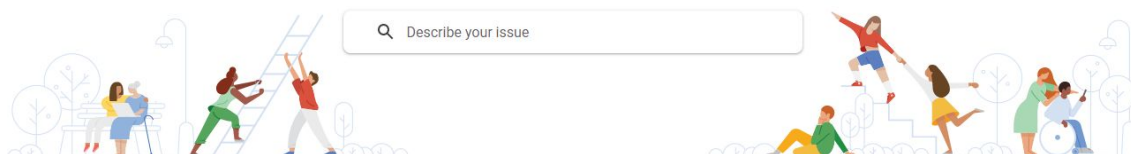










Google Classroom

How can we help you?



Help videos from Hitchin Boys' School during the first lockdown and Herts for Learning

-  HBS; [Google Classroom email summaries for guardians](#)
-  HBS; [School Closure Google Classroom](#)
-  HFL; [Joining a live video lesson through Google Classroom on a mobile device](#)
-  HFL; [Accessing Google Classroom through a web browser](#)
-  HFL; [Accessing Google Classroom on a tablet or phone](#)
-  HFL; [Using Google Meet \(through Google Classroom\) in a web browser](#)

Google Classroom is available on Computers, Laptops, Android, iPhone & iPad

School Expectations

During the time you are learning remotely your lessons will follow the usual school timetable (including break and lunchtime) starting with virtual form time at 8.45. Your timetable can be accessed via the Edulink App available to parents and carers.

Form Time	8.45
Period 1	9.10
Period 2	10.10
Breaktime	11.10
Period 3	11.30
Lunchtime	12.30
Period 4	13.30
Period 5	14.30

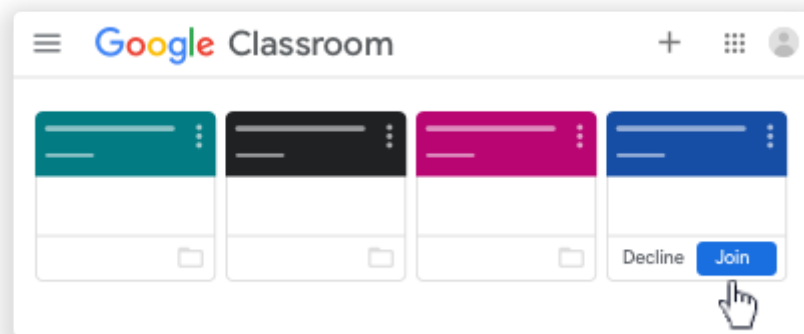
Work will be on Google Classroom for you to follow. You should go to the relevant Google Classroom, using your school email account, at the start of each lesson to see what work has been set. Live lessons will be provided where possible. To access live lessons we will use the Google Meet code in your Google Classrooms. Your teachers have been asked to plan for lessons of around 50 minutes in length to allow you a comfort break between lessons.

We have the usual high expectations of behaviour online: teachers will still give achievement points for excellent work and contributions, you should only join classrooms where you are a member and only make appropriate contributions via text, audio and video. We also expect full attendance at lessons, registers will be taken and followed up if you are not present or not handing work in.

We sometimes hear of students reporting at home that they 'have nothing to do.' While the honesty of you all is generally beyond reproach, this is unlikely! If all work genuinely has been finished, you can access further materials linked to your subjects on [GCSEPod](#), [Seneca](#), [Oak National](#) and [BBC Bitesize](#).

Join a class

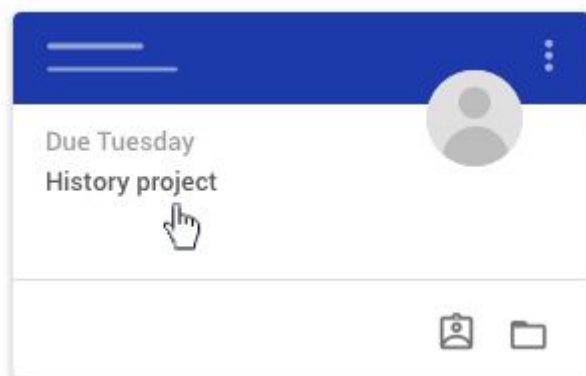
Make sure to sign in with the correct school account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture ⇒ select or add your account. Go to classroom.google.com.



See your work for a class

For all of your classes, you can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

1. On each class card, you can review up to 3 assignments that are due in the next week.
2. To see details, click the title of the work.




3. Click a class to see the latest assignments, questions, or announcements.

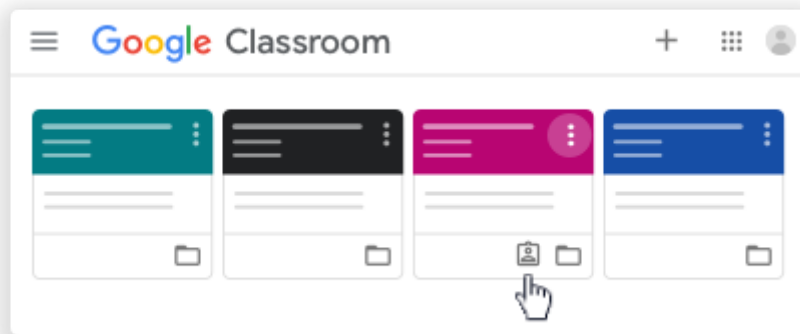
See work for all classes

1. At the top, click To-do and choose an option:
 - To see work assigned by your teacher, click Assigned.
 - To see work that you didn't turn in, click Missing.
 - To see work that your teacher graded or returned, click Done.
2. Click a title to see details of the work.
3. (Optional) To see or hide work for a specific time period, click the Down arrow ▼ or Up arrow ^.

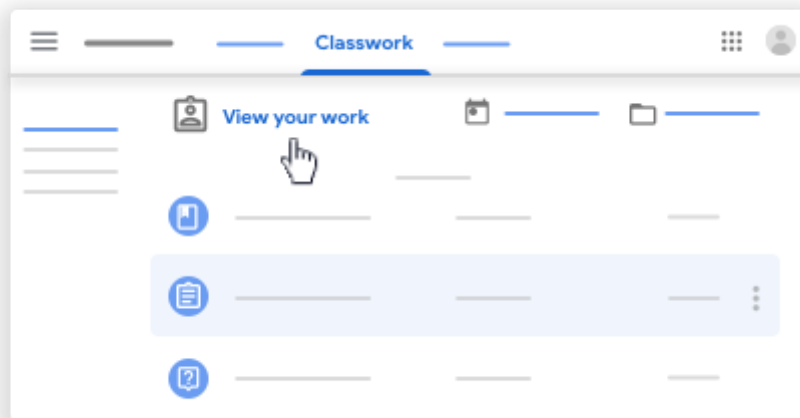
See all your work for a class

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that's late or missing. You can also filter your work by class.

1. On a class card, click Your work  .



You can also click the class ⇒ Classwork ⇒ View your work.



2. To see attachments, comments, or additional details for an assignment or question, click the title of the work ⇒View details.
3. To filter your work, under Filters, click Assigned, Returned with grade, or Missing.

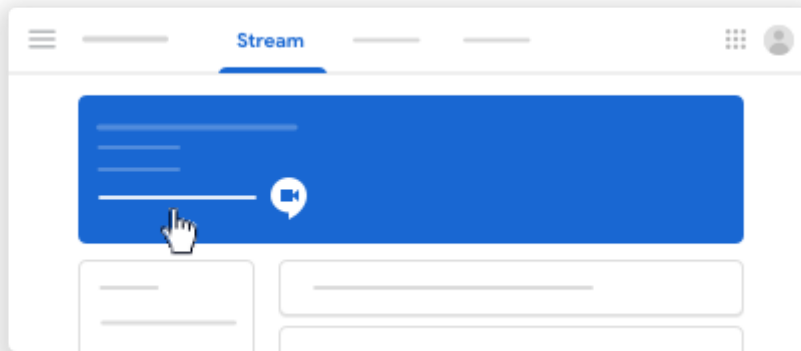
Join a Google Meet/Live Lesson


When your teacher turns on Meet for Classroom, you can join a live video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

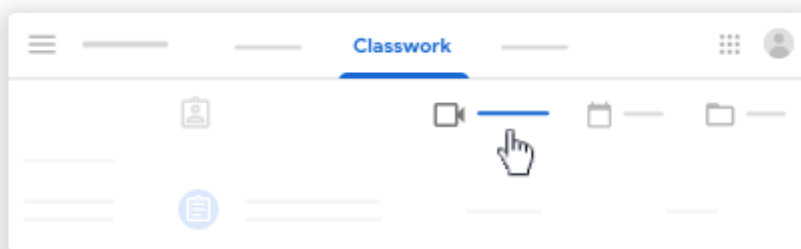
To use Meet, sign in to Classroom with your school account. These live lessons will be recorded.

Choose an option:

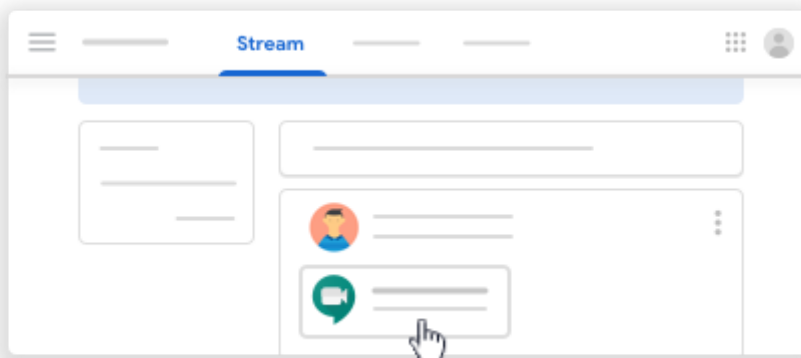
On the Stream page, at the top, click the Meet link



On the Classwork page, at the top, click Meet .



On an announcement or post, click the link for the class video meeting.



Turn in an assignment (Hand in/Mark as Done)

You turn in your work online in Classroom. Depending on the type of assignment and attachments, you'll see Turn in or Mark as Done.


If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

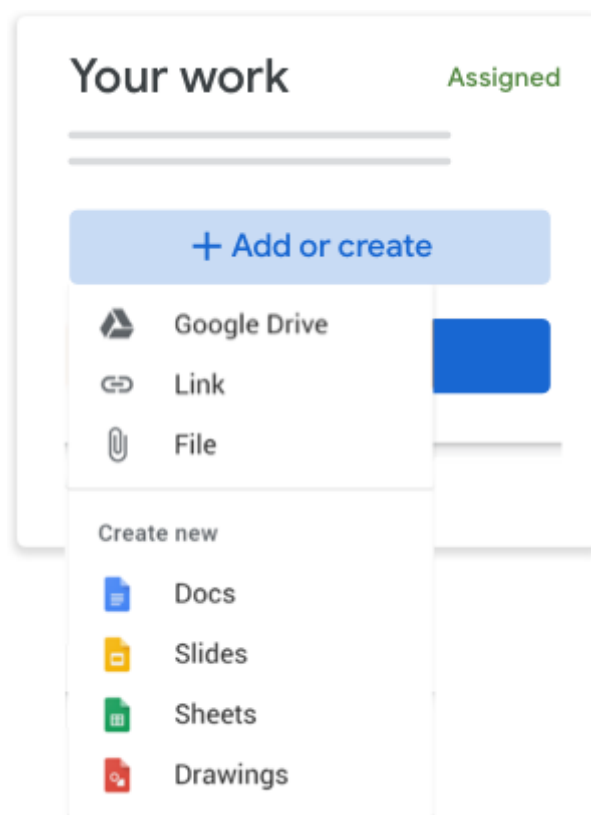
You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

Click the class ⇒ Classwork.

Click the assignment ⇒ View assignment.





To attach an item:

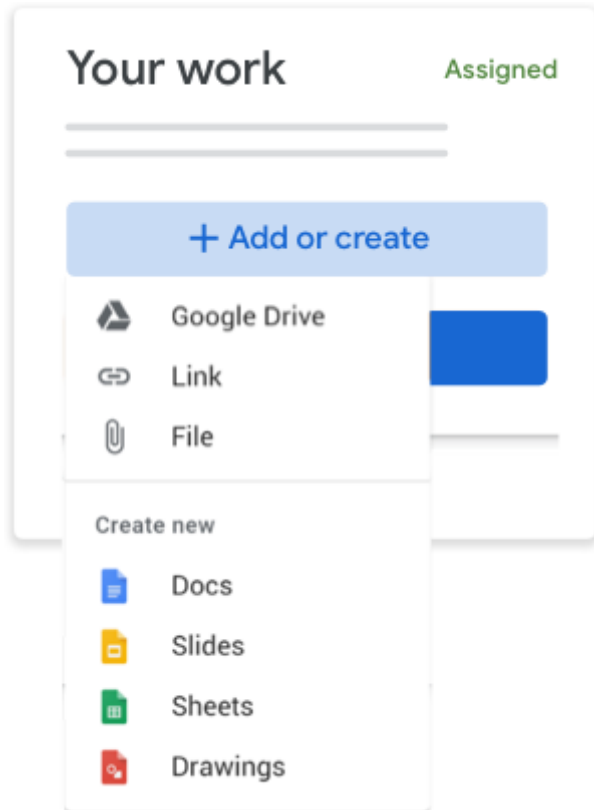
Under Your work, click Add or create ⇒ select Google Drive , Link , or File .



Select the attachment or enter the URL for a link and click Add. This can be a word or PowerPoint document or something you have stored on Google Drive.

To attach a new document:

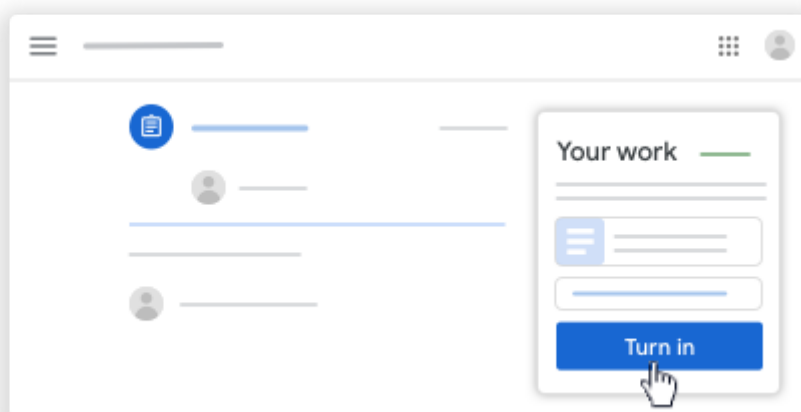
Under Your work, click Add or create ⇒ Docs , Slides , Sheets , or Drawings . A new file attaches to your work and opens.



Click the file and enter your information.

Click Turn In and confirm.



The status of the assignment changes to Turned in.

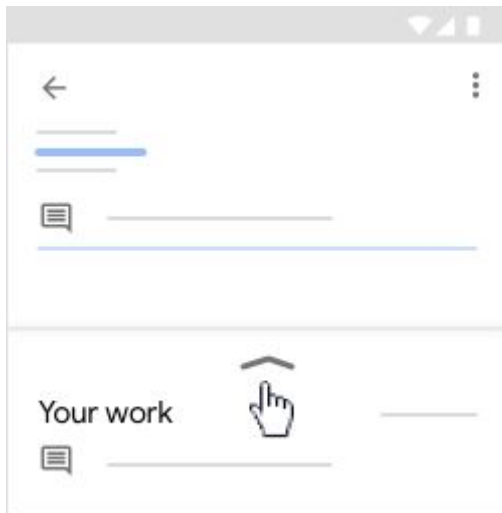









Important: If you get an error message when you click Turn in, let your teacher know.

Using the mobile app to insert a photo or other attachment

You can use your camera in Classroom, upload a photo or more files to your work directly in the Google Classroom App. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Tap Classroom .
2. Tap the class ⇒ Classwork ⇒ the assignment.
3. On the Your work card, tap Expand .



4. To attach an item:
 - Tap **Add attachment**.
 - Tap Drive , Link , File , Pick photo , or Use camera .
 - Select the attachment or enter the URL and tap Add.
5. To attach a new doc:
 - Tap Add attachment.
 - Tap New Docs, New Slides, New Sheets, or New PDF.
 - For a new document, presentation, or spreadsheet, enter your information and tap Done.
 - A new PDF opens as a blank file where you can [write notes or draw images](#) on it. When you're done, tap Save.
6. Note: You can attach or create more than one file.
7. To remove an attachment, tap Remove .
8. To add a private comment to your teacher, tap Add private comment ⇒ enter your comment ⇒ tap Post .

9. Tap Turn In and confirm.
The assignment status changes to Turned in.



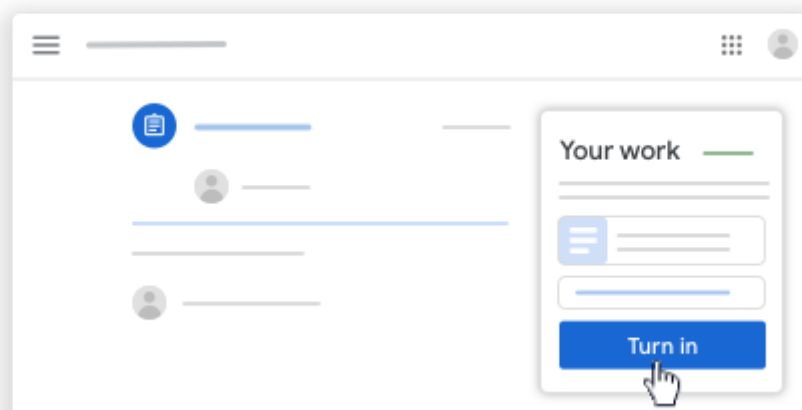
Turn in a quiz assignment

1. Click the class ⇒ Classwork.
2. Click the assignment ⇒ View assignment.
3. Click the form and answer the questions.
4. Click Submit.
If the form is the only work for the assignment, the status of the assignment changes to Turned in.
5. If there's more work to do for the assignment, click Open assignment.

Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Click the class ⇒ Classwork.
2. Click the assignment ⇒ View assignment.
3. Click the image with your name to open the assigned file.
4. Enter your work.
5. On the document or in Classroom, click Turn in and confirm.



6. The status of the assignment changes to Turned in.
Important: If you get an error message when you click Turn in, let your instructor know.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Click the class ⇒ Classwork.
2. Click the assignment ⇒ View assignment.
3. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post ▶.
4. Click Mark as done and confirm.
The status of the assignment changes to Turned in.

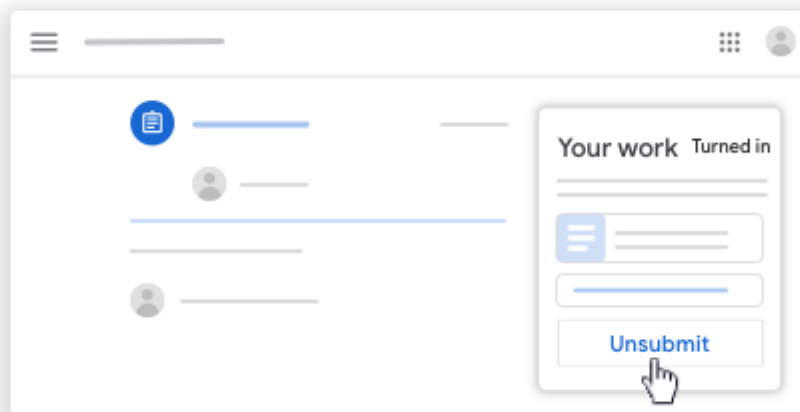
Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Click the class ⇒ Classwork.
2. Click the assignment ⇒ View assignment.
3. Click Unsubmit and confirm.

Note: This assignment is now unsubmitted. Turn it in again before the due date.



See work arranged by topic


1. Click the class.
2. At the top, click Classwork.
3. On the left, click a topic.

To see any instructions or feedback, click the post ⇒ View assignment or View question.

Check for late or missing assignments

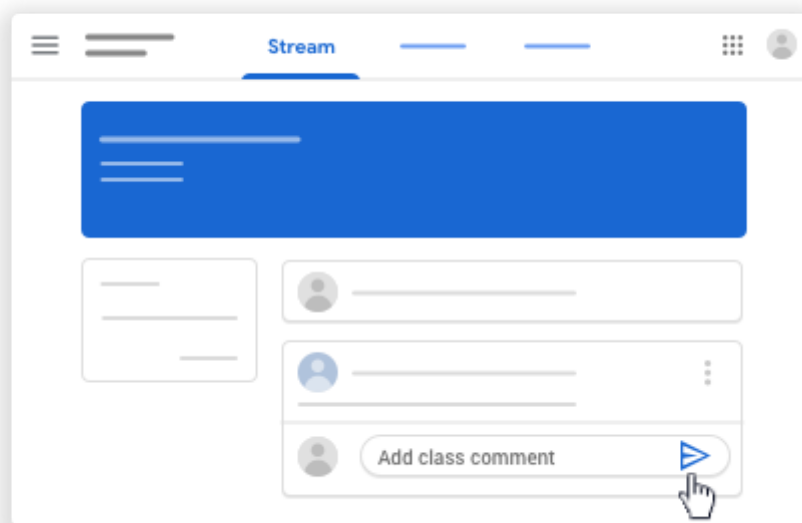
Your teacher sets the late-work policies for your class. However, Classroom doesn't prevent you from turning in work after the due date.

When your teacher assigns work, it's marked Assigned. If you don't turn in your work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. On a class card, click Your work .
2. On the left, click Missing.
3. To review more details, click an item ⇒ View details.

Communicate with your teacher

1. If your teacher allows, you can comment on other posts and comments. Teachers can delete comments. In a post, click Add class comment ⇒ enter your comment. Click Post




Note: If you don't see Add class comment, your teacher turned off permissions to comment.

2. You can send a private comment to your teacher that only they can see from an assignment or question. You can see your teacher's response when you open the assignment or question. If you delete a private comment, your teacher can still see it.

Choose an option:

- A. On the Stream page, click the assignment or question.
- B. On the Classwork page, click the assignment or question ⇒ View assignment or View question.

Click Add private comment. Enter your comment ⇒ click Post .