

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 complete home learning more effectively. 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 if for any reason we could not open as normal.

Google Classroom allows for more engaging activities whilst students are learning at home 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.

What is a Google Classroom 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 @psh.truelearning.org.uk.

Example:

Craig Smith in Year 7 – Username: 25smitc@psh.truelearning.org.uk Year Joined - 2025 (Year 8 - 2024, Year 9 - 2023 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. If you require your password to be reset, please email Network Support – helpdesk@poyntonhigh.org.uk

Which classes are assigned to students?

Your timetabled 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 lefthand side of the stream page. My child is in school and is using Google Classroom as a home learning platform

Where will students see work set?

Students can see work set as assignments on the calendar or the 'To do' list. Alternatively, they can go into the class for that subject to and go into Classwork. On the stream they can see the upcoming assignments/lessons set. Other work will be visible only from within the class. They can submit work on this.

How do students submit 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.

My child's teacher said that she has given feedback on work. Where can it be accessed?

- To view work go into the class that the work is for.
- Then go to Classwork.
- You will then see 'View your work'. If you click on this you can see the work you have submitted.
- Click on View Details
- Click on the piece of work to see the comments
- If you can't see the comments from your teacher you should click on the three vertical dots and then click open in new window. This makes the comments appear.

How do students see the grades they have received?

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.

How do students contact their teacher?

- By asking in lessons in school if school is open. If school is open teachers will not be checking their @poyntonhigh.org.uk email account.

If school is not open they may use the methods below:

- By emailing through staffs first initial then surname @poyntonhigh.org.uk e.g Adam Example would be AExample@poyntonhigh.org.uk.
- By posting a question on the Class Stream for all to see
- They must NOT use private messages on Google Classroom.

Do students need to use formal English when emailing teachers on Google Classroom?

Yes! It is important to maintain high standards when using Google Classroom. As many students are using phones to write messages it is easy to slip into text language. It is important that they maintain good standards of English at all times as this good practice for later life.

How will students continue their learning?

Teachers will use their professional judgement as to which is the best way to ensure that students continue to receive a high quality of learning even in the event of a school closure. Staff will provide students with lesson materials which allow students to continue their learning. Sometimes staff will consider it most effective to provide students with access to live lessons taking place in school via the 'Google Meet' facility. This might mean students access the whole of the lesson or at times it might involve listening to some opening explanations then work independently before re-joining the live lesson for feedback at the end of the lesson. On other occasions staff might consider it more effective to post to Google Classroom lesson materials with explanations for students of how to use them. Some staff will indicate to students that all of their lessons will be live meets other staff may set live lessons as an assignment and students will then click on the meet. Students can also access a live lesson by clicking on the 'join' icon below the 'Meet' camera icon when in the class.

My child is trying to listen to the PowerPoint commentary that their teacher has posted as part of the lesson materials but it is not working. What can I do?

If you are having any issues with the PowerPoint you get the option of downloading the file. To do this right click the file link and open the file in a new tab. PowerPoints function much better when downloaded.

My child is trying to open a PDF that has been posted as part of the lesson materials but it isn't opening properly. What can I do?

If you are having any issues with the PDF you get the option of downloading the file. To do this right click the file link and open the file in a new tab. They should generally open fine but this will help if you are having a problem.

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 righthand side. Open it.
4. Type 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 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