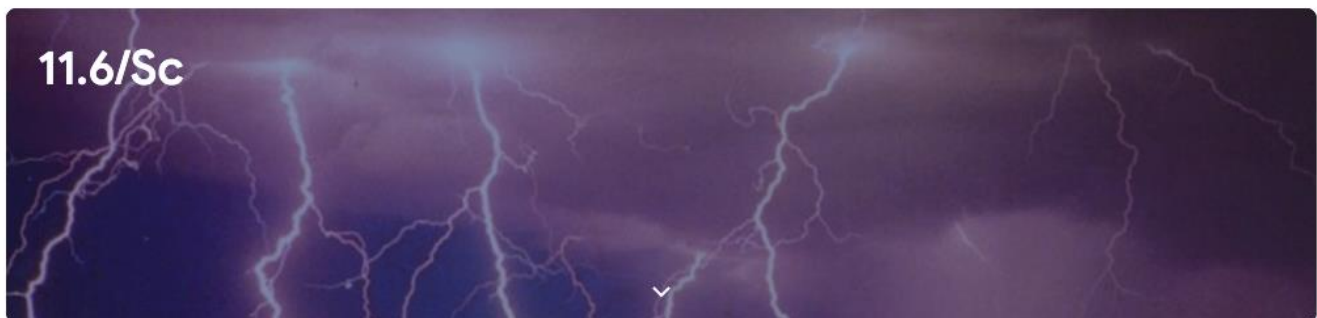
Classwork

This shows the work that has been set for you to complete. It is usually organised into topics by your teachers.

Stream   Classwork   People

11.6/Sc

Upcoming

Woohoo, no work due in soon!

View all

Share something with your class...

P Merryweather
12 Nov

Hi,
I've shared some links to videos to help with your understanding of photosynthesis. Make sure you watch them all.

Accessing and Completing Your Work on Google Classroom

1	Click on classwork to see what work has been set for you. The date on the right will show if and when the work needs to be submitted

11.6/Sc   Stream   **Classwork**   People

📷 View your work   📅 Google Calendar   📁 Class Drive folder

All topics

Intervention

Homeostasis

Combined Science- …

📖 Photosynthesis Videos		Posted 12 Nov
📋 Hormones and the Menstrual Cycle		No due date
📖 Live lesson link for P3 today		Posted 8 Oct
📋 Complete these sections from the work bo…		Due 9 Oct, 23:59

Intervention   ⋮

📖 Biology Paper 1 Intervention	Posted 21 Oct

2	Click on a particular task to see what has been set for you, or if you click on "View your work" it will show you all the tasks you have left to do for that class

Hormones and the Menstrual Cycle 📎 1		No due date	**Assigned**
Complete these sections from the work book o… 📎 1		9 Oct, 23:59	Missing
Hormones and Fertility 📎 1		9 Oct	Missing
Hormones Review Work 📎 1		6 Oct	Missing
Radiation Summary		2 Oct	Missing
Atomic Models Quick Quiz		7 Oct	Missing
Radiation properties 📎 1		2 Oct	Missing

All

Assigned

Returned

Missing

3 Selecting a task and clicking view assignment will show you what you need to do. There may be a document linked to the work for you to complete. Documents like this are shown here
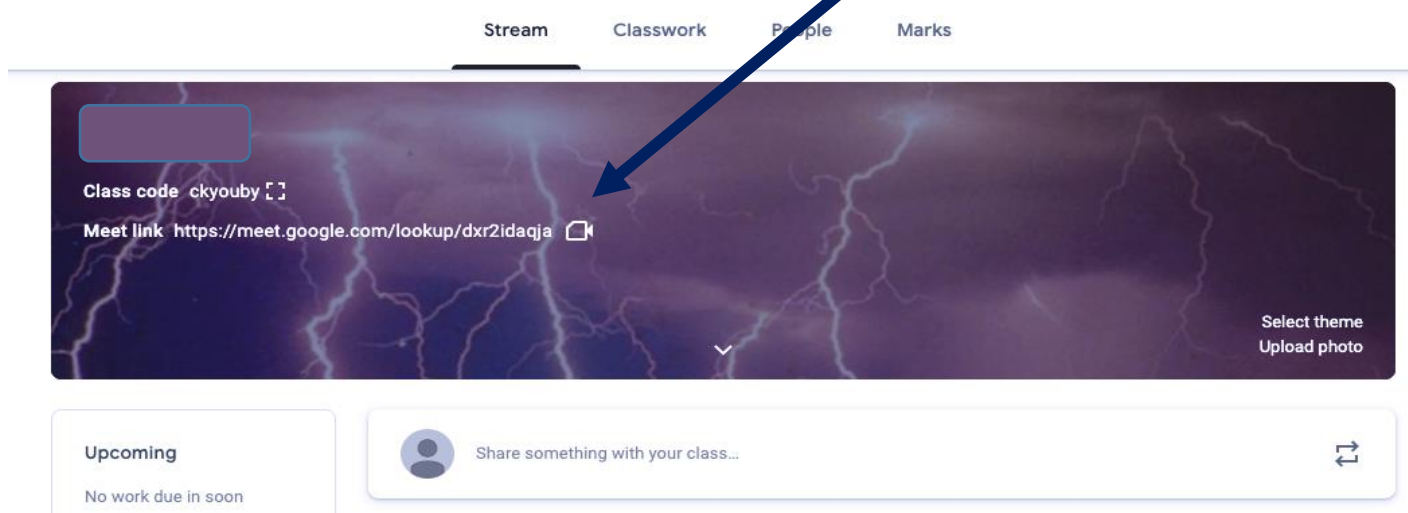
Hormones and Fertility

P Merryweather • 6 Oct (Edited 8 Oct)

100 points   Due 9 Oct

Please go through the slide show and then complete the google doc by filling it in online. I have put links to BBC Bitesize and seneca learning to give you some extra help.
The google doc is your version of the document. Once you have finished it please submit your work to me.

Hormones and Human Fertili...	The role of reproductive hor...
Google Slides	https://www.bbc.co.uk/bitesize/...
Seneca - Learn 2x Faster	Pic10-06-20_105453jpg
https://app.senecalearning.com/...	Image

Class comments

Add class comment...

Your work   Missing

Google Docs   ✕

+ Add or create

Hand in

Private comments

Add private comment...

4 You can also add other files to your work such as pictures, video or sound files.
You can also start a goggle doc, google slides or google sheet to record your work.
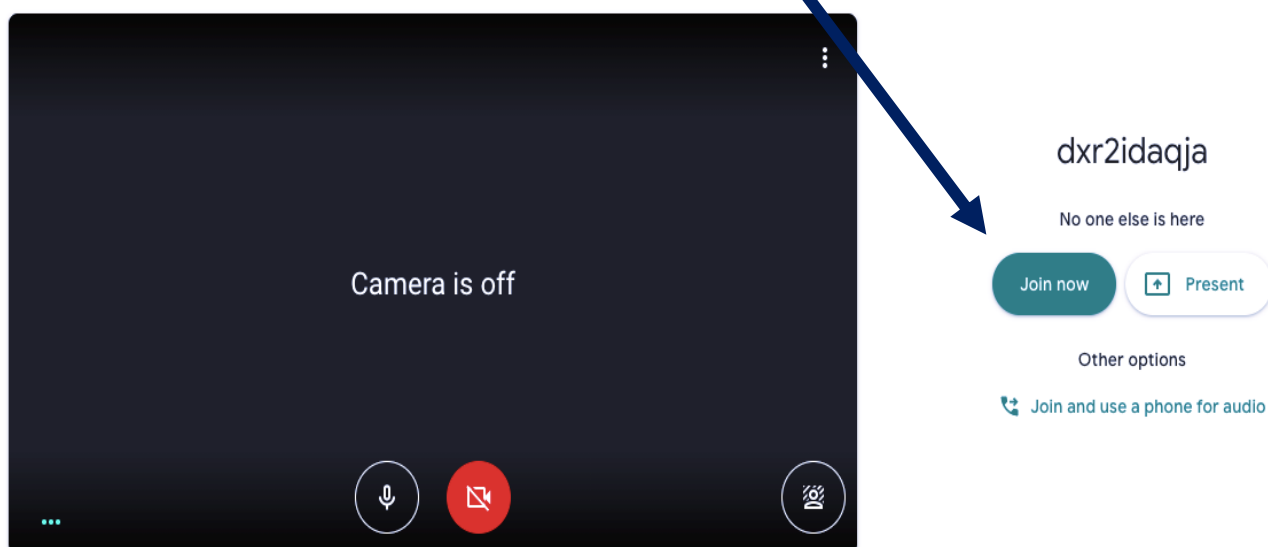
5 Once the task is complete you can click Hand In to submit it to your teacher.

Attending Live Lessons

1 Live lessons are conducted through google meets. Each class has its own google meet link on the class's page.
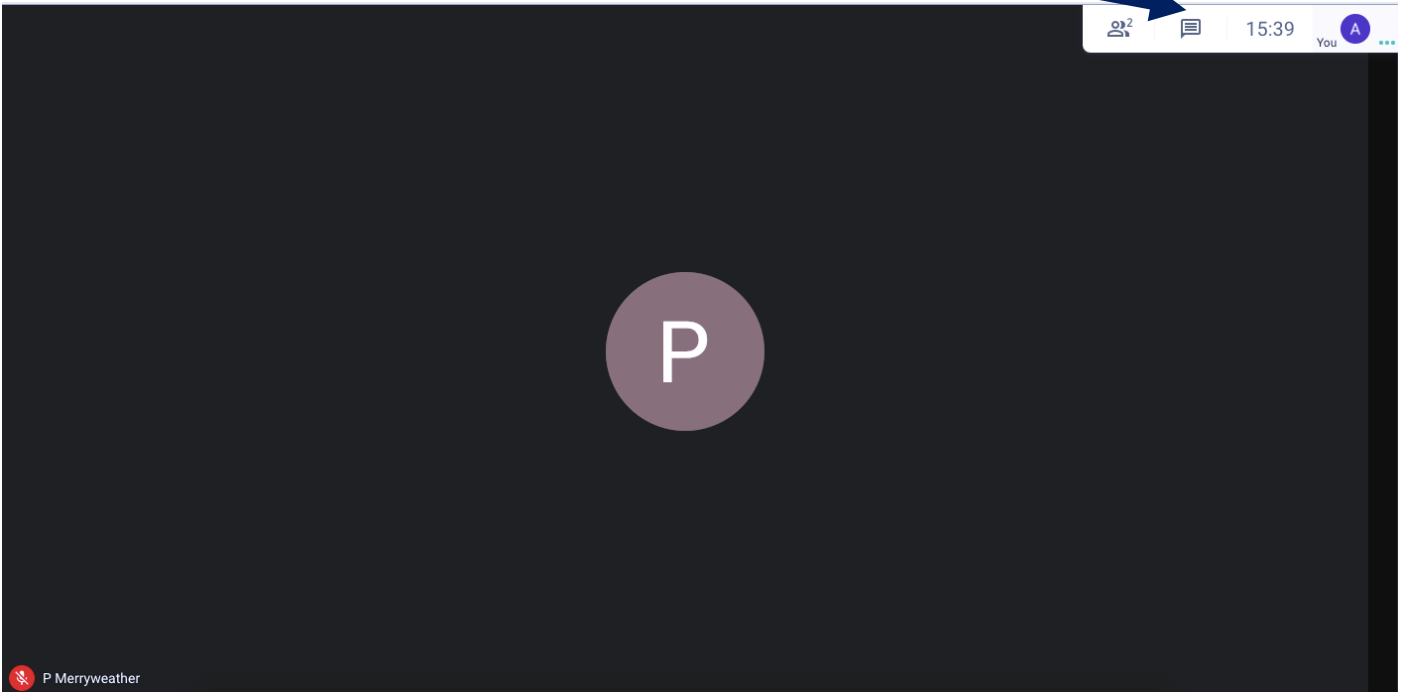The link will only be visible just before the lesson.

2 Clicking on the link opens the google meet.
Make sure that you keep your microphone muted unless you have been asked to speak.
You do not have to use your camera.
Click on "Join now" to join the class.

The buttons at the bottom allow you to mute and unmute the sound (left) or switch video on and off (right).

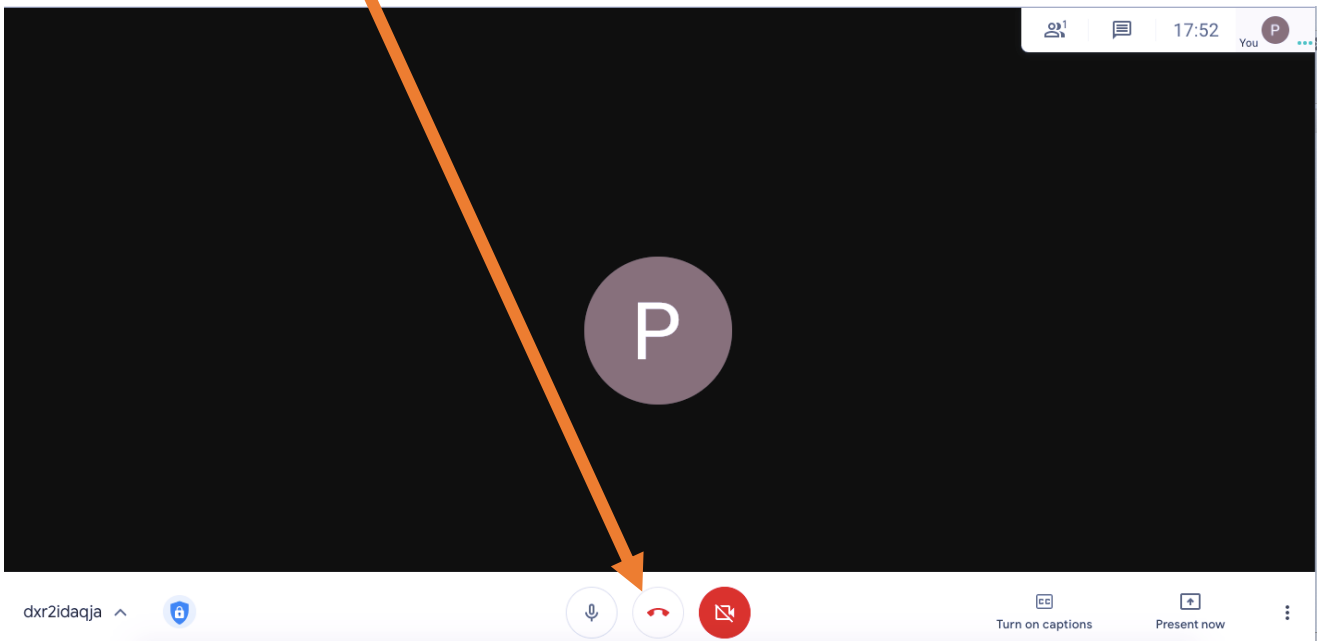| 3	During the lesson you can use the chat function to ask questions or take part in the lesson as directed by your teacher.

4	There is also the option to "Raise a Hand" if you have a question for your teacher.

5	At the end of the lesson you need to leave the meet. Click on the phone button to leave the lesson.

Live Lesson Protocols

Live lessons start 15 minutes later than normal lesson times to give your teachers a chance to set up their equipment.

The link to the google meet will be hidden until just before the lesson.

You need to follow the instructions below for everyone to get the best from their lessons:

- Please be ready to join the lesson on time and say hello to your teacher when you join the class. You should then mute your microphone.
- If there is a problem with your microphone, let your teacher know using the chat function.
- If you are asked a question by your teacher you should unmute yourself to answer then put yourself back on mute once you are finished.
- If you have an immediate question you can click on the "Raise a hand" button and your teacher will see that you need them.
- Another option is to use the chat function. This is useful if you have a question that needs answering later.
- At the end of the lesson you must leave the meet when asked to by your teacher. All students must be off the meet before the teacher can end it.