

Mountain Ash Comprehensive School

Distance Learning Summary:

G-Suite's Google Classroom 2021/22 and Oak National Academy Resources



Google Classroom is part of the Google Suite and is available on all computers and mobile devices. It can be used for a range of educational purposes. **Google Classroom is an application where homework or assignments can be set, documents can be accessed digitally, or useful links or videos can be shared easily with pupils for general homework and also for Distance Learning.** This will be particularly useful when pupils and/or staff find themselves in the position of having to self isolate for a period of time.

At the end of this document is a 'user' guide for pupils (and also for staff)

(resources included from the Digital Leaders Team of Risca Community Comprehensive School - with thanks).

Teachers and staff of Mountain Ash Comprehensive School have collated an extensive list of Google Classroom environments for our learners which can be accessed from any location with an internet connection.

Many pupils will be aware of these already as when they are set up a link can be sent by the teacher to the pupil's **@macs.uk.net** email address (**they should check their emails**). **Important: all pupil logins will have had the password reset to the default of Password for their first access of the academic year as the year groups have been updated.** They should then change it to something memorable but secure. The username always follows *firstname.surname@macs.uk.net*.

Google Classroom basic instructions

Google Classroom requires you to login to the Classroom App and then join a class set up by your teacher. It is very simple to sign in. With the Google Chrome browser open on a device select the sign in link and then the apps are available under the grey dotted square. Google Classroom can also be downloaded to devices as an app.



At MACS all teachers and pupils use the @macs.uk.net style email addresses to login. If a pupil has an issue with their password then they can speak with a member of staff in school. Alternatively the IT support team may be able to resolve this remotely and pupils should email extrascope@macs.uk.net

At the end of this document is an instruction guide for pupils, and also for staff

(resources included with thanks to the Digital Leaders Team of Risca Community Comprehensive School).

Classroom teachers invite pupils to Google Classrooms directly. This sends an email to the relevant email address. Pupils can also obtain codes from their teacher (although this is not necessary with the email invite)



Key Information for pupils, parents and carers

<https://www.thenational.academy/>

Oak National Academy is an 'online classroom' developed by an experienced specialist team of teachers from all across the UK and beyond. It provides free, high-quality video based lessons and instructional resources and is available throughout the year.

Frequently asked questions:

How should my child use Oak?	<p>There are a few likely ways your child might use the resources.</p> <ul style="list-style-type: none">• A teacher may supply a link to a specific lesson to complete - they will post this in the Google Classroom to alert pupils.• A teacher may ask your child to complete specific subjects more generally.• Your child could search for topics they have covered already in order to re-cap, revise or catch up on learning done in school.
What will my child need?	<p>Access to the internet to visit the Oak website https://www.thenational.academy/ Then each lesson clearly states what might be needed at the start (in most cases simply a pen and some paper).</p>
How does the Oak website work?	<p>Oak National Academy was created specifically in response to the impacts of Covid-19. The resources are free, there is no sign up needed, and they are designed to complement your child's teaching or to support them during more extended periods of absence. Lessons cover a broad range of topics (organised from Reception class to Year 11).</p> <p>Each lesson is scheduled for approximately 1 hour and will include a range of support materials including pre-recorded videos by specialist teachers from across the UK who are working for the academy, along with slides, quizzes, worksheets and activities.</p>
How do I find lessons on Oak?	<p>From the home page of the Oak site, click 'Lessons'.</p> <p>From there you will find three options:</p> <ul style="list-style-type: none">• Specialist - To take you to specialist resources that could be useful for learners with additional learning needs if they are unable to access some of the bespoke provision their school would provide on site.• Subject - Use this if you want to find a lesson in a particular subject. It will first ask you for a year group, then will offer subjects suitable from those available.• Schedule - After asking for your year group this option will offer you a ready made schedule of lessons, providing you with a daily timetable that you can use from home. <p>Your teachers can also access the Teacher Hub section to explore lesson materials and download/edit the content.</p>

USER GUIDES

GOOGLE G-SUITE GUIDE



This is where the emails that other people send you will appear. Click emails to open them and read them. To delete unwanted emails, click the small box next to the title of the email and click delete. To compose an email, simply click the compose button on the left of the screen. You can also reply to emails sent to you by others, making a conversation much easier.



Searching with google is simple. Just go onto the main google screen and type what you want to know about into the search bar. Then, press either the enter key on your keyboard or the small magnifying glass icon next to the search bar. Click one of the links that appears to go to a website on that subject.



Google drive lets you save images, powerpoints, projects and other files. You can create files by going onto google docs, slides, forms or sheets. The file should automatically show up in your drive. Click on a file to open it and work off of it.



Docs lets you create word documents. It is easy to use, just type with the keyboard and the document will automatically save. Along the top are options to change the text size, font, and options to use italics and bold writing. To insert an image, find the image you would like by searching it up on google images. Right click, select copy, go back to your document, right click again and select paste. To insert a saved image, click insert, select image, upload from computer and choose the image you would like.



Sheets is a spreadsheet program, allowing users to create, save and edit spreadsheets. After creating your spreadsheet, select a cell to type into it. You can also use the same method as with docs to insert images. When you select a cell, you can also use the options at the top of the screen to change the colour of the cell or text, or change fonts and sizes.



With google slides, you can create powerpoints. Use the keyboard to type what you want. You can use the same method as with docs and sheets to import images. Along the top you'll find options to change the background, change text sizes and colours and even add transitions from slide to slide. To add a slide, click the + in the top left corner of the screen. As with other google programs, your project saves automatically.



GOOGLE CLASSROOM GUIDE STUDENTS



Google Classroom is part of the Google Suite and is available on Computers and Mobile devices. It can be used for: school, college, university and many other educational places for a range of educational purposes. Google Classroom is an application where you can set homework, essays etc digitally, or even just send useful links or videos to students via their email.



Open the classroom app. Firstly, you will need to join a class that your teacher has set up. You can add classes by clicking the + symbol in the top right hand corner, click join class, and enter the class code to join it. A class code is a random combination of letters and numbers, that will link you and join you to a Teachers Classroom. To view the class code your Teacher needs to go on the about page and the code will be at the top. You can click on it to copy or display code, you can click Settings (a gear) and display the code from there.



Assignments will then be set on Classroom where you can complete them and turn them in. Be careful though, as some can have time limits and have to be turned in by a certain date.



If you click the three symbols underneath each other, you can either check: your calendar, what work you still haven't done and need to do and you will see all of your classes.

GOOGLE CLASSROOM GUIDE TEACHERS



Google Classroom is part of the Google Suite and is available on Computers and Mobile devices. It can be used for: school, college, university and many other educational places for a range of educational purposes. Google Classroom is an application where you can set homework, essays etc digitally, or even just send useful links or videos to students via their email.



Open the classroom app. Firstly, click the + symbol in the top right hand corner, but unlike a Student you will have two options, 'join class' and 'create class.' Joining a class is the same as a Student joining a class, but you will be a Teacher and not a Student in the class.



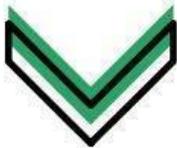
Secondly, choose 'create a class', then you will have to choose a: class name, section and subject. Your class name can be your name, the topic etc, the section can be the class itself (7R, 8I, 9S, 10C, 11A etc) and the subject is the lesson you are teaching that specific class.



Next, click on 'change theme' on the bottom right of the big picture at the top of the screen, you can change that picture. Underneath that, it also says to upload a photo, and if you click it you can put a photo onto the class for all the other teachers and pupils to see.



Then, click the + symbol in the bottom right hand corner, you can either: create an announcement, create an assignment, create a question or reuse a previous post. (I will explain these individually on a separate page). On the right, it says 'topics' and underneath it, it will either say no topics or the topics that you have created, then underneath that you will be able to add your own topic.



If you go to the top and click the Students tab, you will be able to see all the Students in that class, invite other Students and set it if: they can post and comment, only comment or teachers can only post and comment. Furthermore, if you go to the about tab you can change the class name and section or invite other teachers.



Wherever you are on Google Classroom, at the top right hand corner there's always three buttons, the nearest to the left (they look like a Rubix Cube) that takes you to the Google Suite, the middle one that looks like a bell enables notifications and the last one that has your Google profile picture is where you can either view details about your account or sign out. Also, in the bottom left hand corner there will also always be a question mark. If you click it, you can either: find out recently added features, send feedback, ask a question towards Google, but also get help on how to use Google Classroom in case you still need more help.

GOOGLE CLASSROOM GUIDE TEACHERS



Google Classroom is part of the Google Suite and is available on Computers and Mobile devices. It can be used for: school, college, university and many other educational places for a range of educational purposes. Google Classroom is an application where you can set homework, essays etc digitally, or even just send useful links or videos to students via their email.



Announcements

If you create an announcement, you type an announcement that you want to tell the rest of the class. You can choose if all the students see it or just certain students and also choose the topic of the announcement. You can even attach previous work from: Google Suite, YouTube videos or just hyperlinks. If you click the arrow next to the post button, you can either: post it now, schedule the post or save it as a draft which is where you don't post it and you can edit it later.



Assignments

If you create an assignment, you are setting work for the Students to complete, but digitally. Like with announcements, you can choose which students can see it and the topic of it, but also set a due date for when it has to be turned in. As well as all that, you can also attach: work from Google Suite, YouTube videos and hyperlinks. You can also write a title and the instructions for what to do.



Question

If you create a question, you write a question that you want the Students to answer, and you can write instructions too. You can also choose: the Student's that see it, the topic and set a due date. If you scroll down, you can set it so the Students can reply to each others answers and edit their own answer. You can just let them reply with their answer or set a multiple choice answer for them by clicking the arrow next to the short answer button, you can either leave it as a short answer or choose multiple choice.



Refuse

If you decide to reuse a post, click on the class you want to reuse the post from, then the post itself. After that, you will be able to edit it and then post it onto a different class