

Accessing Google Drive and Google Classroom from Home

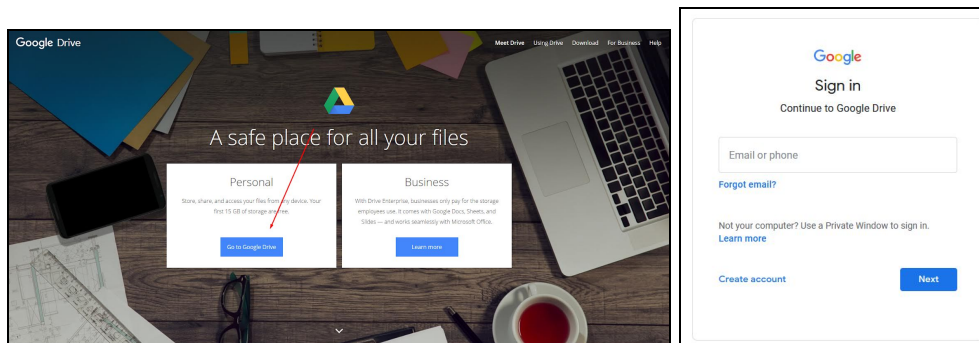
Students are able to access Google Drive and Google Classroom from home, which will allow them to create and store work online, (Drive), and allow them to access shared educational resources or live lessons, (Classroom).

Using Google Chrome is one of the easiest ways to access Google Drive from home. Sign in to Google Drive via the settings options. Sign in using your network login details followed by @stjohnsrc.org.uk.

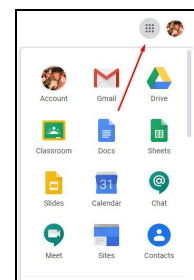
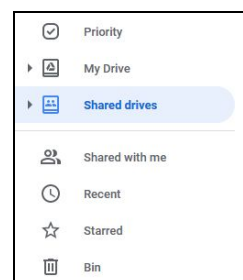
Alternatively, you can [click here](#) to access our school landing page, (see below), which has shortcuts to all of our online tools.



If you do not have the access to Google Chrome you will likely have one of the browsers listed: Internet Explorer (IE), Microsoft Edge (ME) or Firefox (FF). You can log in using these browsers too. Search "Google Drive" and sign in by following the steps.



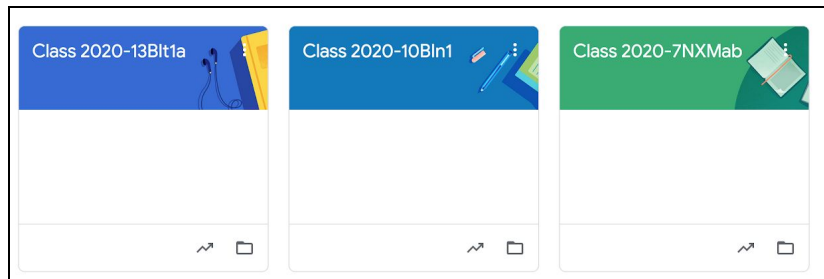
After the sign in, you can navigate through Google Drive from the left sidebar to go to shared drives and recent documents. Once signed in you will be able to access all of the applications that are on offer including Gmail, Classroom, Sheets, Docs and Slides.



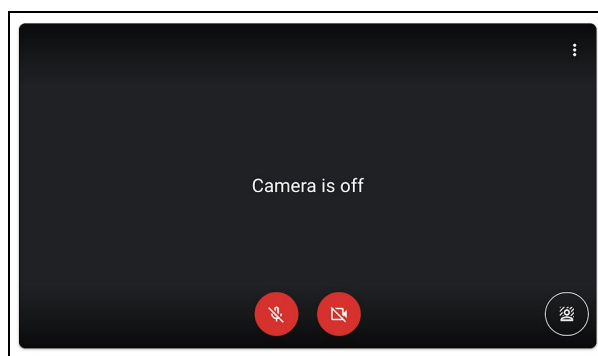
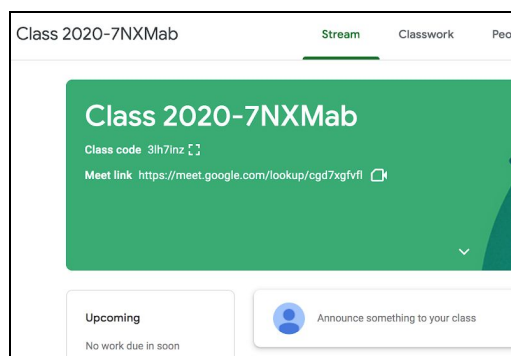
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Accessing Live Lessons in Google Classroom

In order to access live lessons, launch Google Classroom, to see tiles for each of your lessons. Each of your lessons has a code, e.g. Ma is Maths, Sci id Science and so on.



Once you have clicked into your lesson you will find a stream which has announcements and/or attached resources such as work sheets or presentations. There will be a link to a Google Meet, which will give you access to your live lesson.



Meet link <https://meet.google.com/lookup/cgd7xgfvfl>

Please follow your timetable, remembering to turn off your camera and microphone until instructed otherwise by your teacher. Also, please be patient as staff will be moving between other online lessons and need some time to set up. Therefore lessons may start 5 minutes after their scheduled time. At this point in time, we are recommending that lessons last for at least 45 minutes which includes online meetings and independent work. This will ensure that students have appropriate screen time and are able to take a break between lessons and allows family members time to use shared devices.

ONLINE SAFETY ADVICE FOR PARENTS AND CARERS DURING COVID 19

Please can you review the following video conferencing etiquette with your child.

- Mute yourself when not speaking- ensures lessons can flow easily and all key messages can be heard.

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- ❑ Use the “Raise Hand” feature to signal that you have a question and wait to be invited to speak.
- ❑ Turn your camera off, unless your teacher has asked you to turn it on for learning purposes.
- ❑ Be on time- ensures a quick start and avoids being online too long.
- ❑ Ensure your technology works correctly- feel free to contact our ICT Technical Support with any issues.
- ❑ Pay attention and behave in the same manner as you would in a classroom.
- ❑ Language must be professional and appropriate, including any family members in the background.
- ❑ Lessons may be recorded to allow students to access the video at a later time if they are unable to attend the live lesson.

Which devices can be used to access Google Classroom?

In addition to laptops and desktop PCs, students can access Google Classroom using their smartphones, tablets and games consoles, including Xbox. This may help to ease the pressure on families sharing devices at home.

If you have any difficulty in accessing Google Classroom or our various online tools, please feel free to get in touch with our network manager Mr Cassidy, (dcassidy@stjohnsrc.org.uk).