

Cheney School: GoogleClassroom Student Instructions

All classes at Cheney School have a Googleclassroom that students should join at the start of the school year. This is used to share Homework, learning resources, messages and, sometimes, to set assessments and provide feedback. The Googleclassroom works alongside the work students do in their in-person classrooms and in their exercise books or folders. If students are learning from home, the Googleclassroom is used even more.

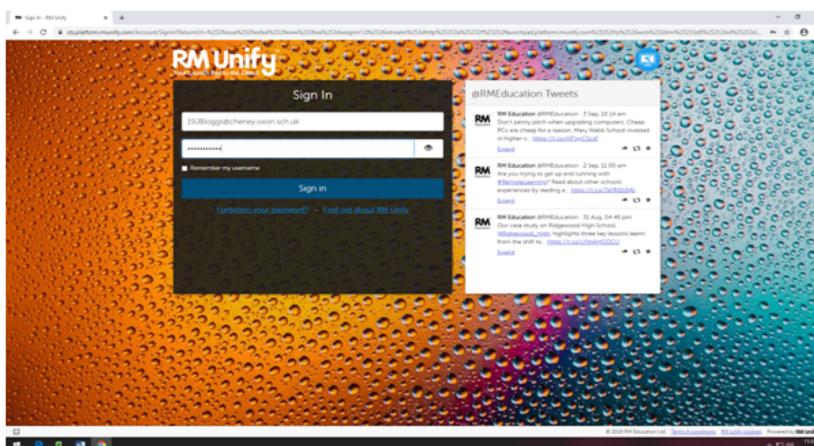
This guide shows students how to join and use Googleclassrooms if they are new to using them.

Our school website also includes an Online Learning section that we developed during periods of lockdown. The instructions and videos are still very useful for students who are using GoogleClassroom for the first time. You can also find a sheet with all the Googleclassroom Codes if you have forgotten or lost the code given to you by your teacher.

<https://www.cheney.oxon.sch.uk/online-learning/>

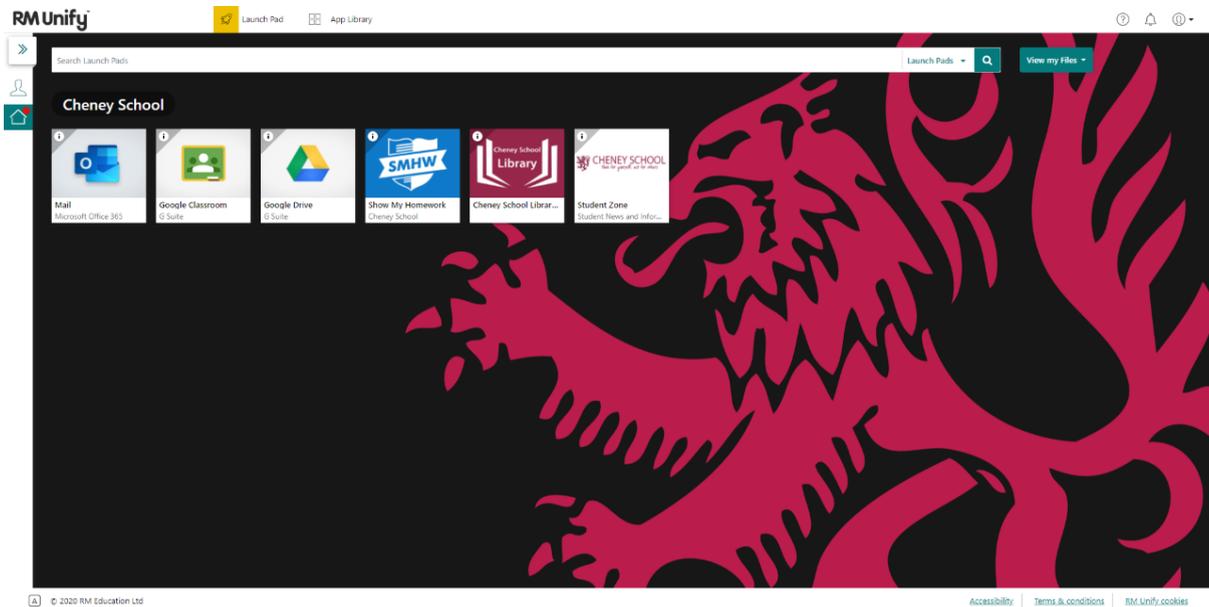
How to log on using RM Unify

1. Type RM Unify in the search engine text box (e.g. Google). You can also access this via the link on the Cheney Website, which pre-fills the @cheney.oxon.sch.uk part of your email address.
2. Select RM Unify on the list that comes up.
3. Click on **RM Unify: Sign-in** .



4. Type the username and password in the appropriate boxes. Your username in RM Unify will also be your Cheney School email address: username@cheney.oxon.sch.uk. The password will be the password you have set up or have been given for your school email account.

5. Press the Sign-in button.
6. You will see a page like this with links to your Google Drive (for your Google Classroom), your school email and your GoogleCalendar.



How to join and use a Google Classroom

What is it?

Google Classroom is a free web service developed by Google for schools.

Your teachers can use it to:

- set homework
- make announcements
- share learning resources (links/videos/files)
- set work, read it and give you feedback if this is how assessments are being completed
- share the link to any live lessons if this is part of your school provision

Students will be able to:

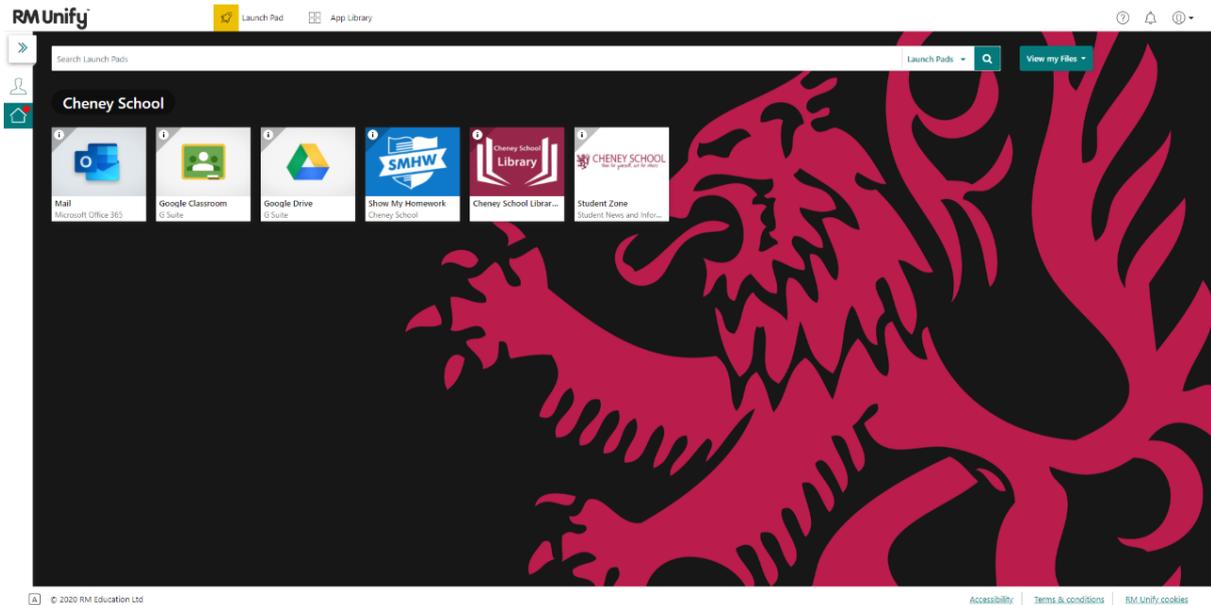
- work on tasks anywhere where there is a computer and an internet connection
- submit (upload) work to your teachers
- broadcast messages (discuss ideas among other students in the classroom)
- send messages to your teacher

You can join your Google Classrooms by either:

- A. Clicking through in RM Unify; **OR**
- B. Using the Google search engine

Option A - this is quick and easy!

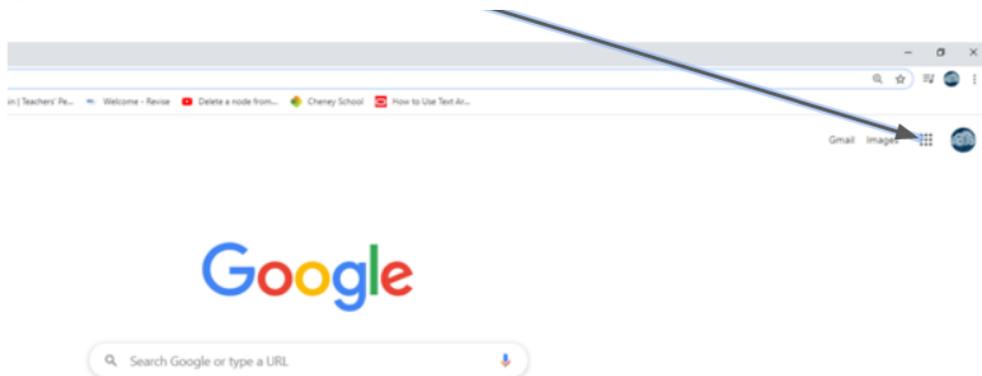
Click on the Google Classroom link you'll see after you've logged on to RM Unify.



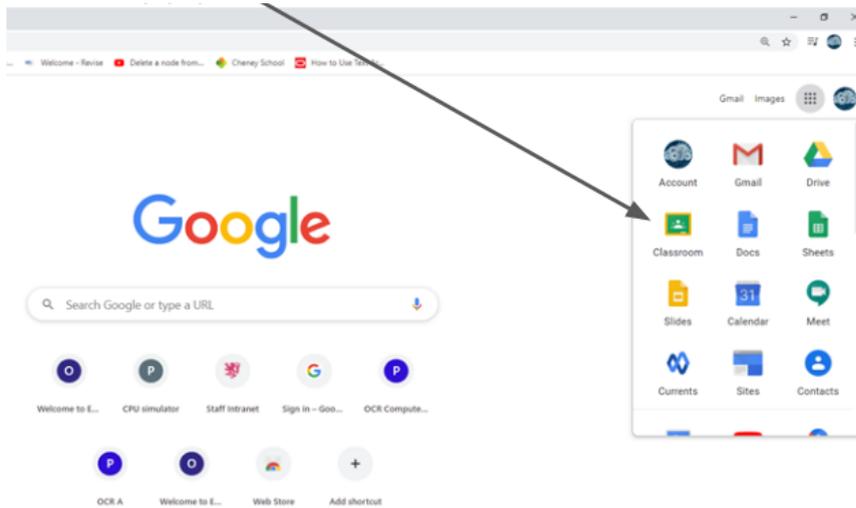
Option B (this is more fiddly - try the RM Unify way first!):

Step 1 - Open Google search engine

Step 2 - Click the the Google launcher icon located at the top right corner of the page:

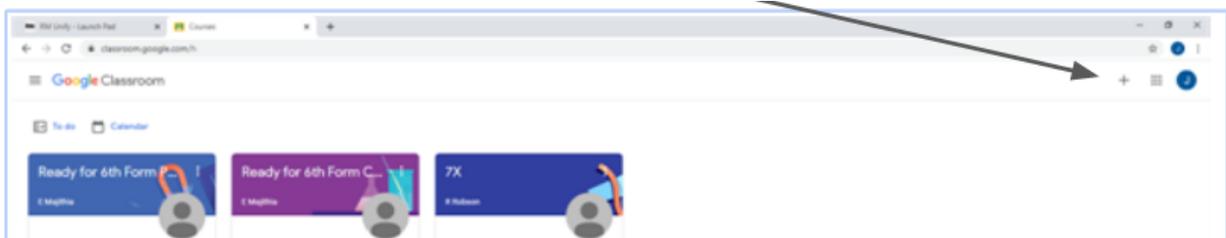


When you click on the Google launcher icon, various Google applications including Google Classroom should pop up.



How do you join a Google Classroom?

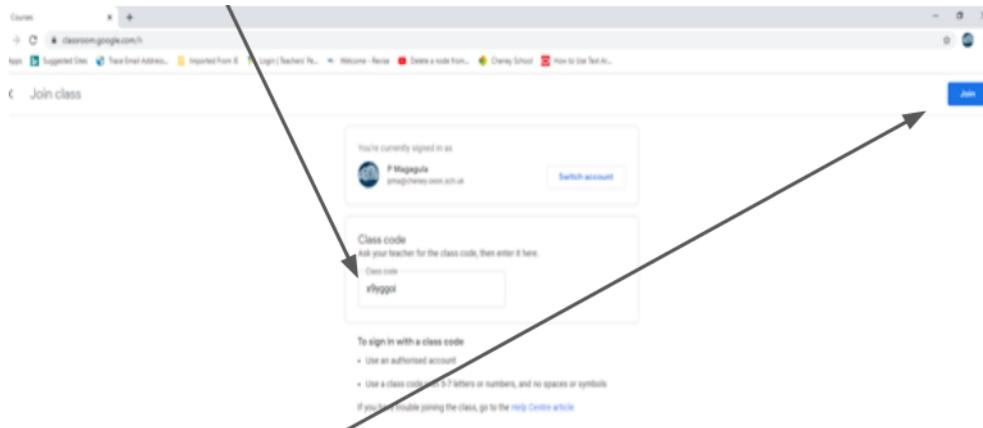
1. Your teacher will give you a code for each class you have. If you do not have this, please ask your teacher.
2. Click the + sign in the top right corner of the Google Classroom homepage.



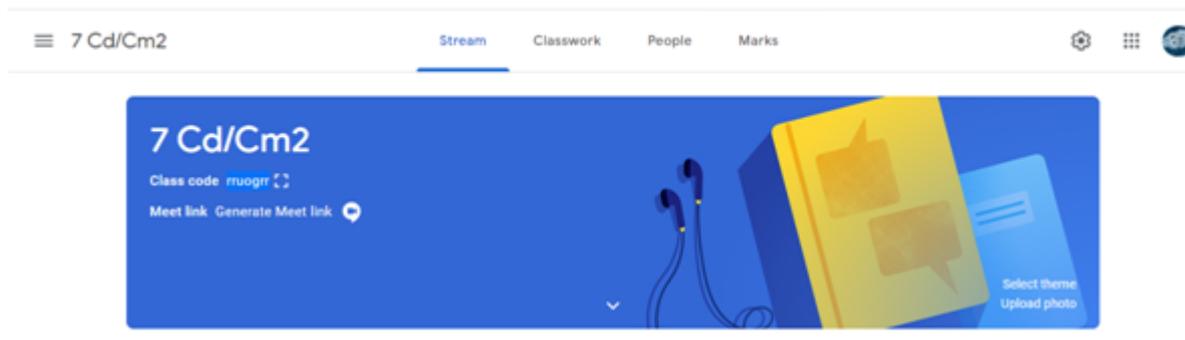
3. Select 'Join class' from the options available.



4. Enter the class code you have been given by your teacher and click 'Join'.



What do you see in your Google Classroom?



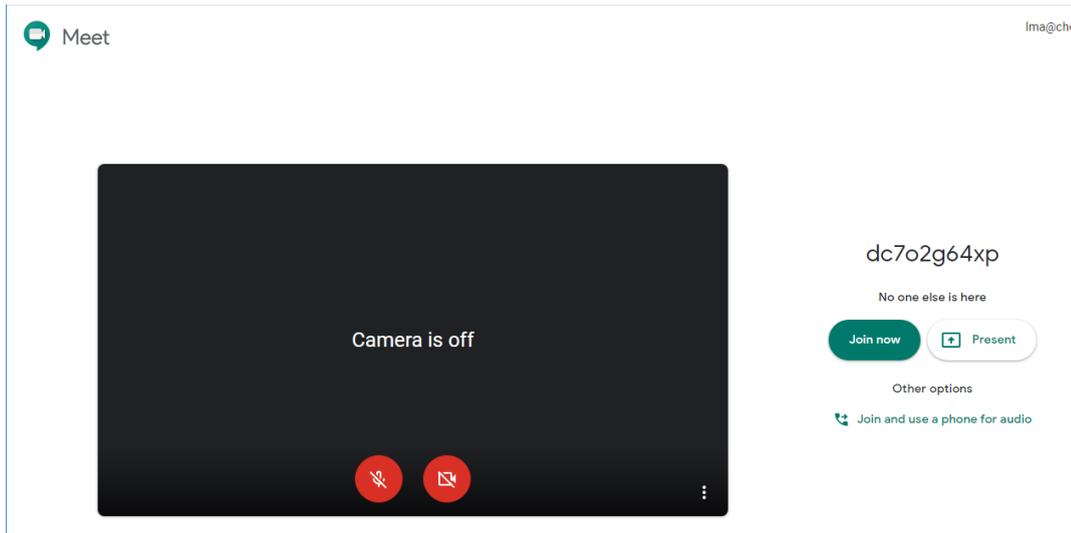
Stream = announcements and instructions from your teacher

Classwork = the work/ Homework that has been set for you. This is also where you go to **hand in** your work if your teacher has asked you to hand it in online.

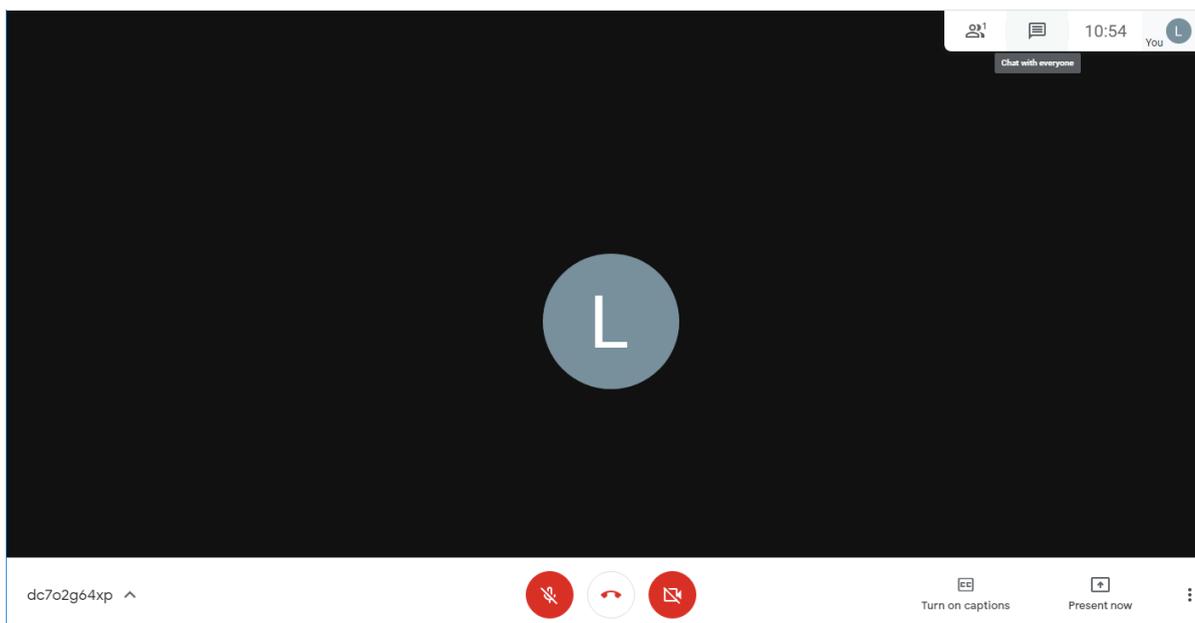
Meet link = the link to click on when it is time to attend a live lesson if necessary

How to attend a live lesson through your Google Classroom

1. Click on the Meet link at the right time (check your timetable!).
2. You will be taken to the meeting screen which will look like this.
3. You can turn your camera and microphone On and Off using the round, red icons at the bottom of the screen.

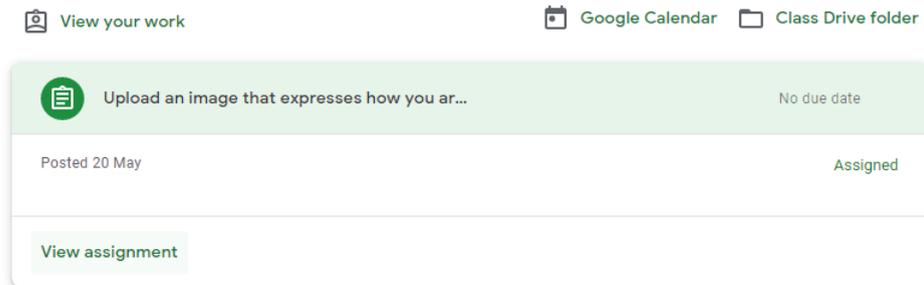


4. Click 'Join now' and you will be in the live lesson.
5. If you want to comment or ask a question, click on the chat box in the top right corner.



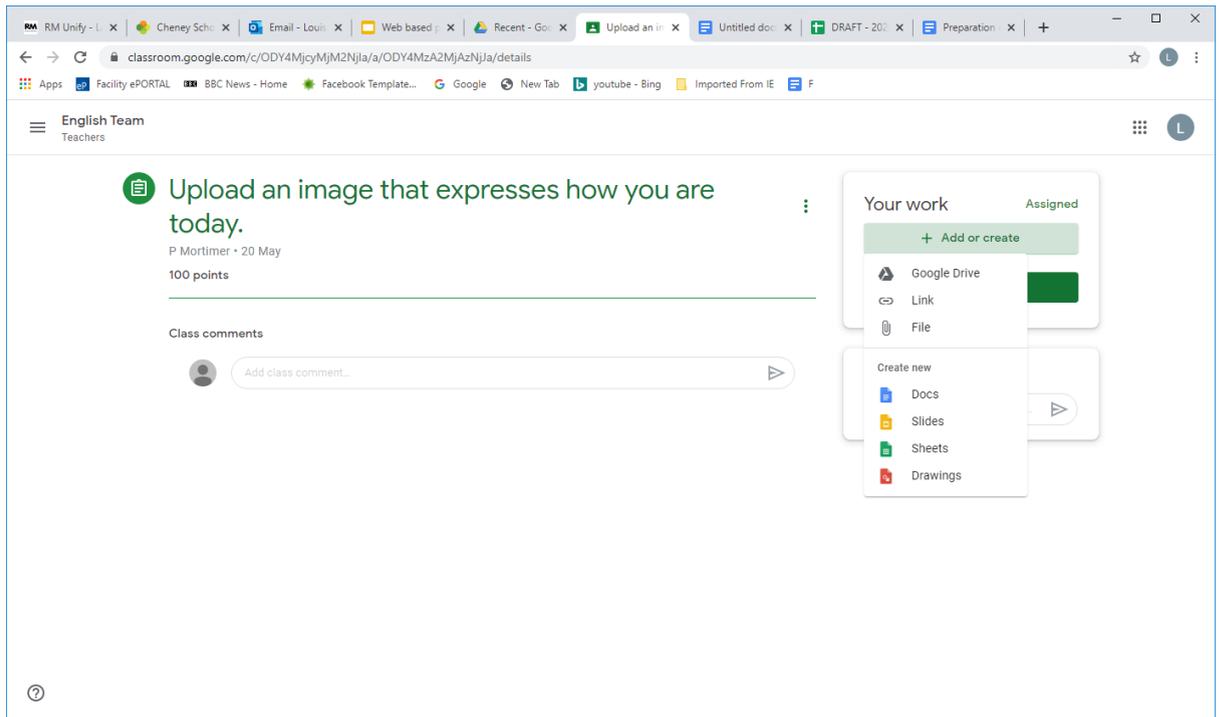
How to hand in your work on Google Classroom if this is what your teacher has asked you to do (you could also be asked to write it in your exercise book)

1. Click on Classwork and then on 'View assignment' to see what your Homework or task is.



You complete and hand in that task by clicking on "Submit" if this option is available to you. If there is no "Submit" option for your task, then click on the Add or Create button after you have clicked 'View assignment' and then:

- Completing it in a Microsoft Office program like Word and saving it onto your computer's hard drive. If your task was to take a photo you would also save it onto your hard drive. You would then click the paperclip 'File' icon in your Google Classroom to upload the piece of work.
- Clicking on 'Create new' and making a Google Slide or Google Doc that you work on straight away. Then choose the 'turn in' when you are in that slide or document.
- Submitting a pre-prepared Google Doc which your teacher has shared.
- Uploading a Google Slide or Google Doc you've already saved in your Google Drive by clicking on 'Google Drive'.



What to do if... something goes wrong?

It's possible that things will go wrong sometimes and it's important that you do not worry or panic about this.

First step: re-read the instructions!

Re-read these instructions. Do as much of the logging-in in advance as you can - e.g. RM Unify and joining each of your subjects' Google Classrooms.

Second step: ask for help

Ask a friend or brother or sister if they can show you.

Third step: Use YouTube

There are some very, very helpful videos on YouTube which show you how to access Google Classrooms, how to use them and how to upload work. It's worth checking some of them before you worry. Search "how to access Google Classroom as a student" and you will be given lots of different options.

If you have trouble accessing one class but can access others, please make a note and let your Tutor know.

If you have problems uploading your work, please make a note and let your Tutor know.

You can also access Googleclassrooms using an Xbox or Playstation!

XBOX

1. Plug a keyboard in to the Xbox USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type RUnify into the browser and log in as you would usually
5. You can then access your work through RUnify, including Googleclassroom.
6. To move around you use the Xbox controller or plug in a mouse

PLAYSTATION

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go into applications and you will find the internet browser
5. Type RUnify into the browser and log in as you would usually
6. You can then access your work through RUnify, including Googleclassroom.

HOW TO ACCESS GOGGLE CLASSROOM FROM AN XBOX AND PS4

PS4

1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:
Classroom: manage teaching and learning Google for Education - link below'
<https://edu.google.com/products/classroom>
8. Select *Go to Classroom*. Then log in using student email and password.

XBOX

1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type in a search for Google Classroom
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.

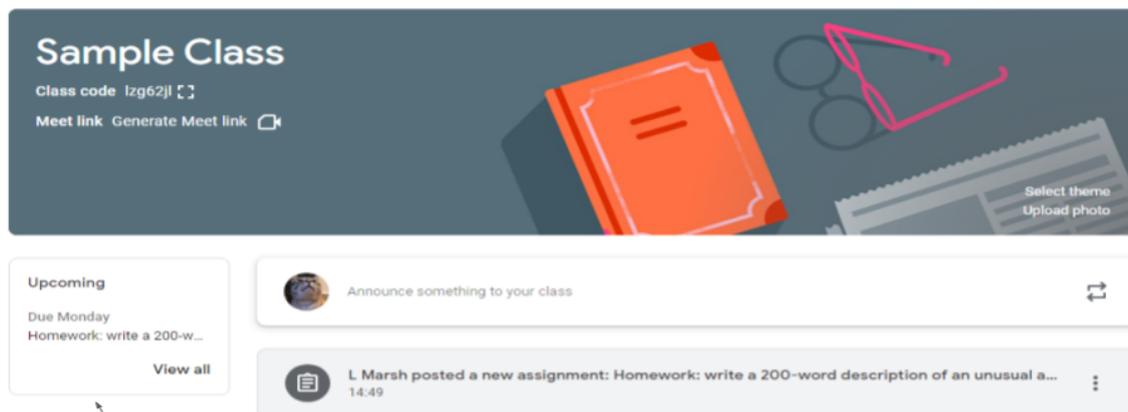


Homework

From September 2021, we will no longer be using Show My Homework to set homework for our students. This is because we are now using Googleclassroom for all classes and it could be confusing to have two different ways of setting and sharing work and resources.

Instead, teachers will set homework on their Googleclassrooms using the Classwork/ Assignment/ Set Assignment option. They will always use the word “**Homework**” at the start of the title so that students are very clear that this is a Homework task.

Teachers’ written instructions will explain if the Homework needs to be handed in online OR written in exercise books OR completed in a different way. Not all homework is written work and our Homework Policy provides more detail about how often homework is set and the kinds of tasks students can expect. Every Homework task will be set on Googleclassroom, even if it’s not a written task.



Students can see the 'due date' for the Homework in the 'Upcoming' box on the left hand side of the screen in each of their Googleclassrooms.



Homework: write a 200-word description of an unusual animal.



L Marsh • 14:49

100 points

Due 19 Jul

Please write in your books to complete this task and hand it in in class.
Your task is to write a 200-word description of an unusual animal.
Good descriptions will: include a range of adjectives to describe the creature's appearance.
Excellent descriptions will: also include a range of adverbs to describe the creature's behaviour.
Need support? Try these sentence openings: "When you first see this creature, you notice...", "Its face is the colour of...", "Finally, its feet are..."

Students can also see the 'due date' for the Homework by clicking on the item on the Googleclassroom stream. This will also show students any more detailed instructions of the task, including how/ where it should be completed.

Teachers will always explain any homework to students: it won't just appear in the Googleclassroom!

Students can, at that time, also write a reminder of when it is due in their Tutor Books. If they prefer, they can use their own diary.

All Homework and the dates it is due also appears automatically in each student's personal GoogleCalendar. Students access this from their RM Unify Homepage.

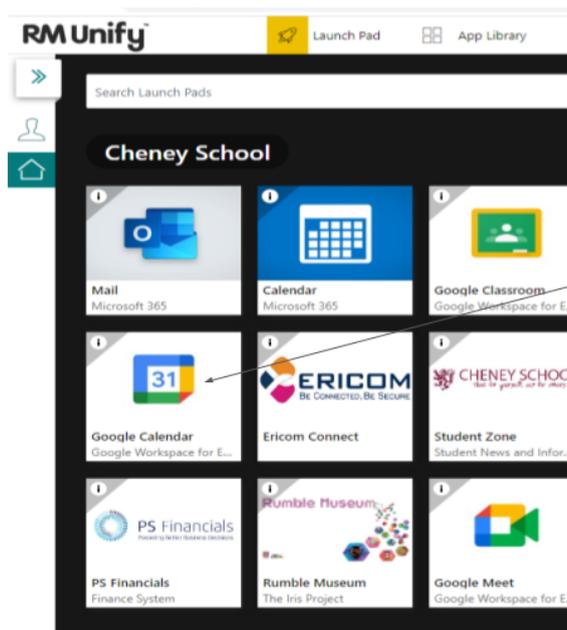
How can students keep track of their Homework?

Teachers will always explain any homework to students: it won't just appear in the Googleclassroom!

Students can, at that time, also write a reminder of when it is due in their Tutor Books. If they prefer, they can use their own diary.

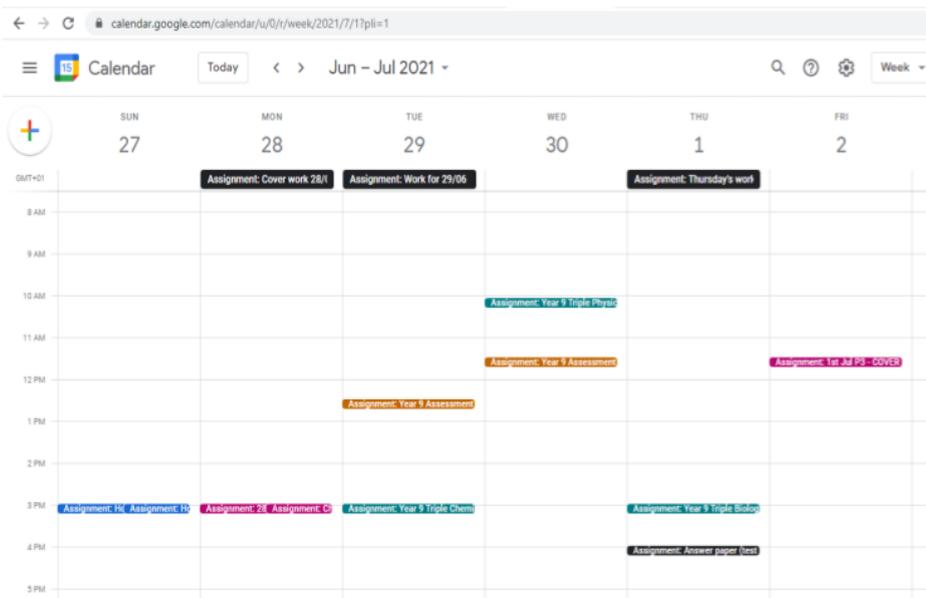
All Homework and the dates it is due also appears automatically in each student's personal GoogleCalendar. Students access this from their RM Unify Homepage.

You can see screenshots of this on the next slides...



Sign in to RM Unify.

Select GoogleCalendar.



The coloured boxes show students the tasks and resources shared by their teachers.

Remember, teachers will use the word **“Homework”** to make homework tasks really clear.

Teachers: you need to remember to set a due date if you want it to appear in students' calendars!

calendar.google.com/calendar/u/0/r/week/2021/5/20?pli=1

Calendar Today < > May 2021

SUN 16 MON 17 TUE 18 WED 19

Assignment: Opportunities A

Assignment: Blog post 6 guide

Assignment: Homework

Assignment: Homework
Wednesday, 19 May

Read and make detailed notes on this article:

<https://www.ft.com/content/c58e4b5c-1fda-11e5-ab0f-6bb9974f25d0>

<https://classroom.google.com/c/MTEwODE1OTg4NDYw/a/MjkwMTM2MTI1MDMw/details>

Year 13 Media Studies
Created by: rty@cheney.oxon.sch.uk

Busy

Assignment: M...
Briefing, 3:15pm

BIT SIT We Are In Data maad?

Students can also click on the Homework box and it will open out into a larger box with the same details and instructions they will find on their Googleclassrooms.