



# G Suite For Education



## Introduction

Logging in

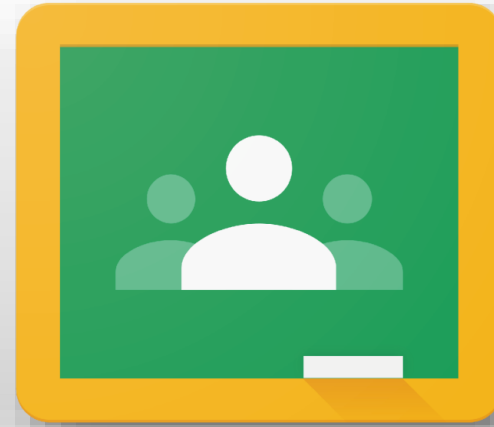
Education Apps

Google Drive

Creating Documents

Google Classroom - completing and submitting work

Accessing Live lessons



Google Classroom

- SMHW will cease to be used by the College as of 31/10/20
- All home learning will be set on Google Classroom

# Laptop or Phone?



- **Expectation that all pupils have exclusive access to a computer/laptop/Chromebook**
- Better visibility for online lessons (larger screens)
- Easier to complete and submit assignments
- Easier to navigate through resources on Google Drive



- Google Education Apps free to download (Drive, Classroom etc..)
- Excellent for notifications
- Easy and quick to photograph and upload written work to Google Classroom

Gmail

Images



Sign in



Google Search

I'm Feeling Lucky

To log in navigate in your internet browser to the Google homepage and click on the **Sign In** button in the top right hand corner of the page



## Sign in

Use your Google Account

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)


Next

You will then be asked to enter your **Google username and password**. If you have your own personal Google account you will need to log out – only your **College account** will access the online learning resources

You will return to the Google homepage but you will notice the initial from your forename will appear in the top right to indicate you have logged in

To access the various apps you will need to click on the waffle to reveal the Apps menu

Gmail Images  

Gmail Images  


  
Account

  
Gmail

  
Drive

  
Classroom

  
Docs


  
Sheets

  
Slides

  
Calendar

  
Meet

  
Sites

  
Contacts

## The Apps Menu

### Classroom

This is where teachers set work for pupils to complete and deliver live lessons

### Docs

This is the Google version of Word

### Slides

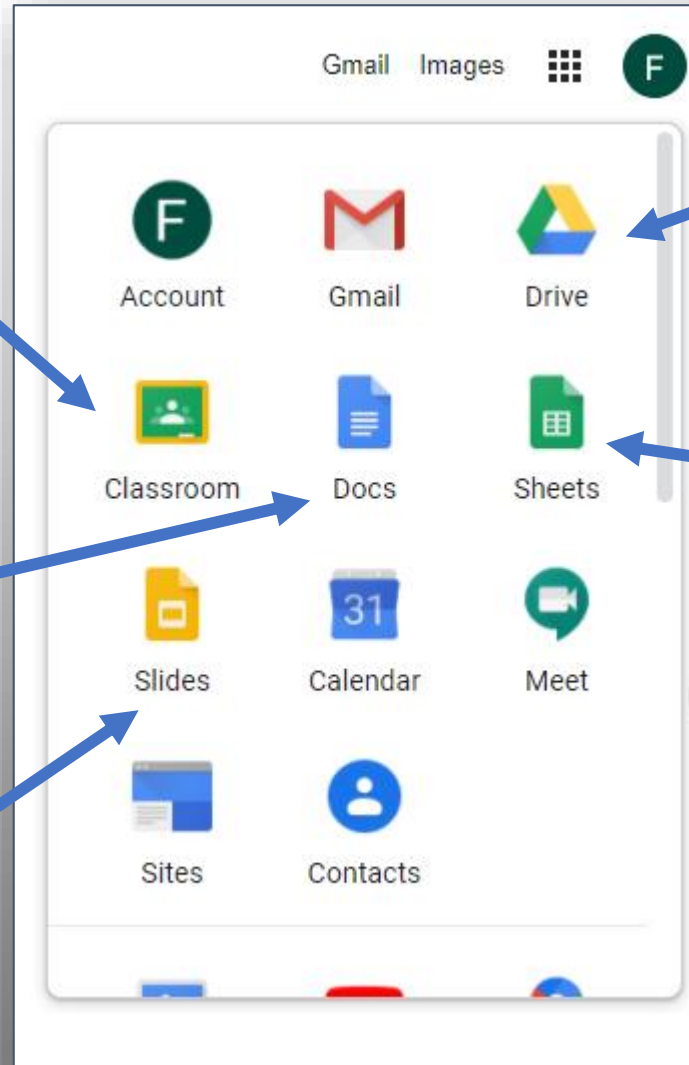
This the Google version of PowerPoint

### Drive

This is the online storage which contains a resource library for pupils and their own personal drive to store documents

### Sheets

This is the Google version of Excel

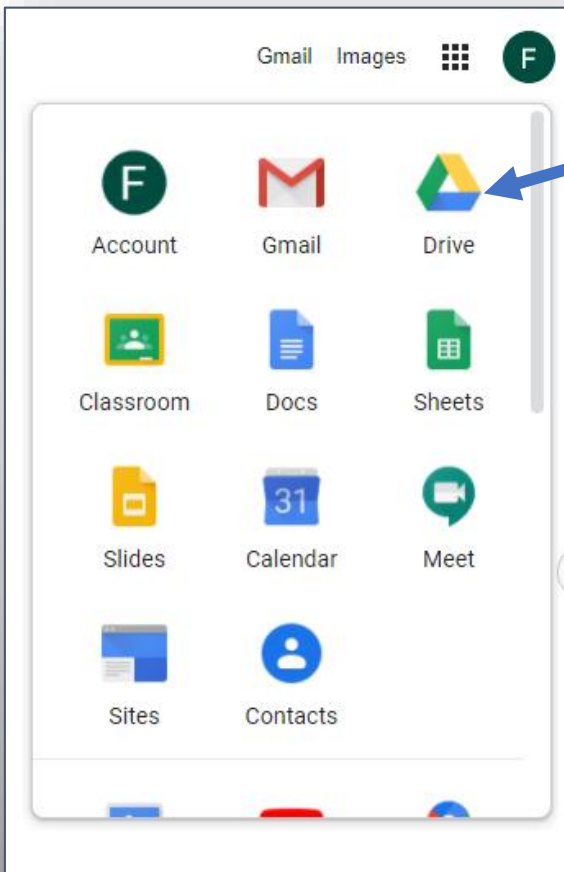




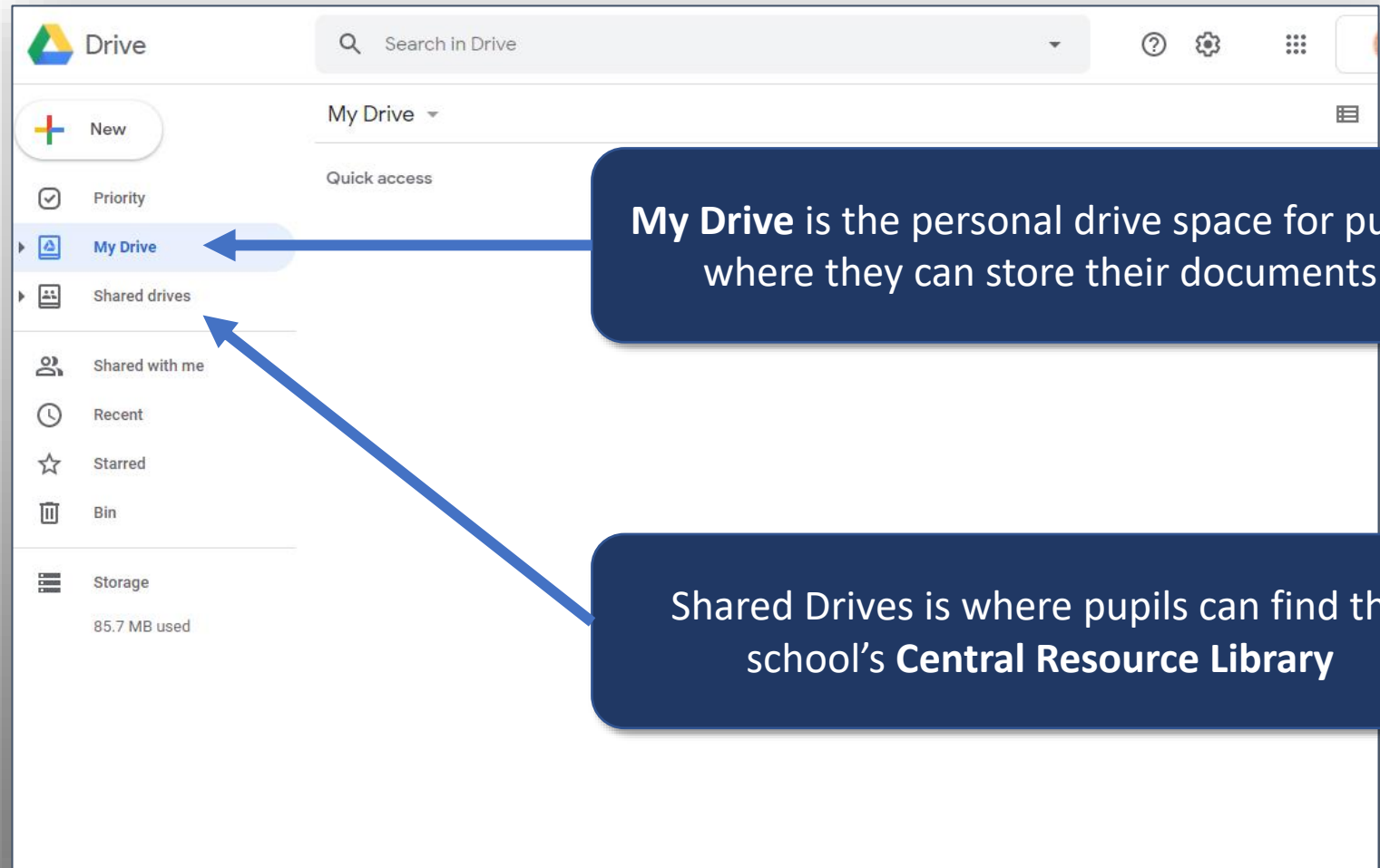
overview of Google's online storage



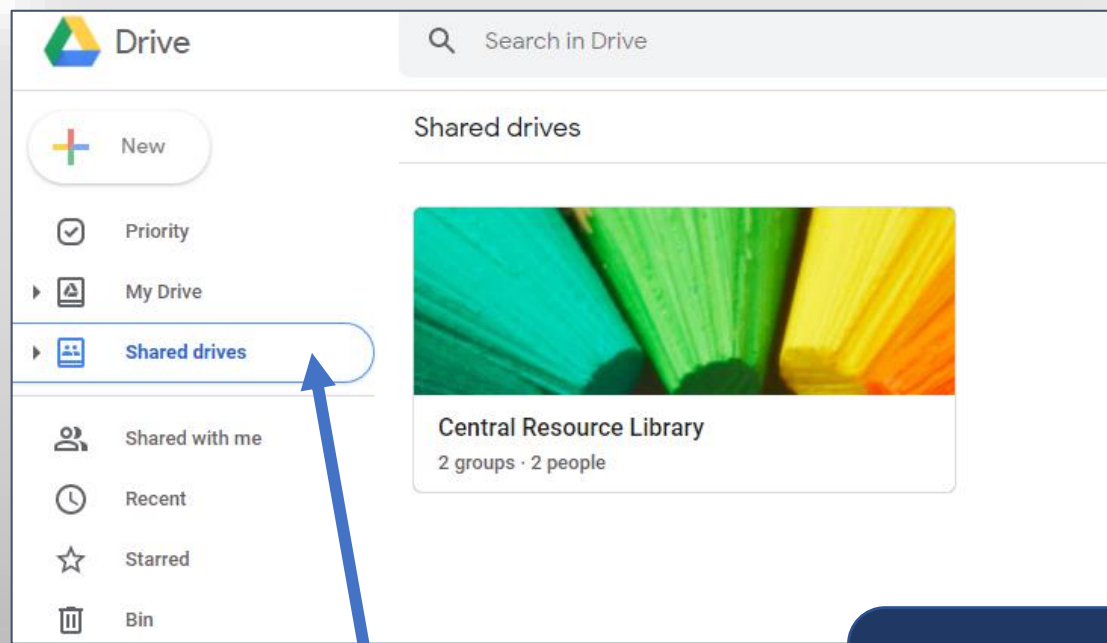
From the Apps menu select **Drive**



**My Drive** is the personal drive space for pupils where they can store their documents

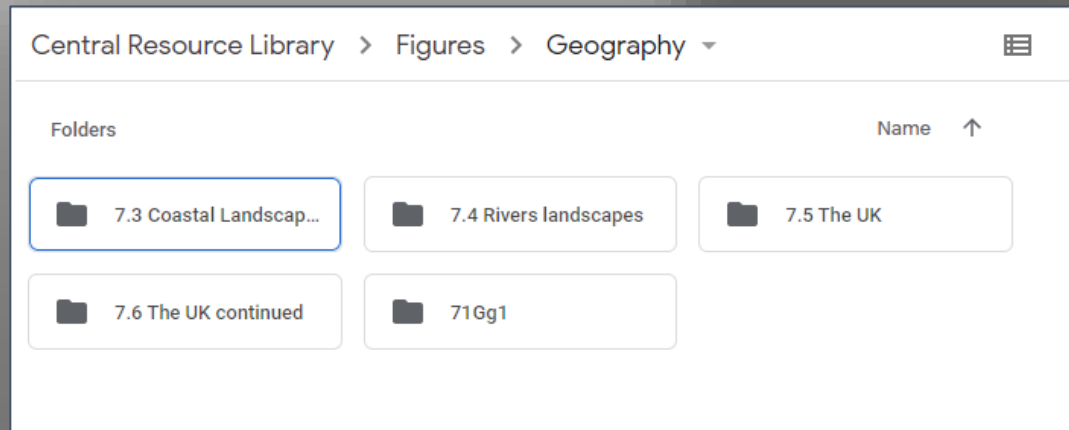
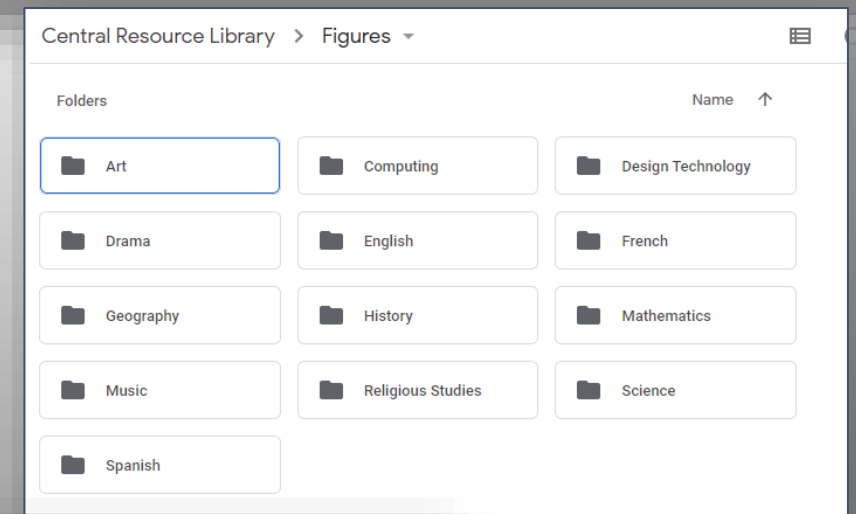
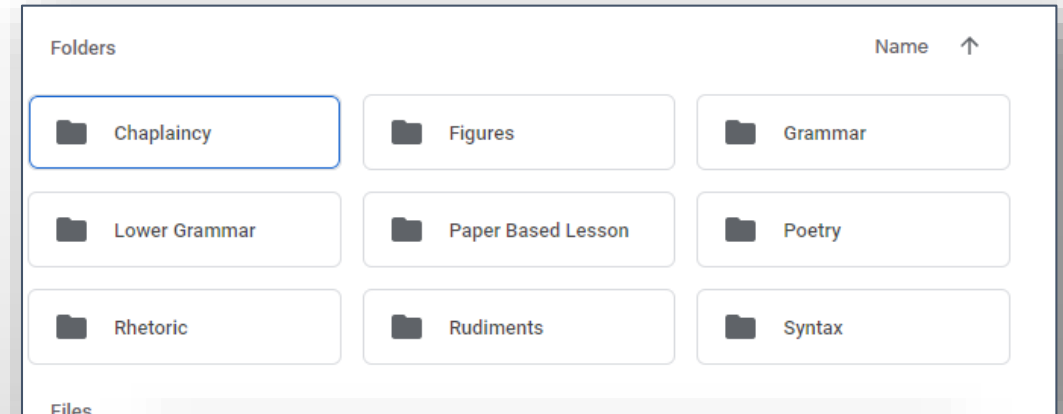


Shared Drives is where pupils can find the school's **Central Resource Library**



Select **Shared Drive** to bring up the link to the Central Resource Library

The Library is organised by **year group** then by **subject** and then by **topic folder**



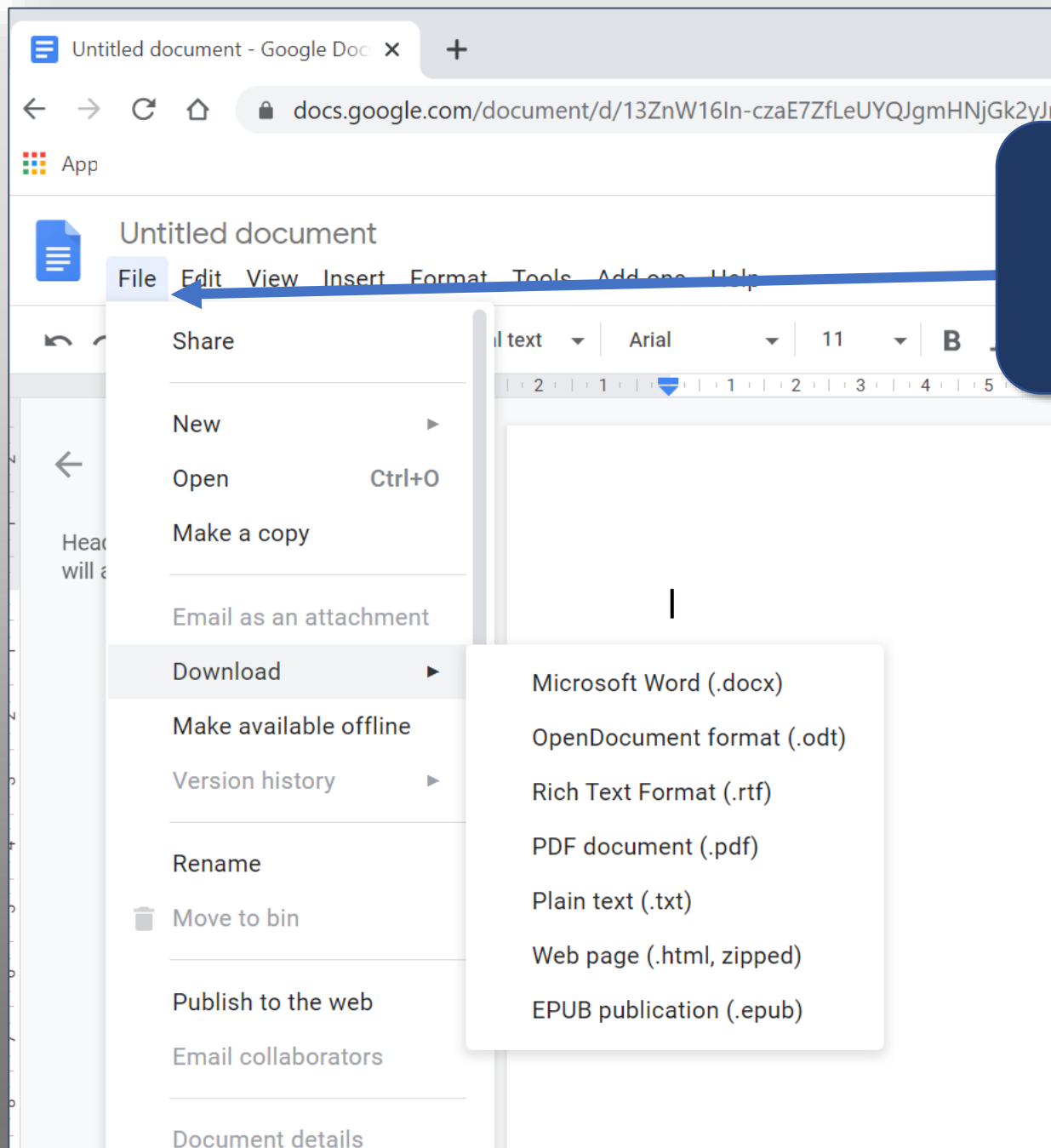


overview of Google Docs, Sheets and Slides

You do not need to save any document as Google **autosaves** all the work you do. To close the document simply close Chrome tab

You can enter your filename here

**Google Docs** is the Google version of Word and should be used for any typed task submission. It has many of the formatting features of Word



You can download your **Google Doc** in a variety of formats including **Word** and **PDF** by going to File – Download.

Untitled presentation - Google Slides

docs.google.com/presentation/d/12q9N77OpU91eMjr6yZJHqXz1ZL\_F2HYLbilgijKBIZI/edit#slide=id.p

Apps WC Managed Bookmarks Google Classroom Manager MAIL G.Cl.Tchr Member L... Wimbledon College... Wimbledon College Virgin Media Mail -...

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Add-ons Help

Present Share

Click to add title

Google Slides is the Google version of PowerPoint and should be used for any presentation type submission. It has many of the formatting features of PowerPoint

Click to add speaker

ENG UK 21:58 01/10/2020

Untitled presentation - Google Slides

Apps WC Managed Bookmarks Google Classroom Manager MAIL G.Cl.Tchr Member L... Wimbledon College... Wimbledon College Virgin Media Mail -...

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Add-ons Help

Share

New

Open Ctrl+O

Import slides

Make a copy

Email as an attachment

Download

Make available offline

Version history

Rename

Move to bin

Publish to the web

Email collaborators

Background Layout Theme

Click to add title

Click to add subtitle

Present Share

You can download your **Google Doc** in a variety of formats including **PowerPoint** and **PDF** by going to File – Download.

Microsoft PowerPoint (.pptx)

ODP document (.odp)

PDF document (.pdf)

Plain text (.txt)

JPEG image (.jpg, current slide)

PNG image (.png, current slide)

Scalable Vector Graphics (.svg, current slide)

Untitled spreadsheet - Google Sh x

docs.google.com/spreadsheets/d/1L5kbNhwX\_OwgqxCROjfcJy6b\_7uyNDM19KDhtaQFo6Q/edit#gid=0

Apps

Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

100% £ % .0 .00 123 Default (Ari... 10 B I A

fx

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17											

Google Sheets is the Google version of Excel and has many of the features of Excel

Sheet1

Windows taskbar: Windows logo, Search, Task View, File Explorer, PowerPoint, Chrome, System tray (Network, Volume, Date/Time: ENG UK, 21:59, 01/10/2020, Notifications: 1)





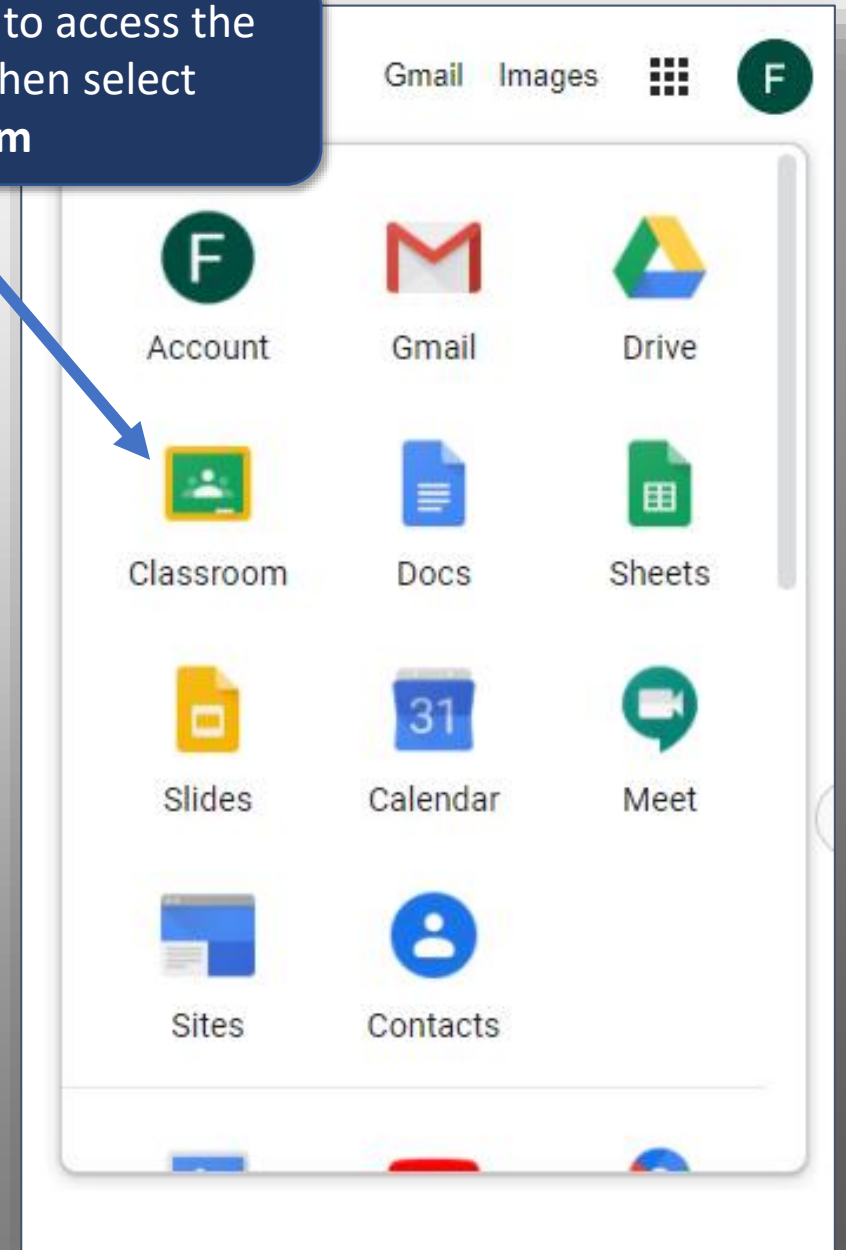
Google Classroom

Accessing the  
work set by your  
teachers



# Google Classroom

Click the waffle icon to access the Apps Menu and then select **Classroom**





This is the **Google Classroom** Homepage with the individual subject Classrooms displayed below

The **To Do** button will show a summary of tasks to be completed

The screenshot shows the Google Classroom homepage in a web browser. The browser's address bar displays 'classroom.google.com/u/1/h'. The page features a header with the 'Google Classroom' logo and a sidebar with 'To do' and 'Calendar' buttons. A blue callout box points to the 'To do' button, stating: 'The To Do button will show a summary of tasks to be completed'. The main content area displays a grid of eight subject classrooms, each with a colored header, subject name, teacher name, and a profile picture placeholder. The classrooms are: F2 Figures (Miss Topping), 7.1/Sc2 20/21 (GSZ) Figures, 7.1/Sc2 20/21 (JXT) Figures, 7.1/Rs2 20/21 Figures (Jeff McDonald), 7.1/Ma2 20/21 Figures (Mr McMichael), 7.1/Hi2 20/21 Figures (Mrs Walters), 7.1/Fr2 20/21 Figures (Mrs Jonasson), and 7.1/En2 20/21 Figures (Mr Hillhouse). The 7.1/Fr2 20/21 classroom also has a note about a 'Due Wednesday Worksheet on Greetings'.


Classroom	Subject	Teacher
F2	Figures	Miss Topping
7.1/Sc2 20/21 (GSZ)	Figures	
7.1/Sc2 20/21 (JXT)	Figures	
7.1/Rs2 20/21	Figures	Jeff McDonald
7.1/Ma2 20/21	Figures	Mr McMichael
7.1/Hi2 20/21	Figures	Mrs Walters
7.1/Fr2 20/21	Figures	Mrs Jonasson
7.1/En2 20/21	Figures	Mr Hillhouse




Browser window showing the Google Classroom "To do" page. The address bar displays `classroom.google.com/u/1/a/not-turned-in/all`. The page title is "To do". The navigation bar includes "Assigned", "Missing", and "Done" tabs, with "Assigned" selected. The left sidebar shows "To do" and "Apps". The main content area lists assignments:

Assignment	Due Date	Count
No due date		1
This week		0
Next week		2
 HOMEWORK: Mental Maps 7.1/Gg2 20/21	Monday, 5 Oct	
 Worksheet on Greetings 7.1/Fr2 20/21	Wednesday, 7 Oct	
Later		0

At the bottom left, there is a help icon (question mark).

The **To Do** page splits the assignments between those that need to be completed (**Assigned**), those that are overdue (**Missing**) and those that have been completed (**Done**)

Assigned		Missing	Done
This week		0	▼
Last week		1	▲
	French greetings 7.1/Fr2 20/21	Wednesday, 23 Sep	
Earlier		0	▼

Assigned		Missing	Done
No due date		3	▼
Done early		3	▼
This week		3	▲
	Worksheet with Avoir 7.1/Fr2 20/21	Handed in	
	7.1 - Home Work 3 7.1/Co2 20/21	Handed in	
	HOMEWORK: Mapping through the ages 7.1/Gg2 20/21	✓	
Last week		2	▼
Earlier		0	▼

The **To Do** page splits the assignments between those that need to be completed (**Assigned**), those that are overdue (**Missing**) and those that have been completed (**Done**)

You can also access the assignment calendar from the Classroom Homepage. This will list all the assignments across all subjects that you have been set

Courses

classroom.google.com/u/1/h

Apps

Google Classroom

To do Calendar

F2  
Figures  
Mr Shepherd

7.1/Sc2 20/21 (GSZ)  
Figures  
Mr Zammit

7.1/Sc2 20/21 (JXT)  
Figures

7.1/Ma2 20/21  
Figures  
Mr McMichael

7.1/Hi2 20/21  
Figures  
Mrs Walters

Calendar

All classes

Sep 28-Oct 4, 2020

Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat 3
Assignment: HOMEWORK: Mapping through the ages	Assignment: 🏠 - 7.1 - Home Work 3	Assignment: Worksheet with Avoir	Assignment: W05 7.1Ma2 REVISION Summative 1		
			Assignment: W05 7.1Ma2 REVISION Summative 1		
			Assignment: Homework questions 23:59		



Google Classroom

Navigating around  
the different  
classrooms

Courses

classroom.google.com/u/1/h

Apps

Google Classroom

To do

Calendar

F2

Figures

Mr Shepherd

7.1/Sc2 20/21 (GSZ)

Figures

Mr Zammit

7.1/Sc2 20/21 (JXT)

Figures

Miss Topping

7.1/Rs2 20/21

Figures

Jeff McDonald

7.1/Ma2 20/21

Figures

Mr McMichael

7.1/Hi2 20/21

Figures

Mrs Walters

7.1/Fr2 20/21

Figures

Mrs Jonasson

Due Wednesday  
Worksheet on Greetings

71/En2 20/21

Figures

Mr Hillhouse

You have a Classroom for every subject you study,  
including one for your tutor group



7.1/Sc2 20/21 (JXT) Figures

classroom.google.com/u/1/c/MTQ1MDAzNzM2Mjg3

Apps

7.1/Sc2 20/21 (JXT) Figures

Stream Classwork People

7.1/Sc2 20/21 (JXT) Figures

Upcoming

Miss Topping posted a new assignment: Homework questions  
24 Sep (Edited 24 Sep)

1 class comment

Miss Topping posted a new assignment: Miss Topping 7Gb-8 worksheet  
17 Sep (Edited 17 Sep)

4 class comments
















?

The Classroom opens by default to the **Stream** page. This will show recent activity such as assignments set by your teacher and any posts by your teacher or pupils. You can submit a comment here as well.

To view work set by your teacher click on **Classwork**

## 7.1 Geographical Skills

The Classwork tab lists all the assignments set by the teacher and when they are due

	CLASSWORK: Four Figure Grid References	Edited 09:59	
	HOMEWORK: Map Symbols	Due 12 Oct	
	CLASSWORK: From an aerial photo to a map	Edited 29 Sep	
	HOMEWORK: Mental Maps	Due 5 Oct	
		Edited 29 Sep	
	HOMEWORK: Mapping through the ages	Due 28 Sep	
	HOMEWORK: What is Geography?  4	Due 21 Sep	

To see what the instructions are and what resources have been given just click on the assignment title

## 7.1 Geographical Skills



CLASSWORK: Four Figure Grid References

Edited 09:59



HOMEWORK: Map Symbols

Due 12 Oct

Posted 4 Oct (Edited 5 Oct)

Assigned

Draw the map on slide 16 (or on the attached pdf) in your exercise books and replace the text with SYMBOLS. Upload a picture to Classroom



5 Map symbols  
Google Slides



5 adding\_symbols\_to\_ma...  
PDF

[View assignment](#)



CLASSWORK: From an aerial photo to a map



HOMEWORK: Mental Maps



CLASSWORK: Mental Maps

Edited 29 Sep

A preview of the instructions and additional resources are displayed  
To complete the assignment click **View assignment**



# HOMEWORK: Map Symbols

Mr Cargill • 4 Oct (Edited 5 Oct)

Due 12 Oct

Draw the map on slide 16 (or on the attached pdf) in your exercise books and replace the text with SYMBOLS. Upload a picture to Classroom



5 Map symbols  
Google Slides



5 adding\_symbols\_to\_map.p...  
PDF

## Class comments



Add class comment...



## Your work

Assigned

+ Add or create

Mark as Done

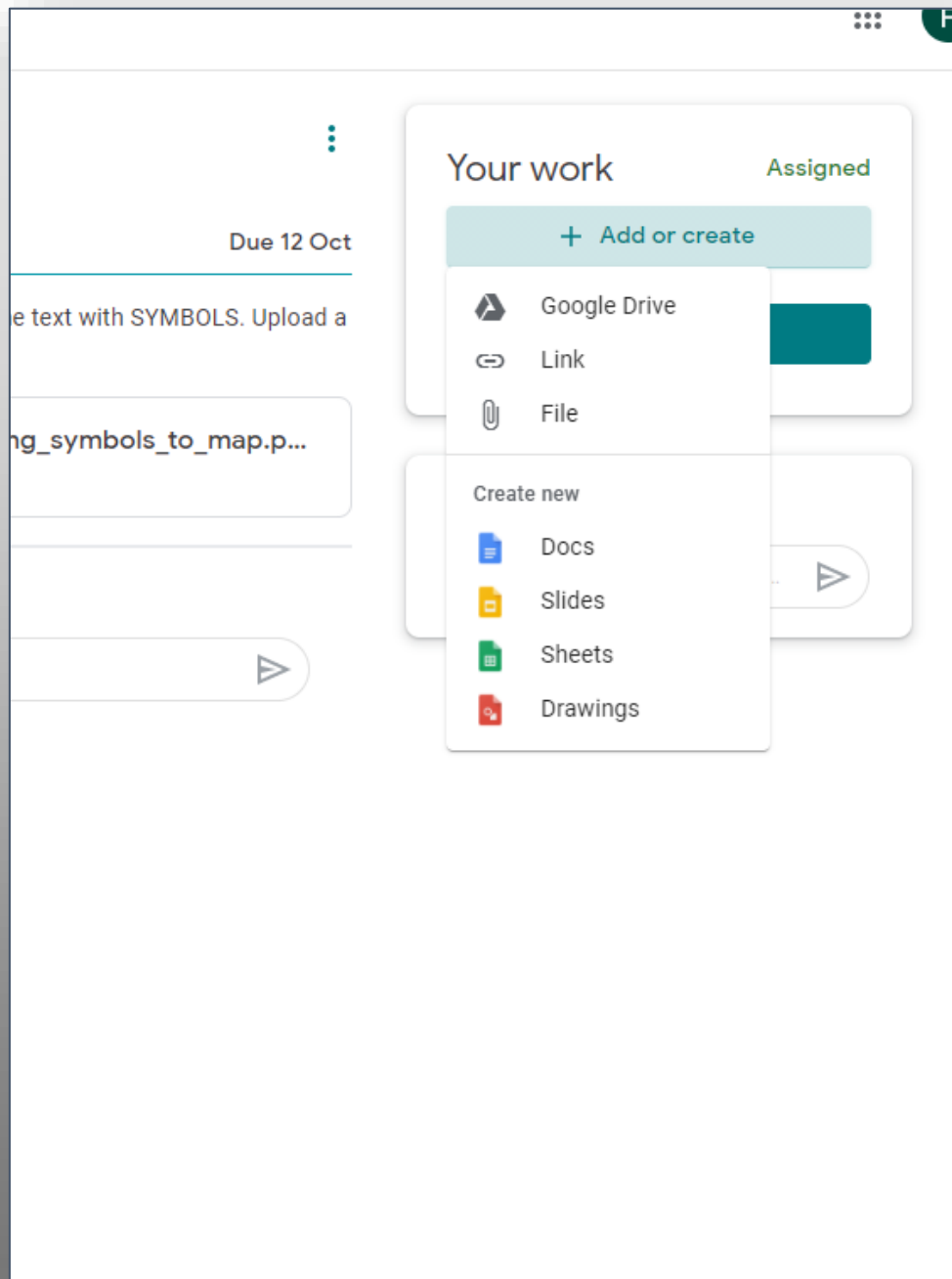
## Private comments



Add private comment...



With this task, the instructions ask you to complete the work in their exercise book and upload a picture of your work in the 'Your work' section



To upload work click **Add or Create**

You have several options:

**Google Drive** – use to access a file in your My Drive

**Link** – use this to add a hyperlink

**File** – use this to upload a file from your computer

OR

You can create a new Google Doc, Slide etc.. to complete your work in

## HOMEWORK: Map Symbols

Insert files using Google Drive

Search in Drive

RECENT

UPLOAD

MY DRIVE

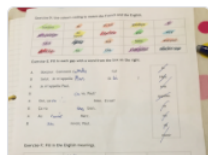
STARRED

My Drive

Folders

Classroom

Files



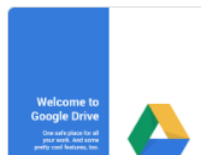
French greeting...



French greeting...



French greeting...



Getting started



My first

The Google Drive link will open a window to your Google based files

Insert files using Google Drive

RECENT

UPLOAD

MY DRIVE

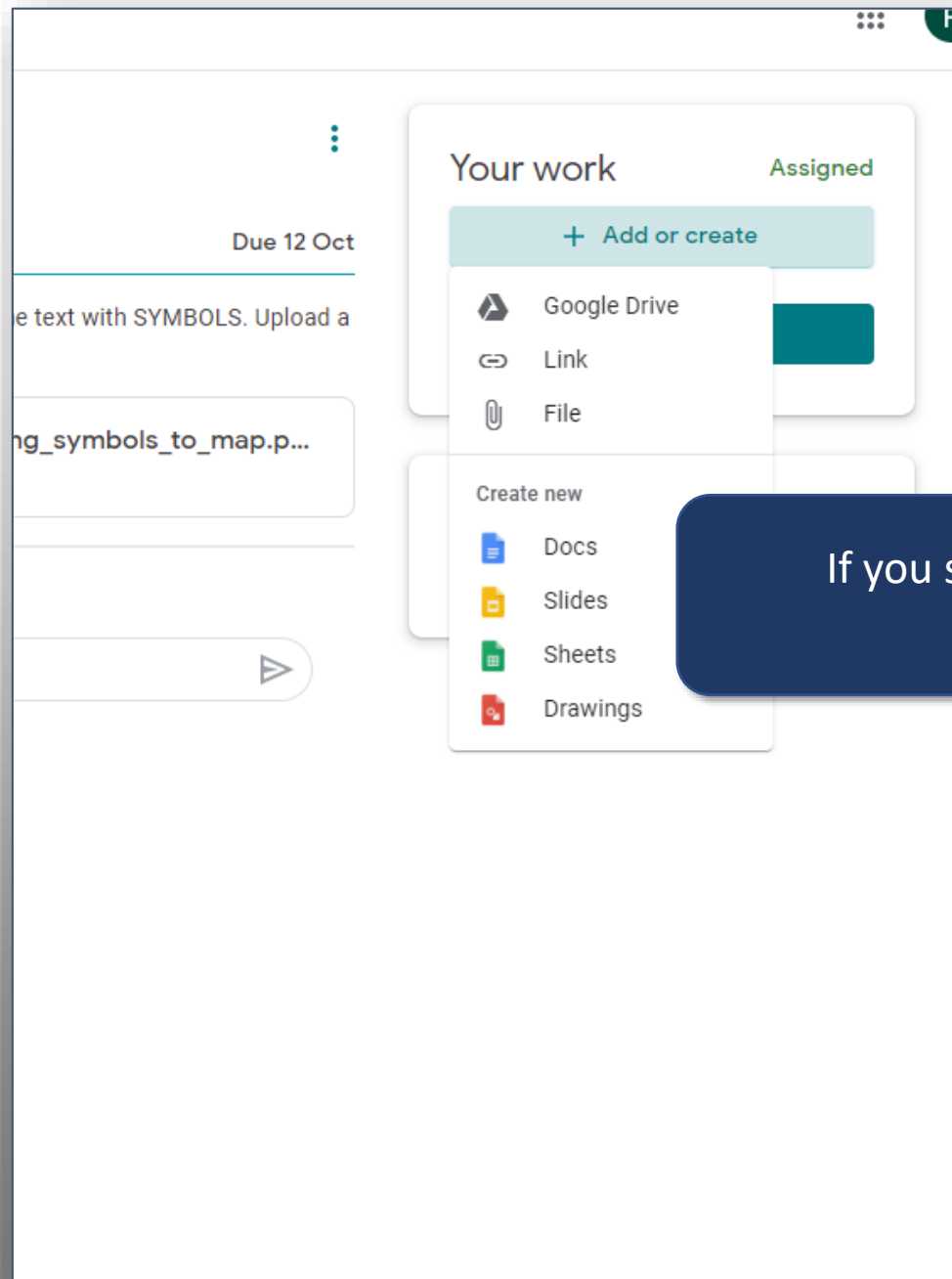
STARRED



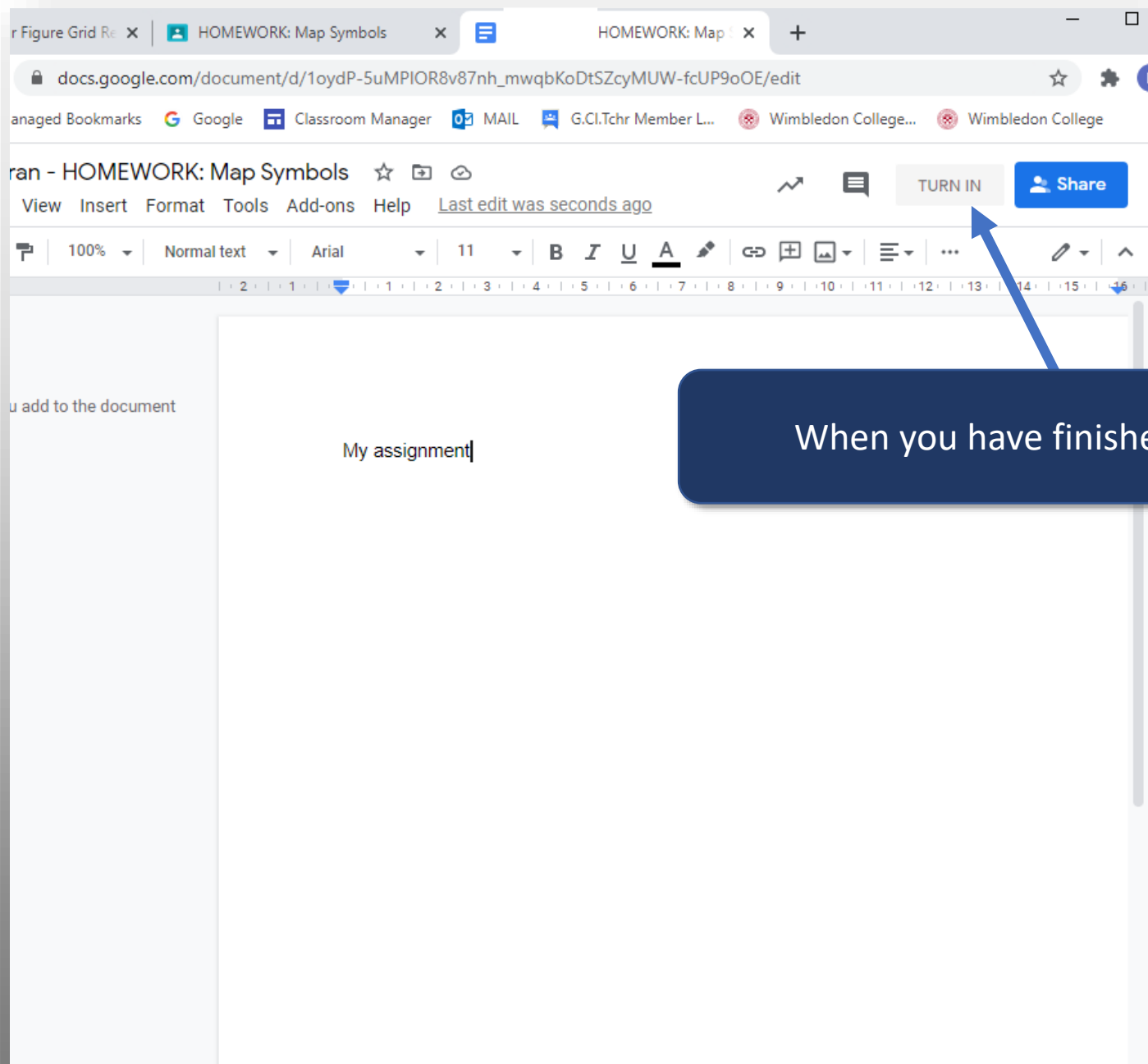
BROWSE

or drag a file here

The File link will open up a window into which you can drag a drop a file from your computer



If you select to Create a new Google Doc, this will automatically open for you.



When you have finished your work click on **Turn In**



# HOMEWORK: Map Symbols

Mr Cargill • 4 Oct (Edited 5 Oct)

Due 12 Oct

Draw the map on slide 16 (or on the attached pdf) in your exercise books and replace the text with SYMBOLS. Upload a picture to Classroom



5 Map symbols  
Google Slides



5 adding\_symbols\_t...  
PDF

## Class comments



Add class comment...



## Your work

Assigned



+ Add or create

Hand in

## Private comments



Add private comment...



Your file will now appear in the Your Work section  
Now click **Hand In**

## Hand in your work?

1 attachment will be submitted for "HOMEWORK: Map Symbols".



HOMEWORK: Map Symbols

Cancel

Hand in

You will be asked to confirm your decision

## Your work

Handed in



Unsubmit

## Private comments



Add private comment...



You can unsubmit your work if you wish to make changes to the work you are handing in/want to add another file



# Six Figures Grid References

Mr Cargill • 21:00

10 points

Due 20 Oct

Read through the presentation and answer the questions on the attached answer sheet



Six Figure Grid Reference H...  
Google Slides

Class comments



Add class comment...



Your work

Assigned



Pupil A - Answer S...  
Google Docs



+ Add or create

Hand in

Private comments



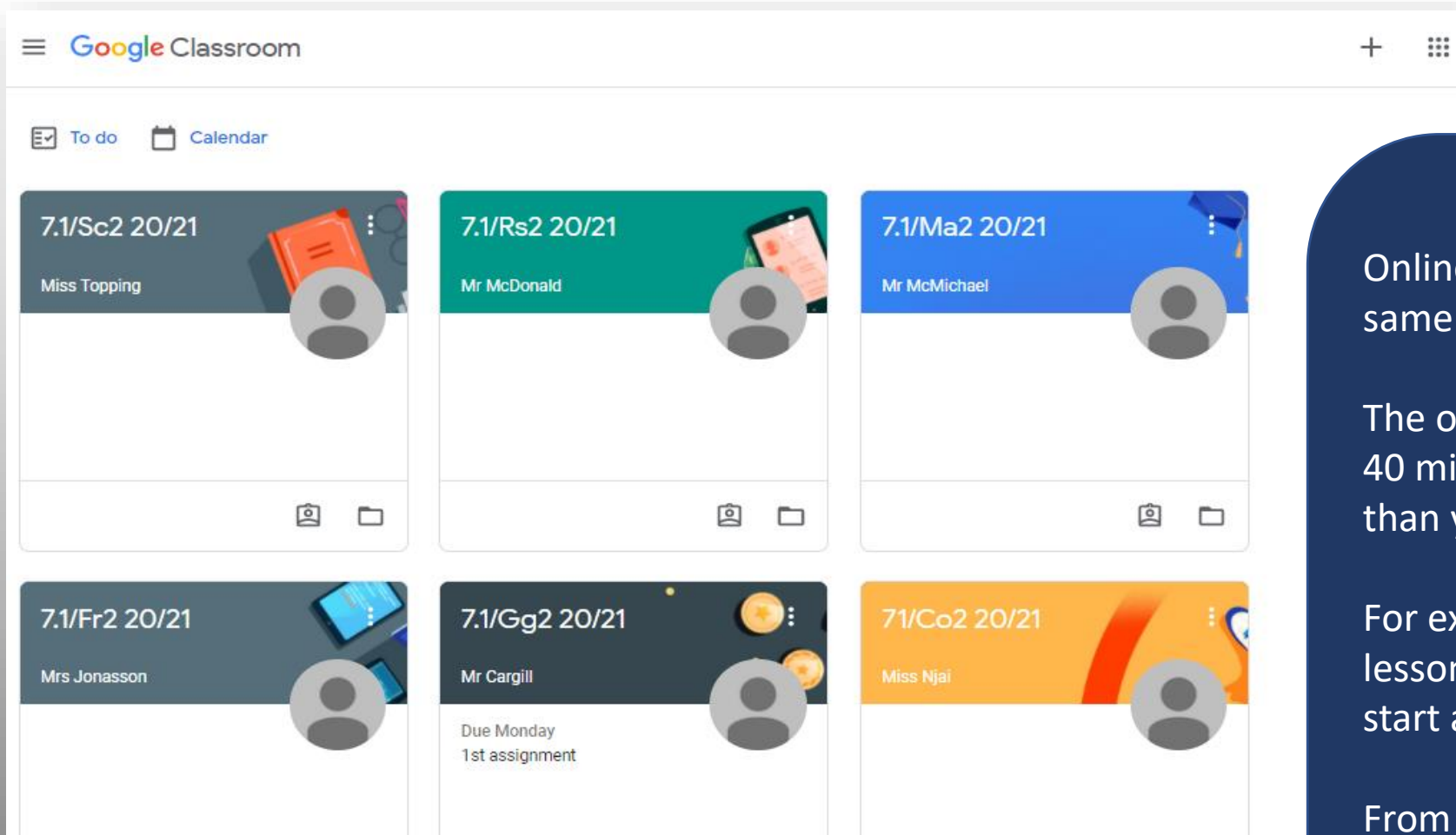
Add private comment...



In this assignment, the teacher has attached resources for you to use and an answer sheet for you to submit your answers in



Accessing Live Lessons with Google Meet



Online lessons will occur during the same period as your normal lesson.

The online version of the lesson will last 40 minutes so will start 5 minutes later than your school-based lesson.

For example, if you are due to have a lesson at 9.25am, the live lesson will start at 9:30am.

From the Google Classroom homepage, select the class with which you will be having the live lesson

# 7.1/Gg2 20/21

Meet link <https://meet.google.com/lookup/bkibnhnjrp>



Your teacher will the Google Meet link visible just before the beginning of the lesson

Upcoming

Due Monday  
1st assignment



Share something with your class...

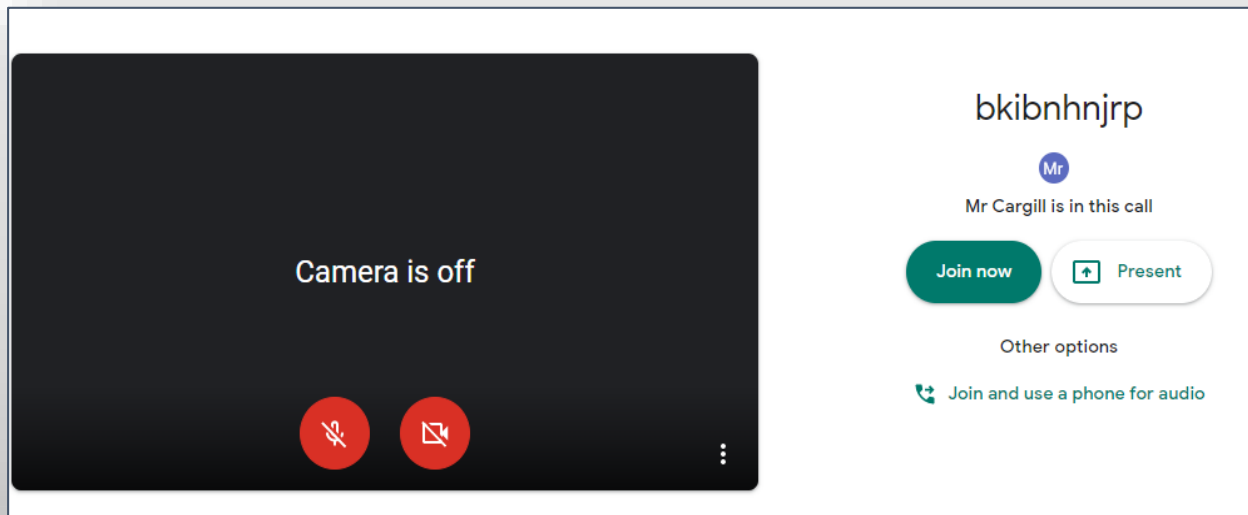
You can't create a meeting yourself.  
Contact your system administrator for  
more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

Reload

Return to home screen

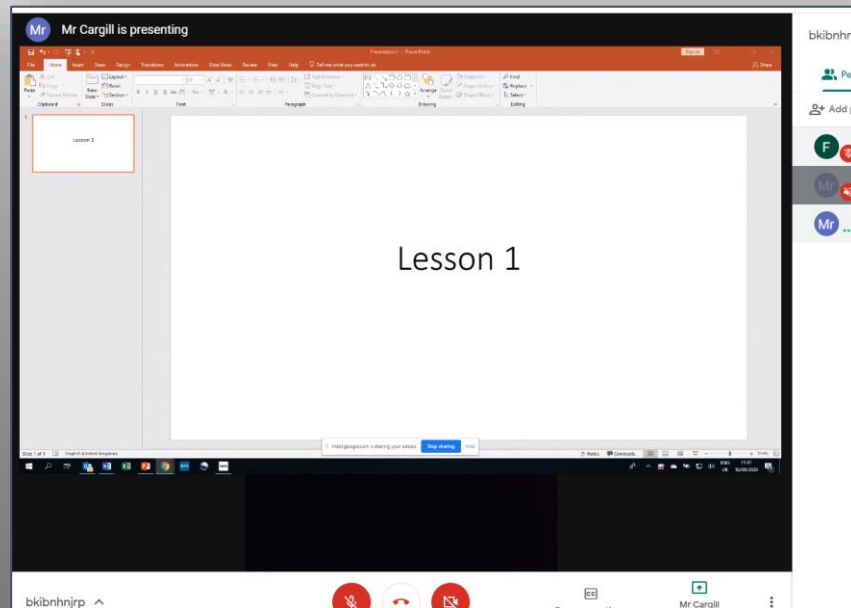
You can only join the meeting if the teacher is present, if not this message will appear



Once the teacher is present you will access the joining page

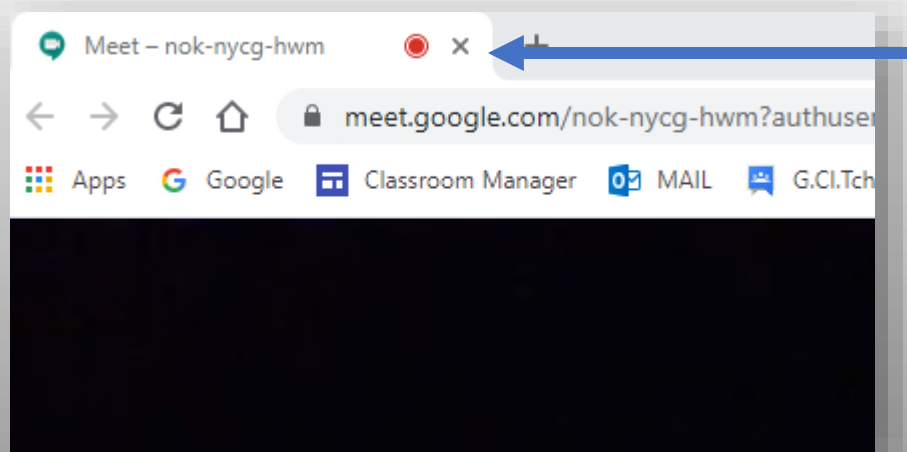
Please ensure your camera and microphone are **muted** (click on the two icons and ensure that they are **RED**).

Then press **Join Now** to access the lesson



The teacher will take the register and ask you to unmute yourself to say your name, then mute yourself.

The lesson will then proceed.



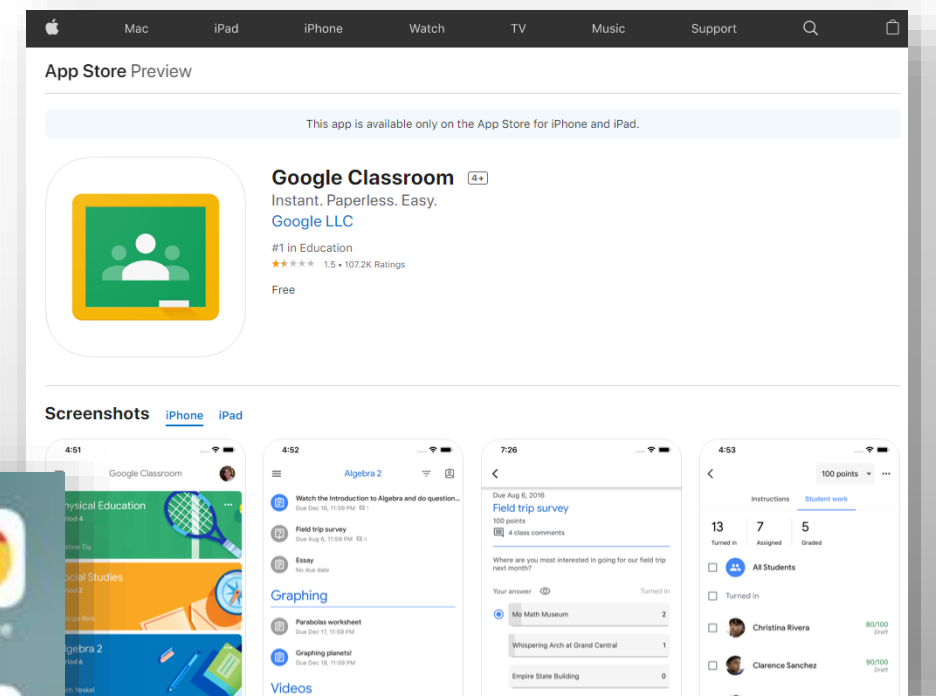
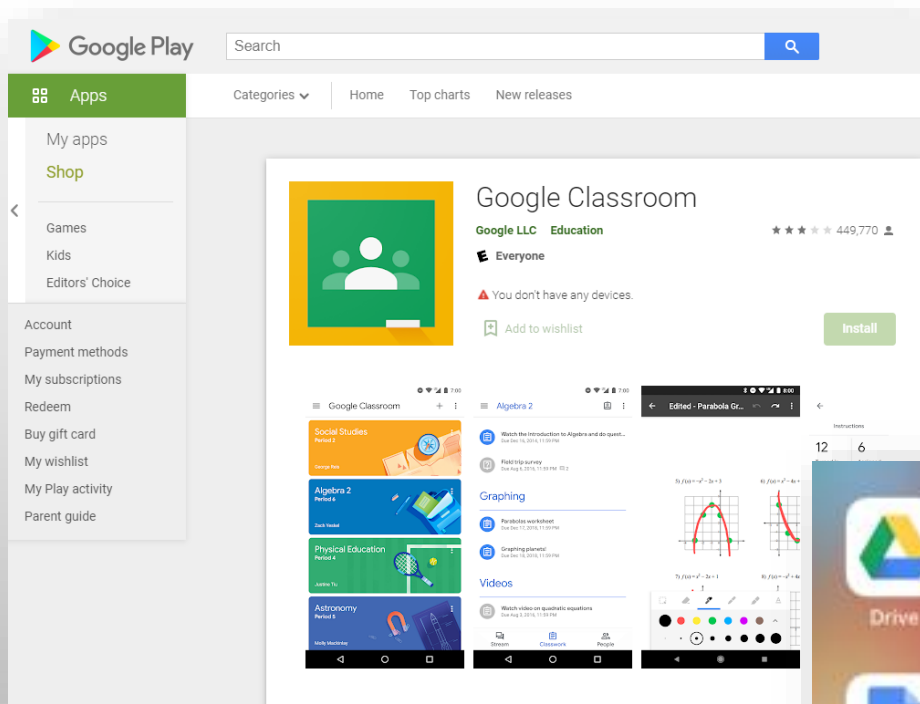
Once the lesson has ended you must leave the Meet

To do this simply close the Chrome tab at the top of your screen



Using my phone  
or tablet





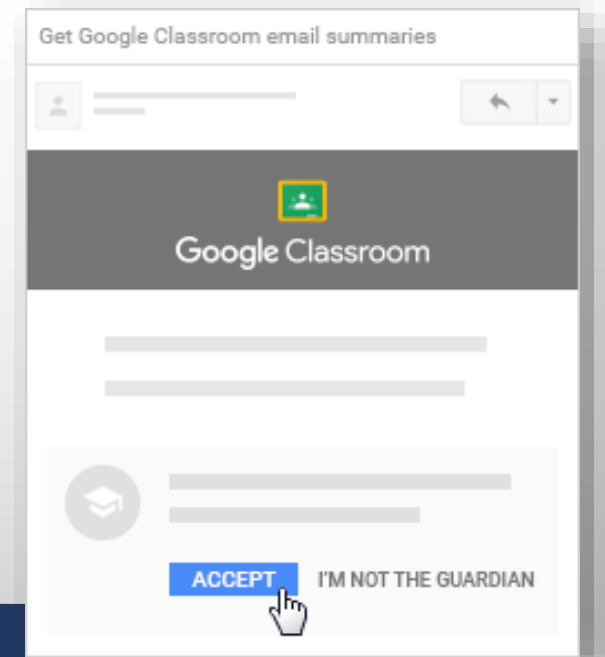
- Google Education Apps free to download (Drive, Classroom etc..) from all online app stores
- Excellent for notifications
- Easy and quick to photograph and upload written work to Google Classroom



Parents: Keeping track of your son's work



## Google Guardians



- Download the Google Classroom app to your phone
- You can also get email summaries about your son's activity in Classroom. These include:
  - Missing work—Work not turned in when the summary was sent.
  - Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
  - Class activities—Announcements, assignments, and questions recently posted by teachers.
- **The school will send you the email invitation**



# G Suite For Education

