EA Parent Guidance with Google Classroom

Blended remote learning means that sometimes your child will physically be in school learning, and other times they will be learning at home from a device. At this time, all students in East Aurora School District will have access to technology and the internet in their homes so that learning may continue without interruption during the Corona Pandemic. Below you will find technology guidance to best support your child at home.

Email Accounts for Students

- Students in grades K-5 will not need an email account. All their communication will take place through Google Classroom.
- Students in grades 6-12 will still have an email account through Microsoft Office 365. This email will be connected to your student's Google Classroom, even though it is not a Gmail account.
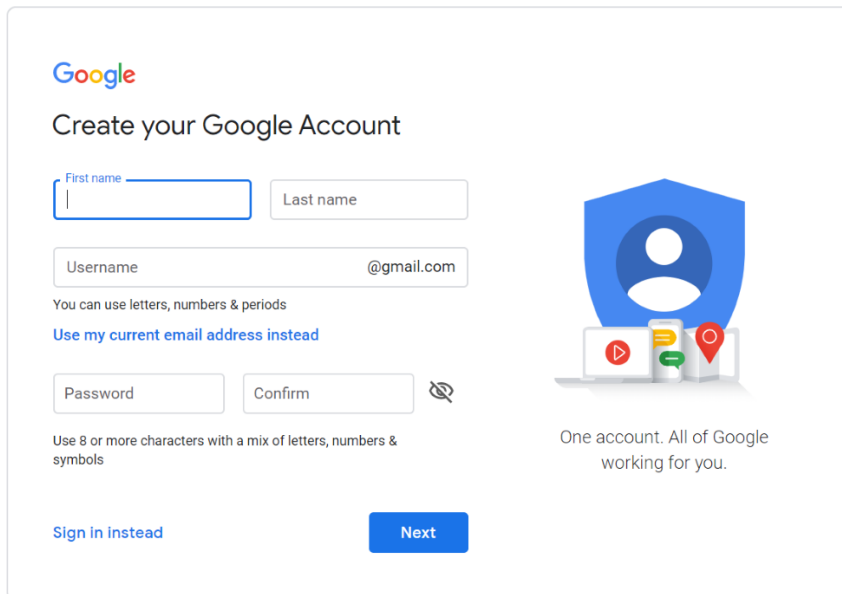
Email Accounts for Parents

To sign up for Gmail, create a Google Account. You can use the username and password to sign into Gmail and other Google products like YouTube, Google Play, and Google Drive.

1. Go to the Google Account creation page.

   http://accounts.google.com/signup

2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign into Gmail.

Google Guardian Email Summaries

What do the Guardian Summaries Tell Parents?

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activity—Announcements, assignments, and questions recently posted by teachers.

How do guardians get summaries?
- A teacher sends an invitation to a guardian.
- After a guardian accepts the invitation, they choose when to get email summaries for each of their students.

When do guardians get summaries?
Guardians can get emails daily or weekly and can unsubscribe at any time. Guardians won't get an email summary if:

- There's no activity to report for the given time period.
- All their student's teachers turned off notifications for their classes.
- They accepted the invitation but chose not to get any summaries.
- They aren't connected to any student in Classroom.

Google Classroom

Google Classroom is located within your child's G-Suite Applications. Below is a list of common applications within the G-Suite for education. All these icons are in the "waffle," which is 9 little dots located in the upper right-hand corner of your child's screen. It looks like this:
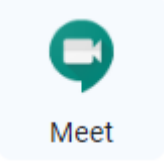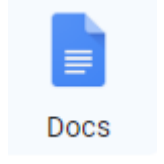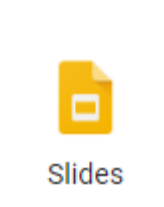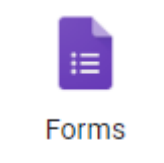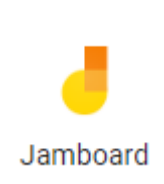
  (*The Waffle*)

If you are ever lost and would like to access your child's Google Classroom, please visit:

classroom.google.com

Common Google Apps and their Icons in G-Suite:

Classroom	**Google Classroom** This is where you will find all your child's assignments from his/her teachers.
Drive	**Google Drive** This is where all documents are virtually stored for your child. No more loose papers, everything can be organized into folders on the Google Drive!
Calendar	**Google Calendar** This is where you will go to find "invitations" for your child to join in virtual class meetings.

Meet	**Google Meets** This is where you will click when you want to start a videoconference. You can also join a videoconference from your child's Google Calendar.
Docs	**Google Docs** Google Docs is like Microsoft Word. You can type papers and collaborate virtually on assignments with other children in the classroom through Google Docs.
Slides	**Google Slides** Google Slides is like PowerPoint. Students can create slide decks that share information about a topic. They can insert photos and videos into these presentations, and they are also able to collaborate virtually on the same project with other children in their classroom.
Forms	**Google Forms** Google Forms may be used to assign a quiz to your child, or to survey their interest in a topic. Google Forms provide a quick and easy way for your child's teacher to collect information.
Jamboard	**Google Jamboard** Google Jamboard is like a virtual interactive Whiteboard. Your child can write, draw, or use virtual sticky notes to communicate with his/her teacher and other classmates through Google Jamboard.

Open Your Own Gmail Account (for parents)

To sign up for Gmail, create a Google Account. You can use the username and password to sign into Gmail and other Google products like YouTube, Google Play, and Google Drive.

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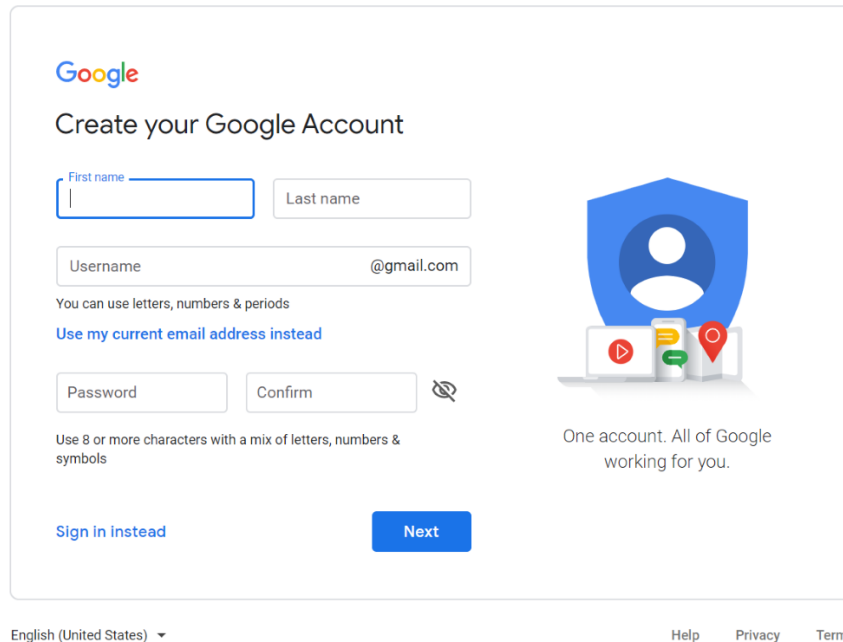
(*The Waffle*)

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Common Google Apps and their Icon

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   http://accounts.google.com/signup

5. Follow the steps on the screen to set up your account.
6. Use the account you created to sign into Gmail.


Join a Video Meeting in Google Classroom

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

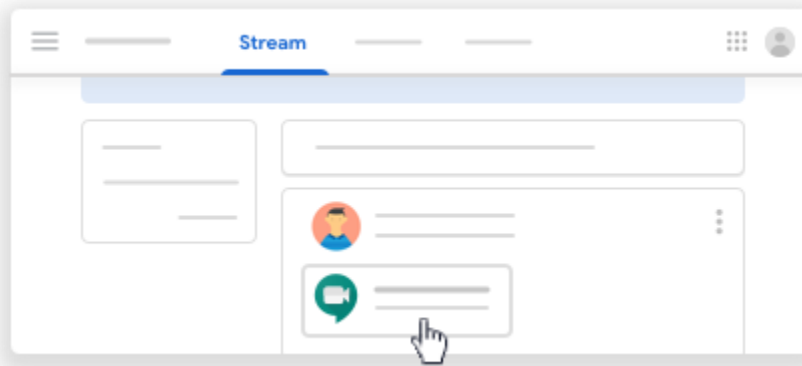To use Meet, sign into Classroom with a school account.

1. Go to classroom.google.com.
2. Click the class.
3. Choose an option:
   - On the Stream page, at the top, click the Meet link.
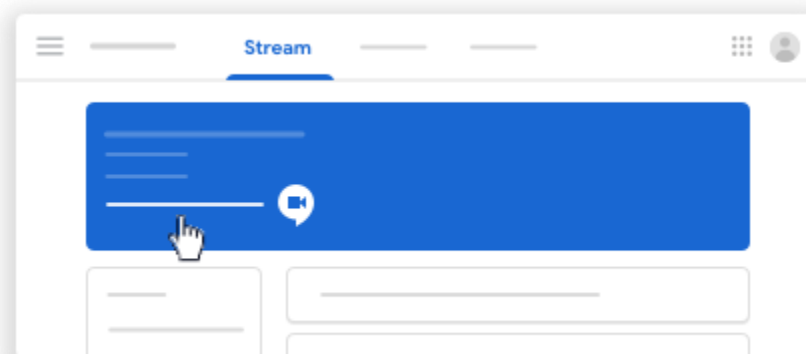
- On the Classwork page, at the top, click Meet .
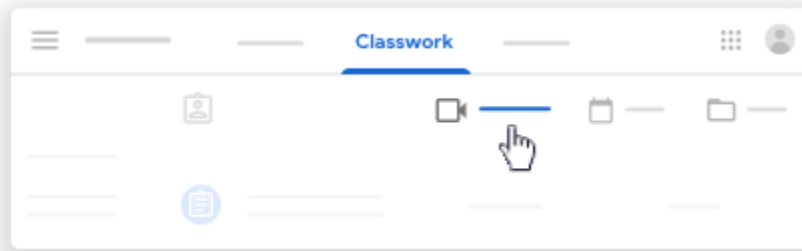
- On an announcement or post, click the link for the class video meeting.

4. (Optional) To allow Meet to use your camera and microphone, click Allow.
5. In Meet, at the top, make sure you're signed in with your school account. To switch accounts, click **Switch account** > select the Classroom account.
6. To join the class video meeting, click **Join now**.

Join a Meeting from a Calendar Invite

If your teacher or the meeting organizer shares a Google Calendar event with you, you can join the meeting from Calendar.

1. Open Google Calendar.
2. Sign in with your school account.
3. On the calendar, click the video meeting event.
   If you don't see the event, at the top, make sure you're signed in with your school account.
4. Click **Join with Google Meet**.
5. In Meet, click **Join now**.


Submitting Assignments in Google Classroom
You turn in your work online in Google 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.

To Turn in an assignment:

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.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. To attach an item:
   a. Under **Your work**, click **Add or create** > select Google Drive ⌂, Link 🔗, or File 📎 .
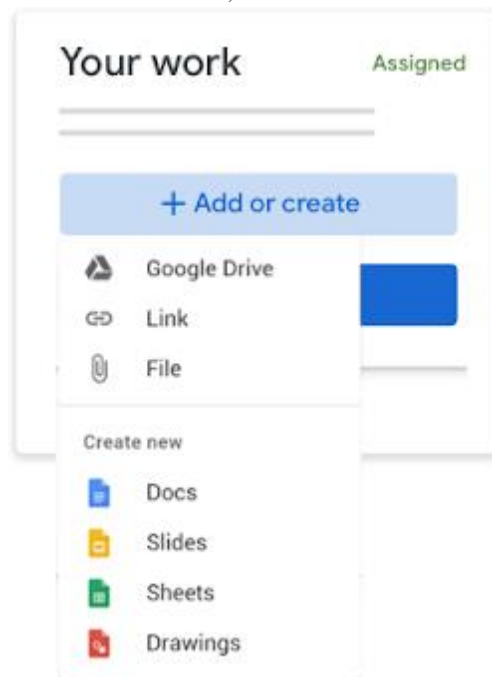
   b. Select the attachment or enter the URL for a link and click **Add**.

5. To attach a new document:

a. Under Your work, click **Add or create >** Docs 📄, Slides 🟨, Sheets 📊, or Drawings 🔺. A new file attaches to your work and opens.
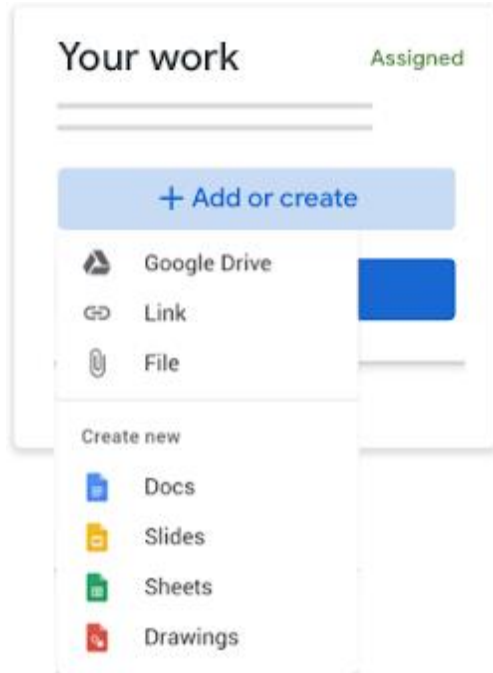
b. Click the file and enter your information.
1. (Optional) To remove an attachment, next to the attachment's name, click Remove ✕.
2. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post ▷.
3. Click **Turn In** and confirm. The status of the assignment changes to **Turned in**.
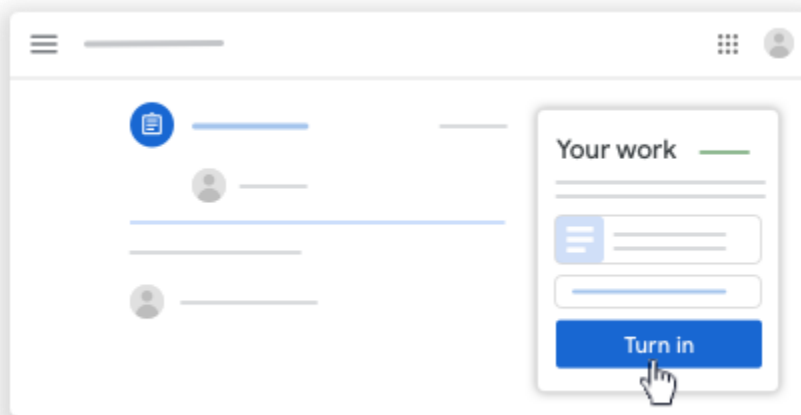
Important: If you get an error message when you click Turn in, let your instructor know.

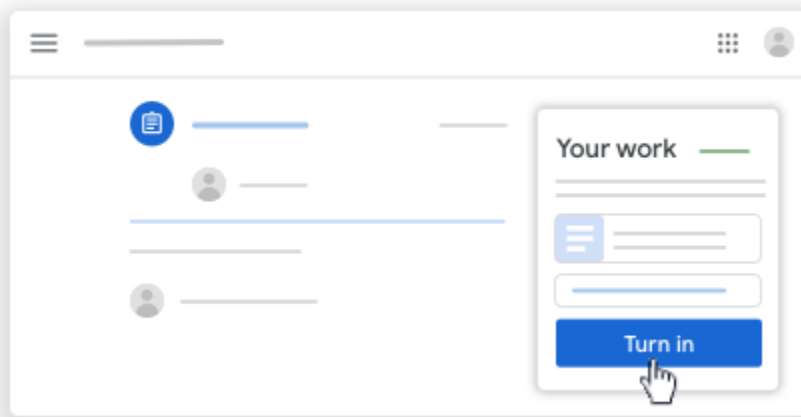## To turn in a quiz assignment:
1. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. Click the form and answer the questions.

5. Click **Submit**.
   If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.
6. If there's more work to do for the assignment, click Open assignment.

To 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. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, 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 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. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post ▷ .
5. Click **Mark as done** and confirm.
6. 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. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. Click **Unsubmit** and confirm.
   Note: This assignment is now unsubmitted. Turn it in again before the due date.
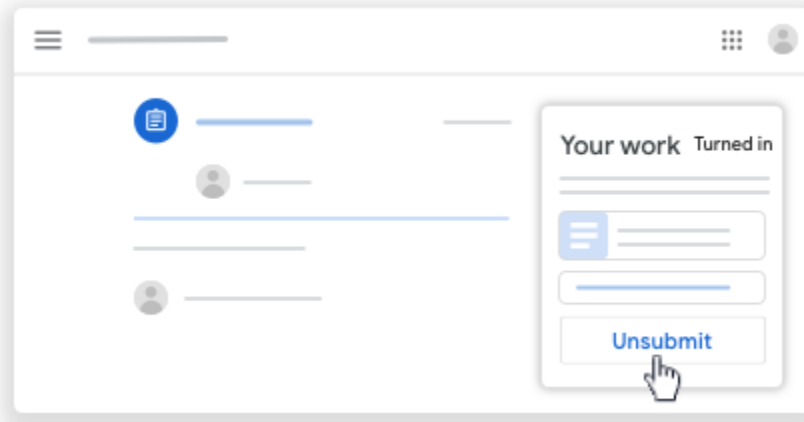
Technical Difficulties

If you or your child is experiencing technical difficulties, please reach out to your child's individual school for support.

In Google Classroom, many questions may be answered through the Google Classroom Help Site. Go to the following link for additional support when needed:

Google Classroom Help