



Google Classroom @ HPJS

This is a guide to a Virtual Classroom at Hart Plain Junior School: how to navigate it, where to find what your child needs to do and where they will find their marking and comments from their teacher.

Stream

The stream is like the message board for the class. On here are messages or questions from your child's teachers that your child can respond to. Children cannot post onto the stream but they can reply to teacher comments and announcements.

Classwork

This is where you will find all of the work that has been set for your child. It is organised into topics on the left hand side which hopefully will make it a little easier to find your way around. The classwork is as follows:

- **Daily Tasks**

These are tasks that need to be repeated at once daily. These included Times Table Rockstars and Reading at home. As you can't bring your reading log into school, we've made an online one. Children can fill in the form every day and record what they have been reading and what they think of their books.

- **Help**

These aren't tasks but they are guides and walkthroughs that we may post from time to time that may help you. You may have found this very guide in this section!

- **Dated Topics**

There will then be a dated topic for each day of the school week. So on Friday 8th January, the children select 'Friday 8th January' and they will then see the work set for that day. They don't need to complete the work in any particular order but we would like to see all work completed on the day that it is set. If children do miss some bits, they won't disappear. They will be there to access later on.

Turning in Work

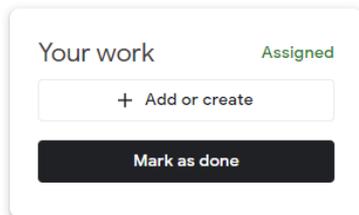
It's really important that children turn in their work. If they don't, their teacher can't see or mark their work. When working on a form (which has separate questions, drop down boxes and checkboxes), your child just needs to submit their work at the end of the form.

When working on a Google Docs document, there should be a grey box in the top right corner it should say 'Turn In'.

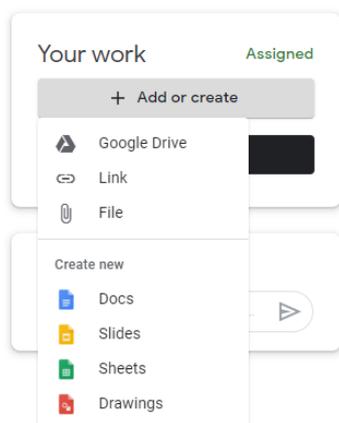
Showing off your work!

Some tasks may require you to do some drawing, investigating, dancing, exploring and everything else in between so you may want to show us a picture of what you have done. You can upload photos, videos or documents to add to each of your assignments.

On each assignment, you should see a box that looks like this:



Then select **File** and locate the image on your device and upload. Once this has uploaded, select **Mark as done**.



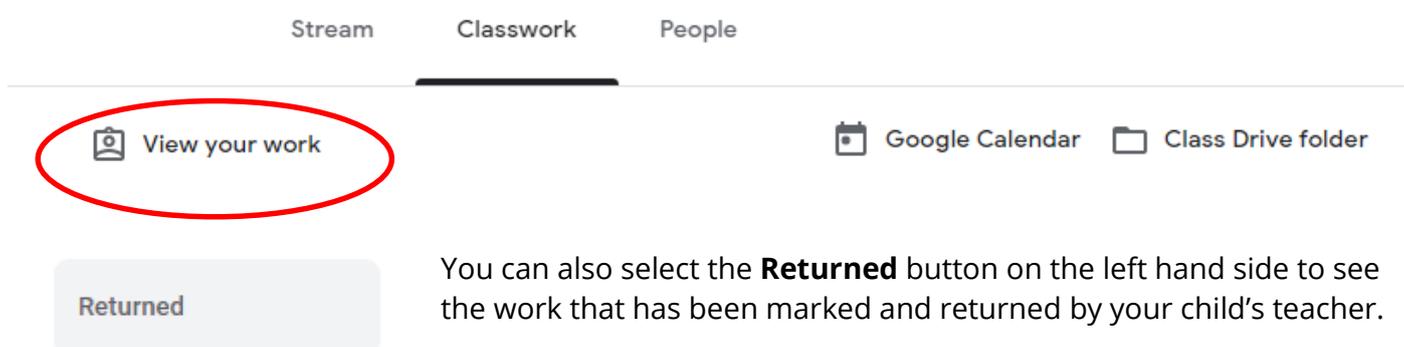
Anything that is uploaded will only be seen by school staff; other children in the class will not be able to see it.

If you cannot upload files in this way, please email your year group team at:

Year3@hpjs.co.uk Year4@hpjs.co.uk Year5@hpjs.co.uk Year6@hpjs.co.uk

Viewing work and Marking

In the Classwork screen there is a box at the top which says 'View Your Work'. From here you can see the work that has been turned in or assigned and keep an eye for the comment symbol:  2 which shows that there are new comments to be read.



You can also select the **Returned** button on the left hand side to see the work that has been marked and returned by your child's teacher.