

Google Classroom for Parents

Welcome from your session facilitators:

- Pam Davis, ACES
Educational Technology
- Jim Moyle, ACES
Educational Technology
- Wanda Wagner, ACES
Educational Technology
- Barbara Hedberg, ME

Guidelines for a successful session:

- Please turn off your video.
- Please mute your microphones.
- Introduce yourself in the chat area.
- Place questions in the chat area during the session.
- Click 'raise hand' to be recognized, then unmute and turn on video when speaking.



Educational Technology

Purpose and Outline

Purpose: Google Classroom is a portal where teachers post discussions, materials, and assignments for students. Learn to navigate Google Classroom as a parent. You will need your child's login and password. This 30 minute session will include a 20 minute presentation and 10 minutes for questions.

Outline:

- What is Google Classroom?
- Can I use Google Classroom at home?
- How do students get invited or find their classrooms?
- How do parents see the classroom?
- How tech savvy do I need to be able to help my child?
- How does my child find out about new posts in the classroom?
- Which other apps and websites can be used with Google Classroom?
- Can I communicate with my child's teacher on Google Classroom?
- Can you show me Google Classroom? Of course!

What is Google Classroom?

- Free online classroom resource for students and teachers to share information, discussions, and assignments
- Students are invited to their teachers' classrooms
- Access to resources and class materials, assignments, group projects, and files
- By itself, it is not a learning tool – it is a portal to organize and collaborate a wealth of learning tools used by teachers
- Google Classroom is part of the Google Apps for Education (GAFE) suite
- ACES has a signed student data privacy contract with Google for the GAFE suite

Can I use Google Classroom from home?

- Yes, Google Classroom is a web-based tool you can access from any device with a web browser
- Chrome is the preferred browsers
- You can use it on a smart phone by using the browser or downloading the Google Classroom app

How do students get invited?

- Two methods of invite, depending on teacher choice:
 - Teachers invite students to their classroom by their ACES email with an invite code. Students then go to classroom and click the "join classroom" option and enter the code.
 - Students can be directly invited through a link sent to their email.
- Only access by using their **aces.org** email not gmail: <https://mail.aces.org/owa> If students email accounts are full, they will need to delete older emails and empty their deleted and sent folders, regularly.
- If students forget their invite, they can use the Chrome browser and type in the address: <https://classroom.google.com> and login using their ACES email
- Each class is private to the teachers and students invited
- Each teacher may customize their use of Google Classroom in different ways

How do parents and guardians see the classroom?

Parents have two avenues to keep up with their students' progress:


1. Teachers can send reports to parents and guardians to show progress
2. Parents and guardians may log on with their student to check the classroom and assignment postings. NOTE: only aces.org accounts can access classroom

no-reply@classroom.google.com
Daily summary for Mrs. Caitlin

To: Wagner, Wanda

If there are problems with how this message is displayed, click here to view it in a web browser.

EXTERNAL MAIL


Google Classroom
Daily summary for Mrs. Caitlin
May 5, 2020

Student work
Missing from last week

2020 — due May 4

Science Work: Monday, May 4, 2020 Overview: Ecology (Video 4:45 min) This week we are going to learn about ecosystems but more specifically: 1. how populations change in size over time and watch a short video that will reinforce concepts from last week and introduce you to new concepts and new vocabulary.

Watch the short video and answer the questions on the Google Doc provided.

Due in the next few days

2020 — due May 5

Science Work: Tuesday May 5, 2020 What causes populations to increase and decrease?

Please watch the video and answer the questions on the Google Doc provided.

Class activity

2 2020
JULIANNA PRATT, Travis Crawford, Travon Zombak


Assignment — due May 5

Science Work: Tuesday May 5, 2020 What causes populations to increase and decrease?

Please watch the video and answer the questions on the Google Doc provided.

Posted May 5

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on guardian summaries. Forward to only those you trust. Anyone with this email may be able to adjust your settings.

SETTINGS
UNSUBSCRIBE

Google Inc.
1600 Amphitheatre Parkway

How tech savvy do I need to be able to help my child?

- If you can open a browser, you can use Google Classroom.
- Next, your student click the top four tabs to move within the classroom:
 - Stream tab: Announcement and discussion area from your teacher.
 - Classwork tab: View your child's assignments. When they click a task, they will see a due date, details, resources needed, and status. Students return to the Classwork's tab to post their completed assignments. They can add files like docs or slides to show their work.
 - People tab: See students and other teachers.
 - Grades tab (teachers only): View grades received (or missing).
- Students attach their work to their assignments – similar to how you attach a document to an email.

Which other apps and websites can be used with Google Classroom?

- Google Classroom is part of the Google Apps for Education (GAFE) suite: drive, docs, sheets, slides, forms, classroom.
- Not all Google apps are automatically approved.
- All apps used at ACES are vetted through the ACES Technology Leadership Committee and go through a four stage process: data privacy, curriculum and developmental appropriateness, technology safety and security, and budget. The process is followed for fee-based and free apps. To see a list of vetted websites, visit the ACES website: <https://www.aces.org/schools-programs/school-based-services/educational-technology/data-privacy-practices>

How does my child find out about new posts in the classroom?

- When a teacher posts an announcement, your child will receive an email in the aces.org email account.
- For assignments, students need to keep track of deadlines using the class calendar.

Can I communicate with my child's teacher on Google Classroom?

- Your child can post questions back to announcements in the classroom stream
- ACES uses ParentSquare for two-way communications between school and home

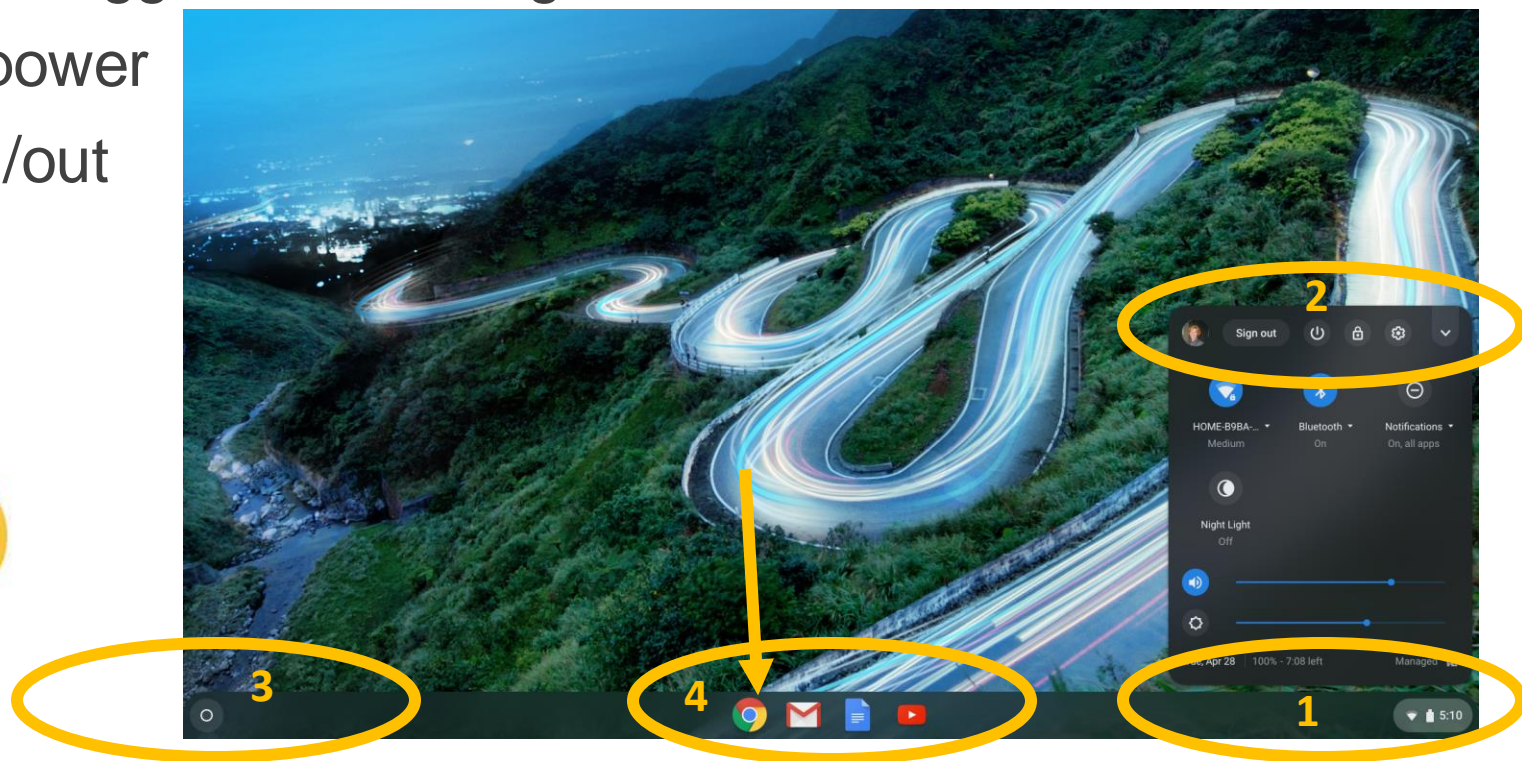
Ready to login and look at Google Classroom?

- Your child was provided with a secure login and password that is unique to them.
- Check with his or her teacher to obtain this private information.
- It is the same as the network login they use to login into their Chromebook or iPad.

Start your Chromebook and open Chrome

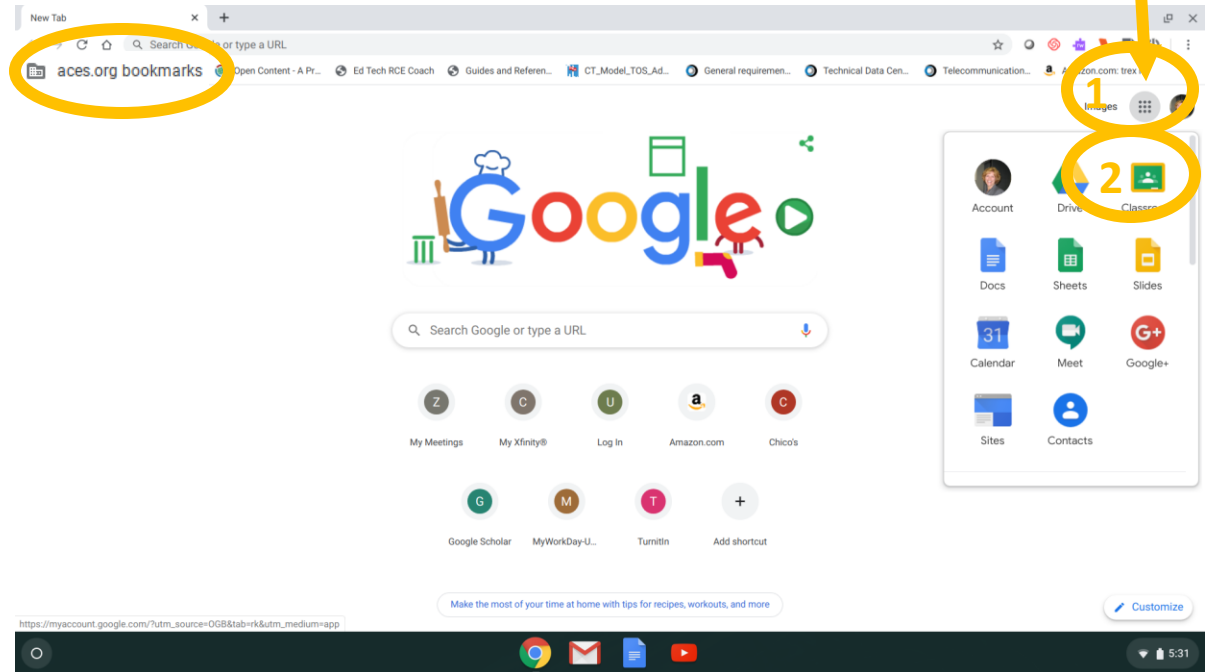
We recommend that students log off of their Chromebook each day. If your student logged off, when they open their Chromebook, they will be prompted to login. Once logged in, investigate their screen.

1. Wi-Fi/power
2. Sign in/out
3. Device
4. Apps



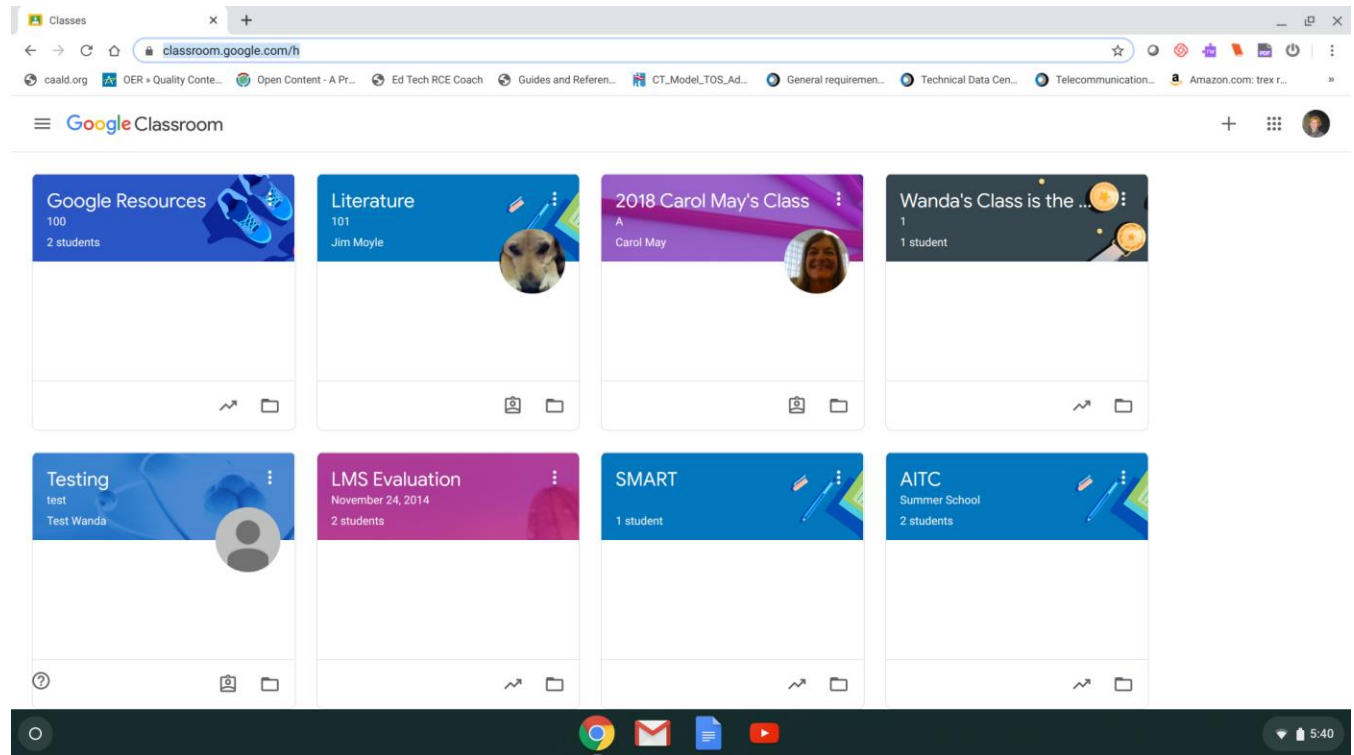
Go to Google Classroom

- Clicking Chrome opens the browser 
- First, at the top right, click the waffle to see the Google apps
- Next, click Classroom 
- Note: top left of screen – click *aces.org* bookmarks for links to common apps




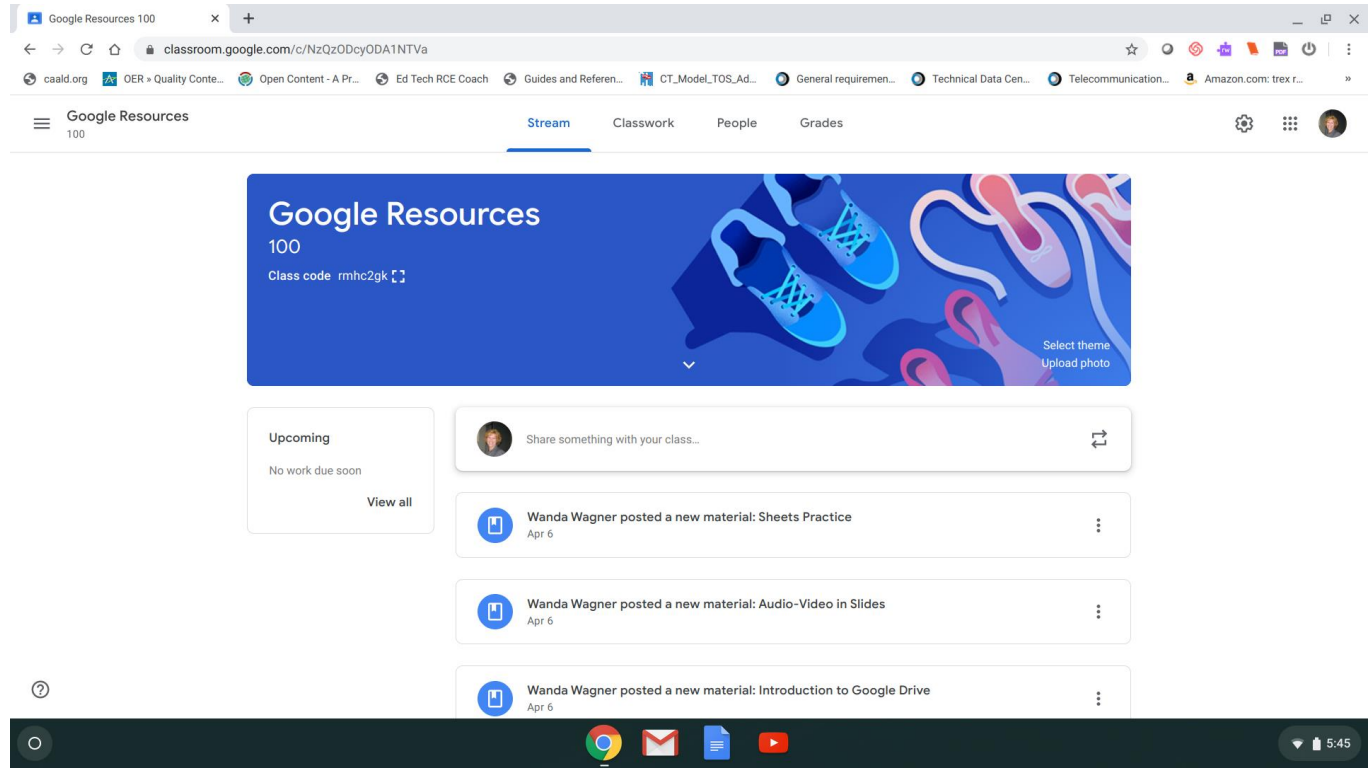
Open your class

- Another way to go to the classroom, is to type <https://classroom.google.com> in the address bar
- Click any class to open the classroom
- To join a class, click the + at the top right to enter the join # your teacher provided




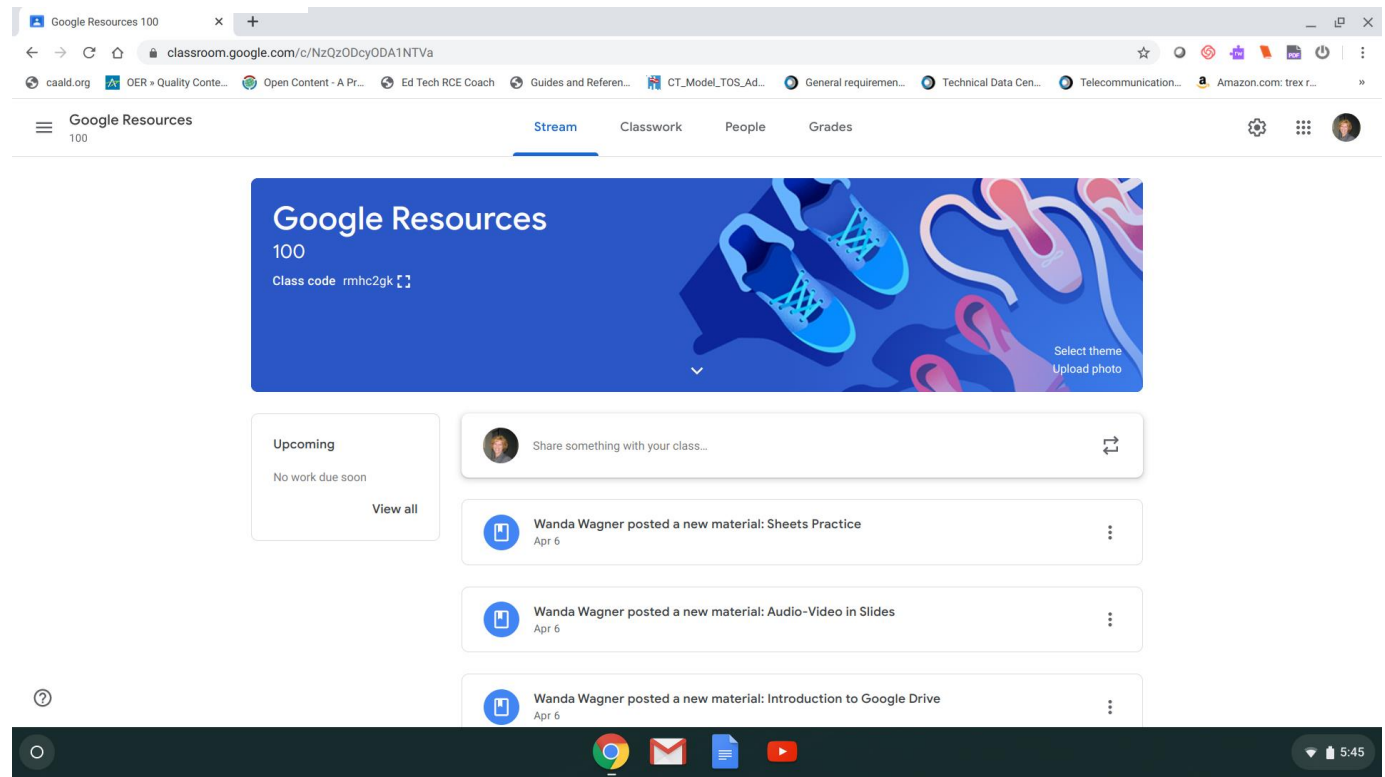
Get familiar with your classroom

- Once in your classroom, you are looking at the Stream
- Use the menu hamburger icon at the top left to move between classes 



Get familiar with your classroom Stream

- Once in your classroom, you are looking at the Stream
- Use the menu hamburger icon at the top left to move between classes 



The screenshot shows a web browser window displaying a Google Classroom page. The address bar shows the URL `classroom.google.com/c/NzQzODcyODA1NTVa`. The page title is "Google Resources 100" with a class code of "rmhc2gk". The navigation bar includes "Stream", "Classwork", "People", and "Grades". The main content area features a blue header with the class name and code, and a "Share something with your class..." prompt. Below this, there are three posts from "Wanda Wagner" dated "Apr 6": "Sheets Practice", "Audio-Video in Slides", and "Introduction to Google Drive". The bottom of the screen shows a taskbar with various application icons and a system tray displaying the time as 5:45.

Get familiar with your classroom Classwork

- Classwork shows your assignments and materials

The screenshot shows a web browser window displaying the Google Classroom interface. The address bar shows the URL `classroom.google.com/w/NzQzODcyODA1NTVa/t/all`. The page title is "Classwork for Google Resources". The navigation bar includes "Stream", "Classwork" (selected), "People", and "Grades". A "Create" button is visible at the top. The left sidebar lists "All topics" with sub-items: "Log In/Out of Google", "Google Classroom", "Google Drive", "Google Document - ...", "Google Searches - C...", "Google Sheets", and "Google Slides - Com...". The main content area displays a list of classwork items under the heading "Log In/Out of Google". The items are:

- Logging In And Out Of Google (Posted Apr 2)
- Google Classroom (header)
- Things Google Teachers Never Hear (Edited Apr 2)
- Getting Started with Google Classroom (Edited Apr 2)
- Were you able to create a new Classroom? (Edited Apr 2)
- Google Classroom and Drive Interact (Posted Apr 2)
- Can you find your Classroom folder and Cla... (Posted Apr 2)

The bottom of the screen shows a taskbar with icons for Chrome, Gmail, a document, and YouTube, along with a system tray showing the time as 5:55.

Get familiar with your classroom People

- People shows your assignments and materials

The screenshot displays the Google Classroom interface for a class named "Google Resources 100". The "People" tab is selected, showing a list of participants. The "Teachers" section includes Wanda Wagner, Jim Moyle, and Pamela Davis. The "Students" section includes Jeffrey Arnold and Nora Baxter, with options to "Email all guardians" and "Invite guardians". The browser address bar shows the URL "classroom.google.com/r/NzQzODcyODA1NTVa/sort-first-name".

Get familiar with your classroom Grades

- Grades shows your assignment results and teacher comments

The screenshot shows the Google Classroom interface. At the top, there's a navigation bar with 'Stream', 'Classwork', 'People', and 'Grades' (which is highlighted). Below this is a table with columns for student names and their assignment status. The table has a header row with 'Sort by last name' and three columns with 'No due date' and prompts like 'After adding a...', 'Can you find your...', and 'Were you able to...'. Below the header, there are rows for 'Class average', 'Jeffrey Arnold', and 'Nora Baxter'. Jeffrey Arnold is marked 'Turned in' with a vertical ellipsis icon. Nora Baxter is also marked 'Turned in'.

Sort by last name	No due date After adding a...	No due date Can you find your...	No due date Were you able to...
Class average	N/A	N/A	N/A
Jeffrey Arnold	Turned in	⋮	
Nora Baxter		Turned in	Turned in

Where do I see my child's files?

- Google Drive is the location where all your students files are stored.
- If the teacher has shared files with your child, they will appear in Drive under “shared with me”.
- Any assignment materials and files submitted in the classroom and under the Drive folder “classroom”.
- Click “New” to add a folder, doc, sheet, or slide.

The screenshot shows the Google Drive web interface. On the left sidebar, three yellow arrows point to the 'New' button, the 'My Drive' folder, and the 'Shared with me' section. In the main content area, a table lists files and folders. The 'Classroom' folder is circled in yellow.

Name	Owner	Last opened by me	File size
ACES Tech-LM Council	me	Mar 25, 2020	-
Adult Learning	me	Apr 25, 2016	-
Agile Project Management	me	Mar 22, 2017	-
Classroom	me	Apr 27, 2020	-
Data Team - Data Dashboard	me	Apr 3, 2020	-
Evaluation LMS System	me	Apr 3, 2020	-
GAFE Rollout Deployment Documents	me	Apr 3, 2020	-

Resource References

ACES. (2020). Data privacy best practices. Retrieved from <https://www.aces.org/schools-programs/school-based-services/educational-technology/data-privacy-practices>

ACES. (2020). Vetted list of applications. Retrieved from <https://edprivacy.educationframework.com/Districts/main.aspx?districtid=30109>

Google Classroom (2020). <https://classroom.google.com>

Google Drive (2020). <https://drive.google.com>

Knorr, Caroline. (2020, March 31). Parents' ultimate guide to Google Classroom. *Common Sense Media*. Retrieved from <https://www.commonsensemedia.org/parents-ultimate-guide-to-google-classroom>

Vacca, Mr. (2020). Parents guide to Google Classroom in 2020. Retrieved from <https://youtu.be/2lowi-gmbys>

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