

Blessed Trinity College



Blended Learning Support

Google Classroom

Student & Parent Guide



Google Classroom

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Introduction to Google Classroom & Etiquette

Google Classroom is a free web service VLE (Virtual Learning Environment) which has been developed by Google specifically for schools to facilitate e-Learning. In the current pandemic we feel it is important that we offer our students a platform which enables them to keep learning at home, if they need to self-isolate. The platform we are using in Blessed Trinity is Google Classroom.

To access Google Classroom students can either do this from a PC / laptop or download the Google Classroom app to their smartphone / mobile device (like an iPad).

The Number of Google Classrooms



Students will have a separate google classroom for each of their subjects.

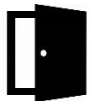
Registering for Google Classroom



Students must only use their C2K email address to register with google classroom. This is for your own online safety and protection. E.g. amurphy130@c2ken.net



No personal email addresses should be used for any form of communication.



Any students who have joined with personal email addresses will be asked to re-join using their C2k email address and will be deleted from the room.

Marking on Google Classroom



Google Classroom homework will be set as an assignment with a specific date and time for submission.



All feedback on work will be communicated to students privately (not using the Stream).

Managing Workload Using Google Classroom



Students should check google classroom notifications and their C2k school emails every day to ensure they receive all their work.



Students should inform their teachers if they having difficulties in completing work or meeting deadlines.

ICT Issues



If a student is experiencing any other ICT problems, they can make contact with our ICT technician if they are in school or email the school if they are at home:

abell369@c2ken.net

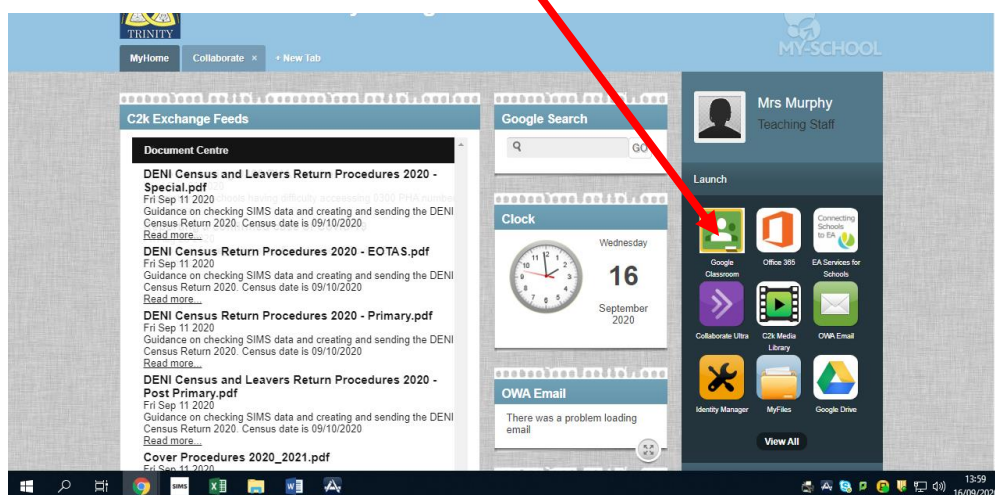
Accessing Google Classroom from a PC / Laptop & Joining Rooms

1) Go to the **My School** login portal (see the link below):

<https://ids.c2kschools.net>

2) **Login using your school login details** (as you would in the ICT rooms in school)

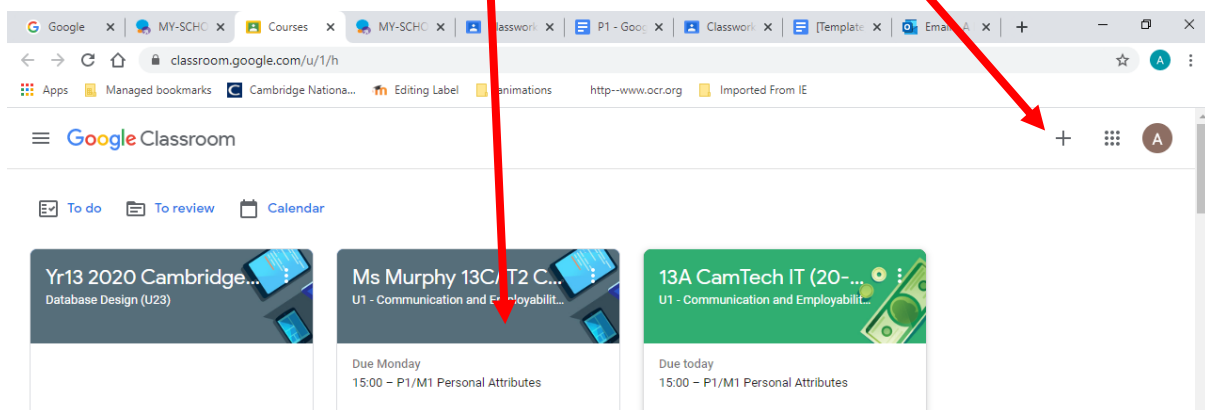
3) Click on **Google Classroom App**



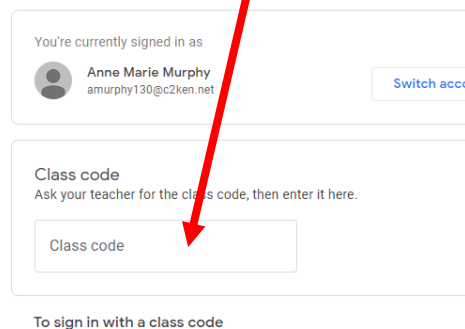
4) The following screen **may** appear and you will be prompted to sign in. Enter your school email address making sure it ends in **@c2ken.net** for example amurphy130@c2ken.net Then type in your normal c2k password for logging on to the computers at school and click **Sign in**.



5) You will now be signed into Google Classroom. If you have joined any classes already, you will be able to access them from here. To join a class, click on the **+** symbol at the top right of the page and **Join Class**.

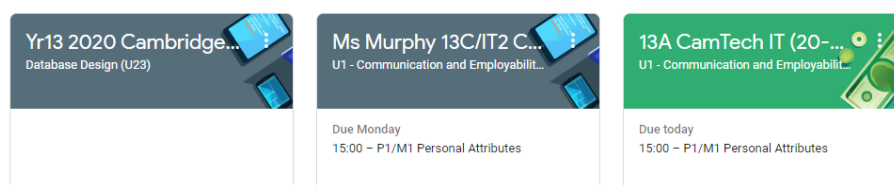


6) Now **enter the classroom code** you have been given by your teacher and click on **Join**. You will now have access to this classroom and the resources contained within it.

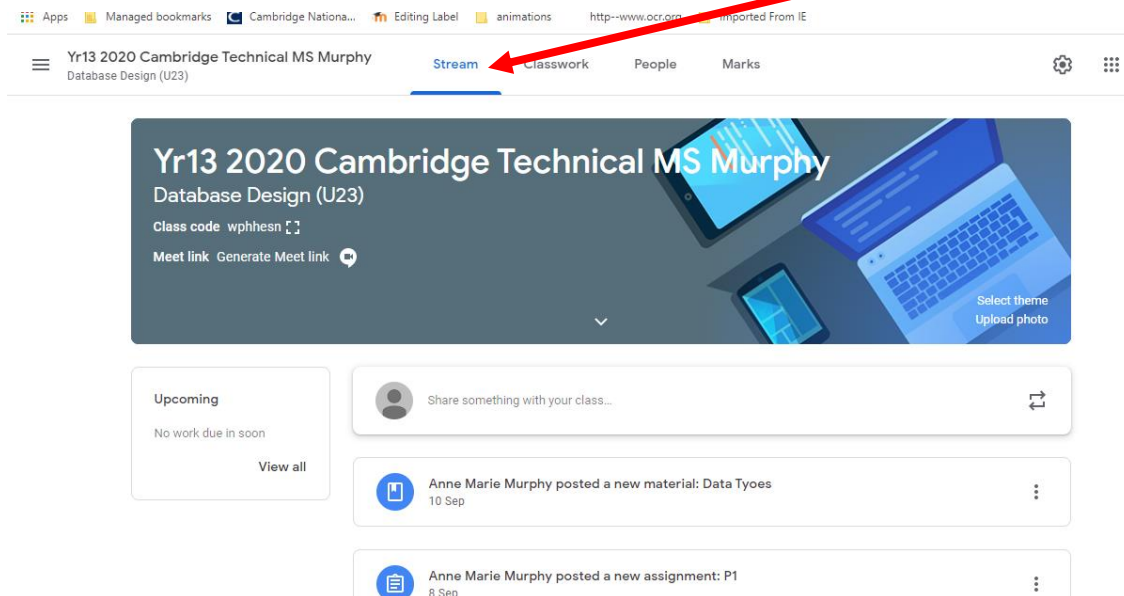


It is best to join classes initially using a laptop or PC as there can be some problem with joining classes using a smart phone or tablet.

7) To open a classroom simply click on it.

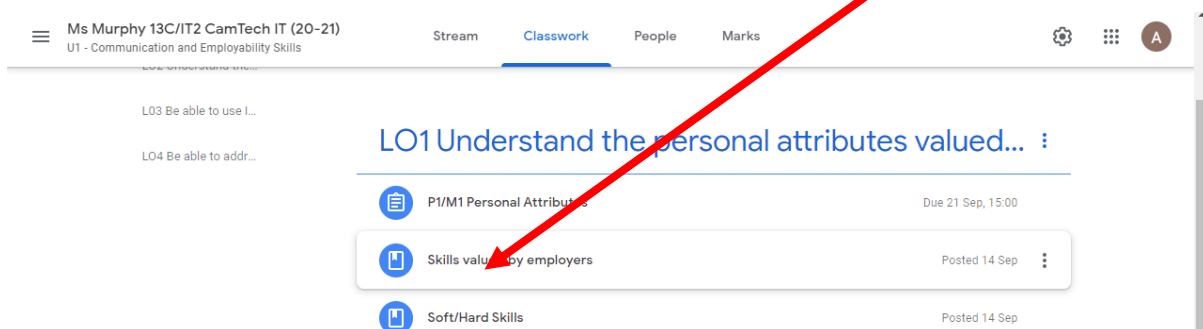


8) When you open a classroom you will automatically go to the **Stream**.

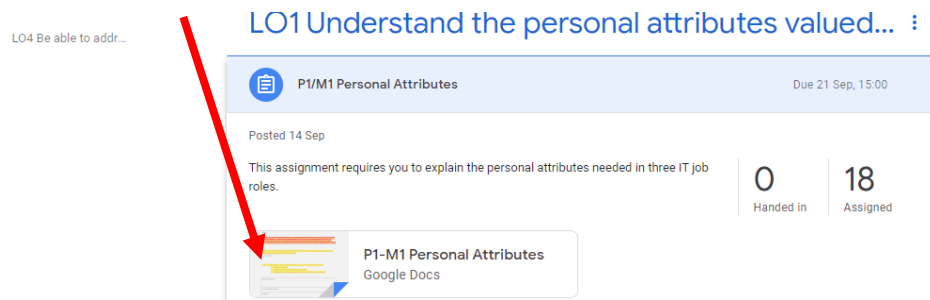


The Stream is a section in Google Classroom where your teachers can post instructions to you regarding work set and post assignments for you to complete. Some teachers may also allow you to communicate with them, asking questions by replying to the messages they post. If your teachers allow this 2 way communication, **please remember to be responsible at all times with your communication, ensuring it is respectful and purposeful.**

9) If you click on the **Classwork** tab you will go to the section of the room which contains the learning resources (notes, worksheets, research tasks, reading materials, powerpoints, video clips and website links) your teacher has saved for you. They will most likely be saved into different folders based on topics you are studying. To open a folder simply click on it to see all the resources contained within it.



To open a document, video or weblink within a folder, simply click on it once.

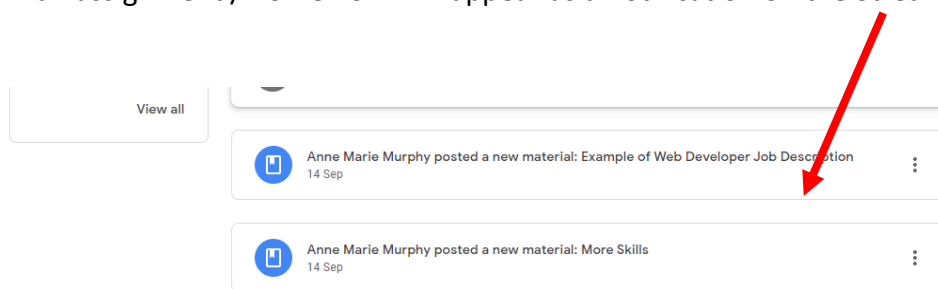


Assignments

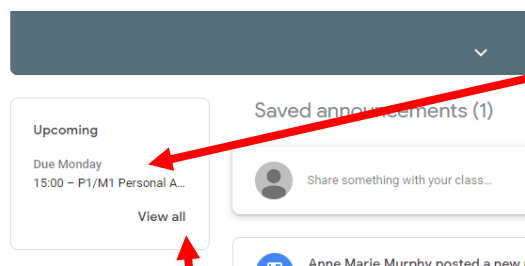
1) When your teachers set you work to complete in google classroom they will set it as an **Assignment**.

2) This assignment will appear in the Stream of the google classroom as well as the Classwork section of google classroom under the topic of work it is related to (if the teacher has tagged the assignment to this topic).

This is how an assignment / homework will appear as a notification on the Stream:



3) If you have any assignments / homeworks which have been posted for you to complete, you can also see them listed in the **Upcoming / To Do** list on the left hand side of the Stream page.



4) If you want to see all the assignments / homeworks that you have been set in this google classroom click on **View All**. You will then get a list of them like overleaf:

If you click on:

All – You will see all the assignments you have been set in this google classroom.

Assigned – You will see assignments you have been set, but you have not completed yet as you still have time before the deadline for them to be handed up.

Returned – You will see assignments which you have submitted to your teacher and they have returned them with marks / feedback.

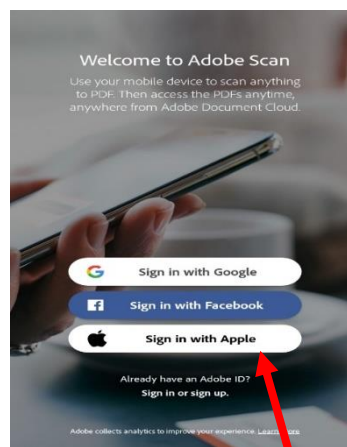
Using Adobe Scan to Submit Hand-Written Work or Completed Worksheets

When submitting multiple pages of work to a teacher of completed worksheets or written answers or essays it is best to submit it as a **single pdf document** as it will be easier for them to read and mark it and for you to see the feedback on it.

To do this you can use an app called **Adobe Scan**. You can download this app to your smart phone or tablet for free using the App Store for iPhones or iPads and Playstore for other smart devices.

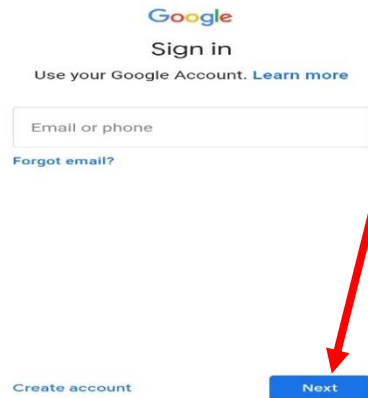


1) When you have downloaded the Adobe Scan app to your phone. Open the app. It will now ask you to sign in using either a google account or apple account you have.



2) To sign in with a google account – click on **Sign in with Google**.

3) Enter your **c2ken.net** email address and click on **Next**.



4) Complete your registration by ticking the box "I have read and accepted the Terms of Use" and Clicking **Continue**.

Clarified that content stored in Adobe's business plans (such as a teams or enterprise plan) may be accessed and controlled by the Business providing the plan

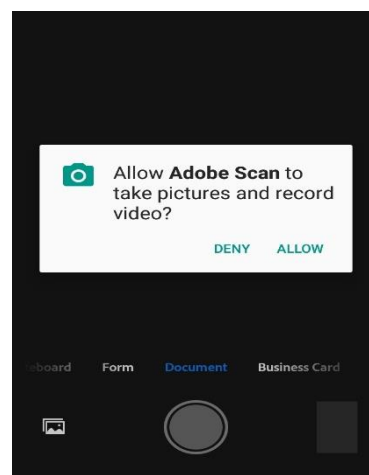
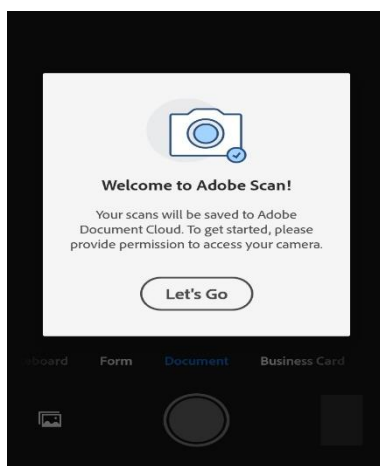
The updates regarding "Business", "Business Profile", and "Business User" are applicable only to Adobe's business plans (such as teams and enterprise) customers. [Learn more.](#)

By closing this window, you'll be unable to continue using Adobe apps and services.

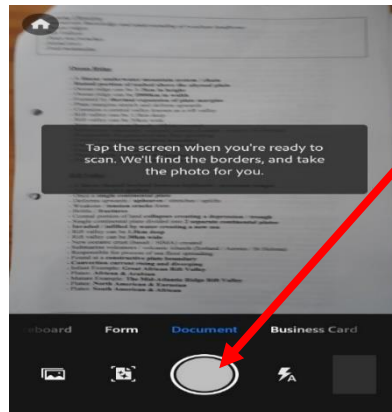
☒ I have read and accepted the [Terms of Use](#).

Continue

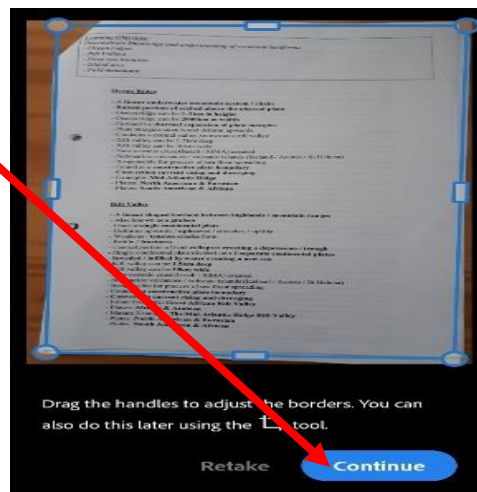
5) You will now be ready to start using Adobe Scan. Click on **Let's Go** on the first screen that appears and then **Allow** for Adobe Scan to have access to your camera.



6) Now place your phone over the first page of your work you wish to scan. You can either click on the **camera button** at the bottom of your **screen** or **touch the screen** of the camera image itself to take a photo.

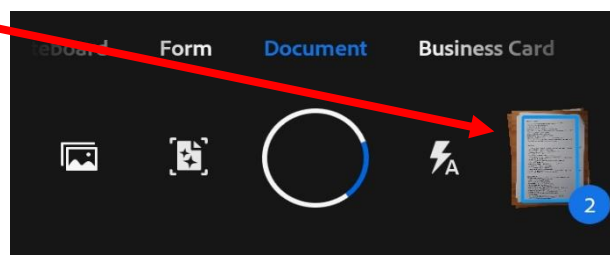


7) An image of the document will now appear on your screen with a blue frame. You can move the borders to select the area of the document you wish to crop. When you are happy with it click **Continue**.

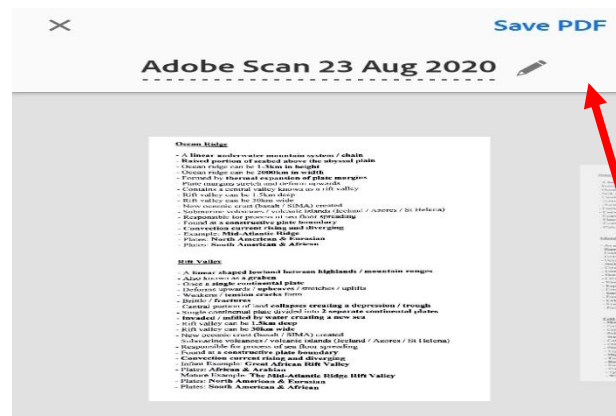


8) You can now take a photo for another page and again crop the photo taken. You can **repeat this for as many pages as necessary**.

9) Each photo will be added to an icon on the bottom right of the screen, so you know how many pages you have scanned. When you have finished scanning the pages you want to, click on this icon

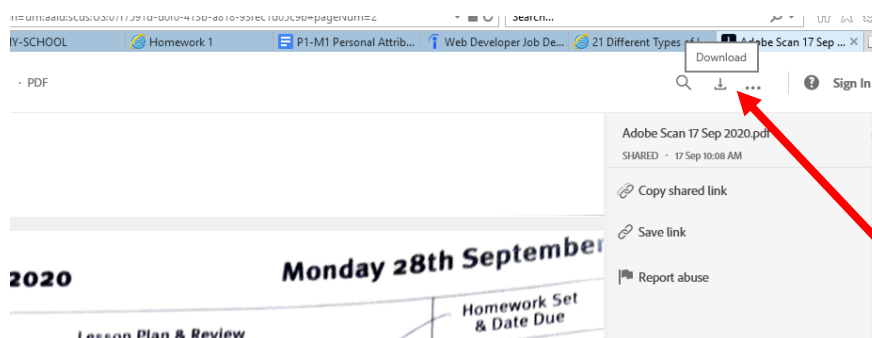
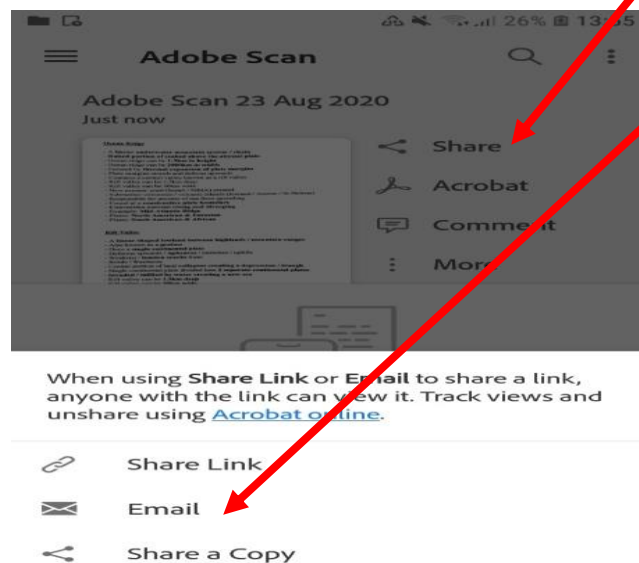


10) This now generates a preview of the pages you have scanned, which you can flick between by swiping right and left on the screen.



11) To generate a single pdf document containing all these pages click on **Save PDF** at the top right of the screen.

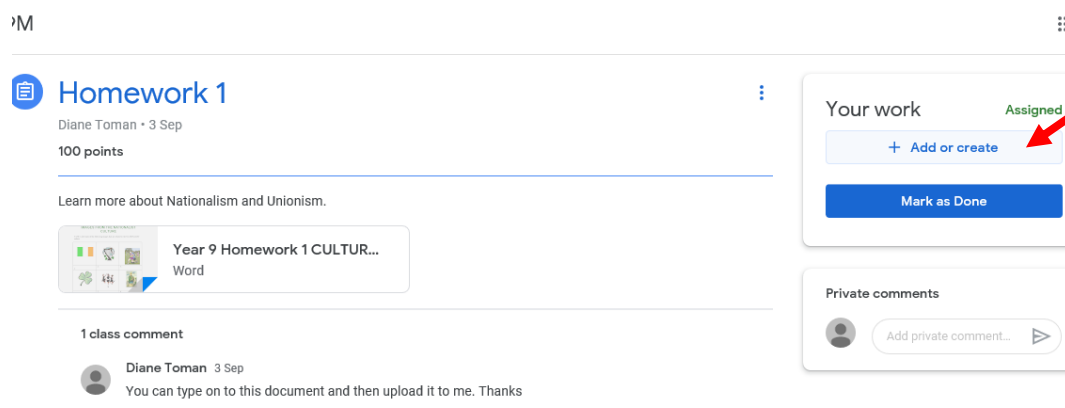
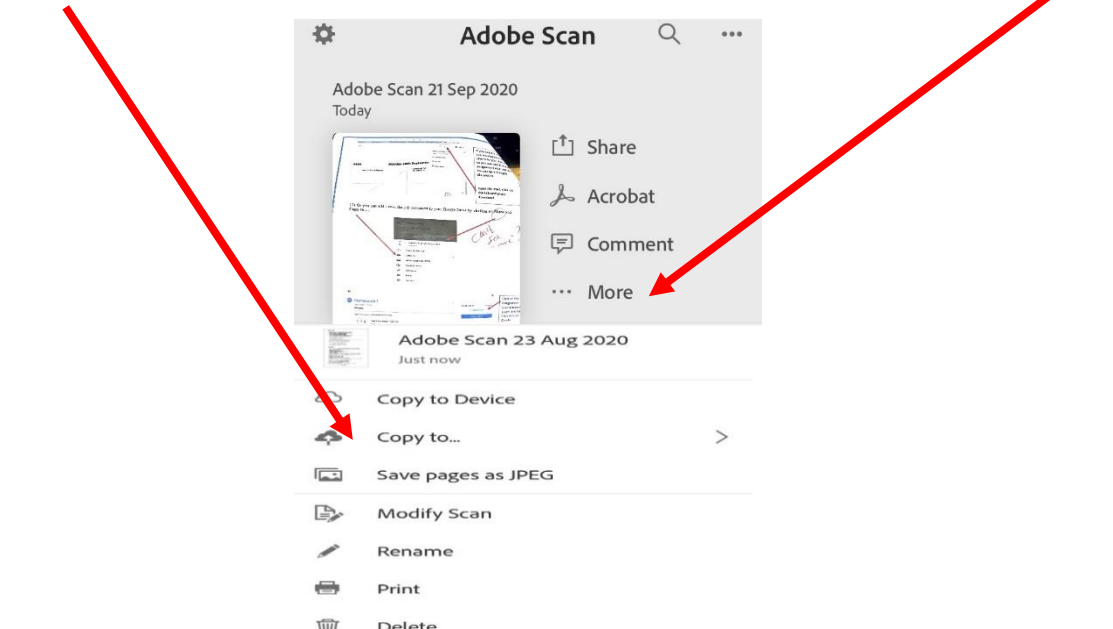
12) You can now email this pdf document to yourself by clicking on **Share and email**.



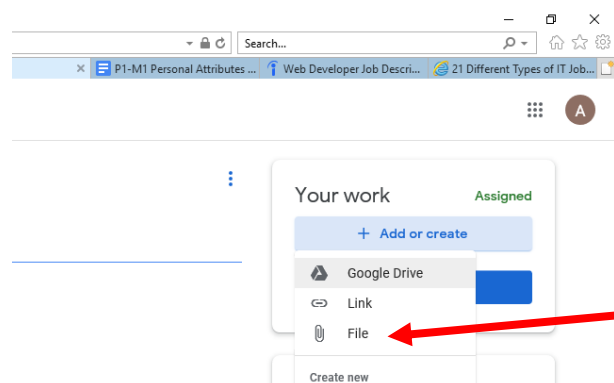
If you email it to yourself, you must remember to save it to your documents so you can add it to the assignment your teacher has set up in Google Classroom.

Open the mail, click on the link and press download.

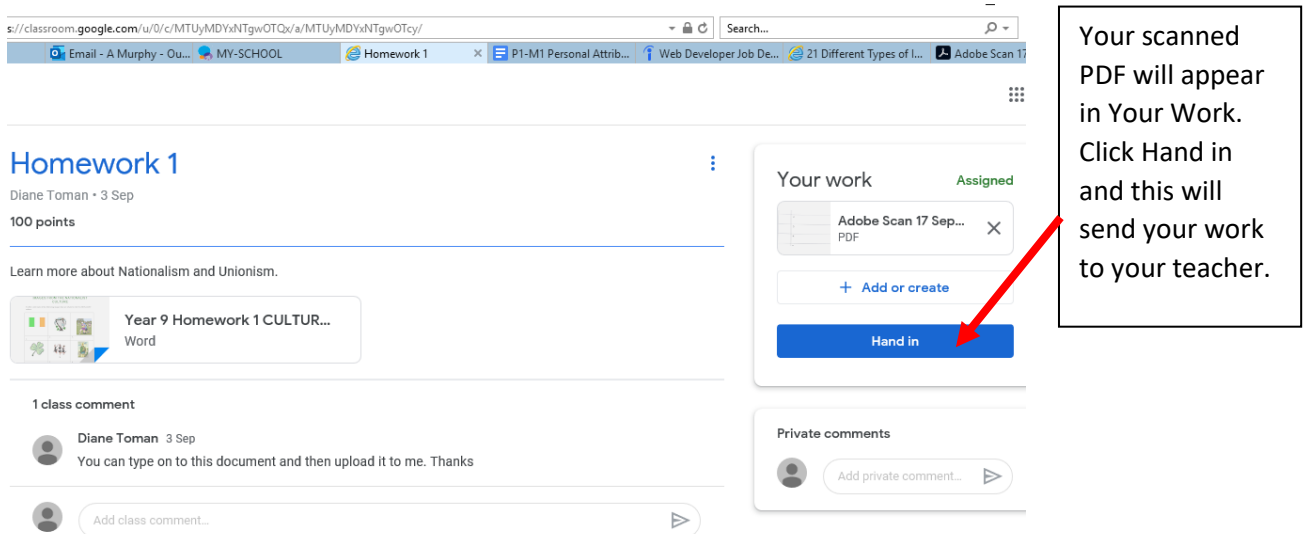
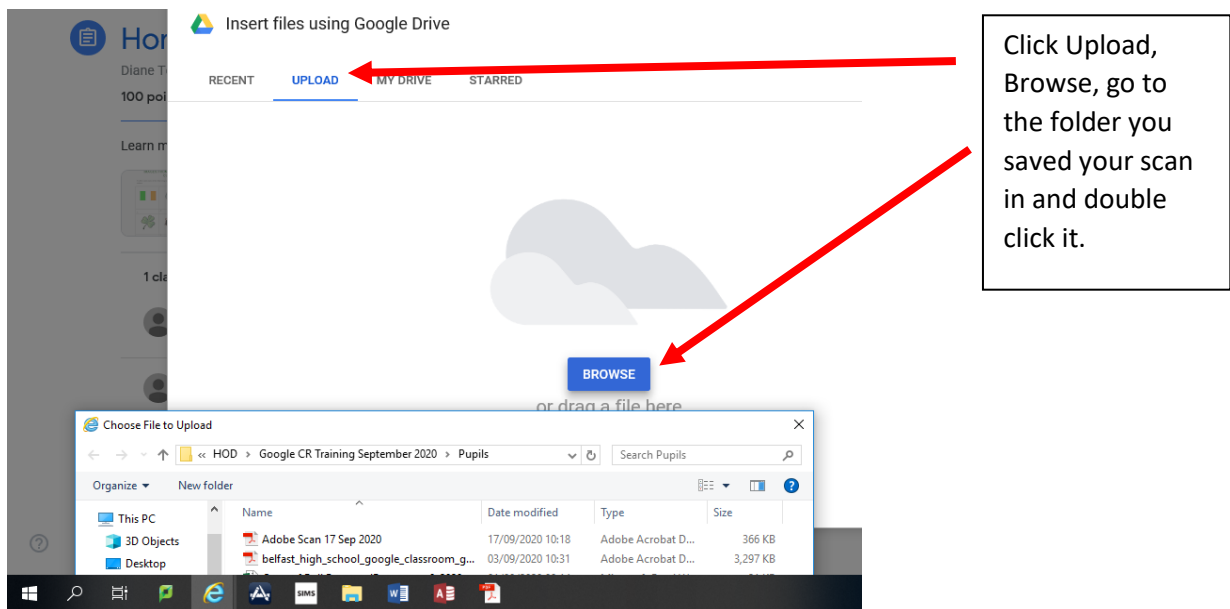
13) Or you can add / save the pdf document to your Google Drive by clicking on **More** and **Copy to....**



Click on the Assignment your scanned pages are for. Click Add or Create



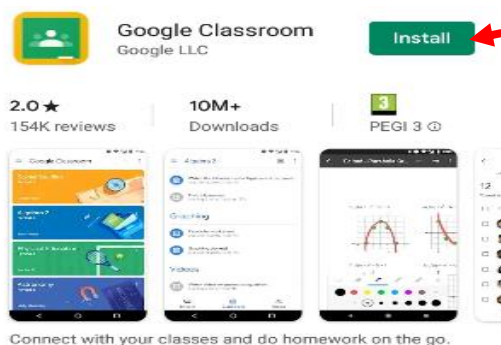
If you added the scanned pages to your Google Drive Click Google Drive.
If you saved it from your email to your documents, click File.



Using Your Mobile Phone for Google Classroom

If you have the google classroom app downloaded onto a phone, iPad or tablet you will receive a notification if a teacher posts a message on the Stream, a private message to you, or if they post an assignment for you to complete.

1) You can download the **Google Classroom app** for free to your smartphone, iPad or tablet from the App Store or Play Store. Just search for Google Classroom and click on **Open** or **Install**.



2) The Google Classroom app will be added to your home screen, click on it to open it.

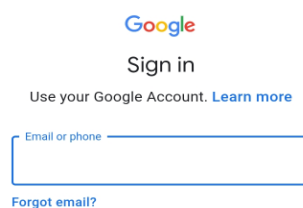
3) Click on **Get Started**.



4) Click on **Add account** and **OK**.

5) You will be asked to sign in with an email address using your Google Account.

You must use your school email address to keep the all communication through your school account rather than a personal email address for your safety. Enter your school email address making sure it ends in **@c2ken.net** for example amurphy130@c2ken.net and click on **Next**.



6) You will get a message noting your school google account is managed by c2ken.net and the relevant terms and conditions. Click on **Accept**.

7) The following screen **may** appear and you will be prompted to sign in. Enter your school email address making sure it ends in **@c2ken.net** for example amurphy130@c2ken.net Then type in your normal c2k password for logging on to the computers at school and click **Sign in**.

Active Directory Federated
Services V3

Sign in with your organizational account

You will now be signed into Google Classroom on the app on your phone, and can use it as outlined above with the **Stream** for communication and **Classwork** for accessing learning resources.

Once you have downloaded the app and signed in, you will not need to sign into Google Classroom each time you use the app on your phone. It should automatically open up with the rooms you have joined. Simply click on a room to open it.

Finally, we would like to wish all our students and parents the very best of luck using Google Classroom. Hopefully this platform will allow the continuation of Learning at home.