

Poynton High School Transition 2020

Google Classroom information for parents, carers and students



What is Google Classroom?

Google Classroom is an online resource which aims to increase accessibility to educational material while at home, but also in the classroom. Teachers can host live sessions with students, share presentations and provide digital copies of worksheets, challenges and assignments. The virtual classrooms serve as a point of communication and a learning resource, with classwork and updates sorted into live feeds. This set up allows for more engaging activities whilst at home or on the go, and an organised hub for each subject. Google Classroom can be used to access set work, view lessons, submit work, take part in whole year group challenges and discuss feedback. Devices such as laptops, tablets, phones and PC's 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. Please note that the use of Google Chrome as a browser or using the Google Classroom app on tablets and phones, gives the best experience whilst using Google Classroom.

Please note, that Google Classroom is a platform that is used for the sharing of information and for receiving and submitting work, it is not designed to be used as a social media platform. The classrooms will be monitored by staff and we would request that no personal details such as phone numbers or addresses be exchanged via Google Classroom, as this would be viewed by everyone in the class. The classroom is for communication between staff and students, if parents wish to communicate with school please do this via the e-mail transition@phs.cheshire.sch.uk

Accessing your Account

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 – Username: 20smitc@phs.truelearning.org.uk

Year Joining - **2020**

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.

(Whilst you can use any browser to access Google Classroom, it is recommended that you use Google Chrome to have the best experience whilst using Google Classroom)

Password

This is set to **poynton2020** for the first time you login.

You will be asked to choose a password before continuing which should be something memorable as this will be the password you will need to access Google Classroom when starting in September.

Students with access to Google Classroom with their primary school

☰ Google Classroom

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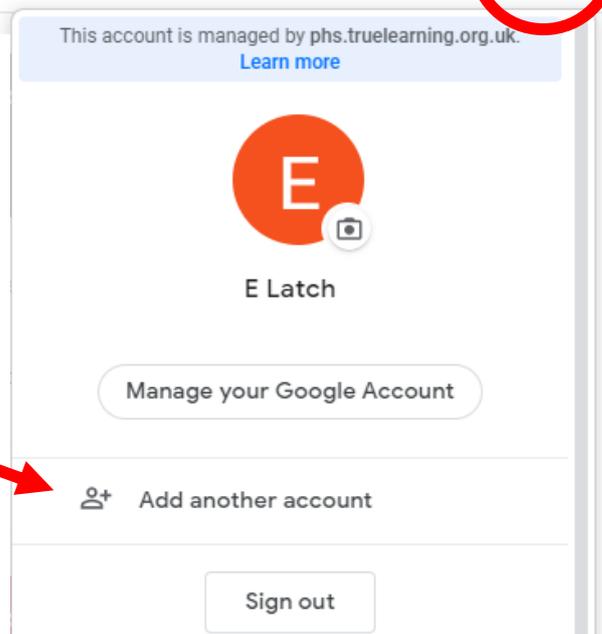
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If you are currently using Google Classroom with your primary school, it is possible to run two accounts at the same time. We would recommend using Google Chrome or the Google Classroom app to easily facilitate this.

Whilst using Chrome, go to the main classroom dashboard of your current account and click on the circle with your first initial in or chosen picture. This will allow you to “Add another account”:

The procedure on the app is very similar. Whilst on the main classroom dashboard click on the circle with your first initial or chosen picture in and follow the instructions above.



Technical Support

If you require any support when first entering Google Classroom, there are helpful hints and tips available in the classwork section. I would also recommend that students first head to the videos section in classwork, where Mr Latch has prepared a video talking through how to use the features of Google Classroom. You may also wish to visit our school website that has a lot of useful information aimed at our students in Years 7 to 13, [please follow this link to be redirected to our help section](#).

However, if you cannot login using the above details please email remotelearning@phs.cheshire.sch.uk who will respond as promptly as possible.

Classes

To begin with, you will be only able to see one classroom that will be linked to your primary school or called “Class 2020 - Out of zone” if you are joining from a non-feeder primary. Click on the class to see the stream view. This is a list of the work, material and challenges set and any comments posted by the teachers. Choose the “Classwork” view to see the content, including videos, quizzes, challenges and general information about transition. Upcoming deadlines are displayed on the left hand side of the stream page, which will be useful to see when work, challenges and quizzes are due in by.

Google Meet

Live meetings will be accessed via a meet link visible on the stream page of the class, this link will only be visible and active when a teacher has started the meet. 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 and is a good way to organise your revision and work hours.

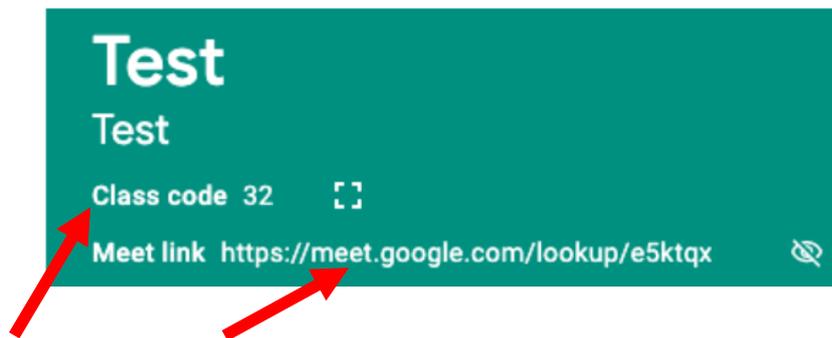
There will be more information about this over the coming days so watch out for when your first live meet with the high school staff is taking place. Mr Latch’s video also explains how we will use this during transition.

Submitting Work

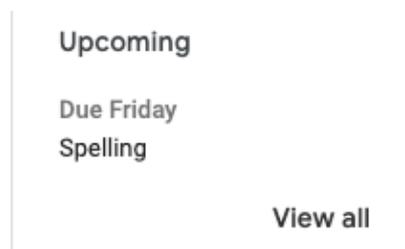
Please note that this will be more helpful for next year once you have started at PHS but this will apply to a couple of the assignments and challenges set on google Classroom.

To submit work, find the challenge, quiz or piece of work and open the file. Read the guidance for how to hand the work in, it could be a paper hand in for when you start in September or it could be live computer marked quiz that will be marked immediately for you. More information will be provided for any work that you need to submit.

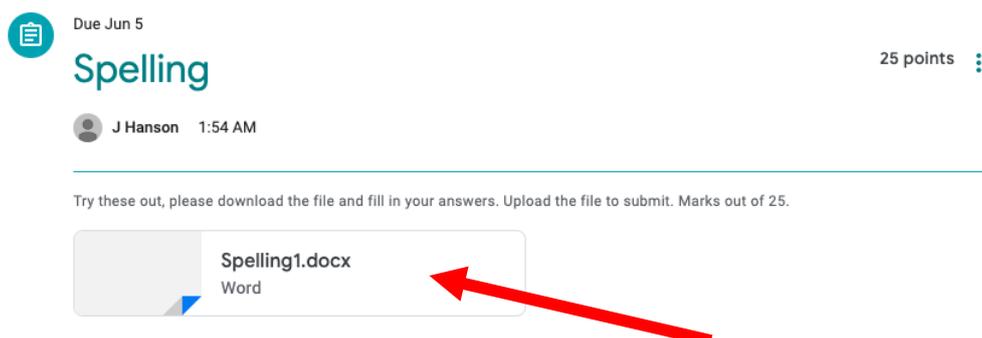
Screenshots that you may find useful



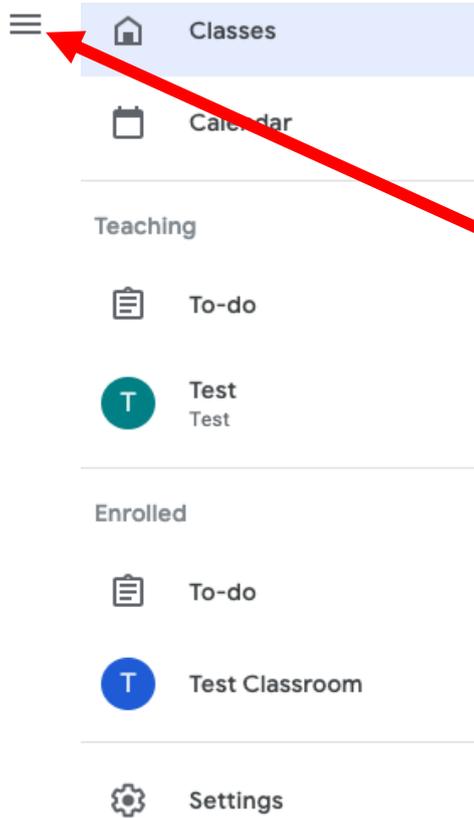
This is an example class code and meet link. The meet link will only be available when the teacher has started the live Meet session.



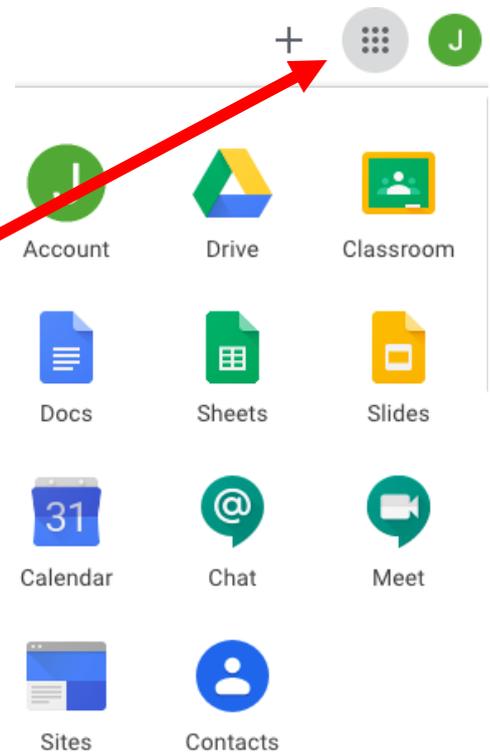
That is an example of an upcoming deadline, visible from the stream page of a class.



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. There are extra apps like News and Jamboard, so try them all out and see what works best for you.