THE MOUNTBATTEN SCHOOL

AN OVERVIEW OF GOOGLE CLASSROOM

What is Google Classroom?

Google Classroom is a web based classroom which makes teaching more productive and meaningful by streamlining assignments, boosting collaboration, and fostering communication. Teachers can create classes, distribute assignments, send feedback, and see everything in one place. Google Classroom offers a digital safe space for students to view class announcements, access posted course content, view posted assignments, and turn in completed work. Only authorised users (students, teachers, and other designated staff members) can have access to a Google Classroom created within The Mountbatten School's domain. Google users outside of this network are not granted permission to any Google Classroom created by The Mountbatten School teachers. Google Classroom is a part of G Suite for Education. G Suite for Education is a series of enterprise-based products – like Gmail, Google Drive, Google Docs and Google Sheets.

When your son or daughter starts at Mountbatten, a G Suite for Education account is automatically created for them.

How does the student logon?

Your child's username is usually 2 numbers which would be the year they start at The Mountbatten School in Year 7, followed by their surname and then the first initial of their first name. If their username does not follow these rules exactly, they will be informed.

A student's Google account username is their school username followed by @themountbattenschool.org

If the student's name was Billy Smith and he started school in 2019, his username would be: 19smithb@themountbattenschool.org - this is also their Google email address.

A student's Google account password is sync'd to their school account password. On the very first day of school, the student will log on to a PC and set a password of their choice. Once they set the password this will be the password they use for their Google account. Whenever they change their school password during their school life this change will automatically update their Google Account password.

How does the student logon at home?

For the student to logon from home, they need to follow these steps:

1. Go to https://classroom.google.com
2. Enter the student's Google account, clarified above
3. Enter the student's school password which they have set in school

What Google classes does the student have access to?

At The Mountbatten School we have an automatic sync tool with our timetabling software. This means that Google Classrooms are automatically created and teachers and students are automatically added to the correct Google Classes. There should be no need for Google Classroom codes, unless a teacher has created a Google Classroom outside of the timetabled lessons. For example, if an after school club creates a Google Classroom, then students would need to ask the teacher for the classroom code.

As a parent/carer, can I access Google Classroom?

Parents/carers cannot access a Google Classroom like a student. As a parent/carer, you can receive email summaries of your child's activities in Google Classroom. You must receive and accept an email invitation before you can receive email summaries. Only teachers and administrators from your child's school can send these invitations. You have 120 days to accept an invitation before it expires.

1. The teacher or administrator emails you an invitation for a particular student.

2. The teacher or administrator can send the invitation to any email address.

3. In your email program, open your email invitation.

4. Click Accept.

   ▪ If you're not the guardian, click I'm Not the Guardian.

   ▪ You can choose the frequency of the emails, such as daily or weekly.

   ▪ You can unsubscribe or remove yourself from the Classroom at any time.

Email summaries include:

- Missing work—work that's late at the time the email was sent

- Upcoming work—work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)

- Class activity—announcements, assignments, and questions recently posted by teachers

If you wish to receive these summaries, please contact the school.

See more details here: https://support.google.com/edu/classroom/answer/6388136

For further more information on Google Classroom please visit the website: https://support.google.com/edu/classroom#topic=6020277

Alternatively if you have any additional question, please contact: itservices@mountbatten.hants.sch.uk