

Step by Step Guide to Accessing Remote Learning for Parents

At Archbishop Sentamu Academy, we use two main tools for sharing work with students who are working at home, Google Meet and Google Classroom.

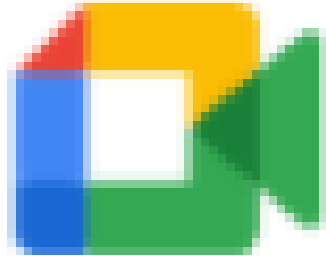
Google Meet is a video conferencing tool that we use when teachers are live teaching their classes from home. In order for your child to access **all** live lessons **fully** using Google Meet, they will need ALL of the following:

- a device such as a laptop or PC or Chromebook that can connect to the internet AND ideally has a video camera and a microphone. The camera and microphone are not essential to access the learning but they do help make the learning experience more like the experience of being in the classroom
- sole use of this device (in other words, they should not be sharing the device with another member of the household)
- a stable internet connection, either wireless or wired or using a dongle.

If your child does not have any of the above **on Wednesday 5th January**, please come into our school reception and we will try to provide this to them for this unanticipated day of remote learning. Please be aware we have limited numbers of these devices so will be operating a first come, first served system.

What follows on the pages below is a step-by-step guide to accessing Google Meet and Google Classroom for remote learning.

Google Meet



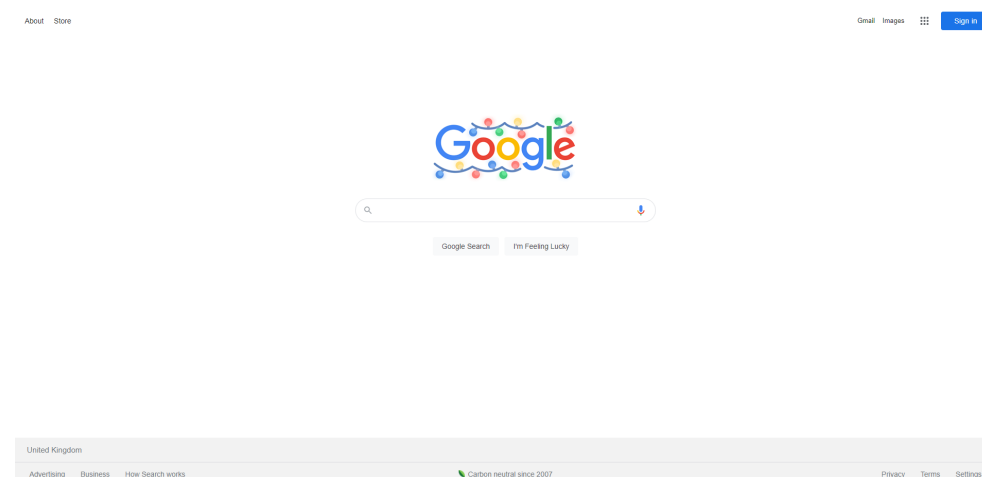
Meet

What follows on the pages below is your step-by-step guide to helping your child access their live learning on Google Meet.

This year, all students at ASA have access to Google Classroom for every one of their subjects. We are advising teachers to use Google Meet directly from their class's Google Classroom account. Below is a step-by-step for you and your child to access the Google Meet. Before you support your child in getting on to their lessons, you need to be aware that ***live lessons delivered over Google Meet will follow your child's normal in-school timetable***. Your child's lesson timetable can be found in their planner. You can also find this if you use the EduLink app on your phone or tablet.

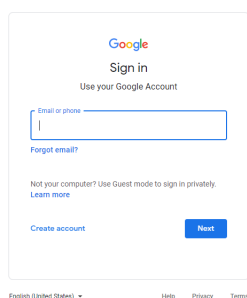
Step 1

Go to www.google.co.uk:



In the top right corner of the screen, you will see the blue 'Sign in' button. Click this blue button. If your child is using a Chromebook, once they have signed into their school email account, they should not have to complete Step 2 because they will already be signed in and should instead go straight to Step 3.

Step 2



You will now see the Google sign-in screen. Your child needs to enter their full school email address and press 'Enter'. You will now see the password prompt box:

Enter your password

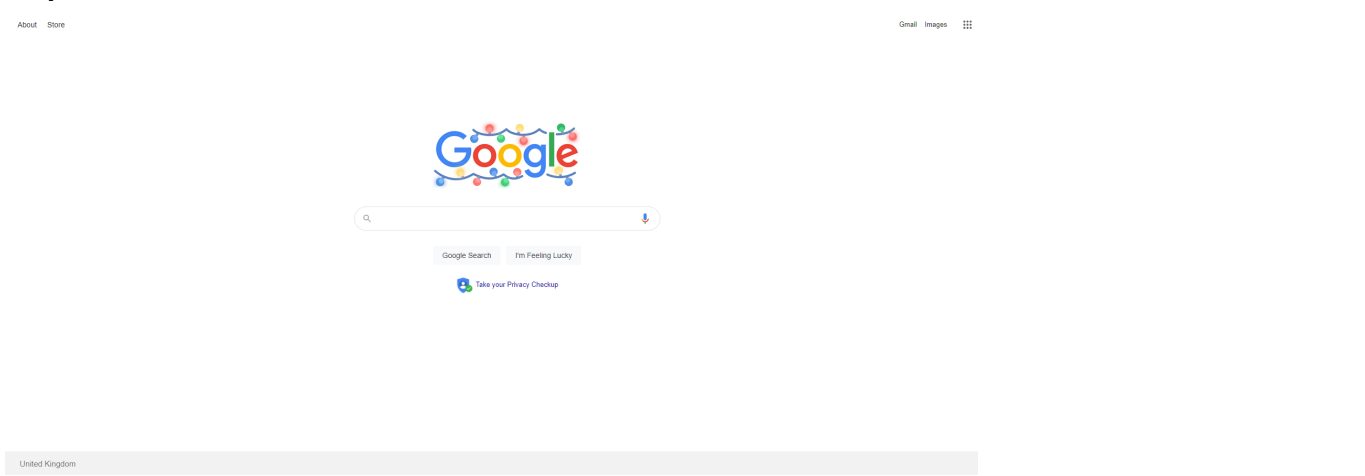
☐ Show password

[Forgot password?](#)

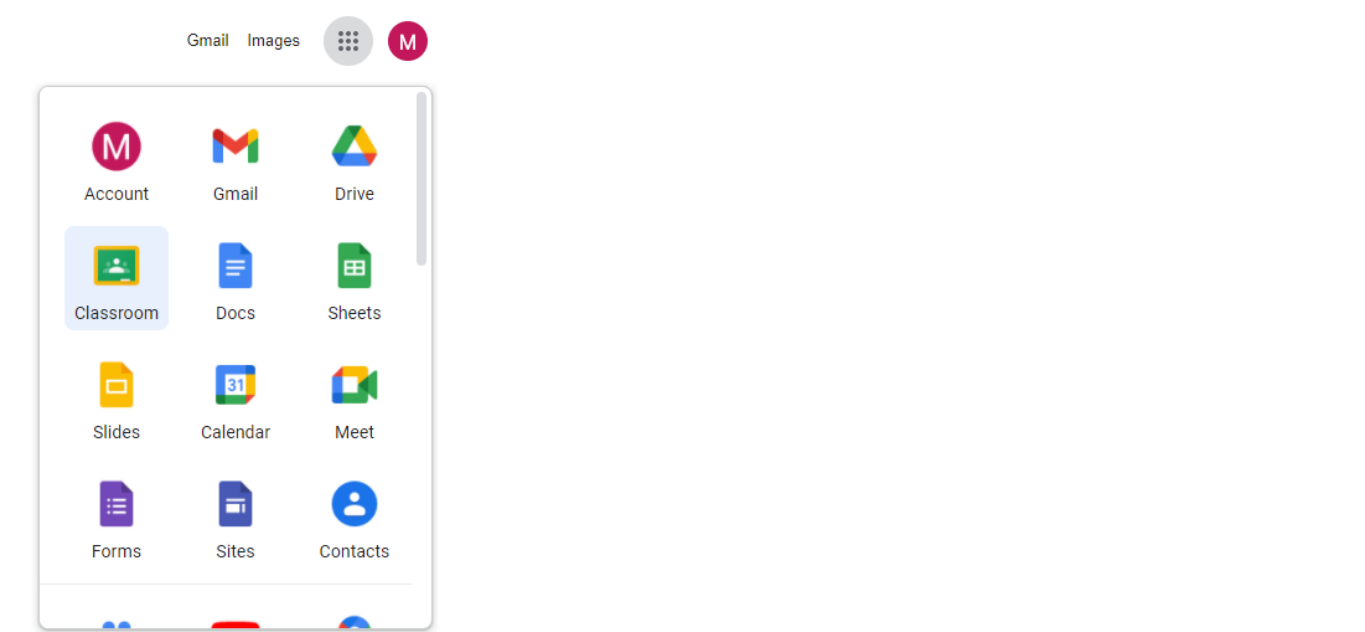
Next

Your child should now type their school network and email password and press 'Enter'.

Step 3



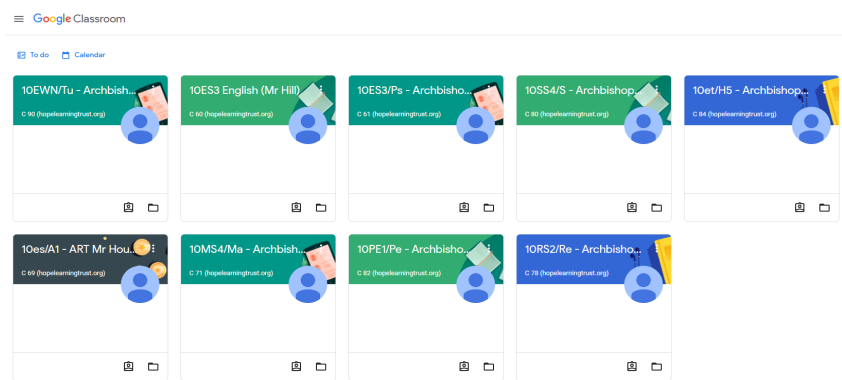
Your child is now fully logged into their school Google account. In the top right hand corner of the screen are nine dots which form a square. Clicking on that square of dots will open up the applications they have access to:



You will see in the image above that the Classroom icon has been highlighted. To access their Classroom, they should click on the ‘Classroom’ icon here.

Step 4

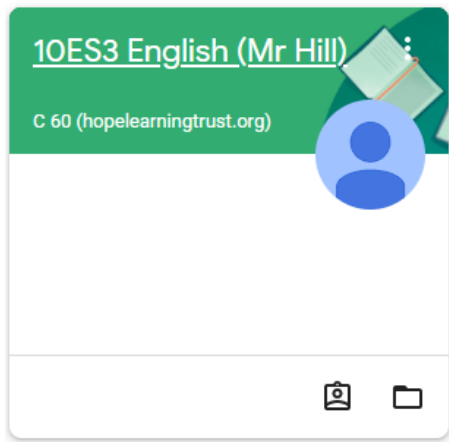
You should now be able to see the separate Google Classrooms for all your child’s lessons:



Using their lesson timetable as a guide, your child should click on the Classroom for the lesson they are about to have on their timetable. Your child should ideally be ready to click on their timetabled lesson in the Google Classroom at the time shown below:

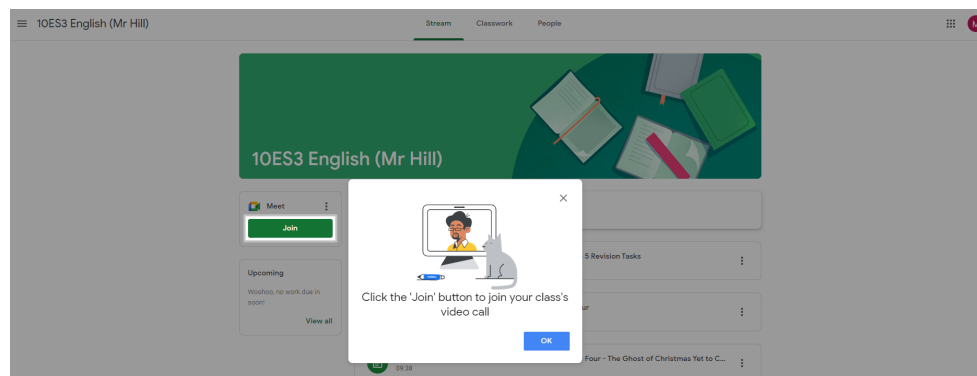
Students in Year 7, 8 or 9		Students in Year 10, 11, 12 or 13	
Morning Tutor Time	8:40am to 9:00am	Morning Tutor Time	8:40am to 9:00am
Lesson 1	9:00am to 10:00am	Lesson 1	9:00am to 10:00am
Lesson 2	10:00am to 11:00am	Lesson 2	10:00am to 11:00am
Morning Break			
Lesson 3	11:20am to 12:20pm	Lesson 3	11:20am to 12:20pm
Lunch		Lesson 4	12:20pm to 1:20pm
Lesson 4	12:50pm to 1:50pm	Lunch	
Lesson 5	1:50pm to 2:50pm	Lesson 5	1:50pm to 2:50pm
Afternoon Tutor Time	2:50pm to 3:00pm	Afternoon Tutor Time	2:50pm to 3:00pm

Step 5



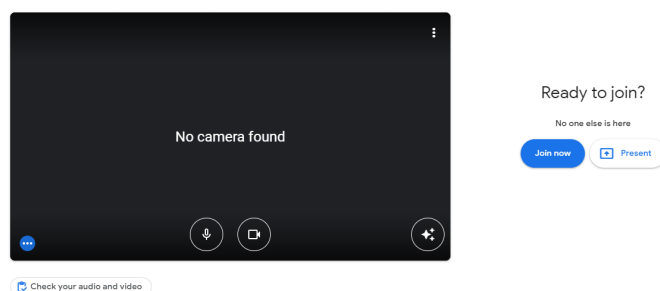
By clicking on the Classroom for the next lesson on their timetable, your child will be able to access their live lesson.

Step 6



You will see from the image above that there is a green 'Join' button. By pressing the 'Join' button they will be directed to the live Google Meet lesson for their class.

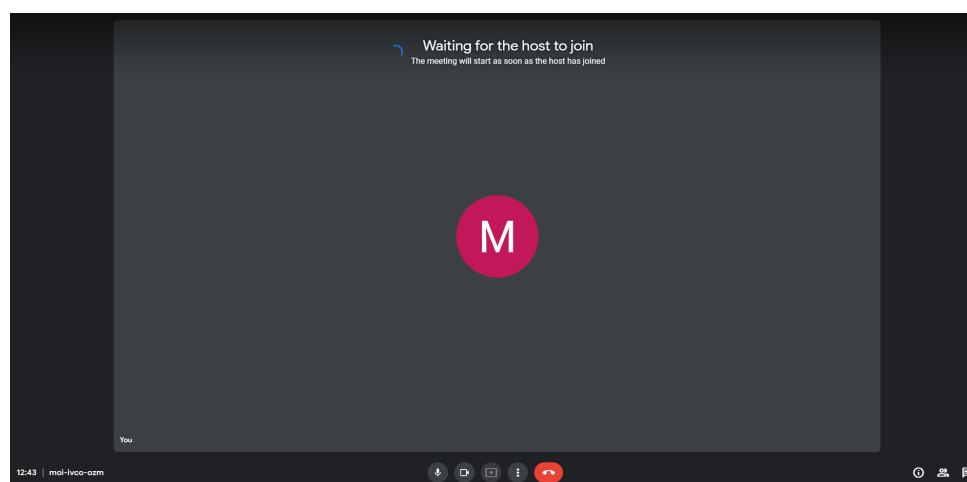
Step 7



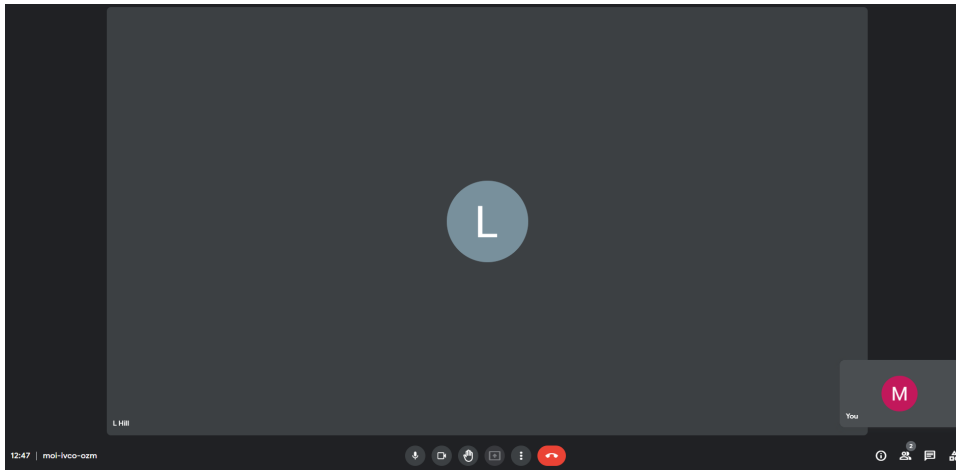
Your child is now in the 'waiting room' for the lesson they are about to join. When the time the lesson is due to begin has arrived, they should click the blue 'Join now' button.

Step 8

If your child has clicked 'Join now' but the host (their teacher) has not yet arrived, they will see the screen below:



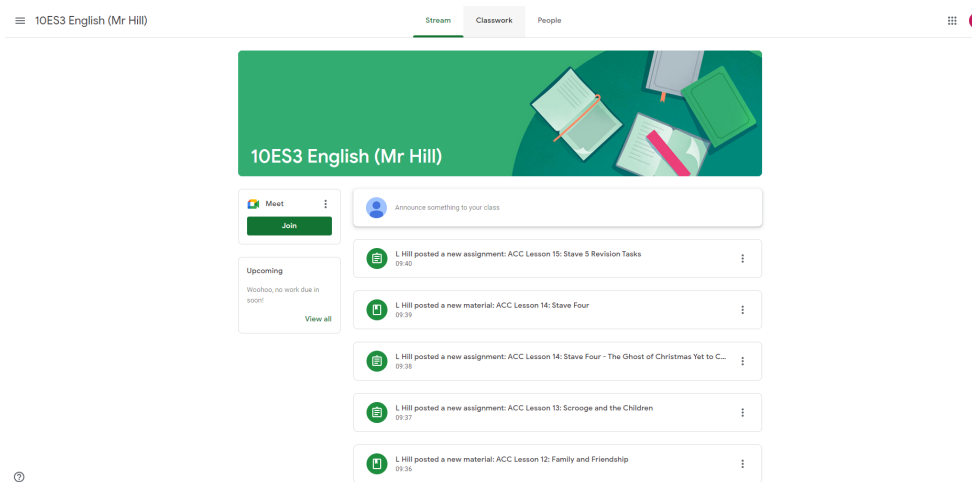
They will be able to join automatically as soon as the teacher has joined the live lesson. Once the teacher has joined, the screen will look like this:



If the teacher has their camera switched on, you will be able to see them. If their microphone is switched on, you will be able to hear them. Your child's teacher will give further instructions once they are ready to begin teaching the lesson.

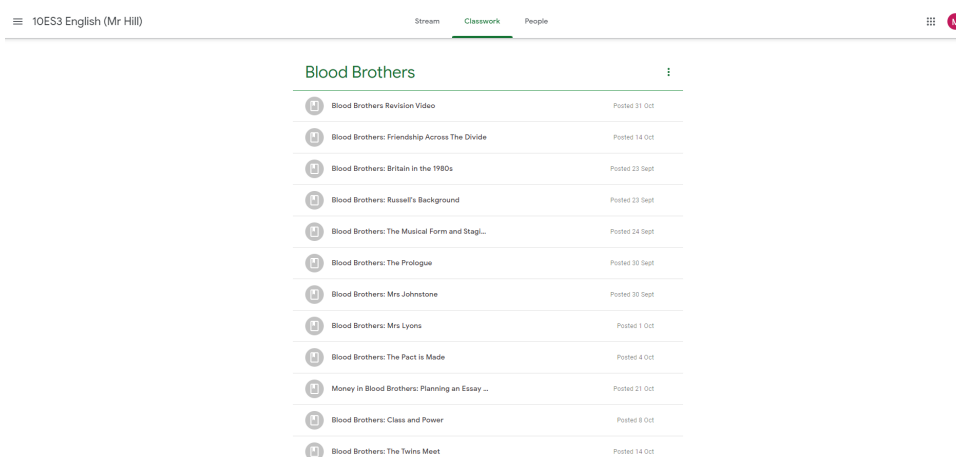
Step 9

Once the lesson is underway, your child's teacher may ask them to access work they have shared in the Google Classroom. This should still be open as a tab at the top of the browser window. When they go to this Google Classroom tab, they should select 'Classwork' from the top middle of the screen.



Step 10

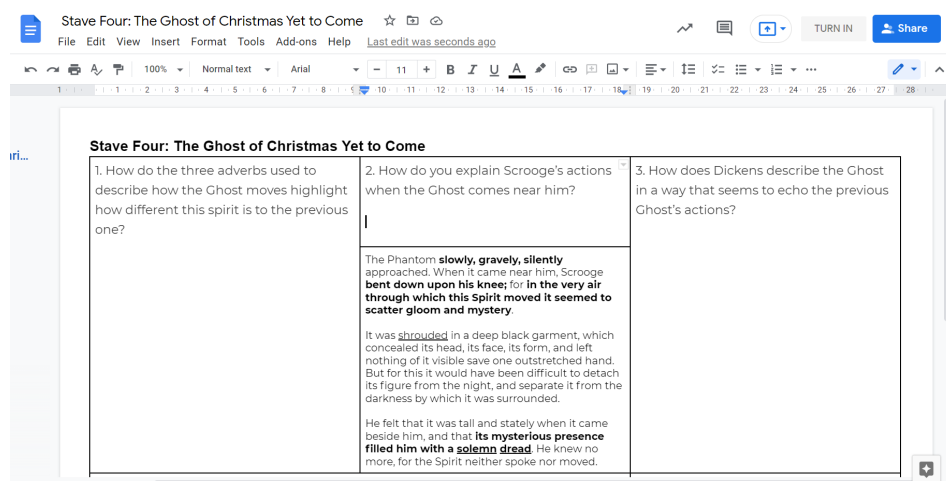
By selecting Classwork, your child should be able to see the full collection of work their teacher has shared with them, as in the image below:



Your child's teacher will explain which piece of work they need to work on for the lesson.

Step 11

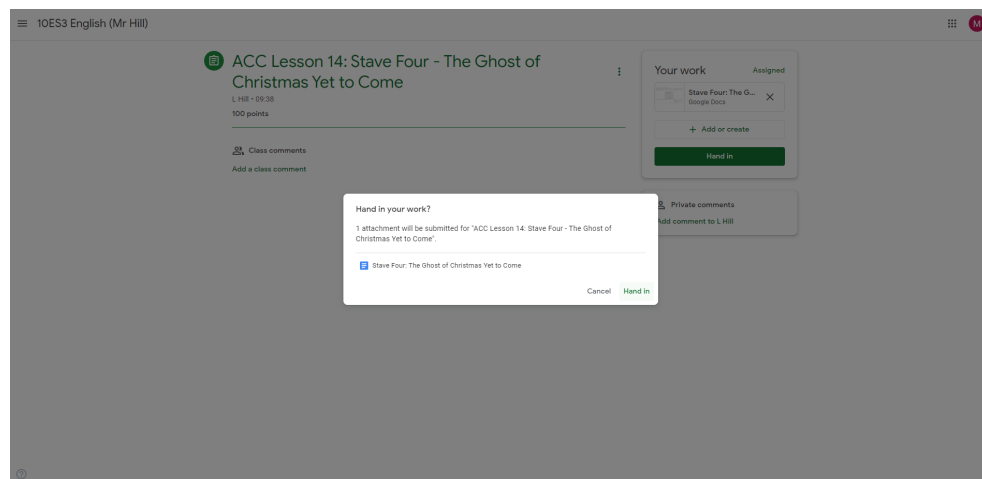
Here is an example of a piece of work your child's teacher might have shared with them. The teacher may have provided a separate copy of the work for each student in the class. This means that only your child and their teacher can see the work your child completes on this piece of work.



When the lesson is over, your child's teacher may ask the class to submit their work so it can be marked. If that is the case, your child should click on 'TURN IN' in the top right hand corner of the screen. Once they have turned the work in, they will not be able to make any further changes until their teacher has handed it back to them.

Step 12

By clicking 'TURN IN', your child will be brought to the screen below, where they will be prompted to hand their work in:



They should simply click 'Hand in'. The work is now waiting in their teacher's file to be marked.

Google Classroom



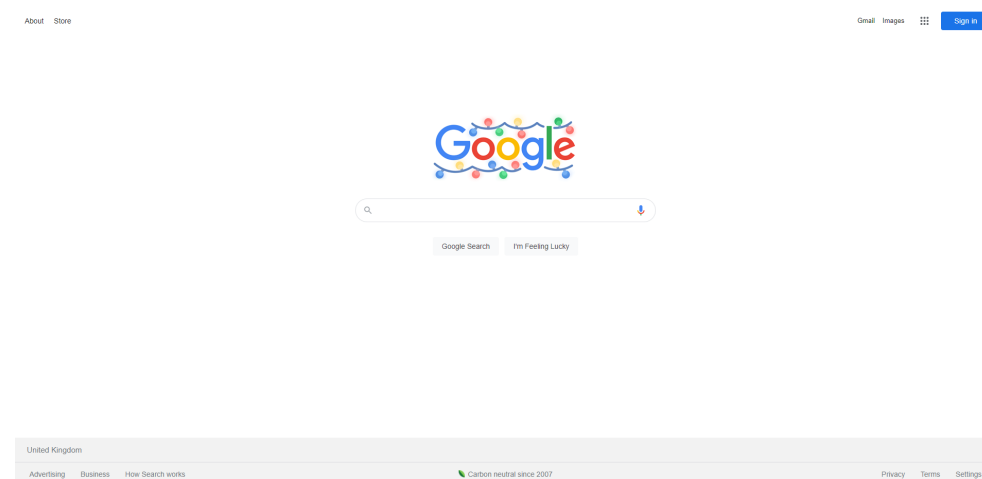
Classroom

As you have seen with the Google Meet step-by-step above, your child's teacher is likely to use Google Classroom to share work with your child for them to complete during the live lesson. However, in the event there is no live lesson on Google Meet, all your child's teachers will be using Google Classroom to provide your child with work. Ideally, your child should complete this work in the order the lessons appear on their timetable. If your child does this, then they can simply follow their normal in-school timetable while they are working at home. We do know that from time to time they may struggle to keep up with this timetable. We would therefore ask that they complete work set in time for their next lesson. This will ensure they don't fall behind their peers in the class.

What follows below is a guide to helping your child access their work on Google Classroom.

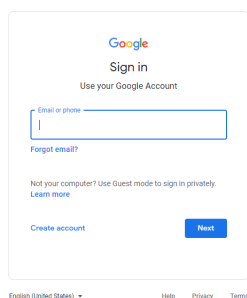
Step 1

Go to www.google.co.uk:



In the top right corner of the screen, you will see the blue 'Sign in' button. Click this blue button. If your child is using a Chromebook, once they have signed into their school email account, they should not have to complete Step 2 because they will already be signed in and should instead go straight to Step 3.

Step 2



You will now see the Google sign-in screen. Your child needs to enter their full school email address and press 'Enter'. You will now see the password prompt box:

Enter your password

☐ Show password

[Forgot password?](#)

Next

Your child should now type their school network and email password and press 'Enter'.

Step 3

[About](#) [Store](#)

[Gmail](#) [Images](#) 





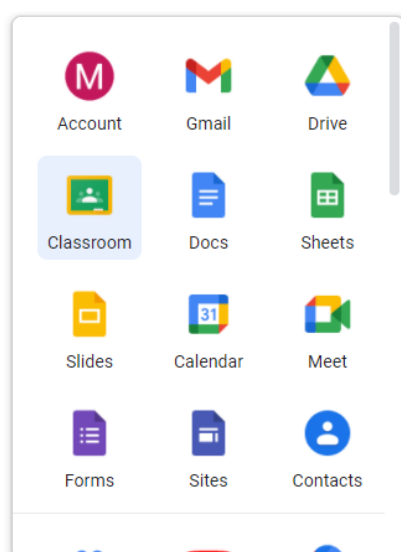
[Google Search](#) [I'm Feeling Lucky](#)

[Take your Privacy Checkup](#)

United Kingdom

Your child is now fully logged into their school Google account. In the top right hand corner of the screen are nine dots which form a square. Clicking on that square of dots will open up the applications they have access to:

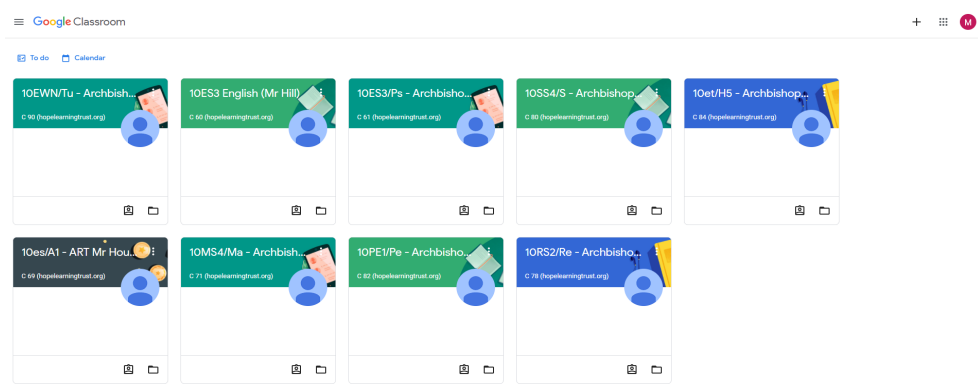
[Gmail](#) [Images](#)  



You will see in the image above that the Classroom icon has been highlighted. To access their Classroom, they should click on the 'Classroom' icon here.

Step 4

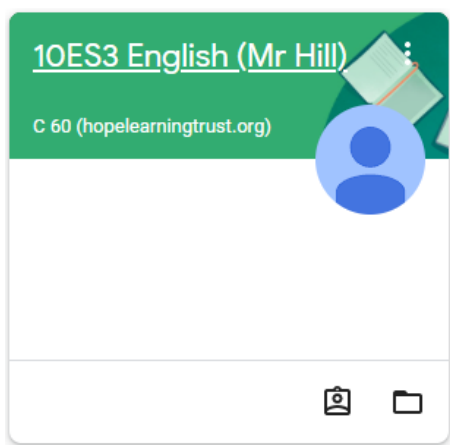
You should now be able to see the separate Google Classrooms for all your child’s lessons:



Using their lesson timetable as a guide, your child should click on the Classroom for the lesson they are about to have on their timetable. Your child should ideally be ready to click on their timetabled lesson in the Google Classroom at the time shown below:

Students in Year 7, 8 or 9		Students in Year 10, 11, 12 or 13	
Morning Tutor Time	8:40am to 9:00am	Morning Tutor Time	8:40am to 9:00am
Lesson 1	9:00am to 10:00am	Lesson 1	9:00am to 10:00am
Lesson 2	10:00am to 11:00am	Lesson 2	10:00am to 11:00am
Morning Break			
Lesson 3	11:20am to 12:20pm	Lesson 3	11:20am to 12:20pm
Lunch		Lesson 4	12:20pm to 1:20pm
Lesson 4	12:50pm to 1:50pm	Lunch	
Lesson 5	1:50pm to 2:50pm	Lesson 5	1:50pm to 2:50pm
Afternoon Tutor Time	2:50pm to 3:00pm	Afternoon Tutor Time	2:50pm to 3:00pm

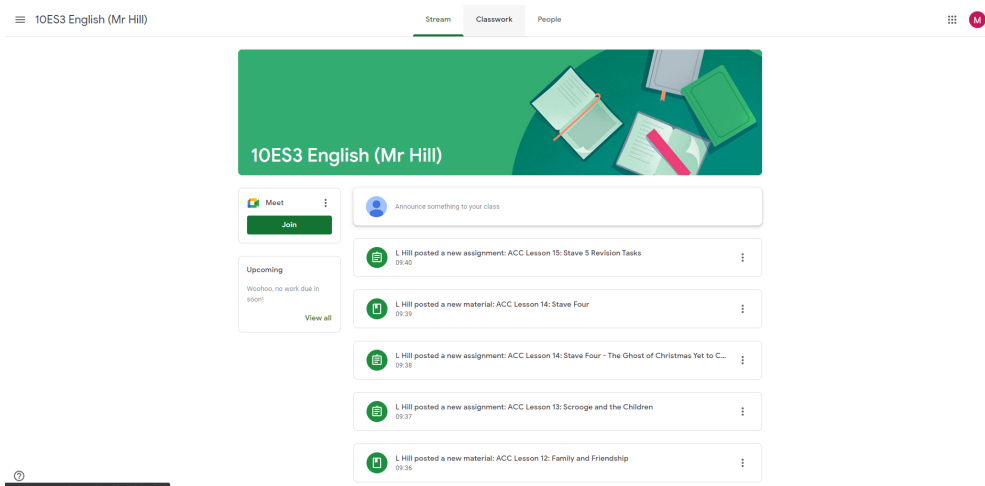
Step 5



By clicking on the Classroom for the next lesson on their timetable, your child will be able to access their lesson work.

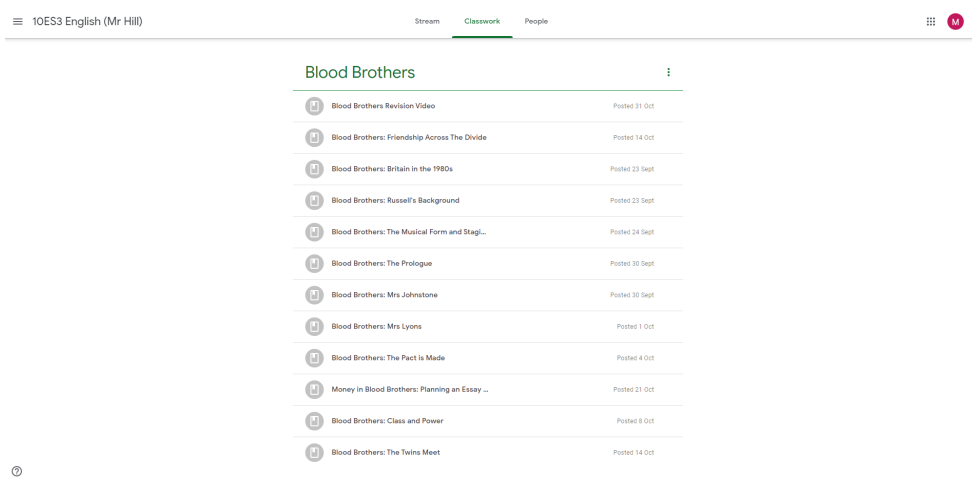
Step 6

When your child goes to this Google Classroom tab, they should select ‘Classwork’ from the top middle of the screen.



Step 7

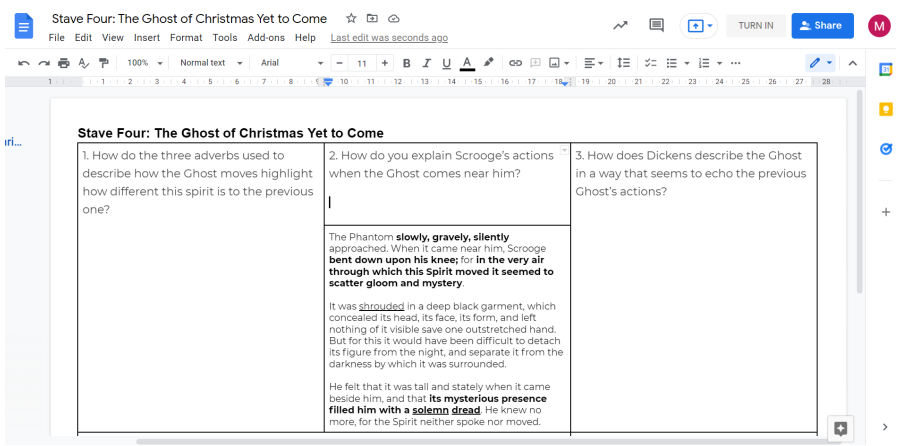
By selecting Classwork, your child should be able to see the full collection of work their teacher has shared with them, as in the image below:



The most recent piece of work set by the teacher will usually appear at the top of the list. The date and time it was posted will appear here too.

Step 8

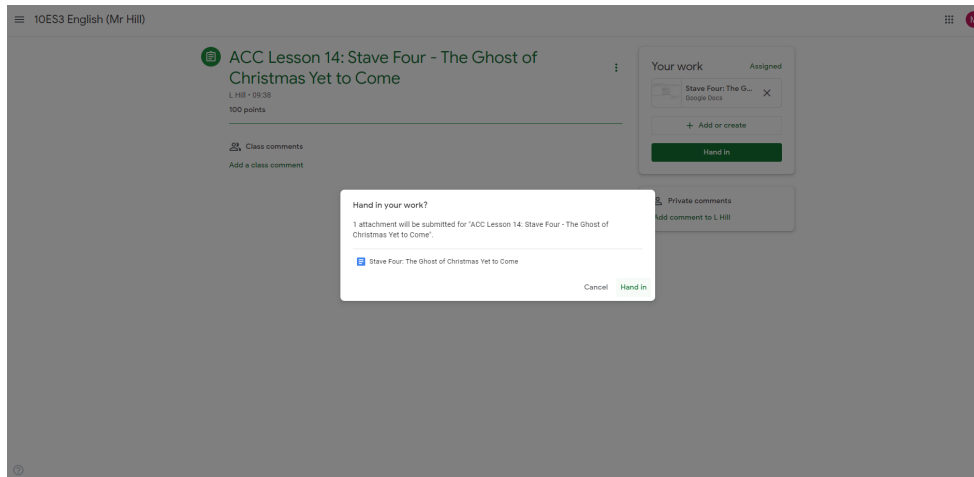
Here is an example of a piece of work your child’s teacher might have shared with them. The teacher may have provided a separate copy of the work for each student in the class. This means that only your child and their teacher can see the work your child completes on this piece of work.



When the lesson is over, your child's teacher may ask the class to submit their work so it can be marked. If that is the case, your child should click on 'TURN IN' in the top right hand corner of the screen. Once they have turned the work in, they will not be able to make any further changes until their teacher has handed it back to them.

Step 9

By clicking 'TURN IN', your child will be brought to the screen below, where they will be prompted to hand their work in:



They should simply click 'Hand in'. The work is now waiting in their teacher's file to be marked.