

St George's School

Google Classroom and Email Quick Guide





Welcome

At St George's, prep (homework) is managed through Google Classroom and email. Don't worry if you have not used Google Classroom before you will be taught how to do so by your computing teacher.

Your username will be your school email address, which will look like a bit like this:

24SurnameFirstname@students.stgeorges.herts.sch.uk

You will find out your username and password in your first computing lesson. Your password will be the same for logging on to the computers, Google Classroom and accessing email.

Where to find you google classroom and emails

Google Classroom and email can be accessed from any device with an internet connection. This includes computers, laptops, tablets and mobile phones.

- From any internet browser you can use this link on the St George's website <https://www.stgeorges.herts.sch.uk/staff>
- Google classroom apps are also available to download from Google Play and the Apple App Store

Quick Links

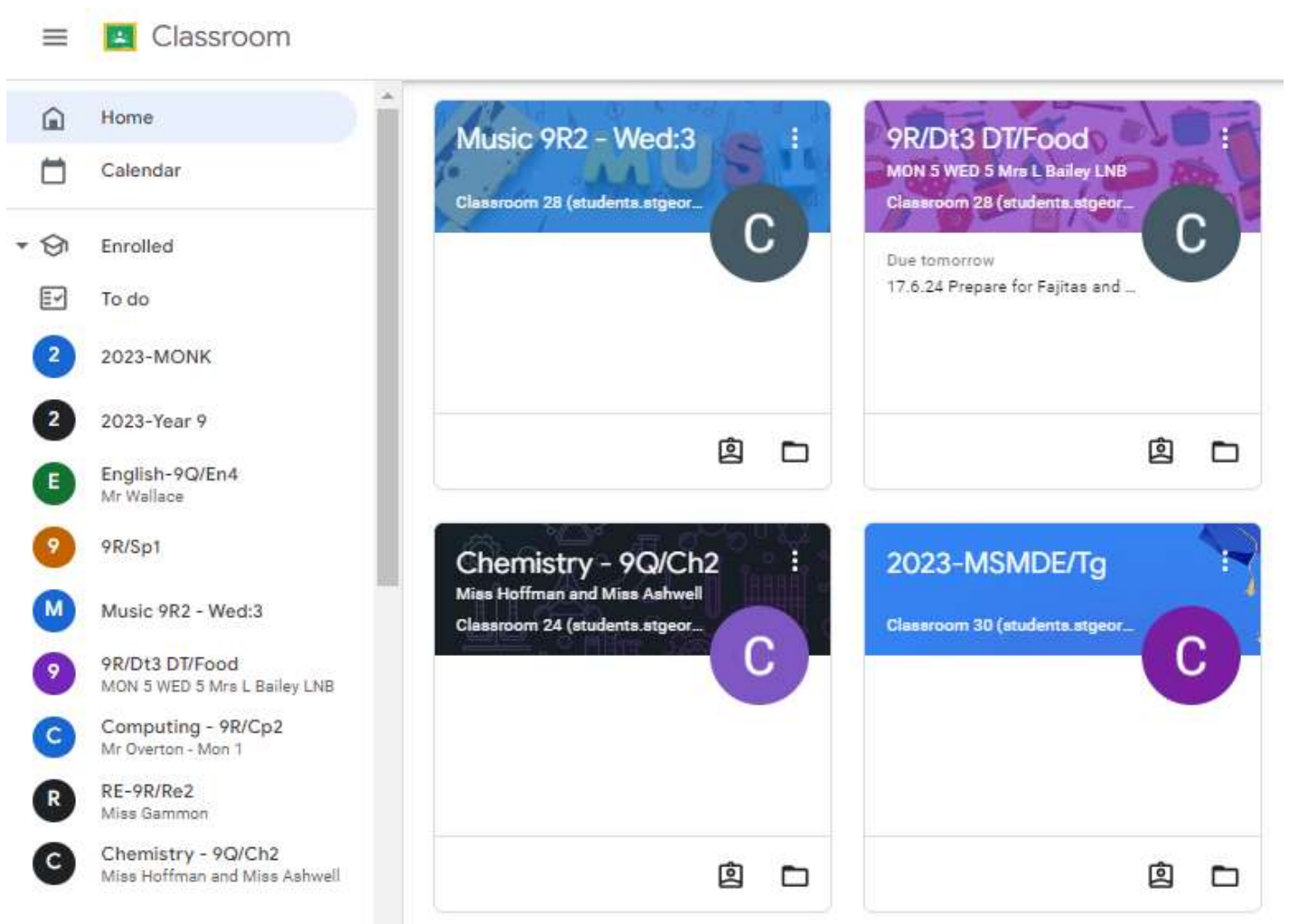




How to use Google Classroom

When you log in to Google Classroom you will see your dashboard.

You will have a class for each subject that you are taught, as well as one for your house and tutorbase.





Google Classroom Quick Guide



Inside each class are 3 tabs, Stream, Classwork and people.

- The stream is where teachers will post announcements for you.

(Don't worry though you don't need to check them all, you will also get an email.)

The screenshot shows the 'Stream' tab of a Google Classroom. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. Below the tabs is a banner image featuring various kitchen items like pots, pans, blenders, and grinders. The banner text reads: '9R/Dt3 DT/Food' and 'MON 5 WED 5 Mrs L Bailey LNB'. Below the banner, there is a section titled 'Upcoming' with a due date of 'Due tomorrow 17.6.24 Prepare for Fajitas...' and a 'View all' link. The main content area shows a post from 'Mrs L Bailey (LNB)' dated '20 Nov 2023'. The post title is 'This may inspire your Swiss rolls!'. The text of the post includes: 'Please note regular liquid food colouring **doesn't work**. Gel colouring/pastes work best.', 'Alternative is whisk your (eggs and sugar) to correct consistency then SPILT foam in half (half to small bowl). Add 1/2 flour (38g) to one bowl and 1/2 flour (31g) **PLUS** 1/2 tbl spoon of cocoa powder. You can then **marble** your Swiss roll!', 'Any questions please just message or pop to see me.', and 'Best wishes, Mrs Bailey'. Below the text is a video thumbnail titled 'BEST DECORATED CAKE R...' with a duration of '14 minutes'.



Google Classroom Quick Guide



- The **classwork** page is where your prep assignments will be posted.

Stream **Classwork** People

24.6.24 Prepare for Burgers or falafel bur... Due 8 Jul

Posted Yesterday Assigned

Practical: **Burgers or falafel burgers**
Burger sauce or mint and yoghurt dressing are optional.

Practical Date: **MON 8TH JUNE**

Instructions:
To prepare for Burgers or falafel burgers with **EITHER** burger sauce or mint and yoghurt dressing practical.

- St George's food bag
- Ingredients weighed out (please add sticker or sharpie name on to ingredients needing to go in fridge)
- Clean apron
- Tea towel
- 2 x Lidded containers
- Recipe book

[View instructions](#)

17.6.24 Prepare for Fajitas and salsa OR g... Due Tomorrow

Your teacher will tell you what your prep is, and when it is due. Your prep will be posted to google classroom by 4pm on the day it is set.

When you have completed your prep you must click the “**Mark as done**” button so that your teacher knows you have completed it.

Your work Assigned

[+ Add or create](#)

Mark as Done

Private comments

[Add comment to Mrs L Bailey \(LNB\)](#)



Google Classroom Quick Guide



It is really easy to keep track of what prep you have done and what you still need to do using the **To do** list.

- The first tab **assigned** shows you any prep you need to do, and also the date when it is due.

Classroom > To do

Home
Calendar

Enrolled

To do

2023-MONK
2023-Year 9
English-9Q/En4
Mr Wallace
9R/Sp1
Music 9R2 - Wed:3
9R/Dt3 DT/Food
MON 5 WED 5 Mrs L Bailey LNB
Computing - 9R/Cp2
Mr Overton - Mon 1

Assigned Missing Done

All classes

No due date

This week

17.6.24 Prepare for Fajitas and salsa OR guacamole
9R/Dt3 DT/Food

Lesson - Tuesday 25th June
Maths-9ES/Ma

Next week

Later

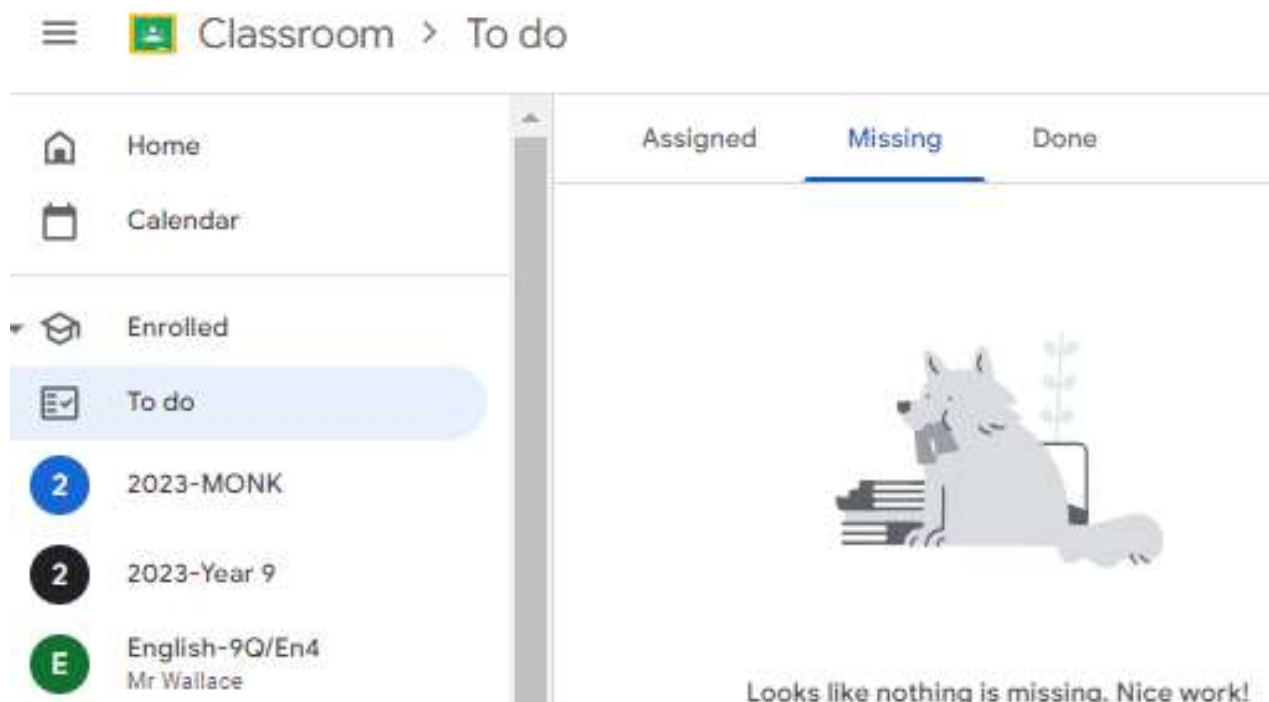


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- The second tab is the **missing** tab. This will go **red** if you have forgotten to hand in or complete your prep.

Hopefully you will always see the “nothing is missing dog”, which means all your work has been done on time. (However, if something does appear in here you need to speak to your teacher and get it done ASAP)



- The **Done** tab shows you all of the homework you have done. Have a guess how many do you think that might be by the end of the year.



Google Classroom Guidelines



Expectations

Students are tasked with managing and organising their Google Classroom and emails.

Teachers will	Students will
<ul style="list-style-type: none">Post an assignment explaining any prep that has been set, on the Google Classroom classwork page by 4pm.	<ul style="list-style-type: none">Check their Google Classroom to do list every school night as part of their prep.
<ul style="list-style-type: none">Ensure that a due date is set on any prep assignments.	<ul style="list-style-type: none">Complete the prep before the due date and click the mark as done or submit button.
<ul style="list-style-type: none">Clearly state how the prep is to be handed in i.e. in books, on Mathswatch or on Google Classroom.	<ul style="list-style-type: none">Ensure that they follow these instructions.
<ul style="list-style-type: none">Convey messages to the whole class using the Google Classroom stream. (Which will also send an email.)	<ul style="list-style-type: none">Check their email every school night and act on any messages they receive.
<ul style="list-style-type: none">Respond to emails sent to them by students within 2 school days.	<ul style="list-style-type: none">Contact their teachers as soon as possible, if they have a problem completing their prep.