

Urchfont Primary School's Virtual Learning Environment using Google Classroom – a student's guide to logging on.

In order to support our students while they are learning from home, and later to give us far more opportunities in the classroom, we have set up a Virtual Learning Environment (VLE) using Google Classroom.

Teachers can easily:

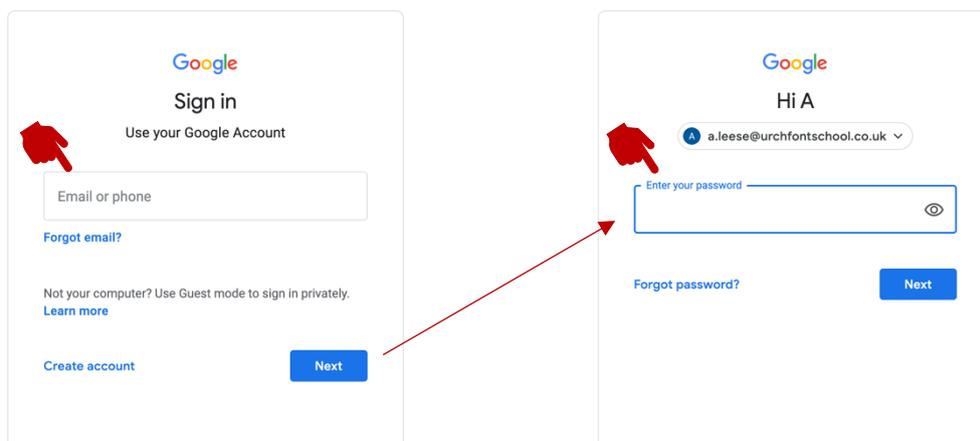
- Keep in touch with everyone and send messages, questions or learning tasks.
- Add useful slideshows, web links, images and videos to support learning.
- Load a task once and have it instantly visible to all of our class.
- Create learning tasks that students can answer online with answers saved straight to our drives and no downloading or uploading required, and we can
- Help all our students to improve your IT skills.

How to log on

Go to <https://classroom.google.com/>.

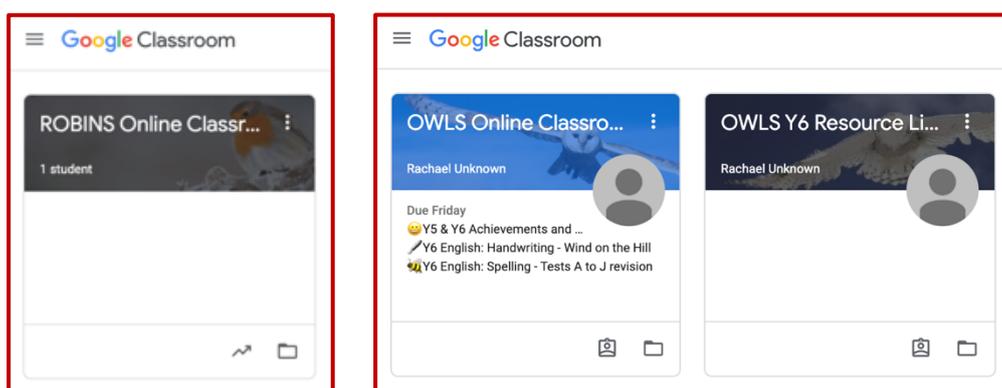
If you haven't used classroom before then you may have to click 'Go to Classroom'. All students will have received a username in the form of initial.surname@urchfontschool.co.uk and a password.

Enter your username and click 'Next'. Then, enter your password and click 'Next'.

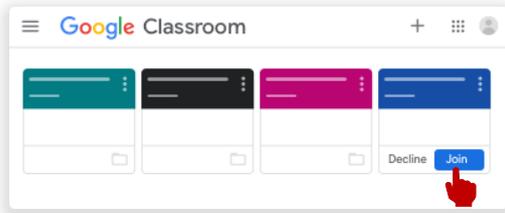


As our school is now a Google Suite for Education user, you may be asked if you are logging on as a student or as a teacher. Click 'I'm A Student'. (Don't worry if you are not asked this question.)

The entry screen will then open and you will see the classrooms that you belong to. So, for Robins and Chaffinches, there will be one Classroom tab and for Woodpeckers and Owls, there will be two Classrooms (as one is an online library).



The first time you enter a classroom, there will usually be a button asking you to 'Join'.

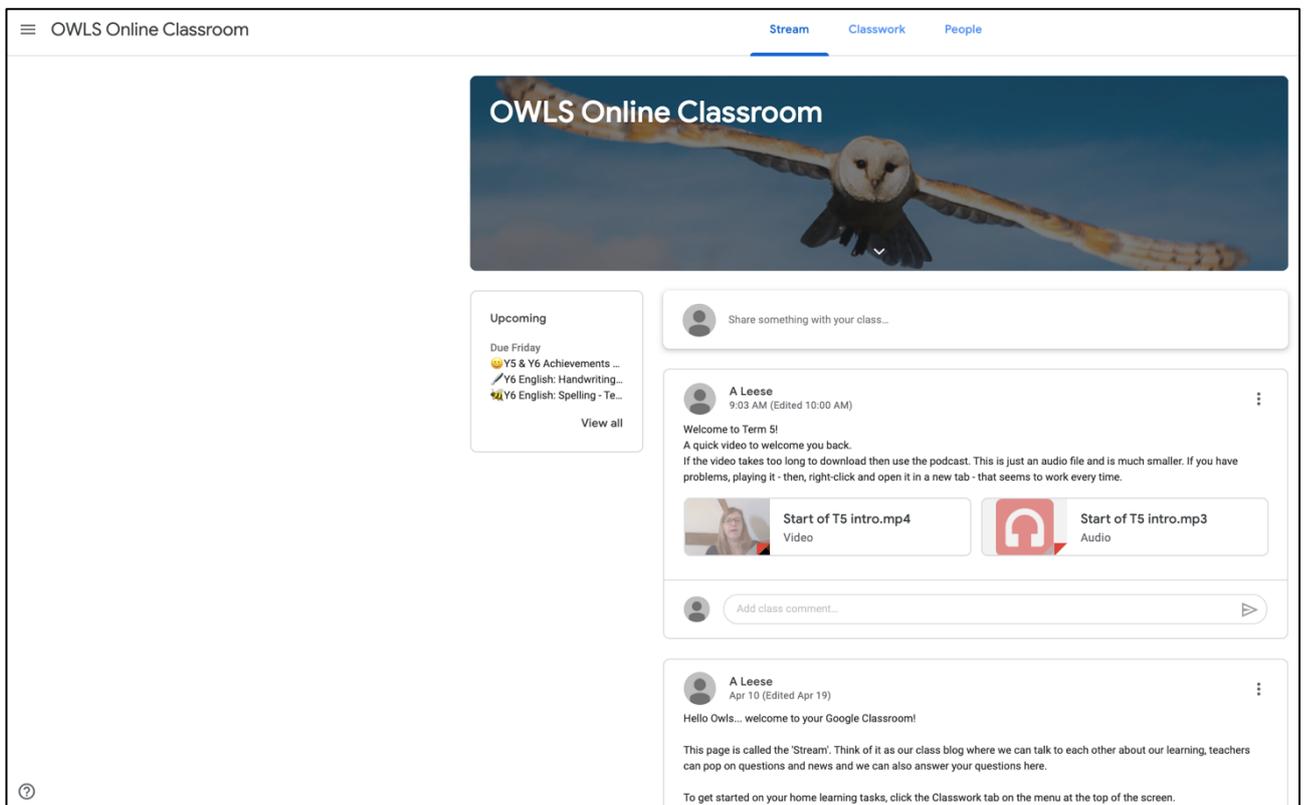


Click **Join** and the Classroom will open.

When the Classroom opens, it will always starts at the 'Stream'.

STREAM

The Stream is the social hub of our online classroom. We will post announcements here, ask questions, and keep in touch with everyone. There will also be a few short videos to help you learn how to use the classroom. Don't worry, it's very easy! Scroll down and have a go by answering one of the questions.



At the top of the screen, you can also click 'Classwork'.

CLASSWORK

This is where students will spend most of their time in the classroom. It is organised by weeks and lists the learning tasks for each week. If you are a Woodpecker or an Owl and looking at the Resource Library, then this page is like the shelf in a library – full of helpful resources.

You can click the title of a learning task to open up a quick view. Then, click **'View assignment'** to access full instructions and files. Whether you are completing this task and uploading it, or you have completed it in your printed learning packs and books at home, you can still click **'Mark as done'** to show teachers how you are getting on.

All students can also easily send teachers a quick question or comment in either class comments (visible to everyone in the class) or as a private comment (just visible to teachers).

There will be more help soon, but this is plenty to get you started. Have a go and enjoy!