

# Poynton High School – Google Classroom Information for Students and Carers/Parents

## What is Google Classroom?

Google Classroom is an online resource which aims to increase accessibility to educational material. It allows students to learn remotely or in school. Teachers can share presentations and provide digital copies of worksheets and assignments. The virtual classrooms serve as a point of communication and a learning resource, with classwork and updates sorted into live feeds. Teachers can also host live sessions with the entire class. This set up allows for more engaging activities whilst at home or on the go and is an organised hub for each subject. Google Classroom will also be used to submit work and receive feedback. Devices such as laptops, tablets, phones and PCs can support Google Classroom when connected to the internet. Mobile apps are also available for Google Classroom, Docs, Calendar and Drive. These are all integrated under the same username and password.

## Accounts

Every student has a Google Classroom account. Their username is generated using the last 2 digits from the year of entry, followed by the first 4 letters of the surname (or less than 4 if shorter), followed by the first letter of their first name, finished with @phs.truelearning.org.uk.

Example: Craig Smith in Year 7 – Username: [20smitc@psh.truelearning.org.uk](mailto:20smitc@psh.truelearning.org.uk)

Year Joined - **2020** (Year 8 - **2019**, Year 9 - **2018** etc)

Surname - **Smith**

First Name - **Craig**

To access Google Classroom, open the app or navigate to <http://classroom.google.com> on any browser. Use your username (as explained above) and your password. Passwords have been sent to parents. If you require your password to be reset, please email Network Support at [support@psh.cheshire.sch.uk](mailto:support@psh.cheshire.sch.uk).

## Classes

Your classes and your form group will already be assigned to you. Your teachers can create custom classes and provide you with the new class code in order to join them. This will be done for clubs, DofE etc. Once logged in you will see all of your classes. Click on a class to view the stream view; this is a list of work set and comments posted by the teachers. Choose the Classwork view to see homework, resources and worksheets. Upcoming deadlines are displayed on the left hand side of the stream page.

## Live Lessons (Meets)

Live lessons will be set as an assignment and students will then click on the meet. Students can also access a live lesson by clicking on the link on the class banner or by clicking on the camera icon found in the top right-hand side of the screen. Meets will be planned ahead of time and may provide the chance to ask questions directly to the teacher. Your calendar will show upcoming meets to help you to plan your time. If your whole year group is self-isolating you will follow the timetable on the Google Classroom page on the school website not your normal timetable. At the start of each lesson go to the relevant classroom and do the work.

## X-Box

All classes ▾							< Nov 22 - Nov 28, 2020 >								
Sun	Mon	Tue	Wed	Thu	Fri	Sat									
22	23	24	25	26	27	28									
Assignment: Revise for end of unit test (23/11)		Assignment: Google Meet Lesson 11:00 PM													

### **Submitting Work**

To submit work, find the set assignment in the classroom page and open the file. Read the guidance for how to hand the work in. Complete the work to the best of your ability and submit on Google Classroom.

### **Contacting Teachers**

You can message teachers through the stream. If you send them a message on Google Classroom they will get back to you within two working days. Remember that some of your teachers may be part time so won't work every day. You can also email teachers through the Gmail facility in Google Classroom. DO NOT use the private message facility.

### **Seeing Feedback**

Go to Classwork then "view your work" select the relevant piece of work then view the details.

### **Grades**

After you have submitted work and received feedback, the grades tab will show your assignments and scores and will allow you to discuss the feedback. Your mark may be hidden if there are multiple grading criteria, this will be communicated to you for each submission.

For more help with Google Classroom, visit <https://support.google.com/edu/classroom/> or email [support@phs.cheshire.sch.uk](mailto:support@phs.cheshire.sch.uk).

### **Screen Time and eye strain**

It is important that you protect your eyes and limit the amount of screen time in a day. Position your computer to be at arm's length away from your eyes and reduce the brightness and contrast settings. Also try to get outside at break and lunchtime to allow your eyes to adjust to a distant visual space.

## **How to use Google Classroom on Xbox One & Xbox Series X/S**

The Xbox consoles each have access to Microsoft Edge - the web browser that comes preinstalled as part of the Xbox user experience. This can be used to access Google Classroom (or another online education service approved by your child's school).

1. Plug a wired keyboard into your Xbox One, Xbox Series X or Xbox Series S via one of the USB ports on the front/ back.
2. Press the Xbox button top-centre of a game controller and head to "My games & apps" in the side menu.
3. Click on "See all", scroll down to "Apps" and you will see Microsoft Edge in the icons on the right-hand side. Open it.
4. Type [classroom.google.com](https://classroom.google.com) into the URL bar at the top and log in as you would on a PC using your school Gmail account.
5. You can either use an Xbox controller to move the cursor or separate USB mouse plugged into one of the other ports.

## **How to use Google Classroom on PS4 & PS5**

The PlayStation 4 has its own web browser that is easy to find on the PlayStation 4 (in the content menu as an icon with WWW written on it). However, it's currently a bit trickier on PS5, as there is no way to open the browser natively.

Instead, you can open the System Settings, then the User Guide. This will open up an online user manual inside a web browser page so you only have to change the URL at the top. Otherwise, the rest of the steps are the same.

1. Plug a wired keyboard and/or mouse into the USB ports on the PS4 or PS5 - each console should recognise them.
2. In the URL bar of the browser, type [classroom.google.com](https://classroom.google.com) and then log in using the details provided by your child's school.
3. You can now access Google Classroom.

In some cases, you might not be able to do everything you can on a laptop or PC, but you can, at the very least, access Google Classroom and see what work your teacher has assigned for you to do.

What keyboards can you use?

You don't need a fancy gaming keyboard or anything expensive to plug into a console, you just need something that works. While many might have an old USB keyboard lying around,

A green rectangular box containing the text "Test" in large white font, followed by "Test" in smaller white font. Below that, it says "Class code 32" with a square icon containing four small squares. Underneath is "Meet link https://meet.google.com/lookup/e5ktqx" with a small icon of a person with a slash through it. Two red arrows point from below to the "Class code 32" and the "Meet link" text.

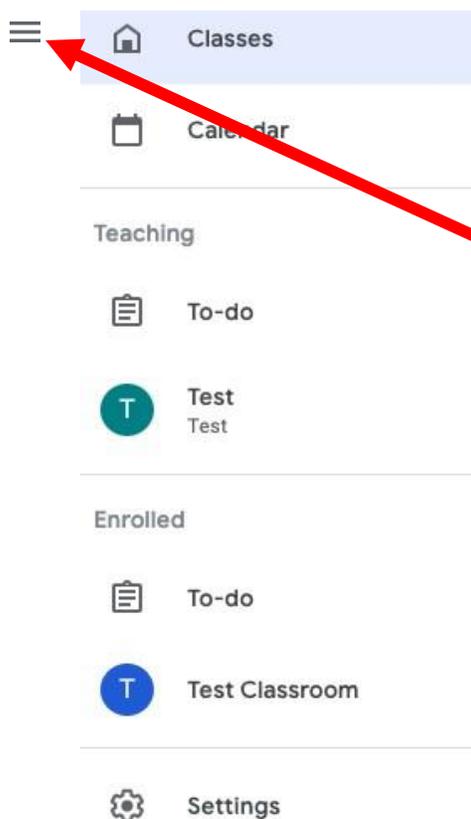
This is an example class code and meet link. The meet link will only be available when the teacher has started the live video.

A white rectangular box with a thin border. At the top, it says "Upcoming". Below that, it says "Due Friday" and "Spelling". At the bottom right, there is a button that says "View all".

That is an example of an upcoming deadline, visible from the stream page of a class.

A screenshot of a submission page. At the top left, there is a circular icon with a document symbol, followed by "Due Jun 5" and "Spelling" in large blue font. To the right, it says "25 points" with a vertical ellipsis icon. Below that, there is a profile picture and the name "J Hanson" with the time "1:54 AM". A horizontal line separates this header from the main content. Below the line, it says "Try these out, please download the file and fill in your answers. Upload the file to submit. Marks out of 25." At the bottom, there is a file upload area showing a document icon and the text "Spelling1.docx" and "Word". A red arrow points from below to the "Spelling1.docx" text.

This is what homework looks like, you can view the description and download the file from here.



From the classes screen, click the 3 lines icon in the top left to view the different sections of Google Classroom, such as the settings menu and calendar.

Click the 3x3 dotted square icon in the top right to view shortcuts to integrated apps. Try the apps out and see what works best for you.

