



Dear parents/carers,

By now you will be aware that schools are no longer allowed to use the Seesaw App to communicate with families at home. This is due to the new privacy laws in the EU/UK.

Insch School are just about organised for the use of 'Google Classrooms' which is another App that is successfully used in schools such across Scotland.

Classes are now set up and linked to their class teacher, members of SLT and any other staff which may need to support your child's learning.

There are many benefits to switching to Google Classroom these are, ease of uploading word documents, setting scheduled work for children, and many more.

You are able to log into the Google Classroom using your child's username and password so you can see the 'STREAM'. This is similar to your child's 'journal' in Seesaw as teachers and pupils can post onto the STREAM for everyone in the 'classroom' to see. Please see 'How to use the stream' further on in this guide.

For individual contact with the teacher, you can also email the teacher directly. This information was on the laminated sheet handed out last term. If you have misplaced this, please let us know so that we can send one home quickly.

Please note: Homework will NOW be uploaded onto the class' Google Classroom. This will start next week as a trial run to iron out any teething problems, so please watch out for this.

As always if you get stuck or are not sure about anything, please feel free to phone or email using the school's number and address.

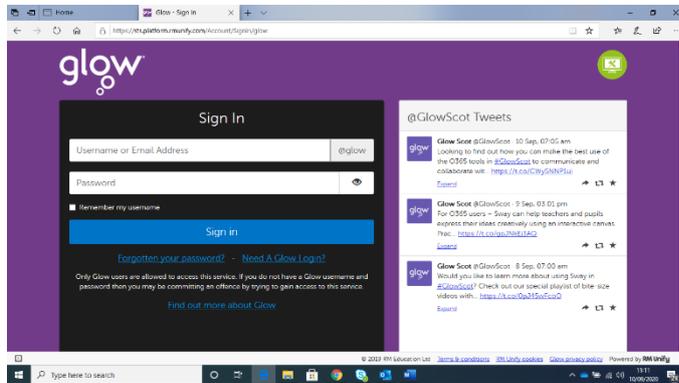
Kind regards,

Mrs Stirling DHT

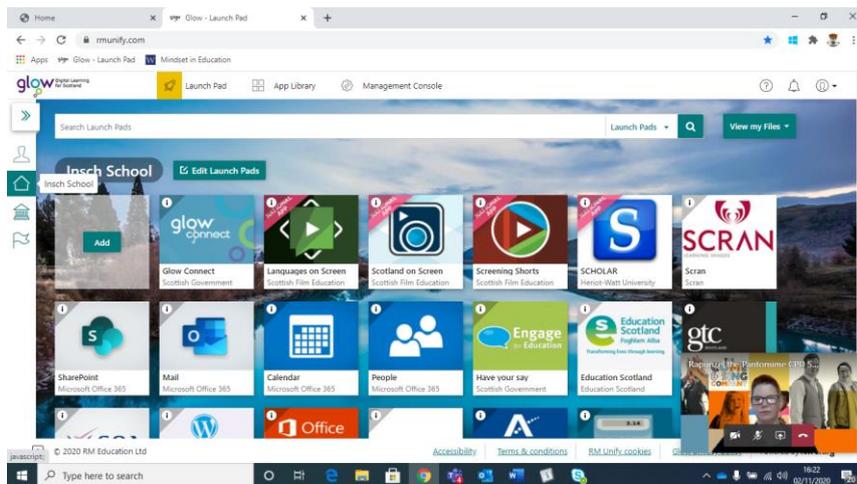
## HOW TO USE GOOGLE CLASSROOM:

Log into GLOW first:

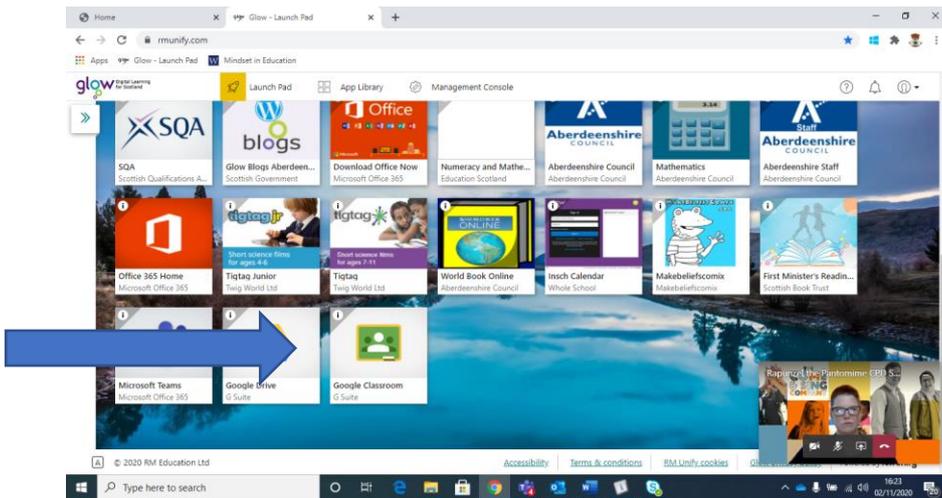
Username and password are on your maintained sheet given out last week of term.



Once you have logged onto GLOW you need to get the Launch Pad for Inch School



Scroll down to the Google Classroom App and click on it



You will then be asked to put in your child's email address for the google account.

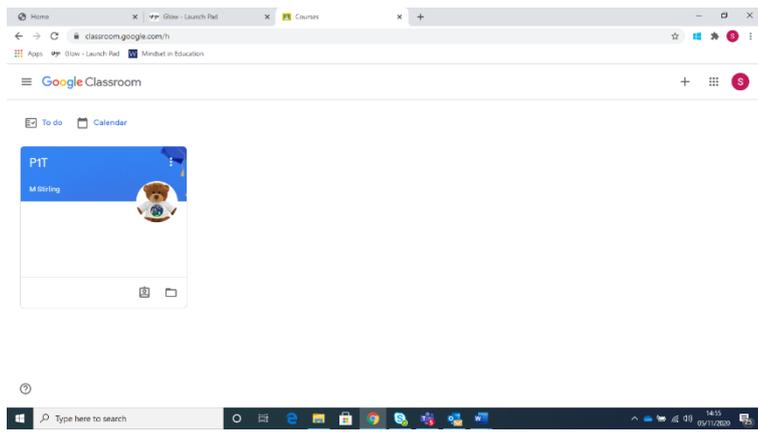
This will be your child's username e.g.

[gw08stirlingmhairi@as.glow.sch](mailto:gw08stirlingmhairi@as.glow.sch)

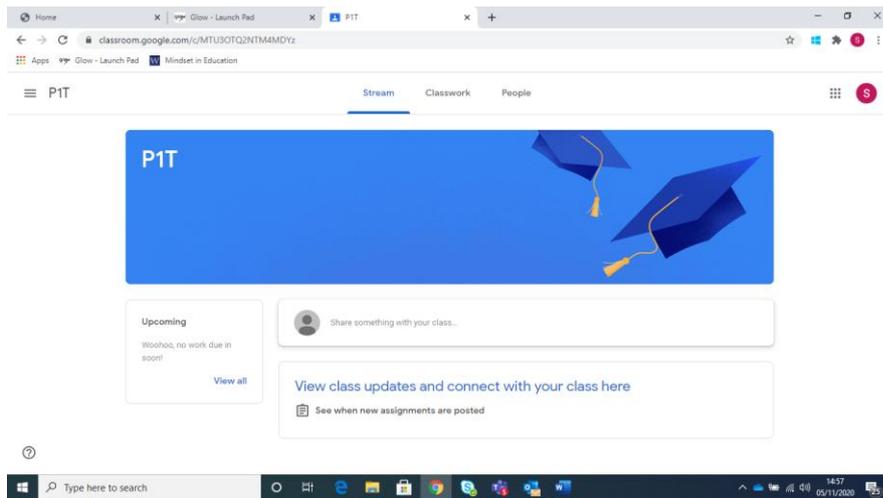
(email uses the username from glow)



The children have already accepted an invite to their class so your screen should look a bit like this:



Once you have clicked onto their class, the page will look like this:

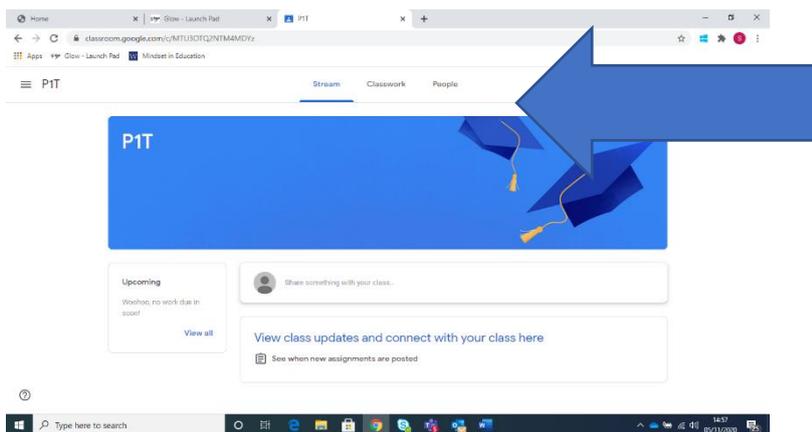


## **HOW DOES MY CHILD ACCESS THEIR SCHOOLWORK?**

### **Stream:**

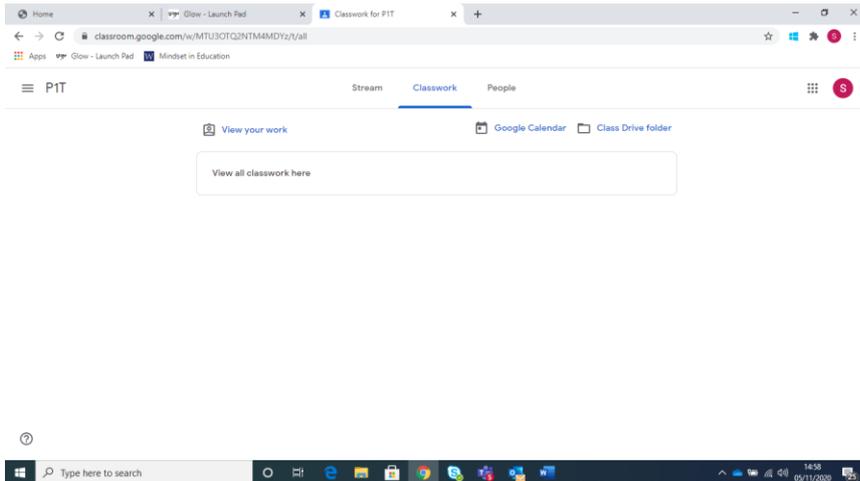
At the top of the home page are tabs which the children can access. The **STREAM** is the home page where everyone can see everything that is there.

The **STREAM** will show any tasks that need to be completed and any *Google Meets* that are happening.

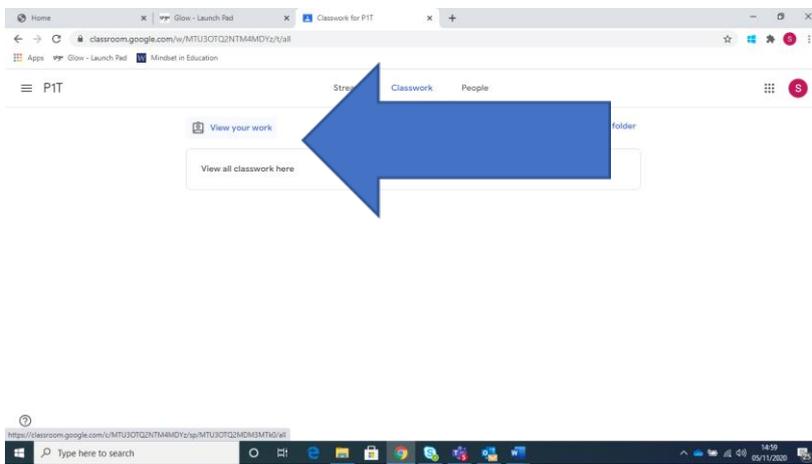


### **Classwork:**

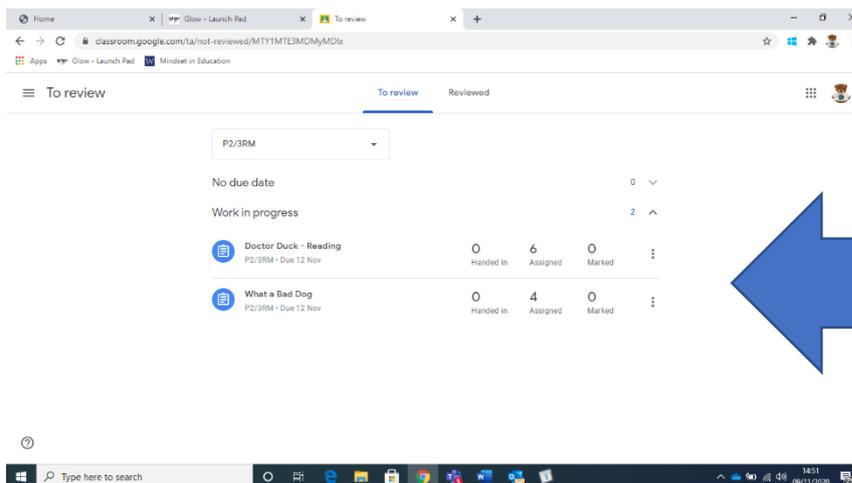
This tab allows the children to access their tasks. The page will look like this.



Then you can click on **VIEW YOUR WORK**



This takes you to this page:



Where you will find all your assigned work.

## Using the 'Stream' on Google Classroom

### For pupils/parents:

You can communicate with your class in the class stream in the following ways:

- **Post**—Information or a question that you add to the class stream.  
Example: *When do we visit the museum?*
- **Comment**—A response to a post or comment.  
Example: *We go next Friday.*
- **Reply**—A response to a comment that mentions the person who made the comment.

Example: *+commenter's name Thanks!*

If you don't want to post in the class stream, you can send a private comment to your teacher on an assignment or question.

### **Note:**

If the teacher mutes you, you cannot post, comment, or reply to comments.

**Only teachers can unmute a pupil.**

The screenshot shows the Google Classroom interface for a class named "Mrs Stirling's Test Class P1-7". The page has a pink header with the class name and code "e4v3xhq". Below the header, there is a "Stream" section with a post from "M Stirling" asking "Lucy can you read this?". At the bottom of the stream, there is an input field labeled "Add class comment" with a play button icon. A white arrow points to the class name "Mrs Stirling's Test Class P1-7" with the text "Name of class". Another white arrow points to the "Add class comment" input field with the text "This is the bar to write any comment to the whole class".

## **Google Meet**

### **Insch School Contingency Plan:**

**Only to be used in Lockdown.**

Aberdeenshire have given us clear and important guidelines that we must follow when on our Google Meet 'live'.

#### Guidelines for pupils:

- find a quiet space
- use headphones if you can
- place your device so the camera doesn't show too much of your home (to protect your privacy). Consider making use of appropriate customised backgrounds.
- behave in the lesson as you would be expected to in school
- be kind and considerate of others
- follow up tasks will be in Google Classroom - you can ask questions of your teacher there

#### Guidelines for parents:

- Help your child find the best place to work (if possible, not a bedroom, consider making use of customised backgrounds)
- Be on hand, if you can, to help if needed
- Take an interest in your child's work and the work left for him/her to complete in Google Classroom

#### Pupils - Getting set up for a Google Meet/Live lesson

First of all, if your child is not comfortable with being on camera please speak with the teacher, let them know using an email or private message in Google Classroom, so that other arrangements can be put in place.

Using Google Meet is inviting someone into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some top tips.

1. Be dressed suitably - no PJs - get dressed as you would be happy to be seen outside of your home.
2. Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame. Consider making use of appropriate customised backgrounds.
3. Turn the TV and other distractions off. Try to find a space which is quiet. Don't worry - we know this might not always be easy for everyone to do.
4. If you have some headphones, use them. You might need to change the meeting settings after you plug-in your headphones. This will work even better if they have a microphone. [HELP HERE](#)
5. Choose somewhere with good light but don't have your back towards a window if you can avoid it. Too much light can make it difficult for others to see you on your camera.
6. Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make yourself more comfortable.
7. Have some paper/jotters handy with a pen or pencil so you can write notes if you need to. You could also use Google Keep or Docs to write short notes with your device during your meeting.

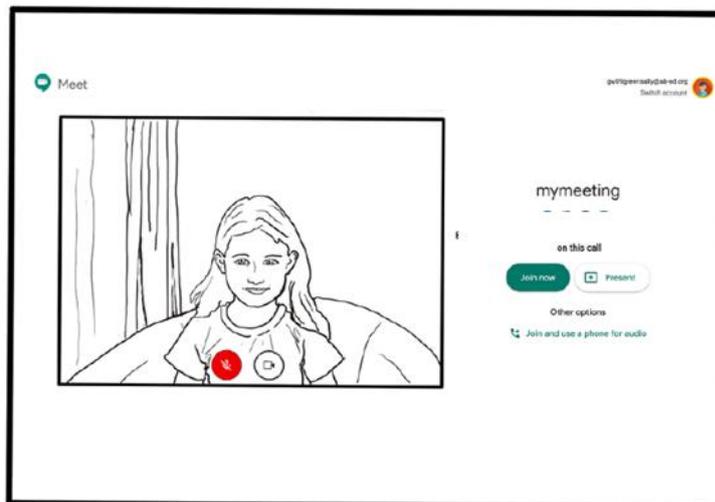


### Pupils: Connecting to Your Meeting

Your teacher will set a time for your meeting / lesson in Google Classroom. This is also where you will find the link for the meeting when it starts. Your teacher will be the first person in the meeting room and will be the last person to leave it. You may have to wait to be admitted to the meeting / lesson.

### **Top Tips for your meeting**

1. Visit your Google Classroom to get the meeting link just before the meeting is due to start.
2. Go to the meeting link.
3. Mute your microphone before you enter the meeting. You can also switch off your camera if you wish.



4. Click Join now to enter the Google Meet. **Don't click Present.**
5. Once connected, listen carefully to your teacher. You can use the chat to ask questions or unmute your microphone and ask your question. You should mute your mic again after you have asked your questions.
6. In your Meet, be kind and considerate of other people. The Meet is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you don't do so. If you are removed from a meeting, the headteacher or another member of senior staff may discuss this with you and

your parents/carers. Please remember, you have signed the Pupil Expectations Agreement.

7. When the call is complete, disconnect by clicking the red "hang up" button.

Remember to check Google Classroom after the meeting for any assignments that your teacher has set for you.