

## Google Products

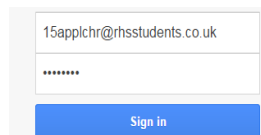
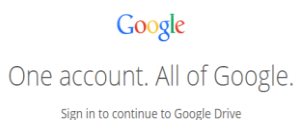


The school has a Google Apps for Education account, which allows us to create and share online documents, spread sheets, as well as posting homework to **Google**

**Classroom**. Your son will be given a Google username for specific school use, which he will use to log on to most Google web-pages.

The first part of his username will be the same as his Richard Hale logon – something like **16joneth** (a combination of his starting year followed by part of his surname and forename).

A random password will be initially assigned, but on first logon, he must change it to a memorable one. The domain for logon is           @rhsstudents.co.uk



*Please note that even if your son already has a Google account (i.e.       @gmail.com) he will not be able to use this instead of his Richard Hale account. They are separate accounts and will always remain so.*

We expect teachers to post homework to the Google Classroom and by logging in to this area, students will be able to see all assignments from all their subjects (once they have 'joined' the classroom). From here students will be able to post their own questions or comments and let the teacher know when they have completed it. Depending on how the teacher has designed the task, they may even be able to hand the homework straight in online.

Parents are able to sign up for weekly summaries of assignments – please contact [studentitsupport@richardhale.co.uk](mailto:studentitsupport@richardhale.co.uk) to set this up if you haven't already done so.

Our use of Google, so far, has been highly beneficial and the students have used it very sensibly. Naturally, should there be any inappropriate use, accounts will be suspended for an indefinite period.

For any technical problems (passwords/usernames) please contact the ICT Network Manager on the email address above.

The next page contains a quick guide for students.

## A Guide to Students on How to use Google Classroom

Download the App, or go to <https://classroom.google.com/>

Log in with your Richard Hale Google account ([username@rhsstudents.co.uk](mailto:username@rhsstudents.co.uk))

Join a class using a code the teacher gives you, or get invited by a teacher into that class.

If using the App, make sure notification are switched 'on'.

Assignments/announcements will appear in each Google Class as all messages appear in the 'Stream'.

Homework can be accessed by clicking the message in the stream or by going into the 'Classwork' tab. This is also where teachers may leave documents such as text books and links to test topics, among other things.

Assignments (homework tasks) are usually given a 'due by' date. You can indicate that you have completed a piece of homework by clicking the 'Mark as done' button in the 'Your work' section.

If you are not in school for a period of time, you might be asked to submit some work for staff to assess/grade and provide feedback. Two options:

- Make a google doc (or Word file) and click the +Add or Create button to attach it
- Take a picture of your handwritten work and upload that.

You can also send a message to the class from the assignment page, or as a private comment.