



## **Google Classroom - Frequently Asked Questions**

### **How should I submit my child's assignment?**

There are lots of different ways for a child to submit an assignment. When an assignment is set, instructions on how it should be handed in will be given. For example, a PDF may be attached for children to edit or the children may be directed to write in a book and upload a picture of their work.

If editing a PDF on an iPad (or working directly on a worksheet through Google Classroom), children will need to ensure they click the save icon found in the top right of their screen. Once they have done this, the children will be taken back to a screen that says 'Your work'. Children must then scroll to the bottom of that page and select the button that says 'Hand in'. This is crucial in alerting the teacher that work has been completed and is now ready for feedback.

If editing a PDF on a laptop, we recommend using 'Kami'. This is a free extension which can be found via this [link](#). Once installed, you will have the option to open your child's assignments with Kami. You will then be able to edit the PDF and save it using the save icon in the top right of your screen. Once saved, return to Google Classroom and view your assignment where you will see a 'Hand in' button as mentioned above. If uploading your own attachment, such as a Word document, PowerPoint or photo, then you need to go to the assigned task and select 'View assignment.' You will then see an option under the 'Your work' section that says 'Add or create'. Select this and you will be able to upload your own documents. Once you have added all the attachments you need to, select the 'Hand in' button.

If you require any further support please see the following [video](#), which explains how to find and submit assignments.

### **What should I do if the device my child is using can't edit an attached assignment?**

Editing an attached assignment will vary from one device to another. All PDFs can be edited on an iPad by selecting the assignment and then the pen icon in the top right of the screen. When on a laptop, we recommend editing PDFs as outlined above. If an attachment cannot be edited by any of the means suggested, we ask that your child completes a hard copy of the assignment and uploads a photo of it to Google Classroom. Please see the above question for directions on how to do this.

In some cases, the class teacher may direct children to complete the assignment as a hard copy. This may be the case with a written piece to practice handwriting for example. In this case, a photo of the completed work should be taken and uploaded to Google Classroom as mentioned above. Once the photo has been attached to the assignment, remember to click 'Hand In'.

### **How will class work be marked?**

Professional judgement will determine how feedback is shared with the children. Teachers will use their professional judgement to decide whether an assignment should be submitted and marked via Google Classroom, recorded in exercise books or otherwise.

Typed comments from the class teacher will be submitted as 'private comments' within Google Classroom assignments. These will be visible only by your child and selected school staff and will be in line with the school policy.

### **Will all 'classwork' be marked by the class teacher?**

As per our Marking & Feedback policy [here](#) we value both verbal feedback and written feedback in moving learning forwards. As a school, we place considerable emphasis on the provision of immediate verbal feedback (at the point of teaching) with this considered to be most beneficial for the children.

Professional judgement will determine the most effective way for feedback to be provided upon learning whether verbally, electronically via Google Classroom or otherwise. In the event of isolation / lockdown, feedback would be provided via 'private comment' within Google Classroom.

The 'Classwork' tab may also be used solely to provide learning aids for the children. In such circumstances, no feedback would be necessary.

### **Should my child respond to the marking at home?**

It is not an expectation that children respond to comments in their marked work outside of the school day. Each child will be encouraged to revisit their work and read the feedback provided by the teacher before the next lesson.

### **Why are some of my child's tasks displayed as 'Missed' in red text?**

There are a number of circumstances where this could occur. For example, some learning will have 'extension tasks' that the children may not necessarily access each lesson. Children may have instead accessed an intervention. Learning aids may have been provided for the children during lessons which required no further action. Such work may display as 'missing'.

### **Can my child submit a homework task if the 'due date' has passed?**

Yes, your child can still submit an assignment. However, teachers may not provide feedback on overdue assignments unless specifically requested by a parent.

### **Can my child see other children's completed assignments / responses to the teacher?**

Only teachers can view assignments that children have chosen to 'hand in'. Other children / parents in class will not be able to view the submitted work.

Google Classroom does offer the function for children to comment on teachers' announcements on the 'Stream' and post announcements themselves, however this feature is currently disabled at Trinity St. Peter's. This is so that important information shared by the class teacher can be seen clearly and so that teachers aren't expected to monitor pupil comments outside of school hours.

If a teacher posts a 'Question' for the whole class – such as our weekly Big Question, have the option to submit their answer on the post for the rest of the class to see and respond to. This will be done as part of a controlled environment during lesson time with the intent to encourage useful, class discussion.

### **Who can see my child's work, other than my child and their class teacher?**

All KS2 teachers and teaching assistants have accounts on Google Classroom and are able to see work submitted in each classroom.

### **How is my child's reading recorded via Google Classroom?**

When your child logs into Google Classroom, there will be a 'Reading Record' section under the 'Classwork' tab. There should be one set 'question' in this section with the name of your child as the title. Here, both yourself and the class teacher will have the option to leave reading comments, as per usual routine in a Reading Record booklet.

This assignment will remain in your child's classwork for the whole academic year and is assigned to your child only, meaning the comments can only be viewed via your child's account and a teacher account.