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Parents Guide to Google for Education for Remote Teaching and E-Learning

In the event of school closure or for families who are self isolating, Wootton St Peter's have decided to use Google for Education platform as part of their remote teaching arrangements. The following guide for parents is intended to support families in helping their children engage with this process.

Our Google for Education platform will act as a means of communication between your child and teacher throughout the school closure. It allows our teachers to set lessons, answer questions and give feedback.

Google for Education Accounts

Your child has a Google for Education account which is assigned to our educational establishment. Google does not track the activities of this account for advertising or marketing reasons but your school has full visibility of your child's actions whilst using Google Classroom.

If you are concerned about Google for Education you can find out more at <https://safety.google/>

Your child's account for Google for Education consists of a unique username which is based on their name and our school domain. We have used your child's first name and the first letter of their surname. This takes the form of an email address:

joeb@wootton-abingdon.oxon.sch.uk (this is an example)

This email address doesn't function as an email address, it's just a username and Gmail is not available to pupils. They have also been allocated a password. We will send home your child's login details separately to this document.

Please take time to read about our Google for Education platform. It includes information about how to access and use the following remote teaching tools:

- Google Classroom
- G Suite Apps

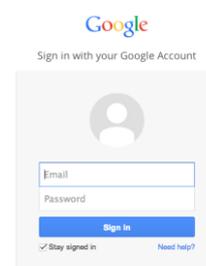
All classes have been set a homework activity today so everyone can get used to using the platform from home. **We recommend children and parents try and access their Google for Education accounts while the school is open and please let us know if you have any concerns or questions at this stage.** We are obviously aware that in some households children will not have access to a computer or need to share devices. If you are concerned about this please get in touch with us to discuss how your child might access their Google for Education account.

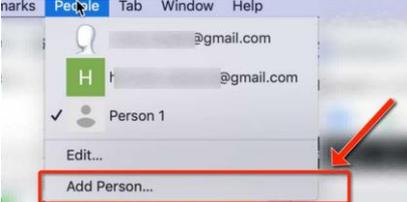
Finally, our IT support provider **123ICT**, is supporting and training our teaching staff. Their support will also be available to our parent community and further details will follow about how you can contact them. The practicalities of remote teaching is a learning curve for all of us and I would appeal for patience as we all get up to speed with our Google for Education platform.

How does my child access their Google for Education account?

Google for Education can be accessed from any computer or tablet that has access to the internet.

You simply go to Google and login with your child's Google for Education username and password:

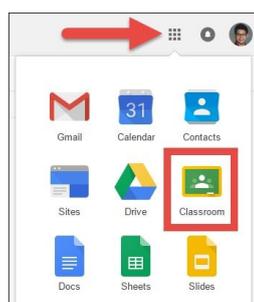


Type of device	Notes
<p>Chromebook</p>	<p>Your child will have an email address and password. They need to type in the FULL email address (unless they are using a school-provided device) otherwise the device will complete the domain with @google.com which will not work. Once logged in they will need to open the chrome browser if it doesn't automatically do so.</p>
<p>Windows Laptop Apple MacBook</p>	<p>Pupils will need access to the Chrome browser (it should be as up to date as possible). Your child will need a separate profile on Chrome unless they are the sole user of the device. To do this click People from the top bar and click 'Add Person' to add a new profile (see below).</p>  <p>They should then sign in using their school Google for Education account using the full email address and password.</p>
<p>Tablets iPad iPhones</p>	<p>Because these devices do not readily support multi-window work in the same way as laptops and desktops the experience is slightly more tricky as pupils will have to move from app to app.</p> <p>For the best experience we recommend installing the following apps:</p> <ul style="list-style-type: none"> ● Google Chrome

Android	<ul style="list-style-type: none"> ● Google Classroom ● Google Drive ● Google Docs ● Google Slides ● Google Sheets
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Where do I find Google for Education Apps?

On laptop computers you need to open up **Google Chrome browser**:



At the top of Google search page is the **Google Waffle** which has all the Google for Education apps:

Google Classroom

Google classroom is a tool your child's teacher can use to share web links, videos and files with your child. They can also set 'assignments' which can be completed online. Your child can be a member of more than one Google Classroom so it is important they know which classroom they are expected to use and when. The teacher can easily share resources and also set work which might be specifically for your child or could be a collaborative piece of work which several children at once might be working on at the same time.



To access Google Classroom pupils can use the classroom app or visit <https://classroom.google.com/>

G-Suite Apps

 <p>Drive</p>	 <p>Docs</p>	 <p>Slides</p>	 <p>Sheets</p>	 <p>Sites</p>
<p>Drive is the place where work is stored and shared.</p> <p>All of your child's work is here and your child's teacher can also share resources such as photos here which your child can then use in their work.</p>	<p>Docs is a word processor which is compatible with Microsoft Word.</p> <p>It is used for writing.</p>	<p>Slides is used to make presentations and is compatible with Microsoft Powerpoint.</p> <p>Presentations can include text, images and even film.</p>	<p>Sheets is a spreadsheet program which is compatible with Excel.</p> <p>It can be used to organise and present data using charts and graphs.</p>	<p>Sites allows children and teachers to create websites.</p> <p>These are for internal use (those with a school login) only by default.</p>

Please get in touch with us if you are finding it difficult to access Google Classroom and the work that your child/children's teacher has set.