

TWGGGS Guide to Home Learning for Pupils and Parents

In the unfortunate event that pupils have to learn from home during the 2020-21 academic year please follow the guidance below. While we hope this does not occur, it is prudent to prepare for this situation in advance.

Preparation and Technology Access

At TWGGGS we use Google's G-Suite for Education. If you have access to a desktop computer or laptop at home, then all the features of G-Suite such as Google Drive, GMail, Google Docs, and Google Classroom can be accessed by logging into a pupil's Google account with their school login details.

It is important that the school knows if a pupil does not have any access to an internet enabled device. Pupils without access to a computer can still access their email, work, and virtual lessons through their phones or tablets, and return work to staff to mark as long as the appropriate applications are downloaded (see below).

Pupils must make sure they know their log-in details for their school email. These are the same log-in details for all other G-Suite applications. Year 7 will have been given these during their first Computing lessons.

It is strongly recommended that all pupils download the following free apps onto their mobile devices / tablets, as soon as possible if they have not done so already. If they are Android devices, many of these features will already be present.

- **G-mail** - this is vitally important for communication between the school, staff and pupils. On a phone/tablet, you can add the school email account through the account menu in Gmail accessed by tapping on the initial in the top right hand corner.
- **Google Drive** - this is the cloud based storage area where departments have stored resources for pupil access.
- **Google Classroom** - a significant number of staff will be using this to set work for pupils.
- **Google Docs** - works similarly to Word.
- **Google Sheets** - works similarly to Excel.
- **Google Slides** - works similarly to Powerpoint.
- **Google Meet** - teachers will use Google Meet to livestream and record lessons. Meet can also be accessed through GMail and Google Classroom.
- **Adobe Scan** - this free app allows pupils to take a photo of their work, which is then turned into a scanned pdf file which can be sent to their teachers for marking. This is particularly important for any hand written task or exam questions that may be set, and pupils with limited computer / printer access.

Once all these apps are downloaded, pupils will have access to everything they need to be able to complete and submit work at home, store all of their work, which cannot be lost as Google Drive is cloud based, and attend virtual lessons, all for free.

Expectations

If you are self isolating at home or your whole class or year group have been sent home on a two week rota basis as part of the government's Level 2 CONTAIN strategy, **you must participate in virtual lessons as long as you are well enough.**

Staff will be following the normal timetable and will be live streaming and recording these lessons for those pupils who are at home.

Make sure that:

- You follow the link for the Google Meet supplied by your teacher.
- You are punctual and have your equipment ready.
- You have accessed any online material provided by your teacher through Google Drive or Classroom.
- Your behaviour during the lesson should match the high standards you would set yourself in school.
- You still participate and ask questions when you need to.
- You do not have a blank screen. From October, Google Meet will have a blur background function. Once this is introduced, no pupil should be blanking their screen during virtual lessons. This feature also allows custom backgrounds. If a pupil creates a custom background, it must be suitable for school.
- Submit work by set deadlines. All work created in using G-Suite for Education automatically saves in Google Drive and so cannot be lost. Adobe Scan is easy to use and allows you to submit scans of handwritten work. Therefore, there should never be a blank hand in.

If Covid-19 cases rise to the point of CONTAIN Level 3, then the school will be closed to pupils unless they are vulnerable or children of key workers. In these circumstances, teachers will still be conducting some virtual lessons, approximately half of your lessons in each subject. Lessons may also be delivered through video recordings, and lesson materials present in Google Drive and Google Classroom.

More details will follow from the school if this circumstance occurs.

Setting work for Home Learning

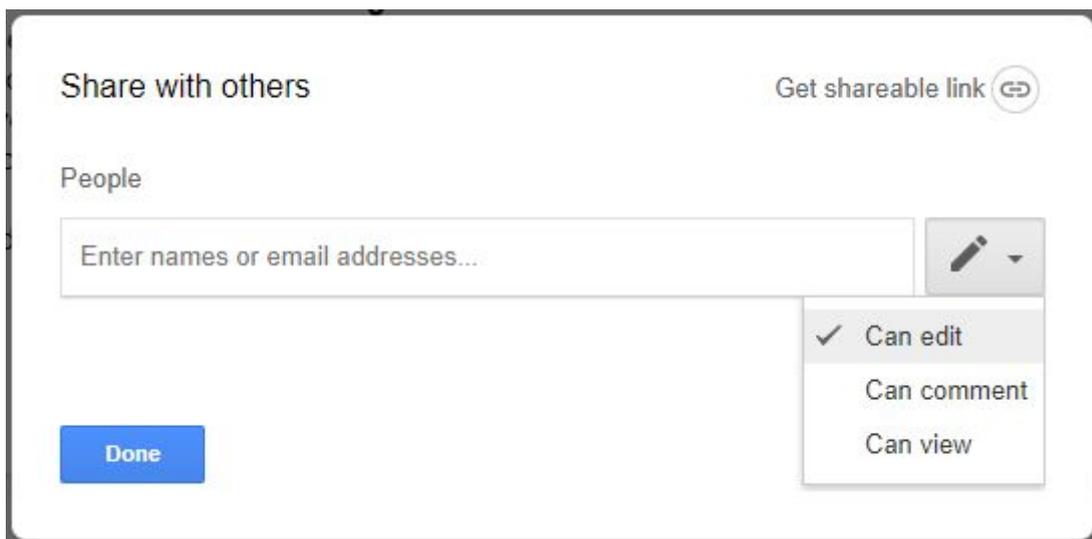
There are two main ways that work will be set for you which are explained below. Staff may use other online resources and platforms as well and will communicate with you about using these.

1. Via email communication and Google Drive

- You will need to get into the habit of **checking your school email** during the set working day, so that you know what is being set and can plan ahead.
- Google Drive is cloud storage where material can be accessed.
- Each subject has their own Drive where material is stored in a read only format.
- Instructions for work from your teacher will come via emails addressed to your class. You will then find the material in the subject Drive.

- If you need to make your own copy of the read only material, you must click **File / Make a Copy / and then choose to save that copy in your own personal Drive.** This then becomes editable.
- Pupils also have access to a Pupil Shared Drive where you can store work.
- It is important that you follow the instructions from staff about how they want work returned to them.

Sharing Documents - Google Docs/Sheets/Slides allow pupils and staff to work in the same document together at the same time. To do this, create a document, then click on the blue  button and enter the email addresses / names of pupils or staff you want to share it with. Then make sure that “**Can Edit**” is selected from the drop down pen arrow as below and the click done:



2. Google Classroom

The majority of staff will be using Google Classroom. Through this software, staff can set work for pupils and pupils can return the work, all in one package. All staff using this will have set up Classrooms with all their classes at the start of the academic year.

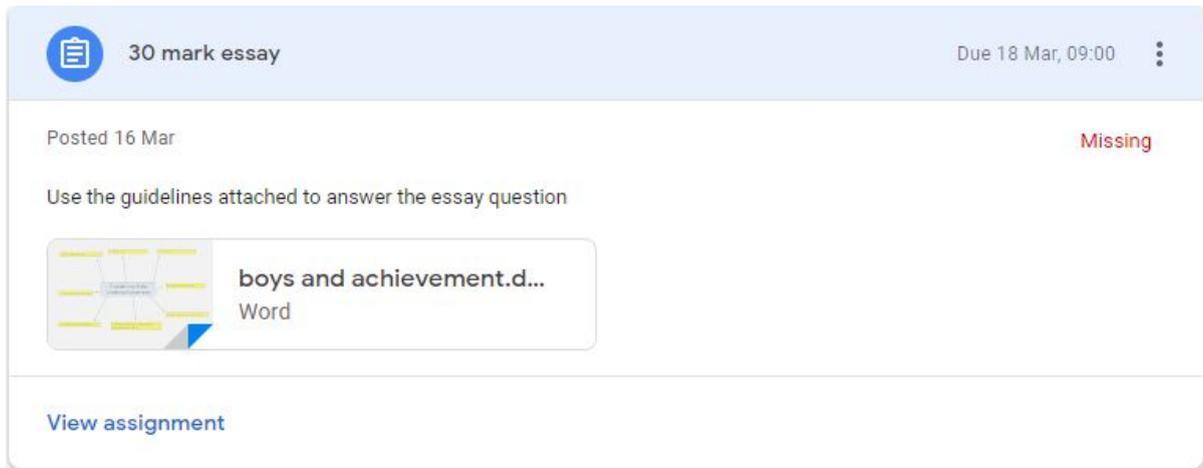
Classroom has two important features:

- i) **Stream** - staff and pupils can communicate with each other in a stream of information. Staff may use this for instructions for tasks, notifying pupils of things they need to be aware of, share links to videos, etc. You can contact teachers with general enquiries through the stream, rather than having to use email or a private comment, but it will be visible to everyone in the class. Some staff may turn this function off.
- ii) **Classwork** - this section is where the main work will be set. This will be structured under headings. You will be notified via email once a task has been set in Classroom. Clicking on a set assignment provides you with a function to send private comments to your teacher that only the two of you can see.

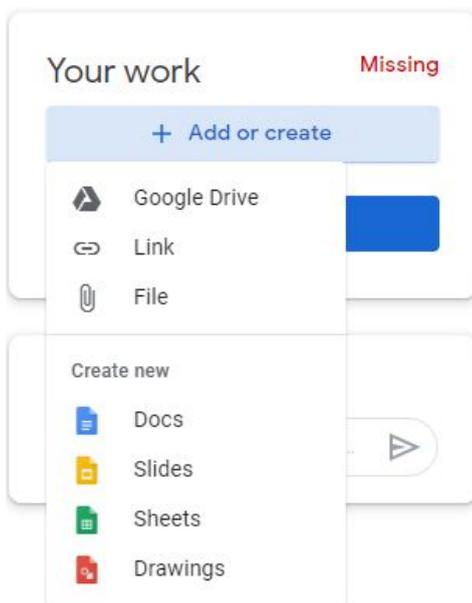
Adding Work in Classroom

You will need to add your work onto Google Classroom for teachers to mark.

To do this you need to go to Classwork / Click on the assignment / View Assignment



You then need to click on Add or Create.



When adding work, you can share from Google Drive, link to a weblink, or add a file from your computer / device.

Create new, allows you to choose the appropriate app and then to create the work in Classroom. This has a Turn In function when the work is complete.

Navigating to My Drive and Class Drives from Classroom.

When using a computer this menu icon should be present  when using your email, Drive or Classroom. Pressing on this opens the app menu so you can open new tabs for whatever you need

Make sure you always have a tab open for your email, Drive and Classroom so you can easily navigate between them. Try to have only one class open at a time to stop confusion.

Viewing teacher comments on your work.

Once your teacher has returned the work to you, you should be able to see any comments that have been made on it in the comment boxes or private comments. If this is a problem click the three dots in the top right hand corner  and then “Open in New Window” and this should enable you to see the comments.

This link provides access to a guide to how to use Google Classroom and many of its features including Turning In work and Unsubmitting it:
<http://www.santeesd.net/cms/lib/CA01000468/Centricity/Domain/289/Student%20Quick%20Guide%20to%20Google%20Classroom.pdf>

Joining a meeting in Google Meet

Virtual lessons will be delivered via Google Meet. This program is very easy to use. Your teacher will supply a link to the Meet. This may be done via email or through Classroom. All you need to do is click on this link to join the Meet. Make sure that your camera and microphone are on and follow the instructions of your teacher when you have joined the meeting.

Photographing your work and attaching to Classroom, Drive or Emails

Adobe Scan (see below) is better than taking photos, but if you don't have that option then please make sure that photos are legible and the right way around before sharing or attaching them. Staff can add comments to these photos, but don't want neck strain from reading sideways.

Using Adobe Scan - Top Tips

Adobe Scan is preferable for taking pictures/scans of your work. It is clear, in colour and can be edited before sending. Follow the guidance below for how to use this app (once you have downloaded and set it up).

1. Open the app and it will automatically look for the page / sheet you want to scan and will capture the image. Make sure there are no shadows on your work. If you are unhappy press **retake**, otherwise press **continue** and carry on for all other pages you want to scan. This will mean that **all the pages can be attached as one pdf file rather than loads of individual pages.**
2. When you have captured all the required pages, press on the icon in the bottom right hand corner with the number on it. This will take you into the editing section. Check you are happy with the scans, and make sure all the pages are round the right way with the **rotate function**. In this section you can also **reorder** pages, clean images, delete unwanted images and add extra pages.
3. Make sure you click **Save pdf** in the top right hand corner. This will save it to your device, and also means that when you share the file it will be available for staff to comment on if you are using Classroom.
4. Once saved hit Share and **Share a Copy**, and then make sure you save it to your My Drive.

5. You can now share another copy to a different Drive or your Classroom, as directed by your teacher.

Google Docs - Top Tips

- **Changing page margins and setup** - File / Page Setup. Make any changes required in here.
- **Inserting Images** - Insert / Image / Choose your source / Click on the image and Choose the middle option from the icons called Wrap Text. This means the text will wrap around the picture automatically as you type.
- **Bullet points and numbering styles** - better options than in the task bar are available in Format / Bullets and Numbering.
- **The Explore Function.** Click on  which allows you to search your documents and the web while your document is open. If you highlight certain text that you would like research on and then hit explore, Google will automatically do a google search for that thing. Very good for finding images and quotes very quickly.
- **Make available offline** - use this function if you are concerned that you will need to access a file without an internet connection. File / Make Available Offline / Turn On.
- **Saving a Google Doc as a pdf** - this helps to stop files from changing format once submitted. Click File / Download / PDF document. To do this on your phone - Step 1 Launch the **Docs** or **Google Drive** app on your **phone** and open the **document** that you want to convert to **PDF**. Step 2: Tap on the three-dot menu at the top-right corner and select Share & export. Step 3: Tap on **Save** As followed by **PDF Document** and press OK

Saving a Word Document as a PDF before adding to Drive or Classroom -

This means that your Word document will not reformat when you submit it to Drive or Classroom. Finish your **document** including **saving** it one last time. Press Ctrl+P to summon the Print screen. Click the Printer button. ... Choose Microsoft Print to **PDF**...Click the Print button. ...Choose a location for the **PDF file**. ...Type a filename...Click the **Save** button.

Mr Smith
September 2020